AGENDA

CITY COUNCIL ADJOURNED REGULAR MEETING

TUESDAY, SEPTEMBER 15, 2026, 6:00 PM

CONTINUATION OF ADJOURNED SEPTEMBER 8, 2026 CITY COUNCIL REGULAR MEETING

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 - September 15, 2026 - Adjourned Regular Meeting

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PRESENTATIONS

1. **Quarterly Progress Update and Presentation on Findings of the City of Ojai's**

Targeted Forensic Review
RECOMMENDATION: Recieve and file.
Administrative Report - Forensic Review Findings Progress Report
Attachment A - Targeted Forensic Review Findings
Presentation Slides

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 Council Minutes**
   RECOMMENDATION: Approve.
   08-18-26 Special Meeting
   08-25-26 Regular Meeting

3. **Planning Commission Minutes**
   RECOMMENDATION: Approve.
   08 05 26 Regular Meeting

4. **City of Ojai Warrants for August 17 - August 30, 2026**
   RECOMMENDATION: Receive and file.
   Administrative Report - Warrant Report
   Attachment A - Warrant Report
   Attachment B - Disbursement by Category
   Warrant Report Cover

5. **Biennial Conflict of Interest Code Update**
   RECOMMENDATION: Adopt Resolution No. 2026-31 adopting the City's Conflict of Interest Code and repealing Resolution No. 2024-24.
   Administrative Report - Conflict of Interest Code 2026
   Attachment A - Resolution No. 2026-31

6. **Commission Appointment**
   RECOMMENDATION: Confirm nomination of applicant Kathryn Donwen as Public Safety Commissioner, to fill a mid-term vacancy and inaugural two-year term (term ending May 2028).
   Administrative Report - Commission Appointment
   Attachment A - Commissioner Application â€“ K. Donwen

DISCUSSION

8. **Resolution Appointing a Voting Delegate and Alternate Voting Delegate to the 2026 League of California Cities Annual Conference.** ***(Operational Need)***
RECOMMENDATION: Adopt Resolution No. 2026-32 appointing a voting delegate and an alternate voting delegate to the 2026 League of California Cities Conference.
Administrative Report - Cal Cities 2026 Voting Delegate
Attachment A - Cal Cities Resolution Packet
Attachment B - Resolution No. 2026-32

9. **Authorization to Release a Request for Proposals for Owner's Representative/Construction Management Services for the Permanent Supportive Housing Project (PSHP)** ***(Operational Need)***
RECOMMENDATION:
   1. Approve the Request for Proposals (RFP) for Owner's Representative/Construction Management Services for the Permanent Support Housing Project (PSHP); and
   2. Authorize the City Manager to release the RFP, conduct the competitive solicitation process, evaluate proposals, and return to the City Council with a recommended contract award for consideration.

Administrative Report - RFP For PSHP Owners Rep./Cons. Mgmt.
Attachment A - Request for Proposals

10. **City of Ojai Policy for Commemorative Naming and Donations** ***(City Council Direction)***
RECOMMENDATION: Approve proposed Policy for Commemorative Naming and Donations.
Administrative Report - Naming and Donation Policy
Attachment A - Policy

11. **Furnished by Owner and Installed by Owner (FOIO) Items | Ojai Permanent Supportive Housing Project (OPSHP) 611 South Montgomery Street** ***(Operational Need)***
RECOMMENDATION:
   1. Review the Permanent Supportive Housing Project Furnished by Owner and Installed by Owner (FOIO) items list.
   2. Authorize staff to proceed with solicitation of donations for items included on the FOIO List.

Administrative Report - OPSHP Donations
Attachment A - FOIO LIst

12. **Amendment No. 3 to Secural Security Corporation Agreement – Contract Extension and Not-to-Exceed Increase** ***(Operational Need)***
RECOMMENDATION: Approve Amendment No. 3 to the Agreement for Contract Services with Secural Security Corporation, revising the contract's not-to-exceed (NTE) amount to $767,000 and extending the termination date to June 30, 2027.
Administrative Report - Secural Security Corporation Agreement
Attachment A - Agreement No. 2026-96, Amendment No 3
Attachment B - Amendment No. 2
Attachment C - Amendment No. 1
Attachment D - Original Agreement

13. **Introduce Ordinance No. 974 Amending Article 5 of Chapter 3 of Title 4 of the Ojai Municipal Code to Add Section 4-3.511 Prohibiting the Use of Libbey Park**

Tennis Courts For Any Activity Other Than Tennis with Limited Exceptions (*City Council Direction)*

RECOMMENDATION:

1. Introduce, for first reading by title only with further reading waived, Ordinance No. 974 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA AMENDING ARTICLE 5 OF CHAPTER 3 OF TITLE 4 OF THE OJAI MUNICIPAL CODE TO ADD SECTION 4-3.511 PROHIBITING THE USE OF LIBBEY PARK TENNIS COURTS FOR ANY ACTIVITY OTHER THAN TENNIS WITH LIMITED EXCEPTIONS, and;
2. Direct staff to return to the City Council for second reading and adoption of the Ordinance at the September 8, 2026, City Council Meeting.

Administrative Report - Tennis Court Ordinance
Attachment A - Ordinance 974
Attachment B - Ordinance No. 974 - Redline

14. **GENERAL PLAN UPDATE | Proposed Survey Questions Regarding the Climate Action Plan *(City Council Direction)***

RECOMMENDATION: Consider ratifying the proposed survey questions for dissemination to the Ojai Community.

Administrative Report - General Plan Update
Attachment A - Draft CAP Survey
Attachment B - Air Quality Goals Policy
Attachment C - CAP GHG Inventory
Attachment D - GPU CAP Workplan

COUNCIL MEMBER'S REPORTS

FUTURE AGENDA ITEMS

ADJOURNMENT

Posted September 11, 2026 at 11:00 a.m.
Weston Montgomery, Chief Deputy City Clerk

WRITTEN PUBLIC COMMENTS / MEETING RECORDS

Written public comments will be published here for public access. Please see PUBLIC COMMENT OPTIONS below for detailed instructions on how to submit.

Records of the Meeting

09 08 26 Written Public Comments and Meeting Records
09 15 26 Written Public Comments and Meeting Records

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**
Leah Palmer, Acting Finance Director
Christy Billings, Special Projects Manager

MEETING DATE: **September 8, 2026**

SUBJECT: **Quarterly Progress Update on findings of the City of Ojai's Targeted Forensic Review**

RECOMMENDATION

Receive and file quarterly progress update on findings of the City of Ojai's targeted forensic review

At the April 14, 2026, City Council meeting, staff presented the City Council with a progress report of the targeted forensic findings contained in the Kroll Associates Inc. Forensic Review performed for the City of Ojai. This report, which is available on the City's website under the Finance Department landing page, emphasized that while no fraudulent activity had been found during their review, there were several findings with recommendations for improvement.

Following the presentation, the City Council directed staff to provide work on the recommendations and to provide quarterly progress updates. Of the 23 findings, 4 are in progress, 3 have been reviewed but solutions have not been finalized, and 16 have been completed. (See Attachment A). This raises the completion rate to 70 percent.

CITY COUNCIL GOALS ALIGNMENT

Goal No. 8 - Financial Stability

FISCAL IMPACT

There is no fiscal impact.

Prepared by: Christy Billings, Special Project Manager

Attachment

A. Targeted Forensic Review Findings

City of Ojai
Targeted Forensic Review Findings
Second Quarterly Upddate - September 2026

Area of Observation	Subject	Areas of Review & Findings Description	Status	Task Lead
Accounts Payable	Accounts Payable	Batch check runs used as descriptions	Completed	Finance
Accounts Payable	Accounts Payable	Accounts Payable procedures documented	Completed	Finance
Accounts Payable Budget Management	Purchasing	Move to Purchase Order requisition process	Completed	Finance
Accounts Receivable	Revenue collection	Reallocate resources for mail/revenue collection. Separate the functions of mail opening, distribution, recording, reconciling	Completed	City Manager Finance Recreation Comm Dev Public Works
Accounts Receivable	Accounts Receivable Aging	Review accounts receivable aging and pursue collections of old accounts	In discussion	City Manager Finance Recreation Comm Dev Public Works
Budget Management	Budget Management	Finance to have better oversight of spending	Completed	Finance
Claims Process	Claims Process	Document costs for damage repairs	In progress	Public Works
Claims Process	Claims Process	Establish formal claims process	Completed	City Manager
Digital Security	Update Microsoft Office 365 settings	Update settings for logging and data retention	Completed	City Manager
Employee Management	Employee Listing Management	Audit report run each payroll and reviewed for changes	Completed	City Manager Finance
Employee Management	Employee Listing Management	Review employee list more frequently	Completed	City Manager Finance
Employee Separation	Employee departure check list	Develop a checklist for employee departure	Completed	City Manager City Attorney
Grant Management	Grant Management	Grant listing	Completed	City Manager
Grant Management	Grant Management	Grant tracking on general ledger	In discussion	Finance
Hiring Process	New Hire employee background checks	Update new hire background check requirements to include requiring reference checks with prior employers, particularly finance and other high level employees	Completed	City Manager
Mail Receipt/Distribution	Mail process and access	Dedicated individual to collect mail and distribute	Completed	City Manager Finance Recreation Comm Dev Public Works

City of Ojai
Targeted Forensic Review Findings
Second Quarterly Upddate - September 2026

Physical Security	Check stock security	Ensure that City check stock is in a secure area	Completed	Finance
Positive Pay	Positive Pay	Establish Positive Pay for both payee and amount	Completed	Finance
Record Keeping	Accounts Payable	Standardize g/l input for invoices	In progress	Finance
Vendor Management	Conflict of Interest	Conflict of interest forms for new hires	Completed	City Manager
Vendor Management	Vendor Management	Review master vendor listing for stale accounts and	In discussion	Finance
Vendor Management	Vendor Management	Implement system generated process with new vendors	In progress	Finance
Vendor Management	Conflict of Interest	Conflict of interest review by Finance	In progress	City Manager Finance

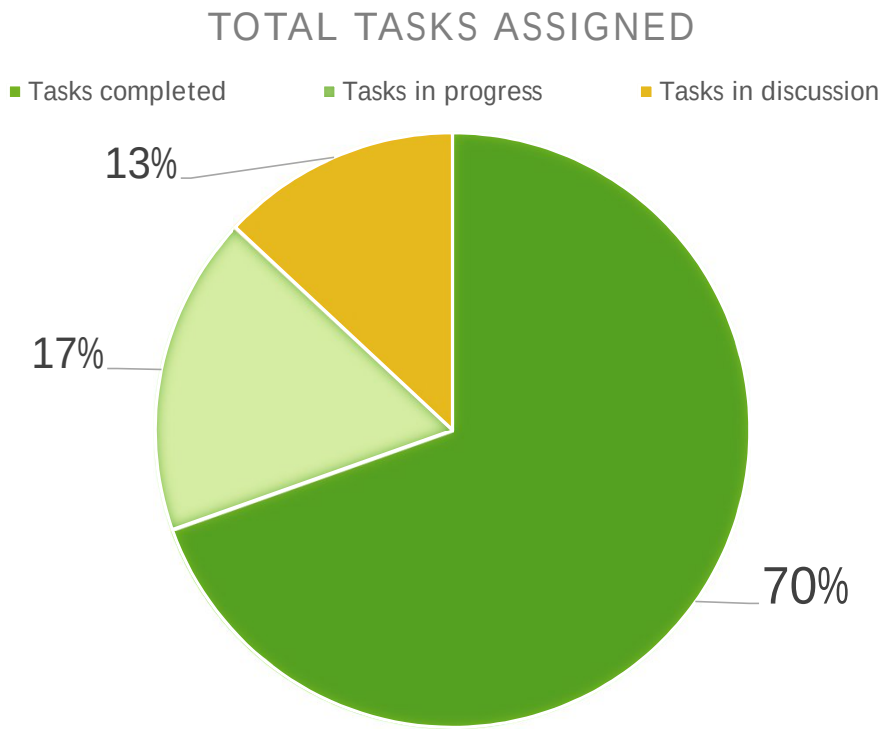
Total Tasks	**Current Status**
Tasks completed	16
Tasks in progress	4
Tasks in discussion	3
	23



Q2 Forensic Review by Area of Observation

Analyzing key findings from the second quarter assessment

Task Summary Overview



Status meanings



In discussion – staff has met on the task and is working with vendors or contractors towards solutions



In progress – staff has been started but hasn't been fully implemented or implemented long enough to consider complete.



Complete – task is implemented.

Accounts Payable

3 findings
3 completed

Accounts Payable Findings

Batch Check Description Issue

Use of batch check runs as descriptions reduces clarity and causes inefficiencies in tracking transactions. – ~~In discussion~~ COMPLETED

Procedure Documentation

Documenting Accounts Payable procedures ensures continuity, reduces errors, and aids staff onboarding. – ~~In progress~~ COMPLETED

Purchasing System

Implement purchase order requisition process. – ~~In progress~~ COMPLETED



Accounts Receivable

2 Findings
1 Completed
1 In discussion

Accounts Receivable Findings

Segregation of Duties

Reallocating staff to separate mail opening, distribution, recording, and reconciliation strengthens internal controls. - Completed

Review of Aging Accounts

Reviewing accounts receivable aging report helps identify old accounts for collection to reduce revenue leakage. – In discussion



Budget Management

1 Finding
1 Completed

Budget Management Findings

Need for Stronger Oversight

Improved oversight by the Finance department is essential to align spending with approved budget limits and prevent misallocation. – ~~In progress~~ COMPLETED



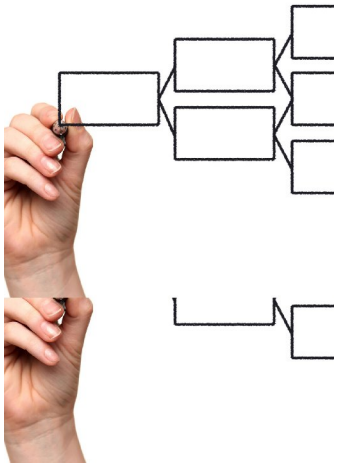
Claims Process

2 Findings
1 In progress
1 Completed



Documenting Repair Costs

Accurate documentation of repair costs is essential for insurance recoveries, budgeting, and financial transparency. – ~~In discussion~~ IN PROGRESS



Formal Claims Process

Establishing a formal claims process ensures consistency, efficiency, and regulatory compliance in claim handling. – ~~In progress~~ COMPLETED

Digital Security

1 Finding
1 Completed

Digital Security Findings

Enhanced Logging & Retention Compliance

Improved logging provides detailed system activity insights and strengthens incident response capabilities and updated data retention settings ensure adherence to legal and administrative record-keeping requirements. - Completed



Employee Management

2 Findings
2 Completed

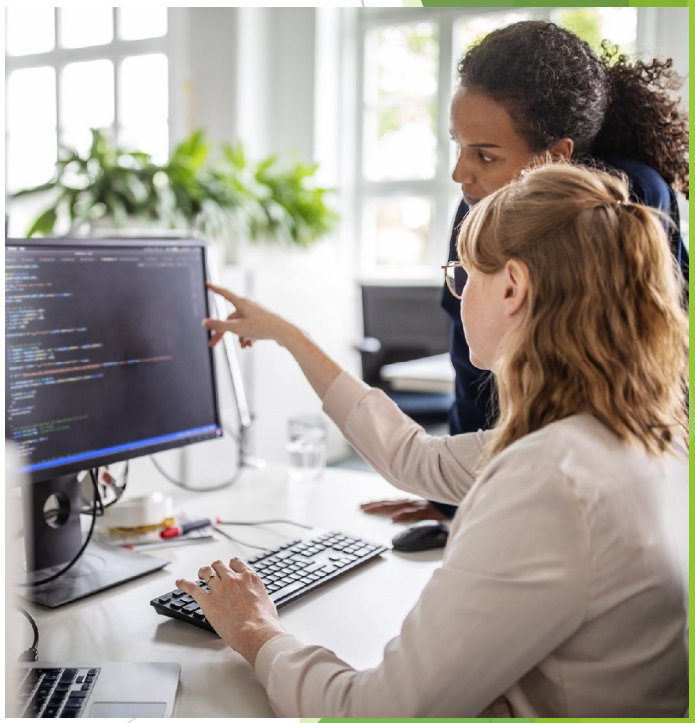
Employee Listing Management Findings

Audit Reports for Payroll

Running audit reports each payroll cycle ensures employee changes are reviewed and records remain accurate. – ~~In discussion~~ COMPLETED

Frequent Employee List Reviews

Increasing the frequency of employee list reviews helps maintain up-to-date and accurate personnel data. – ~~In discussion~~ COMPLETED



Employee Separation

1 Finding
1 Completed

Employee Departure Findings

Checklist Development

A checklist is being developed to outline essential steps for employee departure, ensuring organized separation processes. – ~~In progress~~ COMPLETED



Grant Management

2 Findings
1 Completed
1 In discussion

Grant Management Findings

Centralized Grant Listing

Completed centralized grant inventory improves planning, reporting, and monitoring of grant-funded activities effectively. Completed

Grant Tracking Improvements

Ongoing discussions aim to enhance grant tracking within the general ledger for accurate financial reporting and audit compliance. In discussion



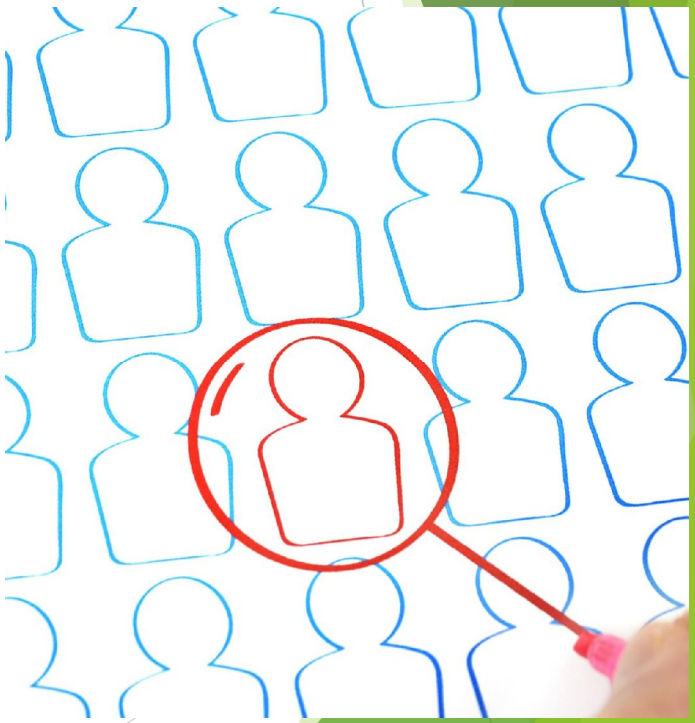
Hiring Process

1 Finding
1 Completed

Hiring Process Findings

Updated Background Checks

Background check requirements were updated focusing on verifying references for high-level and finance employees. - Completed



Mail Receipt and Distribution

1 Finding
1 Completed

Mail Process Findings

Centralized Mail Handling

Dedicated personnel now manage mail collection and distribution, improving internal control and efficiency. - Completed



Physical Security

1 Finding
1 Completed

Observations on Physical Security

Secure Check Stock Storage

Ensuring City check stock is stored securely is critical to prevent fraud and unauthorized use. ~~In progress~~ COMPLETED



Positive Pay

1 Finding
1 Completed

Positive Pay Findings

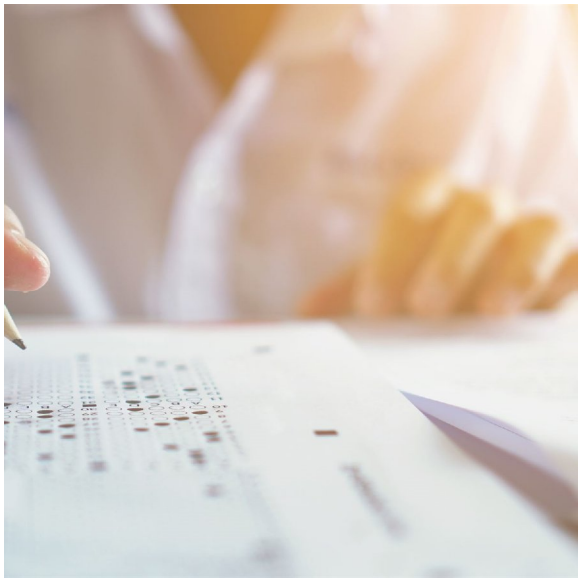
Verification Controls Established

Positive Pay verifies payee and amount, ensuring checks match the issued-check list for fraud prevention. - Completed



Record Keeping

1 Finding
1 In Progress



Need for Standardization

Inconsistencies in ledger inputs cause reconciliation and reporting challenges, requiring standardized data entry. – ~~In discussion~~

IN PROGRESS

Vendor Management

4 Findings
1 Completed
1 In discussion
2 In Progress

Vendor Management Findings

New hires complete conflict of interest forms
New hires in key positions complete conflict of interest forms - Completed

Master Vendor List Maintenance

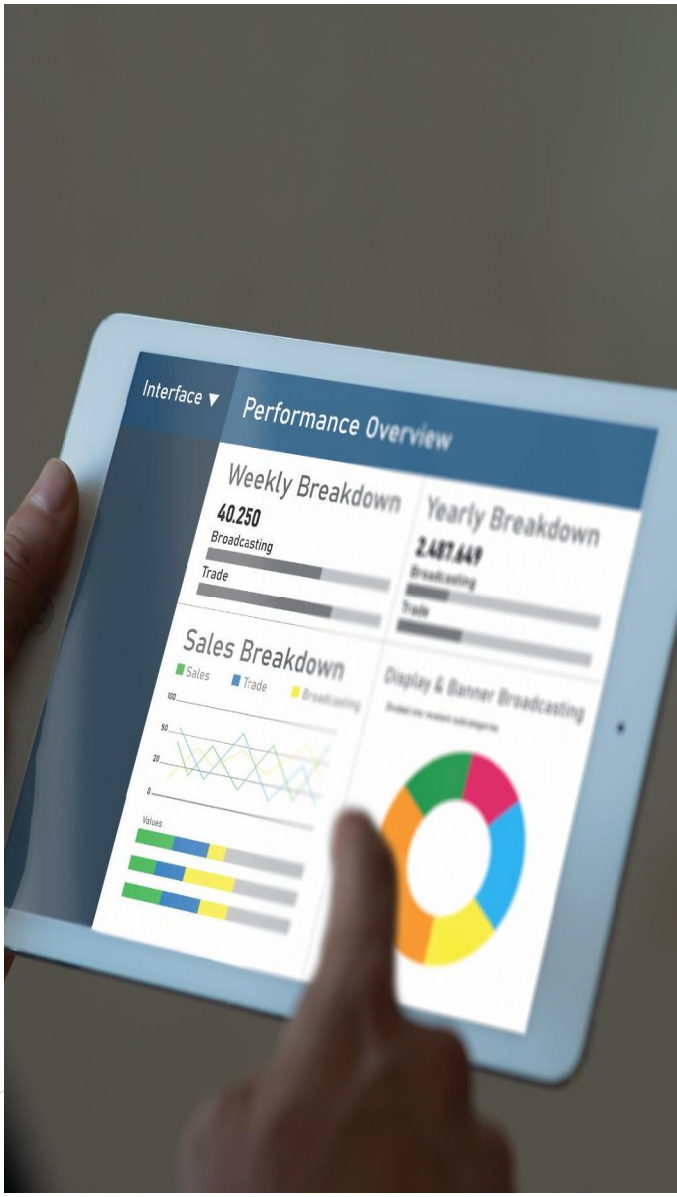
Reviewing and removing stale vendor accounts enhances procurement efficiency and reduces payment risks. – In discussion

System-Generated Onboarding

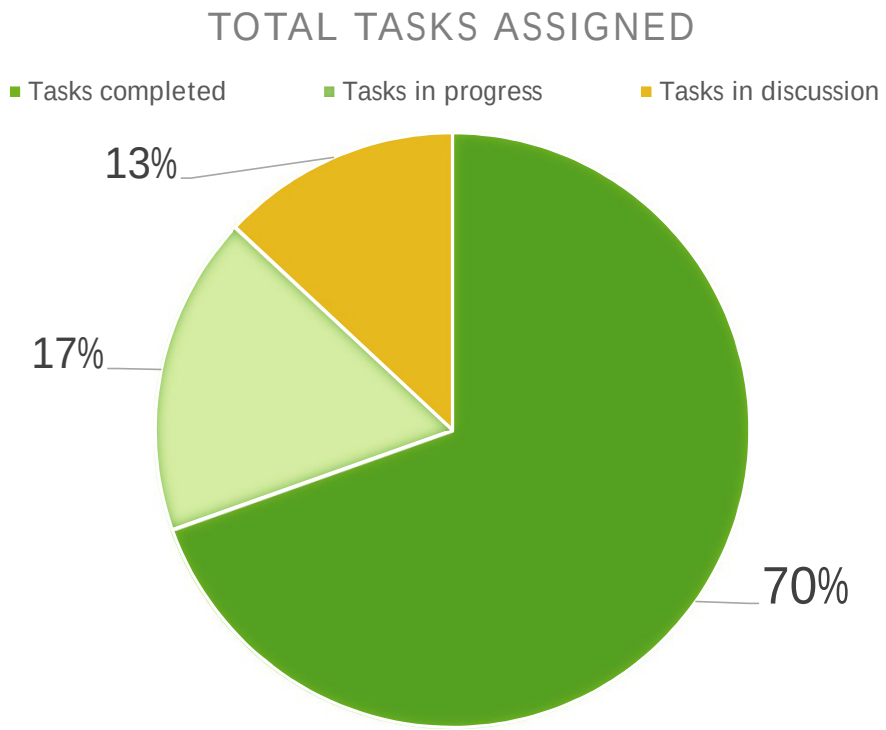
Automated onboarding processes streamline vendor creation and prevent unauthorized setups. – ~~In discussion~~ IN PROGRESS

Conflict-of-Interest Reviews

Conducting conflict-of-interest checks ensures ethical procurement practices and transparency. – ~~In discussion~~ IN PROGRESS



Task Summary Overview



MINUTES

CITY COUNCIL SPECIAL MEETING

TUESDAY, AUGUST 18, 2026, 5:00 PM

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

ADDITIONAL MEETING LOCATION - 1 FOURTH STREET, LILY DALE, NY 14752 - TO ACCOMMODATE COUNCIL MEMBER LANG WHO IS ATTENDING THE MEETING VIA TELECONFERENCE

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, and Whitman.

Council Member Lang was presently remotely, properly noticed in the agenda posting, stated they were the only adult in the room, and the City Council will take all actions via roll call vote.

Also present: City Manager Harvey, City Attorney Burgess, Assistant to the City Manager Cervantes, Chief Deputy City Clerk Montgomery, Special Counsel Millhouse, and Community Development Director Seibert.

PLEDGE OF ALLEGIANCE

Chief Deputy City Clerk Montgomery led the Pledge of Allegiance.

APPROVAL OF AGENDA

MOTION: It was moved by Mayor Gilman, second by Mayor Pro Tem Mang, to approve the agenda.

The motion carried unanimously via roll call.

CLOSED SESSION

1. **Public Employee Performance Evaluation**
   (Government Code § 54957(b))

2. **Conference with Legal Counsel - Existing Litigation (Government Code § 54956.9(d)(1))**
   Name of case: Leslie Rule v. City of Ojai, Ventura County Superior Court Case No. 2025CUPT055697

CITY ATTORNEY'S REPORT OUT OF CLOSED SESSION

City Council directed the City Attorney and Human Resources Manager to establish agreement with JMSB Strategies for a City Manager 360 performance review.

DISCUSSION

MOTION: It was moved by Mayor Gilman, second by Council Member Whitman, to reorder Item 4 before Item 3.

The motion carried unanimously via roll call.

3. **City Council Goals and Tactics Progress Update *(City Council Direction)***
   RECOMMENDATION: Receive and file

The City Council provided and future agenda item requests to staff and no formal action was taken. The item was received and filed.

4. **Information Regarding New Communication Tower at Fire Station No. 21 Located at 1201 East Ojai Avenue *(Operational Need)***
   RECOMMENDATION: Receive the presentation from the Ventura County Fire Department representative, ask clarifying questions, and provide direction. Furthermore, acknowledge receipt of the VCFD recent notification, confirm awareness of the County's permitting authority, and request copies of the County-issued permits and approved plan set for City records. Upon project completion, City staff confirms removal of the existing rooftop antenna as represented by VCFD.

Presentation received.

ADJOURNMENT

Mayor Gilman adjourned the meeting at 7:30 p.m.

_____
Weston Montgomery, Chief Deputy City Clerk
Approved:

MINUTES

CITY COUNCIL REGULAR MEETING

TUESDAY, AUGUST 25, 2026, 6:00 PM

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

Mayor Gilman called the meeting to order at 6:03 p.m.

ROLL CALL

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

Also present: Acting City Manager, City Attorney Burgess, and Chief Deputy City Clerk Montgomery.

PLEDGE OF ALLEGIANCE

Chief Deputy City Clerk Montgomery led the Pledge of Allegiance.

APPROVAL OF AGENDA

ACTION: Unanimous consent reached through Mayor, to approve the agenda with Item 9 being reordered as the first discussion item.

PRESENTATIONS

1. **Food Share Ventura County Chief Development Officer, Jennifer Caldwell, to provide a report on local services provided.**

COMMISSION REPORTS

CITY MANAGER'S REPORT

PUBLIC COMMUNICATIONS

CONSENT CALENDAR

2. **City Council Minutes**
   RECOMMENDATION: Approve.

3. **Planning Commission Minutes**
   RECOMMENDATION: Received and file.

4. **City of Ojai Warrants for July 27 - August 16, 2026**
   RECOMMENDATION: Receive and file.

5. **Treasurer's Monthly Report of Cash and Investments for the City of Ojai as of July 31, 2026**
   RECOMMENDATION: Receive and file.

6. **Approve Addendum to Fire Alarm Monitoring Contract with JMG Security Systems**
   RECOMMENDATION: Approve the addendum to the fire alarm monitoring contract with JMG Security Systems for the installation of new smoke detection equipment in the gymnasium at 510 Park Road in the amount of $17,488, as detailed in the submitted contract documents and in accordance with applicable state and local fire safety codes.

7. **County of Ventura Civil Grand Jury Report Regarding Ojai Permanent Supportive Housing Project**
   RECOMMENDATION: Approve the proposed response to the County of Ventura Civil Grand Jury Report.

Council Member Rule pulled Item 4 for discussion.

MOTION: It was moved by Council Member Lang, second by Mayor Gilman, to approve Items 2, 3, 5, 6, and 7.

The motion carried unanimously.

MOTION: It was moved by Mayor Gilman, second by Council Member Rule, to approve Item 4.

The motion carried unanimously.

DISCUSSION

8. **County of Ventura Civil Grand Jury Report Regarding Countywide Response to Public Complaints About Fireworks *(Legal Requirement)***
   RECOMMENDATION:
   1. Discuss the proposed response to the County of Ventura Civil Grand Jury Report
   2. Approve the proposed response or provide direction for revisions to the proposed response.

MOTION: It was moved by Mayor Gilman, second by Mayor Pro Tem Mang, to approve the response to the Ventural County Civil Grand Jury Report with revisions to the responses to Finding No. F-05 to reflect that the City enforces the Ventura County Fire Protection District prohibition on fireworks and Recommendation No. R-02 to reflect that the City wille valuate whether to adopt a host liability ordinance.

The motion carried unanimously.

9. **Introduce Ordinance No. 974 Amending Article 5 of Chapter 3 of Title 4 of the Ojai Municipal Code to Add Section 4-3.511 Prohibiting the Use of Libbey Park Tennis Courts For Any Activity Other Than Tennis (*City Council Direction)***
   RECOMMENDATION:
   1. Introduce, for first reading by title only with further reading waived, Ordinance No. 974 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA AMENDING ARTICLE 5 OF CHAPTER 3 OF TITLE 4 OF THE OJAI MUNICIPAL CODE TO ADD SECTION 4-3.511 PROHIBITING THE USE OF LIBBEY PARK TENNIS COURTS FOR ANY ACTIVITY OTHER THAN TENNIS, and;
   2. Direct staff to return to the City Council for second reading and adoption of the Ordinance at the September 8, 2026, City Council Meeting.

MOTION: It was moved by Council Member Lang, second by Mayor Gilman, to approve with modifications to incorporate an Ojai Day exemption with tennis stakeholder feedback and approval though staff, and returning for a new introduction of ordinance.

The motion carried unanimously.

10. **City of Ojai Artificial Intelligence (AI) Use Policy *(Operational Need)***
    RECOMMENDATION: Adopt the City of Ojai Artificial Intelligence (AI) Use Policy, establishing a governance framework for the responsible use of AI systems across all City departments.

MOTION: It was moved by Mayor Gilman, second by Council Member Rule, to approve the proposed City of Ojai AI Use Policy

The motion carried unanimously.

COUNCIL MEMBER'S REPORTS

Council Member provided a report on a City Council Rule Town Hall on Public Safety.
Council Member Lang provided a report on the Chamber of Commerce
Mayor Gilman provided a Public Safety Commission Liaison report.

FUTURE AGENDA ITEMS

ADJOURNMENT
Mayor Gilman adjourned the meeting at 8:40 p.m.

_____
Weston Montgomery, Chief Deputy City Clerk
Approved:

MINUTES
OJAI PLANNING COMMISSION
August 5, 2026

Call to Order

Chair Murphy called the *regular* meeting of the Ojai Planning Commission to order on Wednesday, August 5, 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: Commissioner Hanson.
City staff present: Lucas Seibert, Community Development Director, Maura Macaluso, Principal Planner, John Cardenas, Senior Counsel, and Shari Herbruck, Principal Planning and Building Technician.

Pledge of Allegiance Commissioner Rice Schmidt

Approval of the Agenda

Motion: Commissioner Rice Schmidt made a motion to continue Item 4 to be removed from the agenda to forward to the Historic Resources Report to the Historic Preservation Commission. Commissioner Steward seconded the motion for discussion purposes.
After discussion a vote was taken. **The motion <u>failed</u> as follows:**

AYES:	Rice Schmidt
NOES:	Chesley, Murphy, Steward
ABSENT:	Hanson

The Commission approved the agenda as submitted.

Public Communication None

Consent Item(s)

Motion: Commissioner Rice Schmidt made a motion Vice Chair Chesley seconded the motion to remove Item 2 from the Consent Calendar to discuss prior to the vote.

The commission agreed to pull Item 2 from the consent calendar to discuss.

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

Chair Murphy asked for any changes to the minutes and if there were none, she requested a motion to approve the minutes

Motion: Commissioner Steward moved and Vice Chair Chesley seconded the motion to approve July 15, 2026, regular PC meeting minutes as submitted.
The motion passed as follows:
AYES: Chesley, Murphy, Rice Schmidt, Steward
NOES: None
ABSENT: Hanson

Discussion of Item 2 Removed from Consent Calendar

2. **Planning Commission Approved Appeal** with revised Conditions of Approval of Director Decision (MISC 26-016) | Regarding penalties imposed by the Community Development Director pursuant to Section 4-11.13 (Enforcement) of the City of Ojai Municipal Code, for violation related to removing a protected coast live oak without benefit of permit, located at 52 Krotona Street, aka 12401 N. Ventura Avenue within in the IR3 Zoning District. Assessor's Parcel Number: 018-0-050-120. Representative/Arborist: Bill Mellett, Landscape and Design. Property Owner: Krotona Institute Theosophy. Appellant: Elena Dovalsantos.

   Chair Murphy opened the item and turned the time over to staff
   Staff –Director Seibert presented the staff report.

   Questions for Staff
   Commissioner Rice Schmidt clarified the vote and date of the resolution.

   Chair Murphy opened for comments
   Speakers: In person Bill Miley.

   Representative for the Appellant, Bill Mellett, and the Appellant Elena Dovalsantos, requested a change to the type of tree to replant from oak to sycamore. Arborist Mellett explained the pros to planting a sycamore as opposed to an oak tree.

   Chair Murphy closed the comment period

   After commission discussion a motion was made.

Motion: Vice Chair Chesley moved and Commissioner Steward seconded the motion to adopt PC Resolution 26-07 to approve the appeal and make a change from requiring two oak trees to be planted to require two sycamores to be planted.
The motion passed as follows:
AYES: Chesley, Murphy, Rice Schmidt, Steward
ABSENT: Hanson

Disclaimer of Site Visits and Ex-parte Contacts
All Commissioners present at the meeting attended a city scheduled site visit with the owner for Item 3.

Public Hearing Item(s)

3. Minor Conditional Use Permit (MCUP 26-002) – Regarding a request for modifications to existing conditions of approval to the previous Directors Exemption (DE 23-004) and Minor Conditional Use Permit (MCUP 23-001) for an outdoor dining facility, including Tivoli lights and on- and off-site sale and consumption of beer and wine (formerly Tipple & Ramble) for the established business 'Ojai Roots' located at 315 North Montgomery Street, Assessor's Parcel Number 021-0-081-430. The subject site has a General Plan Designation of General Commercial (GC) and the Zoning Classification of the site is General Commercial (C-1). Property Owner: Fairmont 1 LLC. Applicant: Reiana Onglengco

   Chair Murphy opened the item and turned the time over to staff
   Staff –Principal Planner Macaluso presented the staff report.

   Questions for staff
   The Commission had a discussion with staff regarding all the requested revisions to the Conditional Use Permit.

   Chair Murphy opened public comments

   Speakers:
   In person Trent Bustholio, Jeffrey Boos, Jody Chapman, Dwier Brown, Larry Steingold, Angus Beverly, Keila Merritt, Paul Graham, Robert Glover, Bret Nighman, Jeff Eid, Javier Arango, Michelle Bosch, David Berry, Lee Sher, Brad Hall, Randy Chapman, Ariel Lorimoro.
   Virtually. Nory Horn, Mark Bagby.

   Chair Murphy closed the public comment period

   The Commission asked questions and discussed the request with the applicant and staff, which resulted in the Commission asking the business owner to meet with the neighbors to work out the details and come back to the commission with a more specific.

Motion: Vice Chair Chesley moved and Commissioner Rice Schmidt seconded the motion to continue this item to a date uncertain requiring re-noticing when it comes back to the commission, allowing time for the business owner to work with the neighbors to make specific conditions that are agreeable to all and come back to the commission within 90-days. Also, to remove Condition No. 2 related to Alcohol Beverage Control (ABC) licenses completely from the proposed resolution.
The motion passed as follows:
AYES: Chesley, Murphy, Rice Schmidt, Steward
ABSENT: Hanson

4. Design Review Permit (DRP 25-011), Conditional Use Permit (CUP 26-004), Zone Change (ZC 25-002), General Plan Amendment (GPA 25-001) | Regarding the Change in Use From an Office Use to a Health Spa & Wellness Center Use, Zone Change from Public, Quasi-Public (P-L) to Village Mixed Use (VMU), and General Plan Land Use Amendment from Public/Quasi-Public (P) to Village Mixed Use (VMU); located at 107 North Ventura Street (Formerly: World University) – Assessor's Parcel No. 021-0-106-040 and currently residential use at 107 W. Matilija Street Assessor's Parcel No. 021-0-106-030. The existing General Plan Land Use Designation of the subject site is Public/Quasi-Public (P) and existing Zoning Classification of the subject site is Public, Quasi-Public (P-L). Property Owner: 107 Ventura LLC. Applicant/Representative: Jeremy McBride.

   Chair Murphy opened the item and turned the time over to staff
   Staff –Director Seibert presented the staff report.

   The time was turned over to Ginger Anderson, Stantec, representative of the applicants who also gave a PowerPoint presentation.
   Virtually. Jeremy McBride, property and business owner, spoke to the Commission.

   Questions for applicants and staff
   The Commission had a discussion with the applicant representative, owner, and staff regarding parking, traffic, historic, hours of operation, and the zone change.
   Virtually. Evanne St. Charles, Historian, spoke to the Commission and answered questions.

   Chair Murphy opened public comments
   Speakers: Virtually Gina McHatton, Historic Preservation Commission Chair.
   Chair Murphy closed the public comments

   The Commission deliberated and provided comments. Chair Murphy requested a motion.

Motion: Commissioner Steward moved to adopt the Resolution with the recommendation to City Council with staff conditions of approval, forward review to the Historic Preservation Commission, and move on to City Council for review and approval with including the Historic Preservations Commissions comments.
The motion failed as there was no second to the motion.

Motion: Commissioner Rice Schmidt moved and Vice Chair Chesley seconded the motion to adopt the Resolution with the recommendation to City Council with staff conditions of approval, forward review to the Historic Preservation Commission, and bring the item back to the Planning Commission on a date specific, August 19, 2026, for review of the Historic Preservations Commissions comments to consider incorporating them into the project and forward the recommendation to City Council.
The motion passed as follows:

AYES:	Chesley, Murphy, Rice Schmidt
NOES:	Steward
ABSENT:	Hanson

Informational Item(s)

5. Future Agenda Items
   The Commission received a report from Director Seibert.

Director's Report - None

Commission Member Report – Commissioner Rice Schmidt said she will be attending the next Municipal Advisory C meeting.

City Council Liaison – Council Member Andrew Whitman was unable to speak virtually due to the city's technical difficulties.

Adjournment

There being no further business brought before the Commission, Chair Murphy adjourned the meeting 11:16 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

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**
Leah Palmer, Acting Finance Director

MEETING DATE: **September 08, 2026**

SUBJECT: **City of Ojai Warrants for August 17, 2026 – August 30, 2026**

RECOMMENDATION
Receive and file.

DISCUSSION
Disbursement Warrant Check Numbers: 81161-81252
Payroll Warrant Check Numbers: 38430-38433
Number of Direct Deposits: 72

City of Ojai Disbursement Warrants for General Fund and Special Revenue Funds		$	531,053.97
Payroll – August 20 & 27, 2026 *Includes One Payout			137,091.45
	Total	$	668,145.42

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
81161	**Emmanuel A Mendez** August 2026 City Transit Wash	08/18/2026	1,250.00
81162	**AllConnected, Inc.** IT Network Supplies & Annual Licensing Fee	08/20/2026	4,941.55
81163	**AT&T** July 2026 Telephone	08/20/2026	256.01
81164	**Canon Financial Services, Inc.** August 2026 Copy Machine Lease	08/20/2026	1,097.02
81165	**Delta Liquid Energy** July & August 2026 Trolley Fuel	08/20/2026	1,213.98
81166	**Fred's Tire Man** August 2026 PW Truck Tire Replacement	08/20/2026	252.92
81167	**Greg Rents** July 2026 PW Equipment Rental	08/20/2026	1.00
81168	**E.J. Harrison & Sons** July 2026 Rolloff Dumpster Rental	08/20/2026	333.06
81169	**Help of Ojai Inc.** July 2026 Rental Assistance & Case Management Services	08/20/2026	77,958.00
81170	**Jordan Kear** July 2026 Ventura Watershed Litigation Support	08/20/2026	3,062.50
81171	**Ojai Auto Supply** July 2026 Supplies for Trolley Maintenance	08/20/2026	1,983.49
81172	**Ojai True Value Hardware** Supplies for Citywide Maintenance	08/20/2026	36.17
81173	**Ojai Valley News** July 2026 Legal Ad	08/20/2026	237.50
81174	**Owl Towing & Storage, Inc.** July 2026 Trolley Towing Service	08/20/2026	1,300.00
81175	**Prudential Overall Supply** Public Works Cleaning Supplies & Clothing Allowance	08/20/2026	396.75
81176	**Puretec Industrial Water** August 2026 Water Tank Rental	08/20/2026	146.25
81177	**Jan C. Scow** July 2026 Tree Site Evaluations	08/20/2026	582.75
81178	**Sinclair Sanitary Supply, Inc.** Cleaning Supplies for Citywide Maintenance	08/20/2026	87.27

Check Register

Check Summary By Check Number

Check No	Vendor Name	Check Date	Check Amount
81179	**Southern CA Edison** July 2026 Electricity	08/20/2026	31,846.06
81180	**SSD Systems** August 2026 Libbey Bowl Fire & Alarm Services	08/20/2026	395.00
81181	**Tripepi Smith and Associates, Inc.** August 2026 Monthly Retainer for Communications	08/20/2026	8,890.00
81182	**Ventura Pest Management** July 2026 Pest Control	08/20/2026	150.00
81183	**Casitas Municipal Water District** June 2026 Water	08/20/2026	9,850.92
81184	**Clinicas Del Camino Real Inc** June 2026 Pre-Employment Exam	08/20/2026	14.00
81185	**Ojai Business Center Inc** June 2026 City Documents Scanning Fee	08/20/2026	162.49
81186	**Ojai True Value Hardware** Supplies for Citywide Maintenance	08/20/2026	129.67
81187	**Ventura Pest Management** January 2026 Pest Control at Police Department	08/20/2026	225.00
81188	**CivicPlus, LLC** City Website Annual Fee	08/20/2026	10,811.03
81189-81218	**VOID** Void and Reissue Due to Misprint	08/27/2026	-
81219	**Kathleen Abasi** Recreation Class- Weight Room	08/27/2026	78.00
81220	**Accela Inc.** Annual Civic Platform Subscription for Community Development	08/27/2026	23,930.15
81221	**AllConnected, Inc.** August 2026 Monthly IT Support	08/27/2026	6,665.80
81222	**Aqua-Flo Supply** Supplies for Citywide Maintenance	08/27/2026	1,171.36
81223	**Bennie K. Enterprises Inc** August 2026 Restroom Rental for Libbey Bowl Events	08/27/2026	5,480.00
81224	**Timothy Bowen** Recreation Class- Lego Camp	08/27/2026	2,332.85
81225	**California State Disbursement Unit** August 2026 Payroll Expense	08/27/2026	282.58
81226	**Canon Financial Services, Inc.** August 2026 Copy Machine Lease	08/27/2026	167.27

Check Register

Check Summary By Check Number

Check No	Vendor Name	Check Date	Check Amount
81227	**Carahsoft Technology Corporation** Centralized Community Calendar Annual Fee	08/27/2026	23,600.00
81228	**Colonial Life & Accident Ins** August 2026 Payroll Expense	08/27/2026	716.14
81229	**David Hauptman CO.; INC** August 2026 Field Marking Paint for Sarzotti Park	08/27/2026	442.38
81230	**Franchise Tax Board** August 2026 Payroll Expense	08/27/2026	100.00
81231	**Kelly Cleaning & Supplies, Inc.** August 2026 Janitorial Services	08/27/2026	8,423.08
81232	**Terry Kvasnik** Recreation Class- Mindful Movements Arts Camp	08/27/2026	1,170.00
81233	**Lincoln National Life Insurance Co** August 2026 Payroll Expense	08/27/2026	3,061.21
81234	**Mark Cranes Tree Inc** July 2026 Tree Trimming Services at Sarzotti Park	08/27/2026	7,200.00
81235	**Meiners Oaks Hardware** Supplies for Citywide Maintenance	08/27/2026	10.71
81236	**Metropolitan Life Insurance Company** August 2026 Payroll Expense	08/27/2026	5,549.61
81237	**NetFile Inc** Annual SB 827 Training for City Staff	08/27/2026	2,100.00
81238	**Ojai Auto Supply** July & August 2026 Supplies for Trolley Maintenance	08/27/2026	1,941.09
81239	**Ojai Music Festival** Recreation Class- Music and Arts Camp	08/27/2026	5,352.75
81240	**Ojai Valley News** August 2026 Display Ads	08/27/2026	537.00
81241	**Phoenix Group Info Systems** July 2026 Parking Citation Fees	08/27/2026	236.03
81242	**Secural Security Corporation** July & August 2026 City Unhoused Security	08/27/2026	24,135.36
81243	**Starlight Dance Academy** Recreation Class- Ballerina Princess Dance Camp	08/27/2026	1,050.00
81244	**Timothy Kresge Debra Kresge** August 2026 Libbey Bowl Backstage Restroom Project	08/27/2026	3,368.75

Check Register

Check Summary By Check Number

Check No	Vendor Name	Check Date	Check Amount
81245	**Trail Rides of Ojai DBA Infinite Horsemanship** Recreation Class- Western Horsemanship Lessons	08/27/2026	199.50
81246	**United Storm Water, Inc** June 2026 City Wide Storm Drain Connector Project	08/27/2026	24,990.00
81247	**Ventura County Auditor-Controller** July 2026 Parking Citation County Fees	08/27/2026	250.00
81248	**Ventura Signs & Screen Printing** August 2026 Recreation Sports League Summer Camp Shirts	08/27/2026	758.56
81249	**Westridge Market Inc** July 2026 Supplies for Public Works	08/27/2026	28.68
81250	**County of Ventura Public Works Agency** June 2026 Hazardous Waste Program Event	08/27/2026	2,912.50
81251	**Mesa Energy Systems Inc** May 2026 PW Lower Yard Door Opener Replacement	08/27/2026	5,034.00
81252	**Ojai Valley Chamber of Commerce** January 2026 Professional Services Agreement	08/27/2026	9,100.00
ACH	**Amazon.com/Sales, Inc** July & August 2026 Miscellaneous Supplies	08/17/2026	670.76
ACH	**Paddle.Com Inc** IT Security Annual Subscription	08/17/2026	3,990.00
ACH	**Charter Communications Holdings, LLC** June - August 2026 Internet	08/17/2026	2,220.00
ACH	**Willdan Engineering** June 2026 Planning Technician	08/17/2026	12,180.00
ACH	**Amazon.com/Sales, Inc** July & August 2026 Miscellaneous Supplies	08/17/2026	3,523.43
ACH	**Health and Human Resource Center Inc** August & September 2026 Employee Assistance Program	08/17/2026	287.28
ACH	**Ameriflex: Admin Fee ACH** August 2026 Payroll Expense	08/17/2026	120.00
ACH	**Ameriflex: Claims ACH** August 2026 Payroll Expense	08/17/2026	308.00
ACH	**Christopher Reno** August 2026 Trolley Repairs	08/17/2026	9,625.00
ACH	**U.S Bank National Association** July 2026 Miscellaneous Supplies	08/21/2026	30,735.20

Check Register

Check Summary By Check Number

Check No	Vendor Name		Check Date	Check Amount
ACH	**Amazon.com/Sales, Inc**		08/21/2026	8,975.90
	July & August 2026 Miscellaneous Supplies			
ACH	**Mission Square 457 ACH**		08/21/2026	11,067.62
	August 2026 Payroll Expense			
ACH	**Christopher Reno**		08/21/2026	5,500.00
	August 2026 Trolley Repairs			
ACH	**IRS ACH**		08/21/2026	50,791.00
	August 2026 Payroll Expense			
ACH	**EDD ACH**		08/21/2026	8,263.05
	August 2026 Payroll Expense			
ACH	**Ameriflex: Claims ACH**		08/24/2026	800.46
	August 2026 Payroll Expense			
ACH	**CalPERS Retirement ACH**		08/24/2026	26,826.99
	August 2026 Payroll Expense			
ACH	**Shell ACH**		08/26/2026	59.81
	July 2026 Vehicle & Equipment Fuel			
ACH	**Chevron**		08/26/2026	2,749.72
	July 2026 Vehicle & Equipment Fuel			
ACH	**Mission Square RHS ACH**		08/27/2026	22,374.00
	August 2026 Retiree Health Savings			
				531,053.97
ACH	**Payroll**			
	Pay Period 8/03/2026-8/16/2026		08/20/2026	134,812.28
	Pay Period 8/17/2026-8/27/2026 *Final Payout		08/27/2026	2,279.17
		Wire & Paper Check Total		**137,091.45**
			Grand Total	**$ 668,145.42**

City of Ojai
Disbursement by Category

Category	Amount
Advertising	**774.50**
Ojai Valley News	774.50
Lease and Rentals	**7,078.35**
Bennie K. Enterprises Inc	5,480.00
Canon Financial Services, Inc.	1,264.29
E.J. Harrison & Sons	333.06
Greg Rents	1.00
Payroll and Benefits	**267,639.39**
Ameriflex: Admin Fee ACH	120.00
Ameriflex: Claims ACH	1,108.46
California State Disbursement Unit	282.58
CalPERS Retirement ACH	26,826.99
Colonial Life & Accident Ins	716.14
EDD ACH	8,263.05
Franchise Tax Board	100.00
Health and Human Resource Center Inc	287.28
IRS ACH	50,791.00
Lincoln National Life Insurance Co	3,061.21
Metropolitan Life Insurance Company	5,549.61
Mission Square 457 ACH	11,067.62
Mission Square RHS ACH	22,374.00
Pay Period 8/03/2026-8/16/2026	134,812.28
Pay Period 8/17/2026-8/27/2026 *Final Payout	2,279.17
Professional Services/Contract Services	**213,863.18**
AllConnected, Inc.	6,665.80
Christopher Reno	15,125.00
Clinicas Del Camino Real Inc	14.00
County of Ventura Public Works Agency	2,912.50
Emmanuel A Mendez	1,250.00
Fred's Tire Man	252.92
Help of Ojai Inc.	77,958.00
Jan C. Scow	582.75
Jordan Kear	3,062.50
Kelly Cleaning & Supplies, Inc.	8,423.08
Mark Cranes Tree Inc	7,200.00
Mesa Energy Systems Inc	5,034.00
Ojai Business Center Inc	162.49
Ojai Valley Chamber of Commerce	9,100.00
Owl Towing & Storage, Inc.	1,300.00
Phoenix Group Info Systems	236.03
Secural Security Corporation	24,135.36
SSD Systems	395.00
Timothy Kresge Debra Kresge	3,368.75
Tripepi Smith and Associates, Inc.	8,890.00
United Storm Water, Inc	24,990.00
Ventura County Auditor-Controller	250.00
Ventura Pest Management	375.00
Willdan Engineering	12,180.00
Recreation Classes	**10,183.10**
Kathleen Abasi	78.00
Ojai Music Festival	5,352.75
Starlight Dance Academy	1,050.00

Terry Kvasnik	1,170.00
Timothy Bowen	2,332.85
Trail Rides of Ojai DBA Infinite Horsemanship	199.50
Subscriptions and Software	**69,372.73**
Accela Inc.	23,930.15
AllConnected, Inc.	4,941.55
Carahsoft Technology Corporation	23,600.00
CivicPlus, LLC	10,811.03
NetFile Inc	2,100.00
Paddle.Com Inc	3,990.00
Supplies	**52,251.65**
Amazon.com/Sales, Inc	13,170.09
Aqua-Flo Supply	1,171.36
David Hauptman CO.; INC	442.38
Delta Liquid Energy	1,213.98
Meiners Oaks Hardware	10.71
Ojai Auto Supply	3,924.58
Ojai True Value Hardware	165.84
Prudential Overall Supply	396.75
Puretec Industrial Water	146.25
Sinclair Sanitary Supply, Inc.	87.27
U.S Bank National Association	30,735.20
Ventura Signs & Screen Printing	758.56
Westridge Market Inc	28.68
Utilities	**46,982.52**
AT&T	256.01
Casitas Municipal Water District	9,850.92
Charter Communications Holdings, LLC	2,220.00
Chevron	2,749.72
Shell ACH	59.81
Southern CA Edison	31,846.06
Grand Total	**668,145.42**

Warrant Register for the Meeting Date September 08, 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.

_____

Leah Palmer, Acting Finance Director

Administrative Report

TO: **Honorable City Council**

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

MEETING DATE: **September 8, 2026**

SUBJECT: **Biennial Conflict of Interest Code Update**

RECOMMENDATION

Adopt Resolution No. 2026-31 adopting a Conflict of Interest Code and rescinding Resolution No. 2024-24.

DISCUSSION

The Political Reform Act requires each local agency to adopt a Conflict of Interest Code and to review it biennially and amend it as necessary to ensure the Code remains up-to-date. The City Council last updated the Conflict of Interest Code in 2024. Since that time, several organizational changes have occurred which require amendments to the City's Code.

The Conflict of Interest Code designates which public officials, positions, commissions, and boards are required to file a Statement of Economic Interests (Form 700). This form is filed on an annual basis and provides information regarding the designated individual's financial interests within the City's boundaries.

The positions designated in the Code have been determined to make or participate in making governmental decisions that may have a foreseeable material effect on a filer's financial interests.

The attached Resolution contains the following updates:

1. Adds the following positions:
    - Deputy City Manager
    - Assistant to the City Manager
    - Human Resources Director
    - Human Resources Manager
    - IT Manager
    - Transit Operations Supervisor
    - Events & Public Information Officer
    - Management Analyst
    - Assistant Community Development Director
    - Building Inspector

- Principal Planner
- Assistant Finance Director
- Accounting Manager
- Public Works Superintendent
- Public Works Inspector/Project Manager
- Finance and Budget Committee – Public Members (name correction)
- Public Safety Commission - Commissioners

2. Removes the following positions:
   - Finance Director (this position is covered as an 87200 filer and will file directly with the FPPC similar to the City Manager, City Attorney and City Treasurer)

3. Requires all filers to provide full disclosure on their Form 700

4. Requires all filers to file electronically through the City's NetFile system.

CITY COUNCIL GOALS ALIGNMENT
N/A (See Explanation Below)

This action is required to remain in compliance with the Political Reform Act.

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

FISCAL IMPACT
There is no fiscal impact because of this action.

Prepared by: Weston Montgomery, Chief Deputy City Clerk

ATTACHMENT(S)
A. Resolution No. 2026-31

CITY OF OJAI

RESOLUTION NO. 2026-31

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OJAI ADOPTING THE CITY'S CONFLICT OF INTEREST CODE AND REPLEADING RESOLUTION NO. 24-24

WHEREAS, the Political Reform Act, Government Code Sections 81000, et seq., requires local government agencies to adopt a conflict of interest code and to conduct a biennial review of the code; and

WHEREAS, additionally, Government Code Section 87306 requires every agency to amend the code when necessitated by changed circumstances, including the creation of new positions, deletion of old positions and relevant changes in the duties assigned to existing positions and Government Code Section 87306 requires biennial review of the conflict of interest code in each even-numbered year; and

WHEREAS, the City Council initially adopted a Conflict of Interest Code in 1976 and has amended the Code since that time to ensure the Code remains up-to-date in accordance with the Political Reform Act; and

WHEREAS, the City Council last updated the Conflict of Interest Code by adoption of Resolution No. 2024-24; and

WHEREAS, the City wishes to update the Conflict of Interest Code and the following accurately sets forth those positions which should be designated filers.

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

SECTION 1. The City Council of the City of Ojai hereby finds and determines that the above recitals are true and correct.

SECTION 2. Title 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission (FPPC) are hereby incorporated by reference and, along with this Resolution which designates the City's filers, constitutes the City of Ojai's Conflict of Interest Code.

SECTION 3. The following positions are required to provide full disclosure pursuant to Government Code Section 87200 and, pursuant to AB 1170, are required to file electronically within the FPPC's electronic filing system:

- Mayor
- Council Members
- City Manager
- City Attorney
- Planning Commissioners
- City Treasurer/Chief Financial Officer

- Other Public Officials who Manage Public Investments

SECTION 4. The City requires full disclosure for the positions listed below which make or participate in making decisions that may foreseeably have a material effect on financial or economic interests. Full disclosure includes all economic interests within the City of Ojai, including real property, investments, business positions, and sources of income including gifts, loans, and travel payments.

CITY CLERK DEPARTMENT
City Clerk
Chief Deputy City Clerk

CITY MANAGER'S DEPARTMENT
Assistant City Manager
Deputy City Manager
Assistant to the City Manager
Human Resources Director
Human Resources Manager
IT Manager
Transit Operations Supervisor
Events & Public Information Officer
Management Analyst

COMMUNITY DEVELOPMENT DEPARTMENT
Community Development Director
Assistant Community Development Director
Building Official
Code Enforcement Official
Building Inspector
Principal Planner

FINANCE DEPARTMENT
Assistant Finance Director
Accounting Manager

PUBLIC WORKS DEPARTMENT
Public Works Director
Public Works Superintendent
Public Works Inspector/Project Manager

RECREATION DEPARTMENT
Recreation Manager

COMMISSIONERS, BOARD MEMBERS AND COMMITTEE MEMBERS
Arts Commission - Commissioners
Building Appeals Board - Members
Historic Preservation Commission - Commissioners
Finance and Budget Committee - Public Members

Parks and Recreation Commission - Commissioners
Public Safety Commission - Commissioners

CONSULTANTS

Consultants filling a designated position*

*The City Manager may determine, in writing, that a particular consultant, although holding a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties, and based upon that description, a statement of the extent and disclosure requirements. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

SECTION 5. The City requires the City's filers to utilize the City's electronic filing system. The Chief Deputy City Clerk will perform the duties of Filing Officer for the City of Ojai.

SECTION 6. All resolutions or parts of resolutions, specifically Resolution No. 24-24, not consistent with or in conflict with this resolution are hereby rescinded.

SECTION 7. Any change provided for in this Conflict of Interest Code will not affect or excuse any offense or act committed or done or omission or any penalty or forfeiture incurred or accruing under any other Conflict of Interest Code; nor will it affect any prosecution, suit or proceeding pending or any judgment rendered in connection with any other Conflict of Interest Code.

SECTION 8. The City Clerk shall certify the adoption of this Resolution and shall cause the same to be processed in the manner required by law.

PASSED, APPROVED AND ADOPTED on September 8, 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. 2026-31 was adopted at a regular meeting held September 8, 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Weston Montgomery, Chief Deputy City Clerk

Administrative Report

TO: **Honorable City Council**

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

MEETING DATE: **September 8, 2026**

SUBJECT: **Commission Appointment**

RECOMMENDATION

Confirm nomination of applicant Kathryn Donwen as Public Safety Commissioner, to fill a mid-term vacancy and inaugural two-year term (term ending May 2028).

DISCUSSION

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. This one nomination of Kathryn Donwen remains the Mayor's independent vacancy to fill.

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.

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. **Kathryn Donwen – Public Safety Commission** (Appointment to fill mid-term vacancy and inaugural two-year term. Term ending May 2028) (Mayor Gilman)

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 – K. Donwen

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: Kathryn (Katie) Donwen Date: 9/2/2026

[redacted]

Employer: Ojai Unified SD Business Phone: _____

Business Address: 650 Carne Rd. Ojai

Type of Business: Education

Education: some college - CLU (Cal Lutheran University)
Business Admin | Marketing | International Business

Number of years as an Ojai Valley resident: 38

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

List civic activities, clubs and associations, etc.: Assistant Coach for Nordhoff Girls Tennis. Acting Board Chair/Treasurer/Co-founder for Sunny Side Preschool in Ojai

Additional information, qualifications and/or references: _____

(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.

[redacted]

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

MEETING DATE: **September 8, 2026**

SUBJECT: **Resolution Appointing a Voting Delegate and Alternate Voting Delegate to the 2026 League of California Cities Annual Conference.** ***(Operational Need)***

RECOMMENDATION

Adopt Resolution No. 2026-32 appointing a voting delegate and an alternate voting delegate to the 2026 League of California Cities Conference.

DISCUSSION

The League of California Cities 2026 Annual Conference is scheduled for September 23 – 25, 2026 at the Anaheim Convention Center. At the Annual Conference, the League of California Cities convenes a General Assembly. This is an opportunity for members to consider resolutions that establish Cal Cities policy. In order to vote at the General Assembly, the City Council must designate by resolution a voting delegate and up to two alternate voting delegates.

The League of California Cities requires such designation be approved by the City Council and confirmation of the designation to be provided to the League in advance. Staff recommends the City Council appoint a voting delegate and alternate voting delegate to participate in the General Assembly and adopt the attached resolution confirming the appointments. The General Assembly is the last session on the last day of the event, and delegate and/or alternate shall commit to attendance.

Members of the City Council who are currently registered to attend the 2026 Annual Conference include:

- Mayor Pro Tem Mang
- Council Member Lang
- Council Member Rule
- Council Member Whitman

CITY COUNCIL GOALS ALIGNMENT

Goal No. 9 - Communication and Relationships

OPTIONS

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

FISCAL IMPACT

The adopted 2026-27 Annual Budget provides sufficient funding to support the conference registration and lodging expenses for the League of California Cities Annual Conference.

Prepared by: Weston Montgomery, Chief Deputy City Clerk

ATTACHMENT(S)

A. Cal Cities Resolution Packet
B. Ojai Resolution No. 2026-32

LEAGUE OF CALIFORNIA CITIES

2025-2026 CAL CITIES OFFICERS

President
Gabe Quinto
Mayor
El Cerrito

First Vice President
Teresa Acosta
Council Member
Carlsbad

Second Vice President
David Cohen
Council Member
San Jose

Immediate Past President
Lynne B. Kennedy
Mayor Pro Tem,
Rancho Cucamonga

Executive Director and CEO
Carolyn M. Coleman

August 10, 2026

TO: Cal Cities Members

RE: Cal Cities 2026 Resolution Packet

Sixty days before the Cal Cities Annual Conference and Expo, Cal Cities members may submit resolutions on issues of importance to cities. This year, Cal Cities received one resolution by the July 25 deadline.

The attached packet contains the proposed resolution, background information, supporting letters from cities and city officials, and an analysis of the resolution by Cal Cities. The packet includes detailed information on the resolution process and the next steps for the resolution.

We encourage each city council to consider the resolution and determine a position so your voting delegate can represent your city's position on the resolution.

Voting Delegates: City councils must appoint a voting delegate to vote during the General Assembly. Each city may also appoint up to two alternate delegates. If your city has not already done so, please appoint your voting delegate by Tuesday, Sept. 1, 2026. The voting delegate packet contains more information.

The 2026 General Assembly will be held Friday, Sept. 25, at 8:30 a.m. in the Anaheim Convention Center during the Annual Conference and Expo.

For questions about resolutions, voting delegates, or the General Assembly, please contact Zach Seals.

LEAGUE OF CALIFORNIA CITIES

2026 Resolution Packet

Information on 2026 Resolutions Process

Consideration by Policy Committee (pre-conference)
Per the Cal Cities bylaws, Cal Cities President Gabe Quinto has referred the submitted resolution to the Housing, Community, and Economic Development Committee. The committee will meet on Thursday, Sept. 17, at 10 a.m. via Zoom to review the resolution and make a recommendation that will be sent to the Resolutions Committee. A public comment period will be held during the meeting. Register for the meeting here.

A list of recommendations the policy committee may make during its meeting is on page two of this packet.

Consideration by Resolutions Committee (during conference)
On Thursday, Sept. 24, at 1:00 p.m. the Resolutions Committee will meet to review the resolution and the recommendation of the policy committee.

The Resolutions Committee consist of one representative from each of Cal Cities caucuses, departments, divisions, and policy committees, as well as up to ten additional appointments made by the Cal Cities President. A public comment period will be held during the meeting. Refer to the onsite conference program for the location.

A list of recommendations the Resolutions Committee may make during its meeting is on page two of this packet.

Consideration by the General Assembly (during conference)
The General Assembly will convene on Friday, Sept. 25, at 8:30 a.m. to consider any resolutions the Resolutions Committee has forwarded. To vote during the General Assembly, voting delegates must have checked in at the voting delegate booth.

Conference attendees will receive materials for the General Assembly on the evening of Thursday, Sept. 24. For more information on voting and discussion procedures during the General Assembly, see page three of this packet.

Petitioned Resolutions (during conference)
The petitioned resolution is an alternate method to introduce policy proposals during the annual conference. To initiate a petitioned resolution, voting delegates from 10% of member cities must sign the petition. The resolution and signatures are due at least 24 hours before the beginning of the General Assembly. Voting delegates who have checked in at the voting delegate booth can receive more information on petitioned resolutions at the booth onsite.

Policy Committee and Resolutions Committee Actions

The submitted resolution will be heard by the policy committee to which it was assigned, and the Resolutions Committee. The table below shows what recommendations these bodies may make on the resolution.

Policy Committee Actions	Resolutions Committee Actions
Approve	Approve
Disapprove*	Disapprove*
No Action	No Action
Amend and approve	Amend and approve
Refer to appropriate policy committee for further study*	Approve as amended
Refer as amended to appropriate policy committee for further study*	Refer to appropriate policy committee for further study*
	Refer as amended to appropriate policy committee for further study*
	Approve with additional amendment(s)
	Additional amendments and refer to appropriate policy committee for further study*

**If a resolution is disapproved or referred for further study by all policy committees to which it is assigned and the Resolutions Committee, it will not proceed to the General Assembly.*

General Assembly Voting and Discussion Procedures

Discussion Procedures:
Discussion procedures during the General Assembly are guided by two calendars: the Consent Calendar and the Regular Calendar. As seen below, resolutions are calendared by the recommendations they receive from policy committees and the Resolutions Committee.

For General Resolutions:

Policy Committee Recommendation	Resolutions Committee Recommendation	Calendar
Approve	Approve	Consent Calendar
Approve	Disapprove or refer	Regular Calendar
Disapprove or refer	Approve	Regular Calendar
Disapprove or refer	Disapprove or refer	Does not proceed to General Assembly

For Petitioned Resolutions:

Policy Committee Recommendation	Resolutions Committee Action	Calendar
N/A	Approve	Regular Calendar
	Disapprove or Refer	Regular Calendar
	Disqualified	Does not proceed to General Assembly

Items on the Consent Calendar will be presented as one motion during the General Assembly from the Resolutions Committee chair. Unless an item on the Consent Calendar is set aside by the majority of the General Assembly, a vote will be taken on the whole calendar. If an item is set aside, it will be opened for discussion, followed by a vote.

Items on the Regular Calendar will be presented individually by the Resolutions Committee chair. After a recommendation is presented by the Resolutions Committee chair, the resolution will be opened for discussion by the General Assembly. A vote will take place following discussion.

Voting Procedures:
Per Cal Cities Bylaws Article XII, Sec. 2, all votes will be conducted by voice vote first. If the presiding official cannot determine the outcome, a vote will be taken by an alternative method, typically a raise of voting cards by voting delegates. A roll call vote may be called for by delegates of ten percent or more of the General Assembly.

2026 Resolution

1. Resolution No. 1 submitted by City of Murrieta
    - Letters of concurrence submitted by:
        i. City of Banning;
        ii. City of Calimesa;
        iii. City of Canyon Lake;
        iv. City of Moreno Valley;
        v. City of Norco;
        vi. City of Torrance;
        vii. Crystal Ruiz, Mayor, City of San Jacinto;
        viii. Jessica Alexander, Mayor, City of Temecula
    - Referred to Housing, Community, and Economic Development Committee
    - Policy Committee Recommendation:
    - Resolutions Committee Recommendation:

Resolution No. 1
Submitted by City of Murietta

1. A RESOLUTION OF THE GENERAL ASSEMBLY OF THE LEAGUE OF CALIFORNIA CITIES CALLING FOR A WORKING GROUP TO CONSIDER A STATE CONSTITUTIONAL AMENDMENT OR OTHER FORM OF INITIATIVE TO ENSURE FINAL LOCAL AUTHORITY OVER HOUSING AND LAND USE DECISIONS

Source: City of Murrieta
Concurrence of five or more cities/city officials
Cities/city officials: City of Banning; City of Calimesa; City of Canyon Lake; City of Moreno Valley; City of Norco; City of Torrance; Crystal Ruiz, Mayor, City of San Jacinto; Jessica Alexander, Mayor, City of Temecula
Referred to: Housing, Community, and Economic Development Policy Committee

WHEREAS, California cities have historically been responsible for adopting general plans and zoning regulations, reviewing housing development proposals, and providing or coordinating the streets, water, wastewater, public safety, parks, transportation, and other infrastructure and services necessary to support responsible, environmentally sound, and well-planned residential growth; and

WHEREAS, the League of California Cities is dedicated to protecting and expanding local control for municipalities across the state to ensure their orderly growth and development; and

WHEREAS, the League of California Cities recognizes that local zoning is a primary function of cities and an essential component of home rule, and that a city's general plan should guide its land use planning and strategic decision-making free from pre-emption by the state; and

WHEREAS, increasingly prescriptive statewide housing mandates and development approval requirements can override locally adopted plans, zoning standards, and public review procedures without adequately accounting for differences that exist in each unique jurisdiction in infrastructure capacity, water availability, wildfire and evacuation risks, environmental constraints, fiscal impacts, public service needs, and community priorities; and

WHEREAS, California's housing goals can be more effectively advanced through state funding, streamlined environmental requirements, and voluntary partnerships that support housing production while preserving the authority of locally elected officials to determine how and where housing is best planned and approved;

NOW, THEREFORE, BE IT RESOLVED, by the General Assembly of the League of California Cities, assembled during the Annual Conference in Anaheim, California, on September 25, 2026, that the League of California Cities support the development and advancement of a state constitutional amendment or other legislative, policy, or ballot-based strategies that restore and strengthen local authority over housing and land use matters within municipal boundaries, including general plans, housing elements, zoning, density, design and development standards, project siting, and the approval or denial of housing development applications; and

BE IT FURTHER RESOLVED, that any constitutional amendment or alternative strategy should preserve the State's authority to establish broad statewide housing goals and enforce constitutional and civil rights, fair housing requirements, building and life-safety standards, and generally applicable environmental protections, while protecting cities from state actions that compel, through funding conditions or state law, the approval of housing developments that are inconsistent with locally adopted requirements; override local zoning or density standards; or invalidate locally adopted housing or land use decisions when a city has planned in good faith to accommodate its regional housing needs allocation and maintains adequate capacity for housing at all income levels; and

BE IT FURTHER RESOLVED, that the League of California Cities consider establishing a statewide working group or other appropriate committee(s) to evaluate and develop a proposed constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use matters including but limited to: conducting appropriate legal, fiscal, and policy analyses; engaging cities and other stakeholders; and building a statewide coalition of proponent supporters in preparation for; the November 2030 General Election, or within another reasonable time frame as determined by the working group.

Resolution No. 1: Background Information

Background Information for Resolution

Source: City of Murrieta

Background:
California cities are responsible for planning residential growth, adopting general plans and zoning regulations, reviewing development proposals, and providing or coordinating the infrastructure and public services necessary to support new housing. Since 2010, the State has enacted more than 500 housing-related laws that have increasingly shifted housing and land use authority away from local governments. These laws have expanded by-right development, limited locally adopted standards and review processes, and established enforcement mechanisms, including the builder's remedy, that may override local plans and zoning. Although these measures are frequently presented as solutions to housing affordability, many increase development capacity or restrict local review without delivering the meaningful production of housing needed to address the housing crisis.

At the same time, the State has continued to prioritize increased development capacity without adequately accounting for the infrastructure, public services, economic realities, and safety measures necessary to support housing growth. State mandates often fail to reflect local conditions, including roadway and utility capacity, water availability, wildfire exposure, environmental limitations, fiscal impacts, and the availability of essential services. Cities are consequently required to accommodate additional housing while receiving no funding or assistance to address the resulting infrastructure and service demands.

Local elected officials are directly accountable to the residents who experience the effects of development decisions and are responsible for balancing housing production with infrastructure capacity, public safety, environmental protection, fiscal sustainability, and community needs. Cities of all types in California have been grappling with this dynamic, ranging from urban to rural, coastal to inland, small to large, northern to southern, voicing concerns to legislative representatives with minimal responsiveness. This is an issue of statewide concern that needs the strength and diversity of the League of California Cities to pursue a long-term solution.

The proposed resolution directs the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions. The working group would be tasked with developing a more balanced framework that preserves the State's role in establishing broad housing goals and enforcing constitutional, civil rights, fair housing, building, life-safety, and environmental requirements, while restoring meaningful local authority to allow cities to determine how statewide housing

objectives should be implemented in a manner that reflects local conditions and community priorities while continuing to support responsible housing production.

As the primary statewide organization representing California cities, the League is uniquely positioned to lead this effort. Its established policy, legal, legislative, communications, and advocacy networks enable it to convene municipalities, evaluate potential strategies, conduct legal and fiscal analyses, build consensus, engage stakeholders, and coordinate with statewide decision-makers. League leadership would help ensure that any recommendation reflects the collective interests of California municipalities and would provide the credibility, organizational capacity, and statewide reach necessary to advance a viable strategy.

Resolution No. 1: Letters of Concurrence

City of Banning
Office of the Mayor

July 23, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to the Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25, 2026. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards and project approval authority.

On behalf of the City of Banning, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Respectfully,

Richard Royce, Mayor
District 4, City of Banning

Colleen Wallace, City Council Member
District 5, City of Banning
President, Riverside County Division
League of California Cities

City of Calimesa
908 Park Avenue, Calimesa, California 92320
Telephone 909.795.9801 Facsimile 909.795.4399
www.calimesa.gov
"Preserving and enhancing the open space atmosphere and quality of life in Calimesa"

July 21, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of Calimesa, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Sincerely,

Jeff Cervantez
Mayor
City of Calimesa

www.canyonlakeca.gov
Ⓟ 951.244.2955
Ⓕ 951.246.2022

July 23, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of Canyon Lake, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Sincerely,

Arron Brown
City Manager
City of Canyon Lake

Brian Mohan
City Manager

July 23, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches to address increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of Moreno Valley, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Sincerely,

Brian Mohan
City Manager
City of Moreno Valley

CITY OF
NORCO
HORSETOWN USA

July 22, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of the Norco, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Sincerely,

Kevin Bash
City Council Member
(951) 768-8981

CITY OF
TORRANCE

SHARON KALANI
MAYOR

CITY COUNCIL MEMBERS
DAVID KARTSONIS – District 1
BRIDGETT LEWIS – District 2
ASAM SHEIKH – District 3
VACANT – District 4
BETTY LIEU – District 5
Dr. JEREMY GERSON – District 6

July 29, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of Torrance, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Local authority is essential because cities are best positioned to craft housing strategies tailored to their unique community conditions, infrastructure capacity, and geographic needs.

3031 Torrance Boulevard • Torrance, California 90503 • 310/618-2801 • FAX 310/618-5841

When given the flexibility to plan locally, cities can achieve meaningful housing results while maintaining the character and balance of their communities.

The City of Torrance has consistently demonstrated that local control and proactive housing production go hand in hand:

- **Housing Corridor Overlay Zone:** Through our approved 6th Cycle Housing Element, Torrance created the Housing Corridor Overlay (HCO). This targeted local framework allows for by-right housing and mixed-use development across seven key commercial and transit-adjacent corridors, streamlining approvals and incentivizing production across a full range of income levels.

- **Housing Element Progress & Accountability:** As documented in our Housing Element Annual Progress Reports (APR), Torrance actively tracks, updates, and implements programs—such as aligning our Land Use and Safety Elements—to clear barriers for residential development while ensuring robust infrastructure and public safety standards.

These initiatives illustrate that local governance can effectively drive housing opportunities without one-size-fits-all mandates from the state. Restoring and protecting local land use authority will allow cities across California to continue developing solutions that work best for their residents.

If you have any questions or require further discussion, please feel free to contact Carlos Huizar, Management Associate at (310) 618-5880 or via email at CHuizar@TorranceCA.gov.

Sincerely,

Sharon Kalani
Mayor, City of Torrance

cc:
Ron Holiday, Mayor Pro Tem, City of Murrieta
Lori Stone, City Councilmember, City of Murrieta
Jeff Kiernan, Los Angeles County Division, jkiernan@cacities.org
League of California Cities, cityletters@cacities.org
Joe A. Gonsalves & Sons, gonsalvi@gonsalvi.com

595 S San Jacinto Ave, San Jacinto, CA 92583
Cell: 951-282-1895 • Office: 951-487-7330 • email: cruiz@sanjacintoca.gov

July 23, 2026

Mr. Gabe Quinto, President

League of California Cities

1400 K Street, Suite 400

Sacramento, CA 95814

Subject: Support for Murrieta's Proposed Resolution on Housing and Local Governance

Dear League of California Cities Leadership,

I am writing in my individual capacity as Mayor of the City of San Jacinto to express my strong support for the City of Murrieta's proposed resolution, which is scheduled for consideration by the General Assembly at the 2026 Annual Conference.

This resolution represents a timely and important opportunity to thoughtfully examine the balance between California's statewide housing goals and the fundamental constitutional principle of local governance. The proposal to establish a statewide working group to explore a potential constitutional amendment, legislative reforms, or other policy initiatives would create a valuable forum for assessing how local authority over housing and land use decisions can be strengthened while still addressing the State's housing challenges.

Cities are uniquely positioned to understand the distinct needs, opportunities, and constraints of their communities. Local elected officials are directly accountable to the residents they serve and are best equipped to make land use decisions that reflect a community's character, infrastructure capacity, economic development priorities, environmental stewardship, and long-term vision. Moreover, local governments carry the primary responsibility for protecting public safety. Issues such as housing density, transportation, emergency access, wildfire preparedness, evacuation routes, law enforcement and fire service capacity, water availability, and critical infrastructure are inherently local matters that demand the knowledge, judgment, and responsiveness of those who serve their communities daily.

While the State has a critical role to play in addressing California's housing needs, a collaborative approach that respects local expertise and preserves meaningful local discretion will result in stronger, safer, and more sustainable communities. The proposed working group offers a constructive path forward to evaluate policies that achieve our shared housing objectives while restoring an appropriate balance between state direction and local authority.

Although this letter reflects my personal position as Mayor and does not constitute an official action or policy of the City of San Jacinto or the San Jacinto City Council, I respectfully endorse the City of Murrieta's submission of this resolution and encourage its favorable consideration by the League of California Cities General Assembly.

Thank you for your leadership and your thoughtful consideration of this important matter.

Respectfully,



Crystal Ruiz

Mayor

City of San Jacinto

595 S San Jacinto Ave, San Jacinto, CA 92583
Cell: 951-282-1895 • Office: 951-487-7330 • email: cruiz@sanjacintoca.gov

City of Temecula
41000 Main Street ▪ Temecula, CA 92590
(951) 694-6416 ▪ Fax (951) 694-6499 ▪ TemeculaCA.gov

July 23, 2026

Mr. Gabe Quinto, President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: **Support for the City of Murrieta's Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority**

Dear President Quinto:

I am writing in my individual capacity as Mayor of the City of Temecula to express my strong support for the City of Murrieta's proposed resolution for consideration by the General Assembly of the League of California Cities at the 2026 Annual Conference.

The proposed resolution presents an important opportunity to thoughtfully evaluate the appropriate balance between California's statewide housing objectives and the constitutional principle of local governance. Establishing a statewide working group to examine a potential constitutional amendment, legislative reforms, or other policy initiatives will provide a meaningful forum to assess how local authority over housing and land use decisions can be strengthened while continuing to address the State's housing challenges.

Cities are uniquely positioned to understand the needs, opportunities, and constraints of their communities. Local elected officials are accountable to the residents they serve and are best equipped to make land use decisions that reflect a community's character, infrastructure capacity, economic development goals, environmental stewardship, and long-term vision. Equally important, local governments bear the primary responsibility for protecting public safety. Decisions regarding housing density, transportation, emergency access, wildfire preparedness, evacuation routes, police and fire service capacity, water availability, and critical infrastructure are inherently local matters that require the knowledge and judgment of those who serve their communities every day.

While the State has an important role in addressing California's housing needs, a collaborative approach that respects local expertise and preserves meaningful local discretion will produce stronger, safer, and more sustainable communities. The proposed working group offers an opportunity to evaluate policies that achieve these shared objectives while restoring an appropriate balance between state direction and local authority.

Printed on Recycled Paper

Although this letter reflects my personal position and is not an official action or policy of the City of Temecula or the Temecula City Council, I respectfully endorse the City of Murrieta's submission of this resolution and encourage its favorable consideration by the League of California Cities General Assembly.

Thank you for your leadership and your thoughtful consideration of this important issue.

Respectfully,



Jessica Alexander
Mayor, City of Temecula
Signing in her individual capacity
and not on behalf of the City of Temecula
or the Temecula City Council.

Resolution No. 1: Staff Analysis

League of California Cities Staff Analysis on Resolution No. 1

Staff: Brady Guertin, Legislative Advocate
Committee: Housing, Community, and Economic Development

Summary:
Resolution No.1 states that the League of California Cities (Cal Cities) will:

1. Support the development and advancement of a state constitutional amendment or legislative, policy, or ballot-based strategy that restores and strengthens local authority over housing and land use matters, including general plans, housing elements, zoning, density, design and development standards, project siting, and the approval or denial of housing development applications.

   Pursuant to the resolution, the strategy should preserve the state's authority to set broad, statewide housing goals and enforce civil rights, fair housing, building safety, and environmental standards while protecting local control by preventing the state from compelling the approval of developments that conflict with local requirements, override local zoning or density standards, or overturn local land use decisions where a city has planned for and maintained sufficient capacity to meet its housing obligations.

2. Consider establishing a statewide working group or other appropriate committee(s) to evaluate and develop a proposed constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use matters. The resolution states: "conducting legal, fiscal, and policy analyses; engaging cities and other stakeholders; and building a statewide coalition of proponent supporters in preparation for the November 2030 General Election, or within another reasonable time period."

Background:
As provided in the background information, the city of Murrieta is sponsoring this resolution in response to concerns over state laws that have increasingly reduced city discretion over housing and land use decisions, including legislation that requires ministerial or by-right approvals for housing projects, limits the application of local development standards, and strengthens state enforcement mechanisms against local governments.

Additionally, the city of Murrieta, in its background information, maintains that these legislative efforts have not resulted in sufficient housing production to address California's housing shortage and have not adequately accounted for

local infrastructure, public service needs, public safety, market, and fiscal considerations.

The resolution states that California's housing goals are better advanced through state funding, streamlined environmental requirements, and voluntary partnerships, while preserving local authority over how and where housing is best planned and approved.

Consideration of the resolution may be informed by a brief examination of how the California Constitution allocates authority between the state and cities with respect to land use decisions.

The constitution grants cities the power to adopt local laws to protect the public's health, safety, and welfare. This grant is called the "police power," which is the basis for local land use regulation. The constitution grants charter cities the additional power to adopt local laws affecting "municipal affairs." This power, commonly referred to as "home rule," is based on the principle that a city, rather than the state, is in the best position to identify and satisfy the needs of the local community.

The constitution's broad grant of police power contains a significant limitation. Local law adopted under the police power is not valid if it "conflicts" with state law. A local law "conflicts" with state law when it regulates the same "field" in which the Legislature has stated its intent to occupy. In that case, state law is said to "preempt" the local law and it cannot be enforced.

An ordinance adopted by a charter city under the municipal affairs power cannot be enforced if it affects a "matter of statewide concern." The subjects that have been identified as "matters of statewide concern" have changed over the years due to economic, social, and political circumstances.

Since the 1960s, the state has enacted numerous laws that limit or preempt aspects of local land use and zoning authority. These laws include the Fair Employment and Housing Act, Housing Element Law, Housing Accountability Act, Density Bonus Law, Permit Streamlining Act, accessory dwelling unit laws, California Environmental Quality Act, and others. In recent years, the state has enacted several laws that Cal Cities was the leading opposition force against, as many of the proposals pre-empted local land use authority, limited public review, and constrained local flexibility. In support of its housing and land use legislation, the Legislature has cited a statewide housing crisis and the need for increased housing production at all income levels while asserting that a uniform approach to local land use decision-making is required.

Discussion:
The resolution does not prescribe a specific policy mechanism. The eight letters in support recommend creating a working group or committee to evaluate potential approaches, including legislative proposals, constitutional amendments, or ballot initiatives to strengthen local authority over housing and land use matters.

A discussion of a strategy to restore and strengthen local authority over housing and land use matters will need to consider the California Constitution's framework for both preemption of police power enactments and municipal affairs, discussed above. It will also need to determine whether changes to the California Constitution will be proposed, and whether they constitute an amendment or a revision, which require different processes.

A constitutional revision is a multistep process blending legislative consensus, voter support, and on occasion, a constitutional convention. It requires significant public engagement.

A constitutional amendment would require a ballot initiative, which includes gathering enough valid signatures to qualify for the ballot, building large coalitions to support election efforts, and campaigning to voters to support the initiative. This process can involve significant costs. In the last major election for ballot initiatives in 2024, proponents spent $8-$18 million to qualify for the ballot and spent nearly $700 million for the full election cycle, averaging out to about $100 million per ballot initiative.

Cal Cities has been engaged in ballot advocacy for over 20 years. In the early 2000s, Cal Cities developed a ballot advocacy infrastructure that included forming an issue political action committee, fundraising, establishing a network of regional managers, and building a coalition with other organizations to ultimately advocate on a ballot measure. Ballot advocacy requires the approval of the Board of Directors with a supermajority vote.

In the Legislature, Cal Cities plays an active and influential role to ensure that local flexibility and autonomy in the land use and housing space is maintained by engaging on dozens of bills every legislative session to ensure that cities' voices are heard at the state Capitol. Below, you will find Cal Cities "Existing Policy" on local control, housing, and land use policies.

Fiscal Impact
The resolution itself would not have a significant direct fiscal impact. However, depending on what actions follow, the fiscal costs could be significant.

Existing Cal Cities Policy

Vision

To be recognized and respected as the leading advocate for the common interests of California's cities.

Mission Statement

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

We Believe

- Local self-governance is the cornerstone of democracy.
- Our strength lies in the unity of our diverse communities of interest.
- In the involvement of all stakeholders in establishing goals and in solving problems.
- In conducting the business of government with transparency, openness, respect, and civility.
- The spirit of honest public service is what builds communities.
- Open decision-making that is of the highest ethical standards honors the public trust.
- Cities are vital to the strength of the California economy.
- The vitality of cities is dependent upon their fiscal stability and local autonomy.
- The active participation of all city officials increases the League's effectiveness.
- Partnerships and collaborations are essential elements of focused advocacy and lobbying.
- Ethical and well-informed city officials are essential for responsive, visionary leadership and effective and efficient city operations.

Zoning

Cal Cities believes local zoning is a primary function of cities and is an essential component of home rule. The process of adoption, implementation and enforcement of zoning ordinances should be open and fair to the public and enhance the responsiveness of local decision-makers. State policy should leave local siting and use decisions to the city and not interfere with local prerogative beyond providing a constitutionally valid procedure for adopting local regulations. State agency siting of facilities, including campuses and office buildings, should be subject to local notice and hearing requirements in order to meet concerns of the local community. Cal Cities opposes legislation that seeks to limit local authority over parking requirements.

Housing Element

Housing issues should be addressed in the general plan as other planning issues are. The housing element should be prepared for the benefit of local

governments and should have equal status with the other elements of the general plan.

Encourage Full Community Participation
Foster an open and inclusive community dialogue and promote alliances and partnerships to meet community needs.

Well-Planned New Growth
Recognize and preserve open space, watersheds, environmental habitats, and agricultural lands, while accommodating new growth in compact forms, in a manner that:

- De-emphasizes automobile dependency;
- Integrates the new growth into existing communities;
- Creates a diversity of affordable housing near employment centers;
- Provides job opportunities for people of all ages and income levels.

Support:
The following letters of concurrence were received:
City of Banning
City of Calimesa
City of Canyon Lake
City of Moreno Valley
City of Norco
City of Torrance
Crystal Ruiz, Mayor, City of San Jacinto
Jessica Alexander, Mayor, City of Temecula

CITY OF OJAI

RESOLUTION NO. 2026-32

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OJAI, DESIGNATING A DELEGATE AND ALTERNATE(S) FOR THE 2026 LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE

WHEREAS, the City of Ojai is a member of good standing of the League of California Cities; and

WHEREAS, representatives from the City will be attending the 2026 League Annual Conference in Anaheim, California, September 23-25, 2026; and

WHEREAS, each member city has a right to cast one vote on matters pertaining to League policy at the conference; and

WHEREAS, consistent with League bylaws, a city's voting delegate and alternate must be designated by City Council action; and these individuals are identified in the online Voting Delegate Form provided to the League.

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

SECTION 1. Recitals. The Recitals are true and correct and are hereby incorporated and adopted as findings and determinations by the City Council as if fully set forth herein.

SECTION 2. Designee. The City of Ojai does designate _____ as voting delegate and _____ and _____ as alternates to the 2026 League of California Cities Annual Conference General Assembly.

SECTION 3. California Environmental Quality Act. The City Council's adoption of this Resolution and approval of a voting delegate and alternates is exempt from review under the California Environmental Quality Act "(CEQA") as ministerial and categorical exemptions for general policy making and organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment under CEQA Guidelines Section 15378, subdivisions (b)(2) & (b)(5).

Section 4. Effective Date. This resolution shall be effective immediately**.**

SECTION 5. Certification. The City Clerk shall certify to the adoption of this Resolution as required by law.

PASSED, APPROVED AND ADOPTED on September 8, 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. 2026-32 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

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**

MEETING DATE: **September 8, 2026**

SUBJECT: **Authorization to Release a Request for Proposals for Owner's Representative/Construction Management Services for the Permanent Supportive Housing Project (PSHP)** ***(Operational Need)***

RECOMMENDATION

1. Approve the Request for Proposals (RFP) for Owner's Representative/Construction Management Services for the Permanent Support Housing Project (PSHP); and
2. Authorize the City Manager to release the RFP, conduct the competitive solicitation process, evaluate proposals, and return to the City Council with a recommended contract award for consideration.

DISCUSSION

This item is being carried over from the August 11th City Council meeting. The City is advancing the development of the Permanent Supportive Housing Project (PSHP), located at 611 S. Montgomery Street. As the project transitions into the construction phase, it is in the City's best interest to retain an independent Owner's Representative/Construction Management consultant to provide professional oversight and represent the City's interests throughout construction. The RFP seeks a consultant that will act solely in an advisory and oversight role and will not perform construction work or hold construction contracts.

The selected consultant will serve as the City's representative during construction and will provide independent oversight of the project while protecting the City's interests related to budget, schedule, quality, regulatory compliance, and grant requirements. The consultant will coordinate with the developer and project team, monitor construction activities, review payment requests and change orders, identify project risks, provide recommendations to City staff, and present regular progress updates to the City Council. The consultant will not perform construction work or hold construction contracts, ensuring and independent oversight role on behalf of the City.

The RFP requests proposals from firms with demonstrated experience providing Owner's Representative and/or Construction Management services on comparable public sector projects, with affordable housing and Permanent Supportive Housing experience strong preferred. The RFP also outlines the required proposal contents, consultant qualifications, evaluation criteria, and anticipated procurement schedule. If approved by City Council, the RFP would released soon after the September 8, 2026, City Council meeting and proposals

would be due 30 days later and a return to City Council as soon as possible thereafter.

Releasing the RFP will allow the City to identify and retain a qualified Owner's Representative/Construction Management consultant before construction services intensify.

CITY COUNCIL GOALS ALIGNMENT
Goal No. 8 - Financial Stability

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

FISCAL IMPACT
Approval of the recommendation authorizes only the release of the RFP and does not obligate the City to award a contract or expend funds. Any future agreement resulting from the RFP process will be presented to the City Council for approval and will include the proposed scope of services, contract amount, funding sources, and any associated budget implications.

Prepared by: Norma Cervantes, Assistant to the City Manager

ATTACHMENT(S)
A. RFP – Owner's Representative/Construction Management Services

401 S. Ventura Street, Ojai CA 932023

REQUEST FOR PROPOSALS NO. RFP 26-XXX

OWNER'S REPRESENTATIVE/CONSTRUCTION MANAGEMENT SERVICES

ISSUED: MM/DD/YY

Mandatory Pre-Proposal Meeting:	MM/DD/YY OR **Not Applicable**
Prospective Consultant Questions Due:	**MM/DD/YY| 12:00 AM**
Proposals Due (Electronic Only):	**MM/DD/YY| 12:00 AM**

NO LATE PROPOSALS WILL BE ACCEPTED. Proposals received after the due date and time will not be considered for this project. It is the policy of the City of Ojai to reject any proposal that is received late.

1. REGISTER AS A VENDOR AND SUBMIT ELECTRONIC PROPOSALS AT:

[public bidding website]

2. PLEASE NOTE THAT IN THE EVENT OF A CONFLICT BETWEEN ANY DETAILS CONTAINED WITHIN THIS RFP ____-____ DOCUMENT AND ANYTHING ELSE CONTAINED WITHIN THE [PUBLIC BIDDING] PORTAL, THIS RFP ____-____ DOCUMENT SHALL CONTROL AND GOVERN

REQUEST FOR PROPOSALS RFP NO.26-0XX

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Contract Services Agreement X

1. Affidavit of Non-Federal Lobbyist Requirements
2. Certificate of Compliance with Labor Code Section 3700
3. Debarment and Suspension Certification
4. Affidavit of Non-Collusion and Non-discrimination
5. Client Reference List

A. SUMMARY

The City of Ojai ("City") is seeking proposals from qualified firms to provide Owner's Representative/Construction Management (CM) Services ("Consultant") for the development of the Permanent Supportive Housing (PSH) Project ("Project") located at 611 S. Montgomery Street, Ojai, CA 93023.

The selected firm will act solely in an advisory and oversight capacity on behalf of the City and will not perform construction work. The firm will work under a professional services agreement with the City, reporting to the City Manager and/or designee, but also providing regular project updates directly to the City Council at City Council meetings.

The selected firm will:

- Act as the City's independent advisor
- Interface directly with the Development Manager, the General Contractor, and other contractors working on the Project on behalf of the City
- Represent the City's interests in ensuring budget, schedule, quality, and compliance
- Provide oversight regarding construction project change requests and the change management process more generally
- Not hold or perform any construction contract
- Not self-perform work or subcontract construction services
- Maintain neutrality in contractor oversight and recommendations
- Provide regular updates on the status of the construction project to the City, including City staff and City Council

The Project is funded by a roughly $12.6M Encampment Resolution Funding Grant awarded to the City by the California Department of Housing and Community Development.

The City of Ojai reserves the right to make changes in the Request for Proposals (RFP) as it may deem appropriate. Any and all changes in the RFP shall be made by written addendum, which shall be issued to all prospective proposers who have been issued or obtained a copy of the RFP. No oral changes will be permitted. Addenda issued during the proposal process will become a part of the original RFP. All proposals must be submitted by the date and time established herein. Proposals submitted after such required date and time will be returned unopened to the sender. The City of Ojai reserves the right to take any action considered to be in the best interest of the City of Ojai.

No proposal may be withdrawn for a period of one hundred twenty (120) days once proposals have been opened.

No contract exists on the part of the City until the City Council has made the award and a contract has been fully executed. The award, if made, will take place approximately within one hundred twenty (120) calendar days after the scheduled proposal opening date.

The City reserves the right to reject any and all proposals received or any parts therein, and to be the sole judge of the merits of each proposal received.

This RFP does not commit the City of Ojai to award a contract or to pay any cost incurred in the preparation of any response to the RFP. All responses to this RFP become the property of the City. When negotiations with the consultant to be awarded the contract are complete, all responses submitted become a matter of public record and shall be regarded as such, with the exception of those elements in responses which are trade secrets or proprietary, marked as such, and otherwise exempt from disclosure under the California Public Records Act.

Unless expressly stated otherwise, documents must be uploaded in PDF format. It is the Proposer's responsibility to ensure their proposal documents are properly and timely uploaded onto the City's online bid management system. Proposals that are missing pages, cannot be opened, etc. may be considered nonresponsive. It is the Proposer's sole responsibility to contact the City's online bid management provider (XXXX at XXXX) to resolve any technical issues related to electronic bidding, including (but not limited to) registering as a vendor, updating passwords, updating profiles, uploading/downloading documents, submitting an electronic bid/proposal, etc. All questions or requests for interpretation regarding this RFP solicitation must be submitted online through XXXX within the date and time specified. Proposers are not to contact City personnel or Elected Officials with any questions or clarifications concerning this RFP other than through XXXX. Any response for this RFP that is not posted through XXXX is unauthorized and will be considered invalid. Proposer is solely responsible for "on time" submission of its electronic proposal. The bid management system will not accept late bids and no exceptions shall be made. Proposers will receive an e-bid confirmation number with a time stamp from the Bid Management System indicating that their bid was submitted successfully. The City will only receive those bids that were transmitted successfully.

NOTE: E-proposals are sealed and cannot be viewed by the City until the closing date and time. If you need to withdraw your proposal, you may do so any time before the proposal submission deadline, by going back into the system and selecting "withdraw".

B. PROJECT OVERVIEW

The City of Ojai is developing a 30-unit Permanent Supportive Housing Project comprising of 28 single resident occupancy units and 2 couple units, all of which are ADA compliant — to address this critical need with a deeply affordable, service-enriched housing model.

The Ojai Permanent Supportive Housing Project is being constructed at the City's Lower Public Works Yard, located at 611 S. Montgomery Street. Construction is anticipated to be completed by July of 2027. Additional details regarding the project may be found at the City's project landing page.

Detail	Description
Total Units	28 Single Room Occupancy (SRO) units + 2 units designated for couples (larger SRO or studio configuration)
Target Population	Adults experiencing or having experienced homelessness; priority for chronically homeless
Location	Ojai, Ventura County, California
Affordability	Tenants expected to pay no more than thirty percent of adjusted gross income (based upon project-based voucher calculations)
Subsidy Type	Any (all subsidies accepted – federal, state or local)
Ownership	City of Ojai
On-Site Office	Yes — dedicated service provider office suite, private meeting rooms for resident case management sessions, group/community meeting room, and space for partnering agencies (VCBH, ECM leads, health, legal, etc.) to meet with residents on-site
ADA Compliance	All 30 units are fully ADA compliant; common areas, offices, and meeting rooms meet ADA and Fair Housing accessibility standards

The purpose of the contract intended as a result of this RFP is to secure independent construction oversight and management services to provide oversight over the City's Development Manager and the contractors and consultants engaged by the Development Manager to complete the Project.

C. MANDATORY PRE-PROPOSAL MEETING

Pre-proposal meeting or job walk mandatory: YES
Pre-proposal meeting or job walk time: MONTH YYYY
Pre-proposal meeting or job walk location: Zoom

Pre-proposal meetings are held for the purpose of answering proposer questions. If a pre-proposal meeting is mandatory, then the City will not accept proposals from those who arrive late or do not attend. Arrive early, plan accordingly, and provide a business card to the City employee. A sign-in sheet will be available. Proposers are to meet at the location as listed, if applicable.

D. PROPOSAL SUBMITTAL

The proposals must be submitted electronically only.

Proposals must be submitted electronically on XXXX no later than MM/DD/YYYY at HH:00 PM. Please allow sufficient time to prepare and upload your documents into the electronic bid system prior to the deadline, as the system will lock and not allow entry of proposals after the designated deadline. Any technical questions regarding use of XXXX must be directed to XXXX.

The Proposal must include the following sections, numbered in accordance with the table below. **Every Proposal must include the Proposer's name and the City's Request for Proposal No. 26-XXX.**

Required Proposal Sections and Documents

1	**Cover Letter** The cover letter must be signed by an officer of the firm authorized to execute a contract with the City. The primary contact should be identified and phone number, email, and mailing addresses provided.	Required
2	**Company Certification and Personnel Verification** Certification, on company letterhead that the person submitting the proposal is authorized to contract on behalf of the prospective consultant. Examples of authorized persons include owner, partner, or corporate officer. Include name, title, address, and contact information. If proposer is a corporation, certification should include statement that corporation is in good standing with the California Secretary of State. Include general company information and resumes of personnel to be assigned to the engagement	Required
3	**Organizational Overview and Capacity** The Consultant shall provide an overview of the organization submitting the proposal and capacity to take on new projects like this project.	Required
4	**Team Qualifications and References** The Consultant shall provide a summary of the Consultant's qualifications for this proposal. General information about the firm(s), location of office(s), years in business and areas of expertise is also requested. The Consultant shall provide a minimum of three	Required

	examples of similar efforts prepared by the firm and proposed team members.	
5	**Key Staff and Team** The Consultant shall identify key staff and include a description of their abilities, qualifications, and experience. Attach detailed resumes of key staff that will be assigned to this project with ½ page summaries of those proposed. Include a proposed project structure and organizational chart. Identify any portion of the scope of work that would be subcontracted.	Required
6	**Project Understanding** Consultant shall describe its understanding of the project and the key goals and objectives. Consultant may expand on the scope of work to incorporate optional tasks.	Required
7	**Project Approach** Consultant shall describe its detailed work approach and methodology for delivering the services required as part of the Scope of Work. Include all deliverables, assumptions about the number of regular meetings needed with City staff and regular meetings with tenants to complete the Scope of Work.	Required
8	**Subcontractor List (if applicable)** Include the subcontractor's qualifications and the nature and extent of work to be performed by each subcontractor. Include firm qualifications (be brief) and key personnel, telephone number, email address and contact person for all subcontractors in an appendix.	Required if Applicable
9	**Schedule** Consultant shall include a schedule of work and include primary deliverables and meetings.	Required
10	**Cost Proposal** The cost proposal shall include all labor costs, overhead costs, subconsultant costs, and an itemized list for direct expenses. Costs must be shown in a matrix format by task, showing hours per staff member and labor rates. Include all pricing information relative to the engagement on Contract Services Agreement, Exhibit "C".	Required
11	**Small and Disadvantaged Business Enterprises (SBE/DBEs)** Consultant shall include certified SBE and/or DBE firms as sub-consultants, if sub-consultants are used. The percentage required is XX%.	Required
12	**Client Reference List** Governmental entities preferred. Include client contact information and a brief description of the service provided to each client. Minimum of 3 references for work performed within the last 5 years.	Required
13	**Modification, Changes or Exceptions to the City Contract of Service Agreement Template (if applicable)** Exceptions to the specifications of any proposed items, contract terms and conditions shall be fully described and stated in writing in	Required if Applicable

	Contract Service Agreement, Exhibit "B". A failure to submit exceptions shall be deemed acceptance of the City's Contract terms.	
14	**Affidavit of Non-Collusion and Non-Discrimination** (download from XXXX)	Required
15	**Federal Lobbyist Requirements** (download from XXXX)	Required
16	**Debarment and Suspension Certificate** (download from XXXX)	Required
17	**Certificate of Compliance with Labor Code Section 3700** (download from XXXX)	Required if Applicable

E. QUESTIONS AND ADDENDUM

All project scope questions must be posted to XXXX by the due date listed on the cover page of this RFP. The City will coordinate responses and post them to XXXX 5 days prior to the bid deadline for all interested proposers to review.

The City's XXXX portal: [Web address]

If discrepancies or omissions are found in this document, the City reserves the right to make such changes as deemed appropriate. Any such changes will be by written addendum, which will be posted to PlanetBids no later than 3 days prior to the proposal deadline. The City reserves the right to extend the proposal deadline.

	Type of Question	Contact	Contact Info
1	Those related to the Project	XXXX	XXXX
2	Use of XXXX	XXXX	XXXX
3	City's Purchasing Process	Norma Cervantes Assistant to the City Manager	norma.cervantes@ojai.ca.gov (805) 646-5581 ext. 100

ONLY the point of contact identified above may be contacted regarding this solicitation. No other City officers, agents, employees, or representatives have authority to respond on behalf of the City. Contact with unauthorized City personnel or elected officials during the selection process or may result in disqualification.

F. PROPOSER QUALIFICATIONS

Proposers who do not meet the minimum qualifications will be disqualified.

The awarded contractor and subcontractors (if applicable) must pay the City's business license tax and submit required insurance documents prior to execution of the contract.

Proposing firms should demonstrate:

- At least 3 years of experience providing owner's engineering and/or construction management services for comparable projects (or more complex projects).
- Knowledge of:
  - Public sector project delivery
  - Affordable housing funding compliance and grant compliance
- Proven ability to manage:
  - Budget controls
  - Scheduling
  - Contractor oversight

G. PROCUREMENT SCHEDULE

Anticipated Procurement Schedule		
1	RFP Release Date	**MM/DD/YYYY**
2	Deadline for Questions	**MM/DD/YYYY**
3	Proposal Due Date	**MM/DD/YYYY**
4	Evaluation/Vendor Shortlist/Interview/Selection	**MM/DD/YYYY**
5	City Council Award of Contract	**MM/DD/YYYY**
6	Contract Execution & Notice to Proceed	**MM/DD/YYYY**
7	Begin Engagement	**MM/DD/YYYY**
8	Complete Engagement	**MM/DD/YYYY**

The Anticipated Procurement Schedule dates are provided for general information. The actual dates are subject to change depending on the City's best interest.

H. OTHER REQUIREMENTS

The City's form contract is required (see Contract Service Agreement). Specific requirements are outlined in the form contract.

Prevailing Wage Required: **No**
Performance Bond Required: **Not Applicable**
Payment Bond Required: **Not Applicable**

The majority of the work as required herein must be performed by the awarded consultant. The work may not be subcontracted to another consultant unless the consultant has been included in the Proposal, or a substitution has been approved in writing by the City's Contracting Officer in advance of work performed.

Additional Insurance Requirements (in addition to those in City's Contract Service Agreement)

I. COST PROPOSAL

Consultants must provide everything necessary at their own expense including, but not limited to labor, materials, and equipment required to perform and complete the required work.

The proposal price must include all necessary labor, materials, and fees to complete the work required by Project Scope and Specifications. Permits, licenses and fees must be obtained at the awarded Consultant's sole expense. Federal taxes must not be included, as the City is exempt from paying federal taxes. However, the City does pay Sales Tax on the purchase of items, which must be included as a separate line within the total proposal price. Costs shall exclude travel, meals, printing, and lodging.

The following costs will not be allowed: additional charges such as fuel surcharges and mileage rates, fines, entertainment, advertising, and any costs considered inappropriate for reimbursement from taxpayer money.

Consultant's cost proposal shall include hourly rates for additional work which may be authorized by the City's Contract Officer.

J. PROPOSAL OPENING, DOCUMENT REVIEW, AND AWARD OF CONTRACT

All proposals will be opened publicly in the Office of the City Clerk on the date and time noted on the Notice of Request for Proposals. Proposals will be considered confidential until negotiations with the consultant to be awarded the contract are complete.

Proposal documents that are submitted on time and meet the minimum requirements outlined above will be reviewed by City staff, which will make a recommendation to the City Council to either reject all proposals or award a contract. Evaluation criteria will include qualifications, experience, price, familiarity with the City, and past performance; and will be based on guidelines in the City's Municipal Code. (Ojai Municipal Code § 8-4.21).

The City may hold interviews with respondents prior to a final selection of the project contractor. Such interviews may be conducted in person or by electronic means. The City reserves the right to make such additional investigation as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

No contract exists until the City Council has made the award, and the contract has been fully executed.

The City of Ojai reserves the right to reject the proposals, request additional information or take any other action considered to be in the best interests of the City of Ojai.

Specific Evaluation Criteria For Award of Contract Will Be As Follows:

Proposals will be evaluated, scored, and weighted based on demonstrated competence, the professional qualifications necessary for satisfactory performance of the required services, and a fair and reasonable price, in accordance with Ojai Municipal Code § 8-4.21. The factors and weight attributed to each factor are as follows:

No.	DESCRIPTION	WEIGHT
1	General Qualifications and References	15%
2	Key Staff	10%
3	Project Understanding	30%
4	Project Approach and Work Plan	30%
5	Cost Proposal	15%
	Total	100%

K. INSURANCE

The selected consultant must comply with the insurance requirements detailed in the Contract Services Agreement and below. The Acknowledgement of Insurance Endorsements must also be signed and submitted as part of the bid. Failure to submit may result in City rejecting the bid as being materially non-responsive to this RFP.

If a consultant believes any of City's proposed insurance is not appropriate for any reason and/or the requirements warrant an adjustment, City invites submission of a written request with explanation of the same to be submitted prior to 10 days before the bid deadline. City will review the request and if appropriate, will issue an amendment to the insurance requirements as a written addendum.

Certificate of Insurance:
Shows GL, Auto, Work Comp and Professional Liability coverages with valid effective dates

General Liability: Add'l Insured and Waiver of Subrogation must be checked.
Auto Liability: Add'l Insured and Waiver of Subrogation must be checked.
Workers Compensation: Waiver of Subrogation must be checked. * - if applicable

Description of Operations:
1. City of Ojai, its elected and appointed officers, employees, volunteers and agents are additional insured on GL and Auto policies.
2. GL is Primary and Non-Contributory.
3. Waiver of Subrogation endorsement in favor of City of Ojai OR in favor of additional insured.

Certificate Holder: City of Ojai, 401 South Ventura Street, Ojai, CA 93023

Insurance Carriers: AM Best rating A- VII or Better

General Liability Provisions:
Coverage form ISO CGL CG 00 01. Minimum limits $1MM per occurrence/$2MM aggregate

GL Endorsements:
1. City of Ojai, its elected and appointed officers, employees, volunteers and agents are additional insured OR blanket additional insured endorsement.
2. Primary and Non-contributory endorsement.
3. Waiver of Subrogation endorsement in favor of City of Ojai.

Automobile Liability Provisions:
Coverage form ISO CGL CG 00 01. Minimum limits $1MM per occurrence/$2MM aggregate

Auto Insurance Endorsements:
1. City of Ojai, its elected and appointed officers, employees, volunteers and agents are additional insured OR blanket additional insured endorsement.
2. Waiver of Subrogation endorsement in favor of City of Ojai.

Worker's Compensation Provisions:
Coverage for statutory limits for workers compensation. Minimum limit of $1MM for Employer Liability.

WC Endorsements:

Waiver of Subrogation endorsement in favor of City of Ojai

PROJECT SCOPE AND SPECIFICATIONS

SCOPE OF SERVICES

Proposers must demonstrate capacity to deliver both property management and supportive services as an integrated model under a single contract. The full scope of both functions is described below. Proposers may utilize subcontractors or formal agency partnerships to strengthen service capacity, but the lead applicant is solely responsible for all contractual performance.

The successful firm shall provide, at minimum, the following services:

A. Project Administration

- Represent the City during construction
- Attend regular Project meetings on behalf of City
- Coordinate communications between all project stakeholders
- Maintain project documentation
- Maintain action item logs
- Prepare status reports and project update presentations
- Monitor consultant and contractor performance
- Provide recommendations to City staff
- Provide updates to the City Council

B. Construction Oversight

Monitor construction activities including:

- Schedule
- Budget
- Quality
- Safety coordination
- Compliance with plans and specifications
- Contractor performance
- Public impacts
- Utility coordination
- Conduct routine site visits sufficient to monitor project progress.
- Change management oversight

C. Schedule Management

Review and monitor:

- CPM schedule
- Milestones
- Recovery schedules
- Delays
- Critical path impacts
- Provide recommendations to maintain project schedule.

D. Budget Management

Review:

- Construction costs, including draw down requests via progress payment packages from the developer
- Change orders
- Allowances
- Contingencies
- Applications for payment
- Cash flow projections
- Provide independent recommendations before City approval
- Compliance with City's Development Management Agreement and State Encampment Resolution Fund (ERF) Grant

E. Contract Administration

Assist the City with:

- RFIs
- Submittals
- Change orders
- Field directives
- Claims avoidance
- Contract interpretation
- Payment applications

F. Quality Assurance

Review contractor for compliance with:

- Approved plans
- Specifications
- Building codes
- Grant funding requirements
- Grant requirements
- Coordinate with special inspectors and testing laboratories.

G. Meetings

Schedule, attend, prepare meetings agendas and minutes and facilitate as necessary:

- Weekly construction meetings
- Owner-Architect-Contractor (OAC) meetings
- Funding agency meetings
- Utility coordination meetings
- Progress meetings
- Quarterly City Council progress presentations

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H. Risk Management

Identify potential risks including:

- Schedule delays
- Budget impacts
- Claims
- Utility conflicts
- Design issues
- Constructability concerns
- Provide recommendations for mitigation.

I. Project Reporting

Provide monthly and quarterly reports including:

- Budget status
- Schedule status
- Construction progress
- Change orders
- Risks
- Pending decisions
- Safety observations

J. Project Closeout

Assist with:

- Punch lists
- Substantial completion
- Final completion
- Operations manuals
- Record drawings
- Final inspections
- Occupancy coordination

RESERVATION OF RIGHTS

The City of Ojai reserves the right to:

- Reject any or all proposals
- Waive minor irregularities
- Negotiate terms with the selected vendor
- Cancel this RFP at any time

CONTACT INFORMATION

Norma Cervantes
norma.cervantes@ojai.ca.gov

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**
Bethany Burgess, City Attorney

MEETING DATE: **September 8, 2026**

SUBJECT: **City of Ojai Policy for Commemorative Naming and Donations (*City Council Direction*)**

RECOMMENDATION
Approve proposed Policy for Commemorative Naming and Donations.

DISCUSSION
The City has a number of projects pending that may be appropriate for solicitation or receipt of financial contributions from local businesses, community organizations, and residents. The City desires to maximize the opportunity to seek such contributions. In doing so, the City Manager recommends establishment of a policy to recognize contributions through a variety of means to include facility naming rights for the most significant contributions to commemorative plaques and monuments for other types of contributions. The proposed policy also contemplates the potential to name facilities after and recognize the non-monetary contributions from community members who provide significant contributions to the City and community at large.

CITY COUNCIL GOALS ALIGNMENT
Goal No. 8 - Financial Stability

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

FISCAL IMPACT
Having a documented policy for naming of facilities and programs and accepting donations will help facilitate the City's efforts to obtain additional financial support for City projects and programs. The exact fiscal impact is unknown, but it is anticipated that any amounts received will offset the cost to the City of accepting such contributions.

Prepared by: Bethany Burgess, City Attorney

ATTACHMENT(S)
A. Proposed City of Ojai Policy for Commemorative Naming and Donations

CITY OF OJAI
POLICY FOR COMMEMORATIVE NAMING
AND DONATIONS

I. Purpose

The purpose of this policy is to establish the procedures and criteria for consideration of requests to name city facilities and programs. This policy also establishes a process for evaluating when it is appropriate for the City to accept donations of money, tangible personal property, and other donations from community members and other donors.

II. Naming of Facilities; Other Recognition of Contributions

A. Policy Statement

1. The City of Ojai is a unique place with strong community engagement and civic participation by the City's municipal government, other public agencies within the City and the Ojai Valley, community organizations and businesses, and community residents. The City desires to establish a formal policy to allow the City to better recognize the contributions from the community, including the naming of City facilities, and other ways of recognizing and commemorating such contributions. Contributions subject to recognition under this policy may include donations of money, donations of tangible personal property, in-kind contributions, volunteer service, or other significant contributions to the City or the Ojai community.

2. The City Council will have the exclusive authority to determine which City facilities, spaces, or features are eligible for naming or other commemorative recognition under this policy. The City will retain ownership of all named property and the approval of naming rights under this policy is not intended to imply any endorsement of the persons or organizations recognized under this policy.

3. Naming rights for special purpose facilities and programs may be reserved for individuals or organizations who have had a significant impact or contribution to that facility or program. For example, naming rights for a facility or program dedicated to the arts may be based on an individual or organization's contribution to the arts or artistic programming at that facility.

B. Facilities

1. For purposes of this Policy, "facility" or "facilities" shall mean and include all City-owned capital improvements, including, but not limited to City buildings, parks, trails, playgrounds, sports fields, streets, or portions of any of such buildings, parks, and streets.

2. Facility naming rights will generally be reserved for individuals who provide a significant financial contribution to the cost of constructing a new facility or the cost of renovating an existing facility. The level of contribution required to obtain a facility naming right shall be determined by the City Council on a project-by-project basis.

3. At the discretion of the City Council, facilities may also be named after individuals who have consistently provided other significant contributions to the community over time such as community and civic leaders and volunteers.

4. In determining whether to approve the naming of a facility, the City Council shall consider the following:

a. The magnitude and significance of the proposed contribution;

b. The extent to which the contribution directly supports construction, renovation, operation, or programming associated with the facility;

c. The individual's or organization's service to the City or community;

d. Historical significance;

e. Community support; and

f. Any other factors deemed relevant by the City Council.

5. Except in very unusual circumstances, no facility will be named after any current City employee or official or for a period of at least five (5) years after the retirement or other departure of an employee or at least five (5) years after an official leaves office.

6. The City shall comply with the requirements of Government Code § 34092 with respect to the naming of any street, boulevard, park, or place and will forward the Resolution providing any renaming of such facilities to the Board of Supervisors of the County of Ventura.

7. Facilities naming rights will typically be granted for the useful life of the facility unless otherwise provided in a Naming Rights Agreement. In the event the City determines it is necessary to perform a major capital project on a facility that is subject to a Naming Rights Agreement, the City will provide the named individual, or their successors in interest, the first opportunity to contribute to the cost of such capital project and, depending on the amount of the contribution, retain the naming rights for that facility. In the event the named individual is not able or willing to contribute to the cost of such capital project, the City Council shall reserve the right to terminate the Naming Rights Agreement and grant future naming rights to financial supporters for the project.

C. <u>Commemorative Plaques, Monuments, and Signs; Design</u>

1. In addition to establishing naming rights for all or a portion of a facility as described in this policy, the City Council may provide opportunities for public recognition of contributions to City facilities through installation of commemorative plaques, monuments, and signage, along with other means of recognizing such contributions. Such commemorative plaques, monuments, and signage will be authorized in the sole discretion of the City

2. Where the City Council establishes a formal campaign for donations or community contributions to a City project or facility, the City Council will identify the manner and type of recognition based on different funding or contribution levels before it begins solicitation of donations or contributions.

3. The City reserves the right to approve the type, design, size, font, wording, location, and other similar elements of any commemorative signs, plaques, or monuments authorized under this Policy.

E. Naming Rights Agreement

All approved naming rights for facilities and ongoing programs approved by the City shall be documented in a formal agreement, which includes:

1. The name to be displayed.

2. The duration of recognition.

3. Financial terms and contribution details.

4. The location, size, and design of signage, if applicable.

5. Conditions for renewal or revocation.

6. Information regarding the proposed public communication plan.

7. The ability of the City to cover or remove signage for a limited period of time where the City has a legal obligation or operational need to do so.

A Naming Rights Agreement will not be required for commemorative plaques, monuments, and signs that are approved for tangible personal property or for temporary or seasonal naming rights for City programs.

F. Approval and Duration of Naming Rights and other Commemorative Recognition

1. Naming of facilities and the Naming Rights Agreement will be approved by City Council by Resolution.

2. Naming rights for parks and other City recreational facilities and programs will first be considered by the City's Parks and Recreation Commission.

3. The duration of naming rights under this policy will generally be based on the life of the asset or program, the value of the contribution, and the duration of the contribution.

4. Where a program or facility is named based on something other than a financial contribution, the City reserves the right to change the naming of the facility based on any reasonable factor.

G. Right to Deny or Withdraw Naming Rights

1. The City will not grant naming rights to and may withdraw naming rights or other recognition from individuals or entities where the City Council determines that the naming rights are inconsistent with City or community values, or if the continued recognition would expose the City to reputational, legal, or operational harm.

2. The City will not grant naming rights to political organizations of any political party, due to the appearance of impropriety that such naming rights may have and the chilling effect it may have on members of the community.

3. Naming rights and other recognition may be withdrawn if the named party's reputation is significantly compromised, if the named party engaged in conduct that the City Council determines substantially undermines the purposes of the recognition, the promised contribution or any other term of a Naming Rights Agreement is breached by the named party, or the facility or program is decommissioned, repurposed, or otherwise terminated.

4 The City may avoid names that are cumbersome, profane, discriminatory, or derogatory; names that would result in the overt commercialization of City facilities unless in conjunction with a substantial financial contribution for construction or project costs; names that cause confusion due to duplication or that sound too similar to existing named locations within the City or surrounding areas; or names of businesses whose business is substantially derived from the sale of tobacco, firearms, pornography, products or services illegal in the state of California, or other products and services considered unsuitable or inappropriate.

III. Donations

A. Definitions

For purposes of this policy, the following terms shall have the following meanings:

1. A "donation" is a voluntary gift of money, property, goods, or services made to the City without the expectation of receiving compensation or any consideration in return, including an in-kind donation.

2 An "in-kind donation" is a non-cash contribution of goods, services, or volunteer labor.

B. Evaluation Criteria

Each proposed donation shall be evaluated based on: alignment with City priorities and the benefit to the City and community from the donation; financial and operational impacts to the City; aesthetic and safety considerations; legal title or authority to provide the donation; maintenance and long-term obligations associated with the donation; ethical implications, including evaluation of conflicts of interest, of accepting a donation; compliance with applicable regulations and community standards; the associated costs or obligations associated with the donation, if any; potential liability to the City of accepting the donation.

C. Procedures

1. Except where a donation is made as part of a formal fundraising campaign approved by City Council, prior to making a donation valued in excess of $1,000, the donor shall complete a donation application and submit the application to the City Manager. The City Manager and relevant City department(s) will review the application to determine if it is consistent with this policy. Incomplete applications will be returned to the applicant.

2. The City Manager may accept donations of unrestricted cash or tangible personal property if the donation is in compliance with this policy and also complies with applicable state and local laws pertaining to gifts and donations. Gifts in excess of the City Manager's signature authority shall be submitted to the City Council for approval, unless otherwise approved as part of a formal fundraising campaign approved by the City Council.

3. Donations or gifts of real property and donations of restricted funds or other items shall be submitted to the City Council for approval except where approved as part of a formal fundraising campaign approved by the City Council.

4. The City will not provide a valuation of a donation for tax purposes, but may acknowledge receipt of a donation and all valuation will be by the donor. The City Manager will work with the donor to complete any necessary tax paperwork.

D. Right to Reject

1. The City reserves the right to reject or refuse any donation. Additionally, the City shall reject donations that conflict with City values or policies; imply endorsement of a product, service, or viewpoint; place an undue burden on City resources; create an actual or perceived conflict of interest; or create an unacceptable risk of liability to the City.

E. Recognition of Donations

1. The City may recognize donors through issuance of thank you letters, certificates of appreciation, public acknowledgement at City events or meetings, printed recognition at City events, website or social media mentions, or other appropriate methods of recognition.

2. All recognition must be tasteful and consistent with City branding, avoid language implying endorsement, and be approved by the City Manager or his or her designee.

3. Recognition involving naming rights or similar other commemorative recognition shall be in accordance with Section II of this Policy.

4. Tiered recognition levels (e.g., Bronze, Silver, Gold) may be offered for donations in the form of a sponsorship of City events or programs in accordance with the parameters established by the City Council as part of a formal fundraising campaign established under Section II of this Policy.

5. Recognition under this Policy does not create a property right, vested right, or contractual entitlement except as expressly provided in a written agreement approved by the City.

IV. Review and Policy Maintenance

This policy shall be reviewed biennially by the City Manager's Office and may be amended by the City Council as necessary to remain current and appropriate.

Administrative Report

TO: **Honorable City Council**

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

MEETING DATE: **September 8, 2026**

SUBJECT: **Furnished by Owner and Installed by Owner (FOIO) Items | Ojai Permanent Supportive Housing Project (OPSHP) 611 South Montgomery Street (*Operational Need*)**

RECOMMENDATION

1. Review the Permanent Supportive Housing Project Furnished by Owner and Installed by Owner (FOIO) items list.
2. Authorize staff to proceed with solicitation of donations for items included on the FOIO List.

DISCUSSION

At the September 30, 2025 Special City Council Meeting, DignityMoves provided an informational presentation regarding the Ojai Permanent Supportive Housing project (the project) documents, with the City Council asking clarifying questions and offering feedback on the project documents prior to DignityMoves' finalizing the design for bidding. During this informational presentation, discussion took place regarding items for the project that are to be furnished and installed by the owner (the City of Ojai). The City Council requested that a so-called "FOIO List" (Furnished by Owner and Installed by Owner List) be returned to the City Council at a future meeting. This FOIO List was brought back to City Council for discussion at the December 9, 2025, City Council meeting.

As discussed previously with the City Council, the acronym FOIO includes items and materials, equipment, furnishings, or systems a project owner purchases both directly and installs independently of the contractor's scope. These items are excluded from the construction contract price and builder warranties and are delivered and installed by the owner or the owner's vendors after the contractor completes required infrastructure. FOIO items are commonly used in public, nonprofit, or supportive housing projects for furniture, appliances, security systems, technology, and program-specific equipment, allowing owners to control procurement standards, reduce markup costs, or use specialized vendors who currently provide similar services to the agency.

The FOIO classification primarily impacts project coordination. Contractors must plan for rough-ins, schedule access, and avoid delays, while owners must deliver items on time and ensure their installers comply with site safety. FOIO decisions can affect project

sequencing, warranty coverage, risk allocation, and closeout timing. When properly defined in early documents FOIO classifications support clearer roles, reduce change orders, and help ensure both contractor and owner obligations are fully understood.

To support the procurement of FOIO items and to foster community involvement, the City recommends development of a City Permanent Supportive Housing Donations platform to celebrate efforts of individuals, groups, and organizations interested in contributing to the project. City staff proposes that any donations received related to this effort would be managed in accordance with the City's Policy for Commemorative Naming and Donations, once approved. This means that the City Manager may accept donations up to the amount authorized in the policy with gifts in excess of that amount requiring City Council approval unless the Council provides otherwise. City staff recommends that this be treated as a formal fundraising campaign and that donations of items included on the FOIO List be allowed without submission of an application, regardless of dollar amount, as contemplated by Section III.C.1., of the policy.

The policy ensures that donor celebration and recognition are consistent with community values, avoid commercial advertising, and protect the visual integrity of public spaces. All donations must be reviewed and approved by the City Manager or designee prior to installation. In the event City staff determines it is appropriate to recognize donations through plaques or other more formal recognition, staff will return to City Council for approval of such recognition in advance.

Overall, the policy promotes transparency and ensures donor recognition is tasteful, equitable, and compatible with the long-term stewardship of the project.

The FOIO List is included as Attachment A.

CITY COUNCIL GOALS ALIGNMENT
Goal No. 1 - Affordable Housing

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

FISCAL IMPACT

There is no fiscal impact associated with this action at this time. While FOIO items are necessary for the completion of the project, the intent is to secure funding through donations from individuals, foundations, and community organizations. Any items not received through donations will be funded through the City's General Fund. Those items and impacts to the General Fund will be reviewed and identified after donations have been received.

Prepared by: Ben Harvey, City Manager

ATTACHMENT(S)
A. FOIO List

Attachment A

Ojai Permanent Supportive Housing Project
Furnished By Owner, Installed By Owner List
Updated December 4, 2025

1. Solar Panels (one variation to consider, it was suggested to maximize area of panels)
2. EV Chargers
3. Desk/closet, chair, bed, nightstand in the units
4. Gathering space tables and chairs
5. Office desks, chairs, shelving, casework, soft seating
6. In-unit appliances (mini-fridge, microwave)
7. Washing Machines (rough-in by GC)
8. Dryers (rough-in by GC, provision for dryer vent)
9. Shelving throughout the project
10. Countertop appliances in Gathering Space, coffee maker, microwave other
11. Dishes, cutlery, dish rack and other supplies for Gathering Space
12. Window Coverings (curtains and rods)
13. Site furnishings- chairs, benches and tables
14. Floor coverings (rugs, bath mats, etc)
15. Welcome mats at each unit entry
16. Linens and pillows- soft furnishings
17. Room decor, art, etc.
18. Desk and nightstand lamps
19. Security system
20. Barbeque
21. Umbrellas with base
22. Mailboxes
23. Signage
24. All networking, low voltage cabling, panels and associated equipment.
25. Pantry Freezer
26. Pantry Refrigerator
27. Gathering Space dishwashers
28. Some landscape scope
29. Decorative light fixtures
30. Bike racks
31. Bathroom mirrors, accessories
32. Other possible donor support for: a) Ojai Valley Sanitary Sewer Capacity and Connection fees b) Casitas Water Connection fees c) SCE Connection fees d) Other permit fees ie City of Ojai or Ventura County Fire

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**

MEETING DATE: **September 8, 2026**

SUBJECT: **Amendment No. 3 to Secural Security Corporation Agreement – Contract Extension and Not-to-Exceed Increase**

RECOMMENDATION

Approve Amendment No. 3 to the Agreement for Contract Services with Secural Security Corporation, revising the contract's not-to-exceed (NTE) amount to $767,000 and extending the termination date to June 30, 2027.

DISCUSSION

The City of Ojai entered into an agreement for contract services with Secural Security Corporation on July 1, 2024, under the City Manager's not-to-exceed (NTE) spending authority, to provide security services at the Kent Hall Parking Lot/Unhoused Encampment (Ojai Tent Town/OTT) located at 111 West Santa Ana Street, Ojai, CA. The agreement has been amended twice, with Amendment No. 2 approved on November 18, 2025. Amendment No. 3 proposes a revised not-to-exceed (NTE) amount of $767,000 and extends the contract term through June 30, 2027, ensuring continued security services and accommodating projected operational needs for the upcoming year. All other terms and conditions of the original agreement remain unchanged.

Amendment No. 3 reflects the City's ongoing need for security services at the designated site. The revised (NTE) amount is based on anticipated expenditures for FY 2026–27 and aligns with prior amendments and contract practices. The extension of the contract term will allow uninterrupted service and provide flexibility for future adjustments if needed. All other terms and conditions of the original agreement remain unchanged. Extending the current agreement with Secural Security Corporation will allow for a continued partnership with a trusted partner of which has a track record of cooperation with the City staff and the Ventura County Sherrif's Department.

Further the contract end date aligns with the anticipated completion date of the Ojai Permanent Supportive Housing Project.

CITY COUNCIL GOALS ALIGNMENT

Goal No. 5 - Public Safety

OPTIONS

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

FISCAL IMPACT

The updated not-to-exceed (NTE) amount of $194,600 for the current fiscal year is higher than the $180,000 budgeted for FY 2026-27 under Misc. Community Support (010-1110-0132-005). Staff will return at mid-year if additional an appropriation is necessary. Additionally, staff identified that the NTE listed in Amendment No. 2 was reported incorrectly at $542,400, whereas the correct amount should have been $572,400. The revised total NTE of $767,000 shown in this amendment reflects correction of that prior error and represents the accurate cumulative contract limit going forward

Prepared by: Bridget Mara, Admin Analyst I

ATTACHMENT(S)

Exhibit A – Secural Amendment No. 3
Exhibit B – Secural Amendment No. 2
Exhibit C – Secural Amendment No. 1
Exhibit D – Secural Agreement
See link to previous agenda reports under “Discussion”.

AMENDMENT NO. 3

TO AGREEMENT FOR CONTRACT SERVICES

THIS AMENDMENT TO THE AGREEMENT FOR CONTRACT SERVICES ("Amendment No. 3") by and between the CITY OF OJAI, a California municipal corporation ("City") and Secural Security Corporation, a Californuia municipal corporation ("Consultant") is effective as of the 11th day of August, 2026 ("Effective Date").

RECITALS

A. City and Consultant entered into that certain Agreement for Contractual Services dated November 18, 2025 ("Agreement") whereby Consultant agreed to provide security services at the City premises of the Kent Hall Parking Lot/Unhoused Encampment located at: 111 West Santa Ana Street, Ojai, CA 93023 ("Services") for 1 year(s) for a total contract sum of $572,400.

B. City and Consultant now desire to amend the Agreement to:

1. Revise the **Not-to-Exceed** amount to **$767,000**; and

2. Extend the **termination date** to **June 30, 2027**.

TERMS

1. **Contract Changes**. The Agreement is amended as provided herein (new text is identified in ***bold italics***, deleted text in ~~strike through~~).

A. Section 6.1, Contract Sum, is hereby amended as follows:

"Subject to any limitations set forth in this Agreement, City agrees to pay Consultant the amounts specified in the 'Approved Fee Schedule' attached hereto as Exhibit 'B — Pricing Matrix' and incorporated herein by this reference. The total compensation, including reimbursement for actual expenses, shall not exceed ***Seven Hundres Sixty-Seven Thousand Dollars ($767,00.00) (the 'Contract Sum').***

B. Section 3.4, Term, is hereby amended as follows:

"Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until completion of the services but not extending beyond ***June 30, 2027***."

C. Section 5, Contractors Servces, is herby amended as follows:

5.8 At the City's written request, the Contractor shall extend work hours in the event a need arises where the Contractor's expertise is required and needed. Such extension shall

be subject to mutual agreement regarding scope and compensation, and shall be documented in writing by the City.

2. **Continuing Effect of Agreement.** Except as amended by this Amendment No. 3, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment No. 3, whenever the term "Agreement" appears in the Agreement, it shall mean the Agreement, as amended by this Amendment No. 3 to the Agreement.

3. **Affirmation of Agreement; Warranty Re Absence of Defaults.** City and Consultant each ratify and reaffirm each and every one of the respective rights and obligations arising under the Agreement. Each party represents and warrants to the other that there have been no written or oral modifications to the Agreement other than as provided herein. Each party represents and warrants to the other that the Agreement is currently an effective, valid, and binding obligation.

Consultant represents and warrants to City that, as of the date of this Amendment No. 3, City is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

City represents and warrants to Consultant that, as of the date of this Amendment No. 3, Consultant is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

4. **Adequate Consideration.** The parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment No. 3.

5. **Authority.** The persons executing this Amendment No. 3 on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Amendment No. 3 on behalf of said party, (iii) by so executing this Amendment No. 3, such party is formally bound to the provisions of this Amendment No. 3, and (iv) the entering into this Amendment No. 3 does not violate any provision of any other agreement to which said party is bound.

6. **Counterparts.** This Amendment No. 3 may be executed in any number of counterparts and each of such counterparts shall for all purposes be deemed to be original, whether the signatures are originals, electronic, facsimiles or digital. All such counterparts shall together constitute but one and the same Amendment No. 3.

7. **Incorporation of Recitals.** The recitals stated above are hereby incorporated by reference and made a part of this Agreement as if fully restated herein.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. 3 on the date and year first-above written.

CITY:

CITY OF OJAI, a municipal corporation

_____
Ben Harvey, City Manager

CONSULTANT:

Secural Security Corporation

By: _____

Name: Albert J Scola, III
Title: Chief Executive Officer

By: _____

Name: SHARI HOLMBORGON
Title: FINANCE SECRETARY

ATTEST:

_____
Weston Montgomery, Chief Deputy City Clerk

APPROVED AS TO FORM:
ALESHIRE & WYNDER, LLP

_____
Bethany A. Burgess, City Attorney

Two corporate officer signatures required when Consultant is a corporation, with one signature required from each of the following groups: 1) Chairman of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer. CONSULTANT'S SIGNATURES SHALL BE DULY NOTARIZED, AND APPROPRIATE ATTESTATIONS SHALL BE INCLUDED AS MAY BE REQUIRED BY THE BYLAWS, ARTICLES OF INCORPORATION, OR OTHER RULES OR REGULATIONS APPLICABLE TO CONSULTANT'S BUSINESS ENTITY.

AMENDMENT No. 2 TO PROFESSIONAL SERVICES AGREEMENT
(City of Ojai and Secural Security Corporation)

This Amendment No. #2 ("Amendment") to Professional Services Agreement ("Agreement") is made on this 18th day of November 2025 at Ojai, California, by and between the City of Ojai, a California municipal corporation ("City") and Secural Security Corporation, ("Consultant").

This Amendment modifies the original Agreement between the City and the Consultant dated July 1, 2024, in the following fashion:

■ A. City and Consultant desire to amend the Agreement by modifying section 3.4 – Expiration Date of the "Agreement" to read as follows:

3.4 Termination Date: June 30, 2026.

■ B. City and Consultant desire to amend the Agreement by modifying the total compensation and costs payable to Consultant under this Agreement to a not-to-exceed sum of $542,400.

■ C. The City and Consultant desire to correct the name of Consultant from "Secural Corporation" to the correct legal name of Consultant to "Secural Security Corporation"

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"
City of Ojai

By: _____
Ben Harvey, City Manager
Date: 11-18-25

"Consultant"
Secural Security Corporation

By: _____
Albert J Scola, III, Chief Executive Officer
Date: 11/19/2025

By: _____
Maria Scola, Secretary
Date: 11/20/2025

Attest:
By: _____
Weston Montgomery, Chief Deputy City Clerk
Date: 11-18-25

Approved as to form:
By: _____
Matthew T. Summers, City Attorney
Date: 11/18/25 Taylor Anderson, Assistant City Attorney For

CITY OF OJAI
PROFESSIONAL SERVICES AGREEMENT
WITH SECURAL FOR SECURITY GUARD SERVICES
AMENDMENT NO. 1

This AMENDMENT TO THE AGREEMENT for SECURITY GUARD SERVICES ("**Amendment**") is entered into this 27th day of August 2024, by and between the **CITY OF OJAI**, a California municipal corporation ("CITY") and **SECURAL CORPORATION**, a California corporation ("CONTRACTOR").

RECITALS

A. The City does not have the personnel able and/or available to perform the services required under this agreement.

B. CONTRACTOR warrants to the CITY they have the qualifications, personnel, experience, and availability to perform properly and fulfill the services requested under this Agreement.

C. Therefore, CITY desires to extend the existing contract for Security Guard Services.

D. Now, the Parties seek to increase the not to exceed Contract Sum to $247,500 and the contract duration through February 28, 2025 to more accurately reflect the actual scope of work anticipated to be incurred during the term of the agreement.

NOW, THEREFORE, based on the foregoing recitals, CITY and CONTRACTOR agree as follows:

Contract Changes. The Agreement is amended as provided herein (deletions shown in ~~strikethrough~~ and additions shown in ***bold italics***).

DEFINITIONS (Termination Date)

As additional consideration, CITY agrees to extend the "Termination Date" to ***February 28, 2025***.

CONTRACTOR'S SERVICES

CONTRACTOR shall perform the services identified in the Scope of Services. CITY shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. In no event shall the total compensation and costs payable to the CONTRACTOR under this Agreement exceed the sum of $30,000 at an hourly rate of $55.61, plus any incurred Overtime and/or Holiday Pay for the initial contract period of July 1, 2024 to August 31, 2024.

As additional consideration, CITY agrees to pay CONTRACTOR **an amount not to exceed $247,500 during the remainder of the amendment agreement term (inclusive of the initial agreement for the period of July 1, 2024 – August 31, 2024) at the hourly rate of $55.61, plus incurred Overtime and/or Holiday Pay.**

No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager or his designee.

WITNESS WHEREOF the parties hereto have executed this Amendment the day and year first hereinabove written.

CITY OF OJAI

Ben Harvey, City Manager

CONTRACTOR

Albert J. Scola, III, Secural Corporation

ATTEST:

Weston Montgomery, Chief Deputy City Clerk

APPROVED AS TO FORM:

Matthew T. Summers, City Attorney

CITY OF OJAI
PROFESSIONAL SERVICES AGREEMENT

(Engagement: Security Guard Services)
(Parties: Secural Corporation and the City of Ojai)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into July 1, 2024 by and between the City of Ojai, a California municipal corporation ("City"), and SECURAL CORPORATION (hereinafter "Contractor"). For the purposes of this Agreement, City and Contractor may be referred to collectively by the capitalized term "Parties". The Capitalized term "Party" may refer to the City or Contractor interchangeably, as appropriate.

2. RECITALS

2.1 The City has determined that it requires the following professional services from a contractor for Security Services at the City premises of the Kent Hall Parking Lot / Unhoused Encampment located at: 111 West Santa Ana Street, Ojai, CA 93023.

2.2 Contractor represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Contractor further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Contractor agree as follows:

3. DEFINITIONS

3.1 "Scope of Services" means such professional services as are set forth in Contractor's July 3, 2024 proposal to City contracting for **Class II+ Security Officer,** attached hereto as "Exhibit A" and fully incorporated herein.

3.2 "Approved Fee Schedule" means such compensation rates as are set forth in Contractor's "Exhibit B — Pricing Matrix" attached hereto and fully incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.

3.3 "Commencement Date" means July 1, 2024.

3.4 "Termination Date" means August 31, 2024 (anticipated to be extended by contract amendment by the City of Ojai City Council at their August 27, 2024 meeting).

3.5 "City Agreement Administrator" means Ben Harvey, City Manager or Carl Alameda, Assistant City Manager.

3.6 "Contractor Project Administrator" means A.J. Scola, Executive Vice President.

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall terminate at 11:59 p.m. on the Termination Date unless extended in writing by mutual agreement of the parties or terminated earlier in accordance with Section 17 ("Termination") below.

5. CONTRACTOR'S SERVICES

5.1 Time is of the essence in Contractor's performance of services under this Agreement.

5.2 Contractor shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. In no event shall the total compensation and costs payable to Contractor under this Agreement exceed the sum of $30,000 at the hourly rate of $55.61, plus any incurred Overtime and/or Holiday Pay.

5.3 Contractor shall perform all in accordance with professional standards. Contractor shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*).

5.4 Contractor represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Contractor or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. **A.J. Scola** shall be the Contractor Project Administrator and shall have direct responsibility for management of Contractor's performance under this Agreement. No other person shall serve as Contractor Project Administrator without City's prior written consent, which shall not unreasonably be withheld.

5.5 This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Contractor shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

5.6 Contractor shall notify the City Agreement Administrator, in writing, of any change in name, ownership or control of Contractor's firm or of any subconsultant. Change of ownership or control of Contractor's firm may require an amendment to the Agreement.

5.7 This Agreement is subject to prevailing wage law, for all work performed under the Agreement for which the payment of prevailing wages is required under the California Labor Code.

6. COMPENSATION

6.1 City agrees to compensate Contractor for the services provided under this Agreement, and Contractor agrees to accept payment in accordance with the Approved Fee Schedule in full satisfaction for such services.

6.2 Contractor shall submit to City an invoice, on a monthly basis or less frequently, for services performed pursuant to this Agreement. Each invoice shall identify the maximum amount payable above, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges. City shall not withhold applicable taxes or other payroll deductions from payments made to Contractor except as otherwise required by law. Contractor shall include a copy of each subconsultant invoice for which reimbursement is sought in the invoice.

6.3 The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Contractor.

7. RELATIONSHIP OF PARTIES

Contractor is, and shall at all times remain as to City, a wholly independent contractor. Contractor shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

Under no circumstances shall Contractor look to the City as its employer. Contractor shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Contractor's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Contractor specifically assumes the responsibility for making such a determination. Contractor shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation, and other applicable federal and state taxes.

8. AGREEMENT ADMINISTRATOR

In performing services under this Agreement, Contractor shall coordinate all contact with City through its City Agreement Administrator. City reserves the right to change this designation upon written notice to Contractor. All services under this Agreement shall be performed at the request of the City Agreement Administrator, who will establish the timetable for completion of services.

9. INDEMNIFICATION

9.1 The parties agree that City, its officers, agents, employees and volunteers should, to the fullest extent permitted by law, be indemnified from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, taxes, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the parties intend the provisions of this indemnity provision to be interpreted and construed to provide the City with the fullest protection possible under the law. Contractor acknowledges that City would not enter into this Agreement in the absence of Contractor's commitment to indemnify City as set forth herein.

9.2 City shall have the right to offset against any compensation due Contractor under this Agreement any amount due City from Contractor as a result of Contractor's failure to pay City promptly any indemnification arising under this Section 10 of this Agreement and any amount due City from Contractor arising from Contractor's failure either to (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.

9.3 The obligations of Contractor under this Section 10 of this Agreement are not limited by the provisions of any workers' compensation or similar statute.

9.4 Notwithstanding any federal, state, or local policy, rule, regulation, law or ordinance to the contrary, Contractor and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in CalPERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for CalPERS benefits.

10. INSURANCE

10.1 During the term of this Agreement, Contractor shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Contractor's performance of this Agreement.

10.2 Any available insurance proceeds broader than or in excess of the specified minimum Insurance coverage requirements or limits shall be available to City as an Additional Insured as provided below. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any Insurance policy or proceeds available to the named Insured.

10.3 Insurance required under this Agreement shall be of the types set forth below, with minimum coverage as described:

10.3.1 Comprehensive General Liability Insurance with coverage limits of not less than One Million Dollars ($1,000,000) including products and operations hazard, contractual insurance, broad form property damage, independent consultants, personal injury, underground hazard, and explosion and collapse hazard where applicable.

10.3.2 Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars ($1,000,000).

10.3.3 Worker's Compensation insurance if and as required by the laws of the State of California

10.4 The policy or policies required by this Agreement shall be issued by an insurer legally allowed in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.

10.5 Contractor agrees that if it does not keep the insurance coverages required by this Agreement in full force and effect, City may either (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay the premium(s) thereon at Contractor's expense.

10.6 Contractor shall provide proof that policies of insurance required by this Agreement expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished prior to the expiration of the coverages.

11. MUTUAL COOPERATION

11.1 City shall provide Contractor with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Contractor's services under this Agreement.

11.2 If any claim, action, or proceeding is brought against City relating to Contractor's performance in connection with this Agreement, Contractor shall render any reasonable assistance that City may require in the defense of that claim, action, or proceeding.

12. CONFIDENTIALITY

All data, documents, discussion, or other information developed or received by Contractor or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Contractor without prior written consent by City. City shall grant such consent if disclosure is legally required.

13. RECORDS AND INSPECTIONS

Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Contractor under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. City shall further have the right to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

14. PERMITS AND APPROVALS

Contractor shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to professional licenses.

15. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Contractor's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:

Ben Harvey, City Manager
City of Ojai
401 South Ventura Street
Ojai, CA 93023
Telephone: (805) 646-5581

If to Contractor:

Albert J. Scola III
Secural Corporation
24007 Ventura Blvd., Suite 124-A
Calabasas, CA 91302
Telephone: (818) 225-0813

With courtesy copy to:

Matthew T. Summers, Ojai City Attorney
Colantuono, Highsmith & Whatley, PC
790 E. Colorado Blvd, Suite 850
Pasadena, CA 91101

16. SURVIVING COVENANTS

The parties agree that the covenants contained in Section 10, Section 12, and Section 13 of this Agreement shall survive the expiration or termination of this Agreement.

17. TERMINATION

17.1. City may terminate this Agreement for any reason on five calendar days' written notice to Contractor. Contractor may terminate this Agreement for any reason on thirty calendar days' written notice to City. Contractor agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be promptly returned to City upon the termination or expiration of this Agreement.

17.2 If City terminates this Agreement due to no fault or failure of performance by Contractor, then Contractor shall be paid based on the work performed in accordance with this Agreement and applicable professional standards at the time of termination. In no event shall Contractor be entitled to receive more than the amount that would be paid to Contractor for the full performance of the services required by this Agreement as provided in Section 5.2 above and as otherwise provided in this Agreement.

18. GENERAL PROVISIONS

18.1 Contractor shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Contractor.

18.2 In the performance of this Agreement, Contractor shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition or any other unlawful basis.

18.3 The waiver by City or Contractor of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of any other term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Contractor unless in writing signed by one authorized to bind the party to be charged with the waiver.

18.4 Contractor shall not be liable for any failure to perform if Contractor presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Contractor.

18.5 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement

of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies. The venue for any litigation shall be Ventura County, California and Contractor hereby consents to jurisdiction in Ventura County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

18.6 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

18.7 This Agreement shall be governed and construed in accordance with the laws of the State of California.

18.8 All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the provisions of this Agreement and those of any document incorporated herein by reference, the provisions of this Agreement shall prevail.

18.9 **Recitals** – The Recitals are incorporated by this reference.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement as of the last date indicated below:

"City of Ojai"

By: _____
Ben Harvey, City Manager

Date: 7/11/24

"Contractor"

By: _____
Albert J. Scola, III, Secural Corporation

Date: 07/11/2024

Exhibits to Agreement:

Exhibit A – Secural Corporation Proposal and Statement of Qualifications

Exhibit B – Pricing Matrix

Exhibit C – References

Exhibit D – Service Schedule Hours and Equipment

Exhibit E – Service Rates/Contractor Observed Holidays

PROPOSAL FOR OVERNIGHT PROTECTIVE SERVICE OFFICERS-UNHOUSED ENCAMPMENT

Proposal Submitted To:
City of Ojai California
Mr. Richard Raine
Homeless Services Coordinator
111 W. Santa Ana Street
Ojai, CA 93023

Proposal Submitted By:
SECURAL SECURITY CORPORATION
24007 Ventura Blvd #124-A.
Calabasas, CA 91302
(818) 225-0813
www.SecuralCorp.com

Contract Coordinator:
Albert J, "A.J." Scola III
Executive Vice President
(818) 272-8985 Direct
AScola@SecuralCorp.com

Why Secural?

Command Presence

Secural Security Corporation (Secural) a California Corporation, established in 1976, is family owned and operated. Being family operated allows us to provide a higher degree of customer service. We do not rely on employees to be the direct contact between client and owners. Clients who choose Secural do so because of the supervision, quality, and personal service that is Secural.

Far too many security providers today make exaggerated claims to their service history only to find that their history is based on an owner or owners who were in other service fields not operating their current company. *Our 48 years of service and experience as Secural is truly what defines us as a company willing to serve.* Our CA state license is PPO 7563, the state of California issues licenses numerically starting back at 100 in 1943. What is your current provider's license number?

Secural has been providing quality safety services to the City of Calabasas for the past 23 years in the capacity of Public Safety and Security. In addition, Secural has a close and professional working relationship with the Los Angeles County Sheriff Department at the Lost Hills Station as well as the Ventura County Sheriff Department Olsen Road. Our other municipal clients include the cities of Westlake Village, Agoura Hills, and Malibu. We are committed to our communities and their schools. We currently service multiple schools within the LVUSD, CVUSD, and MUSD. Our training and caliber of employees is second to none. This too is what sets Secural apart from other providers.

While Secural is not a large company, we do provide a large scope of services consisting of.

- Both armed and unarmed standing officers
- SRO services (School Resource Officers)
- Vehicle patrol services
- Armed guard alarm response
- Executive protection
- Municipal and private parking enforcement
- CADOT (California Department of Transportation) traffic control services.
- We operate our own video central dispatch center VASTGuard (Virtual Automated Security Tour Guard). This video center allows our dispatch personnel to view and supervise both customer CCTV sites as well as our officers in the field via their vehicle "dash" and body cameras.
- FAA certified Unmanned Arial Vehicles and Tether Drones (Drone services)

Our ability to provide the above-mentioned services is only part of what makes Secural a community-oriented company. We look forward to having the opportunity of making your city part of our Secural family.

SCREENING of Personnel

All applicants must complete a multi-step application process before being considered for employment with Secural Corporation. The process includes a pre-hire written application, which challenges the applicant in reading comprehension, grammar skills, and reasoning. Applicants who pass the written portion must submit to a pre-hire drug screen. Upon successful completion of the drug screen applicants must submit to an extensive background investigation which investigates their DMV history, Social Security history, criminal history both State and Federal, as well as credit history and sexual offender status. Secural does not rely only on the state of California to conduct its background verification as we have found cases where the state was not thorough or complete.

Secural's ongoing background verification program for all employees meets and exceeds the requirements of Education Code 45125.1

Secural currently conducts random drug screening and background checks on all employees. All current armed officers and school officers submit to regular on-going background checks every 45 days. Focusing on DMV, Criminal and sex offender status.

All applicants must be a minimum of 18 years of age, hold a high school diploma or equivalent and possess a valid California state guard card. They must be a U.S. resident or provide resident alien documentation. Applicants must have at least one year's prior security experience to be employed by Secural. Applicants who carry weapons must be certified in the following:

1 State approved chemical agent course.
2 State approved baton course
3 State approved Taser course
4 State approved firearms course
5 State approved psychological background certification for firearms.

TRAINING for ALL PERSONNEL

It is the belief of Secural that the true measure of a security provider is the training of its personnel. Secural maintains two Los Angeles County Sheriff's department trained training officers to conduct much of our officer training. Secural also contracts with private agencies to fulfill our training requirements and certifications. All staff must complete Secural's basic officer training consisting of:

- Ethics
- Verbal and non-verbal communication
- Liability awareness and assessment
- Threat assessment
- Report writing
- Field interviewing
- Foot Patrol techniques
- Crowd management and training
- Basic and advanced handcuffing procedures
- CPR/First Aid/AED BLS Certification (Adult, Pediatric and Infant)
- Active Shooter Training
- Hand to hand Self Defense Training ie. Krav Maga
- Weapons of Mass Destruction Training (WMD)
- Two-way radio communication protocol
- Substance Abuse overview, recognition of use and paraphernalia identification
- Homelessness Education (LETA, SAMSHA, NCH)
- Mental Health Awareness Education and Recognition
- Working principles of the California Penal Code
- Working principles of the Educational Code (depending on assignment)
- Alcohol beverage control code (depending on assignment TIPS/RBS).
- Breathalyzer usage
- Baton (straight stick and PR-24)
- Chemical agent (Tear Gas/OC)

Training for all staff is ongoing and depending on the topic occurs on a regular basis, (ie. monthly, quarterly, bi-annually and annually.

SPECIALIZED PATROL TRAINING and ARMED OFFICERS

Secural's vehicle patrol officers are trained and licensed in the use of firearms - both sidearm and patrol rifle as well as TASER, baton, and pepper spray. In 2024 Patrol Trained officers may now opt to carry the Byrna Less-Lethal Self Defense kinetic device instead. Officers also must take a extended training in Krav Maga open hand self-defense. All Secural personnel have the opportunity to take up to 2 classes weekly for new and continued training in Krav Maga. Vehicle Patrol officers are certified by the Los Angeles County Fire Department as Community Emergency Response Team Certified (CERT). Our patrol officers are trained and certified in parking enforcement as well as CADOT (California Department of Transportation) traffic control. All patrol officers are certified in Basic Life Support (BLS) first responder certification. Secural currently maintains open lines of communication with the traffic division and operations divisions of the Los Angeles County Sheriff Department – Lost Hills. Due to our municipal contracts Secural vehicle patrol officers are able to communicate directly via two-way radio with Sheriff and Fire units responding to incidents on site.

EQUIPMENT and UNIFORMS



Officers are assigned all necessary equipment by Secural required for their assignment.

Secural supplies its officers two primary uniform styles.

The first is the class "A" style or "dress" uniform which consists of a long sleeve slate gray uniform shirt worn with tie and black trousers. The variation to this is the class "C" style which is a short sleeve version of class "A".

Class "C" is worn open collar without a tie; officers must wear a white crew neck undershirt with no visible markings or writing.

Footwear for Class "A" and "C" shall be black leather either uniform boots or shoes, which will have a high luster.

All uniform shirts have the company emblems on both sleeves per California security licensing requirements. All officers wear a black leather basketweave style duty belt and officers in "soft" uniforms may wear a black cordura duty belt.

All officers assigned to any site will be in matching uniform. Secural also provides all necessary overclothing such as winter jackets and rain gear.

Other uniform options are available based on client requirements including Polo shirts and Suit/Executive wear.

COMMUNICATION and REPORTING

Communication is the pinnacle of success of a security program. Secural utilizes a Computer Aided Dispatch system "CAD" for all officer activity and reporting. Clients will receive daily or weekly emails which may include photographs and or video regarding activity on or around their sites.

- Secural's scheduling and timekeeping systems are electronic, they ensure staffing occurs smoothly and uninterrupted.
- Secural Officers are equipped with handheld smart devices which allow communication, reporting and time management.
- Secural Armed officers and vehicles are equipped with CCTV (dash cams and body cams) to provide a clear chain of events for officers and public safety as well as evidentiary proof of events for the client and law enforcement.

PROPOSED OPERATION and SERVICES

This proposal is based on the premise that the City of Ojai wishes to have a highly visible proactive security presence at their Unhoused Encampment which will deter possible crime, outsiders and incidents from occurring. The proposed program will consist of regularly scheduled uniformed standing officers on site.

- One Uniformed officer seven days per week during the hours of 4:00 PM until 7:00AM including weekends and holidays.

At Secural we specialize in providing a custom safety and security program utilizing software, video, and hands on service specifically designed upon the client's needs and wants with the ability to change as needed.

Secural will provide field supervision to monitor staff activity and ensure the highest level of service is provided to the City of Ojai.

Secural's contract coordinator and their alternate will be available to the city 24 hours per day, seven days per week.

Exhibit B – Pricing Matrix

Hourly Rate per Security Officer (Class II+) *Month to Month Agreement*	$70.44
Hourly Rate per Security Officer (Class II+) *Minimum Six Month Agreement*	$55.61
Overtime & Secural Recognized Holidays	Above rate plus one half
Smart Telephone	Included
Body Worn Camera	Included
Marked Patrol Vehicle	Included
Two-Way Radios.	Included

Authorized Signature: AJS III **Date:** 07/03/2024

Name: A.J. Scola III **Title:** Executive Vice President

Thank you for your time and consideration. Please contact me if you have any questions.

Exhibit C - References

1. City of Calabasas
Mr. Kindon Meik, City Manager
100 Civic Centre Way, Calabasas, CA 91302
(818) 224-1600 KMeik@cityofcalabasas.com
2000 to Current
"Dedicated Car" Armed Patrol and Response, all city sites. Citywide municipal parking enforcement and traffic control. Standing uniformed and plain-clothes Armed/Unarmed officers for activities and events.

2. Conejo Valley Unified School District
Dr. Mark Mclaughlin, Superintendent
750 Mitchell Road, Newbury Park CA 91320
(805) 498-4557 Sfehlman@conejousd.org
2020 to Current
Standing uniformed and plain-clothes Armed/Unarmed officers for district office and school sites.

3. City of Westlake Village
Mr. Tim Iverson, Public Works Director
31200 Oak Crest Dr.
Westlake Village, CA 91361
(818) 706-1613 Tim@wlv.org
"Dedicated Car" Armed Patrol and Response, all city sites. Citywide municipal parking enforcement and traffic control. Standing uniformed and plain-clothes Armed/Unarmed officers for activities and events.

4. Los Angeles County Sheriff – Lost Hills Station
Deputy Mason DeMateo
27050 Agoura Road, Agoura, CA 91301
(818) 878-1808 Mjdematt@lasd.org

5. Moorpark High School
Mr. Zaid Bakoo, Principal
4500 Tierra Rejada Road, Moorpark CA 93021
(805) 378-6305 zbakoo@mrpk.org
2021 to Current
Standing uniformed and plain-clothes armed/unarmed officers for activities and events.

EXHIBIT D

SERVICE SCHEDULE HOURS and EQUIPMENT

- One officer Monday through Thursday 4:00 PM until 7:00 AM
- One officer Friday through Monday 4:00 PM until 7:00 am (weekends 24 hours-continuous coverage)
- The city of Ojai recognized holidays, One officer, 24 hours.
- Secural Marked Patrol Vehicle, Included
- Officer Worn Body Camera, Included
- Officer Smart Device, Included
- Secural laptop type computer, Included.

EXHIBIT E

SERVICE RATES AND COMPANY OBSERVED HOLIDAY INFORMATION

- Regular hourly service rate per officer $55.61

- Overtime/Holiday hourly service rates. Rate above plus one half.

- Requests for additional service dates, hours or staffing must be presented by Subscriber to Security Services in writing no less than seven (7) business days before the service date(s). Failure to communicate this will result in Overtime charges.

- Interim month-to-month regular hourly rate at end of initial agreement term (July 2024 - January 15, 2025) $66.73

- If a new agreement is signed before January 15, 2025, Secural will offer Subscriber 3-month, 6-month or 12-month terms at a 5% increase from the current quoted regular rate.

Secural Observed Holidays:

- January 01, 2025 - New Year's Day
- May 26, 2025 - Memorial Day
- July 4, 2025 - Independence Day

- September 01, 2024 - Labor Day
- October 31, 2024 - Halloween Eve
- November 11, 2024 - Veterans' Day
- November 28, 2024 - Thanksgiving Day
- December 24, 2024 - Christmas Eve
- December 25, 2024 - Christmas Day
- December 31, 2024 - New Year's Eve

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**
Bethany Burgess, City Attorney

MEETING DATE: **September 8, 2026**

SUBJECT: **Reintroduce Ordinance No. 974 Amending Article 5 of Chapter 3 of Title 4 of the Ojai Municipal Code to Add Section 4-3.511 Prohibiting the Use of Libbey Park Tennis Courts For Any Activity Other Than Tennis with Limited Exceptions (*City Council Direction)***

RECOMMENDATION

1. Reintroduce, for first reading by title only with further reading waived, Ordinance No. 974, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA AMENDING ARTICLE 5 OF CHAPTER 3 OF TITLE 4 OF THE OJAI MUNICIPAL CODE TO ADD SECTION 4-3.511 PROHIBITING THE USE OF LIBBEY PARK TENNIS COURTS FOR ANY ACTIVITY OTHER THAN TENNIS WITH LIMITED EXCEPTIONS, and;
2. Direct staff to return to the City Council for second reading and adoption of the Ordinance at the September 22, 2026, City Council Meeting.

DISCUSSION

The City of Ojai owns and operates the public tennis courts located at Libbey Park, including the Upper Libbey and Lower Libbey tennis courts. The tennis courts are public park facilities intended to provide recreational opportunities for the community.

The City's regulations governing activities and conduct in public parks are contained in Article 5 of Chapter 3 of Title 4 of the Ojai Municipal Code. The Municipal Code does not currently contain a provision expressly limiting the use of the Libbey Park tennis courts exclusively to tennis.

Earlier in 2026, City Council directed City staff to return to City Council with an ordinance establishing a clear and uniform regulation governing the use of the tennis courts. At the August 25, 2026, City Council meeting, the City Council directed that staff return with revisions to the draft ordinance allowing the limited use of Upper Libbey tennis courts for purposes other than tennis during Ojai Day, along with a requirement that City staff

consult with the Ojai Valley Tennis Club regarding potential impacts to the Upper Libbey tennis courts during such temporary uses, with the City retaining the authority, in its sole discretion, to approve such uses. The revised ordinance would clarify that the courts are reserved for tennis and may not be used for other recreational activities or purposes except during Ojai Day.

The proposed ordinance also recognizes the need for tennis court reservations and closures associated with events at the Libbey Bowl or otherwise taking place in Libbey Park. In these circumstances, the City Manager, or designee, would retain authority to reserve and temporarily close one or more Upper Libbey tennis courts when reasonably necessary in connection with a permitted event at Libbey Bowl or otherwise taking place in Libbey Park.

The proposed ordinance would add Section 4-3.511 to Article 5 of Chapter 3 of Title 4 of the Ojai Municipal Code.

CITY COUNCIL GOALS ALIGNMENT
Goal No. 4 - Infrastructure Maintenance and Improvement

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

FISCAL IMPACT
Adoption of the ordinance is not anticipated to have a significant fiscal impact on the City. It is possible that the City will see some minimal decline in facility use permit revenue over prior years, however, as permit fee revenues are intended to offset the cost of reviewing and administering the permits, there would be a corresponding reduction in costs associated with such activities. The ordinance primarily clarifies the permissible recreational use of existing City facilities and does not require construction, acquisition of property, or the creation of a new City program. Any administrative or enforcement activities associated with implementation of the ordinance are expected to be performed using existing City resources.

Prepared by: Bethany Burgess, City Attorney

ATTACHMENT(S)
A. Ordinance No. 974
B. Ordinance No. 974 – with redlines

CITY OF OJAI

ORDINANCE NO. 974

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, AMENDING ARTICLE 5 OF CHAPTER 3 OF TITLE 4 OF THE OJAI MUNICIPAL CODE ("PUBLIC PARKS") TO ADD SECTION 4-3.511 PROHIBITING THE USE OF THE LIBBEY PARK TENNIS COURTS FOR ANY ACTIVITY OTHER THAN TENNIS WITH LIMITED EXCEPTIONS

WHEREAS, the City owns and operates the public tennis courts located at Libbey Park, consisting of the Upper Libbey and Lower Libbey tennis courts; and

WHEREAS, the City currently regulates the activities and conduct permitted in the City's Public Parks pursuant to Article 5 of Chapter 3 of Title 4 of the Ojai Municipal Code; and

WHEREAS, the City Council desires to clarify the permitted uses of the Libbey Park tennis courts and to preserve the courts for tennis use; and

WHEREAS, the City Council further desires to preserve the City's ability to reserve or temporarily close the Upper Libbey tennis courts in connection with permitted events at the Libbey Bowl when necessary for activities related to such; and

WHEREAS, the City Council finds that the amendments to the Ojai Municipal Code set forth below are necessary and appropriate to regulate the use of City park facilities and to promote public health, safety, welfare, and enjoyment of Libbey Park.

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

SECTION 1. Incorporation of Recitals. 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. Code Amendment. Article 5 of Chapter 3 of Title 4 of the Ojai Municipal Code is hereby amended to add section 4-3.511 entitled "Libbey Park Tennis Courts" which shall be read in its entirety as follows:

§ 4-3.511 Libbey Park Tennis Courts

(a) The tennis courts located at Upper Libbey Park and Lower Libbey Park shall be used exclusively for the playing of tennis; no person shall use, or permit the use of, any such tennis court for any other recreational activity or purpose, except as expressly provided in this Section 4-3.511.

(b) The City Manager, or designee, may approve reservations for temporary closures of one or more of the tennis courts at Upper Libbey Park in connection with a permitted event at the Libbey Bowl or in Libbey Park when reasonably necessary for event-related purposes. A reservation for a temporary closure pursuant to this subsection shall not constitute a use of the Libbey Park tennis courts for a recreational activity other than tennis.

(c) The City Manager, or designee, may approve a temporary use of up to two (2) Upper Libbey Park tennis courts during the City's Ojai Day event. In advance of approving any such temporary use, the City Manager, or designee, will solicit and consider the input of the Ojai Valley Tennis Club, Inc., regarding whether the proposed temporary use will result in damage to the tennis courts and any specific mitigation measures that may prevent such damage. The Ojai Valley Tennis Club, Inc., will respond to any request for input within two (2) business days of the date the request is made by the City to ensure the City is able to timely respond to the request for the temporary use. Notwithstanding anything in this paragraph, the City will retain the sole authority to approve or deny any temporary use contemplated by this paragraph during Ojai Day.

(d) Nothing in this section shall prohibit the City or its authorized agents, contractors, or service providers from using the tennis courts for maintenance, repair, construction, inspection, or other City-authorized operational purposes.

SECTION 3. Environmental Determination. The City Council determines that based on the entire administrative record, the foregoing amendment to the Ojai Municipal Code is exempt from the California Environmental Quality Act (CEQA) for the following reasons. Pursuant to California Code of Regulations, Title 14, Section 15061(b)(3) of the CEQA Guidelines, CEQA review is not required if an activity is not a project as defined in Section 15378 of the CEQA Guidelines. In accordance with Section 15378(b)(5), a "project" for purposes of CEQA does not include organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment. This ordinance is administrative in nature, and will not result in any direct or indirect physical changes in the environment. The adoption of this ordinance is therefore exempt from CEQA review pursuant to California Code of Regulations, Title 14, Sections 15060 and 15378, subdivision (b)(5) of the CEQA Guidelines.

SECTION 4. Severability. If any part of this Ordinance or its application is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have adopted this Ordinance, and each portion thereof, irrespective of the fact that any one or more sections, subsections, phrases or portions might be declared invalid or unconstitutional.

SECTION 5. Certification. The City Clerk shall cause this Ordinance to be published as required by law, and shall cause a copy of this Ordinance and its certification, together with proof of publication, to be entered in the Book of Ordinances of the City.

SECTION 6. Effective Date. This Ordinance shall take effect 30 days after its passage and adoption pursuant to California Government Code Section 36937.

PASSED, APPROVED and ADOPTED on ____, 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 Ordinance No. 974 was introduced at a regular meeting of the Ojai City Council held _____, 2026, and adopted at a regular meeting held _____, 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Weston Montgomery, Chief Deputy City Clerk

Exhibits to this Ordinance:
None

CITY OF OJAI

ORDINANCE NO. 974

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, AMENDING ARTICLE 5 OF CHAPTER 3 OF TITLE 4 OF THE OJAI MUNICIPAL CODE ("PUBLIC PARKS") TO ADD SECTION 4-3.511 PROHIBITING THE USE OF THE LIBBEY PARK TENNIS COURTS FOR ANY ACTIVITY OTHER THAN TENNIS WITH LIMITED EXCEPTIONS

WHEREAS, the City owns and operates the public tennis courts located at Libbey Park, consisting of the Upper Libbey and Lower Libbey tennis courts; and

WHEREAS, the City currently regulates the activities and conduct permitted in the City's Public Parks pursuant to Article 5 of Chapter 3 of Title 4 of the Ojai Municipal Code; and

WHEREAS, the City Council desires to clarify the permitted uses of the Libbey Park tennis courts and to preserve the courts for tennis use; and

WHEREAS, the City Council further desires to preserve the City's ability to reserve or temporarily close the Upper Libbey tennis courts in connection with permitted events at the Libbey Bowl when necessary for activities related to such; and

WHEREAS, the City Council finds that the amendments to the Ojai Municipal Code set forth below are necessary and appropriate to regulate the use of City park facilities and to promote public health, safety, welfare, and enjoyment of Libbey Park.

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

SECTION 1. Incorporation of Recitals. 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. Code Amendment. Article 5 of Chapter 3 of Title 4 of the Ojai Municipal Code is hereby amended to add section 4-3.511 entitled "Libbey Park Tennis Courts" which shall be read in its entirety as follows:

§ 4-3.511 Libbey Park Tennis Courts

(a) The tennis courts located at Upper Libbey Park and Lower Libbey Park shall be used exclusively for the playing of tennis; ~~.~~ ~~N~~no person shall use, or permit the use of, any such tennis court for any other recreational activity or purpose, except as expressly provided in this Section 4-3.511~~-~~.

(b) ~~Notwithstanding subsection (a), t~~The City Manager, or designee, may approve reservations for temporary closures of one or more of the tennis courts at Upper Libbey Park in connection with a permitted event at the Libbey Bowl or in Libbey Park when reasonably necessary for event-related purposes. A reservation for a temporary closure pursuant to this subsection shall not constitute a use of the Libbey Park tennis courts for a recreational activity other than tennis.

(c) The City Manager, or designee, may approve a temporary use of up to two (2) Upper Libbey Park tennis courts during the City's Ojai Day event. In advance of approving any such temporary use, the City Manager, or designee, will solicit and consider the input of the Ojai Valley Tennis Club, Inc., regarding whether the proposed temporary use will result in damage to the tennis courts and any specific mitigation measures that may prevent such damage. The Ojai Valley Tennis Club, Inc., will respond to any request for input within two (2) business days of the date the request is made by the City to ensure the City is able to timely respond to the request for the temporary use. Notwithstanding anything in this paragraph, the City will retain the sole authority to approve or deny any temporary use contemplated by this paragraph during Ojai Day.

(~~c~~d) Nothing in this section shall prohibit the City or its authorized agents, contractors, or service providers from using the tennis courts for maintenance, repair, construction, inspection, or other City-authorized operational purposes.

SECTION 3. Environmental Determination. The City Council determines that based on the entire administrative record, the foregoing amendment to the Ojai Municipal Code is exempt from the California Environmental Quality Act (CEQA) for the following reasons. Pursuant to California Code of Regulations, Title 14, Section 15061(b)(3) of the CEQA Guidelines, CEQA review is not required if an activity is not a project as defined in Section 15378 of the CEQA Guidelines. In accordance with Section 15378(b)(5), a "project" for purposes of CEQA does not include organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment. This ordinance is administrative in nature, and will not result in any direct or indirect physical changes in the environment. The adoption of this ordinance is therefore exempt from CEQA review pursuant to California Code of Regulations, Title 14, Sections 15060 and 15378, subdivision (b)(5) of the CEQA Guidelines.

SECTION 4. Severability. If any part of this Ordinance or its application is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have adopted this Ordinance, and each portion thereof, irrespective of the fact that any one or more sections, subsections, phrases or portions might be declared invalid or unconstitutional.

SECTION 5. Certification. The City Clerk shall cause this Ordinance to be published as required by law, and shall cause a copy of this Ordinance and its

certification, together with proof of publication, to be entered in the Book of Ordinances of the City.

SECTION 6. Effective Date. This Ordinance shall take effect 30 days after its passage and adoption pursuant to California Government Code Section 36937.

PASSED, APPROVED and ADOPTED on ____, 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 Ordinance No. 974 was introduced at a regular meeting of the Ojai City Council held _____, 2026, and adopted at a regular meeting held _____, 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Weston Montgomery, Chief Deputy City Clerk

Exhibits to this Ordinance:
None

Administrative Report

TO: **Honorable City Council**

FROM: **Lucas Seibert, Community Development Director**

MEETING DATE: **September 8, 2026**

SUBJECT: **GENERAL PLAN UPDATE | Proposed Survey Questions Regarding the Climate Action Plan (City Council Direction)**

RECOMMENDATION

Consider ratifying the proposed survey questions for dissemination to the Ojai Community.

DISCUSSION

The next step for the Climate Action Plan effort is a community-wide survey, and is geared to gather information directly related to reduction(s) in greenhouse gas (GHG) emissions. The survey is expected to run for 45-days with outreach provided through the established constant contact network developed through the General Plan Update effort: social media, *The Ojai Valley News*, General Plan landing page, and other resources all planned to encourage community participation. The survey platform being considered for this survey is SurveyMonkey.com. SurveyMonkey provides a simple user interface and reliable platform as it relates to basic to moderately complex survey projects.

When the economic diversification element survey was released for public input earlier this year Survey Monkey and Qualtrics were considered, and staff opted for Qualtrics as it provided a wide range of questions formatted with deep customization options for creating tailored surveys and responses. Both provide a great platform, and staff is leaning towards Survey Monkey for this survey based on their reliable and straight-forward platform.

The Climate Action Plan will set greenhouse gas (GHG) emissions reduction targets and establish an implementation plan for reducing GHG emissions related to transportation, building energy use, and waste, water, and ecosystems. The CAP is designed to provide measurable policies and actions to reduce GHG emissions and increase community resilience to climate change impacts.

For the purposes of this survey and as part of the Climate Action Plan, climate change refers to long-term shifts in weather and temperature patterns. Greenhouse gas emissions contribute to climate change. Climate action refers to actions that individuals and organizations can take to reduce GHG emissions. These measures and targets have direct ties to our current General Plan, specifically associated with Air Quality.

COMMUNITY SURVEY STRUCTURE |
To support this effort, a community feedback format is being generated through a community survey to understand what policies and actions to reduce greenhouse gas emissions are important to the community. The survey includes ten questions earmarked to help the consultant understand which policies and actions are the most important or impactful for the Ojai community. The remaining questions at the end of the survey are the standard demographic questions used throughout this General Plan update process. As with the other surveys, the demographic questions will not be mandatory and the survey responder will have the option to opt-out if desired.

The community-wide input approach ensures that the survey captures both quantitative data and qualitative insights from diverse perspectives, through specific questions as well as open-ended questions to maximize community-input opportunities.

GENERAL PLAN | Existing Element Connection
In reviewing the existing general plan elements, staff has identified several goals and policies through the existing Air Quality Element which generally align with the Climate Action Plan. Some of these goals and actions identified within the Air Quality Element are geared to protect public health, work towards eliminating excessive vehicle trips (vehicle miles traveled), encourage the use of clean fuel, electric, and zero emission vehicles; several of the existing Air Quality Element Goals have direct connections to the GHG and Climate Act Plan efforts. The goals and policies outlined in the Air Quality Element are included as Attachment B.

WORK DONE SO FAR |
The consultant team recently completed the 2022 Ojai Community and Municipal Greenhouse Gas Emissions Inventory and Forecasts Report. The primary purpose of this report is to inventory the City of Ojai's communitywide and municipal greenhouse gas (GHG) emissions for the 2022 baseline year. The reason that 2022 was selected as the baseline is because this year was the most recent year for which complete data were available at the time the inventory was conducted.

Furthermore, the report measures local greenhouse gas emissions by following established state and national guidelines for climate accounting. Specifically, the report uses a standard community framework alongside California's official roadmap to ensure accurate and compliant environmental tracking. More detailed information is available by reviewing the ICLEI U.S. Community Protocol and California Air Resources Board Climate Change Scoping Plan documentation. Together these technical pieces of information are important drivers associated with the methodology framework.

The report also provides information regarding where emissions are coming from, a forecast of future emissions, and the City’s municipal GHG inventory (first of its kind in Ojai) to help inform the development of mitigation measures and identify data gaps (if any). The report is provided as Attachment C.

The workplan for the Climate Act Plan is included as Attachment D. In this workplan it notes the development of a Community Advisory Group. When creating this group and looking

to formalize this working group, the community and City Council identified concerns in early 2025 related to a small group of individuals influencing the entire community. So, in working with the consultant, the City Staff pivoted to internal review of baseline technical reports and support and community input. Also, the consultant team pivoted to a community wide survey to gather additional information consistent with the path taken by the Economic Diversification Element survey earlier in 2026.

NEXT STEPS |
The plan is for this community survey to go live soon and for the General Plan Update materials to be virtually distributed. A Quick Response Code (QR code) will allow for easy access to the survey through a hand-held device.

SAVE THE DATE: the CAP team is preparing for an October 14 Climate Action Plan Workshop with the survey remaining open during this time and closing shortly after Ojai day.

Additionally, look for the General Plan information area during Ojai Day on October 17. Staff will be available to answer questions and for those community members interested in staying connected they will have the opportunity to fill out their information and provide an email and be added to the ever growing constant contact list.

More information can be found on the General Plan landing page located here.

CITY COUNCIL GOALS ALIGNMENT
Goal No. 7 - Climate Resiliency

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

FISCAL IMPACT
The research, next steps, and results in this report are covered under the Community Development Department's budget and the General Plan Update effort. The 2026/2027 approved budget includes a budget of $250,000 for the ongoing General Plan Update, which is inclusive of the budget adopted for the Climate Action Plan effort.

In order to maintain the approved budget for the expanded work included within the Climate Action Plan, staff will be assisting to offset costs with the adjustment from the community advisory groups to a community-wide input strategy.

Prepared by: Lucas Seibert, Community Development Director

ATTACHMENT(S)
A – Climate Action Plan Survey Questions
B – General Plan | Air Quality Element Goals & Policies
C – CAP GHG Inventory
D – GPU CAP Workplan

Ojai CAP

Online Survey

Draft | August 31, 2026

Description

The City of Ojai is preparing a climate action plan (CAP) that will set greenhouse gas (GHG) emissions reduction targets and establish an implementation plan for reducing GHG emissions related to transportation, building energy use, and waste, water, and ecosystems.

Climate change refers to long-term shifts in weather and temperature patterns. Greenhouse gas emissions contribute to climate change. *Climate action* refers to actions that individuals and organizations can take to reduce GHG emissions.

To prepare the CAP, we need your input! **There are no right or wrong answers,** your answers are anonymous, and you can skip any question. The survey should take less than 10 minutes to complete.

City Leadership on Climate Action

The government of the City of Ojai can reduce greenhouse gas (GHG) emissions by setting policy and by making improvements to infrastructure, like sidewalks and City buildings, that reduce GHG emissions.

1. How actively should the City work to reduce GHG emissions? (Check one)
    a. Take bold action: try to exceed State reduction targets
    b. Take moderate action: do just enough to meet State reduction targets
    c. Do as little as possible
    d. Don't know

2. What steps should the City to take to reduce GHG emissions? (Please check all that apply)
    a. Develop community scale solar and renewable energy projects
    b. Upgrade municipal facilities to be more water and energy efficient
    c. Provide public electric vehicle (EV) chargers
    d. Transition City fleet and Ojai Trolley vehicles to zero emission vehicles (e.g. electric vehicles)
    e. Improve streets to make walking and biking easier and safer
    f. Use climate-friendly refrigerants in cooling systems
    g. Plant and maintain trees along streets, in parks, and on other City-owned land

3. What additional actions should the City take to reduce GHG emissions? (Open ended)

Your Contributions to Climate Action

You and your household can also take climate action. The questions below ask what you are willing to do to reduce GHG emissions from transportation, buildings, and waste, water, and ecosystems. In Question 6, you can share additional actions you're willing to take.

4. **Transportation:** What steps would you and/or your household be willing to take to reduce GHG emissions from transportation? (Please check all that apply).
    a. Take public transit instead of driving
    b. Walk, bike, or use another type of active transportation instead of driving
    c. Use electric micromobility (such as e-bikes) instead of driving
    d. Drive an electric vehicle instead of a gas or diesel vehicle
    e. Other:_____
    f. None of the above

5. **Buildings:** What steps would you and/or your household be willing to take in your home to reduce GHG emissions from energy use? (Please check all that apply).

    a. Make energy efficiency upgrades (e.g., replace lightbulbs, upgrade insulation)
    b. Replace gas appliances with electric options (e.g., replace gas furnace, water heater, dryer, or stove/range with an electric counterpart)
    c. Install solar panels and/or battery backup
    d. Buy your home's electricity from the Clean Power Alliance 100% Green Power Tier
    e. Other:_____
    f. None of the above

6. **Waste, Water and Ecosystems:** What steps would you and/or your household be willing to take to reduce GHG emissions from waste, water, and ecosystems? (Please check all that apply).
    a. Recycle and compost
    b. Buy goods and services produced locally
    c. Install water-efficient appliances, fixtures, and sprinklers
    d. Install California-friendly landscaping
    e. Plant and maintain trees on my property
    f. Other:_____
    g. None of the above

7. What additional actions are you willing to take to reduce GHG emissions? (Open ended)

8. What concerns you about taking climate action? (Please check all that apply).
    a. I don't have enough information to make decisions about what to do
    b. I'm worried about the upfront and/or ongoing costs
    c. It may be hard to find trained workers to do the upgrades
    d. It will be a hassle to coordinate with utilities to do upgrades
    e. I don't own my home
    f. I don't want to do anything; things are fine as they are.

g. Other: _____

9. There are many benefits to reducing GHG emissions. Which of the following are most important to you and your household? (Check all that apply)
    a. Saving money on gas and/or utility bills
    b. Healthy trees, ecosystems, and open spaces
    c. Better indoor air quality
    d. Better outdoor air quality
    e. Better public health
    f. Less traffic and congestion
    g. Safer streets for walking, biking, and rolling
    h. A more equitable community
    i. Other: _____

Demographics

This section of the survey asks questions about your personal background. All questions are optional, and your responses will be kept anonymous. This information helps us understand who responded to the survey and who we still need to hear from to ensure representative participation.

10. What is your age range? (select one)
    a. Under 18
    b. 18 - 24
    c. 25-34
    d. 35-44
    e. 45-64
    f. 65-84
    g. 85 or older

11. Where do you live? (select one)
    a. Ojai
    b. Oak View
    c. Mira Monte
    d. Meiners Oaks
    e. East End
    f. Casitas Springs
    g. Other: _____

12. Where do you work?
    a. Ojai
    b. Oak View
    c. Mira Monte
    d. Meiners Oaks

e. East End
f. Casitas Springs
g. Ventura
h. Camarillo/Oxnard
i. Santa Barbara
j. Los Angeles
k. Other: _____

13. What best describes your background? (select all that apply)
    a. White (Not Hispanic)
    b. Hispanic or Latino
    c. Black or African American
    d. Asian or Asian American
    e. Native American or Alaska Native
    f. Native Hawaiian or Pacific Islander
    g. Multiracial

14. What is your Gender identity?
    a. Male
    b. Female
    c. Transgender/Non-binary
    d. Other: _____

15. Please provide your email if you'd like to stay updated about the project and informed of other opportunities to provide input. (Open ended)

GOALS, OBJECTIVES, POLICIES, AND IMPLEMENTING PROGRAMS

INTRODUCTION

The air quality element defines objectives for future air quality. Goals, objectives, policies, and implementing programs contained in this Element are intended to improve local and regional air quality by reducing harmful emissions from both stationary and mobile sources. New goals and policies are intended to reduce pollutant emissions, along with those measures previously contained in the General Plan. This section is divided into differing sources of air pollution, i.e., attainment, transportation, etc. The sources are further broken down into goals, objectives, policies, and implementing programs.

SUMMARY OF GOALS

1. A level of air quality which protects the public health, safety, and welfare and meets or surpasses State and Federal primary and secondary standards

2. Eliminate excessive vehicle trips and reduce vehicle miles traveled

3. Traffic flow throughout the City limits is without periods of congestion

4. Encourage the use of clean fuel, electric, and zero emission vehicles (ZEVs)

5. Reduce the length of work trips, expand the supply of affordable housing, and create an urban form that efficiently uses urban infrastructure and services, such as mixed use development

6. Utilize the discretionary review process as an opportunity to minimize adverse air quality impacts associated with proposed developments

7. Reduce energy consumption and promote energy efficiency programs

8. Citizen awareness and participation in efforts to reduce air pollution

9. Encourage transportation modes that minimize the use of single passenger motor vehicles and the associated air emissions

Attainment Provisions

1. A level of air quality which protects the public health, safety, and welfare and

meets or surpasses State and Federal primary and secondary standards.

2. Reduce ozone and PM-10 emissions by at least five percent per year, averaged every third year period.

3. The City shall implement the policies and implementing strategies contained in this Element intent upon reducing emissions from source categories.

Implementing Strategies

1. Comply with the goals and objectives contained in this plan

Transportation

Trip Reduction

1. Eliminate excessive vehicle trips and reduce vehicle miles traveled

2. Achieve an average commuter ridership of 1.5 persons per vehicle by 1999, and no net increase in motor vehicle emissions after 1997

3. The City shall encourage vehicle trip reduction and other transportation demand management programs (TDM)

4. The City shall strive to balance jobs and housing so that commuter trip lengths are minimized, and to actively encourage participation in multinodal transportation by providing safe, convenient transit stops, promoting park-and-ride facilities and telecommuting centers

5. The City shall deny discretionary projects that do not mitigate their peak hour trips on Highway 33 at the Edison Curve through Casitas Springs, except for affordable housing projects

6. The City shall promote transit improvements that will foster increased ridership

Implementing Strategies

1. Encourage discretionary development to provide bicycle parking facilities and secured lockers as a percentage of auto parking spaces in new nonresidential development

2. Encourage shower facilities in new nonresidential development for persons bicycling or walking to work.

3. Encourage pedestrian walkways and bicycle lanes to connect each building in new nonresidential development with the local system of pedestrian/bicycle paths

4. Provide a bicycle route system connecting to other local or regional bicycle routes

5. Encourage special event organizers to provide electric or clean fuel shuttle services to the event location

6. Encourage designation of on-site parking areas that can be used as park-and-ride lots for area commuters

7. Encourage transit improvements such as bus pullouts, bus pads, and bus shelters for applicable new residential and nonresidential development

8. Encourage existing and new commercial and industrial development to support the use of the Ojai Trolley or other shuttle services to transit facilities (i.e., park-and-ride lot)

9. Encourage employers or new developers to contribute to a lunchtime or all day electric or clean fuel shuttle service that provides access to activity centers

10. Encourage a video conferencing facility in new office developments

11. Encourage new commercial retail and service centers to provide delivery services to residents and office complexes in the vicinity

12. Encourage new office developments to provide on-site child care facilities and ground-level outdoor play areas, or contribute to development of an off-site child care facility within walking distance

13. Reduce parking space requirements when studies demonstrate increase in ride sharing and an increase in the use of alternative modes of transportation

14. Encourage employers to provide incentives (financial, time off, etc.) for employee use of alternative methods of transportation from single occupancy vehicle use

15. The City should implement flexible work schedules, e.g., four-day work week, to reduce employee generated trips especially at peak hour, and encourage other employers to do so

Traffic Flow Improvement

1. Traffic flow throughout the City limits is without periods of congestion

2. Traffic flow throughout the City shall be maintained at an LOS of at least C

3. The City shall pursue traffic flow improvements to enhance traffic flow on City streets via signal improvements, and operational/intersection improvements, as this is the most cost effective means of reducing congestion, conserving energy, and improving air quality

Implementing Strategies

1. Investigate implementation of ATSAC (Automated Traffic Surveillance and Control) or similar interconnected traffic signal control systems or appropriate noninterconnected synchronization methods on all local streets where traffic volume and delay time is significant

Clean Fuels in Fleet Vehicles

1. Encourage the use of clean fuel, electric, and zero emission vehicles (ZEVs)

2. The City shall require a 30 percent use of light-duty and 50 percent use of heavy duty (trucks) alternative fueled vehicles in public and private business by model year 1998 to comply with the provisions contained in the federal Clean Air Act Amendments of 1990

3. The City shall encourage the use of alternative fueled vehicles via provision of cash incentives to individuals, agencies, and/or corporations who volunteer to participate in the program

4. The City shall support legislation providing tax incentives for the use and ownership of alternative fueled vehicles.

5. The City shall participate in demonstration projects whereby alternative fueled vehicles are used for the City's fleet vehicles

Implementing Strategies

1. The City should encourage the use of low emission vehicles (LEV) for transport to schools and shopping centers.

2. The City should encourage LEV shuttle service for lunchtime errands for nonresidential business centers.

3. The City should consider an ordinance that would encourage the provision of local delivery service with use of LEV by commercial/retail facilities within the City to housing areas. Delivery service would be from dry cleaners, carryout food centers, grocery stores, pharmacies, video rental, etc.

4. The City shall study ways to increase bike usage throughout the City in conjunction with the update of the Circulation Element.

Growth Management

1. Reduction in the length of work trips, expansion in the supply of affordable housing, and creation of an urban form that efficiently uses urban infrastructure and services, such as mixed use development

2. Limit residential development to 12 single-family and 4 multifamily residential dwelling units through 1995 in the City, and from 1995 into the future, development is more restrictive to 11 single-family and 3 multifamily dwelling units. Development of commercial uses (BP-Business Professional Commercial Use Zone, the C-1 Neighborhood Commercial Use Zone, and the C-R Commercial Recreation Zone) is required to be correlated with residential development pursuant to the Commercial Growth Management Ordinance

3. Achieve better job/housing balance in the different areas of the Valley by encouraging growth in local employment opportunities

4. To the extent possible, achieve a balance, of the type of jobs with the price of housing.

5. Encourage employment development through support of labor force retraining programs and other economic development measures.

Implementing Strategies

1. The City's existing growth management plans (residential and commercial) have been prepared to be consistent with one another so as to encourage a jobs/housing balance

Particulate and Building Emissions

1. Utilize the discretionary review process as an opportunity to minimize adverse air quality impacts associated with proposed construction projects

2. Construction related emission thresholds should be limited to 2.5 tons of PM-10 per three-month period.

3. To the extent possible, the City shall enforce the following at construction sites to reduce fugitive dust emissions:

    - require trucks hauling soil, dirt, sand, or other emissive materials to cover their loads

    - require grading to occur only when wind conditions do not exceed 30 miles per hour

    - enclose, cover, water when necessary, or apply approved soil binders, according to manufacturers specifications, to exposed stock piles, i.e., gravel, sand, dirt

    - require the installation of truck wheel washers and other types of barriers at construction sites to prevent the transport of soil onto public rights-of-way

    - encourage developers to maintain the natural topography to the extent possible to eliminate the need for extensive land clearing, blasting, ground excavation, grading, and cut and fill operations

4. Fugitive dust from agricultural areas shall be minimized through vegetative cover, windbreaks, and improved tillage practices

5. The use of building materials and methods that minimize the emission of reactive organic gases and particulates shall be encouraged

6. The City shall encourage reduction in particulate emissions from paved and unpaved roads, parking lots, and road and building construction.

Implementing Schedule

1. All development proposals should be regulated via mitigation monitoring programs whereby fugitive dust measures are implemented. The City should request that the City and County of Ventura adopt the five pound/day threshold of significance for air quality impacts for that part of their jurisdiction in the Ojai Valley Airshed.

Energy Conservation

1. Reduce energy consumption and promote energy efficiency programs

2. Reduce energy consumption by 20 percent to meet California Title 24 requirements

3. Local government facilities and equipment that use energy shall incorporate the most energy-efficient design consistent with a reasonable rate of return and the recognition of the environmental benefits from energy conservation

4. Encourage the incorporation of energy conservation features in the design of all new construction and the installation of conservation devices in existing developments

5. Encourage energy audits of existing structures, identifying levels of existing energy use and potential conservation measures

6. Promote the use of passive design concepts which make use of the natural climate to increase energy efficiency

7. Encourage that new construction not preclude the use of solar energy systems by uses and buildings on adjacent properties and consider enactment of a comprehensive solar access ordinance

Implementing Strategies

1. Whenever practical, implement planning and building regulations to take advantage of solar heating and natural cooling

2. The City should look into implementing building ordinances which would require residential and commercial buildings to be weatherized according to a California Public Utilities Commission 1987 survey. In addition, new residential and commercial buildings should meet the conservation standards set by the California Energy Commission.

Education

1. Citizen awareness and participation in efforts to reduce air pollution

2. The City shall post APCD newsletters on a monthly basis in City Hall to illustrate to the public the regions progress

3. The City shall provide information as made available from the APCD at City Hall regarding the air pollution problem in the region

Implementing Strategies

1. The City should make available current information on air quality nonattainment status, pollutant accedences, County programs, etc.

2. The City should request the Ventura County APCD to set up workshops, at least annually, at a convenient public place (e.g., City Hall) to review the County Air Pollution Management Plan goals, policies, objective programs, rulemaking and status of attainment

3. Encourage transportation modes that minimize the use of single passenger motor vehicles and the associated air emissions



2022 Ojai Community and Municipal Greenhouse Gas Emissions Inventory and Forecasts

February 2026

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Introduction

Inventorying communitywide greenhouse gas (GHG) emissions is an important foundational step in the preparation of a Climate Action Plan (CAP). It provides information about where the community's emissions are coming from and helps to identify opportunities for emissions reduction actions. Furthermore, the GHG emissions forecast estimates how emissions are projected to change in the future. The emissions inventory determines the baseline from which the City can mitigate their contribution to climate change. It informs the development of migitation measures and supports the accompanying GHG reduction analysis.

In 2025, the City of Ojai completed a community and municipal GHG emissions inventory to inform future emissions reduction and carbon sequestration policies. The inventory quantifies communitywide emissions for the 2022 baseline year across key sectors, including building energy use, on-road and off-road transportation, solid waste, and water and wastewater, and includes a communitywide GHG emissions forecast for 2025-2045. The 2022 data set was used as the baseline because it was the most recent year for which complete data were available. Furthermore, as the City's first municipal GHG inventory it establishes a baseline for tracking progress into the future.

Key findings from the inventory and forecast are summarized below, followed by a desciption of the protocols and data sources used, detailed communitywide and municipal inventories, and the long-term emissions forecast.

Key Findings | 2022

Key findings from the 2022 GHG emissions inventory include:

- Total emission are estimated to be 52,168 metric tons of carbon dioxide equivalent ($MTCO_2e$) - an increase of 16 percent compared to 2012.
- Per capita emissions are estimated to be 6.9 $MTCO_2e$ - an increase from 6.0 in 2012.
- Emissions per service population remained steady at 4.3 $MTCO_2e$ between 2012 to 2022.[1]
- Transportation related emissions were the largest sector (72 percent of the total), followed by building energy use (22 percent), while solid waste and water and wastewater accounted for 4 percent and 1 percent, respectively.
- Projected communitywide GHG emissions, adjusted for the effects of adopted State policies, are expected to decline by approximately 34 percent between 2022 to 2045. The reduction is mainly driven by the increased adoption of more fuel-efficient and zero-emission vehicles, which lowers emissions from the transportation sector.
- Municipal GHG emissions are estimated at 197 $MTCO_2e$ in 2022, representing less than one percent of total communitywide emissions. The largest source of municipal emissions was the City's transit fleet, primarily the Ojai Trolley, which accounted for approximately 46 percent. Employee commuting contributed about 42 percent, followed by water use at 7 percent, and building and facilities energy use at 5 percent. However, it is important to note that the municipal inventory is incomplete and likely underestimates actual emissions because data for several municipal sectiors was unavailable.

[1] Service population is defined as the population and number of jobs within the city.

Protocol and Emissions Sources

The communitywide GHG inventory for the City of Ojai was developed based on the International Council for Local Environmental Initiative (ICLEI) U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions (Community Protocol) principles[2] and the 2022 Climate Change Scoping Plan released by the California Air Resources Board (CARB).[3] The protocol is "activity-based," meaning it uses measurable operational data , such as actual fuel use, energy consumption, or vehicle miles traveled and an activity-specific emissions factorto calculate emissions. Using the activity-based protocol means the City can quantify the GHG emissions generated directly from community members' actions. The results help the City understand what kinds of interventions may have the highest impact on GHG emission reductions.

Based on the ICLEI Community Protocol, a minimum set of five "Basic Emissions Generating Activities," or sectors, are included in the GHG emissions inventory (see Table 1): community electricity use, use of fuels in residential and commercial buildings; stationary combustion equipment (Energy), generation of solid waste by the community (Solid Waste), on-road passenger and freight motor vehicle travel and off-road fuel use (Transportation), and the use of energy in potable water and wastewater treatment and distribution (Water and Wastewater).

Table 1: GHG Emissions Sources and Scopes

Sector in 2022 GHG Inventory	GHG Emissions Source	Emissions Scope (municipal only)
Energy	Natural Gas (buildings and other facilities)	Scope 1
	Electricity (buildings and other facilities, vehicles, and water delivery/treatment)	Scopes 1 and 2
Transportation	All trips	Scopes 1, 2, and 3
Solid Waste	Community waste generation and direct landfill emissions	Scopes 1 and 3
Water and Wastewater	Water use	Scope 3
	Wastewater treatment	Scope 3

The municipal inventory was developed based on the ICLEI Local Government Operations Protocol (LGOP).[4] The inventory utilizes the City's operational control boundaries, which determine the emission

[2] ICLEI. (2014). Global Protocol for Community-Scale Greenhouse Gas Emission Inventories. Accessed from: https://ghgprotocol.org/ghg-protocol-cities.
[3] CARB. (2022) 2022 Scoping Plan for Achieving Carbon Neutrality. Accessed from: https://ww2.arb.ca.gov/sites/default/files/2023-04/2022-sp.pdf.
[4] ICLEI. (2010). Local Government Operations Protocol. Accessed from: https://icleiusa.org/resources/local-government-operations-lgo-protocol/.

sources over which Ojai has direct administrative control. Municipal emissions are discussed further in the 2022 Municipal Operations Emissions Summary section of this report.

The communitywide and municipal emissions reported in this GHG inventory are estimates and rounded to the nearest whole number. Rounding was applied after all calculations were completed, so it may appear that the emissions totals in the tables do not sum accurately. Activity data and emissions factors are presented as the nearest whole number, tenth decimal point, or hundredth decimal point (as appropriate) since they are reported data or other known values.

Past Inventory Work in Ojai

In 2016, Ventura County Regional Energy Alliance (VCREA) conducted a GHG inventory for 2012 as part of the 2016 Move on Climate Report. Although limited information is available about the inventory, it is assumed it was completed according to the ICLEI Community Protocol and is similar to the 2022 inventory. Based on the available information, total communitywide GHG emissions in 2012 were estimated to be 41,158 $MTCO_2e$.

A second inventory was conducted in 2020 by the Ventura County Air Pollution Control District (VCAPCD) derived from the District's 2018 criteria air pollutant emission inventory for the City of Ojai.[5] This inventory considered:

- Private and commercial vehicles;
- Commercial, institutional, and residential buildings;
- Adjustments for policies and programs adopted by the City;
- Vehicle registrations in the city; and
- Data on the volume of natural gas consumed in the city.

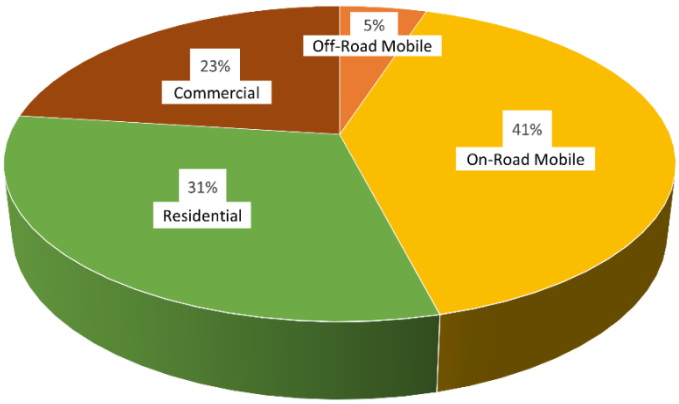
The 2018 VCAPCD inventory differs from the updated 2022 emissions inventory because it only estimates emissions from the building energy and transportation sectors. As a result, comparisons between the two inventories are limited and should be interpreted cautiously.

The 2018 inventory found building energy use was the largest source of GHG emissions in Ojai, accounting for approximately 54 percent of emissions, while transportation related emissions accounted for the remaining 46 percent (see Figure 1). By contrast, the 2022 communitywide GHG emissions profile changed from 2018 to 2022, with transportation related emissions overtaking building energy use as the largest contributor to community emissions. This change is likely due to the city enrolling in Clean Power Alliance (CPA) at the 100 percent Green Power tier in 2018. CPA started delivering 100 percent renewable electricity to customers in 2019, which dramatically reduced electricity emissions.[6] More information about electricity emissions can be found in the 2022 Communitywide GHG Emissions Inventory Detail

[5] Information about the VCAPCD's inventory was provided by Steve Colome via email on August 19, 2025. Additional information about the emissions inventory can be found on the District's website: https://www.vcapcd.org/emissions-inventory/#top.
[6] More information about Ojai's enrollment in CPA can be found on the City's website: https://www.ojai.ca.gov/309/Clean-Power-Alliance.

section below. Importantly, the conclusions of both the 2018 VCAPCD inventory and the 2022 communitywide inventory are the same—the transportation and energy sectors are the largest sources and are therefore where the City should focus strategies to reduce emissions.

Figure 1. VCAPCD 2018 Baseline Emissions Inventory Results



Source: Steve Colome

2022 Communitywide GHG Emissions Inventory

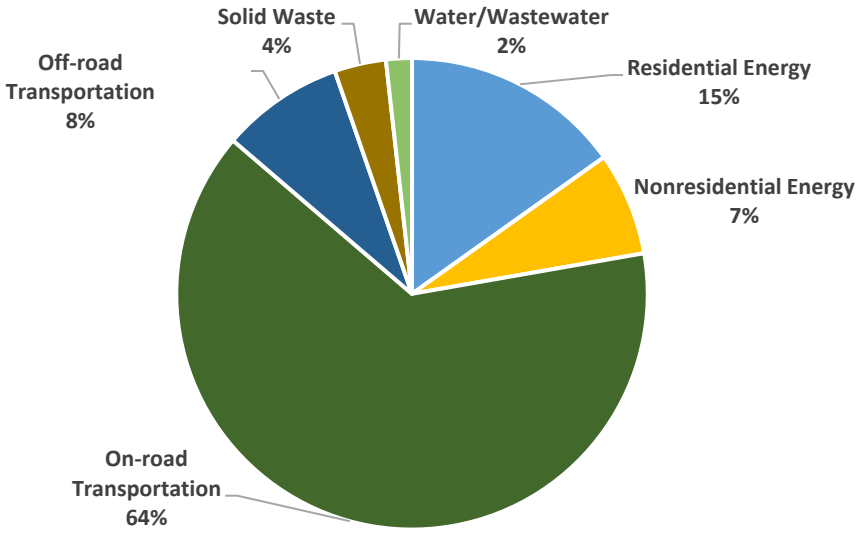
Summary of Communitywide Emissions

The total 2022 communitywide GHG emissions are estimated to be 52,168 $MTCO_2e$ (see Table 2 and Figure 2). Of the five sectors, on-road transportation accounted for the largest proportion of GHG emissions with estimated emissions of 33,403 $MTCO_2e$, or 64 percent of total emissions. The second largest sector was building energy use with estimated emissions of 11,604 $MTCO_2e$, or 22 percent of total emissions. The remaining 14 percent of emissions are made up by off-road transportation, solid waste, and water and wastewater.

Table 2: 2022 Community GHG Emissions by Sector

Sector	Subsector	Units	Activity Data	Emissions ($MTCO_2e$)
Building Energy	Residential Electricity	kWh	20,618,146	623
	Residential Natural Gas	Therms	1,372,398	7,283
	Nonresidential Electricity	kWh	20,371,621	616
	Nonresidential Natural Gas	Therms	580,597	3,081
Transportation	On-road Transportation	VMT	142,526,540	33,403
	Off-road Transportation	Gallons	492,439	4,390
Solid Waste	Landfilled Waste	Tons	5,841	1,847
Water/Wastewater	Water Use	Million Gallons	530	147
	Wastewater	Million Gallons	595	777
Total				**52,168**

Figure 2: 2022 Community GHG Emissions by Sector

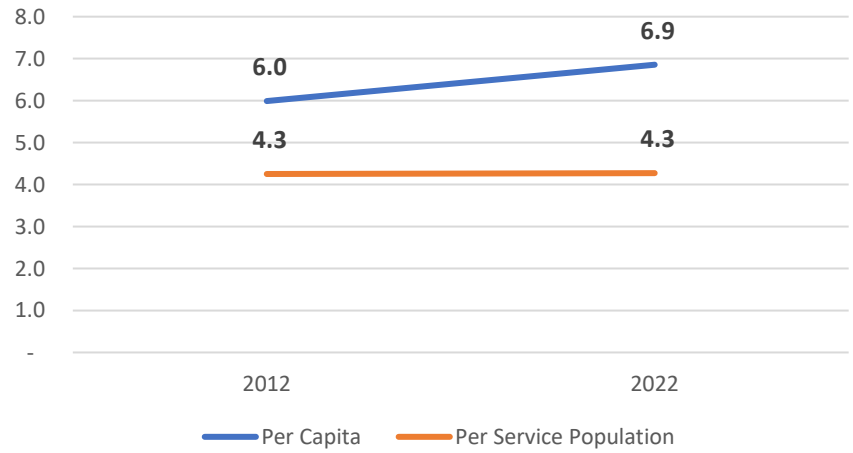


Changes Over Time

The 2012 VCREA inventory estimated the community emitted 41,158 $MTCO_2e$ in 2012. Therefore, total GHG emissions increased 16 percent from 2012 to 2022.

Between 2012 and 2022, the population and service population of Ojai both grew by 1 percent and 15 percent respectively. Service population is the combination of total population and jobs within the city. Figure 3 shows GHG emissions per capita and per service population, which normalizes emissions accounting for growth and allows for comparison across jurisdictions. The change in per capita and per service population emissions is summarized in Figure 3. The results indicate that despite job growth, the economy is growing efficiently and not creating GHG emissions at the same rate.

Figure 3: Per Capita and Per Service Population Emissions (2012-2022)



2022 Communitywide GHG Emissions Inventory Detail

Data Sources

Table 3 lists the data sources used to calculate Ojai's 2022 GHG emissions.

Table 3: 2022 Communitywide Emissions Inventory Data Sources by Sector

Sector	Subsector	Data Source
Residential Energy	Electricity	Southern California Edison Clean Power Alliance
	Natural Gas	SoCalGas
Nonresidential Energy	Electricity	Southern California Edison Clean Power Alliance
	Natural Gas	SoCalGas
Transportation	On-Road	Ojai 2040 General Plan Update CARB EMFAC2021 CARB EMFAC2025
	Off-Road	CARB OFFROAD2021
Solid Waste	Landfilled Waste	EJ Harrison and Sons CalRecycle
Water and Wastewater	Water use	Casitas Municipal Water District 2020 UWMP
	Wastewater	Casitas Municipal Water District 2020 UWMP

Energy

This section summarizes the GHG emissions for the energy sector, specifically emissions generated from residential and nonresidential energy use that occurred within City limits, including electricity and natural gas activity data and emission estimates.

Electricity Methodology

Ojai's electricity is provided by Clean Power Alliance (CPA), a community choice aggregator serving communities in Los Angeles and Ventura Counties. Ojai opted into CPA at the 100 percent renewable tier. In 2022, 89 percent of accounts in Ojai were participating in CPA with 92.4 percent of those in the 100 percent renewable tier. Table 4 shows the breakdown of Ojai accounts in CPA. The remaining 11 percent of accounts are served by Southern California Edison (SCE).

Table 4. Ojai CPA Participation Rates

Active Accounts	Participation %	Lean %	Clean %	100% Green (Renewable) %
3,484	89.1%	6.4%	1.2%	92.4%

Source: CPA

GHG emissions are calculated by applying emissions factors to measured activity data, such as electricity consumption. Carbon dioxide (CO_2) is the most commonly rereported greehouse gas, and electricity providers typically supplyCO_2 emissions factors as pounds per megawat-hour (lbs/MWh). However, numerous gases have greenhouse characteristics. Methane (CH_4) and nitrous oxide (N_2O) are commonly accounted for in GHG inventories. These gases have a greater global warming potential than CO_2; CH_4 traps approximately 28 times as much heat as CO_2 over a 100-year period and N_2O traps approximately 265 times as much heat. To account for these differences, a factor is applied to the gases' emissions to calculate a CO_2 equivalence (CO_2e).

The electricity generation process releases small amounts of methane$_4$ and nitrous oxide. The emissions factors for CH_4 and N_2O differ by electricity provider due to their energy portfolio. For Ojai, the emissions factor for electricity was calculated based on the SCE and CPA participation rates in Table 4.[7] Their emissions factors are provided by the EPA's Emissions & Generation Resource Integrated Database (eGRID) and Comprehensive Air Quality Model CAMX.

[7] CPA emissions factors derived from the 2022 Power Content Label. Accessed from: https://cleanpoweralliance.org/powersources/.

Table 5: Total Annual Community Electricity Usage and GHG Emissions

Subsector	Usage (kWh)	Emissions Factor ($MTCO_2e$/kWh)	Emissions ($MTCO_2e$)
Residential	20,618,146	0.0000302	623
Nonresidential	20,371,621	0.0000302	616
Total	**40,989,767**		**1,239**

Source: SCE. 2022 activity data for electricity provided via data request.

Natural Gas Methodology

Natural gas is supplied to Ojai by SoCalGas (SCG). Table 6 summarizes 2022 natural gas use in therms and the associated greenhouse gas emissions. The nonresidential category includes government, commercial, and industrial uses. GHG emissions are calculated by applying a standard emissions factor to the activity data. Unlike electricity, the carbon intensity of natural gas combustion is constant and does not vary by year, customer type, or supplier. Emissions estimates are based on the most using the most current emissions coefficient for natural gas from the US Envirnoment Protection Agency.[8]

Table 6: Total Annual Community Natural Gas Usage and GHG Emissions

Subsector	Usage (Therms)	Emissions Factor ($MTCO_2e$/kWh)	Emissions ($MTCO_2e$)
Residential	1,372,398	0.005323	7,283
Nonresidential	580,597	0.005323	3,081
Total	1,952,995		10,365

Source: SCG, US EPA.

Transportation

This section summarizes the GHG emissions for the transportation sector, specifically emissions generated from on-road and off-road transportation activity.

On-Road Transportation Methodology

The on-road transportation subsector looks at all on-road trips (taken by cars, trucks, buses, etc.) using the origin-destination method or induced activity method as defined by the Community Protocol.[9] This

[8] A list of US EPA emissions factors can be accessed from the GHG Emission Factor Hub here: https://www.epa.gov/climateleadership/ghg-emission-factors-hub.
[9] Induced activity method as defined in the ICLEI Global Protocol for Community-Scale Greenhouse Gas Emission Inventories. Available from https://ghgprotocol.org/sites/default/files/ghgp/standards/GHGP_GPC_0.pdf.

method quantifies the transportation emissions induced by the city, including trips that begin, end, or are fully contained within the city (excluding pass-through trips).

Emissions are calculated by determining the VMT of in-boundary and transboundary trips and then applying an emissions factor for fuel to those trips. 2022 VMT estimates for the City of Ojai were estimated using data from the Ojai 2040 General Plan Update while emissions factors are determined using CARB's 2021 and 2025 EMFAC models.[10] EMFAC represents the state's current understanding of regional motor vehicle travel activities and associated emission levels from on-road vehicles including cars, trucks, and buses in California.

On-road emissions are summarized in Table 7.

Table 7: Total Annual Community GHG Emissions from On-Road Transportation

Sector	Total VMT	Emissions Factor ($MTCO_2e$/VMT)	Emissions ($MTCO_2e$)
On-Road Transportation	142,526,540	0.0004368	33,493

Source: City of Ojai, CARB

Off-Road Transportation Methodology

The off-road transportation GHG emissions come from mobile sources including construction, lawn and garden, recreational, and industrial equipment use within Ojai. Off-road transportation emissions data were gathered from CARB's 2021 OFFROAD model.[11] This model applies an emissions factor for equipment within Ventura County to the amount and types of fuel used. The off-road activity data and emissions are apportioned to the City of Ojai by population.

The emissions factor used for the 2022 inventory is 0.008915 $MTCO_2e$/gallon of fuel. Furthermore, the State is focusing on reducing off-road emissions and pollution by requiring that all small off-road engines (SORE) sold within California be zero emission starting January 1, 2024.[12] Since the best available data is from a state database and tracked at the county level, it does not necessarily capture the local policies Ojai adopted in 2020 regulating SORE and eliminating gas powered lawn equipment and chainsaws. As such off-road emissions may be slightly overestimated. Off-road emissions are summarized in Table 8.

Table 8: Total Annual GHG Emissions from Off-Road Transportation

Sector	Gallons	Emissions Factor ($MTCO_2e$/gallon)	Emissions ($MTCO_2e$)
Off-Road Transportation	492,439	0.008915	4,390

Source: CARB

[10] CARB. (2025). EMFAC Model. Available from https://arb.ca.gov/emfac/emissions-inventory.
[11] CARB. (2021). OFFROAD Model. Available from: https://arb.ca.gov/emfac/offroad/emissions-inventory/bb97cd7046d459dd9e4fdc4b5f5bf14ac3512c00.
[12] More information about SORE regulations can be found here: https://ww2.arb.ca.gov/our-work/programs/small-off-road-engines-sore.

Solid Waste

Solid waste emissions include emissions associated with the decomposition of waste in landfills and compost facilities.

Methodology

The data presented in this sector came from the City of Ojai's waste hauler, EJ Harrison and Sons. Solid waste emissions are mostly methane from the decomposition of materials, including organic matter, in the landfill. Emissions are estimated from activity data (tons of waste sent to landfill) by applying an emissions factor. The waste composition comes from the CalRecycle 2015 Waste Characterization Study[13] and the emissions factors are from the US EPA WARM model[14].

The recommended GHG emissions calculation methodologies are Community Protocol Methods SW.4, SW.5, and SW.7 for emissions associated with methane emissions from waste sent to landfills, landfilling process emissions and waste sent to combustion facilities, respectively. The landfill gas (LFG) capture rate of a destination landfill contributes significantly to the methane emissions generated by waste disposal. While many of the destination landfills report having LFG capture, the availability of accurate data representing current LFG capture rates is limited; therefore, the International Council for Local Environmental Initiatives Community Protocol recommends a default LFG capture rate of 75 percent, which was used for the inventory emission calculations.

Solid waste emissions are summarized in Table 9.

Table 9: Total Annual Community GHG Emissions from Solid Waste

Sector	Tons	Emissions Factor ($MTCO_2e$/Ton)[15]	Emissions ($MTCO_2e$)
Solid Waste	5,841	0.31626	1,847

Source: EJ Harrison and Sons

Water Use and Wastewater

GHG emissions in this sector come from the energy used to collect, convey, treat, and deliver water to users, and the additional energy used to collect, treat, and dispose of wastewater. The City of Ojai is supplied municipal water by the Casitas Municipal Water District (CMWD) Ojai Water System, which also is responsible for wastewater treatment.

Methodology

For water consumption, GHG emissions are calculated by determining the energy intensity of water supplied and applying the appropriate GHG emission factors for electricity to the energy used in each aspect of the water supply cycle. Energy intensity (kWh/AF) was provided in the CMWD 2020 Urban

[13] CalRecycle (2015). 2014 Disposal-Facility-Based Characterization of Solid Waste in California. Available from https://www2.calrecycle.ca.gov/Docs/Publications/Details/1546.
[14] More information on the EPA WARM model can be found at https://www.epa.gov/waste-reduction-model.
[15] 2022 solid waste emission factor is presented as the average based on city's waste composition and is for solid waste sent to landfill.

Water Management Plan (UWMP).[16] CMWD water is distributed and treated within Southern California Edison (SCE) territory so the 2022 SCE emissions factor for electricity was used.[17]

For wastewater, GHG emissions for process and fugitive emissions are calculated using Community Protocols Methods WW.1.(alt) WW.2.(alt), WW.8.(alt), and WW.12.(alt); with the primary data input being population served. Community Protocol Method WW.15 is used to determine the amount of energy used for wastewater conveyance and treatment, using the energy intensity factor from California Air Pollution Control Officers Association (CAPCOA) Table W-1.1 for the Colorado hydrologic region[18] and the 2022 SCE emissions factor for electricity.

Water and wastewater emissions are summarized in Table 10.

Table 10: Total Annual Community GHG Emissions from Water and Wastewater

Sector	Activity Data (MG)	Emissions ($MTCO_2e$)
Water	530	147
Wastewater Treatment	595	777
Total		**924**

Source: CMWD

[16] The energy intensity of Casitas supplied water is 436.6 kWh/AF as stated in the Casitas MWD 2020 Urban Water Management Plan. Accessed from: https://www.casitaswater.org/urban-water-management-plans.
[17] Table E-4.3 from CAPCOA. Available from: http://www.aqmd.gov/docs/default-source/ceqa/handbook/capcoa-quantifying-greenhouse-gas-mitigation-measures.pdf.
[18] Table W-1.1 from CAPCOA. Available from: http://www.aqmd.gov/docs/default-source/ceqa/handbook/capcoa-quantifying-greenhouse-gas-mitigation-measures.pdf.

Future Emissions Forecasts

Forecasts of the communitywide emissions were developed using demographic and socio-economic forecasts to understand how emissions would change over time. This includes two forecasts:

1. A "Business as Usual" (BAU) GHG emissions forecast considers how Ojai's emissions would change over time if conditions were held constant from 2022 and no action were taken to reduce emissions by the State or at the local level.
2. An "Adjusted Business as Usual" (ABAU) forecast shows how Ojai's emissions are anticipated to change accounting for the impacts of adopted State and Federal policies but without local action.

Both forecasts use a consistent set of demographic, economic, and Vehicle Miles Traveled (VMT) projections interpolated from the City's 2040 General Plan Update. These projections assume that population, housing, employment, and transportation activity will continue to grow through 2040. Demographic and VMT projections have been extrapolated to 2045 to align with the State's GHG reduction targets. Table 11 summarizes the assumed demographic changes.

Table 11: Ojai Demographic Projections (2018-2045)

	2022	2025	2030	2035	2040	2045
Population	7,610	7,810	8,007	8,200	8,400	8,600
Jobs	4,602	4,040	4,050	4,060	4,070	4,080
Housing Units	3,048	3,110	3,150	3,191	3,230	3,272
Service population	12,212	11,850	12,057	12,260	12,470	12,680

Source: City of Ojai, SCAG

Business as Usual GHG Forecast

BAU forecast emissions are expected to increase from 52,168 $MTCO_2e$ in 2022 to 53,002 $MTCO_2e$ in 2045, an approximate 2 percent increase. Table 12 shows the forecasted BAU emission levels for each sector in future years. The realtively small increase is likely due to the limited growth that is anticipated in Ojai over the next 20 years.

Table 12: Forecasted Business as Usual Total Annual Community GHG Emissions 2025-2045 (in $MTCO_2e$)

Sector	Subsector	2025	2030	2035	2040	2045
Building Energy	Residential electricity	640	656	672	688	705
	Residential natural gas	7,475	7,663	7,848	8,040	8,231
	Nonresidential electricity	541	542	543	545	546
	Nonresidential natural gas	2,705	2,712	2,719	2,725	2,732
Transportation	On-Road Transportation	33,453	33,537	33,620	33,704	33,789
	Off-Road	4,260	4,334	4,407	4,483	4,558
Solid Waste	Solid Waste	1,855	1,824	1,854	1,886	1,918
Water/Wastewater	Water Use	143	145	148	150	153
	Wastewater Treatment	357	360	364	367	371
Total		**51,427**	**51,772**	**52,175**	**52,588**	**53,002**

Adjusted Business as Usual GHG Forecast

The Adjusted Business as Usual (ABAU) forecast shows how Ojai's emissions are anticipated to change accounting for the impacts on emissions of adopted State policies if no action is taken at the local level. There are four major policies that the State has adopted to help reduce GHG emissions at the local level:

- Transportation: Major regulations incorporated into the CARB's transportation modeling (EMFAC) used for forecast development include the Advanced Clean Truck Rule, SAFE Vehicle Rules and Actions, and Innovative Clean Transit Rule.[19] This forecast uses the 2021 EMFAC model rather than the updated 2025 model due to the uncertainty of the State's ability to continue to implement these regulations as a result of legal challenges by the Federal government as of October 2025.
- Title 24: The California Code of Regulations Title 24, Part 6: California's Energy Efficiency Standards for Residential and Nonresidential Buildings is updated triennially to allow

[19] California Air Resources Board. (2021). EMFAC2021 Volume III Technical Document Version 1.0.1. Accessed from: https://ww2.arb.ca.gov/sites/default/files/2021-08/emfac2021_technical_documentation_april2021.pdf.

consideration and possible incorporation of new energy-efficient technologies and methods. The AB 32 Scoping Plan calls for the continuation of ongoing triennial updates to Title 24 that will yield regular increases in the mandatory energy and water savings for new construction.

  - Calculations include: adjusted residential and nonresidential electricity activity data to reflect additional electricity demand due to all-electric building code beginning in 2030 and efficiency assumptions.[20]

- Renewable Portfolio Standard (SB 100): Requires electric utilities to provide 100% renewable energy to customers by 2045.
- SB 1383 Regulations: This law requires organic waste disposal to be reduced by 50 percent by 2020 and 75 percent by 2025. To achieve these targets, starting in 2022 jurisdictions must provide organic waste collection services to all residents and businesses and recycle the materials.

Under the ABAU forecast, emissions are expected to decrease from 52,168 $MTCO_2e$ in 2022 to 34,356 $MTCO_2e$ in 2045, an approximate decrease of 34 percent. Table 13 shows the forecasted ABAU emissions for each sector in future years.

[20] California Energy Commission. (2021). California Building Decarbonization Assessment. Accessed from: https://www.energy.ca.gov/publications/2021/california-building-decarbonization-assessment (average of moderate electrification scenario grid impacts p.62).

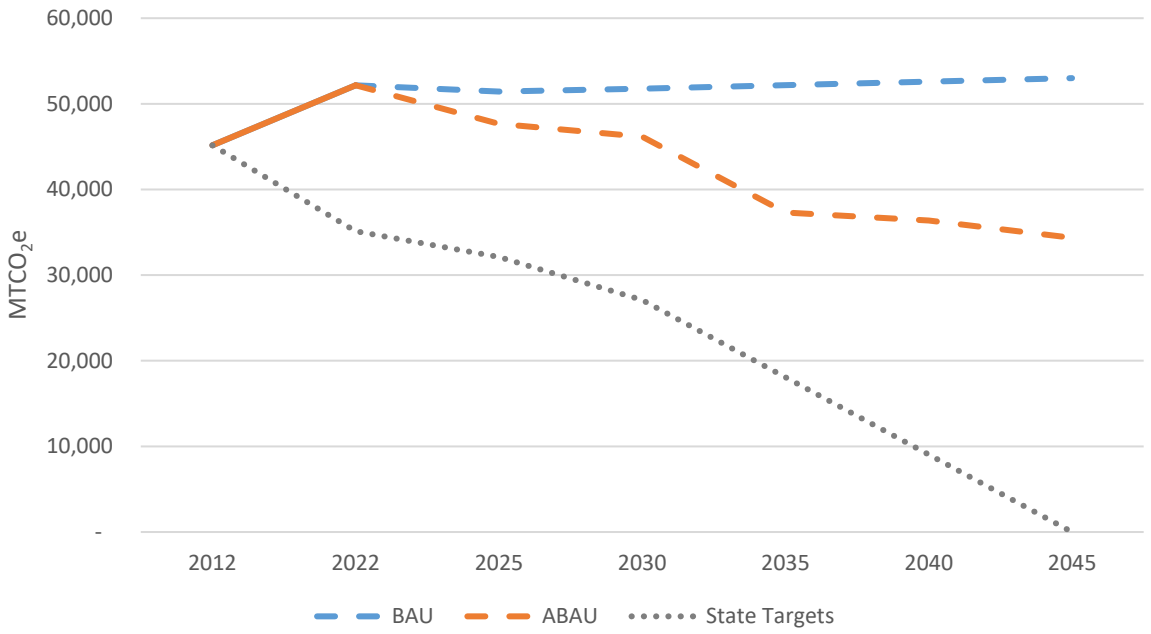
Table 13: Forecasted Adjusted Businesses as Usual Total Annual Community GHG Emissions in 2025-2045 (in $MTCO_2e$)

Sector	Subsector	2025	2030	2035	2040	2045
Building Energy	Residential electricity	632	726	744	762	-
	Residential natural gas	7,297	7,488	7,488	7,488	7,488
	Nonresidential electricity	593	541	542	544	-
	Nonresidential natural gas	2,705	2,712	2,712	2,712	2,712
Transportation	On-Road Transportation	31,623	29,934	21,080	20,122	19,638
	Off-Road	2,579	2,506	2,454	2,426	2,305
Solid Waste	Solid Waste	1,723	1,753	1,783	1,813	1,844
Water/Wastewater	Water Use	143	145	148	150	-
	Wastewater Treatment	357	360	364	367	371
Total		47,652	46,165	37,313	36,384	34,356

Figure 4 shows each of the forecast scenarios including the BAU and ABAU as compared to the State's SB 32 (2016) and AB 1279 (2022) emissions reduction targets of a 40 percent reduction below 1990 levels by 2030 and carbon neutrality by 2045.[21]

[21] More information about SB 32 can be found here https://legiscan.com/CA/text/SB32/id/1428776 and AB 1279 can be found here: https://legiscan.com/CA/text/AB1279/id/2606946.

Figure 4. Ojai Forecast Scenarios 2022-2045



2022 Municipal Emissions Inventory

The municipal operations GHG inventory summarizes emissions produced by City of Ojai operations in 2022. As the first municipal GHG inventory conducted for City operations, this summary provides a baseline of emissions that the city can use to track progress towards its climate goals. The preparation of this inventory also helped to identify where the City can improve its data collection to estimate municipal GHG emissions more accurately in the future.

The municipal inventory was developed based on the ICLEI Local Government Operations Protocol (LGOP).[22] The inventory utilizes the City's operational control boundaries, which determine the emission sources over which the City of Ojai has direct control. The municipal emissions reported in this GHG inventory are estimates, which are rounded to the nearest whole number. Rounding was applied after all calculations were completed, so it may appear that the emissions totals in the tables do not sum accurately. Activity data and emissions factors are presented as the nearest whole number, tenth decimal point, or hundredth decimal point (as appropriate) since they are reported data or other known values.

Summary of Municipal Emissions

The City emitted an estimated 197 $MTCO_2e$ from its operations in 2022, representing approximately 0.4% of communitywide emissions. These emissions were produced by buildings and facilities, employee commutes, transit fleet vehicles, and water use. The 2022 inventory of municipal emissions is incomplete because there is insufficient data to quantify emissions from City fleet vehicles. Thus, reported emissions are likely less than actual emissions.

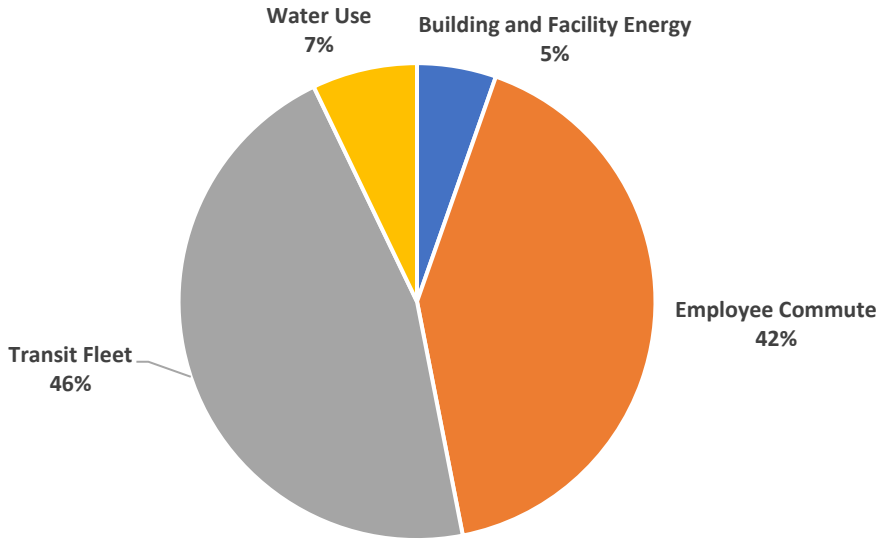
Of the sectors inventoried, the Ojai Trolley fleet comprised the largest portion (46 percent) of total municipal operations emissions in 2022. Employee commute was the second largest source, accounting for 42% of emissions, followed by water (7 percent), and buildings and facilities energy (5 percent). Table 14 provides the 2022 municipal emissions inventory detail, and Figure 5 shows the breakdown of municipal emissions by sector.

[22] ICLEI. (2010). Local Government Operations Protocol. Accessed from: https://icleiusa.org/resources/local-government-operations-lgo-protocol/.

Table 14. 2022 Municipal GHG Emissions

Sector	Subsector	Units	Activity Data	Emissions ($MTCO_2e$)
Building and Facilities Energy	Electricity	kWh	1,593,358	0
	Natural Gas	Therms	1,991	11
Transportation	Transit Fleet	Gallons LPG	14,838	90
	Employee Commute	VMT	217,240	82
Water	Water Use	MG	44	14
Total	-	-	-	197

Figure 5. 2022 Municipal GHG Emissions by Sector



Municipal Emissions Inventory Detail

Data Sources

The inventory utilizes the City's operational control boundaries to determine the emission sources over which the City has direct administrative control. Table 15 lists the sources of emissions included in the municipal inventory. The grayed out rows indicate sectors or subsectors that can be quantified in a municipal inventory but are not included due to lack of data or sources of those emissions within the City of Ojai's operational control.

Table 15. Municipal Inventory Data Sources

Sector	Description	Inclusion in Inventory	Data Source
Buildings and Other Facilities	City buildings and facilities use electricity and natural gas.	Included	CPA and SCE SoCalGas
Vehicle Fleet	The City owns vehicles for street maintenance and other services.	Not included. Fuel purchases by fuel type and quantity not available.	N/A
Transit Fleet	The City operates the Ojai Trolley.	Included	City of Ojai
Employee Travel	The City had approximately 30 employees in 2022, This sector accounts for emissions from the fuel employees consumed travelling to and from work.	Included	City of Ojai Employee Commute Survey CARB EMFAC2022
Water Delivery Facilities	City facilities use potable water which is conveyed using electricity.	Included	Casitas Municipal Water District
Solid Waste	The City does not have its own landfill, but City facilities and operations generate waste that is hauled by EJ Harrison & Sons.	Not included. Solid waste generation data not available.	N/A
Other Process and Fugitive Emissions	Fugitive emissions are generated from the use of refrigerants in building HVAC equipment and refrigeration in the fleet air conditioning.	Not included. Refrigerant data not available.	N/A
Wastewater Facilities	No sources. The City does not have its own wastewater treatment plant.	Not included	N/A
Port Facilities	No sources in City of Ojai	Not included	N/A
Airport Facilities	No sources in City of Ojai	Not included	N/A
Power Generation Facilities	No sources in City of Ojai	Not included	N/A

Buildings and Facilities

The buildings and facilities sector accounts for the emissions from energy consumption in City owned and operated buildings and facilities, such as City Hall, Parks and Recreation facilities, and streetlights. This sector includes emissions from electricity and natural gas. Total 2022 emissions from buildings and

facilities are estimated at 11 $MTCO_2e$, or five percent of the City's operations emissions. Table 16 shows the total annual building and facilities sector emissions broken down by source.

The 2022 municipal electricity consumption data was obtained from Southern California Edison (SCE) in the form of total kilowatt hours (kWh) consumed by service account annually. The 2022 natural gas data was obtained from SoCalGas in the form of total therms consumed by street address annually. 2022 emissions factors for electricity and natural gas were obtained from CPA (the city's electricity provider) and SoCalGas, respectively.

Table 16. Building and Facilities Emissions by Source

Source	Activity Data	Emissions Factor	Emissions ($MTCO_2e$)
Electricity	1,593,358 kWh	0	0
Gas	1,991 therms	0.005037	11
Total	-	-	11

Source: SCE, CPA, SoCalGas

The City of Ojai uses the CPA 100% Green tier, so the emissions from municipal electricity use are zero. Even so, it is necessary to understand which buildings and facilities consume the most electricity to track energy conservation trends in the future. In 2022, streetlights and traffic signals used 591,806 kWh of electricity, comprising 37 percent of the total municipal electricity use. City buildings and facilities used just 1,001,552 kWh, making up the remaining 63 percent. The facilities that consumed the most electricity were the City of Ojai Executive Offices and the facilities at Boyd Center Park.

In 2022, the Ojai Recreation Department in Sarzotti Park was responsible for 60 percent of municipal natural gas consumption. Ojai City Hall was the second largest consumer of natural gas, counting for 31 percent.

Transportation

The transportation sector accounts for the emissions from the Ojai Trolley fleet and employee commute. Typically, municipal inventories also include the emissions from City fleet vehicles, but the data could not be used to estimate those emissions (see the Data Collection Recommendation section for more details). The inventoried transportation emissions are summarized in Table 17.

Table 17. Transportation Emissions by Subsector

Subsector	Emissions ($MTCO_2e$)
Transit Fleet	90
Employee Commute	82
Total	174

Transit Fleet

Transit fleet emissions are the emissions from fuel consumed operating the Ojai Trolley, which runs on a single fixed route in the downtown area every day of the week. Emissions from transit vehicles were calculated following the LGOP protocol in which the known fuel use is multiplied by the emissions factor of the respective fuel type. The fuel use activity data is the sum of all the fuel purchase transactions between the City of Ojai and Delta Liquid Energy. In 2022, all five trolleys in the fleet run on liquefied propane gas (LPG),[23] which has the emissions factor of 0.006094737 $MTCO_2e$/gal.[24]

The estimated emissions from Ojai Trolley are 90 $MTCO_2e$, or 46 percent of the City's operational emissions in 2022. Table 18 shows how the emissions are calculated from the gallons of LGP consumed.

Table 18. Transit Fleet Emissions

Fuel Type	Gallons	Emissions Factor (MTCO2e/gal)	Emissions ($MTCO_2e$)
Liquid Propane Gas	14,838	0.006094737	97

Source: Delta Liquid Energy

Employee Commute

Employee commute accounts for emissions from fuel consumed by City employees traveling to and from work. Emissions are calculated by determining employee commute VMT and applying the CARB EMFAC 2021 emissions factor for Ventura County to the activity data. Total annual VMT for all employees was extrapolated from responses to the 2024 Ojai Employee Commute Survey, which was conducted in the first quarter of 2025. The survey asked employees to document their travel patterns in 2024 (rather than 2022) because a majority of the current City of Ojai staff were not employed by the City in that year. The survey results provided a proxy for 2022 activity data and the average of the CARB EMFAC 2021 emissions factors for light duty vehicle types (0.000376472 $MTCO_2e$/VMT) was used to estimate 2022 employee commute emissions.

The survey received 17 complete responses, representing approximately 30 employees. This analysis assumes 219.2 commute days annually, which is an estimate that removes weekends, holidays, vacation days from the total year.

The estimated total employee commute emissions are 82 $MTCO_2e$, or 42 percent of the City's operations emissions in 2022.

Table 19 shows the proportion of 2022 employee commute VMT by fuel type. The majority of employee VMT comes from gasoline-powered vehicles. Only four employees reported using electric or hybrid vehicles. No employees reported using transit, walking, and/or biking. No employees reported commuting in vehicles that use biodiesel, compressed natural gas, or hydrogen fuel cell.

[23] City of Ojai City Manager & Public Works. (2024, February 27). Administrative Report: Authorize the Issuance of a Purchase Order to the City of Thousand Oaks for the Purchase of One Used Trolley Bus. Report. https://ojai.granicus.com/MetaViewer.php?view_id=1&clip_id=1169&meta_id=40038

[24] ICLEI. (2010). Local Government Operations Protocol. Accessed from: https://icleiusa.org/resources/local-government-operations-lgo-protocol/.

Table 19. Employee Commute Emissions by Fuel/Vehicle Type

Fuel/Vehicle Type	Annual VMT	% VMT by Fuel Type	Emissions ($MTCO_2e$)
Gasoline Light Duty Truck	88,892	41%	34
Gasoline Passenger Vehicle	79,067	36%	30
Hybrid (gasoline/electric)	16,788	8%	6
Electric	32,493	8%	12*
Total	217,240	100%	82

Source: City of Ojai
**Note: This estimation applies the CARB EMFAC2022 emissions factor for light duty vehicles in Ventura County, which is an average that accounts for all fuel types. Actual emissions from EVs used by City staff to travel to work may be lower, for example if the EV charges at a location that uses the CPA 100% Green Power tier.*

Water Use

The water used in City buildings and operations creates emissions from the energy used in each aspect of the water supply cycle. The activity data used to calculate emissions is the acre feet of water consumed for Institutional uses as stated in the CMWD UWMP. However, the activity data for the City of Ojai facilities could not be disaggregated from the rest of the CMWD service area, which includes Upper Ojai, the Ventura River Valley area, the City of Ventura to Mills Road, and the Rincon and beach area to the ocean and Santa Barbara County line. With this, the water usage data and emissions are likely overestimated.

The total emissions from water use were 14 $MTCO_2e$, or 7 percent of 2022 municipal emissions. GHG emissions are calculated by determining the energy intensity of the CMWD system (436.6 kWh/AF, converted to 1,339.88 kWh/MG)[25] and multiplying it by the activity data. The electricity (kWh) was then converted to MTCO2e using the 2022 SCE emissions factor.

Table 20. Water Use Emissions

Industrial Water Usage (MG)	Water Distribution Energy Intensity (kWh/MG)	Electricity used (kWh)	Emissions ($MTCO_2e$)
44	1,339.88	58,504	14

Source: CMWD

[25] Casitas Municipal Water District. (2020). 2020 Urban Water Management Plan. https://www.casitaswater.org/files/20aa40008/2020+UWMP+FINAL.pdf

Data Collection Recommendations

The municipal inventory gathered is an important first step for the City to understand where its emissions come from and track the effectiveness of reduction measures in the future. The City collects and maintains many of the necessary data sources to calculate emissions, but incomplete or missing data for several sectors means that the City does not have a complete picture of municipal emissions in 2022. In order to establish a more accurate and complete estimation of municipal emissions than developed in the 2022 inventory, the City needs to track and collect the missing data. Data collection and inventory tracking and maintenance is a topic that a measure in the City's forthcoming Climate Action Plan can address. Table 21 identifies additional data sets needed to understand the full breadth of emissions from City operations.

Table 21. Data Collection Recommendations

Sector	Description	Department
Vehicle Fleet	**Collect fuel consumption by type**, including: • Direct measurements of fuel use from vehicle fuel gauges or storage tanks • Fuel receipts • Purchase records for bulk storage fuel purchases • kWh or electricity used to charge electric vehicles The City currently records the cost of fleet fuel purchases but not the quantity and type of fuel. These fields should be added to the records system. Keep non-transit and transit fleet data separate.	Finance or Public Works
Reimbursed Employee Miles	**Collect vehicle miles traveled and/or total of annual reimbursements**. This data would help quantify the emissions from conducting City business in employee's personal vehicles, improving the accuracy of the transportation emissions in future inventories.	Finance
Water Use	**Collect gallons of water used for municipal operations as shown on water bills for City accounts.** This 2022 inventory uses data of Institutional water use from the Casitas UWMP, but it may include water used by the other jurisdictions served by the water district. Tracking the water usage through City water bills would be more accurate.	Public Works or Finance
Solid Waste	**Collect tons of waste produced by City operations**. Work with EJ Harrison and Sons to isolate collections from City facilities.	Public Works

Task 9: Climate Action Plan

Task 9.1: Project Initiation and Management

Task 9.1.1: Kickoff Meeting

The R+A team and City staff will initiate the project with a one-and-a-half-hour virtual kickoff meeting. This meeting will focus on a discussion of project goals, ongoing climate planning efforts in the City, opportunities and constraints, and an initial data request. City staff will coordinate with the necessary department staff.

Task 9.1.1 Deliverables:

- Meeting Agenda
- Presentation (PowerPoint)
- Kickoff Meeting Notes

Task 9.1.2: Project Workplan

R+A will integrate CAP tasks into the detailed Ojai GPU Project Schedule/Work Plan that includes a list of required tasks (including public engagement), durations, and work products to complete the CAP and CEQA documentation. The 12–18-month work plan will specify lead and supporting team members and required City actions, including review of and comment on work products. R+A will refine the work plan and schedule in collaboration with City staff. The work plan will then be a living document, updated throughout the CAP development process.

Task 9.1.2 Deliverable:

- Project Workplan (Excel)

Task 9.1.3: Assemble Community Advisory Group

R+A will work with City staff to establish a Community Advisory Group (CAG) whose primary duties are to review project deliverables and provide feedback on their applicability to Ojai's local context. CAG members may be from organizations including but not limited to the Ojai Valley Green Coalition and the Ojai Climate Action Network. They should be representative of each CAP sector and both residents and businesses.

Task 9.1.3 Deliverable: N/A

Task 9.1.4: Project Administration

This task covers R+A project management tasks, including ongoing coordination meetings with staff, "informal" communication via email and phone, management and supervision of the subconsultants on the team, and periodic updates to the work plan as needed, as well as other project management tasks such as invoicing.

Task 9.1.4 Deliverables:

- Provide progress updates to City staff at biweekly project meetings

- Prepare meeting agendas
- Take meeting minutes and provide meeting summaries
- Project budgeting and invoicing by R+A staff and administrative support

Task 9.2: Technical Analysis

Task 9.2.1: Existing Plan Review

R+A will prepare a technical memorandum (5-7 pages) that provides a summary of documents reviewed relevant to the Ojai CAP. It will include recommendations to ensure consistency with, or modification to, existing plans. We will work with the City to identify relevant plans to review, which may include but are not limited to, the City of Ojai GPU (in progress) and the Thousand Oaks-Oxnard-Ventura MSA Priority Climate Action Plan.

Task 9.2.1 Deliverable:

- Existing Plan Analysis memorandum (3-5 pages)

Task 9.2.2: GHG Inventory and Forecast

R+A will prepare municipal and community-wide greenhouse gas inventories for sectors, including on-road and off-road transportation, building energy use, solid waste, and water and wastewater. R+A will develop the emissions inventory for the most recent year for which emissions activity data is available and consistent with the General Plan, likely 2022. R+A will use methods consistent with current best practices, including the U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions, the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories, the Local Government Operations Protocol. If the City has any previous inventories, they may be reconciled for consistency based on best available data and/or changes in methodology.

As part of the inventory, R+A will develop business-as-usual and adjusted business-as-usual greenhouse gas emissions forecasts for the key regulatory years of 2025-2045. Greenhouse gas reduction targets will align with State goals as expressed in AB 32, SB 32, and AB 1279. AB 1279 would accelerate the City's carbon neutral goal from no later than 2050 to no later than 2045.

R+A will compile results and methodologies into a draft GHG emissions inventory report. Following review by the City, R+A will complete a final GHG Inventory Report.

Task 9.2.2 Deliverables:

- Draft and Final GHG Inventory Report

Task 9.2.3: GHG Reduction Analysis and Measure Development

R+A will develop a matrix of reduction measures to incorporate into the CAP and identify an initial level of implementation for each program (voluntary versus mandatory, timeline for implementation, etc.) in the reduction analysis. We will consider programs and policies that are both wholly within the City and those that are subregional in nature and that would require collaboration with other jurisdictions and regional organizations. Once completed, we will

facilitate a discussion with the appropriate City departments and staff to review/refine the matrix.

Using our Emissions Reduction Intensity Calculator, R+A will assess a range of measures, including carbon-free energy, decarbonized buildings and transportation, zero waste, and carbon sequestration.

R+A will estimate the greenhouse gas reductions associated with the implementation of each measure and assess the ability of the CAP to achieve the City's reduction targets. R+A will also identify potential co-benefits such as the impact on air quality, water quality, public health, resilience, economic development, and employment opportunities.

Task 9.2.3 Deliverables:

- Draft and final GHG Reduction Analysis

Task 9.2.4: Technical Analysis Community Engagement

R+A will engage with the community to gather input on the CAP. R+A will produce the materials for the engagement activities such as presentations, flyers, and posters as needed (with input from City staff). City staff will provide staffing and coordination support and publicize the engagement activities through City communication channels.

Community Engagement Activities associated with Task 9.2 will include:

- Stakeholder interviews and focus groups: Over the course of the planning effort, R+A will facilitate up to six (6) virtual meetings with groups such as youth, community based organizations (CBOs), businesses, residents, and property owners. This can be conducted as opportune during different points in the planning process.
- CAG working sessions (virtual):
    - One (1) to discuss findings of GHG inventory and reduction analysis.
    - Two (2) to discuss proposed GHG mitigation measures.
- Community survey: One (1) online community survey (produced in SurveyMonkey or similar platform) to solicit feedback on GHG reduction measures.
- Community Open Houses (in-person or virtual):
    - One (1) to introduce the CAP project and present the GHG inventory/forecast.
    - One (1) to discuss climate action priorities and ideas for GHG reduction measures.
- Pop-ups: Two (2) pop-ups total (one pop-up associated with each Open House). Pop-ups will be held at a community location (i.e. farmer's market, community event, etc.).

Task 9.3: Climate Action Plan Development

Task 9.3.1: Draft Climate Action Plan

R+A will develop the Admin Draft CAP using the deliverables from the previous tasks. The specific strategies and priority actions selected to meet the recommended reduction targets will

be summarized into a strategic framework with specific near-, mid- and long-term implementation timeframes. Measures will identify agencies and departments responsible, indicators for success, potential partnerships, recommended funding sources, equity considerations, and appropriate methods to assess progress. The CAP will include sections focused on actions for the City (including municipal operations) along with community-wide actions, actions for individuals, and actions for any other stakeholders identified as keys players to reduce GHG emissions. The CAP will be written and formatted in a way that is accessible and easy to understand by members of the general public, featuring robust graphics (pictures, tables, graphs, flow charts, icons, symbols, etc.) to summarize concepts.

Task 9.3.1 Deliverables:

- Admin Draft CAP (Word)
- Public Draft CAP (PDF)

Task 9.3.2: Climate Action Plan Development Engagement

R+A will conduct multiple modes of community engagement activities to garner feedback during the CAP drafting process. R+A will produce the materials for the engagement activities such as presentations, flyers, and posters as needed (with input from City staff). City staff will provide staffing and coordination support, and publicize the engagement activities through City communication channels.

Community Engagement Activities associated with Task 3 will include:

- CAG working sessions: Two (2) virtual working sessions. One CAG working session to provide input on the Admin Draft CAP, and one CAG working session on the Public Draft for R+A to present changes made to the Admin Draft in response to CAG and staff comments.
- Community Open House: One (1) community open house (virtual or in-person) to present on the Public Draft CAP.
- Pop-up: One (1) community pop-up to encourage participation in the Open House and submit public comments to the online platform.

Task 9.3.3: City Council and Commission Meetings

R+A will prepare for and present at up to three (3) City Council and/or Planning Commission meetings. R+A will prepare a brief slide deck. City staff will provide the staff report.

Task 9.3.3 Deliverables:

- Brief 20 slide presentation, and two public study session presentations

Task 9.3.4: Final Climate Action Plan Preparation

R+A will set up an online platform (Microsoft Form or other platform) for community members to submit public comments. R+A will create a matrix to track public comments and recommended changes to the CAP. R+A will work collaboratively with City staff to finalize changes to the CAP

and produce a final version of the CAP post-adoption. The Final CAP will be in PDF format, but R+A will also provide the City with the Microsoft Word files.

Task 9.3.4 Deliverable:

- Final CAP (PDF)

Task 9.4: CEQA Documentation

Task 9.4.1: Complete CEQA Review

In accordance with Section 15164 of the *CEQA Guidelines*, a lead agency may prepare an addendum to a previously certified Environmental Impact Report (EIR) if some changes or additions are necessary but none of the conditions described in Section 15162 calling for preparation of a subsequent EIR have occurred. Based on the extent of the proposed CAP there does not appear to be a substantial change to the General Plan or to the forthcoming General Plan EIR, such as changes to land use designations, that would require major revisions to the General Plan EIR (once it is complete and adopted). Therefore, this scope of work assumes that the CAP would not result in new or substantially increased significant impacts and that, pursuant to *CEQA Guidelines* Section 15164, an EIR Addendum to the General Plan EIR would be the appropriate level of supplemental CEQA review.

Rincon will prepare an Addendum pursuant to the requirements set forth in Section 15164 of the *CEQA Guidelines*. The Addendum will include the following content:

- **Introduction**. The EIR Addendum will include introductory information, including a brief description of the project background and an explanation of the relationship of the EIR Addendum to previous analysis, as well as a description of the required contents and applicability of preparing an Addendum; and
- **Environmental Impact Evaluation**. The EIR Addendum will evaluate whether the CAP would have different environmental impacts or a different degree of impact than those presented in the certified General Plan EIR. The impact evaluation will address all issue areas discussed in the EIR. The discussion will address all issue areas discussed in the certified EIR to satisfy the requirements of CEQA; and
- **Conclusion.** This section will provide a brief summary of the impact determinations in the Addendum and reiterate applicability of an Addendum for the project.

The EIR Addendum will be in the format of a stand-alone report. Rincon will submit an electronic copy of the EIR Addendum in Microsoft Word and PDF formats for City review and comment. Rincon will address one round of consolidated comments on the EIR Addendum and then prepare the Final EIR Addendum. We assume that the City will handle noticing regarding the project and that, consistent with the *CEQA Guidelines*, the document will not be specifically and separately circulated for public comment. Rincon will submit an electronic copy of the Final EIR Addendum in Microsoft Word and PDF formats.

Task 9.4 Deliverable:

- Draft EIR Addendum and Final EIR Addendum (MS Word and PDF)

Exhibit B: Contract Modification Fee Schedule
for the Ojai General Plan Update

	Raimi + Associates				Rincon		LWC				
Hours per Task	Principal	Senior Planner II	Intermediate Planner II	Planner II	Principal/ Project Manager	Project Manager	Principal	Director	Senior Associate	Associate	Labor Cost Per Task
Task 7: Project Management											
Task 7.1: Ongoing Project Management and Meetings								16	16		6,160
Task 7.2: Project Administration and Invoicing								2	4		1,130
Subtotal Task 7							-	18	20	-	7,290
Task 8: Economic Development Element											
Task 8.1: Market Study							8	34	50	44	24,550
Task 8.2: Tourism Impacts Analysis							16	48	80	80	40,240
Task 8.3: Economic Diversification and Tourism Management Strategy							16	32	40	40	23,960
Task 8.4: Policy and Implementation Framework							8	48	56	36	27,340
Task 8.5: Admin Draft Economic Diversification Element								4	24	16	7,460
Task 8.6: Second Administrative Economic Diversification Element								4	8	8	3,420
Task 8.7: Planning Commission and City Council Study Sessions								4	4	8	2,700
Task 8.8: Screencheck Draft Economic Diversification Element								8	16	16	6,840
Task 8.9: Public Workshop on Draft General Plan								4	8	8	3,420
Task 8.10: Planning Commission Hearing								4	8		2,260
Task 8.11: City Council Meetings and Hearings								4	8		2,260
Subtotal Task 8							48	194	302	256	144,450
Task 9: Climate Action Plan											
Task 9.1 Project Initiation and Management											-
Task 9.1.1: Kickoff Meeting	4	6	8	2							3,920
Task 9.1.2: Project Workplan	4	8	2								3,000
Task 9.1.3: Assemble Community Advisory Group	4	10		10							4,440
Task 9.1.4: Project Administration	20	30	40	10							19,600
Task 9.2: Technical Analysis											-
Task 9.2.1: Existing Plan Review	2		16								3,290
Task 9.2.2: GHG Inventory and Forecast	8	48	24								15,480
Task 9.2.3: GHG Reduction Analysis and Measure Development	12	36	24								14,340
Task 9.2.4: Technical Analysis Community Engagement	12	36	60	60							28,860
Task 9.3: Climate Action Plan Development											-
Task 9.3.1: Draft Climate Action Plan	8	30	60	10							19,580
Task 9.3.2: Climate Action Plan Development Engagement	16	32	48	32							23,280
Task 9.3.3: City Council and Commission Meetings	12	12	16								8,420
Task 9.3.4: Final Climate Action Plan Preparation	8	12	24	24							12,000
Task 9.4: CEQA Documentation											-
Task 9.4.1: Complete CEQA Review					8	40					11,184
Subtotal Task 9	110	260	322	148	8	40	-	-	-	-	167,394
Total Hours	110	260	322	148	8	40	48	212	322	256	
Billing Rate	$285	$190	$170	$140	$313	$217	$275	$205	$180	$145	
Labor Cost	$31,350	$49,400	$54,740	$20,720	$2,504	$8,680	$13,200	$43,460	$57,960	$37,120	
Total Firm Labor Cost				***$156,210***		***$11,184***				***$151,740***	**$319,134**
EXPENSES											
Mileage and Travel Expenses				2000						500	2500
Project/Sub Management (7%)				11405							11405
Data Purchases										3800	3800
Outreach Material Printing and Supplies				500							500
Office Expenses (Phone, Fax, Copies, etc.) (3%)				4686							4686
Total Expenses				*$18,591*		*$0*				*$4,300*	***$22,891***
TOTAL PER FIRM				***$174,801***		***$11,184***				***$156,040***	
TOTAL	**$342,025**										

NOTICE OF ADJOURNMENT
OF SEPTEMBER 8, 2026
CITY COUNCIL REGULAR MEETING

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

NOTICE IS HEREBY GIVEN that the City Council of the City of Ojai adjourned its Regular Meeting held on September 8, 2026, at the Kent Hall Council Chambers located at 111 W Santa Ana St., Ojai, CA, at 6:07 p.m.

The meeting was adjourned to Tuesday, September 15, 2026, at 6:00 p.m., at

Kent Hall Council Chambers – City Hall Campus
111 W Santa Ana ST
Oja, CA 93023

The City Council will reconvene at the date, time, and location stated above, and consider all items on the September 8, 2026, agenda except for Item No. 7, which is required to be renoticed. A new agenda for the reconvened meeting will be separately posted in accordance with applicable law.

Dated and posted at: September 9, 2026, Ojai City Hall

TO: **Honorable City Council**

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

MEETING DATE: **September 8, 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: September 8, 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.

Weston Montgomery

From: Ali Golden <info@aligolden.com>
Sent: Wednesday, September 2, 2026 10:51 AM
To: City Clerk
Cc: Jeremy McBride
Subject: Support for Hotel El Roblar Spa & Fitness Amenity

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Ojai City Council Members,

I'm writing in support of the proposed spa and fitness amenity at Hotel El Roblar, both as an Ojai resident and as the owner of a neighboring business in downtown Ojai.

From both perspectives, I believe El Roblar has been a really positive addition to our community. As a nearby business owner, I see firsthand how important it is to have thoughtful businesses and destinations downtown that bring people to the area and encourage them to stay, walk around, shop, and eat locally. The hotel has already helped create that kind of activity, and I believe the spa and fitness amenity would only strengthen it.

As a resident, I also appreciate that the project feels appropriate for Ojai. A spa and fitness offering is a natural extension of a hotel like El Roblar and makes much more sense to me than development that would fundamentally change the character of downtown.

I also think the additional tax revenue this could generate for the city is meaningful and deserves consideration. I would strongly support exploring ways for some of that new revenue to go toward workforce housing. As both a resident and an employer, I know how important it is for the people who work in our shops, restaurants, schools, hotels, and other local businesses to actually be able to live in or near the community they serve.

For all of these reasons, I hope the City Council will support the proposed spa and fitness amenity at Hotel El Roblar.

Thank you for your consideration,
Ali Golden

Ali Golden
Ojai > 307 E. Ojai Ave #100 Ojai, CA 93023
Berkeley > 1844 Fourth St. Berkeley CA 94710
www.aligolden.com

Weston Montgomery

From: Jack Dyer <jack@topatopa.beer>
Sent: Wednesday, September 2, 2026 11:28 AM
To: City Clerk
Cc: jeremy@goodefilms.com
Subject: City Council Meeting 9/8 --- Hotel El Roblar Spa

Follow Up Flag: Follow up
Flag Status: Flagged

Council, I hope that this email finds you doing well today. I'm writing to you to put my support behind the Hotel Roblar Spa project. This project will have a positive effect for our community on a number of levels.

- It raises revenue and contributes significantly to the TOT, with estimates ranging between $1.4 million to over $4mm if temporary TOT rates increases were adopted
- More visitors to town helps all local businesses, including mine located at 345 E. Ojai Avenue
- The property where this development is proposed to occur currently generates $0 for the town

Ojai is as popular as it has ever been and housing costs are through the roof. I'd love to see the council adopt a provision to have a mandated percentage of the TOT be pathed towards a housing fund for affordable housing IN OJAI. As a small business owner I know firsthand how difficult it is for my employees to afford housing where they work. 98% of my employees at Topa Topa Brewing Company live outside of Ojai, largely for affordability reasons.

Please approve this project. Further, please also adopt a real plan to get more affordable workforce housing in Ojai.

Cheers,
Jack Dyer

Jack Dyer / Co-Founder / CEO
jack@topatopa.beer / (805) 705- 4757

Topa Topa Brewing Co.
4880 Colt St. Ventura, Ca 93003

www.topatopa.beer



Weston Montgomery

From: Gregory Herring <gregherring@mac.com>
Sent: Thursday, September 3, 2026 3:50 AM
To: City Clerk
Subject: Please include this in the City Council packet for the September 7 meeting. I am traveling and cannot attend. - GWH.

Follow Up Flag: Follow up
Flag Status: Flagged

Dear City Council:

As a citizen of Ojai since the early ’90’s (with a stint in Ventura from ~ ’95 - 05), I send this in support of the Hotel El Roblar’s concept of a spa and fitness amenity for its hotel. The hotel has been a great addition to our town — a favorite restaurant for our family, a great place for our out of town friends and family to stay and enjoy, and an annual retreat center for my law firm. The renovation has helped reinvigorate our downtown post-pandemic, too. It has been a fresh infusion for our town, and the owners have been refreshingly sensitive to Ojai’s preservation priorities, too. (I am sensitive to this, as an initial supporter of the OVDF, etc.).

A spa and fitness amenity is a good fit for Ojai and the downtown. I love the idea of using long dormant space for this enhancement. Visitors staying longer and supporting local shops and restaurants is a no brainer — they spend and leave. Busy weekend traffic is a fair “price” to pay. Maybe it will encourage more locals to ride a bike on Saturdays!

The new tax revenue should go to workforce housing. This site never contributed tax revenue before, and that deserves careful consideration. Penny and I have seen the changes from the ’90’s, and we need our town to support our first responders, teachers, and … yes, hotel workforce staff this way. My own children well know the financial challenges of trying to buy a home and live in town — we need to proactively assist.

Thanks for your consideration. — Greg Herring.

Gregory Herring
gregherring@me.com

Weston Montgomery

From: Cathy Cluff <cathycluff@gmail.com>
Sent: Thursday, September 3, 2026 6:27 PM
To: City Clerk
Subject: El Roblar spa

Dear Ojai City Council Members,

I am writing in support of the proposed El Roblar Spa and Wellness Center, which will serve guests of the Hotel El Roblar as well as the community.

Having been in the health, wellness, and hospitality business for over 40 years, I have seen firsthand the positive impact a business like this can have on a community. The Oaks Spa provided hundreds of jobs to local residents over its years of operation and generated significant tax revenue for the City of Ojai. I am confident that the El Roblar Spa will do the same at a location that previously did not generate any tax revenue when operated by World University.

I am also very supportive of exploring ways to direct some of this new tax revenue toward workforce housing. Creating more housing opportunities for the people who work in our hotels, restaurants, shops, and other local businesses would help strengthen our workforce and allow more people who contribute to Ojai every day to also call Ojai home.

I believe the El Roblar Spa will be a wonderful addition to our community and will provide jobs, generate tax revenue, and contribute positively to Ojai.

Healthy Regards,
Cathy S. Cluff

Weston Montgomery

From: Michelle Bosch <michelle.bosch@outlook.com>
Sent: Friday, September 4, 2026 11:23 AM
To: City Clerk
Cc: jeremy@goodefilms.com
Subject: El Roblar

Dear Mayor and Members of the Ojai City Council,

I am writing on behalf of our store in the arcade,Cercana, in support of the proposed spa and fitness amenity at Hotel El Roblar.

El Roblar has been a wonderful business neighbor to us. From our experience, its team has made a sincere effort to become part of Ojai—not simply to operate a hotel here, but to build relationships, support neighboring businesses, and thoughtfully integrate into the broader community. This is also reflected in the warmth and hospitality of its staff, who have clearly been trained to make local residents feel genuinely welcome and valued.

We believe the spa and fitness amenity is a natural fit for both the hotel and downtown Ojai. It will enhance the visitor experience, encourage guests to stay longer, and hopefully bring added vibrancy to our downtown. Longer visitor activity may also encourage our local shops and restaurants to remain open additional days—something that would benefit not only visitors, but the residents of Ojai as well.

The new visitor-generated tax revenue—and the possibility of directing some of that revenue toward workforce housing—also deserves serious consideration.

El Roblar has demonstrated that it wants to be a responsible and contributing member of our community. We respectfully encourage the City Council to approve this proposal.

Sincerely,

Michelle Bosch
Cercana
Ojai, California

Weston Montgomery

From: Sheri Ann <sheriann@ojaivalleyinsurance.com>
Sent: Saturday, September 5, 2026 2:25 PM
To: City Clerk
Subject: City Council meeting Sept. 8. 2026, comments on discussion Item # 7, El Roblar Wellness Spa

City Clerk,
Please distribute these comments to members of the City Council and to the City of Ojai Staff,

To members of the Ojai City Council,
Re: City Council meeting Tuesday Sept. 8, 2026
Agenda Item # 7, Health and Wellness Center - El Roblar Hotel on the former World University property.

Question: What happens to the City of Ojai's operating budget when it relies on the Transient Occupancy Tax from one hotel complex? What happens if this complex goes out of business for one reason or another? This happened a number of years ago when the Ojai Valley Inn shut down for renovation. The City of Ojai nearly went bankrupt.
The city already relies heavily on the TOT from the Inn. Adding another dependency on a second big business is risky. The El Roblar Hotel seems to be playing monopoly in Ojai's downtown area by buying up parking lots and vacant properties.

Many of Ojai's current independent health and wellness workers and their small businesses will either lose clients and/or lose employees to this proposed extension of the El Roblar. The City of Ojai should be supporting these existing small businesses, not helping to close them down.

The downtown core is already struggling with the increased congestion and environmental degradation caused by tourism. This proposed extension of the El Roblar will exacerbate the crowding and put an additional stress on the ecosystem. The traffic and the multitudes that descend upon Ojai are already overwhelming our quaint small-town vibe.

Enough is enough. Deny this monopolistic environment- degrading trend in downtown Ojai before it's too late!

Thank you for your consideration,
Sheri Ann Cate
City of Ojai resident

Weston Montgomery

From: Richard Camp <richardcamp16@gmail.com>
Sent: Saturday, September 5, 2026 3:11 PM
To: City Clerk
Cc: Jeremy McBride
Subject: In support of the proposed spa at El Roblar

Hello,
I am writing in support of the request for approval of a spa at the El Roblar Hotel. This would be a positive improvement on the downtown area for many reasons... for one, visitors who stay in town and use the spa would naturally not stay in the spa the entire time but explore the shops and restaurants, adding always welcome revenue.

Also, I understand that the Hotel contributes a great deal to the city via the TOT... and, though I am not a hotelier, I would guess that adding a spa would naturally lead to a room rate increase, which would greatly increase the TOT.
That revenue could be directed toward workforce housing... something much needed in a town that's growing exponentially with new places and faces... the OUSD has been dealing with this workforce problem as well, so we all know that it is a growing concern.
Never forget that the site itself previously housed a spa that was a magnet not only for those who live in town but for visitors who came to enjoy its amenities. I don't remember anything negative about its place in the zeitgeist of our town. In short, it seems as if it would be a win-win for the hotel and for the town.
Best regards,
Richard Camp
Artistic Director
OJAI Performing Arts Theater

--
Richard Camp

Weston Montgomery

From: Alan Barker <alan@duckinatree.com>
Sent: Saturday, September 5, 2026 3:50 PM
To: City Clerk
Subject: Spa and Fitness Center at El Roblar Hotel

Joan Churchill and Alan Barker
4295 Thacher Road
Ojai, CA 93023

Sept. 5, 2026

Ojai City Hall
Attn: City Clerk
401 S. Ventura Street
Ojai, CA 93023

Dear Mr. Quilici
We are writing in support of the proposed Spa and Fitness center at El Roblar hotel. Ojai has been known as a place of healing since the 1870's. Many of the original non-native inhabitants of the valley moved here for the restorative climate and hot springs. Doctor and artist Ernest Pierpont, the original owner of the area where our house is situated, suffered from tuberculosis. He and wife Josephine moved to Ojai and established the Pierpont Cottages in 1892. Since 1955 four generations of our family have lived here. The history of Ojai is immersed in the pursuit of wellness from the beginning. Aside from the financial and cultural benefits a spa and wellness center at the El Roblar will bring to Ojai, it is simply a perfect fit.

Sincerely,
Joan Churchill and Alan Barker

Weston Montgomery

From: Ulrich Brugger <ulrichb7@gmail.com>
Sent: Saturday, September 5, 2026 4:10 PM
To: City Clerk

Dear Mayor and City Council members,

I fully support adding a spa and a fitness center to the El Roblar Hotel.

First because the owners revived and updated an old and revered Ojai hotel to the benefit of the community;
Second, the El Roblar Hotel will become closer to what the revered Sheila Cluff Spa was before;
Third, by adding wellness services, it will benefit the community, and bring additional TOT to the City.

In addition, it should be appreciated that the owners consider helping The Ojai “Workforce Housing Fund”.

Ulrich Brugger
Founder and Executive Director of the Ojai Retreat and Inn

Weston Montgomery

From: BILL MILEY <wdmiley@aol.com>
Sent: Saturday, September 5, 2026 10:54 PM
To: Weston Montgomery
Subject: Council meeting 8/8/26

9/5/26
To. Ojai City Council
From: Bill Miley
Subject: el Roblar wellness center…spa and fitness center

Hello.

I have known this property since 1968 when my family moved here for my new job as a public health educator with our county public health department.
First a church, city hall and police dept. World university. And then planned affordable housing and now a wellness center which will bring spa and fitness services to El Roblar Hotel guests and community folks.

I was very active in supporting the restoration development of the Roblar Oaks Spa into the El Roblar Hotel of the 1920's. And had a part in making the Valet parking service possible.

I was pleased with the renovations to restore in today's moderninity the essence of the 1920's Hotel. It looks like the 20's and functions like the 2030's. Their proposal for separate off street parking for their employees was innovated and caring. Which they contracted for to many years in the future.

The parcel they bought from the Becker group you know its history. The Becker Group bought it for offices. And with city discussion and affordable housing needs that changed into an affordable housing proposal. A city led development involving other properties produced more affordable housing and market rates. A certain community group was distressed and sued. Over time with much conflict it was disbanded. The El Roblar Group recognized the opportunity for their guests to add a wellness function to their hotel. Remember the Oaks Hotel was a spa and fitness under Don and Shiela Cluff run with daughter Cathy. Until the 2017 Thomas Fire.

El Roblar bought the property with plans for spa and other wellness services for their hotel guests with opportunity for up to 40% of available offerings for folks from this community.

Some HPC folks spoke and wrote about historical significance. I only see interesting functions from this property with most of the years of World University.

From a community economic perspective it brings much benefit. Down town employment with moderately good jobs, increased sales taxes, likely increased attraction for hotel guest bookings, a new addition to wellness care of hourly services of a unique type. Opportunity for wellness services available by a brief walk for guests and short drive or walk by community.

In summary I see nothing but benefits for own economy and our whole town and valley.

Sincerely, Bill Miley. Ojai since 1968

Sent from my iPad

Weston Montgomery

From: Alder <aldermarx@gmail.com>
Sent: Sunday, September 6, 2026 12:48 PM
To: City Council
Subject: ORDINANCE NO. 974

To all city council members of Ojai,
Please vote in favor of ordinance 974 to keep Libby tennis courts just for tennis.
Thank you
Sincerely,
Alder Marx (local resident)

Sent from my iPhone

Weston Montgomery

From: Jay Simons <jay@ojaivalleyinsurance.com>
Sent: Sunday, September 6, 2026 2:21 PM
To: City Clerk
Subject: Council Agenda Item 7

Dear Mayor and Council members. Thank you for your serious review of the request by the El Roblar Hotel to add a significant spa addition to an already crowded historic city core. The request makes much of the added revenue that the addition will generate for the city coffers. However they fail to address the basic fact that our once peaceful home is now basically unrecognizable; especially on the weekends. Excessive traffic, sandwich boards, irritable tourists, expensive shops and a profound loss of sense of community are a primary result of the existing hotel approval and its maximalist footprint. Why would you approve an expansion that will only increase their profits on the back of exacerbating an already unpleasant downtown environment? No amount of compensatory income is worth the further degradation/development of our village core. Once gone it will be neigh impossible to recover. Please deny the hotel's request.

Thank You,

Jay Simons
46 year Ojai resident

Weston Montgomery

From: Jeff Hooper <jhooper@thacher.org>
Sent: Monday, September 7, 2026 7:55 AM
To: City Clerk
Cc: jeremy@goodefilms.com; Jeff Berndt; Carly Rodriguez
Subject: Agenda Item #7 -- El Roblar Spa Facility

Dear Members of the Ojai City Council,

I am writing on behalf of The Thacher School, to express our support for El Roblar Hotel's proposal to add a spa and fitness amenity to its services. As Head of School, a parent of former Ojai students, and a member of the Ojai community for more than two decades, I have seen firsthand the importance of businesses that contribute thoughtfully to the character, life, and economic vitality of our town. Hotel El Roblar has established itself as a good neighbor and a welcome addition to our community, and I believe this next step represents an opportunity not only for the hotel, but for Ojai as a whole.

A spa and fitness amenity is a natural fit for Ojai and would give visitors another reason to choose Ojai, extend their stays, and experience more of what our community has to offer, including dining at local restaurants, shopping at local business, exploring our trails and cultural offerings, and contributing to the broader economic ecosystem that makes Ojai so special. The revitalization of that historic property has been a wonderful development for our town.

Growth should not be pursued for its own sake. But when growth allows a community to do more of what it values most—to support local businesses, strengthen schools, retain working families, and invest in its future—it deserves thoughtful consideration.

I respectfully urge the City Council to support Hotel El Roblar's proposal and to consider how the revenue it generates can be used to advance Ojai's workforce-housing goals.

Thank you for your consideration and for your service to our community.

Jeff Hooper
Head of School
The Thacher School

--
Jeff Hooper
Head of School
The Thacher School
5025 Thacher Road
Ojai, CA 93023

jhooper@thacher.org
(805)640-3201 x 212

Weston Montgomery

From: ANITA CRAMM <accramm@msn.com>
Sent: Monday, September 7, 2026 1:12 PM
To: City Clerk
Subject: Agenda item #7

Dear Council members,

Please deny the request from Hotel El Roblar to Change our city's General Plan along with the zoning change that they are proposing. They seek to alter the fundamentals of our town.

This is too much - they knew what they were buying when they purchased this property. They want our community to amend our overriding plans and safeguards to accommodate their bottom line. If this is approved, it will open the door and set precedent for others dedicated to the money focused tourism industry to further take over our vulnerable small town. The effects of this hotel on our downtown and our community members' ability to use our downtown is significantly negative.

The hotel has already created tremendous challenges on the streets and sidewalks in this area. Hotel cars line the streets, leaving no room for residents to park, while their valet parking lot sits empty. And a mid-block crosswalk is part of the package? These alterations to our city are unacceptable. Please set limits - no tourism-based businesses should be allowed to alter our city's General Plan or be given zoning changes. This is our city, We The People, not theirs.

The use of the proposed new spa in off-peak hours is not even a nugget. Plenty of spas to use in this town, and at a discounted rate! Spas are us! And a parking study from 2024 ---- really? Hotel Roblar tourists took over the downtown parking in 2025 when the hotel opened. A year after the parking study!

This hotel already consumes our downtown rendering it unusable for all of us who live here. Please say no!

Thank you!

Anita Cramm
Ojai Resident

OJAI City Council Meeting: September 8, 2026

Comment on Discussion Item #14: Proposed Survey Questions Regarding the Climate Action Plan

First, a general opinion survey is inappropriate at this stage of CAP development. If it had been properly designed, a survey might have made sense at the beginning of the CAP process. Hopefully, our professional CAP consultants are well past the stage of needing very general public opinions regarding climate change and individual behaviors.

Unfortunately, violations of basic survey design in this draft questionnaire will make it impossible to meaningfully interpret and use results from the draft survey as conceived and composed.

More importantly, and frankly, the draft survey was clearly not created by anyone with formal training in survey research. There was no discussion of a sampling frame nor recognition that with voluntary survey participation there is literally no way to ensure that responses are in any way representative. There was no stated target for number of responses needed to provide reliable information on community opinion; and a loose design like this could easily be "gamed" by one group or another hoping to "stack" results.

If it had been earlier in the process of our CAP development, here are a couple of references that would be helpful:

Sage Research Methods - The SAGE Handbook of Survey Methodology

Survey Methodology, 2nd Edition | Wiley

A Practical Guide to Survey Questionnaire Design and Evaluation

Steven Colomé, Sc.D.

Weston Montgomery

From:	Michael Borders <mwborders47@gmail.com>
Sent:	Monday, September 7, 2026 4:00 PM
To:	City Council; Bethany Burgess
Cc:	Mark Happach; Duane Williamson; Carolyn Burke; Leslie and Philippe Gache; Katrina Rice Schmidt; Ian Mondul
Subject:	September 8, 2026 City Council Meeting - Ordinance No. 974 - Relevance of 1917 and 1971 Deed Restrictions

Dear Mayor and Members of the City Council – My name is Mike Borders, a resident of the City of Ojai for over 21 years, and active member of the Ojai Valley Tennis Club (having served as President and Director Emeritus among other positions for many years). I have been involved in the so-called Ojai "pickleball wars" since the issue was first considered by the City Council in April 2019. Since then, this matter has generated more public interest and controversy than virtually any other matter considered by the Council. And it is well past time for the Council to act to FINALLY reach a resolution that puts all the past arguments and animosity behind us. For all the reasons underlying the March and April 2023 Final Report and unanimous recommendations of the Parks & Rec Commission, and in light of subsequent events including most significantly the City's expenditure of over $600,000 to develop the new pickleball complex at Soule Park, the City should adopt Ordinance No. 974 to confirm that the Libbey Park tennis courts are to be reserved for tennis activities only, and for no other recreational activities, subject to a carve-out for annual Ojai Day activities.

Relevance of Mr. Libbey's 1917 Deed

One of the arguments advanced by Tim Kraut in a recent meeting in opposition to Ordinance No. 974 was that Upper Libbey Park, including the Upper Libbey tennis courts, was deeded by Mr. Libbey to the City in 1917. It is true that Mr. Libbey had purchased the area now known as Upper Libbey Park, including the dirt tennis courts, in roughly 1910. But it is important to realize that the tennis courts had previously been installed by the tennis club. It is also important to understand that Mr. Libbey's deed, actually presented publicly at the very first Ojai Day celebration in April 1917, was **not to the City, but rather to the Ojai Civic Association**. Indeed the Civic Association continued to own and maintain the entirety of Upper Libbey Park from 1917 until 1971, a period of 54 years, during which period the tennis courts were paved and repaved, the bleachers constructed, and the tennis complex jointly maintained for the public's enjoyment by the tennis club and

the Civic Association. **In 1971, the Civic Association deeded the Park to the City.**

1971 Ojai Civic Association Deed Restrictions.

The Deed from the Civic Association contained a general condition subsequent that the Park was to be used as a "**public park and place of recreation and pleasure of the people of the Ojai Valley**." This condition subsequent (the violation of which theoretically could cause the property to revert to the Civic Association) was a restatement of the same condition subsequent contained in the 1917 deed from Mr. Libbey. Given the passage of time and the current legal doctrine of changed circumstances, it is extremely unlikely that the property would ever revert to Mr. Libbey's heirs. Further, it is **beyond question** that the property has continuously been used as a public park and place of recreation and pleasure of the people of the Ojai Valley – thus, it is **virtually impossible that a court would conceivably find a breach of this condition subsequent sufficient to justify the reversion of the Park to the Civic Association (and certainly not to Mr. Libbey's estate)**. Any assertion to the contrary is plain and simple poppycock.

The Deed from the Civic Association to the City contains some additional covenants (i.e., simple promises) by the City not contained in the 1917 deed from Mr. Libbey. As pointed out by Mr. Kraut, the City covenanted to make appropriate portions of the Park "available for a tennis tournament, music festival, and similar nonprofit civic, cultural, and recreational *events such as have been conducted in the past and may reasonably be expected to* ***continue*** *or* ***expand*** *in the future*." Nothing contained in this language can reasonably be read as referring to pickleball (which did not exist in 1971); rather, this language clearly, by its plain meaning, refers to any continuation or expansion of The Ojai Tennis Tournament or the Ojai Music Festival. In the last 55 years, it seems crystal clear that the City has complied with this covenant.

The adoption of Ordinance No. 974 is wholly consistent with the City's long-standing policy of not introducing or allowing pickleball or any other non-tennis recreational activity, such as paddle tennis, roller skating, roller blading, court soccer, skateboarding, and bike racing on the Libbey Park tennis courts. I strongly urge the Council to adopt Ordinance No. 974.

Mike Borders

Weston Montgomery

From: Zach Buchman <zachbuchs@gmail.com>
Sent: Monday, September 7, 2026 9:36 PM
To: City Council
Subject: Support for Ordinance No.974

To members of the Ojai City Council,

My name is Zach Buchman - I live here in Ojai with my wife and daughter. While the demands of caring for a 2-year-old mean that I won't be able to attend tomorrow's meeting in person, I wanted to voice my support for Ordinance 974.

I have been a lifelong tennis player, and I am so grateful to have a dedicated public space for the game at Libbey Park. Their amazing condition and the tennis community they foster were among the reasons I moved here.

I feel that the proposed ordinance is the right move. This is clearly an issue that people get fired up about (perks of living in Ojai, I guess), and I understand the passion for pickleball - I also play! But making sure Libbey Park is available for tennis is important to me and the many others I've met through playing tennis in town. They are the only courts I currently have access to, and their good condition and availability for tennis is something I care about preserving.

I briefly attended another hearing on this issue a few months ago, and it seems to me the contentiousness could be brought down considerably with a final ordinance making it clear that the Libbey Park tennis courts are for tennis, and the Soule Park pickleball courts are for pickleball.

Thank you for reading and all best,
Zach Buchman

TO: **Honorable City Council**

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

MEETING DATE: **September 15, 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: September 14, 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.

Weston Montgomery

From: Barbara Bowman <bowman.barbara@gmail.com>
Sent: Sunday, September 13, 2026 12:34 PM
To: City Clerk
Subject: re: El Roblar spa on the city council agenda

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Council,

I wanted to have the opportunity to voice what I feel the Hotel El Roblar means for the town of Ojai. As a property owner, business owner and resident of Ojai I can say without reservation that the Hotel has given a vibrancy to the downtown corridor that was sorely missed for over 7 years. The owners have generously welcomed all of us, Ojai residents and visitors to their amenities. We have been able to use the restaurants, meet in the lounge and use their large conference room for memorials to celebrate the lives of locals.

The owners live locally, which means the hotel is very much a part of our community as a whole. Their participation and care with regard to the overall well being of our town could not be better stated than the tremendous amount of TOT they are paying into our city, which goes towards capital improvements, street paving, fire mitigation, code enforcement, parks and recreation, the art council.

We are so fortunate to have this hotel in the middle of town, architecturally beautiful, every detail regarded and a tribute to the history of its early iteration. Based on the incredible job they did recreating a vision that honored its past, I have no doubt that what they will do to repurpose the area, that was the World University on Ventura Street, will actually take very unattractive buildings that have sat empty and ugly for years now and bring them to life. The purposed spa will add more jobs in the areas of health and well being to a city that has an abundance of workers needing jobs in this field. The income generated by the spa will add tremendously to the annual TOT that the hotel is already paying.

Which brings me to the best part, I am aware that the owners very much want to be part of proposing a plan to develop affordable housing for workers and feel that all the local hotels and restaurants can join forces to make this happen, which will be a tremendous plus for a town that is sorely in need of this happening. They have a personal stake in Ojai's future, and I feel we all should support their efforts towards this end.

As a side note, we visited Santa Paula last week, a lovely town sorely in need of visitors. The main street is peppered with vacancies and shops that are struggling. Like many small towns that struggle due to lack of funds, lack of business, lack of interest, we are so fortunate to

have an excess in all theses categories in Ojai. Rather than denigrating our local abundance of visitors, I am thankful and want to support the main resources that make our local economy so vibrant and attract the visitors that without we would be like a Santa Paula. These visitors allow us locals to chose from great restaurants, use our hotels, support our outdoor activities, and have a well funded local government.

Thank you for reading,

Barbara Bowman

Weston Montgomery

From: BILL MILEY <wdmiley@aol.com>
Sent: Monday, September 14, 2026 4:59 AM
To: Weston Montgomery
Subject: Council meeting 9/15/26 item 13....Libbey Park Courts pickleball ban and Ojai Day Exemption.

Follow Up Flag: Follow up
Flag Status: Flagged

9/14/26
To: Ojai City Council
From: Bill Miley
Subject: Council Meeting 9/15/26. Item 13 ... Ban on pickleball play Libbey Courts with no exemption.

Hello

I will have more to say in my 3 minutes. Here is a key reason to deny.

By allowing pickleball to be "demonstrated" on Ojai Day at two upper Libbey Park Courts in spite of concerns previously raised, the city will be showing neutral public folks that it approves of pickleball being played at Libbey Tennis courts anytime. Because, there will be no message posted or available to read. The very play will say the city approves. The logic says why not on all days.?? And all courts.

> I say, the risks of losing control of the two courts is too high for a one-day event which will create "damage" to many other persons' sound environment by Creating repetitive impact/impulse sounds. I strongly urge your council to remove the exemption option and make Libbey Park Tennis Courts 100% tennis.

Sincerely, Bill Miley. 

Weston Montgomery

From: Renee Roth <reneeroth@me.com>
Sent: Monday, September 14, 2026 2:50 PM
To: Weston Montgomery; City Clerk
Cc: Andy Gilman
Subject: 9/15 item 14. GENERAL PLAN UPDATE | Proposed Survey Questions Regarding the Climate Action Plan (City Council Direction)

Dear Mayor Gilman and Members of the City Council,

I am writing regarding the item on proposed survey questions for the Climate Action Plan, part of the General Plan Update.

A Climate Action Plan for a city our size should address two things clearly: the municipal government's own contribution to GHG emissions and the actions it will take to reduce it, and the community's contribution and the actions available to reduce that — paired with enough public education on both to let residents evaluate options and respond to a survey in a meaningful way. I did not see that framing reflected in this packet. What I saw was a survey aimed almost entirely at gathering community members' general opinions, with no parallel commitment on the municipal side and no plan to share the City's own data with residents before asking them to weigh in.

1. Residents cannot prioritize what they cannot see The survey asks residents which policies and actions are most important, but the report does not propose sharing the inventory's own findings as part of that outreach. Without that context, responses will reflect general impressions rather than informed priorities. The 2022 inventory the City already paid for shows on-road transportation alone accounts for 64% of community emissions, with off-road adding another 8% — 72% of the total — while building energy is 22%. I ask that any survey rollout include a plain-language summary of these local findings, not just abstract questions about "climate action," so residents are prioritizing based on where Ojai's emissions actually come from rather than general assumptions. Honestly, I would expect the survey to provide more educational information to learn about ways to reduce GHG's. In the past, the city council has focused exclusively on reducing natural gas consumption and has not really helped the community understand other options.

2. Transportation, commuting, and housing are the same problem The inventory also shows Ojai had 4,602 jobs against only 3,048 housing units in 2022 — a substantial jobs-housing imbalance that drives in-commuting, on top of visitor and hotel-related trips into and out of the Valley. Since on-road transportation is the single largest emissions source by a wide margin, the CAP workplan should explicitly tie housing production and jobs-housing balance strategies to VMT reduction targets, rather than treating housing and climate as separate General Plan tracks. Reducing the number of trips in and out of the Valley will do more for the City's emissions profile than most behavior-based measures a general survey is likely to surface. The plan should include ways to do that. What kind of housing is needed?

3. Municipal accountability should not be an afterthought The CAP GHG Inventory (Attachment C) documents specific, known gaps in the municipal operations inventory — fleet fuel data, reimbursed employee mileage, water use disaggregation, and solid waste — and names the departments responsible for closing them. The report defers this to an unspecified future "measure" in the CAP rather than a dated commitment. I ask that the Council direct staff to set a firm date for closing these data gaps and adopting a municipal emissions target, on a track that runs alongside the community survey process rather than after it.

4. Budget to actual
The report states the 2026/27 approved budget includes $250,000 for the General Plan Update, inclusive of the Climate Action Plan effort. The Contract Modification Fee Schedule (Attachment D, Exhibit B) shows a $342,025 total contract modification across Task 7 (Project Management), Task 8 (Economic Development Element), and Task 9 (Climate Action

Plan, including the CEQA Addendum), with Task 9 alone budgeted at $167,394 in labor. These figures do not appear to reconcile on their face, and neither document shows what has actually been billed to date against either figure, or what appropriation remains outstanding for the CAP work still ahead — the CAG working sessions, open houses, Admin and Public Draft CAP, Council presentations, and the CEQA Addendum. Before the City commits further resources to survey outreach, I ask that staff provide the Council and public with a budget-to-actual accounting: how the $250,000 GPU budget and the $342,025 contract modification relate to one another, what has been spent on Task 9 specifically to date, and what balance remains.

Related to this, I'd also ask staff to clarify whether the Economic Development Element (Task 8) is funded through a contract separate from the Climate Action Plan (Task 9), or whether both are part of the same General Plan Update contract as Exhibit B suggests. A clear answer would help the public understand which budget figures apply to which element of the General Plan Update. And shouldn't they feed into each other, as there are likely ways the economic development options could focus on contributions to GHG's and prioritizing emission reductions also.

Thank you for your consideration.

Renee Roth, Ojai

Weston Montgomery

From: Renee Roth <reneeroth@me.com>
Sent: Monday, September 14, 2026 2:58 PM
To: Weston Montgomery; City Clerk
Subject: 9/15 Item 13 Prohibiting the Use of Libbey Park Tennis Courts For Any Activity Other Than Tennis

Dear Mayor Andy Gilman and City Council Members;

Handing public property to special interests is never a good idea, whoever the interest is. It's the City's job to manage Libbey Park for everyone — not to delegate that job to a private club. Section 4-3.511(c) of this ordinance does exactly that: it writes the Ojai Valley Tennis Club into municipal code as a required check on how the City uses its own park, even during the City's own civic event. That's not neutral regulation — that's government handing over a piece of its own authority to whoever organized hardest to get it. Let government do its job: manage this park openly, for the whole community, free of any single group's control. Ojai parks should be for people and not managed or controlled by non-profits.

Please manage the city's property according to the original grant deed restrictions this property was gifted to the city for. If you don't have that written into the staff report, or don't know what they are, you are not being responsible for all the interests of the community.

Sincerely

Renee Roth, Ojai

Three-Minute Presentation — Edward Drummond Libbey Ojai City Beautiful Award
Ojai City Council – Sept. 15, 2026

Presentation of the Proposed Edward Drummond Libbey Ojai City Beautiful Award

My name is Brian Aikens, I am a 12 plus year Historic Preservation Commissioner. I am here as a Commissioner sharing this Report at the direction of the HPC and Staff.

Tonight, WE introduce a Proposal for an Award that honors one of the most important figures in the history of Ojai—**Edward Drummond Libbey**—more importantly, honors the spirit of beauty, preservation, community, and civic pride that he helped establish here more than a century ago.

Edward Drummond Libbey came to the Ojai Valley in the early twentieth century and saw something extraordinary in this place. He recognized that Ojai was not simply another community to be developed. It was a special Valley whose natural beauty, architecture, and sense of community deserved to be protected and enhanced.

Libbey invested in Ojai in ways that permanently shaped its identity. His vision helped give us the architecture of the Ojai Arcade, the Pergola, the Post Office, and many of the distinctive features that make Ojai recognizable today.

But Libbey's greatest contribution may not have been any single building.

It was the **idea that a community could deliberately create beauty—and that beauty could strengthen a community.**

That idea became associated with what was known as the **"City Beautiful" movement**. In Ojai, that philosophy became uniquely connected to the valley's landscape, architecture, and quality of life.

The proposed **Edward Drummond Libbey Ojai City Beautiful Award** would carry that philosophy forward.

The purpose of this award would be to recognize an individual, organization, project, or contribution that has demonstrated an exceptional commitment to preserving, enhancing, or celebrating the beauty and character of Ojai.

It could recognize outstanding architecture or landscape design.

It could recognize someone, and or group, who has protected an important piece of Ojai's heritage.

Or it could recognize a person whose work, often quietly and without recognition, has made Ojai a more beautiful, welcoming, and meaningful place.

And there is an important reason to create such an award today.

Every generation inherits Ojai—but every generation also has the responsibility to decide what it will pass on.

As Ojai continues to grow and change, we face the challenge of preserving the qualities that make this valley special. The Libbey legacy reminds us that progress and preservation do not have to be opposites. Thoughtful development can respect history. Modern improvements can complement historic character. And civic pride can inspire people to care for the community they call home.

The proposed award is therefore not simply a tribute to Edward Drummond Libbey.

It is a tribute to **Ojai itself**.

It says that beauty matters.

And the people who dedicate themselves, THEN and NOW, to making Ojai a beautiful place, deserve recognition.

Tonight, I hope we can begin a conversation about establishing the **Edward Drummond Libbey Ojai City Beautiful Award** as an enduring Ojai tradition—one that honors our past, recognizes those serving our community today, and inspires future generations to protect and enhance the remarkable character of this Valley.

In doing so, we would be remembering Edward Drummond Libbey and Continuing HIS BEAUTIFUL VISION!!.

Thank you.

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That idea became associated with what was known as the **"City Beautiful" movement**. In Ojai, that philosophy became uniquely connected to the valley's landscape, architecture, and quality of life.

The proposed **Edward Drummond Libbey Ojai City Beautiful Award** would carry that philosophy forward.

The purpose of this award would be to recognize an individual, organization, project, or contribution that has demonstrated an exceptional commitment to preserving, enhancing, or celebrating the beauty and character of Ojai.

It could recognize outstanding architecture or landscape design.

It could recognize someone, and or group, who has protected an important piece of Ojai's heritage.

Or it could recognize a person whose work, often quietly and without recognition, has made Ojai a more beautiful, welcoming, and meaningful place.

And there is an important reason to create such an award today.

Every generation inherits Ojai—but every generation also has the responsibility to decide what it will pass on.

As Ojai continues to grow and change, we face the challenge of preserving the qualities that make this valley special. The Libbey legacy reminds us that progress and preservation do not have to be opposites. Thoughtful development can respect history. Modern improvements can complement historic character. And civic pride can inspire people to care for the community they call home.

The proposed award is therefore not simply a tribute to Edward Drummond Libbey.

It is a tribute to **Ojai itself**.

It says that beauty matters.

And the people who dedicate themselves, THEN and NOW, to making Ojai a beautiful place, deserve recognition.

Tonight, I hope we can begin a conversation about establishing the **Edward Drummond Libbey Ojai City Beautiful Award** as an enduring Ojai tradition—one that honors our past, recognizes those serving our community today, and inspires future generations to protect and enhance the remarkable character of this Valley.

In doing so, we would be remembering Edward Drummond Libbey and Continuing HIS BEAUTIFUL VISION!!.

Thank you.

Three-Minute Presentation — Edward Drummond Libbey Ojai City Beautiful Award
Ojai City Council – Sept. 15, 2026

Presentation of the Proposed Edward Drummond Libbey Ojai City Beautiful Award

My name is Brian Aikens, I am a 12 plus year Historic Preservation Commissioner. I am here as a Commissioner sharing this Report at the direction of the HPC and Staff.

Tonight, WE introduce a Proposal for an Award that honors one of the most important figures in the history of Ojai—**Edward Drummond Libbey**—more importantly, honors the spirit of beauty, preservation, community, and civic pride that he helped establish here more than a century ago.

Edward Drummond Libbey came to the Ojai Valley in the early twentieth century and saw something extraordinary in this place. He recognized that Ojai was not simply another community to be developed. It was a special Valley whose natural beauty, architecture, and sense of community deserved to be protected and enhanced.

Libbey invested in Ojai in ways that permanently shaped its identity. His vision helped give us the architecture of the Ojai Arcade, the Pergola, the Post Office, and many of the distinctive features that make Ojai recognizable today.

But Libbey's greatest contribution may not have been any single building.

It was the **idea that a community could deliberately create beauty—and that beauty could strengthen a community.**

That idea became associated with what was known as the **"City Beautiful" movement**. In Ojai, that philosophy became uniquely connected to the valley's landscape, architecture, and quality of life.

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EDWARD DRUMMOND LIBBEY

OJAI CITY BEAUTIFUL AWARD

LITTLE BRICK SCHOOLHOUSE

EDUCATION

The Little Brick Schoolhouse is recognized as the earliest permanent school building established to serve the Ojai community. Constructed in the mid-1870s as the original Nordhoff School, the one-room brick structure featured a single classroom with two anterooms, high ceilings, and large windows that provided natural light for learning. Students of multiple ages and grade levels were taught together in the same room, a common practice in rural California schools of the era. As enrollment increased, the school educated dozens of children from the growing Ojai Valley community.

Beyond its educational purpose, the Little Brick Schoolhouse served as an essential gathering place for the community. Before dedicated public buildings and churches were established, residents met here for religious services, civic discussions, public meetings, social events, and community celebrations. For nearly two decades, the schoolhouse functioned as both the center of education and the social and cultural heart of the village, helping shape the identity and development of early Ojai.

Its enduring legacy as both a school and community center makes the Little Brick Schoolhouse a significant historic resource and a worthy recipient of the Libbey Ojai City Beautiful Award.



EDWARD DRUMMOND LIBBEY

OJAI CITY BEAUTIFUL AWARD

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RENE ROTH

Administrative Report

DISCUSSION ITEM

TO:	CITY COUNCIL
FROM:	Steve McClary, Assistant to the City Manager
DATE REPORT PREPARED:	April 20, 2010
MEETING DATE:	April 27, 2010
SUBJECT:	Acceptance of Lower Libbey Tennis Court Improvements

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Recommendations

1. Adopt Resolution No. 10-___ accepting the improvements to the Lower Libbey Park Tennis Court Complex; and recognizing and giving priority to the Ojai Valley Tennis Club for use of the Lower Libbey Tennis Courts and facilities for the annual "The Ojai" Tennis Tournament, Club-sponsored youth clinics and non-profit tournaments, without fee.
2. Direct the Mayor to send a letter of appreciation to the Ojai Valley Tennis Club for the donation.

Discussion

The Ojai Valley Tennis Club (OVTC) recently completed a number of improvements to the Lower Libbey Tennis Court Complex. The $245,000 project was accomplished without the use of any City funds. All work was done by OVTC, and the work was fully funded by OVTC. The facilities were more than 30 years old and could not continue to be used for competitive tennis without improvements. The project also included construction of a new youth tennis area with a junior tennis court and practice hitting wall. The lifespan of the improvements is estimated by the Club to be 100 years.

Staff recommends accepting the improvements as well as recognizing, via adoption of a resolution, that OVTC will continue to have priority use of the Libbey Park tennis courts for the annual tennis tournament "The Ojai" as well as for OVTC-sponsored youth clinics and non-profit tournaments. OVTC currently does not pay any fees to the City for use of the Lower Libbey facilities and has been given priority use for these activities–their request is for the City to memorialize this.

Attached, as information, please find the April 6, 2010 letter from OVTC President Wayne A. Bruce offering to donate the improvements to the City and requesting that on-going priority be given to OVTC for use of the courts, without fee.

Fiscal Impact

There is no fiscal impact associated with this action.

Submitted by:
Steve McClary, Asst. to the City Manager

Approved for forwarding:
City Manager's Office

Attachments:

A – Resolution No. 10-___, accepting the Lower Libbey Tennis Court Complex improvements and giving Ojai Valley Tennis Club first priority for use of the improvements, without fee

B – Letter from OVTC President Wayne A. Bruce re: donation of tennis court improvements and request for priority use, without fee

CITY OF OJAI
Resolution No. 10-_18_

RESOLUTION ACCEPTING ANY AND ALL IMPROVEMENTS IN REAL PROPERTY KNOWN AS THE LOWER LIBBEY TENNIS COURT COMPLEX AND RECOGNIZING AND GIVING PRIORITY TO THE OJAI VALLEY TENNIS CLUB FOR USE OF THE LOWER LIBBEY TENNIS COURTS AND FACILITIES FOR THE ANNUAL "THE OJAI" TENNIS TOURNAMENT AND FOR CLUB-SPONSORED YOUTH CLINICS AND NON-PROFIT TOURNAMENTS, WITHOUT FEE

WHEREAS, the Ojai Valley Tennis Club (hereinafter the "Club") has completed a series of improvements to the Lower Libbey Tennis Court Complex, which included renovation of the Lower Libbey Tennis Courts and construction of a new Youth Tennis Area consisting of a junior tennis court and practice wall; and

WHEREAS, the City has desired to improve the Lower Libbey Tennis Court Complex for the benefit of the community; and

WHEREAS, the work to refurbish the courts and the new construction is now complete and meets the City's requirements for the acceptance of improvements; and

WHEREAS, the Club now desires to transfer the improvements made to the City of Ojai; and

WHEREAS, the City desires to accept such improvements on behalf of the citizens of Ojai; and

WHEREAS, the Club has requested that it continue to be given first priority for use of the Lower Libbey Tennis Court Complex Improvements, and be allowed to use the facility without fee, for the annual "The Ojai" Tennis Tournament, for Club-sponsored Youth Clinics, and for Non-Profit Tournaments.

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

SECTION 1. The City of Ojai hereby accepts from the Ojai Valley Tennis Club all improvements made to the Lower Libbey Tennis Court Complex, to be henceforth owned and maintained by the City of Ojai.

SECTION 2. In appreciation of said improvements being donated to the City by the Club, and in recognition of current City policy allowing the Club's use of the facilities without fee, the City Council hereby gives first priority to the Club for the above-referenced activities, to be used without fee.

PASSED and ADOPTED this 27th day of April, 2010.

Steve Olsen, Mayor

ATTEST:

Carlon Strobel, City Clerk

STATE OF CALIFORNIA)

COUNTY OF VENTURA)

CITY OF OJAI)

I, Carlon Strobel, City Clerk for the City of Ojai do hereby certify that the foregoing Resolution was duly passed and adopted by the City Council of said City at a regular meeting thereof held on the 27th day of April, 2010 by the following roll call vote:

AYES: Clapp, Horgan, Smith, Olsen

NOES: None

ABSENT: None

VACANCY: One office vacant.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official Seal of said City this 27th day of April, 2010.

Carlon Strobel
City Clerk for the City of Ojai

Resolution No. 10-18

cs:rescert