



## **AGENDA**

### **CITY COUNCIL REGULAR MEETING**

**TUESDAY, AUGUST 26, 2025, 6:00 PM**

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

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OJAI CITY COUNCIL

ANDY GILMAN, MAYOR

DISTRICT 1 - LESLIE RULE  
DISTRICT 2 - RACHEL LANG

DISTRICT 3 - ANDREW WHITMAN  
DISTRICT 4 - KIM MANG

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BEN HARVEY  
CITY MANAGER

MATTHEW SUMMERS  
CITY ATTORNEY

WESTON MONTGOMERY  
CHIEF DEPUTY CITY CLERK

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### **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](https://ojai.ca.gov/525/2968/Public-Meetings), on YouTube at [youtube.com/@ojaicity](https://youtube.com/@ojaicity), and on Spectrum Channel 10. See "Public Comment Options" below for further instruction.

<https://us02web.zoom.us/j/83578150736?pwd=56oSyvibb0jMQbj12EenBXSuePo76Q.1>

### **ROLL CALL**

### **PLEDGE OF ALLEGIANCE**

### **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.

- 1.a. Waive reading in full of any and all ordinances listed on this Agenda and provide that they be read by title only and direct the Clerk to assign an ordinance number upon successful introduction.**

**1.b. City of Ojai Warrants for July 28, 2025 – August 10, 2025**

RECOMMENDATION: Receive and file.

[Administrative Report - Warrants](#)

[Attachment A - Check Register](#)

**1.c. July 31, 2025 Treasurer's Monthly Report of Cash and Investments for the City of Ojai**

RECOMMENDATION: Receive and file.

[Administrative Report - July Investment Report](#)

[Attachment A - Treasurer's Report](#)

[Exhibit A - Cash and Investment Summary](#)

**1.d. Minutes of the Finance and Budget Committee from the June 5, 2025, Meeting**

RECOMMENDATION: Receive and file.

[Finance and Budget Committee Minutes - June 5, 2025](#)

**1.e. Minutes of the Historic Preservation Commission from the July 10, 2025, Regular Meeting**

RECOMMENDATION: Receive and file.

[Historic Preservation Commission Minutes - July 10, 2025](#)

**1.f. Minutes of the City Council from the July 8, 2025, Regular Meeting**

RECOMMENDATION: Approve.

[City Council Meeting Minutes - DRAFT - July 8, 2025](#)

**1.g. Adoption of Ordinance [Second Reading] Amending and Restating Section 9-1.1001 and adding Section 9-1.701(g) of the Ojai Municipal Code | Establish efficiency requirements for single-family homeowners for major renovations and additions to reduce greenhouse gas emissions in the City of Ojai**

RECOMMENDATION: That the City Council adopt the proposed ordinance (Attachment A) amending and restating Section 9-1.1001 and adding Section 9-1.701(g) of the Ojai Municipal Code to establish efficiency requirements for single-family homeowners for major renovations and additions to reduce greenhouse gas emissions in the City of Ojai.

[Administrative Report - FlexPath Ordinance Second Reading and Adoption](#)

[Attachment A - Ordinance - Flexpath](#)

[Attachment B - Agenda Report from August 12, 2025](#)

## DISCUSSION

### 2. **Wildfire Safety and Risk Mitigation Services - Revised Ojai Valley Fire Safe Proposal**

#### RECOMMENDATION:

1. Review and approve the revised proposal submitted by the Ojai Valley Fire Safe Council (OVFSC), limiting the scope of wildfire safety and risk mitigation services to (1) Community Outreach and Education and (2) Structural Hardening, Parcel & Community-Level Mitigation; and
2. Authorize the City Manager to enter into a professional services agreement with OVFSC for the revised scope in an amount not to exceed \$386,025; and
3. Approve appropriation of \$386,025, from the available Measure C Fund Balance to the Capital and Special Project Fund to fund the agreement with the OVFSC.

[Administrative Report - Ojai Valley Firesafe Council \(OVFSC\) Proposal](#)  
[Attachment A - OVFSC Revised Proposal](#)

### 3. **City of Ojai / Ojai Unified School District 2:2 Committee and Request for City Special Housing Counsel**

#### RECOMMENDATION:

1. Appoint two City Council Members for a proposed 2:2 (two on two) committee with two Members of the Ojai Unified School District (OUSD) Board for the purpose of discussing matters of mutual interest between the City and OUSD; and
2. Authorize the City Manager to enter into an agreement to retain Sunny Soltani, Managing Partner of Aleshire & Wynder, to serve as Special Housing Counsel to the City.

[Administrative Report - School District 2 on 2 Committee](#)

### 4. **Ojai Tent Town Expenses**

RECOMMENDATION: Receive the report regarding Ojai Tent Town expenses from Fiscal Year 2023-24 to June 30, 2025 unaudited.

[Administrative Report - Ojai Tent Town Expenses](#)  
[Attachment 1 - FY 2023-25 OTT Costs - Summary](#)  
[Attachment 2 - FY 2023-24 OTT - Detail](#)  
[Attachment 3 - FY 2024-25 OTT Cost - Detail](#)

### 5. **Rincon Consultants Phase II ESA Contract Amendment | PSA in an additional amount not to exceed \$51,133 to Implement Remedial Action Plan Under Guidance of The Department of Toxic Substance Control, Located at 611 South Montgomery Street, Ojai Permanent Supportive Housing Project**

RECOMMENDATION: That the City Council considers the proposal from Rincon Consultants to amend the existing Professional Services Agreement (PSA) contract between the City and Rincon for an additional amount not to exceed \$51,133 and continue their guidance through the remedial excavation of onsite dirt consistent with the remedial action plan and under the guidance of the Department of Toxic Substance Control, consistent with the Phase II Environmental Site Assessment (ESA) findings.

[Administrative Report - Rincon Consultants Remedial Excavation](#)  
[Attachment A - Rincon Amendment to Professional Services Agreement](#)

**6. Resolution Reinstating the Accessory Dwelling Unit (ADU)/Second Unit Compliance Program Guidelines and Removing the Application Deadline**

RECOMMENDATION: That the City Council consider adopting a resolution (Attachment A) reinstating the program and removing the deadline for submitting applications for the Accessory Dwelling Unit (ADU)/Second Unit Compliance Program.

[Administrative Report - ADU Compliance Program](#)

[Attachment A - Resolution](#)

[Exhibit 1 to Attachment A - Compliance Program Guidelines](#)

**7. Concept Review | Alternatives to Building Appeals Board**

RECOMMENDATION: That the City Council discuss and provide direction, if appropriate, on the City's current building code and building permit appeals process, including potential alternatives to the existing Building Appeals Board.

[Administrative Report - Alternatives to Building Appeals Board](#)

[Attachment A - Municipal Code of Building Appeals Board](#)

**8. Community Aquatics Center Programming and Facilities**

RECOMMENDATION:

1. Direct staff to initiate discussions with Ojai Unified School District (OUSD) and Channel Islands YMCA regarding City involvement and support for community programming to commence in the Fall of 2025 at the new Nordhoff High School aquatics center; and
2. Discuss and determine whether City Council consensus exists for a proposed community aquatics center at Soule Park, and if so, direct staff to conduct preliminary feasibility discussions with the County of Ventura; and
3. Return to the City Council with feedback and decision points from any discussions held for City Council review and consideration.

[Administrative Report - Aquatics Center Programming and Facilities](#)

**9. Request for Reimbursement of International Conference Travel Expense for Council Member Rule**

RECOMMENDATION: Authorize reimbursement of Council Member Rule for up to \$1,990.00 for incurred and anticipated international conference travel expenses.

[Administrative Report - Request for Reimbursement of Travel Expense](#)

[Attachment A - City of Ojai Reimbursement Policy](#)

[Attachment B - European Animal Rights Law Conference 2025 Tickets](#)

**COUNCIL MEMBER'S REPORTS**

**FUTURE AGENDA ITEMS**

**ADJOURNMENT**

Posted August 22, 2025 at 12:00 p.m.

Weston Montgomery, Chief Deputy City Clerk



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## 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 electrónico a [cityclerk@ojai.ca.gov](mailto: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](http://ojai.ca.gov/525/2968/Public-Meetings) and at City Hall located at 401 S. Ventura St., Ojai, Ca., during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m.

## PUBLIC COMMENT OPTIONS

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

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

You may always submit written comments to the City Clerk via mail, in person at City Hall, or via email to [cityclerk@ojai.ca.gov](mailto: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](http://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.*

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## Administrative Report

CONSENT ITEM

**TO:** HONORABLE CITY COUNCIL

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

**DATE REPORT PREPARED:** August 15, 2025

**MEETING DATE:** August 26, 2025

**SUBJECT:** City of Ojai Warrants for July 28, 2025 – August 10, 2025

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### **Recommendation**

That City Council receive and file this report.

### **Discussion**

Disbursement Warrant Check Numbers: 79362-79426

Payroll Warrant Check Numbers: 38333-38337

Number of Direct Deposits: 59

City of Ojai Disbursement Warrants for General Fund and Special Revenue Funds	\$	850,626.65
Payroll – August 7, 2025		<u>119,728.10</u>
Total	\$	970,354.75

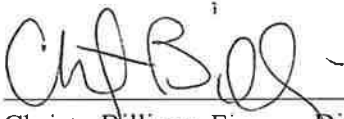
Prepared by: Scott Avila

Attachments:

A – Check Register

Warrant Register for the Meeting Date August 26, 2025

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.

A handwritten signature in black ink, appearing to read 'Christy Billings', written over a horizontal line.

Christy Billings, Finance Director - Interim

# Check Register

Check Summary By Check Number



Check No	Vendor Name	Check Date	Check Amount
79362	<b>Airgas West</b> Transit & Public Works Gas Cylinder Rentals	07/31/2025	192.13
79363	<b>Aleshire &amp; Wynder LLP</b> June 2025 Legal Counsel- Cabin Village *Grant Reimbursed	07/31/2025	831.60
79364	<b>AllConnected, Inc.</b> Microsoft 365 Annual Licensing Fee	07/31/2025	1,224.00
79365	<b>Amy Farah Weiss</b> July 2025 OTT Monthly Trailer Rental	07/31/2025	500.00
79366	<b>CA Dept of Conservation</b> April - June 2025 Strong Motion Fees	07/31/2025	425.89
79367	<b>CA Dept of Justice</b> May & June 2025 PD Fingerprint Fees	07/31/2025	1,109.00
79368	<b>California State Disbursement Unit</b> July 2025 Payroll Expense	07/31/2025	164.30
79369	<b>Canon Financial Services, Inc.</b> July 2025 Copy Machine Lease	07/31/2025	1,097.02
79370	<b>Capital Industrial Medical Supply Co</b> First Aid Supplies for City Hall	07/31/2025	420.72
79371	<b>Central Coast Powersports LLC</b> Ojai PD Motorcycle Repairs	07/31/2025	1,883.39
79372	<b>Christy Billings</b> Employee Reimbursement	07/31/2025	174.69
79373	<b>City of Santa Paula</b> Ventura City/ County Manager's Group Program Lunch Expense	07/31/2025	290.00
79374	<b>CivicPlus, LLC</b> City Website Annual Fees	07/31/2025	10,296.23
79375	<b>Colonial Life &amp; Accident Ins</b> July 2025 Payroll Expense	07/31/2025	782.28
79376	<b>Concentra</b> July 2025 Pre-Employment Physical	07/31/2025	128.00
79377	<b>Daniel Westmoreland</b> Employee Reimbursement	07/31/2025	61.53

# Check Register

Check Summary By Check Number



Check No	Vendor Name	Check Date	Check Amount
79378	<b>Data Ticket, Inc.</b> May & June 2025 Parking Citations	07/31/2025	472.00
79379	<b>Delta Liquid Energy</b> July 2025 Trolley Fuel	07/31/2025	711.68
79380	<b>Disability Access Consultants LLC</b> ADA Software License Annual Subscription	07/31/2025	2,000.00
79381	<b>Emmanuel A Mendez</b> July 2025 City Transit Wash	07/31/2025	1,500.00
79382	<b>Fence Factory Rentals</b> June 2025 City Unhoused	07/31/2025	170.10
79383	<b>Flycast Partners, Inc.</b> Annual IT Software Subscription	07/31/2025	3,562.50
79384	<b>Lucy Walker Grace</b> Recreation Class- Dog Training	07/31/2025	1,430.00
79385	<b>J.J. Keller &amp; Associates, Inc</b> Transit Fleet Manager Software License	07/31/2025	1,727.00
79386	<b>Johannes M Pouw</b> Recreation Class- Flag Football & Baseball	07/31/2025	3,005.60
79387	<b>Kathy Holman</b> Employee Reimbursement	07/31/2025	58.47
79388	<b>Kelly Cleaning &amp; Supplies, Inc.</b> July 2025 City Janitorial Services	07/31/2025	1,950.00
79389	<b>Terry Kvasnik</b> Recreation Class-Parkour & Mindful Movement	07/31/2025	1,439.10
79390	<b>Lei Talaro</b> Employee Reimbursement	07/31/2025	28.65
79391	<b>Liebert Cassidy Whitmore</b> May & June 2025 Investigative Services	07/31/2025	838.00
79392	<b>Lincoln National Life Insurance Co</b> July 2025 Payroll Expense	07/31/2025	1,893.21
79393	<b>Lisa Sauvageau</b> Ojai Day 2025 Mandala Support	07/31/2025	5,000.00



# Check Register

Check Summary By Check Number



Check No	Vendor Name	Check Date	Check Amount
79394	<b>Maura Macaluso</b> Employee Reimbursement	07/31/2025	197.47
79395	<b>Marborg Industries</b> July 2025 City Unhoused Restroom Services	07/31/2025	317.25
79396	<b>Mariah Sanchez</b> Employee Reimbursement	07/31/2025	77.00
79397	<b>Marivy Cruz</b> Refund for Cancelled Recreation Class	07/31/2025	245.00
79398	<b>Mark Cranes Tree Inc</b> June 2025 Tree Pruning	07/31/2025	3,800.00
79399	<b>Metropolitan Life Insurance Company</b> July 2025 Payroll Expense	07/31/2025	4,698.52
79400	<b>Municipal Resource Group, LLC</b> HR Services - Personnel Rules Handbook	07/31/2025	1,300.00
79401	<b>Ojai Business Center Inc</b> Property Plans Scanning	07/31/2025	33.44
79402	<b>Ojai Lumber Company Inc</b> Supplies for Citywide Maintenance	07/31/2025	261.65
79403	<b>Ojai Valley News</b> June 2025 Legal Ads	07/31/2025	600.21
79404	<b>Ojai Valley Sanitary District</b> July 2025 Sewer Services	07/31/2025	1,635.62
79405	<b>Olivarez Madruga Law Organization, LLP</b> June 2025 TOT Attorney Fees	07/31/2025	2,155.00
79406	<b>Prudential Overall Supply</b> Public Works Cleaning Supplies & Clothing Allowance	07/31/2025	528.83
79407	<b>Puretec Industrial Water</b> June & July 2025 Transit Water Tank Rental	07/31/2025	877.62
79408	<b>Rincon Consultants Inc</b> May - July 2025 Cabin Village Soil Investigation *Grant Reimbursed	07/31/2025	21,415.30
79409	<b>Jan C. Scow</b> Citywide Tree Site Visit Evaluation	07/31/2025	644.00

# Check Register

Check Summary By Check Number



Check No	Vendor Name	Check Date	Check Amount
79410	<b>Secural Security Corporation</b> July 2025 City Unhoused Security	07/31/2025	8,675.20
79411	<b>Lucas Seibert</b> Employee Reimbursement	07/31/2025	64.23
79412	<b>Scott Silver</b> OTT Shower Water Disposal	07/31/2025	715.00
79413	<b>Sinclair Sanitary Supply, Inc.</b> Supplies for Citywide Maintenance	07/31/2025	998.86
79414	<b>Sophia Hartzfield</b> Employee Reimbursement	07/31/2025	49.00
79415	<b>Staples Business Advantage</b> Office Supplies Citywide	07/31/2025	688.44
79417	<b>Gavin O Takase-Sanchez</b> Recreation Class- Japanese Drums	07/31/2025	780.00
79418	<b>Taylor Printing</b> Police Department Citations Printing	07/31/2025	991.01
79419	<b>Tripepi Smith and Associates, Inc.</b> July 2025 Monthly Retainer & Recruitment Support	07/31/2025	15,518.70
79420	<b>VC Fusion Soccer</b> Recreation Class- Soccer Camp	07/31/2025	1,341.00
79421	<b>Ventura County Animal Services</b> FY24-25 Q4 Animal Services Agreement	07/31/2025	24,809.70
79422	<b>Ventura County Sheriff's Dept</b> June 2025 Patrol & Traffic Services	07/31/2025	297,961.01
79423	<b>Ventura Pest Management</b> City Hall & Police Department Pest Control	07/31/2025	3,549.00
79424	<b>Ventura Signs &amp; Screen Printing</b> City Branded Apparel	07/31/2025	533.90
79425	<b>Westridge Market Inc</b> Supplies for Recreation Movie Nights	07/31/2025	50.46
79426	<b>Trails By Potter, LLC</b> Recreation Class- Pickleball	07/31/2025	1,303.09

# Check Register

Check Summary By Check Number



Check No	Vendor Name	Check Date	Check Amount
ACH	<b>Alliant Insurance Services</b> Annual Crime Insurance Program	08/01/2025	1,185.00
ACH	<b>Mission Square 457 ACH</b> August 2025 Payroll Expense	08/06/2025	7,707.46
ACH	<b>CalPERS Retirement ACH</b> August 2025 Payroll Expense	08/07/2025	22,603.27
ACH	<b>IRS ACH</b> August 2025 Payroll Expense	08/08/2025	47,305.28
ACH	<b>EDD ACH</b> August 2025 Payroll Expense	08/08/2025	7,508.42
ACH	<b>Charter Communications Holdings, LLC</b> July 2025 Enterprise TV for City Council Meetings	08/01/2025	95.10
ACH	<b>Ventura Concrete Cutting</b> Citywide Sidewalk Repairs	07/29/2025	22,184.50
ACH	<b>Chevron</b> June 2025 Vehicle & Equipment Fuel	07/28/2025	1,491.74
ACH	<b>Shell ACH</b> June 2025 Vehicle & Equipment Fuel	07/28/2025	194.36
ACH	<b>PACIFIC WESTERN BANK</b> 2025 Credit Card Charges	07/28/2025	26,590.88
ACH	<b>U.S. Bank</b> June & July 2025 Credit Card Charges	07/28/2025	12,630.89
ACH	<b>CalPERS Health ACH</b> August 2025 Payroll Expense	07/29/2025	79,223.65
ACH	<b>Colantuono, Highsmith &amp; Whatley, PC</b> June 2025 General Services General Services Special Projects -Two Councilmember Request (2,548.00) -Council Requests (3,528.00) -City Manager Requests (955.50) -Cannabis Regulation & Enforcement (245.00) Labor & Employment Criminal Code Enforcement Encampment Resolution Grant Management (Reimbursable) Tax & Assessments Advice General Litigation Active Litigation & Settlement Management	08/01/2025	50,030.36  17,500.00 7,276.50    3,038.00 3,028.00 2,821.00 3,999.00 7,748.86 4,619.00

# Check Register

Check Summary By Check Number



Check No	Vendor Name	Check Date	Check Amount
ACH	<b>Altigen Communications, Inc.</b> July 2025 City Telephone	08/01/2025	900.07
ACH	<b>Ameriflex: Claims ACH</b> August 2025 Payroll Expense	08/01/2025	606.00
ACH	<b>Willdan Engineering</b> June 2025 Code Enforcement, Building Inspector, and Plan Checking Services	08/01/2025	48,298.50
ACH	<b>Phoenix Civil Engineering, Inc.</b> June 2025 City Wide Projects (Storm Drain Repair, Parking Lot Paving, and *Pedestrian & Bike Safety Improvements) *Grant Reimbursed	08/01/2025	51,325.00
ACH	<b>CalPERS Retirement ACH</b> August 2025 Payroll Expense	08/07/2025	24,811.42
ACH	<b>Amazon.com/Sales, Inc</b> July 2025 Miscellaneous Supplies	08/01/2025	3,664.15
ACH	<b>Ameriflex: Admin Fee ACH</b> August 2025 Payroll Expense	08/01/2025	88.00
		<b>Total</b>	<b>850,626.65</b>
ACH	<b>Payroll</b> Pay Period 7/21/2025-8/3/2025	08/07/2025	119,728.10
		<b>Wire &amp; Paper Check Total</b>	<b>119,728.10</b>
		<b>Grand Total</b>	<b>\$ 970,354.75</b>



# Administrative Report

## CONSENT ITEM

**TO:** HONORABLE CITY COUNCIL

**FROM:** Steve Olsen, City Treasurer  
Christy Billings, Interim Finance Director

### DATE REPORT

**PREPARED:** August 15, 2025

**MEETING DATE:** August 26, 2025

**SUBJECT:** July 31, 2025 Treasurer's Monthly Report of Cash and Investments for the City of Ojai

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### Recommendation

City Council Receive and File.

### Discussion

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

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

Cash & Investments	Amounts	Yield %	Interest-to-Date 7/31/2025
Cash in Bank	\$ 57,654	0.00%	
MBS Cash	\$ 8,769	0.00%	
Wells Fargo Sweep	\$ 818,273	4.18%	\$ 7,969.21
Investment Accounts			
LAIF	\$20,712,978	4.26%	
MBS Certificate of Deposits	\$13,747,914	3.21%	\$ 44,517.90
Total Cash & Investments	\$35,345,588	3.85%	\$52,487.11

**Change in Portfolio:**

7/7/2025	\$245,000	Redeemed	Goldman Sachs Bk, CD,	7/7/2025	3.35%
7/8/2025	\$249,000	Redeemed	Meritrust Fed Cred Union, CD	7/8/2025	3.35%
7/11/202	\$248,000	Redeemed	Trustone Financial, CD	7/11/2025	5.25%
7/11/2025	\$249,000	Redeemed	1 <sup>st</sup> Fnl Bank USA, CD	7/11/2025	3.05%
7/22/2025	\$245,000	Redeemed	Credit Union of TX	7/22/2025	3.30%
7/2025	\$3,002,973	Deposits	LAIF-State of Calif	1 <sup>st</sup> quarter 2026	4.26%

The attached Treasurer's report for the month of July 2025 provides details of the investment plan and the City's cash and investment portfolio.

Prepared by: Christy Billings

**Fiscal Impact**

There is no fiscal impact associated with this report.

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



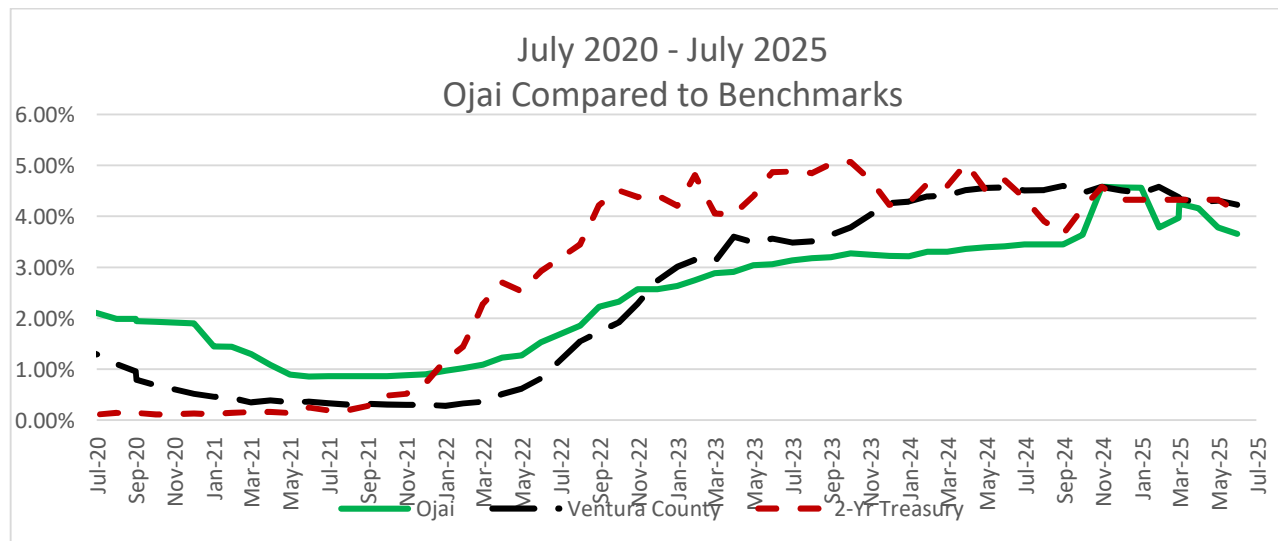
## City of Ojai Treasurer's Report for the Month of July 2025

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

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

### Benchmarks

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



The weighted average yield to maturity and the weighted average DTM for the City's investments portfolio on July 31, 2025, were 3.85% and 393 days. By comparison, the weighted average yield to maturity and the weighted average DTM for the County of Ventura portfolio were 4.23% and 298 days, and 2-yr Treasury were 4.33% and 720 days.

### Impact of Market Changes on Investment Earnings and Values

Investments are purchased at par value and market interest rates may vary from the investment's actual current yield. Changes in the market value of investments result in **"unrealized gains or losses"** on the investment. Increasing market interest rate environments generally result in an

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

### **Planned Investment Instruments**

- **Certificates of deposit (CDs)** are purchased at par value and earn a constant rate of return throughout the life of the investment, regardless of the current market value of the investment. The CDs are fully insured by the federal government. The CDs may be sold prior to maturity at the current market value, which could result in a realized gain or loss on the sale; however, as the CDs move closer to maturity, the fixed interest rate will generally be higher than comparable investments with the same remaining term. Additionally, the interest earned over the life of the CD will generally offset any potential loss on the sale, thus protecting the City's principal. CDs are primarily subject to interest rate and reinvestment risk (see below).
- **The Local Agency Investment Pool (LAIF)** is a Local Government Investment Pool (LGIP) containing investments allowed by the California Government Code and administered by the California State Treasurer for local agencies to invest idle cash. LAIF funds may be accessed on the day that a withdrawal is requested and earn interest based upon the monthly yield of the pool. Interest is accrued monthly but is paid quarterly. These assets are primarily subject to credit risk (see below).

### **Credit, Interest Rate, and Reinvestment Risk**

- **Credit risk** is the possibility that the deterioration in the underlying creditworthiness of an issuer will adversely affect the value of its outstanding bonds or that a bond issuer will fail to make timely payments of interest or principal on its outstanding bonds (default). A decline in a bond issuer's credit rating, or creditworthiness, may cause prices for its outstanding bonds to decline. Typically, the higher the credit risk, the higher the interest rate on the investment.
- **Interest rate risk** is the possibility that a fixed-rate investment will decline in value because of a rise in interest rates. Whenever investors buy securities that offer a fixed rate of return (such as CDs), they are exposing themselves to interest rate risk. In general, investment prices vary inversely with market interest rates. The change in the price of an investment depends on several factors, including its maturity date. In general, investments with longer maturities are more sensitive to changes in interest rates than investments with shorter maturities.
- **Reinvestment Risk** is the risk that falling interest rates will lead to a decline in cash flow from an investment when its principal and interest payments are reinvested at lower rates. In a declining interest rate environment, investors who have investments maturing face the difficult task of

investing the proceeds in instruments with equal or greater interest rates than the matured investment. As a result, they are often forced to purchase securities that do not provide the same level of income, unless they take on more credit or market risk and buy investments with lower credit ratings.

### Current Estimated Investment Earnings

The chart below shows the estimated investment yield based on the investment plan compared to the projected yield on current investments. As staff continue to implement the investment plan, staff anticipate the total yield on the City's portfolio to meet or exceed the plan estimate.

City of Ojai Estimated Investment Revenue (Summary)					
July 31, 2025					
Type of Cash or Investments	Average Yield Current Month			Net Investment Revenue	
<b>Cash</b>					
Sweep Account (Wells Fargo)	4.18%			7,969	
MBS Cash	0.00%			-	
<b>Total Cash</b>				<b>7,969</b>	
LAIF	4.26%				
				-	
MBS Certificates of Deposit:	3.21%				
Interest Received				44,518	
Accrued Interest				-	
Unrealized Gains/Losses				105,086	
				149,604	
<b>YTD Total</b>				<b>157,573</b>	
** Gain (Loss) realized only if investments are sold at this time.					
***Interest earned at maturity					

### Changes to the Pooled Cash and Investment Portfolio

Action: Transaction date, Amount, Description, Maturity Date, Percent Yield

Redeemed: 7/7/2025 \$245,000; Goldman Sachs Bk CD; 7/7/2025; 3.35%

Redeemed 7/8/2025 \$249,000; Meritrust Fed Cred Union, CD, 7/8/2025; 3.35%

Redeemed 7/11/2025; \$248,000, Trustone Financial, CD, 7/11/2025 5.25%

Redeemed 7/11/2025 \$249,000 1<sup>st</sup> Finl Bank, USA, CD 7/11/2025 3.05%

Redeemed 7/22/2025 \$245,000 Credit Union of TX 7/22/2025 3.30%

Transfers Out: 7/2025, \$3,002,973, LAIF-State of Calif., N/A, 1<sup>st</sup> Quarter 2025 Avg yield 4.26%

### Cash and Investment Balances

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

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

the next 6 months' obligations.

**CITY OF OJAI**  
**TREASURER'S REPORT - CASH & INVESTMENT SUMMARY**  
**July 31, 2025**

<u>POOLED DESIGNATED AND OPERATING</u> <u>CASH &amp; INVESTMENTS:</u>		<u>PAR</u> <u>VALUE</u>	<u>BOOK/</u> <u>MARKET</u> <u>VALUE</u>	<u>PERCENT</u> <u>OF CITY</u> <u>CASH</u>	<u>MATURITY</u>	<u>AVERAGE</u> <u>DAYS TO</u> <u>MATURITY</u>	<u>YIELD</u> <u>365 DAYS</u> <u>EQUIVALENT</u>
<b>Operating Cash</b>							
<b>Checking Accounts</b>							
Banc of California	Accounts Payable	57,654	57,654	0.16%		1	0.00%
	Total	57,654	57,654	0.16%			
<b>Money Market</b>							
Wells Fargo (Sweep)	Sweep	818,273	818,273	2.32%		397	4.18%
MBS (Cash)	Cash	8,769	8,769	0.03%			
	<b>Total Operating Cash</b>	<b>827,042</b>	<b>827,042</b>	<b>2.34%</b>			
<b>Invested Cash</b>							
<b>Local Government Pools and Certificates of Deposit</b>							
Local Agency Investment Funds	Investment Pool	20,712,978	20,712,978	58.60%		220	4.26%
Certificates of Deposit:							
Plains State Bank	Certificate of Deposit	248,000.00	248,412	0.70%	10/27/2025	88	5.07%
KEMBA FINL CR UN SH	Certificate of Deposit	249,000.00	248,851	0.70%	10/31/2025	92	4.25%
BMW BANK OF NORTH AMERICA	Certificate of Deposit	244,000.00	244,085	0.69%	11/4/2025	96	4.70%
Farmers & Merchants Bk	Certificate of Deposit	249,000.00	245,305	0.69%	1/14/2026	167	1.05%
Bank United Nat'l Assn	Certificate of Deposit	245,000.00	240,664	0.68%	1/22/2026	175	0.58%
Texas Exchange	Certificate of Deposit	245,000.00	240,553	0.68%	2/2/2026	186	0.69%
RIA FED CR UN SH CTF	Certificate of Deposit	249,000.00	248,890	0.70%	2/9/2026	193	4.20%
Cibc Bk Usa	Certificate of Deposit	243,000.00	243,870	0.69%	3/24/2026	236	4.92%
Sunwest Bk Irvine	Certificate of Deposit	249,000.00	242,397	0.69%	4/30/2026	273	0.74%
Connectone Bk Englewood Cliffs	Certificate of Deposit	249,000.00	241,784	0.68%	5/28/2026	301	0.75%
Ally Bk Sandy Utah Ctf Dep	Certificate of Deposit	246,000.00	243,582	0.69%	6/2/2026	306	3.18%
Exchange Bank	Certificate of Deposit	249,000.00	241,054	0.68%	6/17/2026	321	0.59%
UBS Bank Usa	Certificate of Deposit	249,000.00	241,323	0.68%	6/30/2026	334	0.96%
Medallion Bank	Certificate of Deposit	249,000.00	241,545	0.68%	6/30/2026	334	0.85%
Toyota Financial Savings Bank	Certificate of Deposit	248,000.00	240,245	0.68%	7/22/2026	356	1.01%
FIRST TECHNOLOGY FED	Certificate of Deposit	245,000.00	244,664	0.69%	9/25/2026	421	4.05%
QUORUM	Certificate of Deposit	249,000.00	249,513	0.71%	9/30/2026	426	4.15%
NUMERICA CR UN	Certificate of Deposit	249,000.00	248,948	0.70%	9/30/2026	426	4.35%
B1BANK BATON ROUGE	Certificate of Deposit	245,000.00	243,559	0.69%	9/30/2026	426	3.65%
FIRST NATL BK MIDDLE	Certificate of Deposit	245,000.00	243,621	0.69%	9/30/2026	426	3.70%
WINGS FINL CR UN	Certificate of Deposit	245,000.00	244,488	0.69%	10/21/2026	447	4.00%
AMERICAS CR UN	Certificate of Deposit	248,000.00	247,125	0.70%	10/23/2026	449	3.85%
Synchrony Bk	Certificate of Deposit	248,000.00	238,755	0.68%	11/5/2026	462	1.18%
Merrick Bk	Certificate of Deposit	249,000.00	239,426	0.68%	11/30/2026	487	1.24%
Pentagon Federal Cr Un	Certificate of Deposit	249,000.00	239,369	0.68%	12/23/2026	510	1.34%
State Bk India New York N Y	Certificate of Deposit	247,000.00	238,397	0.67%	1/21/2027	539	1.76%
Dogwood St Bk	Certificate of Deposit	249,000.00	239,020	0.68%	1/28/2027	546	1.40%
First Carolina Bk	Certificate of Deposit	249,000.00	239,020	0.68%	1/28/2027	546	1.40%
Amerant Bk Natl Assn Coral Gables Fl Ctf Dep	Certificate of Deposit	248,000.00	238,973	0.68%	2/16/2027	565	1.71%
Cfbank Fairlawn Ohio Ctf Dep	Certificate of Deposit	249,000.00	239,065	0.68%	2/17/2027	566	1.51%
Capital One Bk	Certificate of Deposit	246,000.00	240,460	0.68%	4/6/2027	614	2.77%
Capital One Natl Assn	Certificate of Deposit	246,000.00	241,356	0.68%	4/27/2027	635	3.01%
Lafayette Federal Credit Union	Certificate of Deposit	245,000.00	241,776	0.68%	5/25/2027	663	3.35%
Discover Bk Greenwood Del Ctf Dep	Certificate of Deposit	246,000.00	242,504	0.69%	6/1/2027	670	3.30%
First National BK of America	Certificate of Deposit	249,000.00	252,043	0.71%	7/26/2027	725	4.57%
MORGAN STANLEY BANK	Certificate of Deposit	245,000.00	243,096	0.69%	8/4/2027	734	3.63%
Cobalt Credit Union	Certificate of Deposit	245,000.00	243,231	0.69%	9/15/2027	776	3.68%
DECORAH BANK & TRUST CO.	Certificate of Deposit	249,000.00	244,884	0.69%	9/23/2027	784	3.83%
FIRST FOUNDATION BANK	Certificate of Deposit	244,000.00	247,738	0.70%	11/4/2027	826	4.65%
TRUE SKY FED CR UN OKLA CITY OK SH CTF	Certificate of Deposit	249,000.00	249,752	0.71%	11/8/2027	830	4.10%
Peoples Bk Co Coldwater Ohio	Certificate of Deposit	249,000.00	248,584	0.70%	1/12/2028	895	3.95%
SAN FRANCISCO FED CR UN	Certificate of Deposit	249,000.00	251,231	0.71%	2/3/2028	917	4.34%
LIBERTY FIRST CR UN LINCOLN	Certificate of Deposit	249,000.00	251,256	0.71%	2/3/2028	917	4.35%
Alaska Usa Fed Cr Union	Certificate of Deposit	248,000.00	253,411	0.72%	3/22/2028	965	4.76%
Neighbors FCU	Certificate of Deposit	248,000.00	255,033	0.72%	7/26/2028	1,091	4.87%
TTCU Fed Credit Union	Certificate of Deposit	248,000.00	255,033	0.72%	7/26/2028	1,091	4.87%
CUSTOMERS BK	Certificate of Deposit	245,000.00	244,358	0.69%	8/15/2028	1,111	3.90%
Leaders Credit Union	Certificate of Deposit	248,000.00	255,289	0.72%	8/30/2028	1,126	4.86%
EMPOWER FED CR UNION SYRACUSE	Certificate of Deposit	248,000.00	256,137	0.73%	9/29/2028	1,156	4.94%
NICOLET NATL BK GREENBAY WIS CTF DEP	Certificate of Deposit	249,000.00	247,528	0.70%	11/1/2028	1,189	3.80%
BAXTER CR UN VERNON HILLS ILL SH CTF	Certificate of Deposit	249,000.00	249,809	0.71%	11/22/2028	1,210	4.10%
City Fed Cr Un Amarillo Texas	Certificate of Deposit	249,000.00	248,627	0.70%	1/12/2029	1,261	4.00%
Mauch Chunk Trust Company	Certificate of Deposit	248,000.00	250,902	0.71%	2/28/2029	1,308	4.33%
BEAL BK USA LAS VEGAS NEV	Certificate of Deposit	244,000.00	250,012	0.71%	6/6/2029	1,406	4.61%
BALBOA THRIFT & LN	Certificate of Deposit	249,000.00	250,803	0.71%	7/23/2029	1,453	4.21%
SALLIE MAE BK SALT	Certificate of Deposit	244,000.00	246,560	0.70%	7/24/2029	1,454	4.29%
<b>Total Certificates of Deposit</b>		<b>13,853,000</b>	<b>13,747,914</b>	<b>38.90%</b>	105,086		
Total		35,450,674	35,345,588	97.50%		393	(A) 0.0385187
<b>Total Pooled Operating Cash &amp; Investments</b>		<b>35,450,674</b>	<b>35,345,588</b>	<b>100.00%</b>			
<b>Total Pooled Cash &amp; Investments</b>		<b>\$ 35,450,674</b>	<b>\$ 35,345,588</b>	<b>100.00%</b>			

Rate includes 0.12% interest rate + 0.35% earnings credit

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

<u>POOLED DESIGNATED AND OPERATING</u>	<u>PAR</u>	<u>BOOK/</u>	<u>PERCENT</u>		<u>AVERAGE</u>	<u>YIELD</u>
<u>CASH &amp; INVESTMENTS:</u>	<u>VALUE</u>	<u>MARKET</u>	<u>OF CITY</u>	<u>MATURITY</u>	<u>DAYS TO</u>	<u>365 DAYS</u>
		<u>VALUE</u>	<u>CASH</u>		<u>MATURITY</u>	<u>EQUIVALENT</u>
	Weighted Avg	Weighted Avg				
	Days to	Yield to				
	Maturity	Maturity				
<u>Comparison to Benchmark</u>						
City of Ojai	393	3.85%	3.8518728%			
Ventura County	298	4.23%				
2-Year Treasury	720	4.33%				
<u>Interest/Dividends/Gains/Losses</u>	Month	YTD				
Dividends & Interest Paid	52,487	52,487				
Net change Interest Accrued						
Total	52,487	52,487				
Unrealized Gains/(Losses) - CDs	105,086	-				
YTD Total		52,487				



**CITY OF OJAI**  
**TREASURER'S REPORT - CASH & INVESTMENT SUMMARY**  
**July 31, 2025**

<u>POOLED DESIGNATED AND OPERATING</u> <u>CASH &amp; INVESTMENTS:</u>		<u>PAR</u> <u>VALUE</u>	<u>BOOK/</u> <u>MARKET</u> <u>VALUE</u>	<u>PERCENT</u> <u>OF CITY</u> <u>CASH</u>	<u>MATURITY</u>	<u>AVERAGE</u> <u>DAYS TO</u> <u>MATURITY</u>	<u>YIELD</u> <u>365 DAYS</u> <u>EQUIVALENT</u>
<b>Operating Cash</b>							
<b>Checking Accounts</b>							
Banc of California	Accounts Payable	57,654	57,654	0.16%		1	0.00%
	Total	57,654	57,654	0.16%			
<b>Money Market</b>							
Wells Fargo (Sweep)	Sweep	818,273	818,273	2.32%		397	4.18%
MBS (Cash)	Cash	8,769	8,769	0.03%			
	<b>Total Operating Cash</b>	<b>827,042</b>	<b>827,042</b>	<b>2.34%</b>			
<b>Invested Cash</b>							
<b>Local Government Pools and Certificates of Deposit</b>							
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Cfbank Fairlawn Ohio Ctf Dep	Certificate of Deposit	249,000.00	239,065	0.68%	2/17/2027	566	1.51%
Capital One Bk	Certificate of Deposit	246,000.00	240,460	0.68%	4/6/2027	614	2.77%
Capital One Natl Assn	Certificate of Deposit	246,000.00	241,356	0.68%	4/27/2027	635	3.01%
Lafayette Federal Credit Union	Certificate of Deposit	245,000.00	241,776	0.68%	5/25/2027	663	3.35%
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TRUE SKY FED CR UN OKLA CITY OK SH CTF	Certificate of Deposit	249,000.00	249,752	0.71%	11/8/2027	830	4.10%
Peoples Bk Co Coldwater Ohio	Certificate of Deposit	249,000.00	248,584	0.70%	1/12/2028	895	3.95%
SAN FRANCISCO FED CR UN	Certificate of Deposit	249,000.00	251,231	0.71%	2/3/2028	917	4.34%
LIBERTY FIRST CR UN LINCOLN	Certificate of Deposit	249,000.00	251,256	0.71%	2/3/2028	917	4.35%
Alaska Usa Fed Cr Union	Certificate of Deposit	248,000.00	253,411	0.72%	3/22/2028	965	4.76%
Neighbors FCU	Certificate of Deposit	248,000.00	255,033	0.72%	7/26/2028	1,091	4.87%
TTCU Fed Credit Union	Certificate of Deposit	248,000.00	255,033	0.72%	7/26/2028	1,091	4.87%
CUSTOMERS BK	Certificate of Deposit	245,000.00	244,358	0.69%	8/15/2028	1,111	3.90%
Leaders Credit Union	Certificate of Deposit	248,000.00	255,289	0.72%	8/30/2028	1,126	4.86%
EMPOWER FED CR UNION SYRACUSE	Certificate of Deposit	248,000.00	256,137	0.73%	9/29/2028	1,156	4.94%
NICOLET NATL BK GREENBAY WIS CTF DEP	Certificate of Deposit	249,000.00	247,528	0.70%	11/1/2028	1,189	3.80%
BAXTER CR UN VERNON HILLS ILL SH CTF	Certificate of Deposit	249,000.00	249,809	0.71%	11/22/2028	1,210	4.10%
City Fed Cr Un Amarillo Texas	Certificate of Deposit	249,000.00	248,627	0.70%	1/12/2029	1,261	4.00%
Mauch Chunk Trust Company	Certificate of Deposit	248,000.00	250,902	0.71%	2/28/2029	1,308	4.33%
BEAL BK USA LAS VEGAS NEV	Certificate of Deposit	244,000.00	250,012	0.71%	6/6/2029	1,406	4.61%
BALBOA THRIFT & LN	Certificate of Deposit	249,000.00	250,803	0.71%	7/23/2029	1,453	4.21%
SALLIE MAE BK SALT	Certificate of Deposit	244,000.00	246,560	0.70%	7/24/2029	1,454	4.29%
<b>Total Certificates of Deposit</b>		<b>13,853,000</b>	<b>13,747,914</b>	<b>38.90%</b>	105,086		
Total		35,450,674	35,345,588	97.50%		393	(A) 0.0385187
<b>Total Pooled Operating Cash &amp; Investments</b>		<b>35,450,674</b>	<b>35,345,588</b>	<b>100.00%</b>			
<b>Total Pooled Cash &amp; Investments</b>		<b>\$ 35,450,674</b>	<b>\$ 35,345,588</b>	<b>100.00%</b>			

Rate includes 0.12% interest rate + 0.35% earnings credit

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

<u>POOLED DESIGNATED AND OPERATING</u>	<u>PAR</u>	<u>BOOK/</u>	<u>PERCENT</u>		<u>AVERAGE</u>	<u>YIELD</u>
<u>CASH &amp; INVESTMENTS:</u>	<u>VALUE</u>	<u>MARKET</u>	<u>OF CITY</u>	<u>MATURITY</u>	<u>DAYS TO</u>	<u>365 DAYS</u>
		<u>VALUE</u>	<u>CASH</u>		<u>MATURITY</u>	<u>EQUIVALENT</u>
	Weighted Avg	Weighted Avg				
	Days to	Yield to				
	Maturity	Maturity				
<u>Comparison to Benchmark</u>						
City of Ojai	393	3.85%	3.8518728%			
Ventura County	298	4.23%				
2-Year Treasury	720	4.33%				
<u>Interest/Dividends/Gains/Losses</u>	Month	YTD				
Dividends & Interest Paid	52,487	52,487				
Net change Interest Accrued						
Total	52,487	52,487				
Unrealized Gains/(Losses) - CDs	105,086	-				
YTD Total		52,487				



**CITY OF OJAI**

**FINANCE AND BUDGET COMMITTEE**

**THURSDAY, JUNE 5, 2025, 3:30 PM**

**CITY HALL CHAMBERS – 401 S VENTURA ST, OJAI, CA**

**Mayor Gilman called the Finance & Budget Committee Meeting to order on June 5, 2025, at 3:30 p.m.**

**ROLL CALL**

**On the call of the roll, the following were present in the City Hall Chambers: Mayor Gilman, City Treasurer Steve Olsen, Clay Creasey, Rene Roth.**

**Also present in the City Hall Chambers: City Manager Harvey, Interim Finance Director Billings, Accounting Manager Cervantes, Project Manager Johnson**

**ABSENCES**

**Council Member Mang**

**PLEDGE OF ALLEGIANCE**

**Mayor Gilman led the Pledge of Allegiance**

**APPROVAL OF AGENDA**

**The agenda was approved through the Chair.**

**PUBLIC COMMUNICATIONS**

**DISCUSSION**

**1. [Recommendation to Review and Consider Fiscal Year 2025/26 Proposed Investment Policy](#)**

**RECOMMENDATION: Review for consideration Fiscal Year 2025-26 City of Ojai (City) Proposed Investment Policy as shown in Attachment "A".**

**Motion: It was moved by Committee Member Creasey with a second by Chair**

Gilman to submit the Policy to CMTA for review minus the typo on page 13.

Roll Call:

On the call of the roll, the vote was six (6) in favor and one (1) absent.

MOTION PASSES

**2. Recommendation to Amend Fiscal Year 2024/25 Budget**

RECOMMENDATION: Review the suggested amendments to the Fiscal Year 2024/25 City of Ojai (City) Budget as shown in Exhibit "A".

Motion: It was moved by Mayor Gilman and second by Committee Member Creasey to move recommendation to City Council for review.

Roll Call:

On the call of the roll, the vote was six (6) in favor and one (1) absent.

MOTION PASSES

**3. Finance Recommendation to review the City of Ojai, California, Recommended Budget for the Fiscal Year Ended June 30, 2026 (FY 2025/26 Budget)**

RECOMMENDATION: Review the City of Ojai, California, Recommended Budget for the Fiscal Year Ended June 30, 2026 (FY 2025/26 Budget) and provide feedback to the City Council.

Committee provided feedback to staff, to include in the Recommended Budget Adoption by the City Council.

**ADJOURNMENT**

**The meeting adjourned at 5:04 p.m.**

**Prepared by: Norma Cervantes, Accounting Manager**



**CITY OF OJAI**  
**HISTORIC PRESERVATION COMMISSION**  
**MINUTES**  
**Regular Meeting**  
**July 10, 2025**

**Call to Order**

Chair McHatton called the *regular* meeting of the Ojai Historic Preservation Commission to order on Thursday, July 10, 2025, at 6:02 p.m. in person and via teleconference.

**Roll Call**

On a call of the roll, the following Historic Preservation Commissioners were present in person: Chair McHatton, Vice Chair Sims, Commissioners Aikens, Bisaccia, Moore, and Walker.

Absent: None

Vacancy: One

Staff present: The following were present in person: Maura Macaluso, Principal Planner, and Aida Lawrence, Planning & Building Technician.

**Pledge of Allegiance**

Chair McHatton led the Pledge of Allegiance

Commissioner Sims spoke in memory of Planning Commission Jamie Bennett and his passing.

**Public Communication**

None

**Museum Representative Report**

Commissioner Aikens reported.

**Removal of Agenda Item**

Chair McHatton informed the Commission of her decision to remove Item 7 from the Agenda, (Arbolada rock curbs). A vote was taken in support of removing the item from the agenda and passed 5 (Chair McHatton, Vice Chair Simms, Commissions Moore, Walker, and Bisaccia) to 1 (Aikens).

**Consent Item(s)**

1. Minutes of June 12, 2025, regular meeting.

**Motion: Commissioner Sims moved and Commissioner Moore seconded the motion to approve June 12, 2025, regular meeting as amended.**

**The motion passed as follows:**

**AYES:** Aikens, Bisaccia Moore, McHatton, Sims, Walker

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**VACANCY:** One

**Discussion Item(s)**

2. Annual Historic Preservation Award 2025

**Chair McHatton opened the item**

**Staff** – Principal Planner Macaluso presented the staff report.

**Commission Discussion:**

Criteria reviewed for Historic Preservation Award, with discussion of potential candidates along with assignment of commissioners to prepare biographies for next meeting.

No public comments for this item.

**Chair McHatton closed the item**

3. Historic Preservation Related City Brochure Update(s)

**Chair McHatton opened the item**

**Staff** – Principal Planner Macaluso presented the staff report.

Chair McHatton recommended a name change from ‘brochure’ to ‘pamphlet’.

Commissioner Aikens opened discussion about the reason for name change of brochure.

No public comments for this item.

**Chair McHatton closed the item and requested a motion.**

**Motion: Chair McHatton made a motion to change the name of the Historic Preservation from brochure to pamphlet.**

**The motion passed as follows:**

**AYES:** Aikens, Bisaccia, Moore, McHatton, Sims, Walker

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

**VACANCY:** One

4. Revisit Timer for Commissioners Comments Three Minutes

**Chair McHatton opened the item**

**Staff** – Principal Planner Macaluso presented the staff report.

Commissioner Moore floated the idea of a five-minute limitation.

Commissioner Sims noted that three minutes was enough time.



No public comments for this item.

**Chair McHatton closed the item and requested a motion.**

**Motion: Commissioner Moore moved and Commissioner Bisaccia seconded a motion to keep comments to three-minutes and revisit whether it's still working in three months at the October 2025 meeting.**

**The motion passed as follows:**

**AYES: Bisaccia, Moore, McHatton, Sims, Walker**

**NOES: Aikens**

**ABSENT: None**

**ABSTAIN: None**

**VACANCY: One**

5. Ojai Day 2025/ California State Downtown Ojai Historic District Celebration

**Chair McHatton opened the item**

Chair McHatton discussed preparations with Ojai Valley Museum on Downtown Historic District plaque fabrication and timing of installation and presentation.

**Motion: Chair McHatton moved and Commissioner Moore seconded presenting the new California State Downtown Historic District plaque the evening before Ojai Day.**

**The motion passed as follows:**

**AYES: Aikens, Bisaccia, Moore, McHatton, Sims, Walker**

**NOES: None**

**ABSTAIN: None**

**ABSENT: None**

**VACANCY: One**

6. Ojai Valley Trail Point of Historical Interest Plaque(s)

**Chair McHatton opened the item.**

Commissioner Walker was asked to give an update on the historical interest trail plaques. He updated the commission on research; having found a qualified person to write the sign text; funding and sponsorship ideas and questions surrounding such sponsorship.

Commissioner Bisaccia mentioned contacting a local nonprofit regarding sign installation.

**Chair McHatton closed the item**

7. Arbolada Rock Curbs

This item was removed from the agenda by Chair McHatton at the beginning of the meeting.

8. Request for Proposals/Historic Resources Inventory Survey Update

**Chair McHatton opened the item**

**Staff**—Principal Planner Macaluso presented the staff report

Commissioner Walker suggested some historical resources groups not mentioned.

Commissioner Moore wondered why the 2011 survey for Sites of Merit List hadn't been approved.

Commissioner Aikens asked for an update on the process for approving the Sites of Merit and the progress on its approval.

**Motion: Chair McHatton moved and Commissioner Aikens seconded to approve the Request for Proposals as written and approve the list of historic resources groups with additions, and request staff to proceed with distribution.**

**The motion passed as follows:**

**AYES:** Aikens, Bisaccia, Moore, McHatton, Sims, Walker

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**VACANCY:** One

**Education Report**

9. Chair McHatton reported on an a future boot camp regarding upcoming changes to state and federal laws and their impact on preservation.

**Informational Item(s)**

10. Future Agenda Items

Principal Planner Macaluso reviewed the list provided in the packet, and reminded commissioners about turning in bios for HPC awards candidates.

Chair McHatton switched around certain ad hoc duties between various commissioners.

Principal Planner Macaluso reminded commissioners when submissions to staff are due each month and gave a summation of when and for whom the three-minute timer is used.

**Planning Report**      None

**Commissioner Comments**

Chair McHatton made the commission aware of the prudent use of staff time.

Commissioner Walker made comments on the breakdown and differentiation of design guidelines for different parts of the city, or individual buildings, or landmarks.

Commissioner Moore made comments about maintenance regarding the exterior of city hall and an upcoming meeting with staff.

Commissioner Aikens gave an update on local volunteer cleanup efforts around the City of Ojai landmarks.

**City Council Liaison**      City Council Member Leslie Rule was not present.

**Adjournment**

There being no further business brought before the Commission, Chair McHatton adjourned the meeting 8:07 pm.

Prepared and submitted by:



Rick Bisaccia, Secretary, Historic Preservation Commission

Approved by:



Gina McHatton, Chair, Historic Preservation Commission



## **CITY COUNCIL MINUTES**

### **REGULAR MEETING**

**TUESDAY, JULY 8, 2025, 6:00 PM**

**KENT HALL – CITY HALL CAMPUS – 111 W SANTA ANA ST, OJAI, CA**

ANDY GILMAN, MAYOR

#### **COUNCIL MEMBERS:**

DISTRICT 1 – LESLIE RULE

DISTRICT 3 – ANDREW WHITMAN

DISTRICT 2 – RACHEL LANG, MAYOR PRO TEM

DISTRICT 4 – KIM MANG

BEN HARVEY  
CITY MANAGER

MATTHEW SUMMERS  
CITY ATTORNEY

WESTON MONTGOMERY  
CHIEF DEPUTY CITY CLERK

**Mayor Gilman called the Regular Meeting of the Ojai City Council to order on July 8, 2025, at 6:00 p.m.**

#### **ROLL CALL**

**On the call of the roll, the following were present in the Kent Hall Council Chambers: Mayor Gilman, Mayor Pro Tem Lang, and Council Members Rule, Whitman, and Mang.**

**Also present in the Kent Hall Council Chambers: City Manager Harvey, Assistant City Attorney Anderson, Chief Deputy City Clerk Montgomery.**

#### **ABSENCES**

#### **PLEDGE OF ALLEGIANCE**

**Chief Deputy City Clerk Montgomery led the Pledge of Allegiance.**

#### **APPROVAL OF AGENDA**

##### **Motion:**

**It was moved by Mayor Gilman with a second by Council Member Whitman, to approve the Agenda of the July 8, 2025, Regular Meeting, and to reorder Item 6 to occur after Item 2 in the agenda order.**

**Council Action:**

Unanimous consent reached through the Mayor, with five (5) in favor and zero (0) against.

**CITY MANAGER'S REPORT**

City Manager Harvey provided an oral report.

**PUBLIC COMMUNICATIONS**

**CONSENT CALENDAR (Items 1.a – 1.d)**

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

1. a) Waiver of Reading in Full of Any and All Ordinances Listed on this Agenda and Provide that they be Read by Title Only and Directing the Clerk to Assign an Ordinance Number Upon Successful Introduction
- b) [City of Ojai Warrants for June 09, 2025 – June 22, 2025](#)  
RECOMMENDATION: Receive and file.
- c) [Minutes of the Ojai City Council from the June 24, 2025, Special Meeting and the June 24, 2025, Regular Meeting](#)  
RECOMMENDATION: Approve.
- d) [Professional Services Agreement with Eide Bailly LLP for Accounting and Financial Management Services](#)  
RECOMMENDATION: That the City Council authorizes the City Manager to enter into a Professional Services Agreement with Eide Bailly LLP for accounting and financial management services in an amount not to exceed \$75,000.

**Motion:**

It was moved by Council Member Whitman with a second by Mayor Pro Tem Lang, to approve the Consent Calendar of the July 8, 2025, Regular Meeting.

**Roll Call:**

On the call of the roll, the vote was five (5) in favor and zero (0) against.

Ayes: Lang, Mang, Rule, Gilman, Whitman

Noes: None

Abstain: None

Absent: None

**MOTION PASSES**

## **DISCUSSION**

### **2. TWO COUNCIL MEMBER REQUEST (LANG AND RULE): Adoption of a Resolution Approving the Ojai Values Act of 2025**

#### **RECOMMENDATION:**

1. Adopt a Resolution approving the "Ojai Values Act of 2025" and related programming; and
2. Direct the City Manager return with a fiscal impact analysis of the requested programming to implement these provisions that that exceed existing departmental capacities: education and training, development of materials, enforcement and independent review mechanism, a policy for whistleblowers, and annual reporting; and
3. Direct the City Manager to update the City's website with "Know Your Rights" resources for the community.

#### **Motion:**

It was moved by Mayor Pro Tem Lang, with a second by Mayor Gilman, to approve Item 1.i, with modification of title to "CARE Policy" and modification of language identified.

#### **Roll Call:**

On the call of the roll, the vote was five (5) in favor and zero (0) against.

Ayes: Gilman, Mang, Whitman, Lang, Rule

Noes: None

Abstain: None

Absent: None

**MOTION PASSES**

### **3. Consider Adoption of a Resolution Amending the Salary Schedule to update Salary Ranges for City Employees for Fiscal Year 2025-26 to include either a 1.8% or a 2.5% Cost of Living Adjustment and Adding the Classifications of Assistant to the City Manager and Deputy City Manager, effective July 7, 2025**

RECOMMENDATION: That the City Council adopt Resolution No 25-\_\_\_\_, Amending the Salary Schedule to update Salary Ranges for City employees for Fiscal Year 2025-26 to include either a 1.8% or a 2.5% Cost of Living Adjustment (COLA) and adding the classifications of Assistant to the City Manager and Deputy City Manager, effective July 7, 2025.

#### **Motion:**

It was moved by Mayor Gilman, with a second by Mayor Pro Tem Lang, to approve Item 3, as recommended.

#### **Roll Call:**

On the call of the roll, the vote was five (5) in favor and zero (0) against.

Ayes: Mang, Gilman, Rule, Whitman, Lang

Noes: None

Abstain: None

Absent: None  
MOTION PASSES

4. [Professional Services Agreement – Ojai Valley Chamber of Commerce](#)  
RECOMMENDATION: Authorize the City Manager to enter into a professional services agreement with the Ojai Valley Chamber of Commerce for business and economic development and consultancy services over a three-month trial period in an amount not to exceed \$27,300.

**Motion:**

It was moved by Mayor Gilman, with a second by Council Member Rule, to approve Item 4, as recommended.

**Roll Call:**

On the call of the roll, the vote was five (5) in favor and zero (0) against.

Ayes: Rule, Lang, Whitman, Gilman, Mang

Noes: None

Abstain: None

Absent: None

MOTION PASSES

5. [City Council Goals](#)

RECOMMENDATION: Discuss the proposed City Council goals and corresponding tactics determined to date, and revise as needed.

Item 5 was continued to a future meeting.

6. [TWO COUNCIL MEMBER REQUEST \(MANG AND WHITMAN\): Acquisition and Development of 914, 915 and 917 Bryant Place as a Homeless Shelter/Facility](#)

RECOMMENDATION: That the City Council consider the acquisition and development of 914, 915 and 917 Bryant Place as a homeless shelter/facility, as outlined in Attachment A.

**Motion:**

It was moved by Mayor Pro Tem Lang, with a second by Mayor Gilman, to pause and continue Item 6 to a future discussion.

**Roll Call:**

On the call of the roll, the vote was three (3) in favor and two (2) against.

Ayes: Lang, Rule, Gilman

Noes: Mang, Whitman

Abstain: None

Absent: None

MOTION PASSES

**COUNCIL MEMBER'S REPORTS**

### **FUTURE AGENDA ITEMS**

**Council Member Mang and Mayor Gilman requested a future item to discuss how items could be allowed to be passed out to the public during the Fourth of July Parade**

**Mayor Gilman and Council Member Rule requested an item regarding Help of Ojai and rental assistance for detained or deported individuals.**

**Mayor Pro Tem Land and Council Member Whitman requested a special meeting on July 29 to discuss the proposal from the Ojai Valley Fire Safe Council.**

### **ADJOURNMENT**

**Mayor Gilman adjourned the July 8, 2025, Regular Meeting at 10:00 p.m., until the August 12, 2025 Regular Meeting at 6:00 p.m.**

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





# Administrative Report

## DISCUSSION ITEM

**TO:** HONORABLE CITY COUNCIL  
**FROM:** Lucas Seibert, Community Development Director

**DATE PREPARED:** July 29, 2025

**MEETING DATE:** August 26, 2025

**SUBJECT:** Adoption of Ordinance [Second Reading] Amending and Restating Section 9-1.1001 and adding Section 9-1.701(g) of the Ojai Municipal Code | Establish efficiency requirements for single-family homeowners for major renovations and additions to reduce greenhouse gas emissions in the City of Ojai

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### **Recommendation**

That the City Council adopt the proposed ordinance (Attachment A) amending and restating Section 9-1.1001 and adding Section 9-1.701(g) of the Ojai Municipal Code to establish efficiency requirements for single-family homeowners for major renovations and additions to reduce greenhouse gas emissions in the City of Ojai.

### **Discussion**

At the August 12, 2025 meeting, the City Council introduced an ordinance amending and restating sections of the Energy Code, with a minor revision for appeal(s) filed having no fee. The effort aligns with opportunities identified by City Council to require homeowners to implement energy efficiency measures when renovating or adding to existing single-family homes to reduce greenhouse gas emissions within the City.

Adopting a local energy code for renovations to existing buildings is one way for the City to continue its efforts to increase energy efficiency and reduce emissions. The majority of the City building stock is residential with single-family homes making up approximately 88% of all residential buildings. Medium to large renovations to existing single-family properties were identified as an effective opportunity to make improvements that can result in reduced energy use and greenhouse gas emissions.

On June 30, 2025, Governor Newsom signed budget trailer bill Assembly Bill 130 ("AB 130") into law, which fully incorporated an amended version of AB 306. The changes to AB 306 adopted by AB 130 allow the City to adopt the proposed ordinance notwithstanding the moratorium if both of the following occur on or before September 30, 2025:

- The proposed ordinance is adopted; and

- The City files the changes and modifications to the California Energy Code set forth in the proposed ordinance with the California Building Standards Commission; and
- The California Building Standards Commission approves the proposed ordinance for filing

The City needs to adopt the proposed ordinance at this meeting for the proposed ordinance to be effective prior to September 30, 2025. The changes to AB 306 adopted by AB 130 also created another exception to the Moratorium, which allows the City to adopt the proposed ordinance as necessary to implement a local code amendment to that is adopted to align with the City's general plan (which was approved before June 10, 2025), because the proposed ordinance permits mixed-fuel residential construction consistent with federal law (e.g., EPCA) while still incentivizing all-electric construction as part of the City's adopted greenhouse gas emissions reduction strategy. However, given the novelty of these ordinances under California law, it is recommended that the proposed ordinance be passed consistent with the exception described in the above paragraph.

At its August 12, 2025 meeting, the City Council introduced this ordinance, received public comment on the matter, and considered the administrative report. This ordinance is now before Council for adoption.

The second readings of the ordinance must occur at the August 26, 2025 meeting, and the ordinance must be submitted to the California Building Standards Commission before September 30, 2025 to meet the deadline imposed by AB 130.

If adopted at the August 26, 2025 Council meeting, the ordinance would take effect on September 26, 2025. However, the ordinance would apply to applications submitted to the City on or after January 31, 2026 to allow for staff and CPA/TRC to launch an education campaign to the community and contractors regarding these changes.

The August 12, 2025 agenda report covers the flexpath approach in more detail and is included as Attachment B.

#### *Environmental Review*

The ordinance is exempt from the California Environmental Quality Act (CEQA) under the general rule, 15061(b)(3), because it can be seen with certainty that the provisions contained herein would not have the potential to cause a significant effect on the environment. Further, this ordinance is exempt per CEQA Guidelines Section 15308, Class 8, Actions by Regulatory Agencies for Protection of Natural Resources, since the proposed ordinance would institute regulatory requirements intended to protect the environment and natural resources.

#### **Alternative Options**

1. Take no action; or
2. Provide direction to return with recommendations.

**Fiscal Impact**

This recommendation has a staffing impact beyond the normal budgeted scope of duties. All Community Development Department (CDD) Staff will require initial education and training beyond the grant acquired for the program effort in partnership with CPA and TRC.

Additionally, for the first six months of operation, CDD would rely on CPA and TRC to address any significant issues related to the launch of this program. For example, a unique situation which is not specifically addressed or covered within the flexpath program. These additional staffing impacts could equate to approximately \$30,000 to ensure adequate support during initial implementation. Staff will monitor the situation, and if appropriate, return to the City Council with a requested future budget amendment to reflect this potential impact.

**Council Goals**

The City Council has adopted a goal of Climate Resiliency. This flexpath ordinance was acknowledged as a priority by the City Council but was not adopted as supporting tactic.

**Submitted by:**

Lucas Seibert, Community Development Director

**Attachments:**

- A – Energy Efficient Code Ordinance
- B – August 12, 2025 Staff Report

**CITY OF OJAI**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL  
OF THE CITY OF OJAI, CALIFORNIA  
AMENDING AND RESTATING SECTION 9-1.1001  
AND ADDING 9-1.701(g)  
OF THE OJAI MUNICIPAL CODE ESTABLISHING ENERGY  
EFFICIENCY MEASURES FOR SINGLE-FAMILY HOMEOWNERS  
FOR CERTAIN RENOVATIONS AND ADDITIONS TO REDUCE  
GREENHOUSE GAS EMISSIONS IN THE CITY OF OJAI**

**WHEREAS**, California Health and Safety Code section 17958 requires that cities adopt building regulations that are substantially the same as those adopted by the California Building Standards Commission and contained in the 2025 California Building Standards Code; and

**WHEREAS**, the 2025 California Energy Code is Part 6 of the 2025 California Building Standards Code which implements minimum energy efficiency standards in buildings through mandatory requirements, prescriptive standards, and performance standards; and

**WHEREAS**, California Health and Safety Code Sections 17958.5, 17958.7 and 18941.5 provide that the City of Ojai may make changes or modifications to the building standards contained in the 2025 California Building Standards Code based upon express findings that such changes or modifications are reasonably necessary because of local climatic, geological or topographical conditions and such changes support the City of Ojai's General Plan; and

**WHEREAS**, local governments may adopt energy conservation or energy insulation standards that differ from the California Energy Code with California Energy Commission approval, provided that local governments demonstrate, pursuant to Public Resources Code section 25402.1 (h)(2) that the requirements of their proposed standards are cost effective and do not result in buildings that consume more energy than is permitted by Title 24; and

**WHEREAS**, the proposed local amendments to the 2022 California Energy Code are necessary to implement a local code amendment that is adopted to align with the City of Ojai's General Plan, permit mixed-fuel residential construction consistent with federal law, and incentivize all-electric construction as part of an adopted greenhouse gas emissions reduction strategy.

**WHEREAS**, greenhouse gas accumulation in the atmosphere as the result of human activity is the primary cause of the global climate crisis; and

**WHEREAS**, in California alone, the initial impacts of climate change have resulted in unprecedented disasters with tremendous human, economic, and environmental costs and;

**WHEREAS**, the Intergovernmental Panel on Climate Change estimates that global emissions need to be reduced by 45 percent from 2010 levels by 2030, and 100 percent by 2050 to prevent global catastrophe; and

**WHEREAS**, the State of California enacted Assembly Bill (AB) 1279 to require statewide carbon neutrality "as soon as possible," but no later than 2045; and

**WHEREAS**, residents and businesses have repeatedly identified climate action as a top community priority; and

**WHEREAS**, the City of Ojai strives to be a leader in combatting climate change, and committed to support the principles the Paris Climate agreement and supports a transition to 100% clean energy; and

**WHEREAS**, Resolution No. 19-30 directed the City to initiate a just global emergency mobilization effort to reverse global warming by reducing greenhouse gas emissions and safely draw down carbon from the atmosphere as quickly as possible; and

**WHEREAS**, the City formed a Climate Emergency Mobilization Committee which identified energy efficiency measures and electrification as key ways to reduce fossil fuel emissions in Ojai; and

**WHEREAS**, the inventoried greenhouse gas emissions in the City come primarily from energy use in buildings and transportation; and

**WHEREAS**, in order to achieve carbon neutrality, existing sources of greenhouse gas emissions need to be substantially reduced or eliminated; and

**WHEREAS**, the energy efficiency requirements established in this ordinance—including air sealing, duct sealing, window upgrades, R-13 wall insulation, R-19 floor insulation, and R-30 wall/ceiling insulation—provide direct fire hardening benefits by creating thermal barriers that slow fire spread, preventing ember intrusion through building envelope penetrations, reducing pathways for fire and smoke propagation through HVAC and structural systems, enhance window resistance to thermal shock and radiant heat exposure, and improve overall building compartmentalization that extends egress time and reduces structural fire damage; and

**WHEREAS**, these improvements create multiple layers of fire protection, improve community wildfire resilience, and support broader public safety goals while providing cost-effective dual benefits for both energy performance and fire resistance; and

**WHEREAS**, Public Resources Code Section 25402.1 (h)(2) and Section 10-106 of the 2025 California Administration Code establish a process which allows local agencies to adopt local amendments that are cost-effective and that require greater energy reduction/conservation than the California Energy Code provided that a determination that the standards are cost effective is adopted at a public meeting and subsequently filed with the California Energy Commission, and

the California Energy Commission finds that the standards will require buildings to be designed to consume less energy than permitted by the 2025 California Energy Code; and

**WHEREAS**, the California Energy Codes and Standards Statewide Utility Program, has determined specific modifications to the 2022 State Energy Code for each climate zone that are cost-effective; and that such modifications will result in designs that consume less energy than they would under the 2022 State Energy Code; and

**WHEREAS**, staff has reviewed the “2022 Existing Building Cost-Effectiveness Study” and associated data, and find them sufficient to illustrate compliance with the requirements set forth under California Administrative Code Chapter 10-106; and

**WHEREAS**, based on these studies, the City finds the proposed local amendments to the 2022 California Energy Code to be cost-effective and buildings will be designed to consume less energy than permitted by Title 24, Part 6; and

**WHEREAS**, the 2022 California Energy Code offers compliance options that were established through the public rulemaking process of the code update; and

**WHEREAS**, the Council expressly declares that the proposed amendments to the Energy Code are reasonably necessary because of local climatic, topological, and geological conditions; and

**WHEREAS**, Government Code Section 36937 requires an ordinance to take effect 30 days after its passage; and

**WHEREAS**, This ordinance shall be enforced 90 days after the effective date to allow City staff adequate time to educate themselves and the public on this ordinance and its impacts to projects; and

**WHEREAS**, the requirements specified in this Ordinance were reviewed via public comment and through a publicly noticed public hearing process.

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

**SECTION 1. Recitals.** The above set forth recitals and findings are true and correct and incorporated herein by reference, as if set forth in full.

**SECTION 2. Findings.**

1. The City Council finds that each of the changes or modifications to measures referred to therein are reasonably necessary because of local climatic, geological, or topographical conditions in the area encompassed by the boundaries of the City, and the City Council adopts the following findings in support of local necessity for the changes or modifications:

- a. Ojai is situated along a wildland-urban interface, which is an area where urban development meets undeveloped lands at risk of wildfires and where residences and other structures are adjacent to or intermixed with open space and wildland vegetation. Ojai has been identified as a Community at Risk from wildfire and is extremely vulnerable to wildfires and firestorms. Human activities releasing greenhouse gasses into the atmosphere cause increases in worldwide average temperature, drought conditions, vegetative fuel, and length of fire seasons that contribute to the likelihood and consequences of fire.
  - b. Seasonal climatic conditions during the late summer and fall create numerous serious difficulties in the control and protection against fire situations in the City. The hot, dry weather in combination with the Santa Ana winds frequently results in wildfires in the vegetation-covered slopes surrounding the Ojai Valley. When a fire occurs in said areas, like the 2017 Thomas Fire that surrounded the Ojai Valley, resulted in all Ojai Valley residents being under mandatory or voluntary evacuation orders, and entered the City and damaged property, most, if not all, local fire department personnel are required to control, monitor, fight, and protect against such fire situations in an effort to protect life and preserve property and watershed land. The same conditions may result in the concurrent occurrence of one or more fires in the more populated areas of the City without adequate fire department personnel to protect against and control such a situation. Accordingly, the above-described findings support the imposition of measures to increase the efficiency of existing buildings in the City to reduce greenhouse gas emissions.
  - c. The city of Ojai is at risk of/experiencing the effects of higher intensity storms, which put at risk the jurisdiction's homes, businesses, public facilities, roads, and highways.
  - d. Failure to address and substantially reduce greenhouse gas emissions creates an increased risk to the health, safety, and welfare of City residents.
  - e. The standards imposed by this Ordinance are necessary because of local climatic, geological, or topographical conditions evidenced above and are cost-effective, as supported by the 2024 Single Family Cost Effectiveness Report prepared by the California Energy Codes and Standards Statewide Utility Program, including the study and associated cost-effectiveness data.
2. The City Council finds that each of the changes or modifications to measures referred to therein:
    - a. Are necessary to implement a local code amendment that is adopted to align with the City of Ojai's General Plan, including, without limitation, the following aspects of the City of Ojai's General Plan:
      - i. The Housing Element, which provides that the City of Ojai strives to promote energy conservation through the use of building codes.

- ii. The Air Quality Element, which sets forth the City of Ojai’s adopted greenhouse gas emissions reduction strategy including, without limitation, the City of Ojai’s goals to limit greenhouse gas emissions through the reduction of energy consumption, promotion of energy efficiency programs, and implementation of planning and building regulations that take advantage of solar heating and natural cooling and require weatherization.
- b. Permit mixed-fuel residential construction consistent with federal law, including, without limitation, the Energy Policy and Conservation Act (“EPCA”).
- c. Incentivize all-electric construction as part of an adopted greenhouse gas emissions reduction strategy.

**SECTION 3. Code Amendment.** Section 9-1.1001 of the Ojai Municipal Code is hereby amended and restated to read as follows:

**Section 9-1.1001 -Adoption.**

The City hereby adopts the “2022 California Energy Code” except as otherwise provided herein, or as later amended in Section 9-1.701 shall be as published in the California Energy Code, 2022 Edition, and as copyrighted by the California Building Standards Commission, California Code of Regulations, Title 24, Part 6, including all of its tables, indices, appendices, addenda and footnotes. Said California Energy Code is hereby referred to and by such reference is incorporated herein as if fully set forth.

**SECTION 3. Code Amendment.** Section 9-1.701(g) of the Ojai Municipal Code is hereby added to read as follows:

*(g) Energy Efficiency Code.*

It is the purpose and intent of this section to establish standards for residential retrofits including major additions and alterations that exceed minimum 2022 California Code of Regulations Title 24 Part 6 requirements. In furtherance of this purpose, these changes shall be made to the 2022 California Energy Code and shall apply to building permit applications submitted to the City of Ojai on or after January 31, 2026:

- (1) Add the following definitions to Subchapter 1, Section 100.1(b):

**MAJOR ADDITION** is any change to an existing building that increases conditioned floor area by 300 or more square feet in a one-year period.

**MAJOR ALTERATION** is any construction or renovation to an existing structure other than a repair whose altered components cover 300 or more square feet in a one-year period. A project that consists only of roof and/or window replacement is not considered a major alteration.



- (2) Amend Section 150.0 SINGLE-FAMILY RESIDENTIAL BUILDINGS – MANDATORY FEATURES AND DEVICES to read as follows:

Single-family residential buildings shall comply with the applicable requirements of Sections 150.0(a) through 150.0(w).

- (3) Add new Section 150(w) to read as follows:

**(w) Mandatory Requirements for Existing Building Additions and Alterations. Existing Building Additions and Alterations shall meet the requirements of Items 1 through 3 below, as applicable:**

1. **Major addition.** Any Major Addition shall install a set of measures from the Measure Menu Table, Table 150.0-I to achieve a total score that is equal to or greater than 8. Any Major Addition 1,000 square feet or greater must achieve a total score that is equal to or greater than 19. In addition, all mandatory measures listed in Table 150.0-I shall be installed. Measure verification shall be explicitly included as an addendum to the Title 24 Part 6 Certificate of Compliance to be filed pursuant to 2022 Title 24 Section 10-103. Installed measures shall meet the specifications in Table 150.0-J.
2. **Major alteration.** Any Major Alteration shall install a set of measures from the Measure Menu Table, Table 150.0-I to achieve a total score that is equal to or greater than 8. Any Major Alteration 1,000 square feet or greater must achieve a total score that is equal to or greater than 19. In addition, all mandatory measures listed in Table 150.0-I shall be installed. Measure verification shall be explicitly included as an addendum to the Certificate of Compliance to be filed pursuant to 2022 Title 24 Section 10-103. Installed measures shall meet the specifications in Table 150.0-J.
3. **Combination alterations and additions.** Any project that includes an addition and alteration whose altered components cover equal to or greater than 300 square feet shall install a set of measures from the Measure Menu Table, Table 150.0-I to achieve a total score that is equal to or greater than 8. Any project that includes an addition and alteration whose altered components cover equal to or greater than 1,000 square feet shall achieve a total score that is equal to or greater than 19. In addition, all mandatory measures listed in Table 150.0-I shall be installed. Measure verification shall be explicitly included as an addendum to the Certificate of Compliance to be filed pursuant to 2022 Title 24 Section 10-103. Installed measures shall meet the specifications in Table 150.0-J.

**Exception 1 to Section 150.0(w):** The project is the result of a repair as defined by Title 24 Part 2 Section 202.

**Exception 2 to Section 150.0(w):** If compliance costs exceed 20% of total project valuation or due to conditions specific to the project, it is technically infeasible to achieve compliance through any available set of measures, the applicant may request an exemption as set forth below. In applying for an exemption, the burden is on the applicant to show hardship or infeasibility.

(1) Application. Based on the following, the applicant shall identify in writing the specific requirements of the standards for compliance that the project is unable to achieve and the circumstances that make it a hardship or infeasible for the project to comply with this chapter. The applicant may not petition for relief from any requirement of the 2022 California Energy Code (Title 24, Part 6) and referenced standards, or the 2022 California Green Building Standards (Title 24, Part 11) of the California Building Standards Code. Circumstances that constitute hardship or infeasibility shall include one of the following:

- i. That the cost of achieving compliance is disproportionate to the overall cost of the project;
- ii. That it is technically infeasible to achieve compliance through all packages due to conditions specific to the project; That strict compliance with these standards would create or maintain a hazardous condition(s) and present a life safety risk to the occupants.

(2) Granting of exemption. If the chief building official, in consultation with the Director of Community Development, determines that it is a hardship or infeasible for the applicant to fully meet the requirements of this chapter and that granting the requested exemption will not cause the building to fail to comply with the 2022 California Energy Code (Title 24, Part 6) and referenced standards, or the 2022 California Green Building Standards (Title 24, Part 11) of the California Building Standards Code, the chief building official, in consultation with the Director of Community Development, shall determine the minimum feasible threshold of compliance reasonably achievable for the project. If an exemption is granted, the applicant shall be required to comply with this chapter in all other respects and shall be required to achieve the threshold of compliance determined to be achievable by the chief building official, in consultation with the Director of Community Development.

(3) Denial of exemption. If the chief building official, in consultation with the Director of Community Development, determines that it is reasonably possible for the applicant to fully meet the requirements of this chapter, the request shall be denied, and the applicant shall be notified of the decision in writing. The project and compliance documentation shall be modified to comply with the standards for compliance.

(4) Appeal. Any aggrieved applicant or person may appeal, at no fee, the determination of the chief building official, in consultation with the Director of

Community Development, regarding the granting or denial of an exemption or compliance with any other provision of this chapter. An appeal of a determination of the chief building official shall be filed in writing with the Building Appeals Board.

**Exception 3 to Section 150.0(w):** If the dwelling unit has previously installed measures from the Measure Menu, Table 150.0-I, and compliance can be demonstrated to the chief building official, in consultation with the Director of Community Development, then these measures shall not be required to be newly installed, and appropriate credit shall be included in the applicable compliance calculations.

**Exception 4 to Section 150.0(w):** The applicant for alterations or additions to a City landmark or contributing structure to a City-designated historic district may request an exemption to any requirements of this chapter which would impair the any City landmark or contributing structure to a City-designated historic district shall be exempt from the requirements of this section/chapter if the energy efficiency improvements would impair any character-defining element of the landmark or historic district, as determined by the Director of Community Development and as regulated by the California Historic Building Code (Title 24, Part 8). In making a determination of exemption, the Director of Community Development, or their designee, may require the submittal of an evaluation by an architectural historian or similar expert.

**Exception 5 to Section 150.0(w):** An alteration that consists solely of seismic and fire hardening improvements.

**Exception 6 to Section 150.0(w):** Buildings which are temporary (such as construction trailers).

**Exception 7 to Section 150.0(w):** An alteration that consists solely of roof and/or window projects.

**Exception 8 to Section 150.0(w):** Mobile Homes, Manufactured Housing, or Factory-built Housing as defined in Division 13 of the California Health and Safety 12 Code (commencing with Section 17000 of the Health and Safety Code).

**Exception 9 to Section 150.0(w):** Properties located outside of climate zone 9.

**Exception 10 to Section 150.0(w):** Any accessory dwelling unit or junior accessory dwelling unit allowed per state law, and/or tiny house permitted per Section 10-2.1712 of this Code.

**Exception 11 to Section 150.0(w):** Where the project includes an accessory dwelling unit or junior accessory dwelling unit that is attached to the primary dwelling unit, either as a new addition or converted from within the space of the primary dwelling unit, and there is not an additional combination alteration/addition to the primary dwelling unit of at least 300 square feet, then the primary dwelling unit is exempt from the requirements.

**Exception 12 to Section 150.0(w):** Nothing in this ordinance shall be construed so as to prohibit any one appliance covered by the Energy Policy and Conservation Act (EPCA) (42 U.S.C. § 6292). Should an applicant establish that this ordinance, as applied, prohibits a covered appliance in applicant’s project, the chief building official, in consultation with the Director of Community Development, shall waive that portion of the ordinance causing such prohibition.

**Exception 13 to Section 150.0(w):** If the applicant demonstrates, using Commission-certified compliance software as specified by Section 10-109(c) and Section 10-116, that the Energy Budget of the Proposed Building Design would be less than or equal to the Energy Budget of the building under the project if it included any set of measures that would achieve compliance under this Section 150.0(w).

**Exception 14 to Section 150.0(w):** Single-family homes built after December 31, 1991.



(4) Add new Section 150(x) to read as follows:






**150.0(x) Electric vehicle (EV) Charging for additions and alterations.** Parking additions or electrical panel upgrades must have reserved breaker spaces and electrical capacity to accommodate one Level 2 EV Charging Receptacle in one parking space as defined in the California Green Building Standards Code Section 202. If a second parking space is provided, it shall be provided with a Level 1 EV Charging Receptacle as defined in the California Green Building Standards Code Section 202.

**Exception to 150.0(x):** Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU) without additional parking facilities and without electrical panel upgrade or new panel installation. Detached ADUs, attached ADUs, and JADUs without additional parking but with electrical panel upgrades or new panels must have reserved breakers and electrical capacity according to the requirements of Section 4.106.4.1 in the California Green Building Standards Code.

(5) Add new Table 150.0-I to read as follows:

**Table 150.0-I: Measure Menu**

Climate Zone 9		
Measures	Table 150.0-J ID	Points
Water Heating Package	E1	1
Induction Cooktop	E2	1
Heat Pump Clothes Dryer	E3	1
 Air Sealing	E4	1
 Duct Sealing	E5	3

	R-49 Attic Insulation	E6	5
	Windows	E7	5
	R-13 Wall Insulation	E8	3
	New Ducts + Duct Sealing	E9	6
	R-19 Floor Insulation	E10	1
	R-30 Floor Insulation	E11	2
	Heat Pump Water Heater (HPWH)	E12	12
	Solar PV + Electric Ready Pre-Wire	E13	17
	Heat Pump Space Heater	E14	7
	Utility Room, Kitchen & Laundry-Related Electric Ready Pre-Wire	M1	Mandatory
	Panel-Related Electric Ready Pre-Wire	M2	Mandatory
	Lighting Measures	M3	Mandatory
Note 1: the measures in the Measure Menu table shall conform to the specifications in Table 150.0-J			
Note 2:  in addition to energy efficiency, these strategies provide direct fire hardening benefits			

(6) Add new Table 150.0-J to read as follows:

**Table 150.0-J: Measure Specifications**

ID	Measure Specification
<b>General Measures</b>	
E1	<p><b>Water Heating Package:</b> Add exterior insulation meeting a minimum of R-6 to existing storage water heaters. Insulate all accessible hot water pipes with pipe insulation a minimum of ¾ inch thick. This includes insulating the supply pipe leaving the water heater, piping to faucets underneath sinks, and accessible pipes in attic spaces or crawlspaces. Upgrade fittings in sinks and showers to meet current California Green Building Standards Code (Title 24, Part 11) Section 4.303 water efficiency requirements.</p> <p>Water heaters 20 gallons or less, or water heaters that are not able to add exterior insulation may not take credit for this measure.</p> <p>Exception 1: Water heater blanket is not required on water heaters less than 20 gallons.</p> <p>Exception 2: Water heater blanket not required if application of a water heater blanket voids the warranty on the water heater.</p> <p>Exception 3: Upgraded fixtures are not required if existing fixtures have rated or measured flow rates of no more than ten percent greater than 2022 California Green Building Standards Code (Title 24, Part 11) Section 4.303 water efficiency requirements.</p> <p>Exception 4: Water heaters with factory installed insulation of R-24 or greater</p>
E2	<b>Induction Cooktop:</b> Replace existing gas and electric resistance stove top with inductive stove top and cap the gas line.
E3	<b>Heat Pump Clothes Dryer:</b> Replace all existing gas and electric clothes dryers with heat pump clothes dryers.
E4	<p><b>Air Sealing:</b> Seal all accessible cracks, holes, and gaps in the building envelope at walls, floors, and ceilings. Pay special attention to penetrations including plumbing, electrical, and mechanical vents, recessed can light luminaires, and windows. Weather-strip doors if not already present. Verification shall be conducted by a certified HERS Rater that either: a) shows at least a 30 percent reduction from pre-retrofit conditions; or b) shows that the number of air changes per hour at 50 Pascals pressure difference (ACH50) does not exceed ten for Pre-1978 vintage buildings, seven for 1978 to 1991 vintage buildings and five for 1992-2010 vintage buildings. Compliance can also be demonstrated with blower door testing conducted by a certified HERS Rater no more than three years prior to the permit application date showing compliance with condition (a) or (b).</p> <p>If combustion appliances are located within the pressure boundary of the building, conduct a combustion safety test by a professional certified by the Building Performance Institute in accordance with the ANSI/BPI-1200-S-2017 Standard</p>

	<p><u>Practice for Basic Analysis of Buildings, the Whole House Combustion Appliance Safety Test Procedure for the Comfortable Home Rebates Program 2020 or the California Community Services and Development Combustion Appliance Safety Testing Protocol.</u></p> <p><u>Reducing the air leakage of a building can reduce the building's drying potential. When improving the air sealing of a building, consider if there is a need to add continuous ventilation to the building (if not already present).</u></p>
E5	<p><b>Duct Sealing:</b> Air seal all space conditioning ductwork to meet the requirements of the 2022 Title 24 Section 150.2(b)1E. The duct system must be tested by a HERS Rater no more than three years prior to the alteration or addition permit application date to verify the duct sealing and confirm that the requirements have been met. This measure may not be combined with the New Ducts and Duct Sealing measure in this Table. Buildings without ductwork or where the ducts are in conditioned space may not take credit for this measure.</p>
E6	<p><b>R-49 Attic Insulation:</b> Attic insulation shall be installed to achieve a weighted assembly U-factor of 0.020 or insulation installed at the ceiling level shall have a thermal resistance of R-49 or greater for the insulation alone. Recessed downlight luminaires in the ceiling shall be covered with insulation to the same depth as the rest of the ceiling. Luminaires not rated for insulation contact must be replaced or fitted with a fire-proof cover that allows for insulation to be installed directly over the cover.</p> <p>Exception: In buildings where existing R-30 is present and existing recessed downlight luminaires are not rated for insulation contact, insulation is not required to be installed over the luminaires.</p>
E7	<p><b>Windows:</b> Replace at least 50% of existing windows with high performance windows with an area-weighted average U-factor no greater than 0.30.</p>
E8	<p><b>R-13 Wall Insulation:</b> Install wall insulation in all exterior walls to achieve a weighted U-factor of 0.102 or install wall insulation in all exterior wall cavities that shall result in an installed thermal resistance of R-13 or greater for the insulation alone.</p>
E9	<p><b>New Ducts + Duct Sealing:</b> Replace existing space conditioning ductwork with new R-8 ducts that meet the requirements of 2022 Title 24 Section 150.0(m)11. This measure may not be combined with the Duct Sealing measure in this Table. To qualify, a preexisting measure must have been installed no more than three years before the alteration or addition permit application date.</p>
E10	<p><b>R-19 Floor Insulation:</b> Raised-floors shall be insulated such that the floor assembly has an assembly U-factor equal to or less than U-0.037, or shall be insulated between wood framing with insulation having an R-value equal to or greater than R-19. This measure cannot be combined with measure R-30 Floor insulation.</p>

E11	<b>R-30 Floor Insulation:</b> Raised-floors shall be insulated such that the floor assembly has an assembly U-factor equal to or less than U-0.028, or shall be insulated between wood framing with insulation having an R-value equal to or greater than R-30. This measure cannot be combined with measure R-19 Floor insulation.
E12	<b>Heat Pump Water Heater (HPWH):</b> Replace existing electric resistance or natural gas storage water heater with a heat pump water heater.
E13	<p><b>PV and Electric Ready Pre-Wire:</b> Install a solar PV system that meets the requirements of 2022 Title 24 Section 150.1(c)14.</p> <p>In addition to the solar PV system, comply with the electric readiness components per Section 150.0(n)1 and 150.0(t) and one of:</p> <ul style="list-style-type: none"> <li>A. Energy Storage Systems (ESS) Ready, as specified in Section 150.0(s), or</li> <li>B. EV Charger Ready as specified in the California Green Building Code, Title 24, Part 11, Section A4.106.8.1, which otherwise applies to new construction.</li> </ul> <p>Exception 1: In buildings where the designated space requirement specified in Section 150.0(n)1 can be demonstrated to the chief building official, in consultation with the Director of Community Development, as infeasible, the electric readiness components per Section 150.0(n)1 are not required.</p>
E14	<b>Heat Pump Space Heater:</b> Replace all existing gas and electric resistance space heating systems with a heat pump system.
<b>Mandatory Measures</b>	
M1	<p><b>Utility Room, Kitchen &amp; Laundry-Related Electric Ready Pre-Wire:</b> If the project includes a kitchen remodel, comply with the Electric Cooktop Ready requirement, as specified in Section 150.0(u). If the project includes a laundry room remodel, comply with the Electric Clothes Dryer Ready requirement, as specified in Section 150.0(v). If the project includes a utility room remodel, comply with the electric readiness components per Section 150.0(n)1 and 150.0(t):</p> <p>Exception 1: If an electrical permit is not otherwise required for the project other than compliance with this measure.</p> <p>Exception 2: If a utility service upgrade is not otherwise required for the project other than compliance with this measure.</p> <p>Exception 3: In buildings where the designated space requirement specified in Section 150.0(n)1 can be demonstrated to the chief building official, in consultation with the Director of Community Development, as infeasible, the electric readiness components per Section 150.0(n)1 are not required.</p>
M2	<b>Panel-Related Electric Ready Pre-Wire:</b> If the project includes a new electrical panel and electrical service upgrade to 200A or more, comply with the Water Heating Ready requirements, as specified in Section 150.0(n)1 and the Space Heating Ready Requirement 150.0(t).



	Exception 1: In buildings where the designated space requirement specified in Section 150.0(n)1 can be demonstrated to the chief building official, in consultation with the Director of Community Development, as infeasible, the electric readiness components per Section 150.0(n)1 are not required.
M3	Lighting Measures – Install lighting with an efficiency of 45 lumens per watt or greater in all interior and exterior screw-in fixtures. Install photocell, occupancy sensor or energy management system controls that meet the requirements of 150.0(k)3 in all outdoor lighting permanently mounted to a residential building or to other buildings on the same lot.

- (7) Modify Section 150.2(a) ENERGY EFFICIENCY STANDARDS FOR ADDITIONS AND ALTERATIONS TO EXISTING SINGLE FAMILY RESIDENTIAL BUILDINGS to read as follows:

**Additions.** Additions to existing single-family residential buildings shall meet the requirements of Sections 110.0 through 110.9, Sections 150.0(a) through (n), (p), (q), (w) and either Section 150.2(a)1 or 2.

- (8) Modify Section 150.2(b) ENERGY EFFICIENCY STANDARDS FOR ADDITIONS AND ALTERATIONS TO EXISTING SINGLE FAMILY RESIDENTIAL BUILDINGS to read as follows:

**Alterations.** Alterations to existing single-family residential buildings or alterations in conjunction with a change in building occupancy to a single-family residential occupancy shall meet either Item 1 or 2 below.

1. Prescriptive approach. The altered component and any newly installed equipment serving the alteration shall meet the applicable requirements of Sections 110.0 through 110.9 and all applicable requirements of Sections 150.0(a) through (l), 150.0(m)1 through 150.0 (m)10, 150.0(p) through (q), and 150.0 (w); and

- i. Performance approach. The altered component(s) and any newly installed equipment serving the alteration shall meet the applicable requirements of Subsections A, B, and C below.

A. The altered components shall meet the applicable requirements of Sections 110.0 through 110.9, Sections 150.0(a) through (l), Sections 150.0(m)1 through 150.0 (m)10, Sections 150.0(p) through (q), and Section 150.0(w). Entirely new or complete replacement mechanical ventilation systems as these terms are used in Section 150.2(b)1L, shall comply with the requirements in Section 150.2(b)1L. Altered mechanical ventilation systems shall comply with the requirements of Section 150.2(b)1M. Entirely new or complete replacement space-conditioning systems, and entirely new or complete replacement duct systems, as these terms are used in Sections 150.2(b)1C and 150.2(b)1Diia, shall comply with the requirements of Sections 150.0(m)12 and 150.0(m)13.

**SECTION 4. Severability.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance 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 section, subsection, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more sections, subsections, phrases or portions might be declared invalid or unconstitutional.

**SECTION 5. Environmental Determination.** This ordinance is categorically exempt from CEQA because it is an action taken by a regulatory agency for the purpose of protecting the environment (CEQA Guidelines Section 15308). In addition, this ordinance is exempt from CEQA under the general rule, 15061(b)(3), on the grounds that these standards are more stringent than the

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State energy standards, there are no reasonably foreseeable adverse impacts, and there is no possibility that the activity in question may have a significant effect on the environment. The following findings are made in support of these determinations:

1. The purpose of the implementation of a Reach Code is to reduce the amount of greenhouse gas emissions in the City that are produced from buildings.
2. The Reach Code approval process requires that the City determines that the local standards will require buildings to use no more energy than current statewide requirements. Furthermore, the California Energy Commission approval process requires that the City make the findings as part of its approval process. Therefore, the Reach Code standards can only go into effect if they protect the environment by making buildings more efficient.
3. The City recognizes that this ordinance shall not be enforced unless and until approved by the California Energy Commission.

**SECTION 8. Effective Date.** This Ordinance shall take effect 30 days after its passage.

**SECTION 9. 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.

**PASSED, APPROVED and ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF OJAI, CALIFORNIA

\_\_\_\_\_  
Andy Gilman, Mayor

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Weston Montgomery, Chief Deputy City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Matthew Summers, City Attorney

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I, Weston Montgomery, Chief Deputy City Clerk of the City of Ojai do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Ojai held on August 12, 2025 and adopted at a regular meeting held on \_\_\_\_\_ by the following vote:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Ojai on this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Weston Montgomery, Chief Deputy City Clerk



# Administrative Report

## Discussion Item

**TO:** HONORABLE CITY COUNCIL  
**FROM:** Lucas Seibert, Community Development Director  
**DATE PREPARED:** July 29, 2025  
**MEETING DATE:** August 12, 2025

**SUBJECT:** First reading and introduction of an ordinance amending and restating Section 9-1.1001 and adding Section 9-1.701(g) of the Ojai Municipal Code to establish efficiency requirements for single-family homeowners for major renovations and additions to reduce greenhouse gas emissions in the City of Ojai

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### **Recommendation**

That the City Council introduce an ordinance amending and restating Section 9-1.1001 and adding Section 9-1.701(g) of the Ojai Municipal Code to establish efficiency requirements for single-family homeowners for major renovations and additions to reduce greenhouse gas emissions in the City of Ojai.

### **Background**

In 2024, the City registered for the existing building efficiency and electrification code pilot program through the Clean Power Alliance (CPA). As part of the pilot program, CPA helped the City identify opportunities to require homeowners to implement energy efficiency measures when renovating or adding to existing single-family homes to reduce greenhouse gas emissions within the City.

Adopting a local energy code for renovations to existing buildings is one way for the City to continue its efforts to increase energy efficiency and reduce emissions. The majority of the City building stock is residential with single-family homes making up approximately 88% of all residential buildings. Medium to large renovations to existing single-family properties were identified as an effective opportunity to make improvements that can result in reduced energy use and greenhouse gas emissions.

At the December 10, 2024 City Council meeting, the City Council requested staff to return with an ordinance that requires homeowners of existing single-family homes to include energy efficiency measures when they make major renovations or additions to their home to reduce greenhouse gas emissions, improve comfort, improve air quality and improve safety within the City. Pursuant to the City Council's direction, this ordinance was brought before the City Council for the first time at the January 28, 2025 City Council meeting where it did not advance.

On April 7, 2025, staff were notified that Assembly Bill 306 (“AB 306”) was pending before the California State Legislature. The initial version of AB 306 would have imposed a moratorium on local building standard modifications for residential units, effectively preempting the City's ability to adopt the proposed California Energy Code changes through June 1, 2031 (“Moratorium”). As a result, the proposed ordinance was placed on hold.

On June 30, 2025, Governor Newsom signed budget trailer bill Assembly Bill 130 (“AB 130”) into law, which fully incorporated an amended version of AB 306. The changes to AB 306 adopted by AB 130 allow the City to adopt the proposed ordinance notwithstanding the moratorium if both of the following occur on or before September 30, 2025:

- The proposed ordinance is adopted; and
- The City files the changes and modifications to the California Energy Code set forth in the proposed ordinance with the California Building Standards Commission; and
- The California Building Standards Commission approves the proposed ordinance for filing

The City needs to adopt the proposed ordinance by its August 26, 2025 Council meeting for the proposed ordinance to be effective prior to September 30, 2025. Because denial by the California Building Standards Commission could prevent implementation and require ordinance revisions, filing the proposed changes at the earliest opportunity is recommended.

The changes to AB 306 adopted by AB 130 also created another exception to the Moratorium, which allows the City to adopt the proposed ordinance as necessary to implement a local code amendment to that is adopted to align with the City’s general plan (which was approved before June 10, 2025), because the proposed ordinance permits mixed-fuel residential construction consistent with federal law (e.g., EPCA) while still incentivizing all-electric construction as part of the City’s adopted greenhouse gas emissions reduction strategy. However, given the novelty of these ordinances under California law, it is recommended that the proposed ordinance be passed consistent with the exception described in the above paragraph.

The first and second readings of the ordinance must occur at the August 12, 2025 and August 26, 2025 meetings, and the ordinance must be submitted to the California Building Standards Commission before September 30, 2025 to meet the deadline imposed by AB 130.

If adopted at the August 26, 2025 Council meeting, the ordinance would take effect on September 26, 2025. However, the ordinance would apply to applications submitted to the City on or after January 31, 2026 to allow for staff and CPA/TRC to launch an education campaign to the community and contractors about these changes.

## **Discussion**

The California Energy Commission (CEC) requires any local energy standards that exceed the California Energy Code to be (1) cost-effective and (2) use less energy than the state’s requirements. CPA’s consultant, TRC, is creating recommendations tailored to Ojai by using a State tool that shows the most cost-effective ways for the City to require energy efficient upgrades that uses less energy than the state minimum requirements.

### *Flexpath Approach*

This ordinance uses a flexible compliance framework, known as "flexpath." A flexpath approach allows property owners to meet energy performance goals through a variety of energy efficiency strategies, rather than following one method (i.e., replacing all gas appliances with electric appliances). This approach provides flexibility by enabling homeowners to meet City requirements by selecting from a range of cost-effective energy efficiency options that best suit their specific circumstances, without the requirement to fully electrify their homes.

Under the Energy Policy and Conservation Act (EPCA), the federal government has sole authority to set efficiency standards for certain appliances and local governments cannot prohibit consumers from using those appliances (i.e., banning all gas appliances). By allowing homeowners to select energy efficiency measures from a menu of options without requiring them to forego any EPCA-covered appliance to achieve compliance, local jurisdictions can adopt local energy efficiency policies (e.g., duct replacements, duct sealing, added insulation) without preempting EPCA. TRC is following the EPCA regulations in developing recommendations for an Ojai energy efficiency code.

This ordinance does not apply to small projects, repairs (including plumbing and electrical repairs), cosmetics changes, (e.g., carpet, paint), appliance replacements (e.g., kitchen appliances or gas stoves), window projects, roof projects, work that does not require a permit, and any accessory dwelling units, junior accessory dwelling, and tiny houses. This ordinance also includes exemptions for pre-compliance, incompatibility with historical building status, seismic retrofits, fire hardening, temporary structures, and when upgrades present a significant cost burden.

A flexpath approach has been adopted by several other cities to achieve energy efficiency goals and climate commitments including Santa Cruz, San Luis Obispo, and Piedmont. The cities of West Hollywood and Santa Monica are also currently pursuing flexpath approaches.

### *Proposed Policy Applicability*

Based on a review of Ojai's building stock, the CEC cost-effectiveness tool, and examples from other cities energy codes, the draft ordinance proposed by CPA and TRC requires energy efficiency measures when any of these situations occurs for single-family projects:

- Major Addition - Any change to an existing building that increases conditioned floor area by 300 or more square feet in a one-year period.
- Major Alteration - Any construction or renovation to an existing structure other than a repair whose altered floor area covers 300 or more square feet in a one-year period.
- Major Addition and Alteration – Any project whose combined addition and alteration has a floor area equal to or greater than 300 square feet in a one-year period.

The proposed ordinance does not apply to multifamily or commercial projects. Projects that meet the above definitions and for which building permit applications were submitted to the City on or after December 29, 2025 would need to choose from a list of measures for increasing energy performance. The total points would need to meet or exceed an established target for the project

to be issued a building permit. As required by the CEC, there must be at least one cost-effective, non-electrification pathway to achieve the established target.

Homeowners will have the option of installing from a list of efficiency and electrification measures and will not be prohibited from using appliances covered by EPCA. Each measure is assigned a point value based on its associated energy savings, as determined by the California Energy Commission. Strategies with higher values are projected to have a greater energy efficiency benefit.

The proposed target for Ojai is 8 points for projects that are between 300 and 999 square feet and 19 points for projects 1,000 square feet and larger.

Table 1 below shows the proposed energy efficiency strategies and associated points value.






Climate Zone 9		
Measures	Table 150.0-J ID	Points
Water Heating Package	E1	1
Induction Cooktop	E2	1
Heat Pump Clothes Dryer	E3	1
Air Sealing	E4	1
Duct Sealing	E5	3
R-49 Attic Insulation	E6	5
 Windows	E7	5
 R-13 Wall Insulation	E8	3
New Ducts + Duct Sealing	E9	6
 R-19 Floor Insulation	E10	1
 R-30 Floor Insulation	E11	2
Heat Pump Water Heater (HPWH)	E12	12
Solar PV + Electric Ready Pre-Wire	E13	17
Heat Pump Space Heater	E14	7
Utility Room, Kitchen & Laundry-Related Electric Ready Pre-Wire	M1	Mandatory
Panel-Related Electric Ready Pre-Wire	M2	Mandatory
Lighting Measures	M3	Mandatory

Table 1 Ojai Flexpath Measures Table

Note:  in addition to energy efficiency, these strategies provide direct fire hardening benefits

### Exemptions



To accommodate the wide variability in existing buildings, the proposed ordinance includes these exceptions:

1. Repairs are expressly exempt in the ordinance.
2. Projects with a hardship, meaning either that (a) compliance costs are more than 20 percent of total project valuation, or (b) building-specific conditions make compliance technically infeasible. In these cases, homeowners may request a hardship exemption. Approvals and denials of a hardship exemption request will be made by the Chief Building Official, in consultation with the Director of Community Development. As with all building code determinations and interpretations, decisions are appealable to the Building Appeals Board.
3. Projects that can demonstrate that they have previously installed compliance measures will be given credit for those measures.
4. Historic buildings that could not comply without impairing its historic integrity.
5. Alterations completed solely for seismic and fire hardening safety upgrades.
6. Temporary buildings, such as construction trailers.
7. Alterations that consist solely of roof and/or window projects.
8. Mobile, manufactured, or factory-built housing as defined in Division 13 of the California Health and Safety Code.
9. Properties located outside of climate zone 9. Climate zone 9 captures the overwhelming majority of Ojai properties, and this was done to simplify the ordinance.
10. Statewide exempt ADUs and JADUs, and Tiny Houses.
11. In instances where the installation of an EPCA covered appliance is prohibited, portions of the ordinance may be waived.
12. If an applicant can demonstrate compliance with alternate measures using California Energy Commission-certified compliance software.
13. Homes built after December 31, 1991.

As the projects applicable to the flexpath are major alteration and/or additions that require permitted work, applicants will likely already be working with designers and contractors that are familiar with the type of measures included in this ordinance along with energy modeling and the permit application process. These renovations typically cost on the order of tens to over hundreds of thousands of dollars and are typically done once in a lifetime. If missed now, it is unlikely to have an opportunity to make major energy efficiency improvements in these buildings for many years, and the opportunity to reduce greenhouse gas emissions at a small incremental cost may be missed.

*Available Resources for Lower Cost Renovations*

Many of the compliance measures have rebates, incentives, and tax credits associated with them which could substantially reduce the cost of compliance. Financial resources and technical assistance include tax credits through the Inflation Reduction Act for heat pump hot water heaters and HVAC equipment and rooftop solar generation systems.

#### *General Plan Consistency*

The Housing Element of the Ojai General Plan provides that the City strives to promote energy conservation through the use of building codes.

The Air Quality Element of the Ojai General Plan includes these goals within the Energy Conservation goals and objectives, which are part of Ojai's greenhouse gas emissions reduction strategy:

- Reduce energy consumption and promote energy efficiency programs.
- Encourage the incorporation of energy conservation features in the design of all new construction and the installation of conservation devices in existing developments.
- Implement planning and building regulations that take advantage of solar heating and natural cooling and require weatherization.

#### *Community Outreach*

CPA and TRC conducted outreach on this topic in the fall of 2024. This consisted of conducting a virtual meeting with environmental advocates and facilitating an in-person roundtable discussion with members of the Ojai business community. An information item was included in the October 22nd City Council meeting followed by a concept review item at the December 10th City Council meeting. Issues raised included potential costs to property owners, need for clear standards for compliance, and the potential impact on City staff workload.

On August 5, 2025 at a special meeting of the City Council, the community was invited to a workshop that included an educational presentation by CPA and TRC. The workshop provided a platform for the community and City Council members to ask questions associated with the proposed ordinance. A frequently asked questions (FAQ) document will be generated based on the questions received and together with the presentation materials, will be provided on the City landing page for Single-Family Energy Efficient Ordinance "Flexpath".

#### *Education First*

While the proposed ordinance must become effective by September 30, 2025 to qualify for one of the exemptions to the Moratorium, due to the complexity of this ordinance, the ordinance is structured so that it will only apply to building permit applications submitted to the City of Ojai on or after December 29, 2025. This will allow for community and staff education on the ordinance. TRC and CPA will be available to provide checklists and other implementation resources.

#### *Environmental Review*

The ordinance is exempt from CEQA under the general rule, 15061(b)(3), because it can be seen with certainty that the provisions contained herein would not have the potential to cause a significant effect on the environment. Further, this ordinance is exempt per CEQA Guidelines

Section 15308, Class 8, Actions by Regulatory Agencies for Protection of Natural Resources, since the proposed ordinance would institute regulatory requirements intended to protect the environment and natural resources.

### **Alternative Options**

1. Take no action; or
2. Provide direction to return with recommendations.

### **Fiscal Impact**

This recommendation has a staffing impact beyond the normal budgeted scope of duties. All Community Development Department (CDD) Staff will require initial education and training beyond the grant acquired for the program effort in partnership with CPA and TRC.

Additionally, for the first six months of operation, CDD would rely on CPA and TRC to address any significant issues related to the launch of this program. For example, a unique situation which is not specifically addressed or covered within the flexpath program. These additional staffing impacts equate to approximately \$30,000 to ensure adequate support during initial implementation.

### **Council Goals**

The City Council has adopted a goal of Climate Resiliency. This flexpath ordinance was acknowledged as a priority by the City Council but was not adopted as supporting tactic.

### **Submitted by:**

Lucas Seibert, Community Development Director

Attachment: Draft Energy Efficient Code Ordinance



## Administrative Report

### DISCUSSION

**TO:** HONORABLE CITY COUNCIL

**FROM:** Ben Harvey, City Manager

**DATE PREPARED:** August 18, 2025

**MEETING DATE:** August 26, 2025

**SUBJECT:** Wildfire Safety and Risk Mitigation Services - Revised Ojai Valley Fire Safe Proposal

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#### **Recommendations:**

1. Review and approve the revised proposal submitted by the Ojai Valley Fire Safe Council (OVFSC), limiting the scope of wildfire safety and risk mitigation services to (1) Community Outreach and Education and (2) Structural Hardening, Parcel & Community-Level Mitigation; and
2. Authorize the City Manager to enter into a professional services agreement with OVFSC for the revised scope in an amount not to exceed \$386,025; and
3. Approve appropriation of \$386,025, from the available Measure C Fund Balance to the Capital and Special Project Fund to fund the agreement with the OVFSC.

#### **Discussion**

At the July 29, 2025 City Council meeting, Council requested OVFSC to revise their proposal to focus on Community Outreach and Education (Sections A) and Structural Hardening, Parcel & Community-Level Mitigation (Section B1). The revised proposal is enclosed as Attachment 1 and includes detailed deliverables for both sections.

#### **City Council Goals Alignment**

Goal 2 - Wildfire Safety and Risk Mitigation

#### **Alternative Options**

1. Take no action; or
2. Provide direction to return with recommendations.

#### **Fiscal Impact**

An appropriation of \$386,025 for the agreement with OVFSC in the Capital and Special Project Fund Account Number 031-1110-0810-100 from the available Measure C Fund Balance to the Capital and Special Project Fund is required.

Attachment(s):

A – OVFSC Revised Proposal

## Proposal to the City of Ojai (August 18, 2025)

For Service Period October 1, 2025 to September 30 , 2026



Cover photo: Christopher Danch, Executive Director of Ojai Valley Fire Safe Council, and Mayor Andy Gilman at the Taormina Community Emergency Preparedness Meeting on 05-04-2025

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# **EXECUTIVE SUMMARY**

## **OJAI VALLEY FIRE SAFE COUNCIL PROPOSAL**

### **Background**

The Ojai Valley faces exceptional wildfire vulnerability, ranking in the top 1% nationally for risk. The Ojai Valley Fire Safe Council (OVFSC), with 25 years of service, has secured over \$8 million in funding and demonstrates extraordinary leverage capability (24:1 return on City investments).

In this proposal, the OVFSC proposes a technical infrastructure contract with the City of Ojai to provide critically needed services as outlined below:

### **Scope of Services (October 1, 2025- September 30, 2026)**

#### **A. Community Outreach & Education**

- Conduct wildfire preparedness workshops, home hardening assessments, and insurance education
- Implement neighborhood emergency planning and Firewise Community development
- Host annual Wildfire Safety Fair
- Integrate data into interactive Digital Dashboard
- Assist City with creating a tool lending program

#### **B. Assist City with wildfire resources web page development**

#### **C. Wildfire Risk Mitigation**

##### **B.1 Structural Hardening, Parcel & Community-Level Mitigation**

- Provide free home hardening and defensible space assessments in partnership with Ventura Regional Fire Safe Council
- Professional training programs to train new home hardening assessors
- Design retrofit rebate program and recommend funding streams
- Implement a pilot program for targeted home hardening assessments and follow-up analysis

The OVFSC Board will designate the liaison or liaisons to represent the OVFSC with the City Council and Staff and residents. and designate the OVFSC POC for day-to-day interaction with City Staff.

### **Contract Obligations of the OVFSC**

- Track Key Performance Indicators and report on outcomes
- Conduct monthly coordination meetings with designated City Staff
- Provide quarterly progress reports and Council presentations

### **Professional Fees**

Total fixed fee: \$386,025 including all necessary expenses. The proposed project fee covers the services of in-house staff time such as Executive and Assistant Directors, and Staff for Home Hardening Assessments, Community Outreach & Education, FireWise Communities Coordination, Partnerships Development, plus other administrative functions such as web development. The project execution will also include key consultants and contractors for engineering, risk assessments, GIS, data visualization, planning, implementation, and translation.

- Initial 10% due upon contract signature
- Remaining 90% invoiced in 12 equal monthly installments

# OVERVIEW OF WILDFIRE AND THE OJAI VALLEY

## Current Risk Profile

The Ojai Valley confronts an **unprecedented wildfire threat**, ranking among the **top 1% nationally and top 3% in California** for wildfire risk according to Headwaters Economics. This designation places our community among the most fire-vulnerable areas in the United States.

## Geographic and Environmental Vulnerabilities:

- Surrounded by rugged mountains and chaparral-covered canyons with steep, inaccessible terrain
- Exposed to extreme hot-dry weather systems and high-impact Santa Ana winds
- Majority of the valley designated as High and Very High Fire Hazard Severity Zones by CAL FIRE

## Infrastructure and Development Challenges:

- 89% of building stock constructed before 2009 WUI building standards—predating modern fire-resistant design requirements. Most structures lack fire hardening measures of any kind
- There are the Highways 150 and 33 with single-lane bottlenecks constraining evacuation capacity. Limited egress routes makes mass evacuation very difficult and risky
- Extensive communication "dead zones" compromising emergency alert systems
- Critical electrical grid vulnerabilities within a "utility load pocket" where interruption could trigger a valley-wide catastrophic grid failure

**Recent Regulatory Changes:** The 2024 update to CAL FIRE's Fire and Resource Assessment Program (FRAP) maps has dramatically expanded fire severity ratings into previously unregulated Local Responsibility Areas. This change now subjects **thousands of Ojai residents** to state and local defensible space regulations and building standards for the first time, creating urgent compliance needs throughout the community. (See new LRA map on next page)

**Existential Threat Assessment:** The Ojai Valley—and specifically the City of Ojai—possesses the identical risk profile that preceded catastrophic urban conflagrations in Pacific Palisades, Altadena, Lahaina, and Paradise. The convergence of extreme fire weather, vulnerable building stock, limited evacuation options, insufficient water infrastructure, and inadequate emergency communications creates conditions for potentially devastating community-wide destruction.

**Current Mitigation Gap:** Despite these extraordinary risks, comprehensive wildfire preparedness and mitigation efforts have not yet taken root in the City of Ojai. This gap between risk level and response represents an urgent public safety priority requiring immediate, coordinated action.

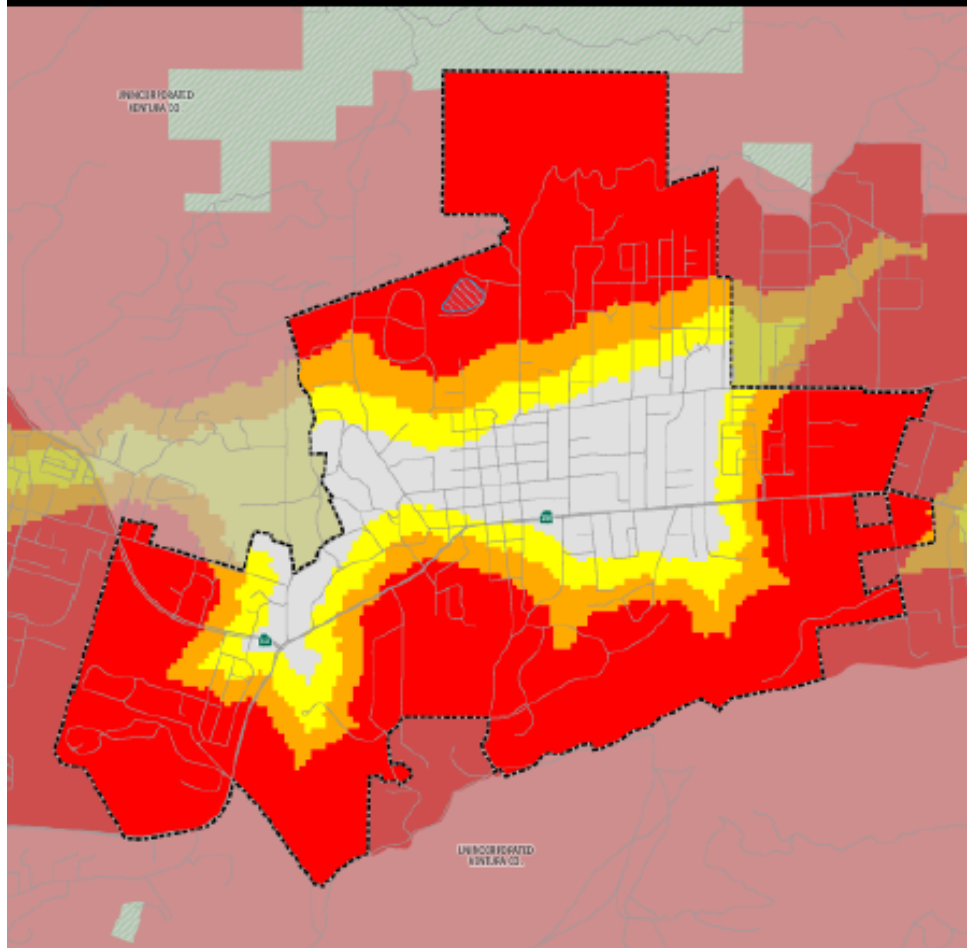




# Local Responsibility Area Fire Hazard Severity Zones

As Identified by the  
State Fire Marshal

March 10, 2025



## Fire Hazard Severity Zones (FHSZ) in Local Responsibility Area (LRA), as Identified by the State Fire Marshal

Very High High Moderate

## Fire Hazard Severity Zones in State Responsibility Area (SRA), Effective April 1, 2024

Very High High Moderate

Scale: 1 inch = 1 mile  
1 inch = 1 mile

Projection: NAD 83 California StatePlane  
Datum: 2011 NAD 83 21°N 121°W

Legend:  
Incorporated City Waterbody  
Unzoned LRA Federal Responsibility Area (FRA)

Government Code section 51.178 requires the State Fire Marshal to identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent

scientific criteria and based on the severity of the hazard threats expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather,

and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

The State of California and the Department of Forestry and Fire Protection make no representation or warranty regarding the accuracy of this map. Neither the State nor the Department shall be liable under any circumstances for any direct, special, incidental, or consequential damages or any liability, claims, or any other loss or injury, in whole or in part, arising from, or out of, the use of this map.

Gavin Newsom, Governor, State of California

Made possible by: Secretary for Natural Resources, CA Natural Resources Agency  
Joaquin "Joey" Gaudin, Director, CA Department of Forestry and Fire Protection  
David Berkebile, State Fire Marshal, CA Department of Forestry and Fire Protection

Data Sources:

CAL FIRE Fire Hazard Severity Zones (FHSZ) 2024\_03\_10  
CAL FIRE State Responsibility Areas (SRA) 2024\_03\_10  
City and County boundaries as of 11/20/24 (CA Bureau of Equalization)

# PROPOSAL TO THE CITY OF OJAI

## Scope of Services

### Overview

Our scope of services covers the following strategic areas:

- Community Outreach & Education
- Wildfire Risk Mitigation

Our work addresses wildfire risk as a complex combination of fire hazard and risk, exposure (e.g., structures, population, critical infrastructure), and vulnerability (e.g., physical, social, environmental, economic). Our scope of services aligns directly with these main components as set out in the Ojai Valley Community Wildfire Protection Plan recommendations and responds specifically to the Goals, Tactics, and Strategies established by the City of Ojai<sup>1</sup>.

We will initially focus our efforts on areas in the Ojai Valley that are at highest risk from wildfires based on our assessment rubric and framework to ensure that our work is effective and has the most beneficial impact.

Work in these areas could include:

- Wildfire preparedness workshops
- Workshops on Defensible Space (including Zone 0) and Home Hardening
- Home hardening assessments
- Supporting the development of local Firewise Communities
- Conduct a pre-feasibility study for a tool lending program
- Begin to address the property insurance crisis

(This is also addressed under B.1, Structural Hardening, Parcel & Community- Level Mitigation Section 4)

## A. Community Outreach & Education

*Service Area: Ojai Valley Area Plan (please see Appendix for the map)*

OVFSC will conduct educational outreach programs covering home hardening, defensible space, and Firewise Community development. This outreach includes wildfire-appropriate landscaping guidance (including plant lists), evacuation preparation checklists (“Residential Emergency Checklist”), and an online resource library for community preparedness.

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<sup>1</sup> Ojai Valley Fire Safe Council has reviewed the 2025/26 City Council Goals & Tactics with respect to “Wildfire Safety Risk Mitigation

## **Service Deliverables:**

### **1. Wildfire Preparedness Workshops (Minimum 4 annually with a target of reaching as many City residents as possible)**

- Coverage of Ready, Set, Go!, VC Alert, OVFSC Dashboard Live Streaming, PulsePoint, Watch Duty and City of Ojai Disaster Resources Guide

### **2. Neighborhood Emergency Planning Initiative**

- Promote and support community emergency planning at HOA and neighborhood levels
- Model implementation based on successful Taormina Community Emergency Response Project
- Provide templates, training, and ongoing support for local neighborhood emergency coordinators

### **3. Home Hardening & Home Ignition Zone (HIZ) Assessment Program (With a target of conducting at least 100 free assessments)**

- Conduct free assessments in partnership with Ventura Regional Fire Safe Council
- Provide confidential, actionable recommendations for each assessed property to the homeowner

### **4. Specialized Home Hardening & Defensible Space Workshops (Minimum 2 annually)**

- Focus on newly subject properties under CAL FIRE Local Responsibility Area (LRA) designations
- Provide detailed information on retrofit building materials and fire-resistant landscaping
- Distribute comprehensive landscaping checklists and plant selection guides

### **5. Comprehensive Firewise Community Development (With a target of at least 3 certified Firewise Communities during the first year)**

- Plan and begin implementation of a 3-year project to have every residential property within the City limits to be part of a certified Firewise Community
- Ongoing support of existing Firewise Communities

### **6. Annual Wildfire Safety Fair**

- Community-wide event featuring interactive demonstrations
- Resource vendors, equipment displays, and expert presentations
- Family-friendly education and hands-on learning opportunities

### **7. Property Insurance Crisis Education Series & Workshops (Minimum 2 annually with a target of reaching as many City residents as possible)**

- Educate Ojai residents on property insurance coverage such as homeowner assistance, mitigation measures, procuring insurance, and making a claim
- Complete Parts 2 and 3 of comprehensive insurance crisis education series. Part 1 was completed in December 2024
- Part 2 Focus: Mitigation standards including Wildfire Prepared Homes (Insurance Institute for Business and Home Safety), Safer from Wildfire (California Department of Insurance), CDI insurance regulations, and information on procuring insurance, making a claim, reporting mitigation measures, and understanding risk scores.
- Part 3 Focus: Examine and discuss alternatives or complements to the private, for-profit insurance model.

## **8. Pre-Feasibility Study For A Tool Lending Program**

Conduct a pre-feasibility study for the City for a “tool lending” program where residents can borrow tools from the City to utilize in their home hardening and wildfire preparation efforts. A pre-feasibility study is a preliminary evaluation conducted to evaluate the overall viability of a tool lending program, and if found to be viable overall, assess and compare various options and identify the most feasible option. If, after the pre-feasibility study is completed, the decision is to proceed with the program, then a more comprehensive feasibility study and/or business plan will be prepared.

The study will include:

- Review of existing programs
- Determination of community need/demand, including a public survey
- Design and promotion of survey
- Data collection and analysis
- Preliminary assessments of scale, potential location(s); financial, management & legal requirements, including necessary policies & procedures; and overall costs of operation at various scales

## **9. A Dedicated Landing Page For City Residents On The OVFSC Website**

Ojai residents would have a centralized place online where one can go for all wildfire-related information. We will build a landing page that the City of Ojai can link to on the City’s website.

This webpage could include among other items:

- Evacuation Maps showing zones and potential routes to take in the event of fire (as approved by the Ventura County Fire Protection District and The Ventura County Office of Emergency Services)
- Home Hardening Info– How to have your home assessed and properly retrofit homes to increase resistance to wildfires; Selection and specifications and sources for upgrading materials, and vendor list (as vetted)
- Defensible Space Rules– What to clear around your house in Zones 0, 1 & 2 and an explanation of each zone
- Brush Clearance Guidelines– What’s legal, what’s required, authorizations, etc.
- Fire-Resistant Landscaping– The website should include a list of what plants are good and what plants should be avoided
- Emergency Alert Sign-Up – Instructions on how to sign up for VC Alert and other warning tools
- Public Safety Power Shutoffs (PSPS)– Info on what happens when the power goes out and how to respond
- Insurance page with recordings of panels, tips on how to procure insurance, prepare for an insurable loss, and how to make a claim; explanations of current legislation and regulations, etc.
- Workshop/Events Calendar– What’s coming up, how to sign up, etc.
- Tutorials and links to Digital Dashboard and RPP Dashboard (eventually to be integrated)
- Grants and Rebates– Where to find help paying for upgrades
- FAQs

Costs include web design and development fees and costs.

## 10. Digital Dashboard Integration

- Incorporate collected data into interactive Digital Dashboard



Figure 1 Stakeholder Engagement in 2022

## B. Wildfire Risk Mitigation

Our Wildfire Risk Mitigation is divided into immediate and tactical imperatives such as hardening and a longer-term project management plan to ensure continuity of risk reduction efforts.

### B1. Structural Hardening, Parcel & Community-Level Mitigation

*Service Area: City Limits*

**Strategic Approach:** Shift from scattered individual assessments to systematic, cluster-based hardening that achieves community-wide "herd immunity" against wildfire spread and urban conflagration.

#### Summary of Program Components:

- Home Hardening Assessments (HHA)
- Professional Training for HHA Assessors
- Retrofit Rebate Program Development
- Pilot Program Implementation for Targeted Home Hardening

## **Service Deliverables:**

### **1. Home Hardening & Home Ignition Zone (HIZ) Assessment Program (With a target of conducting at least 100 free assessments)**

- Conduct free assessments in partnership with Ventura Regional Fire Safe Council
- Provide confidential, actionable recommendations for each assessed property to the homeowner
- Each assessment takes approximately 3 to 4 hours to schedule, conduct the assessment, walk through the assessment with the homeowner and finalize the report.

### **2. Professional Training Programs**

- National Fire Protection Association (NFPA) Structure Ignition Potential Assessment Training (**Minimum 2 sessions**)
  - Certification program for up to twenty community volunteer assessors
  - Train-the-trainer model for building a cohort of local home hardening assessors, which enables Home Hardening Assessments to be done comprehensively and within a reasonable amount of time

### **3. Retrofit Rebate Program Development**

- Collaborate with the City to design rebate/incentive programs
- Recommend funding streams and direct towards grant applications

### **4. Pilot Program Implementation for Targeted Home Hardening**

We have identified an area within the City limits with very high potential of an urban conflagration. To ensure we improve the scale and consistency of home hardening measures, we have designated a residential area bounded by these following streets for intensive Home Hardening Assessments, data collection, wildfire risk scoring, and desired or required retrofits.

**Target Area:** High-density residential zone bounded by:

- West: Canada Street
- East: Shady Lane/Mercer Avenue
- North: Shelf Road
- South: Ojai Avenue

**Pilot Program Actions:**

- Conduct windshield surveys documenting current conditions and risk factors
- Map risk areas with scoring for prioritization
- Target homes for home hardening assessments based on highest risk scores
- Engage community through door hangers, public service announcements, and direct door-to-door contact with residents. The primary purpose will be to inform and educate residents of the project and to identify and enlist neighborhood leaders who can help with the second phase. The second phase will be to hold neighborhood meetings and determine interest and willingness to engage in the retrofit program
- Design a program to take the next step of retrofitting and to help identify grants and other funding sources

**Expected Outcomes:**

- Systematic risk reduction in target area
- Data collection supporting future FEMA BRIC and other grant applications
- Enhance wildfire risk scoring and methodology development
- Potential insurance premium reductions for participating properties

## Professional Fees

The proposed Scope of Services above will be provided by the OVFSC for a firm fixed fee of \$386,025 that includes necessary expenses to perform our Scope of Services.

- The proposed project fee covers the services of in-house staff time such as Executive and Assistant Directors, and Staff for Home Hardening Assessments, Community Outreach & Education, FireWise Communities Coordination, Partnerships Development, plus other administrative functions such as web development. The project execution will also include key consultants and contractors for engineering, risk assessments, GIS, data visualization, planning, implementation, and translation.
- **Payment.** The OVFSC will invoice the City for 10% of the agreed-upon fee amount upon contract signature or authorization to proceed. Payment of the initial 10% is due upon receipt of an invoice. The remaining 90% will be invoiced monthly in 12 equal installments.

## Contract Management & Accountability

### Performance Monitoring & Reporting:

#### 1. Quarterly Reporting

- Progress reports to City Manager and City Council

#### 2. Staff Coordination

- Monthly meetings with designated City staff (adjustable per City Manager preference)
- Regular communication on project progress and emerging issues
- Coordination with City departments and initiatives
- Joint planning and problem-solving sessions

#### 3. Council Presentations

- Quarterly presentations to City Council (adjustable per Council preference)
- Special presentations on significant milestones or emerging issues

#### 4. Annual Report

- Annual comprehensive review and planning session
- Performance metrics tracking and analysis
- Financial reporting and budget management
- Outcome measurement and community impact assessment
- Community impact showcases and success story documentation

**Value Proposition:** *OVFSC brings decades of specialized experience, established strategic partnerships, extensive network collaboration, and institutional memory to wildfire preparedness efforts. Our integrated approach ensures maximum return on investment while building long-term community resilience against wildfire threats.*



# STATEMENT OF QUALIFICATIONS

## *Organization History & Proven Track Record: Established Excellence (2001-Present)*

The Ojai Valley Fire Safe Council (OVFSC) has served the Ojai Valley community for over 25 years. During this time, the OVFSC has developed unparalleled expertise across the full spectrum of wildfire management: preparedness, response, recovery, and risk mitigation. The organization has successfully secured and managed over \$8 million in funding (including cash and in-kind contributions) for diverse initiatives including fuel reduction, vegetation management, wildfire preparedness and safety, and community outreach and education. The OVFSC is highly respected in the wildfire community and has earned recognition as an exceptional fire safe council at both local and state levels.

### **Exceptional Funding Leverage Capability**

One of the OVFSC's most valuable attributes is its proven ability to leverage baseline funding from the City, delivering exceptional return on investment for municipal partners.

### **Case Study #1: Community Wildfire Protection Plan (2021-2024)**

- **City Investment:** \$50,000 Community Service Grant (2021)
- **Total Project Value:** \$1.2 million
- **Leverage Ratio:** 24:1 return on City investment
- **Outcome:** Comprehensive Ojai Valley CWPP with fine-scale risk mapping, vulnerability assessment, evacuation analysis, and digital dashboard

### **Case Study #2: Home Hardening & Firewise Communities (2023-Present)**

- **City Investment:** \$25,000 Community Service Grant (2023)
- **Leveraged Outcomes:**
  - Numerous free home hardening and HIZ assessments valley-wide
  - Educational presentations to multiple homeowner associations and neighborhoods
  - Establishment of five Firewise Communities: Matilija Canyon, Persimmon Hill, Rancho Matilija, Golden West Mobile Home Park, and Ojai Villa Mobile Estates
  - Ongoing collaboration with Ventura Regional Fire Safe Council and VCFD in the development of Firewise Communities in the Ojai Valley Area

### **Current Service Expansion Capacity**

The OVFSC is currently providing home hardening and defensible space assessments throughout the Ojai Valley through partnerships with Ventura Regional Fire Safe Council and VCFD, but *with significant strain on our operations due to lack of funding*. With enhanced City support, the organization is positioned to continue and significantly expand these services and develop comprehensive retrofitting assistance programs, building on the successful foundation already established.



## Recent Major Accomplishments

### 1. Ojai Valley Community Wildfire Protection Plan (OV-CWPP) - \$1.2 Million Project

OVFSC recently completed this comprehensive, multi-component planning document, prepared under the recognized federal framework that serves as the foundation for all future wildfire preparedness efforts in the Valley and future funding. This landmark project includes:

#### Core Components:

- **Ojai Valley CWPP** - Comprehensive main document with detailed appendices
- **Fine-Scale Risk Mapping** - Precise identification of high-risk areas throughout the Valley
- **Wildfire Vulnerability Assessment** - Community-wide analysis of exposure and susceptibility
- **Evacuation Assessment** - Critical analysis of evacuation routes and capacity limitations
- **Ember Cast Modeling & Mapping** - Countywide ember transport analysis for strategic planning
- **Digital Dashboard** - Interactive online portal providing real-time wildfire data and community resources

This project represents the most comprehensive wildfire planning effort ever undertaken in the Ojai Valley and provides the scientific foundation for all proposed mitigation strategies.

2. **California County Coordinator** - Completed in partnership with the Ventura County Wildfire Collaborative.
3. **Property Insurance Crisis Education Series** - Initiated comprehensive three-part panel series (first panel completed December 2024) addressing critical insurance challenges facing fire-prone communities like ours. Series 2 and 3 are pending.
4. **Graze Ojai Program Expansion** - Successfully advanced our innovative community-supported prescribed grazing program. We hosted the second annual Goatober Festival in October 2024 for community engagement and education. We completed the 2023 Globetrotter Foundation project; it was the first effort at crowdsourcing funds towards community-wide fuel management through prescribed grazing. This showcased effectiveness of prescribed grazing as a fire mitigation strategy.

## Current Active Projects \$2.05M Total

The restricted funding associated with these active projects is limited to fulfilling the grant obligations and do not include any of the scope of services in this proposal to the City of Ojai.

OVFSC currently manages a robust portfolio of wildfire mitigation projects, demonstrating our capacity to oversee large-scale, multi-faceted initiatives while maintaining the highest standards of project management and community engagement.

### 1. **Ojai Valley Fuel Reduction Project Phase 1 - \$800,000 Funder: CAL FIRE**

This comprehensive fuel reduction initiative addresses critical fire hazards throughout the Valley through multiple coordinated approaches:

- Hazardous Invasive Tree Removal - San Antonio Creek riparian zone (Persimmon Hill area)
- Defensible Space Enhancement - Matilija Canyon and Foster Park communities
- Temporary Refuge Areas - Creation and maintenance in Foster Park and Matilija Canyon
- Prescribed Grazing - VCFD's Upper Ojai Protection Zone
- Ojai Valley Community Defense Zone Treatments – Fuel reduction in partnership with U.S. Forest Service

### 2. **Critical Infrastructure Vulnerability Assessment - \$655,344 Funder: State Coastal Conservancy**

This grant is being administered under the Ventura County Wildfire Collaborative, and includes:

- Comprehensive vulnerability analysis of critical community assets. This countywide assessment identifies and prioritizes infrastructure protection needs
  - Regional Project Prioritization Plan (RPP) development guidance
  - Ojai Valley CWPP Management Plan creation for long-term maintenance and implementation
- ### 3. **Enhanced WUI Risk Scoring Tool Development - In partnership with UCSB, Jensen Hughes, and Ventura Regional Fire Safe Council**
- Developing improved parcel-level Wildland-Urban Interface risk-scoring tool.
- ### 4. **Prescribed Grazing Educational Curriculum - \$100,000 Funder: Globetrotter Foundation; Partnership: Grazing School of the West**
- Innovative educational program integrating fire prevention through prescribed herbivory into public and private school curricula, fostering next-generation environmental stewardship and fire-safe practices.
- ### 5. **Community Resilience Centers Development - \$500,000 (Planning Grant) Funder: California Strategic Growth Council**
- Strategic planning for two Community Resilience Centers serving the entire Ojai Valley and Ventura River Watershed, designed to enhance emergency preparedness, response capabilities, and community coordination during wildfire and other emergency events, as well as build overall community resilience.

## Partnerships and Collaboration

The OVFSC is a small, nimble and mighty organization that accomplishes its mission through extensive partnerships and collaborations. OVFSC is uniquely positioned to float across various agencies and organizations at various levels through official and informal channels. The OVFSC is a founding member of the Ventura County Wildfire Collaborative ([www.vcrd.org/vcwc](http://www.vcrd.org/vcwc)) which consists of OVFSC, Ventura County Resource Conservation District, Ventura Regional Fire Safe Council, Bell Canyon Fire Safe Council, Oak Park Fire Safe Council, Ventura County Fire Department, and Jensen Hughes.

The OVFSC is a member of the Ventura River Watershed Council and serves on its Leadership Committee and Advisory Group for the Ventura River Watershed Resilience Project funded by the State of California.

### Active Partnerships and Collaborations include:

#### Government

##### Local

- City of Ojai
- County of Ventura
- Ventura County Fire Protection District
- Ventura County Sheriff's Department
- Ventura County Office of Emergency Services
- Ventura County Transportation Commission
- Ojai Valley Municipal Advisory Council
- Ventura County Human Services Agency (Mass Care)
- Ventura County Agricultural Commissioner

##### State

- CAL FIRE
- California Fire Safe Council
- California Rangeland Management Advisory Committee (RMAC)
- State Coastal Conservancy
- Listos! California
- California Strategic Growth Council
- Office of Senator Monique Limon
- Office of Assemblyman Steven Bennett

## **Federal**

- USFS Los Padres National Forest
- Office of Rep. Salud Carbajal
- Office of Rep. Julia Brownley

## **Education**

- Ojai Unified School District
- Oak Grove School
- Thacher School
- Besant Hill School
- Villanova Preparatory
- Ojai Valley School
- Grazing School of the West

## **Fire Environmental Science and Research**

- UC-ANR (Agricultural and Natural Resources)
- UCSB
- UCLA Fielding School of Public Health, Department of Environmental Health Services (Christina Batteate, PhD, MPH)
- Cal Poly San Luis Obispo (Wildlands Fire Institute)
- UC-Cooperative
- Moritz Lab
- USGS
- Fire-Adapted Communities Learning Network

## **Community Organization**

- American Red Cross
- ARES (Amateur Radio Emergency Services)
- The C.R.E.W.
- HELP of Ojai
- Ojai Valley Land Conservancy
- CalTrout
- Ojai Valley Green Coalition
- Ojai Valley Chamber of Commerce
- Krishnamurti Foundation of America
- Krotona Institute
- Camp Ramah
- Ventura River Watershed Council
- California Chaparral Institute
- Los Padres Forest Watch
- Globetrotter Foundation
- Land & Leadership Initiative
- Soil Sponge Foundation
- Santa Barbara Community Environmental Council
- Santa Barbara Fire Safe Council
- Sonoma Fire Safe Council
- Butte Fire Safe Council
- San Luis Obispo Fire Safe Council

- San Diego Resource Conservation District and Fire Safe Council
- California Fire Safe Council
- California Climate & Agricultural Network (CalCAN)
- United Policyholders
- Farmhand Foundation

## **Business & Industry**

- Jensen Hughes
- Kittleson & Associates
- Rincon Consultants
- Ojai Valley News
- Southern California Edison and Edison International
- Shepherdess Land & Livestock
- Ventura Brush Goats
- Watershed Progressive

## OUR TEAM AT THE OJAI VALLEY FIRE SAFE COUNCIL

Due to the complexities and interdisciplinary nature of wildfire risk, hazard, and vulnerability assessment mapping, analytical tools and online dashboard development, and extensive community and diverse stakeholder engagement, the Ojai Valley Fire Safe Council uses a project team, consisting of staff, board members, and key consultants, with a wide range of experience and knowledge working on wildfire preparedness and response, firefighting and incident command, wildfire resiliency planning, wildfire risk mitigation programs and policies, fire science, database development, mapping and other visualizations, data analytics, security, government and sustainability.

### Staff, Ojai Valley Fire Safe Council

#### **Christopher Danch, J.D. - Executive Director**

Christopher Danch serves as Executive Director of the Ojai Valley Fire Safe Council, a position he has held since January 2019. With over 40 years of legal experience and a distinguished background in environmental law and nonprofit management, Chris brings a unique combination of legal expertise and hands-on conservation experience to wildfire safety and community resilience.

A graduate of California Polytechnic University, San Luis Obispo (B.S. Business Administration, *with honors*, 1977) and California Western School of Law (J.D., 1980), Chris is admitted to the State Bar of California and the U.S. District Courts for the Central, Southern & Eastern Districts of California. His legal practice encompasses business formation, environmental law, construction law, and extensive nonprofit organization experience.

Since joining the Fire Safe Council, Chris has successfully managed over 15 state and federally funded grants totaling over \$1.5 million with approximately \$580,000 in matching contributions. He is currently managing \$2.05 Million in projects. His responsibilities include identifying grant opportunities, writing applications, project management, and overseeing partnerships with key organizations including Ventura County Fire Protection District, USFS Los Padres National Forest, and the Ventura County Resource Conservation District.

Chris has co-founded and directed four nonprofits dedicated to youth development, environmental education, and natural resource conservation, including Concerned Resource & Environmental Workers (The C.R.E.W.), Sunbow Ecology Center, and the Los Padres Forest Association. He conceived and initiated the Condor Trail Project in 1998—a 426-mile trail through Los Padres National Forest that was designated as a White House Community Millennium Trail in 2001 and is now pending congressional designation as a National Scenic Trail.

His environmental and community service includes serving as Board Chairman of the Ventura County Chapter of the American Red Cross for three years, where he helped transform the organization from a \$379,000 annual budget to \$1.2 million and recognized as one of the top chapters in the nation. In 2003, he received both the National Service Award and the prestigious Chief's Volunteers Program National Award from the USDA Forest Service Chief. Chris also has over a decade of experience with clean energy technologies, including thermal conversion and biomass-to-energy systems, making him uniquely qualified to address the intersection of fire safety, land management, and sustainable community development.

### **Kalli Ann O'Connor - Assistant Director**

Kalli Ann O'Connor serves as Assistant Director at the Ojai Valley Fire Safe Council. Kalli's work centers on building community resilience within the bioregion of the Ventura River Watershed, utilizing a systems approach that addresses the interconnected nature of environmental, social, and economic challenges. She plays a key role in the Ojai Valley Fire Safe Council's development of two bioregional learning centers—community resilience hubs designed to strengthen the Valley's adaptive capacity through various strategies such as education, collaboration, and integrated land management practices.

Her diverse skill set encompasses strategic planning, project and grant management, fundraising, event planning, and community outreach and education. Her holistic approach bridges the gap between fire mitigation methods and regenerative land stewardship, fostering resilience that benefits both human communities and natural ecosystems.

She is a certified Home Hardening and Defensible Space Assessor through CAL FIRE and the National Fire Protection Association, as well as a certified Firefighter Type 2, combining technical credentials with hands-on field experience in fire safety and mitigation.

Kalli was educated at The Thacher School and studied Psychology at the University of Michigan. Kalli then pursued training in Holistic Management with the Savory Institute, where she gained knowledge in business operations for ranching and prescriptive grazing. Kalli integrates ecologically-minded fuel management strategies with agricultural systems, understanding the connections between herbivory, food and fiber production, and landscape-scale fire mitigation.

## **Sudeep Motupalli Rao, PhD - Director - Emergent Systems**

Sudeep is working at a systems-level approach to help the Ojai Valley bioregion in California, prepare for, respond to, and recover from emergencies such as uncontrollable wildfires as the Director of Emergent Systems at The Ojai Valley Fire Safe Council (FireSafeOjai.org).

His work spans a broad spectrum of sectors, fields, frameworks and disciplines such as steel-making efficiency improvements, R&D to prevent radioactive contamination of rivers from legacy labs, ambient-pressure aerogels, biomimetic conservation of limestone monuments, non-contact scatterometry for semiconductor manufacturing, health policy development from deeply-engaging doctors at San Francisco General Hospital and medical residents from UCSF with neighboring community leaders and bioremediation of fugitive macroscopic synthetic plastic micropollutants.

He is the co-founder of technical innovation & design spaces, SlowTechLabs.Net and InnovationSpace.in. He began learning yoga and meditation from his father.

Sudeep appreciates Ojai's life with its evolving aesthetic of natural wild beauty, deep peace, and the harmonization at play of national forest wilderness with urban living, legacy industries, agriculture, farming, education, sports and a long life for us all.

## **Board of Directors, Ojai Valley Fire Safe Council**

### **William D. Castagna - Board Chairman**

Will Castagna has lived in Ojai since 1998 and was one of the original founders of the Ojai Valley Fire Safe Council in 2000. He has served the council continuously for over 25 years, as a Board Member, Executive Director and Grants Manager, and he currently serves as the Board's Chairman. Professionally, he is a start-up consultant, helping to grow businesses from ideas through to acquisition. He has also helped create and grow several local non-profit organizations and successfully acquired over \$1M in grant funding for the Ojai Valley Fire Safe Council. Programs implemented include wildfire safety education for students, homeowners, landscapers, and farmers and ranchers; the Last Stand Fuel Break project to the north of the valley; the Ojai Valley Wildfire Safety Fair; and house-out defensible space programs in high fire-danger neighborhoods.

### **Randy Coggan, J.D. - Fire Chief (Retired) for Ventura County Fire Department**

Randy Coggan is a retired fire service veteran having served for twenty-five years, coming up through the ranks, and has served as a fire chief for several departments including being a former Fire Chief for Ventura County and later as Fire Chief for the City of Oxnard. As a Fire Chief, Randy oversaw budgets ranging from \$10 Million to over \$45 Million, with staff ranging from 45 to over 450 personnel. During this period Randy served on numerous committees for both the International Association of Firefighters, the International



Association of Fire Chiefs, and the National Fire Protection Association. He also authored the chapter on “Insurance Grading of Fire Departments” in the Fifth Edition of The Fire Chiefs Handbook. After retiring from the fire service, he began a second career in Business Resiliency & Crisis Management working for several major corporations for another ten years before finally retiring in 2023. He and his wife Virginia returned to California in October 2024 settling in the Ojai Valley. He has a Juris Doctorate and is a member of the Washington State Bar Association. When asked what he loves, besides his family, he said serving on the Board of the Ojai Valley Fire Safe Council.

### **Neil Lokuge - American Red Cross, Disaster Relief and Response**

Neil Lokuge brings more than 15 years of leadership in logistics, emergency preparedness, and operational strategy to the Ojai Fire Safe Council. As Manager of Business Operations at the American Red Cross National Training Services, Neil leads a national team that supports over \$130 million in annual contracts, with a focus on efficiency, scalability, and client service. He oversees strategic implementation for high-priority accounts, including the organization’s largest military training programs, and has played a key role in modernizing operations.

His previous roles in logistics and disaster service delivery have given him a hands-on understanding of emergency readiness. Neil also served as a Red Cross Disaster Relief Action Team volunteer, having assisted in both national and local disasters, reinforcing his commitment to local resilience and crisis response.

Neil holds a master’s degree in International Management and Policy from UC San Diego, along with certificates in Intergroup Relations (Loyola Marymount University) and Global Logistics (California State University, Long Beach). He is a long-time member of the World Affairs Council of Los Angeles and brings a global perspective to local fire safety efforts in the Ojai Valley.

### **Wayne Maynard - Fire Captain (Retired) Ventura County Fire Department**

Wayne Maynard moved to Ojai while in the 5th grade and has resided in Oak View and Ojai for over 50 years. A local graduate from Nordhoff, he obtained an AA Degree at Ventura College, a Fire Science Certificate at Oxnard College and a Continuing Education Certificate at UCLA in Fire Protection Engineering.

As an Eagle Scout he learned the value and enjoyment of public service which led to joining the Ojai Fire Station Reserve Firefighter Program in 1974. At 19 years of age he was hired as a full-time firefighter with Ventura County Fire Department in 1975. Promoted to Fire Captain in 1984 he worked at various station assignments in the Ojai and Thousand Oaks areas. He attained sufficient training and experience in wildland firefighting to become a Planning Section Chief, part of the command staff during wildland fire incidents and also served in that capacity on a CalFire (CDF) state incident command team. Much of his career was spent working in the Fire Prevention Division of the Fire Department where he became recognized as a national expert in building and fire codes. He served as chairman to the International Code Council Performance Fire Code

Drafting Committee which published the first performance-based fire code in the county. He served on several code development committees with the International Fire Code Institute, the California Building Standards Commission, the California State Fire Marshal office, and the California Fire Chiefs Association.

Although retired in 2011 as a full time firefighter, Wayne continues to do occasional part time work for the Fire Department to assist the Fire Marshal in the development and management of various Fire Prevention Programs. He enjoys hiking and camping and spends some time away from home visiting his grandchildren and traveling to National Parks around the county. Wayne joined the Ojai Valley Fire Safe Council as a board member in 2021.

### **Molly Brolin - Director of Community Outreach, Creative Entrepreneur**

Molly Brolin is the Director of Community Outreach at the OVFSC. She is a multidisciplinary entrepreneur with a background in management for professional artists, events and film production, as well as being an accomplished goldsmith and jeweler herself.

She has also worked intimately with collectives and non-profits in New York City and New Mexico, raising funds and doing humanitarian projects, including helping to build a world class skatepark and bringing mutual aid to areas of Navajo Nation. She has experienced first-hand the challenges that Wildland Firefighters face along with their families in integrating the demanding lifestyle and finding balance. In this age of fire there is a call to address a growing mental health crisis, so we must consider the opportunity to build wildfire resilience in this way. She hopes to have a hand in building a local program for this cause.

## **Key Consultants & Contractors**

### **Christina Paez – Wildfire Prevention & Natural Resource Specialist**

Christina has led and supported high-impact projects, including the Grizzly Peak Strategic Fuel Break Collaboration (\$2.8M) funded by CalFire, and has worked extensively on fire risk reduction strategies such as targeted grazing with goats and sheep along the wildland-urban interface. Her work with agencies like the East Bay Regional Park District and Regional Parks Foundation has included efforts in trail development, native plant restoration, and climate-resilient landscaping.

Christina Paez is a seasoned grant writing consultant with nearly two decades of experience securing over \$100 million in funding for public health, parks, and natural resource initiatives. With a strong academic foundation in Exercise Science and Public Health (Epidemiology), she has channeled her passion for the outdoors into impactful work in wildfire prevention, habitat restoration, and natural resource management.

Originally from wildfire-prone New Mexico, Christina brings deep personal insight into the urgent need for proactive land management. She is now pursuing a Master's in Natural Resources with a focus on Wildland Fire and Integrated Natural Resources, aiming to deepen her impact at the intersection of community health and environmental resilience.

**Darlene Rini - PE Director / Global Wildland Fire Service Line Leader (Jensen Hughes)**

- Experience: 25 years
- PE (Fire Protection): CA
- Comprehensive wildfire risk assessments, CWPPs, disaster risk management
- Performance-based Structural Fire Engineering

Darlene is an internationally recognized expert in structural fire resiliency and leads Jensen Hughes' Wildfire Risk Mitigation global service line out of Southern California. She has extensive experience in a range of fire safety, structural fire engineering, and fire-related disaster risk management work. Her primary focus is developing holistic wildfire risk mitigation strategies and action plans at building, parcel, enterprise, and city/county levels to support decision-making, policy development, and wildland urban-interface risk management. She is currently project director on a range of wildfire mitigation planning and risk assessment projects (e.g., San Gabriel Valley COG Regional CWPP, City of Agoura Hills CWRA, FEMA Building Science WUI SME Support, Electric Transmission Texas, Bear Valley Electrical Services, Western El Dorado County CWPP, Ventura County Wildfire Collaborative and SFPE WUI Virtual Handbook Version 2). As Principal Director, Darlene will oversee our services to the Ojai Valley Fire Safe Council and VCWC. She will provide technical direction for the rest of the team members while also providing subject-matter expertise in wildfire risk mitigation.

**Marek Jakubowski, PHD - Data Visualization Specialist (Jensen Hughes)**

- Experience: 19 years
- GISciences, remote sensing, data visualization, wildfire ecology, cartography

Marek Jakubowski, PhD, is a geospatial analyst and data visualization expert specializing in wildfire detection, ecology, and mapping. With experience spanning academia, industry, and entrepreneurship, he has led efforts in several wildfire related projects. As VP of Product, he led the development of an AI-driven image analysis platform for early wildfire detection by integrating satellite and terrestrial imagery to provide real-time alerts. He has collaborated with scientific institutions, emergency response agencies, Native tribes, and technology teams to deploy scalable solutions that improve wildfire mitigation, monitoring, and response. His work in fire detection includes a patent of an early-warning satellite system.

Beyond wildfire applications, Marek excels in data visualization and cartography, transforming complex datasets into accessible insights. He has contributed to numerous projects creating GIS-based maps for published books and online platforms. With a background in UX/UI design, GIS, and data visualization, he bridges technical analysis

with user-focused design. Whether developing visualization dashboards for financial analytics or mapping terrain for outdoor enthusiasts, his passion lies in making spatial data both beautiful and practical.

As Project Manager, Marek will work closely with the Project Director to oversee day-to-day management of the Jensen Hughes project team, provide technical oversight of mapping and data dashboard products, and coordinate with the Client on schedule and project deliverables. On the technical side, Marek will help compile and organize extensive wildfire-related geographic data. His focus will be on designing accessible data distribution methods that ensure both fire experts and the public can easily access, understand, and use critical wildfire information to support mitigation efforts.

**Amelia Pludow, PHD Senior Wildfire Mitigation Specialist, Demography, GISciences (Jensen Hughes)**

- Experience: 8 years
- GIScience, wildfire demography, wildfire risk assessments

Amelia is a wildfire/fire risk consultant working out of the Southern California region of Jensen Hughes. She earned her PhD in Geography at the University of California Santa Barbara (UCSB), where her research focused on better quantifying the demographics of the population likely to be impacted by wildfire and using spatial analysis, location modeling, and GIScience methods to develop risk reduction strategies. She also has a BA from Colby College (Geology and Environmental Studies) and an MA from UCSB (Geography). She has experience in a range of fields including wildfire risk mitigation, resiliency planning, geography, paleontology, and demography. Amelia has worked on projects spanning various sectors, including utilities, non profits, government, academia, and commercial. Currently, her focus is on wildfire risk mitigation planning across California and in other fire-prone regions in North America. She has most recently contributed to consulting services for Tuolumne County Transit Council, Office of Energy Infrastructure Safety, City of Redwood City, Society of Fire Protection Engineers Foundation, Ojai Valley Fire Safe Council, Ventura Regional Fire Safe Council, and USFS Pacific Southwest Research Station.

**Matai Blacklock - Technologist & Bioregional Community Builder**

Matai Blacklock is a seasoned technologist and community builder, with experience leading grassroots, corporate, and government projects. After studying Industrial Engineering & Sustainability Studies at RPI in Troy, NY, he worked his way to a Senior Consultant role with the Chief Strategy Office of Deloitte, playing key management roles for Fortune-100 technology and non-profit pro-bono projects, developing a shared services governance model for four US Telecom companies, supporting government lobbying around AI ethics, and leading process optimization efforts for a variety of Wall St. organizations. He is conversationally fluent in French, German and Spanish, and has experience working as a concrete technician, civil engineer's assistant, natural builder, renewable energy salesman, content creator, events producer, and community lead for decentralized coliving and regenerative community projects. Matai currently leads community building efforts for a local farm in Upper Ojai, and is supporting the founding

of a local resource sharing co-operative, housing co-operative, and bioregional learning centers.

### **Maurica Anderson - CAL FIRE Veteran, Vegetation mapping, Risk Assessment**

After growing up on the East Coast, Maurica (*more-EE-suh*) has been fortunate to make California's Central Coast her home and living laboratory since 1996. Driven by a life-long understanding that change is the only constant, her research interests span a wide array of topics such as land restoration and reengaging (western) humanity with the landscape, chaparral ecology, and sociology and wisdom.

Maurica's life's work is encapsulated by a mentor's directive to "leave it better than you found it," applied to doing right by the land and people in our disrupted climate. To that end, she seeks to strengthen bridges through problem solving/connecting, project managing, and active mentoring via a confluence of professional roles within both the public and private sectors. Maurica hasn't found a Fire Safe Council that she won't enthusiastically support, though she works for and volunteers closely with her perennial favorites: SLO County and Ojai Valley. For Coastal San Luis Resource Conservation District, she facilitated a fine-scale vegetation mapping project across three counties that informs natural disaster risk assessment, high-priority conservation work, and innumerable restoration and research projects across many land-based fields – please ask her about it! Maurica is thrilled to have recently joined Althouse and Meade as their fire and fuels project manager, so enabling her to work with an even larger network of environmental professionals.

Previously, Maurica worked for CalFire for nearly a decade; taught forestry, GIS, and environmental sciences in Cal Poly, San Luis Obispo's Natural Resources Department (her alma mater); and served in several roles at Cal Poly's Swanton Pacific Ranch, including as coordinator of a statewide fuels management workforce development program and trainings for the CalVTP Programmatic EIR.

### **Cole Bush - Graze Ojai Program Partner, Regenerative Agriculture and Land Management Specialist**

A self-deemed 'shepherdess', Brittany Cole Bush, AKA Cole has over a decade of experience working as regenerative agriculture and land management specialist. Cole aids in the creation of prescribed grazing programs for public safety and ecological enhancement as an educator, practitioner, and consultant. She is the sole owner-operator of Shepherdess Land and Livestock Co., a contract grazing business working with sheep and goats based out of the Upper Ojai Valley at Oak Heritage Ranch. Her on-the-ground experience includes the development and implementation of large-scale prescribed grazing programs in the Bay Area of California as the Project Manager for Star Creek Land Stewards (SCLS), a premier contract grazing operation based out of the Central Valley. During her tenure with SCLS from 2012-2016, she oversaw contract grazing programs impacting over 2,000 acres of private and public lands on an annual basis for vegetation management, ecosystems services, fire fuel load reduction, invasive species management, and biological enhancement, using upwards of 2,000 head of sheep and

goats in over six counties. Cole is also the Co-Director of the Grazing School of the West, an ongoing project creating vocational paths for next-generation agrarians as land stewards through training, technical assistance, and experiential learning. Cole is thrilled to be working to support fire resilience and ecological health with her experience as a land steward shepherding animals, people, and projects.

## REFERENCES

Darlene Rini, PE, Director/Global Wildland Fire Service Line Leader, Jensen Hughes Email: [darlene.rini@jensenhughes.com](mailto:darlene.rini@jensenhughes.com)

Celine Moomey, Pre-Fire Specialist, Ventura County Fire Department; CAL FIRE Liaison Email: [celine.moomey@ventura.org](mailto:celine.moomey@ventura.org)

Atticus Reyes, Field Representative, Assm. Steve Bennett; President. Ojai Unified School District Board of Trustees  
Email: [Atticus.Reyes@asm.ca.gov](mailto:Atticus.Reyes@asm.ca.gov)

Derek Poultney, Executive Director, Concerned Resources & Environmental Workers (The C.R.E.W.)  
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Britney Munoz, Statewide Coordinator, California Fire Safe Council Email: [bmunoz@cafiresafecouncil.org](mailto:bmunoz@cafiresafecouncil.org)

Matt LaVere, Ventura County Supervisor District 1 Email: [Matt.LaVere@ventura.org](mailto:Matt.LaVere@ventura.org)

More references upon request.

## **RESPONSIBILITIES OF THE CITY OF OJAI**

This proposal is based upon the City of Ojai performing the following activities:

1. Any grant applications, letters of support, or commitments of City resources (e.g., matching funds) require prior approval by City Council resolution or minute order. When OVFSC serves as sole grantee, OVFSC shall indemnify and hold harmless the City from any and all claims, damages, losses, or expenses arising from grant activities.
2. Where significant changes to the required scope or priorities of the proposal are identified through clarifications and/or modifications made by the City, the City will work with OVFSC in good faith to revisit and reach mutually agreed upon updates to the scope and/or fee.
3. To the extent City resources and staff availability allow, support or facilitate the necessary promotional campaign to help increase public participation by producing media flyers, postings, and webpage notifications.
4. One staff person (the City Manager or his designee) will be assigned the responsibility of overseeing any executed Agreement and deliverables. In the City Manager's discretion, additional staff may be assigned to assist with City responsibilities under this Agreement, as appropriate.
5. To the extent City resources and staff availability allow, a representative of the City will attend all neighborhood meetings and events related to the Agreement.



## ACCEPTANCE

Upon acceptance of this Proposal, the City of Ojai and the Ojai Valley Fire Safe Council will mutually prepare a Professional Services Agreement that sets forth the Scope of Services set forth above and contains standards terms and conditions.

**City of Ojai**

**Ojai Valley Fire Safe Council, Inc.**

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Signature

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Signature

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Printed Name

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Printed Name

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Title

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Title

## APPENDICES

## Detailed Breakdown of the Use of Public Funds (By Line Item)

<b>Part A- Community Outreach &amp; Education</b>				
	Deliverables:			
		4 Wildfire Preparedness Workshops		\$15,275
		Neighborhood Emergency Planning Initiative		\$14,800
		2 Specialized Home Hardening and D-Space Workshops		\$7,500
		3 Comprehensive Firewise Communities Development		\$8,500
		Annual Wildfire Safety Fair		\$15,000
		2 Property Insurance Crisis Education Series & Workshops		\$19,750
		Feasibility Study for a Tool lending Program		\$12,000
		Create a Landing Page for City Residents on the OVFC Webdite		\$8,500
		Digital Dashboard Integration		\$32,500
		Translation Services		\$11,000
		Printing & Supplies		\$14,000
		Mileage		\$3,500
			<b>Sub-Total</b>	<b>\$162,325</b>
<b>Part B.1- Structural Hardening, Parcel &amp; Community Level Mitigation</b>				
	Deliverables:			
		100 Home Hardening and Home Ignition Zone Assessments		\$105,900
		2 NFPA Trainings to Certify 20 Assessors		\$40,500
		Retrofit Rebate Program Development		\$10,000
		Urban Core: Pilot Program for Risk Reduction Implementation		\$37,000
			Urban Core Outcomes:	
			Collect Data	
			Map Risk Areas	
			Begin neighborhood organizing	
		Translation Services		\$11,000
		5% Contingency		\$19,300
			<b>Sub-Total</b>	<b>\$223,700</b>
			<b>Proposal Total</b>	<b>\$386,025</b>

## **BUDGET NARRATIVE (Explanation of the Use of Public Funds)**

### **Part A- Community Outreach & Education**

OVFSC will conduct educational outreach programs covering home hardening, defensible space, and Firewise Community development. This outreach includes wildfire-appropriate landscaping guidance (including plant lists), evacuation preparation checklists (“Residential Emergency Checklist”), and an online resource library for community preparedness.

Deliverables:

#### **4 Wildfire Preparedness Workshops \$15,275**

Coverage of Ready, Set, Go!, VC Alert, OVFSC Dashboard Live Streaming, PulsePoint, Watch Duty and City of Ojai Disaster Resources Guide

Subtasks (per workshop):

- Up to 4 hours of coordinating with neighborhood leader(s)
- Up to 2 hours of developing presentation content
  - Specifying each presentation to the area
- Workshops: Up to 4 hours
  - Set up
  - Presentation
  - Q & A
  - Open Discussion
  - Take down
- Outreach Supplies & Materials
- Up to 3 hours for follow up discussion
  - Email
  - In person
  - Or start of long relationship: grant projects, etc

#### **Neighborhood Emergency Planning Initiative \$14,800**

Promote and support community emergency planning at HOA and neighborhood levels

- Model implementation based on successful Taormina Community Emergency Response Project
- Provide templates, training, and ongoing support for local neighborhood emergency Coordinators

Subtasks:

- Wildfire survey of neighborhood
- Workshop content
  - Customized to each neighborhood's unique characteristics
- Trainings - coordinating, conducting, take down, follow ups
- Other forms of support

## **2 Specialized Home Hardening and D-Space Workshops \$7,500**

Focus on properties newly subject to state and local defensible space and real estate disclosure requirements under updated CAL FIRE Local Responsibility Area (LRA) designations

- Provide detailed information on defensible space requirements, enforceability, retrofit building materials and vendors, and fire-resistant landscaping
- Distribute comprehensive landscaping checklists and plant selection guides

Subtasks (per workshop):

- Up to 4 hours of coordinating with neighborhood leader(s)
- Up to 2 hours of developing presentation content
  - Specifying each presentation to the area
- Workshops: Up to 4 hours
  - Set up
  - Presentation
  - Q & A
  - Open Discussion
  - Take down
- Outreach Supplies & Materials
- Up to 3 hours for follow up discussion
  - Email
  - In person
  - Or start of long relationship: grant projects, etc.

## **3 Comprehensive Firewise® Communities Development \$8,500**

Plan and begin implementation of a 3-year project to have every residential property within the City limits to be part of a certified Firewise® Community

- Ongoing support of existing Firewise® Communities
- Identify trusted neighborhood leaders
- Engage with trusted neighborhood leaders
- Host workshops on FireWise® Community development in neighborhoods
- Coordinate wildfire assessment
- Guide through NFPA Application Process
- Be a resource to the communities throughout

## **Annual Wildfire Safety Fair \$15,000**

Plan, organize, and hold community-wide event featuring:

- Expert speakers
- Interactive demonstrations
- Food vendors
- Live music
- Resource vendors, equipment displays, and face-to-face discussions with wildfire experts and personnel
- Family-friendly education and hands-on learning opportunities
- Includes promotional materials/expense, and rental of venue and equipment

## **2 Property Insurance Crisis Education Series & Workshops \$19,750**

Educate Ojai residents on property insurance coverage such as homeowner assistance, mitigation measures, procuring insurance, preparing for and making a claim, and community response to the insurance crisis.

- Complete Parts 2 and 3 of comprehensive insurance crisis education series. Part 1 was completed in December 2024 and is available online.
- Part 2 Focus: Mitigation standards including Wildfire Prepared Homes (Insurance Institute for Business and Home Safety), Safer from Wildfire (California Department of Insurance), CDI insurance regulations, and information on procuring insurance, making a claim, reporting mitigation measures, and understanding risk scores.
- Part 3 Focus: Examine and discuss community-based alternatives or complements to the private, for-profit insurance model.
  - Includes costs for venue, recordings, website updates, speaker fees, and travel costs for panel participants as required.

## **Pre-Feasibility Study for a Tool-Lending Program \$12,000**

Conduct a pre-feasibility study for the City for a “tool lending” program where residents can borrow tools from the City to utilize in their home hardening and wildfire preparation efforts. A pre-feasibility study is a preliminary evaluation conducted to evaluate the overall viability of a tool lending program, and if found to be viable overall, assess and compare various options and identify the most feasible option. If, after the pre-feasibility study is completed, the decision is to proceed with the program, then a more comprehensive feasibility study and/or business plan will be prepared.

The study will include:

- Review of existing programs
- Determination of community need/demand, including a public survey
- Design and promotion of survey
- Data collection and analysis

- Preliminary assessments of scale, potential location(s); financial, management & legal requirements, including necessary policies & procedures; and overall costs of operation at various scales

### **Create a Landing Page for City Residents on the OVFSC Website \$8,500**

Ojai residents would have a centralized place online where one can go for all wildfire-related information. We will build a landing page that the City of Ojai can link to on the City's website.

This webpage could include among other items:

- Evacuation Maps showing zones and potential routes to take in the event of fire (as approved by the Ventura County Fire Protection District and The Ventura County Office of Emergency Services)
- Home Hardening Info– How to have your home assessed and properly retrofit homes to increase resistance to wildfires; Selection and specifications and sources for upgrading materials, and vendor list (as vetted)
- Defensible Space Rules– What to clear around your house in Zones 0, 1 & 2 and an explanation of each zone
- Brush Clearance Guidelines– What's legal, what's required, authorizations, etc.
- Fire-Resistant Landscaping– The website should include a list of what plants are good and what plants should be avoided
- Emergency Alert Sign-Up – Instructions on how to sign up for VC Alert and other warning tools
- Public Safety Power Shutoffs (PSPS)– Info on what happens when the power goes out and how to respond
- Insurance page with recordings of panels, tips on how to procure insurance, prepare for an insurable loss, and how to make a claim; explanations of current legislation and regulations, etc.
- Workshop/Events Calendar– What's coming up, how to sign up, etc.
- Tutorials and links to Digital Dashboard and RPP Dashboard (eventually to be integrated)
- Grants and Rebates– Where to find help paying for upgrades
- FAQs

Costs include web design and development fees and costs.

### **Digital Dashboard Integration & Development \$32,500**

The Digital Dashboard is an online portal developed by the OVFSC to view the risk and hazard analysis data used to develop the Ojai Valley Community Wildfire Protection Plan, and also includes wildfire history, community disaster resources, and live stream data. A more accurate and predictive parcel-level wildfire risk scoring tool is being developed in a joint project with UCSB and Jensen Hughes which when completed will be used to give a risk score at the parcel level and eventually be interactive to allow property owners to post risk mitigation efforts and see the effect on the risk score. This data will also support long-term efforts to increase the

availability and affordability of property insurance. The Dashboard will incorporate, or link to, the Regional Project Priority Plan (RPP) currently being developed by the Ventura County Wildfire Collaborative. The RPP will provide the location, description and status of every wildfire project in the County.

The Dashboard is being developed as the central database for Ventura County and will be managed and updated by the Ventura County Wildfire Collaborative.

Costs include GIS services contractor, graphic design services, data collection, database design, and promotional expenses

**Translation Services \$12,000**

**Printing & Supplies \$14,000**

**Mileage \$3,500**

**Sub-Total \$162,325**

## **Part B.1- Structural Hardening, Parcel & Community Level Mitigation**

**Deliverables: 100 Home Hardening and Home Ignition Zone Assessments \$105,900**

The Home Hardening Assessments are confidential to the homeowner, which encourages participation. The whole process takes approximately 3 to 4 hours to schedule, conduct the assessment, walk through the assessment with the homeowner and finalize the report. We will conduct assessments free to the public, in partnership with Ventura Regional Fire Safe Council.

We will provide confidential, actionable recommendations for each assessed property to the homeowner.

**2 NFPA Trainings to Certify 20 Assessors \$40,500**

- National Fire Protection Association (NFPA) Structure Ignition Potential Assessment Training (Minimum 2 sessions)
- Certification program for up to twenty community volunteer assessors
- Train-the-trainer model for building a cohort of local home hardening assessors, which enables Home Hardening Assessments to be done comprehensively and within a reasonable amount of time
- OVFS- specific training for trained assessors (e.g, data collection, release forms, etc.)
- Community organizing meetings for trained assessors

Costs include instructor fees, instructor traveling expenses, including lodging, venue rental, snacks, beverages & lunch for participants, promotional materials, educational supplies



### **Retrofit Rebate Program Development \$10,000**

- Collaborate with the City to design rebate/incentive programs
- Recommend funding streams and direct towards grant applications

### **Urban Core: Pilot Program for Risk Reduction Implementation \$37,000**

Urban Core Outcomes: Collect Data, Map Risk Areas, Begin neighborhood organizing

We have identified an area within the City limits with very high potential of an urban conflagration. To ensure we improve the scale and consistency of home hardening measures, we have designated a residential area bounded by these following streets for intensive Home Hardening Assessments, data collection, wildfire risk scoring, and desired or required retrofits. Target Area: High-density residential zone bounded by:

- West: Canada Street
- East: Shady Lane/Mercer Avenue
- North: Shelf Road
- South: Ojai Avenue

Urban Core Pilot Program Actions:

- Design and conduct windshield surveys documenting current conditions and risk factors
- Map risk areas with scoring for prioritization
- Target homes for home hardening assessments based on highest risk scores
- Engage community through door hangers, public service announcements, and direct door-to-door contact with residents. The primary purpose will be to inform
- and educate residents of the project and to identify and enlist neighborhood leaders who can help with the second phase. The second phase will be to hold neighborhood meetings and determine interest and willingness to engage in the retrofit program
- Design a program to take the next step of retrofitting and to help identify grants and other funding sources

Costs include survey design consulting, data collection, management and analysis consulting, GIS services, printing materials, and drone work.

Expected Outcomes:

- Systematic risk reduction in target area
- Develop strategies to build “herd immunity” for selected areas
- Data collection supporting future FEMA BRIC and other grant applications
- Enhance wildfire risk scoring and methodology development
- Potential insurance premium reductions for participating properties
- Support for home hardening assessment and community organizing

**Translation Services \$11,000**

**Subtotal \$203,400**

**5% Contingency \$19,300**

**Proposal Total \$386,025**

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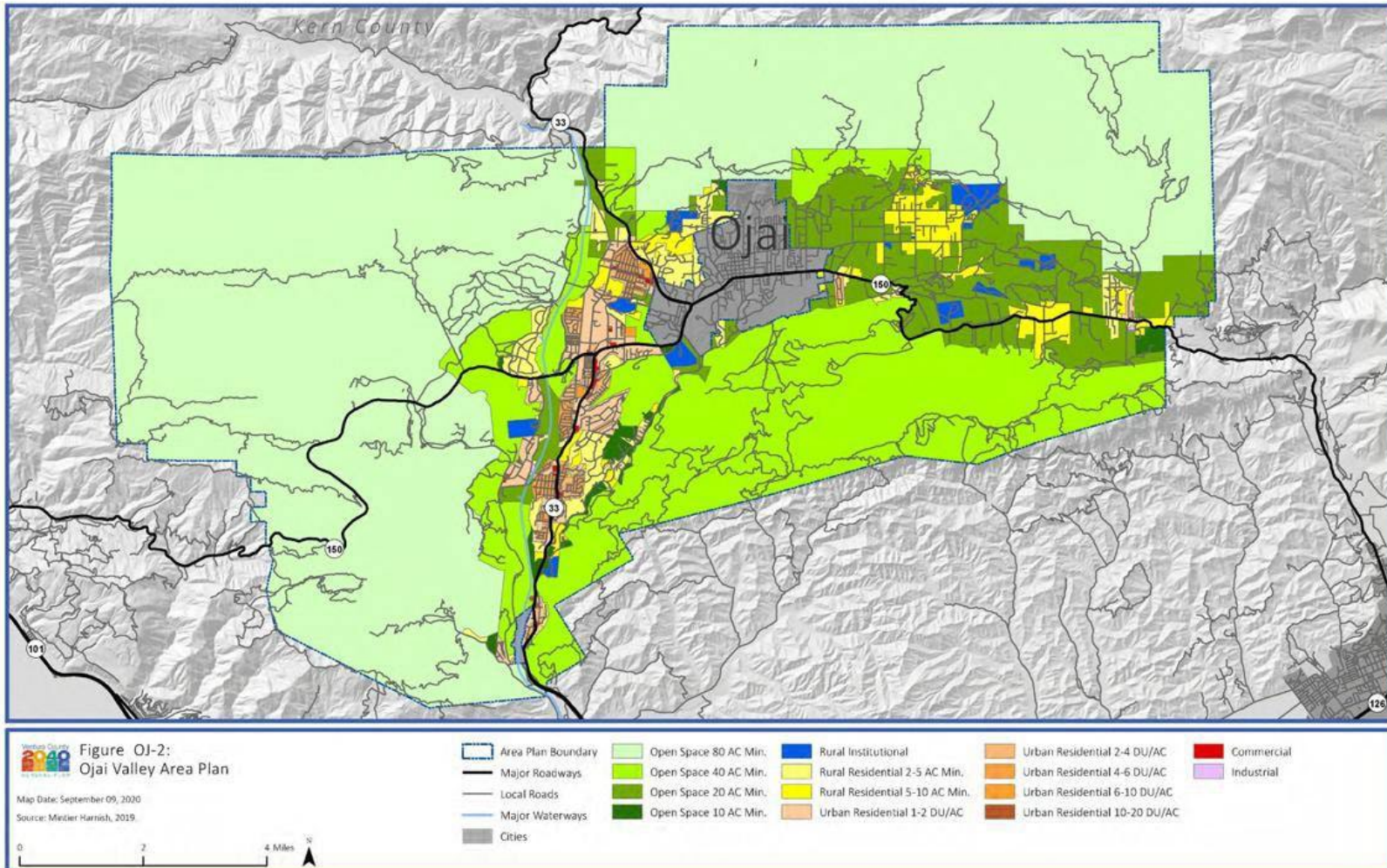
**PROFESSIONAL SERVICES FEE SCHEDULE**

Position	\$/Hr
Executive Director	\$200
Assistant Director	\$160
Director- Emergent Systems	\$175
Community Engagement	\$140
Outside Consulting Services	At cost

# Ojai Valley Area Plan

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Area Plan



OV-12

September 2020

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## Administrative Report

DISCUSSION ITEM

**TO:** HONORABLE CITY COUNCIL

**FROM:** Ben Harvey, City Manager

**DATE PREPARED:** August 17, 2025

**MEETING DATE:** August 26, 2025

**SUBJECT:** City of Ojai / Ojai Unified School District 2:2 Committee and Request for City Special Housing Counsel

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### **RECOMMENDATIONS:**

1. Appoint two City Council Members for a proposed 2:2 (two on two) committee with two Members of the Ojai Unified School District (OUSD) Board for the purpose of discussing matters of mutual interest between the City and OUSD; and
2. Authorize the City Manager to enter into an agreement to retain Sunny Soltani, Managing Partner of Aleshire & Wynder, to serve as Special Housing Counsel to the City.

### **DISCUSSION**

#### *Broadening the scope of the 2:2 Committee:*

At its [August 12, 2025 meeting](#), the City Council directed staff to broaden the scope of a proposed 2:2 (two on two) committee (committee) between the City and Ojai Unified School District (OUSD). The agenda item at the August 12, 2025 meeting called for a committee to be comprised for the purpose of jointly discussing the proposed OUSD workforce housing project. However, after discussion, the City Council directed staff to return instead with an agenda report that calls for the creation of a 2:2 committee with a broader scope, allowing the committee to cover all areas of mutual interest to the City and OUSD. This would not only include the proposed OUSD workforce housing project, but other topics including proposed reciprocal use (and any corresponding agreement), joint community recreation programming, and more. This agenda report fulfills the City Council direction provided.

#### *OUSD Workforce Housing Project:*

The Ojai Unified School District (OUSD) is actively engaged in the process of moving forward with a [proposed workforce housing project](#). From the OUSD workforce housing landing page: "The Board of Ojai Unified School District is considering building housing for its employees on its downtown District Office property." As part of OUSD's process, OUSD has engaged the

City, primarily at the City staff level, and has also convened a meeting involving OUSD and the Mayor.

From these preliminary discussions, it is apparent that it would be beneficial to both OUSD and the City (in addition to the Ojai community) to formalize the City/OUSD engagement, and establish a policy board-to-policy board path of communication. To achieve this goal, a so-called “Two on Two” subcommittee comprised of two City Council Members and two Ojai Unified School District Board Members could be created. This 2:2 could discuss the proposed OUSD workforce housing project, as well as other matters of mutual OUSD/City interest. The City is taking the first step in forming this proposed two on two committee. Following anticipated City Council action, OUSD would be asked to similarly designate two of its board members in order to complete the group.

The Brown Act applies to committees created by formal action of a legislative body to address ongoing issues. Ad hoc Council committees are exempt from the Brown Act only if they consist entirely of Council members and have fewer members than a Council quorum. (Gov. Code section 54952.) Since the proposed committee includes a mix of school board and Council members, this exception would not apply. Meetings of the proposed Committee would be subject to the Brown Act's open meeting requirements, including public notice, agenda posting, and public access provisions. Meetings subject to the Brown Act do require additional staff time, City resources, and attorney costs for preparation and attendance.

In the alternative, Council could appoint two Council Members as property negotiators to work with OUSD with a limited scope specifically for the workforce housing project. Property negotiation discussions are recommended for closed session until a deal is finalized because public disclosure of negotiation strategies, price limits, and positions would severely disadvantage the City by revealing confidential information to the other party, potentially resulting in higher costs and less favorable terms for taxpayers. Government Code Section 54956.8 specifically authorizes these closed sessions, recognizing that effective negotiations require confidentiality to fulfill the agency's fiduciary duty to obtain the best possible deal for the public. A majority of the Council, in its discretion, may also elect to have public discussions regarding the OUSD negotiations.

*Proposed Special Housing Counsel to the City:*

[The City Council has established a tactic of “Identify opportunities to create workforce housing and potential live/work strategies” in support of its Affordable Housing goal.](#) To facilitate this effort, and support the proposed two on two subcommittee discussions related to workforce housing, it is recommended that the City retain Sunny Soltani, Managing Partner of Aleshire & Wynder, to serve as Special Housing Counsel. [Ms. Soltani](#) has served in a similar capacity to the City in this space previously, leading the effort on behalf of the City to negotiate the [Becker Development Settlement Agreement](#).

## **CITY COUNCIL GOAL ALIGNMENT**

Goal 1 – Affordable Housing

Goal 9 – Communication and Relationships

## **OPTIONS**

1. Take no action; or
2. Provide alternative direction.

## **FISCAL IMPACT**

With City Council direction, City staff will request a proposal from Aleshire & Wynder for Sunny Soltani's services as Special Housing Counsel. Dependent upon direction provided, City staff may either proceed with entering into a professional services agreement on behalf of the City, or return to the City Council for review and approval. The City has approximately \$500,000 in the Housing Successor Agency Fund (192) which can be used towards these costs.

Expenditures from the Housing Successor Agency Fund are limited to actions that increase or improve the supply of affordable housing of extremely low, very low, low or moderate income including: (1) acquisition of real property, buildings and structures; (2) completion of on- and off-site improvements; (3) donation of real property to private or public entities; (4) construction and rehabilitation of buildings and structures; (5) payment of insurance premiums, principal and interest, debt financing and carrying charges; (6) subsidization of market rate housing; (7) preservation of mobile homes and subsidized housing "at risk" of conversion to market rates; and (8) reasonable planning and administrative expenses. (OMC § 10-9.08.)





## Administrative Report

DISCUSSION ITEM

**TO:** HONORABLE CITY COUNCIL

**FROM:** Ben Harvey, City Manager

**DATE PREPARED:** August 19, 2025

**MEETING DATE:** August 26, 2025

**SUBJECT:** Ojai Tent Town Expenses

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### **RECOMMENDATION:**

Receive the report regarding Ojai Tent Town expenses from Fiscal Year 2023-24 to June 30, 2025 unaudited.

### **DISCUSSION**

This agenda report is provided at the request of Council Members Mang and Whitman.

#### *Ojai Tent Town (OTT) History*

Since 2023 and earlier, unhoused individuals have lived on and around the greater City Hall campus, camping in the woodland, creek and other areas. As numbers of campers grew, the City Council directed that the matter be addressed, and allocated \$200,000 towards the effort within the adopted Fiscal Year 2023-24 budget. As of today, this is the only unhoused encampment sanctioned within the County of Ventura.

In the Fall of 2023, a full-time Homeless Services Coordinator was hired by the City, and in the Winter of 2024, the City began bringing all the unhoused campers out of the woodland and creek areas of the greater City Hall campus, into the Kent Hall parking lot. Wilderness tents were purchased, tent platforms were built and portable toilets and sinks were placed to improve living conditions. In addition, a room in lower Kent Hall was dedicated for Ojai Tent Town (OTT) use, providing a community refrigerator, microwave, and other incidental amenities.

The conduct of some of the initial participants resulted in the need for removal and, in some cases, temporary restraining orders were needed to prevent former participants from returning to the encampment. In addition, the City contracted with Amy Weiss/St. Francis Challenge to live full-time within the encampment, and with Secural for on-site private security, up to 24 hours a day, 7 days a week. The St. Francis's Challenge developed mandatory good neighbor agreements for all OTT encampment participants in collaboration with the City Attorney's

Office. A temporary fence was erected around the encampment to better ensure the safety of participants, and prevent unauthorized individuals (non-OTT participants) from visiting (OTT has a no visitor policy). All these City actions in 2024 helped to stabilize the encampment, and form a sense of community within the OTT population.

In early 2025, the City's agreement with Amy Weiss/St. Francis Challenge concluded. The City entered into contracts with Help of Ojai for case management services and Ventura County Behavioral Health for certain non-emergent mental health and case management services. With the population stabilized, and case management in place, the City was able to move to a part-time City Unhoused Services Coordinator and Community Lead Volunteer for OTT oversight, with reduced private security hours through Secural.

#### *OTT Expenditure Summary*

The table below provides a summary of OTT expenditures by category from 2023 to June 30, 2025 unaudited. The detail for this table is attached to this agenda report. Case management services from Help of Ojai and Ventura County Behavioral Health, and the City's contract with Amy Weiss/St. Francis Challenge, are eligible for reimbursement from the City's Encampment Resolution Funding (ERF) Grant, and therefore are NOT included within the OTT expenditures, below.

<b><i>OTT COSTS</i></b>	<b><i>ACTUAL COST FY 2023-24</i></b>	<b><i>ACTUAL COSTS FY 2024-25</i></b>	<b><i>TOTAL COSTS FY 2023-24 thru 6/30/2025</i></b>
<b>Salaries &amp; Benefits</b>	<b>\$77,672</b>	<b>\$19,236</b>	<b>\$96,908</b>
<b>OTT Temp Construction</b>	<b>\$99,751</b>	<b>\$12,512</b>	<b>\$112,263</b>
<b>Security Services</b>	<b>\$10,899</b>	<b>\$348,176</b>	<b>\$359,075</b>
<b>Legal Fees</b>	<b>\$12,031</b>	<b>\$41,528</b>	<b>\$53,559</b>
<b>Debris Removal</b>	<b>\$22,815</b>	<b>\$10,600</b>	<b>\$33,415</b>
<b>Restroom Services</b>	<b>\$19,124</b>	<b>\$24,745</b>	<b>\$43,869</b>
<b>Miscellaneous Expense</b>	<b>\$14,845</b>	<b>\$10,235</b>	<b>\$25,080</b>
<b>Total June 30, 2025</b>	<b>\$257,137</b>	<b>\$467,032</b>	<b>\$724,169</b>

**Salaries & Benefits:** Costs incurred by the City of Ojai Public Works Employees and the Homeless Service Coordinator. These employees assisted in developing the OTT site, sanitation, debris removal and assisting in the construction and maintenance of the OTT.



**OTT Temporary Construction:** Costs for the construction of the OTT Temporary Construction Costs. These costs are for site preparation, fencing the perimeter, platforms that were built to have every tent site off of the ground, storage sheds, and purchase and installation of the individual tents.

**Security Services:** The City contracts with Secural Securities Corporation for OTT Security Services. Secural started in June of Fiscal Year 2023-24 with a security officer assigned 24/7/365. Fiscal Year 2024-25 the costs shifted from staffing and construction of the OTT to security of the OTT in the amount of \$348,176. As the unhoused community stabilized the security officer assignment has been reduced to every night from 7:00 pm to 4:00 am for the safety of the unhoused community. This change will reduce security costs in the upcoming fiscal year.

**Legal Fees:** The City contracted with Colantuono, Highsmith, for legal counsel regarding the OTT. Details of legal services provided is privileged and confidential.

**Debris Removal:** Costs in FY 2023-24 was mostly for biological site cleaning services with Sharjo, LLC . Maintaining the OTT with sanitation costs is an ongoing costs that fluctuates based on tenant's behavior.

**Restroom Services:** Costs are for the cleaning, disposal and replacement of the restroom facilities. The cost of the services has remained constant over the fiscal years.

**Miscellaneous Expenses:** This category is a catchall for supplies and materials that are needed to operate and maintain the OTT.

### **CITY COUNCIL GOAL ALIGNMENT**

Goal 1 – Affordable Housing

### **OPTIONS**

N/A – Receive and file report.

### **FISCAL IMPACT**

The City's past expenditures, borne by the General Fund, for OTT are attached to this report. There is no fiscal impact in receiving the report. However, a near-future budget amendment will be brought before the City Council to address expenditures not included within the approved Fiscal Year 25-26 budget. Notably, security and supplies were inadvertently omitted.

### **Attachment(s)**

Spreadsheets detailing OTT expenditures by fiscal year.

**City of Ojai**  
**Ojai Tent Town (OTT)**  
**Summary of Expenditures**  
**Fiscal Year 2023-2025**

DESCRIPTION	FY 2023-24	FY 2024-25	TOTAL PROJECT
Salaries	\$ 37,362.07	\$ 15,516.05	\$ 52,878.12
Benefits	\$ 39,980.21	\$ 3,719.47	\$ 43,699.68
Overtime	\$ 329.44	\$ -	\$ 329.44
<b>Sub-Total Salaries &amp; Benefits</b>	<b>\$ 77,671.72</b>	<b>\$ 19,235.52</b>	<b>\$ 96,907.24</b>
<b>Expenses:</b>			
OTT Temporary Construction	\$ 99,751.15	\$ 12,512.36	\$ 112,263.51
Security Costs	\$ 10,898.85	\$ 348,175.62	\$ 359,074.47
Legal Fees	\$ 12,031.00	\$ 41,528.00	\$ 53,559.00
Debris Removal	\$ 22,815.20	\$ 10,600.19	\$ 33,415.39
Restroom Services	\$ 19,123.61	\$ 24,744.88	\$ 43,868.49
Miscellaneous Expenses	\$ 14,845.46	\$ 10,234.51	\$ 25,079.97
			\$ -
<b>SUB-TOTAL EXPENSES</b>	<b>\$ 179,465.27</b>	<b>\$ 447,795.56</b>	<b>\$ 627,260.83</b>
<b>TOTAL FY 2023-24</b>	<b>\$ 257,136.99</b>	<b>\$ 467,031.08</b>	<b>\$ 724,168.07</b>

**City of Ojai  
Ojai Tent Town (OTT)  
Summary of Expenditures  
Fiscal Year 2023-24**

Account Number	Date	Check No	Vendor Name	Category	Detail Description	Amount
010-1110-0011-000	0-0-0		Salaries Regular	Employee Gross	Maintenance Worker I	\$ 82.70
010-1110-0011-000	02/11/23		Salaries Regular	Employee Gross	Maintenance Worker I	\$ 13.57
010-1110-0011-000	02/11/23		Salaries Regular	Employee Gross	Maintenance Worker I	\$ 123.82
010-1110-0011-000	22-2-2024		Salaries Regular	Employee Gross	Maintenance Worker II	\$ 218.47
010-1110-0011-000	25-1-2024		Salaries Regular	Employee Gross	Maintenance Worker II	\$ 3,448.91
010-1110-0011-000	30-5-2024		Salaries Regular	Employee Gross	Maintenance Worker II	\$ 306.15
010-1110-0011-000	02/05/24		Salaries Regular	Employee Gross	Maintenance Worker II	\$ 974.98
010-1110-0011-000	08/02/24		Salaries Regular	Employee Gross	Maintenance Worker II	\$ 1,729.72
010-1110-0011-000	14-12-2023		Salaries Regular	Employee Gross	Maintenance Worker II	\$ 4.94
010-1110-0011-000	21-3-2024		Salaries Regular	Employee Gross	Maintenance Worker II	\$ 3,294.40
010-1110-0011-000	02/11/23		Salaries Regular	Employee Gross	Senior Maintenance Wrker	\$ 350.52
010-1110-0011-000	02/05/24		Salaries Regular	Employee Gross	Senior Maintenance Wrker	\$ 1,031.34
010-1110-0011-000	16-11-2023		Salaries Regular	Employee Gross	Senior Maintenance Wrker	\$ 280.24
010-1110-0011-000	25-1-2024		Salaries Regular	Employee Gross	P/W Sr. Maint Worker	\$ 169.32
010-1110-0011-000	22-2-2024		Salaries Regular	Employee Gross	Public Works Supervisor	\$ 42.33
010-1110-0011-000	25-1-2024		Salaries Regular	Employee Gross	Public Works Supervisor	\$ 16.13
010-1110-0011-000	30-11-2023		Salaries Regular	Employee Gross	Public Works Supervisor	\$ 211.65
010-1110-0011-000	11/1/623		Salaries Regular	Employee Gross	Public Works Supervisor	\$ 823.60
010-1110-0011-000	02/11/23		Salaries Regular	Employee Gross	Public Works Supervisor	\$ 264.37
010-1110-0011-000	08/02/24		Salaries Regular	Employee Gross	Public Works Supervisor	\$ 11.79
010-1110-0011-000	02/11/23		Salaries Regular	Employee Gross	Homeless Service Coord	\$ 63.41
010-1110-0011-000	02/05/24		Salaries Regular	Employee Gross	Homeless Service Coord	\$ 974.99
010-1110-0011-000	04/04/24		Salaries Regular	Employee Gross	Homeless Service Coord	\$ 3,294.48
010-1110-0011-000	07/03/24		Salaries Regular	Employee Gross	Homeless Service Coord	\$ 1,574.13
010-1110-0011-000	08/02/24		Salaries Regular	Employee Gross	Homeless Service Coord	\$ 3,191.45
010-1110-0011-000	11/07/24		Salaries Regular	Employee Gross	Homeless Service Coord	\$ 19.87
010-1110-0011-000	12/06/24		Salaries Regular	Employee Gross	Homeless Service Coord	\$ 3,294.48
010-1110-0011-000	14-12-2023		Salaries Regular	Employee Gross	Homeless Service Coord	\$ 687.65
010-1110-0011-000	16-11-2023		Salaries Regular	Employee Gross	Homeless Service Coord	\$ 213.24
010-1110-0011-000	16-5-2024		Salaries Regular	Employee Gross	Homeless Service Coord	\$ 3,294.48
010-1110-0011-000	18-4-2024		Salaries Regular	Employee Gross	Homeless Service Coord	\$ 271.92
010-1110-0011-000	21-3-2024		Salaries Regular	Employee Gross	Homeless Service Coord	\$ 5,827.05
010-1110-0011-000	25-1-2024		Salaries Regular	Employee Gross	Homeless Service Coord	\$ 32.20
010-1110-0011-000	27-6-2024		Salaries Regular	Employee Gross	Homeless Service Coord	\$ 248.78
010-1110-0011-000	30-5-2024		Salaries Regular	Employee Gross	Homeless Service Coord	\$ 974.99
<b>Sub-Total</b>			<b>Salaries - Regular</b>			<b>\$ 37,362</b>
010-1110-0011-000	0-0-0		Beneifts	Employee Benefit	Maintenance Worker I	\$ 31.70
010-1110-0011-000	0-0-0		Beneifts	Employee Benefit	Maintenance Worker I	\$ 613.60
010-1110-0011-000	16-11-2023		Beneifts	Employee Benefit	Maintenance Worker I	\$ 32.20
010-1110-0011-000	16-11-2023		Beneifts	Employee Benefit	Maintenance Worker II	\$ 2,827.44
010-1110-0011-000	25-1-2024		Beneifts	Employee Benefit	Maintenance Worker II	\$ 5.38
010-1110-0011-000	25-1-2024		Beneifts	Employee Benefit	Maintenance Worker II	\$ 2,306.08
010-1110-0011-000	02/05/24		Beneifts	Employee Benefit	Maintenance Worker II	\$ 3,294.48

**City of Ojai**  
**Ojai Tent Town (OTT)**  
**Summary of Expenditures**  
**Fiscal Year 2023-24**

Account Number	Date	Check No	Vendor Name	Category	Detail Description	Amount
010-1110-0011-000	08/02/24		Beneifts	Employee Benefit	Maintenance Worker II	\$ 974.99
010-1110-0011-000	14-12-2023		Beneifts	Employee Benefit	Maintenance Worker II	\$ 21.89
010-1110-0011-000	21-3-2024		Beneifts	Employee Benefit	Maintenance Worker II	\$ 986.80
010-1110-0011-000	22-2-2024		Beneifts	Employee Benefit	P/W Sr. Maint Worker	\$ 719.61
010-1110-0011-000	30-5-2024		Beneifts	Employee Benefit	Senior Maintenance Wrker	\$ 952.43
010-1110-0011-000	02/11/23		Beneifts	Employee Benefit	Senior Maintenance Wrker	\$ 974.99
010-1110-0011-000	02/11/23		Beneifts	Employee Benefit	Senior Maintenance Wrker	\$ 264.83
010-1110-0011-000	11/2/2023		Beneifts	Employee Benefit	Public Works Supervisor	\$ 52.90
010-1110-0011-000	2/8/2024		Beneifts	Employee Benefit	Public Works Supervisor	\$ 5.35
010-1110-0011-000	16-11-2023		Beneifts	Employee Benefit	Public Works Supervisor	\$ 84.66
010-1110-0011-000	02/11/23		Beneifts	Employee Benefit	Public Works Supervisor	\$ 3,294.48
010-1110-0011-000	08/02/24		Beneifts	Employee Benefit	Public Works Supervisor	\$ 32.20
010-1110-0011-000	16-11-2023		Beneifts	Employee Benefit	Public Works Supervisor	\$ 1,208.36
010-1110-0011-000	02/11/23		Beneifts	Employee Benefit	Homeless Service Coord	\$ 8.93
010-1110-0011-000	02/05/24		Beneifts	Employee Benefit	Homeless Service Coord	\$ 974.99
010-1110-0011-000	04/04/24		Beneifts	Employee Benefit	Homeless Service Coord	\$ 252.03
010-1110-0011-000	07/03/24		Beneifts	Employee Benefit	Homeless Service Coord	\$ 2,336.57
010-1110-0011-000	08/02/24		Beneifts	Employee Benefit	Homeless Service Coord	\$ 491.68
010-1110-0011-000	11/07/24		Beneifts	Employee Benefit	Homeless Service Coord	\$ 112.05
010-1110-0011-000	12/06/24		Beneifts	Employee Benefit	Homeless Service Coord	\$ 974.99
010-1110-0011-000	14-12-2023		Beneifts	Employee Benefit	Homeless Service Coord	\$ 165.20
010-1110-0011-000	16-11-2023		Beneifts	Employee Benefit	Homeless Service Coord	\$ 533.10
010-1110-0011-000	16-5-2024		Beneifts	Employee Benefit	Homeless Service Coord	\$ 3,554.45
010-1110-0011-000	18-4-2024		Beneifts	Employee Benefit	Homeless Service Coord	\$ 3,417.94
010-1110-0011-000	21-3-2024		Beneifts	Employee Benefit	Homeless Service Coord	\$ 3,294.48
010-1110-0011-000	25-1-2024		Beneifts	Employee Benefit	Homeless Service Coord	\$ 64.40
010-1110-0011-000	27-6-2024		Beneifts	Employee Benefit	Homeless Service Coord	\$ 1,160.45
010-1110-0011-000	28-12-2023		Beneifts	Employee Benefit	Homeless Service Coord	\$ 370.30
010-1110-0011-000	30-5-2024		Beneifts	Employee Benefit	Homeless Service Coord	\$ 3,294.48
010-1110-0011-000	22-2-2024		Beneifts	Employee Benefit	Homeless Service Coord	\$ 96.60
010-1110-0011-000	25-1-2024		Beneifts	Employee Benefit	Homeless Service Coord	\$ 64.40
010-1110-0011-000	30-11-2023		Beneifts	Employee Benefit	Homeless Service Coord	\$ 128.80
<b>Sub-Total</b>						<b>\$ 39,980.21</b>
<b>010-1110-0015-000</b>				<b>Overtime</b>		<b>\$ 329.44</b>
<b>Total TOTAL SALARIES &amp; BENEFITS</b>						<b>\$ 77,671.72</b>
010-1110-0132-000	06/20/24	77654	R. Tuck	OTT Temporary Construction	Final 16 Wilderness Tents for OTT	\$ 29,653.00
010-1110-0132-005	12/01/23	0		OTT Temporary Construction	Temporary Tent Unhoused	\$ 214.49
010-1110-0132-005	12/01/23	0		OTT Temporary Construction	Kitchen Supplies for Kent Hall Unhoused Office	\$ 364.65
010-1110-0132-005	12/19/23	76831	Richmond Ave Co Inc	OTT Temporary Construction	Pallets for City Unhoused (50 Qty)	\$ 400.00
010-1110-0132-005	12/07/23	76778		OTT Temporary Construction	Supplies for City Tent Encampment	\$ 12,064.00
010-1110-0132-005	01/10/24	0	Swiss Co Supplies	OTT Temporary Construction	Swisco Supplies for City Unhoused	\$ 88.50
010-1110-0132-005	01/10/24	0	Wayfair	OTT Temporary Construction	Storage Sheds (8 Qty) for City Unhoused	\$ 2,093.43

**City of Ojai  
Ojai Tent Town (OTT)  
Summary of Expenditures  
Fiscal Year 2023-24**

Account Number	Date	Check No	Vendor Name	Category	Detail Description	Amount
010-1110-0132-005	02/14/24	0		OTT Temporary Construction	JE -Reclass \$42.01 2.14.2024: Meeting Supplies/Green Coalition From 01C	\$ (42.01)
010-1110-0132-005	02/15/24	77067	R. Tuck	OTT Temporary Construction	Supplies for City Unhoused Tents (2 Qty)	\$ 3,016.00
010-1110-0132-005	02/28/24	77134	Richmond Ave Co Inc	OTT Temporary Construction	Pilets for City Unhoused (54 Qty)	\$ 824.00
010-1110-0132-005	02/28/24	77122	Ojai True Value Hardware	OTT Temporary Construction	Duplicate Keys (10 Qty)	\$ 21.45
010-1110-0132-005	02/08/24	77008	R. Raine	OTT Temporary Construction	Supplies for Encampment City Unhoused	\$ 37.29
010-1110-0132-005	03/13/24	77177	Eric Tavitian	OTT Temporary Construction	Secure Tent/Shed Structures to Asphalt Parking Lot	\$ 3,461.10
010-1110-0132-005	03/27/24	77251	Ojai Lumber Co	OTT Temporary Construction	Supplies for City Unhoused	\$ 908.78
010-1110-0132-005	03/27/24	77234	Eric Tavitian	OTT Temporary Construction	Design & Build of Tent, Platforms, Shed on Asphalt	\$ 11,099.93
010-1110-0132-005	04/11/24	77296	Eric Tavitian	OTT Temporary Construction	Construction of Tent, Platforms, Stairs & Railing	\$ 19,043.81
010-1110-0132-005	04/11/24	77296	Eric Tavitian	OTT Temporary Construction	Construct of Tent, Platforms, Stairs & Railing Labor	\$ 4,980.00
010-1110-0132-005	04/22/24	77349	R. Tuck	OTT Temporary Construction	Supplies for City Unhoused Tents (2 Qty)	\$ 3,016.00
010-1110-0132-005	04/30/24	0	Cabela's	OTT Temporary Construction	Cots for City Unhoused (4 Qty)	\$ 428.96
010-1110-0132-005	04/30/24	0	Wayfair	OTT Temporary Construction	Storage Sheds for City Unhoused	\$ 1,072.41
010-1110-0132-005	04/30/24	0	Cabela's	OTT Temporary Construction	Cabela's Cot for City Unhoused	\$ 85.75
010-1110-0132-005	05/09/24	77456	Ojai True Value Hardware	OTT Temporary Construction	Storage Shed Locks	\$ 85.80
010-1110-0132-005	05/09/24	77456	Ojai True Value Hardware	OTT Temporary Construction	Nylon Washers for Shed Contruction	\$ 13.73
010-1110-0132-005	06/13/24	0		OTT Temporary Construction	Storage Sheds for Encampment	\$ 1,236.38
010-1110-0132-005	06/20/24	77612	Ojai True Value Hardware	OTT Temporary Construction	Translation of Encampment Signage	\$ 174.08
010-1110-0132-005	07/31/24	0	PODS Storage	OTT Temporary Construction	Container Pickup	\$ 87.68
010-1110-0132-005	07/31/24	0		OTT Temporary Construction	Porta Stor Container Rental for Unhoused	\$ 75.00
010-1110-0132-005	02/28/24	77105	Greg Rents	OTT Temporary Construction	Equipment Rental for City Unhoused	\$ 420.50
010-1110-0132-005	02/08/24	77001	Fence Factory Rentals	OTT Temporary Construction	Fence Rental for City Unhoused	\$ 1,134.00
010-1110-0132-005	05/09/24	77435	Fence Factory Rentals	OTT Temporary Construction	Fence Rental for City Unhoused	\$ 3,378.38
010-1110-0132-005	09/04/24	0	PODS Storage	OTT Temporary Construction	PODS Storage for City Unhoused	\$ 314.06
<b>Sub-Total OTT Temporary Construction</b>						<b>\$ 99,751.15</b>
010-1110-0132-005	FY 2023-24	ACH	<b>Colantuano, Highsmith &amp; Whatie Legal Fees</b>		<b>Legal Costs FY 2023-24</b>	<b>\$ 12,031.00</b>
010-1110-0132-005	03/13/24	77193	Miguel Angel Contreras II	Debris Removal	Debri Removal of City Unhoused	\$ 695.00
010-1110-0132-005	04/11/24	77310	Miguel Angel Contreras II	Debris Removal	City Hall Demo Garden Clean-up for Unhoused	\$ 695.00
010-1110-0132-005	05/09/24	77449	Miguel Angel Contreras II	Debris Removal	Debris Removal of City Unhoused	\$ 3,235.00
010-1110-0132-005	06/06/24	77596	Sharjo, LLC	Debris Removal	Bio Clean up	\$ 14,415.20
010-1110-0132-005	05/09/24	77449	Miguel Angel Contreras II	Debris Removal	Debri Removal of City Unhoused	\$ 2,780.00
010-1110-0132-005	05/09/24	77449	Miguel Angel Contreras II	Debris Removal	Debris Removal of City Unhoused	\$ 695.00
010-1110-0132-005	02/15/24	77020	Claudio Roberto Cortinovis		Garbage Removal City Unhoused	\$ 300.00
<b>Sub-Total Debris Removal</b>						<b>\$ 22,815.20</b>
010-1603-0146-313	03/13/24	77188	Marborg Industries	Restroom Services	City Owned Restroom Service	\$ 104.40
010-1603-0147-200	02/08/24	77005	Marborg Industries	Restroom Services	City Unhoused Restroom Service	\$ 104.40
010-1603-0147-200	04/11/24	77307	Marborg Industries	Restroom Services	2.26-3.24.2024; City Owned Restroom Service	\$ 104.40
010-1110-0132-005	06/20/24	77666	Marborg Industries	Restroom Services	6.4.2024; Portable Storage Delivery Fee for Unhoused	\$ 180.00
010-1110-0132-005	11/21/23	76683	Marborg Industries	Restroom Services	7.17-8.13.2023; City Unhoused Restroom Service	\$ 104.40
010-1110-0132-005	11/08/23	76628	Marborg Industries	Restroom Services	9.11-10.8.2023; City Unhoused Restroom Service	\$ 105.97
010-1110-0132-005	11/8/202	76628	Marborg Industries	Restroom Services	9.11-10.8.2023; City Unhoused Restroom Service	\$ 568.70

**City of Ojai**  
**Ojai Tent Town (OTT)**  
**Summary of Expenditures**  
**Fiscal Year 2023-24**

Account Number	Date	Check No	Vendor Name	Category	Detail Description	Amount
010-1110-0132-005	11/21/23	76683	Marborg Industries	Restroom Services	10.9-11.5.2023; City Unhoused Restroom Service	\$ 105.97
010-1110-0132-005	11/21/23	76683	Marborg Industries	Restroom Services	10.9-11.5.2023; City Unhoused Restroom Service	\$ 538.05
010-1110-0132-005	12/07/23	76751	Marborg Industries	Restroom Services	11.6-12.3.2023; City Unhoused Restroom Service	\$ 104.40
010-1110-0132-005	12/07/23	76751	Marborg Industries	Restroom Services	11.6-12.3.2023; Replace Portable BR Destroyed Unhoused & Service	\$ 2,434.59
010-1110-0132-005	02/08/24	77005	Marborg Industries	Restroom Services	12.3-12.31.2023; City Unhoused Restroom Service	\$ 104.40
010-1110-0132-005	03/13/24	77188	Marborg Industries	Restroom Services	1.29-2.25.2024; City Unhoused Restroom Service	\$ 1,658.84
010-1110-0132-005	04/11/24	77307	Marborg Industries	Restroom Services	2.26-3.24.2024; City Unhoused Restroom Service	\$ 1,382.70
010-1110-0132-005	05/09/24	77444	Marborg Industries	Restroom Services	4.21.2024; City Unhoused Restroom Service	\$ 1,483.49
010-1110-0132-005	06/06/24	77580	Marborg Industries	Restroom Services	4.22-5.19.2024; Unhoused Restroom Service	\$ 1,496.95
010-1110-0132-005	07/03/24	77695	Marborg Industries	Restroom Services	5.20-6.16.2024; Unhoused Restroom Service	\$ 1,496.95
010-1110-0132-005	07/31/24		Marborg Industries	Restroom Services	6.4.2024; Porta Stor Potable Storage Rental 6.4-7.3, 7.4-8.3.24	\$ 180.00
010-1110-0132-005	02/08/24	76994	Bio SoCal	Restroom Services	Removal & Disposal of Destroyed Porta Potty	\$ 6,865.00
<b>Sub-Total Restroom Services</b>						<b>\$ 19,123.61</b>
010-1603-0146-316	04/11/24	77315		Security Services	3.8.2024; Supplies for City Unhoused	\$ 19.28
010-1104-0147-314	01/10/24	0	SimpliSafe	Security Services	12.12.2023; SimpliSafe Fast Protect Subscription	\$ 29.99
010-1110-0147-000	01/26/24	0	SimpliSafe	Security Services	1.12.2024; SimpliSafe Fast Protect Subscription for City Unhouse	\$ 29.99
010-1110-0132-005	01/10/24	0	SimpliSafe	Security Services	11.6.2023; SimpliSafe Fast Protect Subscription	\$ 11.60
010-1110-0132-005	12/20/23	0		Security Services	12.6.2023; B & H Camera Station License	\$ 445.00
010-1110-0132-005	12/19/23	76796	Amazon.com	Security Services	12.6.2023; Security Cameras for City Unhoused (Qty 3)	\$ 1,174.38
010-1110-0132-005	02/28/24	77135	R. Raine	Security Services	2.2.2024; Lock for City Unhoused	\$ 14.58
010-1110-0132-005	07/03/24	77708	Secural Securities	Security Services	6.21.2024; City Unhoused Security	\$ 9,144.04
010-1110-0132-005	09/04/24	0	SimpliSafe	Security Services	5.12.2024; SimpliSafe Fast Protect Subscription	\$ 29.99
<b>Sub-Total Security Costs</b>						<b>\$ 10,898.85</b>
010-1110-0132-005	02/08/24	77006	Meiners Oaks Hardware	Miscellaneous Expenses	1.24.2024; Supplies for City Unhoused	\$ 215.99
010-1110-0132-005	03/13/24	77190	Meiners Oaks Hardware	Miscellaneous Expenses	2.5.2024; Supplies for Special Capitol Project Maintenance	\$ 135.60
010-1110-0132-005	03/13/24	77190	Meiners Oaks Hardware	Miscellaneous Expenses	2.22.2024; Supplies for City Unhoused Maintenance	\$ 38.05
010-1110-0132-005	03/27/24	77247	Meiners Oaks Hardware	Miscellaneous Expenses	3.13.2024; Supplies for City Unhoused Maintenance	\$ 108.72
010-1110-0132-005	03/27/24	77247	Meiners Oaks Hardware	Miscellaneous Expenses	3.13.2024; Supplies for City Unhoused Maintenance	\$ 213.03
010-1110-0132-005	04/11/24	77308	Meiners Oaks Hardware	Miscellaneous Expenses	3.20.2024; Supplies for City Unhoused Maintenance	\$ 335.47
010-1110-0132-005	04/11/24	77308	Meiners Oaks Hardware	Miscellaneous Expenses	3.7.2024; Supplies for City Unhoused Maintenance	\$ 28.47
010-1110-0132-005	04/11/24	77308	Meiners Oaks Hardware	Miscellaneous Expenses	3.27.2024; Supplies for City Unhoused Maintenance	\$ 103.53
010-1110-0132-005	04/24/24	77384	Meiners Oaks Hardware	Miscellaneous Expenses	4.18.2024; Supplies for City Unhoused Maintenance	\$ 21.74
010-1110-0132-005	05/09/24	77447	Meiners Oaks Hardware	Miscellaneous Expenses	4.24.2024; Supplies for City Unhoused	\$ 21.46
010-1110-0132-005	05/09/24	77447	Meiners Oaks Hardware	Miscellaneous Expenses	4.26.2024; Supplies for City Unhoused	\$ 39.73
010-1110-0132-005	05/09/24	77447	Meiners Oaks Hardware	Miscellaneous Expenses	4.29.2024; Supplies for City Unhoused	\$ 53.81
010-1110-0132-005	06/06/24	77583	Meiners Oaks Hardware	Miscellaneous Expenses	5.20.2024; Supplies for City Unhoused Sheds	\$ 40.97
010-1110-0132-005	04/24/24	77388	Ojai Lumber	Miscellaneous Expenses	4.17.2024; Supplies for City Unhoused Maintenance	\$ 203.51
010-1603-0146-310	11/21/23	76690	Ojai Lumber	Miscellaneous Expenses	11.2.2023; Supplies for City Unhoused	\$ 15.32
010-1110-0132-005	05/09/24	77447	Meiners Oaks Hardware	Miscellaneous Expenses	4.11.2024; Supplies for City Unhoused	\$ 104.54
010-1110-0132-005	05/09/24	77447	Meiners Oaks Hardware	Miscellaneous Expenses	4.11.2024; Supplies for City Unhoused	\$ 50.18
010-1110-0132-005	05/09/24	77447	Meiners Oaks Hardware	Miscellaneous Expenses	4.24.2024; Suupplies for City Unhoused	\$ 4.35
010-1110-0132-005	02/08/24	77010	Westridge Market Inc	Miscellaneous Expenses	1.10.2024; Supplies for City Unhoused	\$ 24.94

**City of Ojai**  
**Ojai Tent Town (OTT)**  
**Summary of Expenditures**  
**Fiscal Year 2023-24**

Account Number	Date	Check No	Vendor Name	Category	Detail Description	Amount
010-1110-0132-005	02/08/24	77010	Westridge Market Inc	Miscellaneous Expenses	1.16.2024; Supplies for City Unhoused	\$ 70.98
010-1110-0132-005	02/08/24	77010	Westridge Market Inc	Miscellaneous Expenses	1.18.2024; Supplies for City Unhoused	\$ 52.35
010-1110-0132-005	02/28/24	77151	Westridge Market Inc	Miscellaneous Expenses	1.22.2024; Supplies for City Unhoused	\$ 74.00
010-1110-0132-005	02/28/24	77151	Westridge Market Inc	Miscellaneous Expenses	1.25.2024; Supplies for City Unhoused	\$ 40.30
010-1110-0132-005	02/28/24	77151	Westridge Market Inc	Miscellaneous Expenses	1.26.2024; Supplies for City Unhoused	\$ 65.32
010-1110-0132-005	02/28/24	77151	Westridge Market Inc	Miscellaneous Expenses	1.29.2024; Supplies for City Unhoused	\$ 39.26
010-1110-0132-005	02/08/24	77010	Westridge Market Inc	Miscellaneous Expenses	1.3.2024; Supplies for City Unhoused	\$ 21.92
010-1110-0132-005	02/28/24	77151	Westridge Market Inc	Miscellaneous Expenses	1.31.2024; Supplies for City Unhoused	\$ 22.52
010-1110-0132-005	02/08/24	77010	Westridge Market Inc	Miscellaneous Expenses	1.5.2024; Supplies for City Unhoused	\$ 36.06
010-1110-0132-005	02/08/24	77010	Westridge Market Inc	Miscellaneous Expenses	1.5.2024; Supplies for City Unhoused	\$ 14.82
010-1110-0132-005	02/08/24	77010	Westridge Market Inc	Miscellaneous Expenses	1.8.2024; Supplies for City Unhoused	\$ 24.84
010-1110-0132-005	12/19/23	76840	Westridge Market Inc	Miscellaneous Expenses	11.28.2023; Supplies for City Unhoused	\$ 61.40
010-1110-0132-005	01/30/24	76989	Westridge Market Inc	Miscellaneous Expenses	11.29.2023; Supplies for City Unhoused	\$ 15.60
010-1110-0132-005	12/07/23	76788	Westridge Market Inc	Miscellaneous Expenses	11.5.2023; Supplies for City Unhoused	\$ 54.55
010-1110-0132-005	11/21/23	76706	R. Raine	Miscellaneous Expenses	11.7.2023; Reimbursement Supplies for Unhoused	\$ 720.97
010-1110-0132-005	02/08/24	76990		Miscellaneous Expenses	1.30.2024; Supplies for City Unhoused	\$ 16.24
010-1110-0132-005	03/13/24	77161	Amazon	Miscellaneous Expenses	1.30.2024; Supplies for City Unhoused	\$ 16.24
010-1110-0132-005	12/07/23	76721	Amazon	Miscellaneous Expenses	12.1.2023; Office Equipment for City Unhoused	\$ 80.43
010-1110-0132-005	06/20/24	77613	Amazon	Miscellaneous Expenses	6.11.2024; Supplies for City Unhoused	\$ 499.97
010-1110-0132-005	12/19/23	76840	Westridge Market Inc	Miscellaneous Expenses	12.11.2023; Supplies for City Unhoused	\$ 24.84
010-1110-0132-005	01/04/24	76901	Westridge Market Inc	Miscellaneous Expenses	12.20.2023; Supplies for City Unhoused	\$ 60.42
010-1110-0132-005	01/04/24	76901	Westridge Market Inc	Miscellaneous Expenses	12.22.2023; Supplies for City Unhoused	\$ 17.38
010-1110-0132-005	01/04/24	76880	R. Raine	Miscellaneous Expenses	12.26.2023; Reimburse Lodging and Supplies for City Unhoused	\$ 291.19
010-1110-0132-005	01/17/24	76957	Westridge Market Inc	Miscellaneous Expenses	12.28.2023; Supplies for City Unhoused	\$ 45.65
010-1110-0132-005	12/07/24	76768	R. Raine	Miscellaneous Expenses	12.4.2023; Reimbursement Supplies for Unhoused	\$ 709.52
010-1110-0132-005	05/22/24	77509	Westridge Market Inc	Miscellaneous Expenses	12.5.2023; Supplies for City Unhoused	\$ 57.63
010-1110-0132-005	12/19/23	76840	Westridge Market Inc	Miscellaneous Expenses	12.8.2023; Supplies for City Unhoused	\$ 49.58
010-1110-0132-005	04/24/24	77356	Amazon	Miscellaneous Expenses	4.20.2024; Supplies for City Unhoused	\$ 39.84
010-1110-0132-005	12/19/23	76796	Amazon	Miscellaneous Expenses	12.16.2023; Office Supplies for City Unhoused	\$ 622.04
010-1110-0132-005	03/13/24	77161	Amazon	Miscellaneous Expenses	2.29.2024; Supplies for City Unhoused	\$ 36.18
010-1110-0132-005	06/06/24	77554	Amazon	Miscellaneous Expenses	5.21.2024; Supplies for City Unhoused	\$ 53.83
010-1110-0132-005	04/11/24	77277	Amazon	Miscellaneous Expenses	3.29.2024; Office Supplies for City Unhoused	\$ 17.30
010-1110-0132-005	12/07/23	76721	Amazon	Miscellaneous Expenses	11.20.2023; First Aid Supplies for City Unhoused	\$ 66.14
010-1110-0132-005	01/30/24	76965	Amazon	Miscellaneous Expenses	1.24.2024; Office Supplies for City Unhoused	\$ 427.92
010-1110-0132-005	01/17/24	76910	Amazon	Miscellaneous Expenses	1.3.2024; Supplies for City Unhoused	\$ 1,219.00
010-1110-0132-005	12/07/23	76721	Amazon	Miscellaneous Expenses	12.5.2023; Supplies for City Unhoused	\$ 819.66
010-1110-0132-005	04/11/24	77277	Amazon	Miscellaneous Expenses	3.31.2024; Supplies for City Unhoused	\$ 201.20
010-1110-0132-005	12/07/23	76721	Amazon	Miscellaneous Expenses	11.20.2023; First Aid Supplies for City Unhoused	\$ 34.43
010-1110-0132-005	03/13/24	77161	Amazon	Miscellaneous Expenses	1.30.2024; Supplies for City Unhoused	\$ 125.07
010-1110-0132-005	02/08/24	76990		Miscellaneous Expenses	1.30.2024; Supplies for City Unhoused	\$ 125.07
010-1110-0132-005	07/17/24	77731	Amazon	Miscellaneous Expenses	6.30.2024; Return of Coffee Filters Inv	\$ (6.48)
010-1110-0132-005	03/13/24	77161	Amazon	Miscellaneous Expenses	2.29.2024; Supplies for City Unhoused	\$ 34.96
010-1110-0132-005	01/30/24	76965	Amazon	Miscellaneous Expenses	1.7.2024; Supplies for City Unhoused	\$ 72.62
010-1110-0132-005	06/06/24	77554	Amazon	Miscellaneous Expenses	6.2.2024; Office Supplies for City Unhoused	\$ 19.41
010-1110-0132-005	11/21/23	76656	Amazon	Miscellaneous Expenses	11.12.2023; Supplies for City Unhoused	\$ 48.24
010-1110-0132-005	01/17/24	76910	Amazon	Miscellaneous Expenses	1.9.2024; Supplies for City Unhoused	\$ 171.50

**City of Ojai**  
**Ojai Tent Town (OTT)**  
**Summary of Expenditures**  
**Fiscal Year 2023-24**

Account Number	Date	Check No	Vendor Name	Category	Detail Description	Amount
010-1110-0132-005	03/27/24	77222	Amazon	Miscellaneous Expenses	3.12.2024; Supplies for City Unhoused	\$ 24.65
010-1110-0132-005	06/06/24	77554	Amazon	Miscellaneous Expenses	5.28.2024; Supplies for City Unhoused	\$ 25.51
010-1110-0132-005	02/15/24	77013	Amazon	Miscellaneous Expenses	2.11.2024; Supplies for City Unhoused	\$ 62.18
010-1110-0132-005	04/11/24	77277	Amazon	Miscellaneous Expenses	2.17.2024; Supplies for City Unhoused	\$ 24.65
010-1110-0132-005	03/27/24	77269	Westridge Market Inc	Miscellaneous Expenses	2.12.2024; Supplies for City Unhoused	\$ 23.35
010-1110-0132-005	03/27/24	77269	Westridge Market Inc	Miscellaneous Expenses	2.14.2024; Supplies for City Unhoused	\$ 50.96
010-1110-0132-005	02/28/24	77087	Westridge Market Inc	Miscellaneous Expenses	2.14.2024; Meeting Supplies/Green Coalition for City Unhoused	\$ 42.01
010-1110-0132-005	03/27/24	77269	Westridge Market Inc	Miscellaneous Expenses	2.16.2024; Supplies for City Unhoused	\$ 64.14
010-1110-0132-005	03/27/24	77269	Westridge Market Inc	Miscellaneous Expenses	2.20.2024; Supplies for City Unhoused	\$ 34.05
010-1110-0132-005	03/27/24	77269	Westridge Market Inc	Miscellaneous Expenses	2.23.2024; Supplies for City Unhoused	\$ 58.64
010-1110-0132-005	03/27/24	77269	Westridge Market Inc	Miscellaneous Expenses	2.26.2024; Supplies for City Unhoused	\$ 26.53
010-1110-0132-005	03/27/24	77269	Westridge Market Inc	Miscellaneous Expenses	2.29.2024; Supplies for City Unhoused	\$ 49.91
010-1110-0132-005	02/28/24	77151	Westridge Market Inc	Miscellaneous Expenses	2.3.2024; Supplies for City Unhoused	\$ 52.50
010-1110-0132-005	02/28/24	77151	Westridge Market Inc	Miscellaneous Expenses	2.4.2024; Supplies for City Unhoused	\$ 26.86
010-1110-0132-005	02/28/24	77151	Westridge Market Inc	Miscellaneous Expenses	2.6.2024; Supplies for City Unhoused	\$ 29.22
010-1110-0132-005	03/27/24	77269	Westridge Market Inc	Miscellaneous Expenses	2.8.2024; Supplies for City Unhoused	\$ 42.59
010-1110-0132-005	03/13/24	77198	Ojai Business Center	Miscellaneous Expenses	1.31.2024; Scanning of Property Plans	\$ 16.50
010-1110-0132-005	02/15/24	77040	Ojai Lumber	Miscellaneous Expenses	1.24.2024; Supplies for City Unhoused	\$ 469.21
010-1110-0132-005	02/15/24	77040	Ojai Lumber	Miscellaneous Expenses	1.27.2024; Supplies for City Unhoused	\$ 509.50
010-1110-0132-005	02/15/24	77040	Ojai Lumber	Miscellaneous Expenses	1.27.2024; Supplies for City Unhoused	\$ 113.62
010-1110-0132-005	02/15/24	77040	Ojai Lumber	Miscellaneous Expenses	1.27.2024; Supplies for City Unhoused	\$ 10.49
010-1110-0132-005	05/09/24	77454	Ojai Lumber	Miscellaneous Expenses	4.25.2024; Supplies for City Unhoused	\$ 162.81
010-1110-0132-005	05/22/24	77520	Ojai Lumber	Miscellaneous Expenses	5.10.2024; Supplies for City Unhoused	\$ 221.36
010-1110-0132-005	04/11/24	77339	Westridge Market Inc	Miscellaneous Expenses	3.11.2024; Supplies for City Unhoused	\$ 62.82
010-1110-0132-005	04/11/24	77339	Westridge Market Inc	Miscellaneous Expenses	3.13.2024; Supplies for City Unhoused	\$ 73.91
010-1110-0132-005	04/11/24	77339	Westridge Market Inc	Miscellaneous Expenses	3.15.2024; Supplies for City Unhoused.	\$ 35.74
010-1110-0132-005	04/11/24	77339	Westridge Market Inc	Miscellaneous Expenses	3.18.2024; Supplies for City Unhoused.	\$ 19.34
010-1110-0132-005	04/11/24	77339	Westridge Market Inc	Miscellaneous Expenses	3.19.2024; Supplies for City Unhoused.	\$ 84.51
010-1110-0132-005	04/11/24	77339	Westridge Market Inc	Miscellaneous Expenses	3.22.2024; Supplies for City Unhoused.	\$ 90.04
010-1110-0132-005	05/09/24	77485	Westridge Market Inc	Miscellaneous Expenses	3.25.2024; Supplies for City Unhoused	\$ 44.41
010-1110-0132-005	05/09/24	77485	Westridge Market Inc	Miscellaneous Expenses	3.27.2024; Supplies for City Unhoused	\$ 69.62
010-1110-0132-005	05/09/24	77485	Westridge Market Inc	Miscellaneous Expenses	3.28.2024; Supplies for City Unhoused	\$ 28.26
010-1110-0132-005	03/27/24	77269	Westridge Market Inc	Miscellaneous Expenses	3.5.2024; Supplies for City Unhoused	\$ 63.31
010-1110-0132-005	03/27/24	77269	Westridge Market Inc	Miscellaneous Expenses	3.6.2024; Supplies for City Unhoused	\$ 16.99
010-1110-0132-005	03/27/24	77269	Westridge Market Inc	Miscellaneous Expenses	3.8.2024; Supplies for City Unhoused	\$ 27.08
010-1110-0132-005	05/09/24	77485	Westridge Market Inc	Miscellaneous Expenses	4.10.2024; Supplies for City Unhoused	\$ 75.27
010-1110-0132-005	04/24/24	77415	Westridge Market Inc	Miscellaneous Expenses	4.11.2024 Supplies for City Unhoused	\$ 135.01
010-1110-0132-005	05/09/24	77485	Westridge Market Inc	Miscellaneous Expenses	4.12.2024; Supplies for City Unhoused	\$ 73.77
010-1110-0132-005	05/09/24	77485	Westridge Market Inc	Miscellaneous Expenses	4.15.2024; Supplies for City Unhoused	\$ 55.04
010-1110-0132-005	05/09/24	77485	Westridge Market Inc	Miscellaneous Expenses	4.17.2024; Supplies for City Unhoused	\$ 34.05
010-1110-0132-005	05/09/24	77485	Westridge Market Inc	Miscellaneous Expenses	4.18.2024; Supplies for City Unhoused	\$ 82.46
010-1110-0132-005	05/09/24	77485	Westridge Market Inc	Miscellaneous Expenses	4.2.2024; Supplies for City Unhoused	\$ 55.45
010-1110-0132-005	05/09/24	77485	Westridge Market Inc	Miscellaneous Expenses	4.22.2024; Supplies for City Unhoused	\$ 71.51
010-1110-0132-005	05/09/24	77485	Westridge Market Inc	Miscellaneous Expenses	4.23.2024; Supplies for City Unhoused	\$ 22.52
010-1110-0132-005	05/09/24	77485	Westridge Market Inc	Miscellaneous Expenses	4.24.2024; Supplies for City Unhoused	\$ 33.12
010-1110-0132-005	05/09/24	77485	Westridge Market Inc	Miscellaneous Expenses	4.24.2024; Supplies for City Unhoused	\$ 74.65



**City of Ojai  
Ojai Tent Town (OTT)  
Summary of Expenditures  
Fiscal Year 2023-24**

Account Number	Date	Check No	Vendor Name	Category	Detail Description	Amount
010-1110-0132-005	05/09/24	77485	Westridge Market Inc	Miscellaneous Expenses	4.29.2024; Supplies for City Unhoused	\$ 60.26
010-1110-0132-005	05/09/24	77485	Westridge Market Inc	Miscellaneous Expenses	4.29.2024; Supplies for City Unhoused	\$ 20.75
010-1110-0132-005	05/09/24	77485	Westridge Market Inc	Miscellaneous Expenses	4.4.2024; Supplies for City Unhoused	\$ 60.24
010-1110-0132-005	05/09/24	77485	Westridge Market Inc	Miscellaneous Expenses	4.8.2024; Supplies for City Unhoused	\$ 65.38
010-1110-0132-005	06/20/24	77665	Westridge Market Inc	Miscellaneous Expenses	5.01.2024; Supplies for City Unhoused	\$ 84.47
010-1110-0132-005	06/20/24	77665	Westridge Market Inc	Miscellaneous Expenses	5.10.2024; Supplies for City Unhoused	\$ 51.25
010-1110-0132-005	06/20/24	77665	Westridge Market Inc	Miscellaneous Expenses	5.11.2024; Supplies for City Unhoused	\$ 53.57
010-1110-0132-005	06/20/24	77665	Westridge Market Inc	Miscellaneous Expenses	5..2024; Supplies for City Unhoused	\$ 24.90
010-1110-0132-005	06/20/24	77665	Westridge Market Inc	Miscellaneous Expenses	5.15.2024; Supplies for City Unhoused	\$ 38.07
010-1110-0132-005	06/20/24	77665	Westridge Market Inc	Miscellaneous Expenses	5.01.2024; Supplies for City Unhoused	\$ 73.15
010-1110-0132-005	06/20/24	77665	Westridge Market Inc	Miscellaneous Expenses	5.17.2024; Supplies for City Unhoused	\$ 50.33
010-1110-0132-005	06/20/24	77665	Westridge Market Inc	Miscellaneous Expenses	5.02.2024; Supplies for City Unhoused	\$ 42.99
010-1110-0132-005	06/20/24	77665	Westridge Market Inc	Miscellaneous Expenses	5.20.2024; Supplies for City Unhoused	\$ 40.49
010-1110-0132-005	06/20/24	77665	Westridge Market Inc	Miscellaneous Expenses	5.21.2024; Supplies for City Unhoused	\$ 31.87
010-1110-0132-005	06/20/24	77665	Westridge Market Inc	Miscellaneous Expenses	5.22.2024; Supplies for City Unhoused	\$ 31.28
010-1110-0132-005	06/20/24	77665	Westridge Market Inc	Miscellaneous Expenses	5.23.2024; Supplies for City Unhoused	\$ 49.10
010-1110-0132-005	06/20/24	77665	Westridge Market Inc	Miscellaneous Expenses	5.24.2024; Supplies for City Unhoused	\$ 43.07
010-1110-0132-005	06/20/24	77665	Westridge Market Inc	Miscellaneous Expenses	5.28.2024; Supplies for City Unhoused	\$ 35.10
010-1110-0132-005	06/20/24	77665	Westridge Market Inc	Miscellaneous Expenses	5.29.2024; Supplies for City Unhoused	\$ 42.33
010-1110-0132-005	06/20/24	77665	Westridge Market Inc	Miscellaneous Expenses	5.30.2024; Supplies for City Unhoused	\$ 66.42
010-1110-0132-005	06/20/24	77665	Westridge Market Inc	Miscellaneous Expenses	5.06.2024; Supplies for City Unhoused	\$ 37.51
010-1110-0132-005	06/20/24	77665	Westridge Market Inc	Miscellaneous Expenses	5.07.2024; Supplies for City Unhoused	\$ 45.90
010-1110-0132-005	06/20/24	77665	Westridge Market Inc	Miscellaneous Expenses	5.09.2024; Supplies for City Unhoused	\$ 33.98
010-1110-0132-005	06/20/24	77665	Westridge Market Inc	Miscellaneous Expenses	5.09.2024; Supplies for City Unhoused	\$ 49.28
010-1110-0132-005	07/17/24	77783	Westridge Market Inc	Miscellaneous Expenses	6.10.2024; Supplies for City Unhoused	\$ 31.40
010-1110-0132-005	07/17/24	77783	Westridge Market Inc	Miscellaneous Expenses	6.11.2024; Supplies for City Unhoused	\$ 59.04
010-1110-0132-005	07/17/24	77783	Westridge Market Inc	Miscellaneous Expenses	6.12.2024; Supplies for City Unhoused	\$ 42.68
010-1110-0132-005	07/17/24	77783	Westridge Market Inc	Miscellaneous Expenses	6.13.2024; Supplies for City Unhoused	\$ 9.24
010-1110-0132-005	07/17/24	77783	Westridge Market Inc	Miscellaneous Expenses	6.14.2024; Supplies for City Unhoused	\$ 18.49
010-1110-0132-005	07/17/24	77783	Westridge Market Inc	Miscellaneous Expenses	6.17.2024; Supplies for City Unhoused	\$ 6.42
010-1110-0132-005	07/17/24	77783	Westridge Market Inc	Miscellaneous Expenses	6.17.2024; Supplies for City Unhoused	\$ 70.77
010-1110-0132-005	07/17/24	77783	Westridge Market Inc	Miscellaneous Expenses	6.19.2024; Supplies for City Unhoused	\$ 46.25
010-1110-0132-005	07/17/24	77783	Westridge Market Inc	Miscellaneous Expenses	6.20.2024; Supplies for City Unhoused	\$ 75.88
010-1110-0132-005	07/17/24	77783	Westridge Market Inc	Miscellaneous Expenses	6.21.2024; Supplies for City Unhoused	\$ 63.33
010-1110-0132-005	07/17/24	77783	Westridge Market Inc	Miscellaneous Expenses	6.24.2024; Supplies for City Unhoused	\$ 52.73
010-1110-0132-005	07/17/24	77783	Westridge Market Inc	Miscellaneous Expenses	6.25.2024; Supplies for City Unhoused	\$ 77.32
010-1110-0132-005	07/17/24	77783	Westridge Market Inc	Miscellaneous Expenses	6.26.2024; Supplies for City Unhoused	\$ 20.25
010-1110-0132-005	07/17/24	77783	Westridge Market Inc	Miscellaneous Expenses	6.27.2024; Supplies for City Unhoused	\$ 76.81
010-1110-0132-005	07/17/24	77783	Westridge Market Inc	Miscellaneous Expenses	6.28.2024; Supplies for City Unhoused	\$ 58.88
010-1110-0132-005	07/17/24	77783	Westridge Market Inc	Miscellaneous Expenses	6.3.2024; Supplies for City Unhoused	\$ 59.81
010-1110-0132-005	07/17/24	77783	Westridge Market Inc	Miscellaneous Expenses	6.4.2024; Supplies for City Unhoused	\$ 45.83
010-1110-0132-005	07/17/24	77783	Westridge Market Inc	Miscellaneous Expenses	6.5.2024; Supplies for City Unhoused	\$ 48.73
010-1110-0132-005	07/17/24	77783	Westridge Market Inc	Miscellaneous Expenses	6.6.2024; Supplies for City Unhoused	\$ 79.42
010-1110-0132-005	06/13/24	0	Amazon	Miscellaneous Expenses	3.18.2024; Amazon Supplies for City Unhoused	\$ 88.77
010-1110-0132-005	07/17/24	77783	Westridge Market Inc	Miscellaneous Expenses	6.7.2024; Supplies for City Unhoused	\$ 75.95
010-1110-0132-005	01/30/24	76977	National Graphics, LLC	Miscellaneous Expenses	1.16.2024; Business Cards	\$ 91.40

City of Ojai  
Ojai Tent Town (OTT)  
Summary of Expenditures  
Fiscal Year 2023-24

Account Number	Date	Check No	Vendor Name	Category	Detail Description	Amount
010-1110-0132-005		0		Miscellaneous Expenses	Void 1572	\$ (125.07)
010-1110-0132-005		0		Miscellaneous Expenses	Void 1572	\$ (16.24)
<b>Sub-Total</b>			<b>Miscellaneous Expenses</b>			<b>\$ 14,845.46</b>
<b>Total</b>						<b>\$ 257,136.99</b>

**City of Ojai**  
**Ojai Tent Town (OTT)**  
**Summary of Expenditures**  
**Fiscal Year 2024-25**

Account Number	Date	Check No.	Vendor Name	Category	Detail Description	Amount
010-1110-0011-000	080824	N/A	Homeless Service Coord	Salaries Regular	Employee Gross	\$ 3,299
010-1110-0011-000	090524	N/A	Homeless Service Coord	Salaries Regular	Employee Gross	\$ 7,172
010-1110-0011-000	072524	N/A	Homeless Service Coord	Salaries Regular	Employee Gross	\$ 3,294
010-1110-0011-000	071124	N/A	Homeless Service Coord	Salaries Regular	Employee Gross	\$ 1,750
<b>Sub-Total</b>						<b>\$ 15,516.05</b>
010-1110-0011-000	080824	N/A	Homeless Service Coord	Benefits	Employee Benefit	\$ 975
010-1110-0011-000	090524	N/A	Homeless Service Coord	Benefits	Employee Benefit	\$ 1,272
010-1110-0011-000	072524	N/A	Homeless Service Coord	Benefits	Employee Benefit	\$ 975
010-1110-0011-000	071124	N/A	Homeless Service Coord	Benefits	Employee Benefit	\$ 497
<b>Sub-Total</b>						<b>\$ 3,719.47</b>
<b>010-1110-0015-000</b>						<b>\$ -</b>
<b>Total</b>						<b>\$ 19,235.52</b>

**Expenditures:**

010-1110-0132-005	3/12/2025	0	Wayfair	OTT Temporary Construction 3.5.2025; Storage Sheds (5 Qty) & Breakroom St	\$ 1,871.81
010-1110-0132-005	5/15/2025	79065	Fence Factory Rentals	OTT Temporary Construction 4.28.2025; Temporary Fence Rental for City Unh	\$ 170.10
010-1110-0132-005	4/24/2025	78943	Fence Factory Rentals	OTT Temporary Construction 3/28/2025; Temporary Fence Rental for City Unh	\$ 170.10
010-1110-0132-005	3/26/2025	78808	Fence Factory Rentals	OTT Temporary Construction 2.28.2025; Temporary Fence Rental for City Unh	\$ 3,429.00
010-1110-0132-005	3/11/2025	78731	Fence Factory Rentals	OTT Temporary Construction 1.31.2025; Temporary Fence Rental for City Unh	\$ 1,777.50
010-1110-0132-005	9/12/2024	77987	Fence Factory Rentals	OTT Temporary Construction 5.9.2024; Fence Rental for City Unhoused	\$ 200.00
010-1110-0132-005	3/11/2025	78731	Fence Factory Rentals	OTT Temporary Construction 1.28.2025; Temporary Fence Rental for City Unh	\$ 170.10
010-1110-0132-005	7/31/2025	79382	Fence Factory Rentals	OTT Temporary Construction 5.29-6.28.2025; Temporary Fence Rental for City	\$ 170.10
010-1110-0132-005	3/26/2025	78808	Fence Factory Rentals	OTT Temporary Construction 2.28.2025; Temporary Fence Rental for City Unh	\$ 170.10
010-1110-0132-005	1/16/2025	78515	Intersection for the Arts	OTT Temporary Construction 1.6.2025; December 2024 Coffee Room Expense	\$ 1,599.57
010-1110-0132-005	10/10/2024	78125	Intersection for the Arts	OTT Temporary Construction 10.1.2024; September 2024 Coffee Room Expen	\$ 1,090.72
010-1110-0132-005	11/7/2024	78245	Intersection for the Arts	OTT Temporary Construction 11.5.2024; October 2024 Coffee Room Expenses	\$ 1,139.51
010-1110-0132-005	11/13/2024	0	Wayfair	OTT Temporary Construction 5.24.2024; Wayfair Storage Shed	\$ 240.56
010-1110-0132-005	3/26/2025	78820		OTT Temporary Construction 3.18.2025; OTT Repairs	\$ 313.19
010-1110-0132-005	4/10/2025	78894		OTT Temporary Construction 3.18.2025; OTT Repairs	\$ 313.19
010-1110-0132-005		78820		OTT Temporary Construction Void 825	\$ (313.19)

**City of Ojai  
Ojai Tent Town (OTT)  
Summary of Expenditures  
Fiscal Year 2024-25**

Account Number	Date	Check No.	Vendor Name	Category	Detail Description	Amount
<b>Sub-Total</b>						<b>\$ 12,512.36</b>
010-1603-0146-313		JE	N/A	Security Services	Reclass Securural Security Corporation July 2024	\$ 293,455.26
010-1603-0147-200		JE	N/A	Security Services	Reclass Secural Security Corporation July, Aug, 2024	\$ (89,560.10)
010-1603-0147-200	8/27/2024	77954	Secural Security Corp	Security Services	Secural Security Corporation	\$ 14,514.21
010-1110-0132-005	7/17/2025	79347	Secural Security Corp	Security Services	Secural Security Corporation	\$ 6,673.20
010-1110-0132-005	10/10/2024	78147	Secural Security Corp	Security Services	Secural Security Corporation	\$ 14,514.21
010-1110-0132-005		78147	Secural Security Corp	Security Services	Void Invoices for CK 78147	\$ (14,514.21)
010-1110-0132-005			Secural Security Corp	Security Services	Secural Security Corporation	\$ 14,514.21
010-1110-0132-005	8/15/2024	77888	Secural Security Corp	Security Services	Secural Security Corporation	\$ 15,348.36
010-1110-0132-005	7/17/2024	77768	Secural Security Corp	Security Services	Secural Security Corporation	\$ 13,930.38
010-1110-0132-005	7/3/2025	79280	Secural Security Corp	Security Services	Secural Security Corporation	\$ 7,729.79
010-1110-0132-005	9/12/2024	78025	Secural Security Corp	Security Services	Secural Security Corporation	\$ 15,459.58
010-1110-0132-005	5/7/2025	79039	Secural Security Corp	Security Services	Secural Security Corporation	\$ 11,177.61
010-1110-0132-005	9/26/2024	78083	Secural Security Corp	Security Services	Secural Security Corporation	\$ 15,793.36
010-1110-0132-005	6/5/2025	79160	Secural Security Corp	Security Services	Secural Security Corporation	\$ 12,957.25
010-1110-0132-005	4/24/2025	78974	Secural Security Corp	Security Services	Secural Security Corporation	\$ 16,182.51
<b>Sub-Total</b>						<b>\$ 348,175.62</b>
<b>010-1110-0132-005</b>		<b>Colantuano, Highsmith &amp; Whatl Legal Fees</b>			<b>Legal Costs FY 2024-25</b>	<b>\$ 41,528.00</b>
010-1110-0132-005	5/22/2025	79100	EJ Harrison & Sons	Debris Removal	5.2.2025; Rolloff Dumpster Rentals for City Unho	\$ 1,059.21
010-1110-0132-005	4/10/2025	78882	EJ Harrison & Sons	Debris Removal	3.4.2025; Rolloff Dumpster Rentals for City Unho	\$ 781.73
010-1110-0132-005	6/5/2025	79143	EJ Harrison & Sons	Debris Removal	March 2025; Rolloff Dumpster Rental for City Unh	\$ 1,496.04
010-1110-0132-005	8/15/2024	77856	Claudio Roberto Cortinovis	Debris Removal	8.3.2024; Garbage Removal City Unhoused	\$ 400.00
010-1110-0132-005	3/26/2025	78813	EJ Harrison & Sons	Debris Removal	2.4.2025; Rolloff Dumpster Rentals for City Unho	\$ 369.28
010-1110-0132-005	8/15/2024	77872	Miguel Angel Contreras II	Debris Removal	7.31.2024; 7.22.2024 Garbage Removal for City I	\$ 1,390.00
010-1110-0132-005	6/5/2025	79143	EJ Harrison & Sons	Debris Removal	April 2025; Rolloff Dumpster Rental for City Unhc	\$ 191.69
010-1110-0132-005	8/15/2024	77872	Miguel Angel Contreras II	Debris Removal	7.31.2024; 5.22.2024 Garbage Removal for City I	\$ 695.00
010-1110-0132-005		0	Marborg Industries	Debris Removal	6.4-7.3.2025; City Unhoused Property Removal &	\$ 90.00
010-1110-0132-005			Marborg Industries	Debris Removal	Void 1874	\$ (180.00)
010-1110-0132-005	8/15/2024	77872	Miguel Angel Contreras II	Debris Removal	7.31.2024; 6.6.2024 Garbage Removal for City U	\$ 695.00
010-1110-0132-005	6/5/2025	79143	EJ Harrison & Sons	Debris Removal	February 2025; Rolloff Dumpster Rental for City l	\$ 430.82
010-1110-0132-005	6/5/2025	79143	EJ Harrison & Sons	Debris Removal	March 2025; Rolloff Dumpster Rental for City Unt	\$ 499.20

**City of Ojai**  
**Ojai Tent Town (OTT)**  
**Summary of Expenditures**  
**Fiscal Year 2024-25**

Account Number	Date	Check No.	Vendor Name	Category	Detail Description	Amount
010-1110-0132-005	8/15/2024	77872	Miguel Angel Contreras II	Debris Removal	7.31.2024; 7.29.2024 Garbage Removal for City I	\$ 695.00
010-1110-0132-005	7/3/2025	79300		Debris Removal	6.3.2025; City Unhoused Property Removal & Stc	\$ 90.00
010-1110-0132-005	6/19/2025	79226	Scott Silver	Debris Removal	6.3.2025; OTT Outside Shower Water Pump Out	\$ 715.00
010-1110-0132-005	7/17/2025	79348	Ready Refresh by Nestle	Debris Removal	6.23.2025; OTT Black Water Pump	\$ 715.00
010-1110-0132-005	2/13/2025	78638	Ready Refresh by Nestle	Debris Removal	1.1-1.31.2025; Drinking Water for City Unhoused	\$ 39.98
010-1110-0132-005	2/27/2025	78695	Ready Refresh by Nestle	Debris Removal	2.20.2025; Drinking Water for City Unhoused	\$ 128.03
010-1110-0132-005	2/27/2025	78685	Ready Refresh by Nestle	Debris Removal	1.24.2025; Supplies for OTT	\$ 299.21
<b>Sub-Total</b>						<b>\$ 10,600.19</b>
010-1110-0132-005	12/19/2024	78429	Marborg Industries	Restroom Services	12.1.2024; Restroom Services/Rental for City Un	\$ 212.85
010-1110-0132-005	12/19/2024	78429	Marborg Industries	Restroom Services	12.1.2024; Restroom Services City Owned Unit C	\$ 109.10
010-1110-0132-005	7/3/2025		Marborg Industries	Restroom Services	6.15.2025; Restroom Services for City Unhoused	\$ 104.40
010-1110-0132-005	12/19/2024	78429	Marborg Industries	Restroom Services	7.14.2024; Restroom Services for City Owned Ur	\$ 104.40
010-1110-0132-005	2/27/2025	78680	Marborg Industries	Restroom Services	1.26.2025; Restroom Services/Rental for City Un	\$ 212.85
010-1110-0132-005	2/27/2025	78680	Marborg Industries	Restroom Services	1.26.2025; Restroom Services for City Owned Ur	\$ 104.40
010-1110-0132-005	12/19/2024	78429	Marborg Industries	Restroom Services	8.11.2024; Restroom Services City Unhoused	\$ 1,496.95
010-1110-0132-005	01/30/25	78577	Marborg Industries	Restroom Services	12.29.2024; Restroom Services for City Unhouse	\$ 212.85
010-1110-0132-005	3/11/2025	78749	Marborg Industries	Restroom Services	2.23.2025; Restroom Services/Rental for City Un	\$ 1,561.49
010-1110-0132-005	1/30/2025	78577	Marborg Industries	Restroom Services	12.29.2024; Restroom Services for City Owned L	\$ 105.97
010-1110-0132-005	6/5/2025	79146	Marborg Industries	Restroom Services	5.18.2025; Restroom Service for City Unhoused	\$ 104.40
010-1110-0132-005	7/3/2025		Marborg Industries	Restroom Services	6.15.2025; Restroom Services for City Unhoused	\$ 212.85
010-1110-0132-005	12/19/2024	78429	Marborg Industries	Restroom Services	7.14.2024; Restroom Services for City Unhoused	\$ 1,496.95
010-1110-0132-005	12/19/2024	78429	Marborg Industries	Restroom Services	12.1.2024; Restroom Services for City Unhoused	\$ 1,541.45
010-1110-0132-005	1/30/2025	78577	Marborg Industries	Restroom Services	12.19.2024; Restroom Services for City Unhouse	\$ 1,496.95
010-1110-0132-005	4/10/2025	78890	Marborg Industries	Restroom Services	3.23.2025; Restroom Services for City Unhoused	\$ 1,483.49
010-1110-0132-005	4/10/2025	78890	Marborg Industries	Restroom Services	3.23.2025; Restroom Services City Owned Unit C	\$ 104.40
010-1110-0132-005	3/11/2025	78749	Marborg Industries	Restroom Services	2.23.2025; Restroom Services City Owned Unit C	\$ 104.00
010-1110-0132-005	6/5/2025	79146	Marborg Industries	Restroom Services	5.18.2025; Restroom Service for City Unhoused	\$ 1,534.44
010-1110-0132-005	12/19/2024	78429	Marborg Industries	Restroom Services	8.11.2024; Restroom Services for City Owned Ur	\$ 104.40
010-1110-0132-005	12/19/2024	78429	Marborg Industries	Restroom Services	11.3.2024; Restroom Services City Owned Unit C	\$ 107.53
010-1110-0132-005	10/23/2024	78189	Marborg Industries	Restroom Services	10.6.2024; Restroom Services for City Unhoused	\$ 1,541.45
010-1110-0132-005	12/19/2024	78429	Marborg Industries	Restroom Services	11.3.2024; Restroom Services/Rental for City Un	\$ 212.85
010-1110-0132-005	3/11/2025	78749	Marborg Industries	Restroom Services	2.23.2025; Restroom Services for City Unhoused	\$ 212.85
010-1110-0132-005	8/27/2024	77936	Marborg Industries	Restroom Services	8.11.2024; Unhoused Restroom Service	\$ 250.39
010-1110-0132-005	7/3/2025		Marborg Industries	Restroom Services	6.15.2025; Restroom Services for City Unhoused	\$ 1,496.90

**City of Ojai  
Ojai Tent Town (OTT)  
Summary of Expenditures  
Fiscal Year 2024-25**

Account Number	Date	Check No.	Vendor Name	Category	Detail Description	Amount
010-1110-0132-005	1/30/2025	78577	Marborg Industries	Restroom Services	12.31.2023; City Unhoused Restroom Services	\$ 897.05
010-1110-0132-005	1/16/2025	78517	Marborg Industries	Restroom Services	10.6.2024; Restroom Services City Owned Unit C	\$ 107.53
010-1110-0132-005	12/19/2024	78429	Marborg Industries	Restroom Services	11.3.2024; Restroom Services City Unhoused	\$ 1,541.45
010-1110-0132-005	10/23/2024	78189	Marborg Industries	Restroom Services	10.6.2024; Restroom Services/Rental for City Un	\$ 212.85
010-1110-0132-005	5/7/2025	79025	Marborg Industries	Restroom Services	4.20.2025; Restroom Services for City Unhoused	\$ 212.85
010-1110-0132-005	2/27/2025	78680	Marborg Industries	Restroom Services	1.26.2025; Restroom Services for City Unhoused	\$ 1,496.95
010-1110-0132-005	4/10/2025	78890	Marborg Industries	Restroom Services	3.23.2025; Restroom Services for City Unhoused	\$ 212.85
010-1110-0132-005	6/5/2025	79146	Marborg Industries	Restroom Services	5.18.2025; Restroom Service for City Unhoused	\$ 212.85
010-1110-0132-005	5/7/2025	79025	Marborg Industries	Restroom Services	4.20.2025; Restroom Services for City Owned Ur	\$ 104.40
010-1110-0132-005	5/7/2025	79025	Marborg Industries	Restroom Services	4.20.2025; Restroom Services for City Unhoused	\$ 1,483.49
010-1110-0132-005	9/26/2024	78065	Marborg Industries	Restroom Services	9.8.2024; Restroom Service for City Unhoused	\$ 1,819.20
010-1110-0132-005	9/26/2024	78065	Marborg Industries	Restroom Services	9.8.2024; Restroom Service for City Unhoused	\$ 212.85
<b>Sub-Total</b>						<b>\$ 24,744.88</b>
010-1110-0132-005	6/10/2025	0	Amazon.com	Miscellaneous Expenses	4.16.2025; Supplies for OTT	\$ 16.07
010-1110-0132-005	3/13/2025	0	Amazon.com	Miscellaneous Expenses	3.7.2025; Wireless Doorbell for City Unhoused	\$ 27.86
010-1110-0132-005	6/10/2025	0	Amazon.com	Miscellaneous Expenses	5.27.2025; Break Room Supplies for OTT	\$ 306.79
010-1110-0132-005	6/10/2025	0	Amazon.com	Miscellaneous Expenses	5.1.2025; Supplies for OTT	\$ 58.36
010-1110-0132-005	8/27/2024	77907	Amazon.com	Miscellaneous Expenses	8.23.2024; Office Supplies for City Unhoused	\$ 101.25
010-1110-0132-005	2/21/2025	0	Amazon.com	Miscellaneous Expenses	2.10.2025; Food Supplies for City Unhoused	\$ 75.06
010-1110-0132-005	7/3/2025	0	Amazon.com	Miscellaneous Expenses	6.16.2025; Supplies for City Unhoused	\$ 392.23
010-1110-0132-005	6/10/2025	0	Amazon.com	Miscellaneous Expenses	5.1.2025; Supplies for OTT	\$ 337.79
010-1110-0132-005	4/15/2025	0	Amazon.com	Miscellaneous Expenses	3.28.2025; Breakroom Supplies for OTT	\$ 124.49
010-1110-0132-005	1/30/2025	78550	Amazon.com	Miscellaneous Expenses	1.21.2025; Office Supplies for City Hall	\$ 29.83
010-1110-0132-005	8/27/2024	77907	Amazon.com	Miscellaneous Expenses	8.16.2024; Address Numbers for City Unhoused	\$ 28.91
010-1110-0132-005	3/27/2025	0	Amazon.com	Miscellaneous Expenses	3.17.2025; Office Supplies for OTT	\$ 30.77
010-1110-0132-005	2/6/2025	0	Amazon.com	Miscellaneous Expenses	1.28.2025; Break Room Supplies for City Unhous	\$ 273.23
010-1110-0132-005	4/30/2025	0	Amazon.com	Miscellaneous Expenses	4.10.2025; Bike Storage Shed for City Unhoused	\$ 106.17
010-1603-0146-310	8/15/2024	77844	Amazon.com	Miscellaneous Expenses	7.30.2024; Supplies for City Unhoused	\$ 189.78
010-1110-0132-005	4/15/2025	0	Amazon.com	Miscellaneous Expenses	3.25.2025; Master Locks (3 Qty)	\$ 52.54
010-1110-0132-005	6/10/2025	0	Amazon.com	Miscellaneous Expenses	5.29.2025; Supplies for OTT Community Rm	\$ 124.82
010-1110-0132-005	3/19/2025	0	Amazon.com	Miscellaneous Expenses	3.12.2025; Supplies for Break Room City Unhous	\$ 27.99
010-1110-0132-005	4/30/2025	0	Amazon.com	Miscellaneous Expenses	4.15.2025; Kitchen Supplies for City Unhoused	\$ 28.39
010-1110-0132-005	4/30/2025	0	Amazon.com	Miscellaneous Expenses	4.15.2025; Kitchen Supplies for City Unhoused	\$ 28.95
010-1110-0132-005	2/21/2025	0	Amazon.com	Miscellaneous Expenses	2.12.2025; Food Supplies for City Unhoused	\$ 60.54

**City of Ojai**  
**Ojai Tent Town (OTT)**  
**Summary of Expenditures**  
**Fiscal Year 2024-25**

Account Number	Date	Check No.	Vendor Name	Category	Detail Description	Amount
010-1110-0132-005	3/12/2025	0	Amazon.com	Miscellaneous Expenses	3.3.2025; Cable Locks (3 Qty) for City Unhoused	\$ 45.01
010-1110-0132-005	3/19/2025	0	Amazon.com	Miscellaneous Expenses	3.11.2025; Locks for City Unhoused	\$ 80.70
010-1110-0132-005	3/13/2025	0	Amazon.com	Miscellaneous Expenses	3.7.2025; Supplies for Breakroom for City Unhou:	\$ 210.99
010-1110-0132-005	3/27/2025	0	Amazon.com	Miscellaneous Expenses	3.21.2025; Supplies for OTT Breakroom	\$ 236.39
010-1110-0132-005	8/15/2024	77844	Amazon.com	Miscellaneous Expenses	7.18.2024; Supplies for City Unhoused	\$ 43.14
010-1110-0132-005	12/4/2024	78364	Intersection for the Arts	Miscellaneous Expenses	12.1.2024; November 2024 Coffee Room Expens	\$ 802.97
010-1110-0132-005	9/12/2024	77994	Intersection for the Arts	Miscellaneous Expenses	9.2.2024; Supplies for Coffee Room City Unhous	\$ 734.80
010-1110-0132-005			Ready Refresh by Nestle	Miscellaneous Expenses	Reclass Ready Refresh P.5-P.8 Water Expense I	\$ 168.01
010-1110-0132-005	8/15/2024	77901	Westridge Market, Inc	Miscellaneous Expenses	7.19.2024; Supplies for City Unhoused	\$ 100.16
010-1110-0132-005	1/30/2025	78607	Westridge Market, Inc	Miscellaneous Expenses	1.17.2025; Supplies for City Unhoused	\$ 27.72
010-1110-0132-005		0	Westridge Market, Inc	Miscellaneous Expenses	Void Z1451	\$ (6.36)
010-1110-0132-005	2/13/2025	78636	Westridge Market, Inc	Miscellaneous Expenses	1.30.2025; Reimbursement for Purchase of Wate	\$ 6.36
010-1110-0132-005	8/27/2024	77969	Westridge Market, Inc	Miscellaneous Expenses	8.6.2024; Supplies for City Unhoused	\$ 40.87
010-1110-0132-005	8/27/2024	77969	Westridge Market, Inc	Miscellaneous Expenses	8.7.2024; Supplies for City Unhoused	\$ 71.73
010-1110-0132-005	8/27/2024	77969	Westridge Market, Inc	Miscellaneous Expenses	8.9.2024; Supplies for City Unhoused	\$ 79.19
010-1110-0132-005	8/27/2024	77969	Westridge Market, Inc	Miscellaneous Expenses	8.5.2024; Supplies for City Unhoused	\$ 67.85
010-1110-0132-005	8/27/2024	77969	Westridge Market, Inc	Miscellaneous Expenses	8.1.2024; Supplies for City Unhoused	\$ 79.33
010-1110-0132-005	8/27/2024	77969	Westridge Market, Inc	Miscellaneous Expenses	8.2.2024; Supplies for City Unhoused	\$ 68.09
010-1110-0132-005	8/27/2024	77969	Westridge Market, Inc	Miscellaneous Expenses	8.12.2024; Supplies for City Unhoused	\$ 88.53
010-1110-0132-005	8/27/2024	77969	Westridge Market, Inc	Miscellaneous Expenses	8.8.2024; Supplies for City Unhoused	\$ 37.82
010-1110-0132-005	8/15/2024	77901	Westridge Market, Inc	Miscellaneous Expenses	7.31.2024; Supplies for City Unhoused	\$ 39.82
010-1110-0132-005	8/15/2024	77901	Westridge Market, Inc	Miscellaneous Expenses	7.12.2024; Supplies for City Unhoused	\$ 119.74
010-1110-0132-005	8/15/2024	77901	Westridge Market, Inc	Miscellaneous Expenses	7.1.2024; Supplies for City Unhoused	\$ 69.60
010-1110-0132-005	8/15/2024	77901	Westridge Market, Inc	Miscellaneous Expenses	7.18.2024; Supplies for City Unhoused	\$ 113.26
010-1110-0132-005	4/10/2025	78917	Westridge Market, Inc	Miscellaneous Expenses	1.29.2025; Supplies for City Unhoused	\$ 28.14
010-1110-0132-005	8/27/2024	77969	Westridge Market, Inc	Miscellaneous Expenses	8.14.2024; Supplies for City Unhoused	\$ 101.88
010-1110-0132-005	8/15/2024	77901	Westridge Market, Inc	Miscellaneous Expenses	7.22.2024; Supplies for City Unhoused	\$ 95.94
010-1110-0132-005	4/10/2025	78917	Westridge Market, Inc	Miscellaneous Expenses	1.21.2025; Supplies for City Unhoused	\$ 4.60
010-1110-0132-005	8/15/2024	77901	Westridge Market, Inc	Miscellaneous Expenses	7.10.2024; Supplies for City Unhoused	\$ 125.43
010-1110-0132-005	8/15/2024	77901	Westridge Market, Inc	Miscellaneous Expenses	7.30.2024; Supplies for City Unhoused	\$ 87.17
010-1110-0132-005	8/15/2024	77901	Westridge Market, Inc	Miscellaneous Expenses	7.25.2024; Supplies for City Unhoused	\$ 151.76
010-1110-0132-005	8/15/2024	77901	Westridge Market, Inc	Miscellaneous Expenses	7.23.2024; Supplies for City Unhoused	\$ 46.33
010-1110-0132-005	8/15/2024	77901	Westridge Market, Inc	Miscellaneous Expenses	7.15.2024; Supplies for City Unhoused	\$ 79.47
010-1110-0132-005	3/11/2025	78763	Ready Refresh by Nestle	Miscellaneous Expenses	2.1-2.28.2025; Drinking Water City Unhoused	\$ 60.82
010-1110-0132-005	5/7/2025	79038	Ready Refresh by Nestle	Miscellaneous Expenses	3.1-3.31.2025; Drinking Water City Unhoused	\$ 188.85
010-1110-0132-005	6/19/2025	79223	Ready Refresh by Nestle	Miscellaneous Expenses	4.27-6.23.2025; Drinking Water for City Unhouse	\$ 477.56

**City of Ojai  
Ojai Tent Town (OTT)  
Summary of Expenditures  
Fiscal Year 2024-25**

Account Number	Date	Check No.	Vendor Name	Category	Detail Description	Amount
010-1110-0132-005	7/17/2025	79345		Miscellaneous Expenses	6.1-6.30.2025; Drinking Water for City Unhoused	\$ 362.03
010-1110-0132-005	5/15/2025	79070	Ready Refresh by Nestle	Miscellaneous Expenses	4.1.2025; Drinking Water OTT	\$ 378.72
010-1110-0132-005	8/15/2024	77901	Westridge Market, Inc	Miscellaneous Expenses	7.5.2024; Supplies for City Unhoused	\$ 150.75
010-1110-0132-005	8/15/2020	77901	Westridge Market, Inc	Miscellaneous Expenses	7.7.2024; Supplies for City Unhoused	\$ 152.77
010-1110-0132-005	8/15/2024	77901	Westridge Market, Inc	Miscellaneous Expenses	7.2.2024; Supplies for City Unhoused	\$ 53.84
010-1110-0132-005	8/15/2024	77901	Westridge Market, Inc	Miscellaneous Expenses	7.26.2024; Supplies for City Unhoused	\$ 72.81
010-1110-0132-005	8/15/2024	77877	Ojai True Valley Hardware	Miscellaneous Expenses	7.1.2024; Supplies for City Unhoused	\$ 7.50
010-1110-0132-005	8/15/2024	77871	Meiners Oaks Hardware	Miscellaneous Expenses	7.10.2024; Supplies for City Unhoused	\$ 45.01
010-1110-0132-005	8/15/2024	77871	Meiners Oaks Hardware	Miscellaneous Expenses	7.16.2024; Supplies for City Unhoused	\$ 68.60
010-1110-0132-005	4/10/2025	78892	Meiners Oaks Hardware	Miscellaneous Expenses	1.30.2025; Supplies for City Unhoused	\$ 31.19
010-1110-0132-005	8/27/2024	77943	Ojai True Valley Hardware	Miscellaneous Expenses	8.15.2024; Encampment Tent Identification Hard	\$ 20.70
010-1110-0132-005	4/10/2025	78892	Meiners Oaks Hardware	Miscellaneous Expenses	1.31.2025; Supplies for City Unhoused	\$ 26.80
010-1110-0132-005	4/10/2025	78892	Meiners Oaks Hardware	Miscellaneous Expenses	2.7.2025; Supplies for City Unhoused	\$ 33.70
010-1110-0132-005	4/10/2025	78892	Meiners Oaks Hardware	Miscellaneous Expenses	2.6.2025; Supplies for City Unhoused	\$ 95.81
010-1110-0132-005	3/10/2025	0	Porta Storage Rental	Miscellaneous Expenses	3.3.2025; Porta Stor Roll-off Unhoused Storage F	\$ 90.00
010-1110-0132-005	10/29/2024	0	Porta Storage Rental	Miscellaneous Expenses	10.6.2024; Porta-Stor Rental Monthly Storage for	\$ 90.00
010-1110-0132-005	2/7/2025	0	Porta Storage Rental	Miscellaneous Expenses	1.4.2025; Porta-Stor Dumpster Rental for City Un	\$ 90.00
010-1110-0132-005	4/25/2025	0	Porta Storage Rental	Miscellaneous Expenses	4.3.2025; Porta Stor 12' Roll-Off Container	\$ 90.00
010-1110-0132-005	11/27/2024	0	Porta Storage Rental	Miscellaneous Expenses	11.4.2024; Porta-Stor Rental for Unhoused	\$ 90.00
010-1110-0132-005	10/18/2024	0	Porta Storage Rental	Miscellaneous Expenses	9.4.2024; Porta-Stor Rental Monthly Storage for C	\$ 90.00
010-1110-0132-005	2/20/2025	0	Porta Storage Rental	Miscellaneous Expenses	2.3.2025; Porta Stor Roll-off Garbage Rental City	\$ 90.00
010-1110-0132-005	1/8/2025	0	Porta Storage Rental	Miscellaneous Expenses	12.3.2024; Porta Stor Staorage Rental for City Ur	\$ 90.00
010-1110-0132-005	6/5/2025	79148	Martin's Ojai Locksmith	Miscellaneous Expenses	5.13.2025; Keys Locks for OTT	\$ 739.87
010-1110-0132-005	6/19/2025	79208	R. Miller	Miscellaneous Expenses	6.16.2025; Reimbursement for OTT Supplies	\$ 72.16
010-1110-0132-005	8/15/2024	77876	Ojai Lumber Co	Miscellaneous Expenses	7.24.2024; Supplies for City Unhoused	\$ 6.76
<b>Sub-Total</b>						<b>\$ 10,234.51</b>
<b>Total</b>						<b>\$ 467,031.08</b>





## Administrative Report

### DISCUSSION ITEM

**TO:** HONORABLE CITY COUNCIL

**FROM:** Lucas Seibert, Community Development Director  
Bryan Schurmer, Planning Aide

**MEETING DATE:** August 26, 2025

**SUBJECT:** Rincon Consultants Phase II ESA Contract Amendment | PSA in an additional amount not to exceed \$51,133 to Implement Remedial Action Plan Under Guidance of The Department of Toxic Substance Control, Located at 611 South Montgomery Street, Ojai Permanent Supportive Housing Project

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#### **Staff Recommendation**

That the City Council considers the proposal from Rincon Consultants to amend the existing Professional Services Agreement (PSA) contract between the City and Rincon for an additional amount not to exceed \$51,133 and continue their guidance through the remedial excavation of onsite dirt consistent with the remedial action plan and under the guidance of the Department of Toxic Substance Control, consistent with the Phase II Environmental Site Assessment (ESA) findings.

#### **Executive Summary**

During the Ojai Permanent Supportive Housing Design Review, a Phase I Environmental Site Assessment (ESA) and Phase II ESA were conducted. The sampling conducted during Phase II ESA detected lead concentrations on site of up to 83 milligrams per kilograms (mg/kg), exceeding the residential screening threshold of 80 mg/kg. Confirming the appropriate process for remediation is applied, staff and the contracted environmental professions (Rincon Consulting) have been working closely with the Department of Toxic Substance Control (DTSC).

Rincon Consulting has included the next steps towards the completion of the City's application through DTSC to receive final "no further action required." The information and process is beyond their initial scope to complete environmental site assessment and includes deliverables to guide the City through the excavation of the contaminants and DTSC application process. The additional amount for the supporting efforts is \$51,133. The process outlined by Rincon is beyond their initial contract specific to the environmental site assessment of \$29,999. The combined amount to continue this work would be \$114,859.

#### **DISCUSSION**

Rincon Consultants has provided a contract amendment proposal to the Phase II sampling and

reporting Professional Services Agreement, provided as Attachment A. The deliverables included in the proposal are as follows:

*Step 1-2 Work Plan Preparation and Bid Support /*

Rincon will provide a Remedial Action Work Plan to DTSC for review. Upon DTSC approval, Rincon will assist the City with a request for proposal (RFP) bid package to solicit a contractor for excavation and removal of the stockpile. Rincon has obtained very preliminary cost estimates for contracting excavation and removal of the stockpile and lead contaminated soil, estimated at approximately \$160,000. Per the Ojai Municipal Code and the Public Contracting Code, the City will be required to select the lowest bidder for this work.

*Step 3 Pre-Field Preparation /*

Rincon Consulting, acting as the project manager, will coordinate with the City, the selected excavation contractor(s), the analytical laboratory, and DTSC to prepare soil excavation and stockpile removal. Three days prior to the commencement of excavation, Rincon will perform an Underground Service Alert notification. In the case of work notices being required by DTSC, throughout the excavation and stockpile removal process, Rincon will provide notices by hand to the neighboring uses around the site and along the site perimeter. Rincon Consulting will coordinate with staff to assist in the noticing process.

*Step 4 Excavation Oversight and Confirmation Soil Sampling Analysis /*

During excavation, Rincon will monitor the work to ensure the approved work plan is being adhered to. Rincon will also screen the soil to confirm the levels of lead are below the residential development threshold of 80 mg/kg. The excavation in whole will involve the removal of approximately 136 cubic yards of soil and 12 soil samples to confirm that the lead exceedance has been eliminated. Following excavation and collection of soil data, Rincon will report findings to DTSC for preliminary approval.

*Step 5 PEA /*

Upon DTSC preliminary approval, Rincon will provide a Preliminary Endangerment Assessment (PEA) in compliance with DTSC standards, which will include site description, site model, data quality objectives, rationale for sampling strategy, sampling analysis, and final human health screening.

*Step 6 Closure Communications with DTSC /*

Conclude the process, Rincon will forward the final report to DTSC to confirm application closure and receive a “no further action” verdict.

**Alternative Options**

1. Take no action; or
2. Provide direction to return with recommendations.

**Fiscal Impact**

Approval requires an additional \$51,133 to address the onsite lead and contaminated stockpile. This cost is not included in the Community Development Department operating budget and will

be funded from \$12.7 million awarded to the City through the Encampment Resolution Funding Program Grant Fund. The adjusted amount to have Rincon Consulting, Inc. to complete this task is an amount not to exceed \$114,859.

Prepared by: Lucas Seibert, Community Development Director  
Bryan Schurmer, Planning Aide

Attachment: A – Rincon Proposal



## Client Change Order No. 4 Project ID 24-16703

1. **Start Date:** 7/31/2025 **Completion Date:** 7/31/2026
2. **Parties:** This Change Order is to the Agreement for Professional Services by and between Rincon and Client ("Agreement") dated 10/1/2024, requesting Rincon to perform services on behalf of Client.  
**Rincon Consultants, Inc. ("Rincon")**  
Primary Contact: Jennifer Seitz email: jseitz@rinconconsultants.com  
and  
**City of Ojai ("Client")**  
Client Contact: Bryan Schurmer email: bryan.schurmer@ojai.ca.gov
3. **Change in Scope of Services.** Pursuant to the terms of the Agreement, Rincon agrees to the following changes for:  
Project ID: 24-16703  
Project Description: Remedial Excavation and Case Closure  
Project Location: Assessor's Parcel Number 023-0-120-020, South Ventura Street in Ojai, California  
Deliverables: Excavation Work Plan, Fieldwork Oversight, Preliminary Endangerment Assessment
4. **Fees:** \$ 51,133 Fixed Fee  
**Additional Retainer Amount:** \$            N/A
5. **Attachments** (check all that apply and ensure attached)  
☒ **Contract Changes/Scope of Work** (Required. Attached as Exhibit A).  
☐ **Fee Schedule** (Required if additional scope of work. Fee Schedule may be updated annually and the new rates shall apply to all new scopes of work, addendums, and delayed work that exceeds the original schedule. Attached with Exhibit A).

This Change Order and its Attachments are incorporated into the Agreement and represent the understanding of the Parties. All other terms and conditions of the Agreement remain in effect.

### Acceptance and Agreement

Executed for Client by:

Executed for Rincon by:

\_\_\_\_\_  
Authorized Signature Date

\_\_\_\_\_  
Authorized Signature Date

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Andy Nelson, Director  
Print Name/Title

# Exhibit A

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Scope of Work

July 31, 2025

Rincon Project No. 24-16703

Bryan Schurmer, Planning Aide

City of Ojai

401 South Ventura Street

Ojai, California 93023

Via email: bryan.schurmer@ojai.ca.gov

**Subject: Proposal for Remedial Excavation and Case Closure  
Assessor's Parcel Number 023-0-120-020, Ojai, California**

Dear Mr. Schurmer,

Rincon Consultants, Inc. (Rincon) has prepared this proposal to implement remedial action activities on behalf of the City of Ojai (City) at the Assessor's Parcel Number (APN) 023-0-120-020 located on South Ventura Street in Ojai, California (site) with oversight from the Department of Toxic Substances Control (DTSC) under a Voluntary Cleanup Agreement. The site is currently used as a storage yard for the City of Ojai that the City of Ojai plans to develop into residential homes. To date, Rincon has completed two limited soil investigations in March and April 2025, which identified elevated lead in soil from 3 to 5 feet bgs in one general location that exceed the San Francisco Bay Regional Water Quality Control Board (SFB RWQCB) residential Environmental Screening Level (ESL). The proposed scope of work is to conduct remedial action planning including preparation of a work plan, communications with DTSC, provide the City support to prepare a bidding document for an excavation contractor, coordination to complete targeted excavations, field oversight and confirmation soil sampling, and preparation of a Preliminary Endangerment Assessment (PEA). DTSC plans to use the PEA as a decision-making document during the case closure review process and the confirmation soil sampling data will be incorporated into the PEA.

## Scope of Work

The scope of services for Tasks 1 through Task 6 were included in the Client Change Order No. 1 dated March 5, 2025 and Client Change Order No. 3 dated March 26, 2025.

### Task 7 DTSC Oversight

#### Task 7.1 Work Plan Preparation

Rincon will prepare a Remedial Action Work Plan (Work Plan) that describes a scope of work to complete a targeted excavation to remove the lead impacted soil and collect confirmation soil samples. Rincon will hold one call with DTSC to review the proposed scope of work and confirm it is sufficient for future DTSC approval. The Work Plan will describe the implementation to remove the lead impacted soil, methodology to collect the confirmation soil samples, and laboratory analytical methods. In addition, the work plan will include the removal of the stockpile of soil currently stored on site without further characterization.

#### Assumptions

- Rincon assumes one round of relatively simple comments and revisions from the DTSC. If comments and revisions are extensive, Rincon will discuss additional costs with the City.



## **Task 7.2 Bid Document Support**

Upon approval of the Work Plan, the City will solicit an excavation contractor to implement the excavation activities in the approved Work Plan. Rincon will support the City with the solicitation by preparing a draft scope of work detailing the activities and contractor requirements. The City will finalize the bid document to solicit the excavation contractor, and the City will select the excavation contractor.

### **Assumptions**

- Rincon assumes that the excavation contractor will work under the direction of Rincon.
- Rincon assumes that the City will provide a draft outline of a City bid document so Rincon can efficiently prepare the solicitation in accordance with City requirements.

## **Task 7.3 Pre-Field Preparation**

To prepare for the targeted excavations, Rincon will complete the following pre-field activities:

### *Task 7.3.1 Pre-Field Coordination*

To prepare for the targeted soil excavations, Rincon will coordinate with the City, the City's excavation contractor, the analytical laboratory, and DTSC.

This budget also includes labor for Rincon staff to complete Radiation Safety Training (required to use the handheld XRFs analyzers; to be used during targeted excavations), and team communications to prepare for field activities. This budget also includes Rincon's labor to hold internal calls to discuss the scope of work and review applicable Ventura County Air Pollution Control District (VCAPCD) rules and regulations.

### *Task 7.3.2 Update the Site Specific Health and Safety Plan (HASP)*

Rincon will update the site specific HASP to reflect the current scope of work.

### *Task 7.2.3 Underground Service Alert Notification*

Rincon will complete an Underground Service Alert (USA) notification at least three days prior to the commencement of excavation activities.

### *Task 7.3.4 DTSC Notification (As-Needed)*

Rincon assumes that DTSC will require work notices to be posted along the perimeter of the site and hand delivered to the residences and businesses adjacent to the site. DTSC will provide Rincon with an approved work notice. If required, Rincon will post the work notice along the site's exterior perimeter and leave a work notice at adjacent residences and businesses.

### **Assumptions**

- Rincon assumes that one City personnel will accompany one Rincon staff while posting and hand delivering work notices.



## **Task 7.4 Excavation Oversight and Confirmation Soil Sampling and Analysis**

Rincon will oversee the City's selected excavation contractor to remove the lead impacted soil in accordance with the approved Work Plan. Rincon will complete the following activities during excavation oversight:

### *Excavation Oversight and XRF Screening*

Rincon will oversee and direct the excavation contractor to complete the targeted excavation. Rincon will oversee the excavation contractor remove lead impacted soil to the approved targeted removal depth. The lead-impacted soil will be directly loaded and transported to a licensed disposal facility under an approved waste profile.

Once the lead-impacted soil has been removed to its targeted depth, Rincon will use a hand-held XRF to screen the soil in the excavation area to confirm that the lead-impacted soil has been removed to concentrations below the regulatory threshold for residential development of 80 milligrams per kilogram (mg/kg) (assumed cleanup goal). If the XRF concentration is above 80 mg/kg, Rincon will request that the excavation contractor continue to remove the lead-impacted soil until the XRF concentration is below 80 mg/kg. Further details on XRF screening and excavation protocol will be provided in the Work Plan.

### *Confirmation Soil Sampling*

Once the soil has been screened with an XRF and the XRF concentrations are below the residential lead cleanup goal, Rincon will collect confirmation soil samples to be submitted to a laboratory for analysis. The number of confirmation soil samples will be determined between Rincon and the DTSC; however, Rincon assumes that a total of 12 soil samples will be collected (4 bottom samples and 8 sidewall samples).

Confirmation soil samples will be analyzed for total lead by United States Environmental Protection Agency (EPA) Method 6010. Select samples will also be analyzed for STLC and TCLP, for waste profiling purposes.

### *Data Review with DTSC and Backfilling the Excavation Area*

Upon review of the analytical data of the confirmation soil samples, Rincon will schedule a call with DTSC to review the data for verbal approval. If the data is indicative that the elevated lead has been removed and DTSC does not request further excavation or action, then the excavation subcontractor will backfill the excavation area with clean imported fill. If further excavations are required, Rincon will discuss additional costs with the City.

### *Stockpile Removal*

Rincon will oversee the excavation contractor remove the existing stockpile currently located on site. The stockpile will be directly loaded and transported to a licensed disposal facility under an approved waste profile.

## **Assumptions**

- Rincon assumes that approximately 136 cubic yards of soil will be removed from the site and be characterized as non-Resource Conservation and Recovery Act (RCRA) hazardous waste. Rincon assumes that the excavation contractor will transport excavated soil to a licensed waste facility. This proposal does not include costs associated with an excavation contractor or waste disposal fees.





- Rincon assumes that the selected excavation contractor will be responsible for permitting related to the excavation activities.
- Rincon assumes that excavation fieldwork will require 3 days. If the excavation contractor determines that additional time in the field is necessary, Rincon will discuss additional costs with the City.
- Rincon assumes that the backfilling activities will require up to 1 day. If the excavation contractor determines that additional time in the field is necessary, Rincon will discuss additional costs with the City.
- Rincon assumes that the stockpile removal will require up to 2 days. If the excavation contractor determines that additional time in the field is necessary, Rincon will discuss additional costs with the City.
- Rincon assumes that the proposed scope of work is pending approval from DTSC and the costs and scope of work may change at the direction of DTSC.
- Rincon assumes up to 12 confirmation soil samples (8 sidewall and 4 base samples) will be collected and analyzed for total lead by EPA Method 6010. However, the total number of samples is dependent on approval from DTSC as well as field conditions.
- Rincon assumes that the existing stockpile currently on site will not require further characterization. Rincon assumes that the stockpile will be directly loaded and assumed to be characterized as non-hazardous for landfill disposal.
- Rincon assumes that 80 mg/kg will be an approved cleanup goal by DTSC.

#### **Task 7.5 Preliminary Endangerment Assessment**

Once DTSC provides preliminary approval of the confirmation soil data, Rincon will prepare a PEA in general accordance with the 2015 DTSC PEA Guidance Manual. The PEA will include an Introduction; Site Background and Description; Conceptual Site Model; Data Quality Objectives and Rational for Sampling Strategy; Sampling and Analysis; Human Health Screening.

#### **Task 7.6 Closure Communications with DTSC**

This budget will cover the costs of two 1-hour meetings with DTSC with the Rincon's principal in charge, and Rincon's project manager.

#### **Task 7.7 Project Management**

This budget will cover internal team communications, general project management, and communications with the City.

### **Assumptions**

- Work activities are from 8:00PM to 5:00PM Monday through Friday. If work must be conducted after hours, on holidays, or on weekends, additional fees may apply.
- Costs do not include excavation contractor fees.
- Rincon assumes that the excavation subcontractor will implement dust control, air monitoring, erosion control, stockpile management, and soil disposal in accordance with Work Plan.



- Costs associated with Rincon's excavation and backfilling oversight and stockpile removal assume up to 6 days of fieldwork. These costs will be billed on a time and materials basis. If additional excavation oversight is required, Rincon will discuss additional costs with the City prior to implementation.
- Rincon is not responsible for any damages to underground improvements/utilities not clearly or accurately marked by the City or USA.
- The City will coordinate site access. If access is limited, our scope of services may be hindered, and additional fees may apply.
- Cancellation fees will be incurred if work is cancelled within 72 hours of the calendar start date.

## Summary of Deliverables

The following table summarizes the deliverables that Rincon will prepare and submit to the City and/or DTSC.

**Table 1 Task 7 Deliverables Summary**

Task	Document Type	Document Name	Due to:
Task 7.1 Work Plan Preparation	Work Plan	Remedial Action Work Plan	City for initial review; Due to DTSC for approval
Task 7.2 Bid Document Support	Bid Document	Draft Request for Proposals - Targeted Excavations	Due to the City
Task 7.2 Pre-Field Preparation	--	--	--
Task 7.3 Excavation Oversight and Confirmation Sampling	--	--	--
Task 7.4 Preliminary Endangerment Assessment	Report	Preliminary Endangerment Assessment	City for initial review; Due to DTSC for approval
Task 7.5 Closure Communications with DTSC	--	--	--
Task 7.6 Project Management	--	--	--

**Note:**

-- - No deliverable to the City

## Cost

Rincon's estimated cost for the scope of work described in this proposal to complete excavation oversight and case closure is \$51,133 as shown in Table 1 and a detailed cost estimate is provided in Attachment 1. The project will be billed on a time and materials basis in accordance with Rincon's standard 2025 fee schedule, not to exceed the amounts presented in the table below without written authorization from the City.

**Table 2 Task 7 Cost Summary**

Task	Estimated Cost
<b>Task 7 Remedial Excavation and Closure</b>	
Task 7.1 Work Plan Preparation	\$6,514
Task 7.2 Bid Document Support	\$5,000
Task 7.3 Pre-Field Preparation	\$5,583



Task		Estimated Cost
Task 7.4	Excavation Oversight and Confirmation Sampling	\$17,256
Task 7.5	Preliminary Endangerment Assessment	\$10,696
Task 7.6	Closure Communications with DTSC	\$2,256
Task 7.7	Project Management	\$3,828
<b>Total</b>		<b>\$51,133</b>

Rincon is prepared to start this project immediately upon your authorization. **To authorize this proposal, please sign and return of the attached copy of Rincon's Client Change Order No. 4.**

Thank you for your consideration and for this opportunity to continue supporting your project. If you have any questions regarding this proposal, please contact Jennifer Seitz at 858-768-2460 or [jseitz@rinconconsultants.com](mailto:jseitz@rinconconsultants.com) or Andy Nelson at 805-880-0536 or [anelson@rinconconsultants.com](mailto:anelson@rinconconsultants.com).

Sincerely,  
**Rincon Consultants, Inc.**

Jennifer Seitz, PG  
Senior Geologist

Andy Nelson, PG, QSP/D, QISP  
Director



# Administrative Report

## DISCUSSION ITEM

**TO:** HONORABLE CITY COUNCIL

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

**MEETING DATE:** August 26, 2025

**SUBJECT:** Resolution Reinstating the Accessory Dwelling Unit (ADU)/Second Unit Compliance Program Guidelines and Removing the Application Deadline

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### **Recommendation**

That the City Council consider adopting a resolution (Attachment A) reinstating the program and removing the deadline for submitting applications for the Accessory Dwelling Unit (ADU)/Second Unit Compliance Program.

### **Background**

The ADU/Second Unit Compliance Program was implemented on April 9, 2013 to further the production, improvement and preservation of existing affordable housing. The program was a proactive approach to address affordable housing, and many other cities have recently started similar programs. The program was developed to facilitate the legalization of unpermitted second units within the City which fall under defined criteria as outlined in the ADU/Second Unit Compliance Program Guidelines. This program was included in the City's Housing Element, and by recommendations from both the Building Appeals Board and the Planning Commission in the development of the Program Guidelines, which is included here as Attachment B.

The program sunset March 8, 2025. The community interest remains as there have recently been inquiries as to the application and review process.

### *General Plan Considerations*

The guidelines were initiated in accordance with the Fifth Cycle of the Housing Element, which established a goal necessary to meet the state-imposed Regional Housing Needs Allocation (RHNA). The same goal carried over into program no. four of the Sixth Cycle of the Housing Element.

### **Discussion**

The Guidelines of the ADU/Second Dwelling Unit Compliance Program were amended by the Council on April 28, 2015, March 8, 2016 and April 25, 2017, to encourage greater participation by eligible units and further extend the application deadline. On February 26, 2019, the Council heard a report on the ADU/Second Unit Compliance Program and adopted a resolution to extend

the application deadline until March 8, 2021. On February 23, 2021, the City Council adopted a resolution to extend the application deadline until March 8, 2025.

The program's minimum standards and guidelines provide a means for eligible units to obtain a compliance permit through reviews of zoning conformance by the Ojai Municipal Code's Planning Division and Property Standards by the Building Division, including inspections. Preliminary consultations are offered to eligible applicants by the City without having to identify the ownership, occupancy or location of the property.

Eligible applicants may choose to inquire about specific circumstances to determine the estimated cost and feasibility of making formal application for a Compliance Permit.

Since the program's inception in 2013, 103 applications in total have been filed with the City, and 90 units have been legalized through the ADU/Second Unit Compliance Program. See summary table below. The City processed/received 16 additional applications/units over the last two years. Below is breakdown of the compliance program application matrix:

<b>Summary of ADU/Second Unit Compliance Program</b>	<b>2023</b>	<b>2025</b>
Legalized & Finaled through ADU/Second Unit Compliance Program	90	104
Compliance Permits Issued	90	100
Compliance Permits Issued, Pending Final Inspection	4	4
Expired	3	0
Applications not eligible	3	0
Applications withdrawn by applicant	3	0
Total applications submitted to ADU/Second Unit Compliance Program	103	104

One additional ADU/Second Unit Compliance Program application is in the queue waiting the reinstatement of this program to continue moving forward. Staff notes, no applications are considered expired at this time.

Fourteen additional applications have been submitted since the extension of the program, and ten additional ADU's have been finalized. Between 2019 to 2021, thirteen applications were submitted with 20 being finalized in that period, illustrating the ongoing demand for the program to legalize these units.

#### *ADU (Accessory Dwelling Unit)/Second Unit Compliance Program*

The City's ADU/Second Unit Compliance Program sunset March 8, 2025. Attached is a resolution that would reinstate the compliance program, reflecting City Council's intent to permit the legalization of greater numbers of existing but unpermitted accessory dwelling units to provide additional housing options.

#### **Alternative Options**

1. Take no action; or
2. Provide direction to return with recommendations.

**Fiscal Impact**

Reinstating the ADU/Second Unit Compliance Program may increase permit applications, potentially generating additional property tax revenue for the City. Application processing costs and staff time are covered under the existing reduced permit process fee schedule (\$112) for the program authorized by City Council as part of the 2019 master fee schedule update.

**Prepared by:** Lucas Seibert, Community Development Director

Attachments:

A – Proposed Resolution Reinstating Accessory Dwelling Unit (ADU)/Second Unit Compliance Program  
Exhibit 1 to Attachment A – Accessory Dwelling Unit (ADU)/Second Unit Compliance Program Guidelines

**CITY OF OJAI**

**RESOLUTION NO. 25-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF OJAI AMENDING THE GUIDELINES FOR THE ADU  
(ACCESSORY DWELLING UNIT)/SECOND UNIT  
COMPLIANCE PROGRAM REINSTATING THE  
PROGRAM AND REMOVING THE APPLICATION  
DEADLINE**

**WHEREAS**, the City Council of the City of Ojai (the "City Council") approved and adopted an updated Housing Element on September 10, 2013, by Resolution No. 13-52 (the "Updated Housing Element"). The Updated Housing Element calls for a variety of implementing actions to affirmatively further the production, improvement and preservation of affordable housing; and

**WHEREAS**, the (ADU) Accessory Dwelling Unit/Second Unit Compliance Program (the "Program") was implemented on April 9, 2013 in accordance with the prior Housing Element in order to provide and preserve housing for low and moderate income families; and

**WHEREAS**, the Guidelines were amended and adopted by the City Council on April 28, 2015, and further amended on March 8, 2016 and April 25, 2017, February 26, 2019 and February 23, 2021, March 8, 2023; and

**WHEREAS**, the City Council desires to amend the Guidelines of the Program in order to encourage greater participation by eligible units by amending the Guidelines to reinstate the program and remove the deadline requirement.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Ojai that:

**SECTION 1. General Plan and Zoning Ordinance Consistency:**

a. Finding. The ADU (Accessory Dwelling Unit)/Second Unit Compliance Program, as proposed, is: (i) in the interest of the general community welfare; (ii) consistent with the Ojai General Plan, the requirements of state planning and zoning laws, and Title 10 of the Ojai Municipal Code; and (iii) consistent with good zoning and planning practices to bring units into compliance with applicable laws.

b. Rationale: There is a well-documented need for affordable housing and the (ADU) Accessory Dwelling Unit/Second Unit Compliance Program will affirmatively further these efforts. The ADU (Accessory Dwelling Unit)/Second Unit Compliance Program specifically: (i) dovetails with the goals and programs set forth in the City's 2021-2029 Housing Element (sixth cycle) as certified by the California Department of Housing and Community Development; (ii) balances the economic and social interests expressed by the public in the course of the public

hearing process; and (iii) fosters affordable housing production, as proposed for amendment by extending the timeline for applications and thereby the number of units to be legalized, while upholding the integrity of General Plan policies and Zoning Ordinance standards.

**SECTION 2. California Environmental Quality Act ("CEQA") Review:**

a. Finding: The ADU (Accessory Dwelling Unit)/Second Unit Compliance Program is a "project" within the meaning of CEQA and appropriate environmental reviews have been completed before action was taken on this matter.

b. Rationale: A Final Environmental Impact Report ("FEIR") has been prepared and certified by the City Council in connection with the Updated Housing Element, along with supporting findings and a Statement of Overriding Consideration as set forth and adopted in City Council Resolution No. 12-53 under which the program was initially adopted. The ADU (Accessory Dwelling Unit)/Second Unit Compliance Program (identified as Program No. nine) is expressly embodied in the Project Description for the Updated Housing Element FEIR. No new residential dwellings would be created as a result of the ADU/Second Unit Compliance Program, as adopted and as proposed for amendment; rather, the program merely legitimizes units that already exist. As such, the physical attributes and consequences of the Updated Housing Element and ADU (Accessory Dwelling Unit)/Second Unit Compliance Program have been addressed in the FEIR and no further environmental review is required.

Furthermore, Program No. four of the sixth cycle of the housing element further enforces and supports the continued and committed efforts of the City.

**SECTION 3. Program Guidelines.**

Based on the evidence presented in the staff report, testimony and comments received in connection with City Council review, the City Council does hereby amend the ADU (Accessory Dwelling Unit)/Second Unit Compliance Program Guidelines attached hereto as Exhibit 1 and incorporated herein by reference ("Program Guidelines"). The amended Program Guidelines shall be operative upon the effective date of this Resolution and shall continue until Ojai Municipal Code section 10.2-1709(j) is repealed by the City Council via ordinance.

**SECTION 4. Effective Date.**

This Resolution shall take effect immediately upon its adoption by the City Council.

**PASSED, APPROVED, AND ADOPTED this 26th day of August 2025 by the following vote:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**Andy Gilman Mayor**

**Attest:**

**Approved as to Form:**

Attachment A  
Page 2 of 3



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**Chief Deputy City Clerk**

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**Matthew Summers, City Attorney**



## SECOND DWELLING (ACCESSORY DWELLING UNIT) COMPLIANCE PROGRAM GUIDELINES

***Adopted and Amended by City Council Resolutions Nos. 15-30, 16-19,  
17-17, 17-18, 19-05, 21-07, and 23-02;  
City Council Ordinance No. 858 and No. 921***

### GENERAL DESCRIPTION

The Second Dwelling (Accessory Dwelling Unit) Compliance Program (“Program”) is a means by which to legalize dwellings that have been constructed without record of permits. If approved, as provided in the *Second Dwelling (Accessory Dwelling Unit) Guidelines*, the *Second Dwelling (Accessory Dwelling Unit) Compliance Permit* shall convey legal nonconforming status on the *Second Dwelling (Accessory Dwelling Unit)* pursuant to Title 10, Chapter 2, Article 13 of the Ojai Municipal Code.

***Any termination of this program shall not affect an application for a Second Dwelling (Accessory Dwelling Unit) Compliance Permit filed with the City prior to the termination date.***

### ELIGIBILITY CRITERIA

Eligible Applicant. An Eligible Applicant must be the owner of the Qualifying Property on which Eligible Dwellings are located.

Eligible Dwellings. An Eligible Dwelling shall meet the following:

- (i) Shall be accessory to a primary dwelling on the same parcel;
- (ii) Shall provide complete, independent living facilities for one or more persons, including provisions for living, sleeping, eating, cooking, sanitation and parking, and if attached to the primary dwelling, is without interior access to the primary dwelling.
- (iii) Shall be the only habitable accessory structure on site. There shall be no other Second Dwelling (Accessory Dwelling Unit) on the property.
- (iv) The unit shall be in existence prior to January 1, 2021.

**Qualifying Property.** Qualifying Property consists of parcels of land that are located in an A, VMU, O, P-L or R zone district.

**Program Standards.** Qualifying Property may comply with the terms and conditions of the Program rather than the requirements for new Second Residential Units (Accessory Dwelling Units) as described in the Ojai Municipal Code. At a minimum: (i) the Qualifying Property must comply with the Modified Zoning Regulations and Property Standards adopted for the Program; (ii) the property owner (as the Eligible Applicant) must adhere to the Occupancy Requirements specific to the Qualifying Property; (iii) the unit must qualify as an Eligible Dwelling as described above (iv) the Application Process must be completed in a timely and proper manner; and (v) a Compliance Permit must be issued.

## **PROCESS**

A compliance permit will be processed as follows:

An application shall be submitted to the City for review and action. The first step in obtaining a compliance permit will be to obtain Zoning Conformance. The Planning Division shall review the proposal for compliance with the Modified Zoning Regulations listed below. If the project meets those requirements a Zoning Conformance shall be issued and the application shall be forwarded to the Building Division for review of the Property Standards. The Building Division will then cause the property to be inspected; a checklist shall be completed and written documentation given to the applicant if there are deficiencies. All Building Division determinations are appealable to the Building Appeals Board.

### **Planning process**

Based on the information submitted to the Community Development and an inspection of the property the Planning Division shall review the application for conformance to the Modified Zoning Standards as detailed below. If there are issues identified which prohibit the issuance of a Zoning Conformance, staff will provide the applicant in writing those deficiencies. All Zoning Conformance Decisions (Community Development Director's decisions) are appealable to the Planning Commission.

## **MODIFIED ZONING STANDARDS**

At a minimum the Qualifying Property and an Eligible Dwelling shall conform to the following requirements:

- a. Lease Term. There shall be no maximum limit on the length of occupancy or rental contract on any Compliance Unit. Transient rental of Compliance Units is not permitted.

- b. Zoning District. A Compliance Unit may be either a detached or an attached dwelling located within an A, VMU, O, P-L, or R zone district.
- c. Exterior Design. No exterior design or architectural standards shall apply to any Single Story Compliance Unit. Two story Compliance Units shall require a Design Review Permit for any exterior alterations above the first floor that may be required to issue a Compliance Permit.
- d. Lot Size. There shall be no minimum lot size required for a Compliance Unit.
- e. Floor Area. The maximum size of a Compliance Unit shall be 1200 square feet but not less than 220 square feet.
- f. Lot Coverage. At no time shall the Compliance Unit cause the lot coverage of the subject parcel to exceed the maximum lot coverage allowed in that zone district.
- g. Setbacks/building separation. The Compliance Unit may encroach into required rear and side yard setbacks, subject to construction of properly rated fire separation. There shall be a minimum of 5 feet building separation between the primary building and/or any accessory structure and the subject Compliance Unit.
- h. The Compliance Unit may satisfy its parking requirement through common use of parking provided for the primary residence or use of on-street parking. Covered parking need not be provided for a compliance unit. The parking space provided for the second dwelling (accessory dwelling unit) shall function independently from the parking spaces provided for the primary unit. Parking requirements shall be consistent with State law applied to Accessory Dwelling Units.
- i. Utility Services. All utilities (including gas, electric, water and sewer) serving the Compliance Unit may have common service connections with the primary dwelling or be separated.
- j. Number of Units. There shall only be one habitable unit on site in addition to the primary residential unit which includes a food preparation and/or cooking area. Additional structures may be allowed on the same lot with the recordation of a deed restriction that describes the exact use of the structure and agrees to prohibit a food preparation and/or cooking area. The number of Accessory Dwelling Units on a single parcel shall be consistent with State law.
- k. The units need not be owner-occupied.

**Building Process**

Once a project has received Zoning Conformance approval the project is forwarded to the Building Division for review. The standards of review and compliance shall be those set forth in California State Housing Law Health and Safety Code Division 13 Part 1.5. Please note that each application must have a completed “In Service Date” affidavit and accompanying documentation substantiating the “In Service Date”. The Building Division will inspect the proposed Compliance Unit, prepare a checklist of all deficiencies and work with the applicant to bring the proposed unit into compliance which may entail the issuance of a building permit (plumbing, electrical, mechanical or structural) and further inspections. All Building Division determinations are appealable to the Building Appeals Board.

At the option of an Eligible Applicant, preliminary consultations may be conducted with the City without having to identify the ownership, occupancy or location of the Qualifying Property. The purpose of Preliminary Consultation is to clarify the application of Property Standards to specific circumstances, thus allowing the Eligible Applicant to determine the estimated cost and feasibility of making formal application for a Compliance Permit. The Preliminary Consultation may be conducted at the request of the Eligible Applicant or through a third-party intermediary such as the City’s Second Dwelling (Accessory Dwelling Unit) Compliance Program Ombudsman.

**PROPERTY STANDARDS**

Each “eligible unit” must conform to the minimum requirements of the California State Housing Law. In order to determine if a property meets the minimum requirements an inspection will be conducted. The inspection will be conducted by either the Building Official or Building Inspector. The City of Ojai Housing Standards Checklist will be utilized to identify issues.

Once an inspection has been conducted and the checklist completed then the City of Ojai’s Building Official will meet with the applicant to discuss the necessary improvements to bring the property into compliance with the minimum standards.

“In Service Date” establishes the date of construction or conversion. The conversion or construction must be before January 1, 2021 to be eligible for this program.

### Second Dwelling (Accessory Dwelling Unit) Compliance Program Application

Please Fill out the following:			
Submittal Date		Assessor's Parcel Number	
Compliance Unit address		Main Unit Address	
Square footage of Compliance Unit		Owner's Name	
In Service Date		Owner's Address	
Garage Conversion?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Owner's Email	
		Owner's Phone	
In Service Signed Affidavit and Associated materials submitted?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Plot plan and floor plan submitted?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Missing information	Yes <input type="checkbox"/> No <input type="checkbox"/> _____

#### Acknowledgement:

I the owner of the subject parcel, agree to pay all permit, impact, school, and other associated costs prior to permit issuance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>Office Use</b>	
Zoning Conformance	Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> If disapproved provide reason _____
Housing Standards	Checklist and inspection completed Yes <input type="checkbox"/> No <input type="checkbox"/>

## APPLICATION INSTRUCTIONS AND GUIDELINES

Formal Application. Applications shall be filed with the City's Community Development Department. The following items are required to make an application complete: (i) properly completed application form; (ii) site and floor plan showing property lines, location of main residence and second unit, locations of parking spaces, size and internal layout of the Compliance Unit; (iii) The "Date of Service" information and evidence.

Process. Once an application is deemed complete for processing the application will be routed to the Planning Division for review of the Modified Zoning Regulations. If the project meets the modified Zoning standards a Zoning Conformance approval will be issued and the project will be forwarded to the Building Division for review of the property standards. All Zoning Conformance actions made by the Community Development Director shall be appealable to the Planning Commission (Article 30). All Building Division determinations are appealable to the Building Appeals Board.

Once a Zoning Conformance approval has been issued an inspection of the Qualifying Property will be made by the City to ascertain compliance with the Property Standards. The results of this inspection will be communicated to the Eligible Applicant in writing including all necessary work required to bring the project into compliance with the required property standards. If subsequent inspections determine that additional corrective work is necessary to bring the unit into compliance with the Property Standards, supplemental permits may also be required by operation of the Ojai Municipal Code. A Compliance Permit will be issued based upon Zoning Conformance approval, verification by the City that the project is compliant with all property standards including but not limited to "In Service Date" California State Housing Law and that any necessary corrective work has been completed and that all conditions of eligibility have properly satisfied.

Timing. Applications must be received by the City and deemed complete on or before the termination date of the program determined by City Council. Applications filed after this date or deemed complete after this date will not be processed.

Limitations. The protections and advantages of the Program shall only apply to Qualifying Property for which a Compliance Permit is issued.

Permit Fees. Compliance Permit applications submitted and found to be complete shall be subject to appropriate fees as defined by City Council adopted policies and resolutions.

Disclaimer. Issuance of an Compliance Permit shall not be deemed to grant authorization for any work to be done in violation of the provisions of the State Housing Law, California Building Standards Code, or any other regulation, law, or ordinance judged by the City to be applicable to Compliance Units.

Confidentiality. All information obtained in connection with applications for a Compliance Permit will remain confidential and will *NOT* be placed in the building file for subsequent code enforcement action or in any way “cloud” title to the Qualifying Property. At such time as a Compliance Permit is issued all information shall be placed in the address file and the unit shall be recognized as a legal nonconforming unit.



## PROGRAM SUPPORT

Financial Assistance. The City, independent of the Program, operates a housing rehabilitation program for which the Eligible Applicant may qualify to undertake improvements to the Qualifying Property. For further information on eligibility requirements and funding availability, please contact HELP of Ojai, (805) 640-3320. In exchange for financial assistance, the Compliance Unit shall be subject to Affordability Covenants which limit the rent (for a minimum of duration of 20 years) to an amount not exceeding a sum equal to 15% of the area median income adjusted for family size appropriate to the Compliance Unit.

Ombudsman Support. The City encourages the Eligible Applicant to avail itself of the Preliminary Consultation process and welcomes the use of third-party intermediaries. To facilitate this process, the City has created the Ombudsman Program which allows the Eligible Applicant to seek out the assistance of an independent facilitator (Ombudsman) to assist the prospective applicant in determining the potential of receiving a Compliance Permit for their particular situation. More information on the Ombudsman Program, as well as the availability of third-party intermediaries, may be obtained from the City. The Ombudsman can be reached directly at 805-646-5581 ext. 112.

<p style="text-align: center;"><b>Second Dwelling (Accessory Dwelling Unit) Compliance Program Housing Standards Checklist</b></p>
----------------------------------------------------------------------------------------------------------------------------------------

This checklist applies to the undocumented dwelling unit that is applying for a Second Dwelling (Accessory Dwelling Unit) Compliance Program to identify housing standard issues.

Address: \_\_\_\_\_, Ojai, CA.

**Electrical hazards**

☐ Lack of adequate permanent wiring or electrical service amperage

\_\_\_\_\_

☐ Exposed electrical conductors or equipment

\_\_\_\_\_

☐ Improper polarity or lack of GFCI protection in Bathroom or Kitchens

\_\_\_\_\_

☐ Lack of continuity of electrical system

\_\_\_\_\_

☐ Lack of separate access to electrical shut-off for their unit.

\_\_\_\_\_

**Plumbing hazards**

☐ Cross contamination of potable water

\_\_\_\_\_

☐ No hot water

\_\_\_\_\_

☐ Lack of bathroom or kitchen facilities in dwelling unit

\_\_\_\_\_

☐ Lack of connection to approved or adequate sewage system.

\_\_\_\_\_

☐ Gas piping installed without inspection and pressure test

\_\_\_\_\_

☐ Lack of separate access to gas shut-off.

---

☐ Water heater not properly installed

---

**Mechanical hazards**

☐ Lack of permanent heating system capable of 68 degrees at 36" above floor two foot away

---

☐ Improper vented gas appliances located within a sleeping room

---

☐ Gas vent clearance too close to combustible materials

---

☐ Inadequate ventilation (mechanical or natural) of bathrooms

---

**Structural integrity of building**

☐ New or enlarged structural wall openings

---

☐ New or increased loads on foundation, horizontal members, floors, ceilings, or roofs

---

☐ Foundation is cracked, damaged or shifting

---

**Required egress and room dimensions**

☐ Missing an independent entrance to unit (requires at least one clear and operable 32" wide exit door)

---

☐ Does not have minimum ceiling height (7'0")

---

☐ Lack of exterior egress window or door

---

☐ Rooms do not meet minimum dimensions

---

### **Stairs**

☐ Lack of 36 inch of width

---

☐ Riser lack required 8 inch height

---

☐ Treads lack required 9 inch width

---

☐ Handrails do not have the required height (34"-38" above the tread nose)

---

☐ Balusters (Guard rail) have openings larger than 4 inches apart.

---

### **Light and ventilation**

☐ Lack of ventilation for each room (excluding Baths, Kitchens, and Laundry rooms)

---

☐ Room (excluding Baths, Kitchens, and Laundry rooms) has exterior window/door opening area less than 4% of the floor area of the room

---

### **Utilities/Emergency Response**

☐ Address missing on exterior of unit (A separate and new address will be assigned by the City)

---

☐ Lack of potable water, electricity, or gas (if needed to serve heaters)

---

### **Fire safety**

☐ No operable smoke detector(s) and carbon monoxide detector(s) in:

---

☐ Lack of smoke and carbon monoxide detectors in hallways serving sleeping room

---

☐ Lack of smoke detector in sleeping room

---

☐ Fire protection between units

---

### Hazards

The property will be evaluated for hazards including but not limited to lead paint, asbestos, flood hazards. If the Qualifying Property is identified as having a hazard then the condition must be abated.

☐ Unit is not free of environmental hazards (peeling or cracking paint (lead) or asbestos.

---

☐ Lack of Weather Protection \_\_\_\_\_

☐ Unit is located within a Special Hazard flood area.

☐ Other \_\_\_\_\_

---

---

### Inspection Information

Square Footage of the unit \_\_\_\_\_

Inspection Date \_\_\_\_\_

Inspection conducted by \_\_\_\_\_

Findings of inspection \_\_\_\_\_

Issues Cleared \_\_\_No \_\_\_ Yes if so, date \_\_\_\_\_

Record search \_\_\_\_\_

## **In Service date**

### **The City of Ojai**

The In-Service Date may be established with one of the following forms of documentation.

1. The County Assessor's initial date recognizing the second dwelling unit (accessory dwelling unit).
2. Escrow documents indentifying the unit.
3. Prior Official Building, Planning or Code Enforcement records
4. Real estate transfer disclosure forms for second dwelling unit (accessory dwelling unit).

If the above information is not available then a combination of the following can be utilized to establish the "In Service date".

1. An inspection of the premises by the City Building Official, Building Inspector or a consultant/inspector approved by the City of Ojai.
2. Sanborn maps or maps which identify the unit.
3. Insurance documents.
4. Other documentation will be considered on a case by case basis.

Factors considered:

1. Did the construction occur prior to incorporation of the City (1921)?
2. Did the construction occur prior to annexation into City?
3. Did construction occur prior to adoption of City Zoning
4. Did Construction occur prior to adoption of Building Codes (1959)?
5. Did construction occur prior to the adoption of the first Second Unit Ordinance in 1988?

## **Affidavit Acknowledging In-Service Date**

Date \_\_\_\_\_

I, \_\_\_\_\_, certify that the documentation used in providing the “In Service” date of  
\_\_\_\_\_ for the Second Dwelling (Accessory Dwelling Unit) Compliance Unit located at  
\_\_\_\_\_ is to the best of my knowledge true, accurate and unaltered.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Owner Signature \_\_\_\_\_

## Zoning Conformance

### Property Owner and Address Information

Second Dwelling (Accessory Dwelling Unit) Unit

Address\_\_\_\_\_

Main Unit Address\_\_\_\_\_

Submittal Date\_\_\_\_\_

In Service Date\_\_\_\_\_

Owner's Name\_\_\_\_\_

Owner's Phone\_\_\_\_\_

Owner's Address\_\_\_\_\_

Proposed Second Dwelling (Accessory Dwelling Unit) Compliance Unit meets the Modified Zoning Standards and a Zoning Conformance Approval is issued.

\_\_\_\_\_  
Community Development Director

\_\_\_\_\_  
Date



## Decisions of the Building Official Can Be Appealed

Any person adversely affected by a determination made by the Building Official in administering or enforcing any provision of this chapter may appeal the determination to the Building *Appeals* Board.

- (a) *Appeals* shall be in writing, state the grounds for the appeal, and be accompanied by a fee in the amount set by resolution of the City Council. Only those matters or issues specifically raised by the appellant shall be considered in the hearing of the appeal.
- (b) The appeal shall be filed with the Building Official no later than ten (10) days after receipt of written notice of the determination and the appeal provisions of this chapter. Failure to timely request an appeal constitutes a waiver of the right to a hearing before the Building *Appeals* Board and a failure to exhaust administrative remedies.
- (c) Within forty-five (45) days of receiving an appeal, the Building Official shall schedule a hearing before the Building *Appeals* Board which shall consider relevant evidence presented at the hearing. Appellant shall be given at least ten (10) days' written notice of the date and time of the hearing.
- (d) The Building *Appeals* Board shall render a final written decision with findings within a reasonably prompt time after the filing of the appeal. The authority of the Building *Appeals* Board to render a written decision shall be limited to the scope of authority of the Building Official in the first instance and the Building *Appeals* Board shall have no authority to waive a requirement of this title.
- (e) The decision of the Building *Appeals* Board shall be final and conclusive. The written decision shall be sent to the appellant and shall provide that, pursuant to California Code of Civil Procedure Section 1094.6, any action to review said decision shall be commenced in an appropriate court of law not later than the ninetieth day after the date that the decision becomes final.

## **BUILDING APPEALS BOARD**

### **Informational Sheet**

#### **WHAT IS AN APPEAL?**

An appeal is a request for the Building Appeals Board to review decisions of the Building Official in which it's believed the conclusion reached was inappropriate. Findings, decisions, or determination of the Building Official can be appealed.

#### **WHAT ISSUES CAN BE CONSIDER IN AN APPEAL?**

An application for appeal is based on a claim that the true intent of the California Building Code or the rules legally adopted there under have been incorrectly interpreted, the provisions of the California Building Code does not fully apply, or an equally good or better form of construction is proposed. The Building Appeals Board may consider appeals of any building-related finding, decision, or determination made by the Building Official.

#### **WHO CAN APPEAL A DECISION OR DETERMINATION?**

Any involved person may appeal a finding, decision, or determination made by the Building Official.

#### **WHERE IS AN APPEAL FILED?**

All appeals to the Building Appeals Board must be filed with the City of Ojai's Community Development Department.

#### **WHAT IS THE FILING FEE FOR A BUILDING APPEAL?**

The filing fee for an appeal is \$300.00, which is refundable if the appeal is granted.

#### **WHAT IS REQUIRED TO FILE AN APPEAL?**

All appeals to the Building Appeals Board must be filed on an official "Building Appeals Application" form. These forms are available at the Community Development Department. The application form must be completely filled out and clearly state those issues or portion of the findings, decision, or determination being appealed since the Building Appeals Board will consider **only those issues or**

**portions which were raised in the appeal form.** Once an appeal is accepted for filing, additional issues cannot be raised after this time or at the hearing.

#### **WHAT IS A “STATEMENT OF GROUNDS?”**

The appeal application form includes a section entitled “Statement of Grounds for Appeal.” The statement of grounds is the appellant’s opportunity to state the reasons why the decision or determination is being appealed and why the appellant believes that the decision or determination of the Building Official was inappropriately decided.

#### **WHAT HAPPENS AFTER THE APPEAL IS FILED?**

Once a complete appeal is accepted for filing, a hearing is schedule. The appellant will be notified of the date, time, and place of the hearing by mail in advance. A staff report will be submitted to Building Appeals Board and made available to the appellant prior to the hearing. The staff report provides information on the appeal and the decision or determination being appealed and may include a recommended action. The hearing on the appeal is then held.

#### **WHAT HAPPENS DURING THE APPEAL HEARING?**

The Board conducts a public hearing on the appeal, listening to the arguments and facts from the appellant or property owner, anyone else who wishes to be heard, and from the Building Official. The Building Appeals Board or Building Official may ask questions of staff, appellant, or other persons providing input at the appropriate time in the hearing process. Once the deliberation phase begins, the Board of Appeals can take action to uphold the appeal thereby modifying or overturning the previous decision, to deny the appeal, or to continue the hearing for further deliberation or information. When the Board of Appeals makes its decision on the matter, the appeal process is finished.

#### **WHERE TO FILE:**

Community Development Department  
Ojai City Hall  
401 S. Ventura Street  
Ojai, CA 93024  
(805) 646-5581

#### **OFFICE HOURS:**

8:00 am to 5:00 pm  
Monday through Friday

**BUILDING APPEAL APPLICATION**

Applicant(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Fax/E-mail: \_\_\_\_\_

**ATTACH ADDITIONAL INFORMATION IF NEEDED TO DESCRIBE THE APPEAL IN DETAIL**

1. Reason for Appeal \_\_\_\_\_

\_\_\_\_\_

2. Statement of Grounds for Appeal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. If this appeal involves an application or permit application for construction, please provide the following information:

a. Address of Construction Project: \_\_\_\_\_

b. Owner's Name and Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Reference the specific section of the code your interpretation involves: \_\_\_\_\_

Please circle the applicable Code: CBC CEC CMC CPC OMC Other: \_\_\_\_\_

5. Do you have any information materials or references of support, please list each item attached:

Item 1: \_\_\_\_\_

Item 2: \_\_\_\_\_

Item 3: \_\_\_\_\_

**I hereby certify under penalty of perjury that the information I have provided is true and accurate.****Signature of Property Owner****Date**

**CODE INTERPRETATION APPLICATION**

Applicant(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Fax/E-mail: \_\_\_\_\_

**ATTACH ADDITIONAL INFORMATION IF NEEDED TO DESCRIBE PROJECT IN DETAIL.**

1. Reason for Request \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Reference the specific section of the code your interpretation involves: \_\_\_\_\_

Please circle the applicable Code: CBC CEC CMC CPC OMC Other: \_\_\_\_\_

3. Do you have any information materials or references of support, please list each item attached:

Item 1: \_\_\_\_\_

Item 2: \_\_\_\_\_

Item 3: \_\_\_\_\_

4. Would you like to meet with the Building Official to present your viewpoint and comments?

Please Circle: Yes or No

This meeting would be an informal hearing for the sole purpose of explaining your viewpoints regarding the issue(s). The Building Official's goal in this hearing is to make sure he fully understands your position. A written interpretation from the Building Official will be prepared and mailed after meeting.

If you do not choose to meet with the Building Official, a written interpretation from the Building Official will be prepared and mailed.

**I hereby certify under penalty of perjury that the information I have provided is true and accurate.**

\_\_\_\_\_  
**Signature of Property Owner**

\_\_\_\_\_  
**Date**



## Administrative Report

### DISCUSSION ITEM

**TO:** HONORABLE CITY COUNCIL

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

**MEETING DATE:** August 26, 2025

**SUBJECT:** Concept Review | Alternatives to Building Appeals Board

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#### **Recommendation**

That the City Council discuss and provide direction, if appropriate, on the City's current building code and building permit appeals process, including potential alternatives to the existing Building Appeals Board.

#### **Discussion**

Per the City Council's request during Future Agenda Items at the June 24, 2025 Council meeting, this concept review outlines options to consider regarding the City's building code and building permit appeals process and alternative options to the Building Appeals Board.

Every California city must establish an appellate process for persons adversely affected by a decision, order, or determination concerning the application of the California Building Standards Code and related regulations governing construction, use, maintenance, and change of occupancy.<sup>1</sup>

This requirement may be satisfied in one of three ways: (1) by creating a local appeals board for new construction and a housing appeals board for existing buildings; (2) by creating an agency authorized to hear such appeals; or (3) by having the governing body of the city serve as the local appeals board or housing appeals board.<sup>2</sup> Appeals may not be heard by a single hearing officer.<sup>3</sup>

In compliance with its statutory obligations, Ojai created the Building Appeals Board ("BAB") to serve as the City's housing appeals board, local appeals board, and board of appeals.<sup>4</sup> This five member body has jurisdiction to hear and decide appeals brought before it by persons adversely affected by determinations made by the City's Building Official in administering or enforcing the City of Ojai Building Code.<sup>5</sup>

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<sup>1</sup> California Building Code, section 1.8.8 (Appeals Board).

<sup>2</sup> *Temple of 1001 Buddhas v. City of Fremont* (2024) 100 Cal.App.5th 456, 472-473 citing *Lippman v. City of Oakland* (2017) 19 Cal.App.5th 750, 760.

<sup>3</sup> *Temple of 1001 Buddhas v. City of Fremont* (2024) 100 Cal.App.5th 456; *Lippman v. City of Oakland* (2017) 19 Cal.App.5th 750.

<sup>4</sup> OMC, § 9-1.214(a).

<sup>5</sup> OMC, §§ 9-1.214(a), 9-1.215.

## ANALYSIS OF OPTIONS

Each of the four options listed below are in no particular order and instead are meant to identify alternative considerations to the existing building appeals board, currently in place:

### Option No. 1: Delegate Authority to the City Council

**Proposed Action:** Dissolve the BAB and transfer its building code and building permit appellate jurisdiction and authority to the City Council.

#### **Advantages:**

- Eliminates the need for separate board recruitment and training
- Reduces administrative overhead and meeting coordination
- Provides final decision-making authority at highest elected level
- Ensures consistent policy application across all city functions

#### **Disadvantages:**

- Increases City Council workload and meeting time requirements
- Council Members may lack specialized technical expertise in building codes and construction and would need to become knowledgeable in the California Building Standards Code and applicable ordinances of the City of Ojai, as required by California Building Code Section 1.8.8
- May require additional City Council briefing time for complex technical issues

*Note: The City Council is currently the appellate body for determinations made by the City's Building Official concerning seismic safety and street improvements.<sup>6</sup>*

### Option No. 2: Delegate Authority to Planning Commission

**Proposed Action:** Dissolve the Building Appeals Board and transfer its building code and building permit appellate jurisdiction and authority to the Planning Commission.

#### **Advantages:**

- Leverages existing commission structure and meeting schedule
- Planning Commission is already familiar with development and construction issues
- Maintains some degree of specialized knowledge in land use and development
- Reduces administrative burden compared to maintaining separate board
- Planning Commission is familiar with hearing appeals<sup>7</sup>
- Provides continuity for development-related decision making

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<sup>6</sup> OMC, §§ 9-12.104, 9-12.802(c), 9-7.14.

<sup>7</sup> See e.g., OMC, § 10-2.3002(a).

**Disadvantages:**

- Increases Planning Commission workload and meeting duration
- May require additional training on building code specifics to make commissioners knowledgeable in the applicable building codes, regulations, and ordinances, as required by California Building Code Section 1.8.8
- Could create scheduling conflicts with regular planning matters
- Increased cost to include our contract building official to attend

**Option 3: Maintain the Status Quo (Do Nothing)**

**Proposed Action:** Continue operating the existing BAB with its current structure and authority.

**Advantages:**

- Preserves specialized expertise in building codes and construction standards
- Maintains established procedures and institutional knowledge
- Provides dedicated forum specifically for building-related appeals
- Ensures consistent application of building standards
- Reduces potential workload burden on other City bodies, such as the City Council

**Disadvantages:**

- Requires ongoing recruitment and training of board members
- Administrative costs for staff support, meeting coordination, and facilities
- Creates additional bureaucratic layers to building appeals process

**Additional Considerations** | Any dissolution and replacement of the Building Appeals Board will require:

- Adoption of ordinances to dissolve the BAB and implement the chosen option
- Maintaining due process protections for appellants
- Maintaining compliance with California Building Code Section 1.8.8

**City Council Goal Alignment**

The City Council has adopted a goal of Public Safety, to which the restructuring of the City's building appeals process is aligned towards achievement of this goal.

**Fiscal Impact**

**Option No. 1 (City Council):** Potential savings from eliminated board costs, offset by increased Council meeting expenses and council member trainings.

**Option No. 2 (Planning Commission):** Potential savings from eliminated board costs, offset by increased Commission meeting expenses and commissioner trainings. Additionally, the



contract building official may attend when building appeal items are before the commission for consideration, operating at an hourly rate.

**Option No. 3 (Status Quo):** Maintains the current budget allocation for Building Appeals Board operations.

**Prepared and Submitted by:** Lucas Seibert, Community Development Director

Attachment: Ojai Municipal Code, §§ 9-1.214, 9-1.215

**§ 9-1.214. Building Appeals Board.**

- (a) There is hereby established in the City a Building Appeals Board consisting of five members. The Building Appeals Board shall be the "local appeals board," the "housing appeals board," and the "board of appeals" as those phrases are defined and used in the California Building Standards Code or any other code under this title as the same may apply to the City of Ojai either by express adoption or by operation of law.
- (b) Board members shall be nominated and appointed through the following process:
  - (1) A nominating committee comprised of the following three members shall nominate each Board member for confirmation by the City Council: the Mayor; a rotating City Councilmember, as determined by the City Clerk; and the Board Chair, or the Vice-Chair if the Chair's office is under consideration within two months of the nomination.
  - (2) If any member of the nominating committee affirmatively declines to participate in the nomination process, then their seat shall be forfeit and the next person, as appropriate and as determined by the City Clerk shall participate on the nominating committee instead: the next rotating Council Member, as determined by the City Clerk; the Chair, Vice-Chair, or Commission member; or the Mayor Pro Tem for the Mayor.
  - (3) The nominating committee shall interview each applicant under consideration together, virtually or in person, before selecting a nominee for City Council confirmation.
  - (4) The nominating committee must unanimously decide each nominee for confirmation by a majority vote of all members of the City Council. No nominee shall be submitted to the City Council for confirmation without unanimous support of the nominating committee.
  - (5) If a nominee fails to garner a majority vote of the full City Council, then the applicable nominating committee shall meet again to consider and propose a new nominee for confirmation by the City Council in accordance with the process in this section. This process shall repeat until a nominee is confirmed by a majority vote of the full City Council.
  - (6) If a mid-term vacancy occurs, the nominating committee may nominate their replacement to fill the remainder of the original term in accordance with the process in this section, which must be confirmed by a majority of the full Council. Where feasible, the members of the nominating committee used to nominate the member whose seat is vacated shall be used to nominate their replacement. Where members of such nominating committee are no longer in office or otherwise unavailable to serve on the nominating committee to fill the vacant seat, the seat shall be filled by the following, as appropriate: the next rotating Councilmember, as determined by the City Clerk; the Mayor Pro Tem if the Mayor is unable to serve on the nominating committee; or the sitting Chair, or the Vice-Chair if the Chair's office is under consideration within two months of the nomination.
- (c) Each member shall become knowledgeable in the California Building Standards Code and applicable ordinances of the City of Ojai. Members need to be residents of the City.

- (d) The members of the Building Appeals Board shall be appointed for terms of four years and shall hold office until their successors have been appointed and qualified. A person who has been appointed to fill a vacancy shall hold office for the remainder of the unexpired term. Any member of the Board may be removed by the Mayor, subject to the approval of the Council. Members may be reappointed.
- (e) The Board shall elect its chair and vice-chair from among its members and shall appoint a secretary who need not be a member of the Board. Such officers shall be chosen for a period of one year. In the absence or disability of either the chair, vice-chair, or secretary, the Board may designate a chair or secretary pro tempore.
- (f) The Board shall meet when:
  - (1) An appeal is filed pursuant to this chapter; or
  - (2) The Building Official requests advisory comments regarding issues related to this chapter, such as the potential adoption of new codes, proposed code changes, or alternate methods and materials.

Unless otherwise designated by the City Manager, the Building Official shall be the principal City staff liaison to the Board.

(Ord. 829, § 1, eff. July 25, 2013; Ord. 957, eff. 7/11/2024)

#### **§ 9-1.215. Appeals to Building Appeals Board.**

Any person adversely affected by a determination made by the Building Official in administering or enforcing any provision of this chapter may appeal the determination to the Building Appeals Board.

- (a) Appeals shall be in writing, state the grounds for the appeal, and be accompanied by a fee in the amount set by resolution of the City Council. Only those matters or issues specifically raised by the appellant shall be considered in the hearing of the appeal.
- (b) The appeal shall be filed with the Building Official no later than 10 days after receipt of written notice of the determination and the appeal provisions of this chapter. Failure to timely request an appeal constitutes a waiver of the right to a hearing before the Building Appeals Board and a failure to exhaust administrative remedies.
- (c) Within 45 days of receiving an appeal, the Building Official shall schedule a hearing before the Building Appeals Board which shall consider relevant evidence presented at the hearing. Appellant shall be given at least 10 days' written notice of the date and time of the hearing.
- (d) The Building Appeals Board shall render a final written decision with findings within a reasonably prompt time after the filing of the appeal. The authority of the Building Appeals Board to render a written decision shall be limited to the scope of authority of the Building Official in the first instance and the Building Appeals Board shall have no authority to waive a requirement of this title.
- (e) The decision of the Building Appeals Board shall be final and conclusive. The written decision shall be sent to the appellant and shall provide that, pursuant to California Code of

Civil Procedure Section 1094.6, any action to review said decision shall be commenced in an appropriate court of law not later than the ninetieth (90th) day after the date that the decision becomes final.

(Ord. 829, § 2, eff. July 25, 2013)



## Administrative Report

### DISCUSSION ITEM

**TO:** HONORABLE CITY COUNCIL

**FROM:** Kristy Rivera, Recreation Manager  
Ben Harvey, City Manager

**DATE PREPARED:** August 14, 2025

**MEETING DATE:** August 26, 2025

**SUBJECT:** Community Aquatics Center Programming and Facilities

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### **Recommendation**

1. Direct staff to initiate discussions with Ojai Unified School District (OUSD) and Channel Islands YMCA regarding City involvement and support for community programming to commence in the Fall of 2025 at the new Nordhoff High School aquatics center; and
2. Discuss and determine whether City Council consensus exists for a proposed community aquatics center at Soule Park, and if so, direct staff to conduct preliminary feasibility discussions with the County of Ventura; and
3. Return to the City Council with feedback and decision points from any discussions held for City Council review and consideration.

### **Background**

The City of Ojai does not currently own or operate a public pool. However, for some time there has been sustained community interest in expanding access to public aquatic facilities in the Ojai Valley for recreational use. Two potential options have emerged in recent discussions:

#### *1. Ojai Unified School District (OUSD) Aquatic Center Community Pool Program*

Measure K is a \$45 million General Obligation bond program adopted by the voters in 2020 to address the needs of the student population through modernization and renovation projects at the OUSD's nine schools. One of OUSD's Measure K-funded projects is the replacement of the 60-year old Nordhoff Pool with an aquatics center (source: [OUSD](#)).

The Nordhoff Aquatics Center project broke ground in [October of 2024](#), and is expected to be completed in the fall of 2025 for student and community use. Initially, OUSD approached the City about the possibility of the City providing a community aquatics program at the new

Page 1 of 2

facility. The request was taken to the Parks and Recreation Commission for consideration at their [July 2025 meeting](#), however, the Commission recommended against pursuing this further due to a lack of City staffing resources, among other reasons. Accordingly, OUSD is considering a programming partnership with the Channel Islands YMCA for a community aquatics program.

While the City does not currently have staffing resources for a community aquatics program, the City could provide financial support and assistance, and the City could initiate the effort to build staffing resources to be available to staff a community aquatics program in the near future.

## *2. Proposed Soule Park Aquatics Center*

Separate and distinct from the Nordhoff Aquatics Center, there has been interest expressed at the City Council level for a proposed community aquatics center at Soule Park, a County-owned facility within City limits. Building a facility at Soule Park would require approval from the County of Ventura to start, followed by a feasibility study for a scope of the effort.

### *Next Steps*

Discuss and determine whether City Council consensus exists for either or both options, and provide corresponding direction to City staff.

### **City Council Goal Alignment**

Goal 3 - Arts, Culture and Recreation Funding.

### **Alternative Options**

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

### **Fiscal Impact**

There is no fiscal impact at this stage. Any future funding needs will be presented to Council for consideration.



## Administrative Report

### DISCUSSION ITEM

**TO:** HONORABLE CITY COUNCIL

**FROM:** Ben Harvey, City Manager

**DATE PREPARED:** August 18, 2025

**MEETING DATE:** August 26, 2025

**SUBJECT:** Request for Reimbursement of International Conference Travel Expense for Council Member Rule

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#### **Recommendation**

Authorize reimbursement of Council Member Rule for up to \$1,990.00 for incurred and anticipated international conference travel expenses.

#### **Discussion**

With the adopted Fiscal Year 25-26 budget, the City Council has allocated \$9950.00 for training, travel and travel expenses. To date, \$9950.00 remains in the City Council Training and Education account for this purpose.

Council Member Rule is requesting authorization for reimbursement of incurred and anticipated international travel expenses of \$1,990.00 related to attending the Cambridge Centre for Animal Rights Law Conference in Cambridge, United Kingdom, in September of 2025. Council Member Rule has been invited to speak at the conference. The reimbursement request includes travel expenses and food per diem for four days; lodging is not requested in the amount of the request. Invited speakers are not required to pay the conference registration fees.

Pursuant to the City's Reimbursement Policy (attached), authorization for international travel expense reimbursement requires City Council approval at a public meeting. Additional anticipated City Council travel and education expenses for Fiscal Year 25-26 include the annual CalCities Conference in Long Beach in October 2025, among other possible conferences and meetings. As noticed, Council Member Rule will not be attending CalCities Conference this year.

#### **Fiscal Impact**

Considering current City Council requests for conference travel and attendance, it is likely that adequate funding exists within the City Council Training and Education account in the adopted Fiscal Year 25-26 budget.

### **Alternative Options**

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

#### Attachments:

- A. City Reimbursement Policy
- B. Cambridge Centre for Animal Rights Law Conference information



# **ATTACHMENT 1**

# **CITY OF OJAI**

## **Expense And Use Of Public Resources**

### **Policy Statement**

#### **Findings**

WHEREAS, the City of Ojai, California (City) takes its stewardship over the use of its limited public resources seriously.

WHEREAS, public resources should only be used when there is a substantial benefit to City.

WHEREAS, such benefits include:

1. The opportunity to discuss the community's concerns with state and federal officials;
2. Participating in regional, state and national organizations whose activities affect City;
3. Attending educational seminars designed to improve officials' skill and information levels; and
4. Promoting public service and morale by recognizing such service.

WHEREAS, 1) legislative and other regional, state and federal agency business is frequently conducted over meals; 2) sharing a meal with regional, state and federal officials is frequently the best opportunity for a more extensive, focused and uninterrupted communication about City policy concerns; and 3) each meal expenditure must comply with the limits and reporting requirements of local, state and federal law.

WHEREAS, this policy provides guidance to elected and appointed officials on the use and expenditure of City resources, as well as the standards against which those expenditures will be measured.

WHEREAS, this policy satisfies the requirements of Government Code sections 53232.2 and 53233.3.

WHEREAS, this policy supplements the definition of actual and necessary expenses for purposes of state laws relating to permissible uses of public resources.

WHEREAS, this policy also supplements the definition of necessary and reasonable expenses for purposes of federal and state income tax laws.

WHEREAS, this policy also applies to any charges made to a City credit card, cash advances or other line of credit.

## Authorized Expenses

City funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized City business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this policy are met:

1. Communicating with representatives of regional, state and national government on City adopted policy positions;
2. Attending educational seminars designed to improve officials' skill and information levels;
3. Participating in regional, state and national organizations whose activities affect City interests;
4. Attending City events;
5. Implementing a City-approved strategy for attracting or retaining businesses to the City, which will typically involve at least one staff member; and
6. Out-of-state travel in connection with City business.

*All other expenditures (including international travel) require prior approval by the City Council at a public meeting.*

Examples of personal expenses that City will not reimburse include, but are not limited to:

1. The personal portion of any trip;
2. Political or charitable contributions or events;
3. Family expenses, including partner's expenses when accompanying official on agency-related business, as well as children- or pet-related expenses;
4. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
5. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
6. Personal losses incurred while on City business. Any questions regarding the propriety of a particular type of expense should be resolved by the approving authority before the expense is incurred.

## Cost Control

To conserve City resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines. In the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by City will be limited to the costs that fall within the guidelines.

## Transportation

The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. Charges for rental vehicles may be reimbursed under this provision if a City official is attending an out of town conference, and it is determined that a rental vehicle is more economical than other forms of transportation. In making such determination, the cost of the rental vehicle, parking and gasoline will be compared to the combined cost of such other forms of transportation. Government and group rates must be used when available.

**Airfare.** Airfares that are equal or less than those available through the Enhanced Local Government Airfare Program offered through the League of California Cities ([www.cacities.org/travel](http://www.cacities.org/travel)), the California State Association of Counties (<http://www.csac.counties.org/default.asp?id=635>) and the State of California (<http://www.catravelmart.com/default.htm>) are presumed to be the most economical and reasonable for purposes of reimbursement under this policy.

**Automobile.** Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (*see* [www.irs.gov](http://www.irs.gov)). For 2006, the rate is 44.5 cents per mile. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable. The Internal Revenue Service rates will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed.

**Car Rental.** Rental rates that are equal or less than those available through the State of California's website (<http://www.catravelmart.com/default.htm>) shall be considered the most economical and reasonable for purposes of reimbursement under this policy.

**Taxis/Shuttles.** Taxis or shuttles fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

## Lodging

Lodging expenses will be reimbursed or paid for when travel on official City business reasonably requires an overnight stay.

**Conferences/Meetings.** If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question

if such rates are available at the time of booking. If the group rate is not available, see next section.

**Other Lodging.** Travelers must request government rates, when available. A listing of hotels offering government rates in different areas is available at <http://www.catravelmart.com/lodguideframes.htm>. Lodging rates that are equal to or less than government rates are presumed to be reasonable and hence reimbursable for purposes of this policy. In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the IRS per diem rates for a given area are presumed reasonable and hence reimbursable. Current IRS per diem rates are available at [www.policyworks.gov/perdiem](http://www.policyworks.gov/perdiem). For 2006, the per diem rate for lodging in Los Angeles and Ventura counties is \$96 (excluding taxes).

## **Meals**

Reimbursable meal expenses and associated gratuities will not exceed the following rates:

Breakfast	\$12
Lunch	\$18
Dinner	\$35

Such amounts will be annually adjusted to reflect changes in the cost of living in accordance with statistics published by the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index, all urban consumers for the Los Angeles Metropolitan Area. (The annual adjustment will be based on this area whether travel is within the area or not.)

## **Telephone/Fax/Cellular**

Officials will be reimbursed for telephone/fax/cellular expenses incurred on City business. Telephone bills should identify which calls were made on City business. Alternatively, for payment plans which have a particular number of minutes, the official can identify the percentage of calls made on public business.

## **Internet**

For service at home, officials can identify the percentage of Internet service made on public business. Officials will also be reimbursed for Internet access while away from home, not to exceed \$15.00 per day, if Internet access is necessary for City-related business.

## **Airport Parking**

Long-term parking must be used for travel exceeding 24-hours.

## **Other**

Baggage handling fees of up to \$1 per bag each time the bag is handled and gratuities of up to 15 percent will be reimbursed. Expenses for which City officials receive reimbursement from another agency are not reimbursable.

## **Cash Advance Policy**

From time to time, it may be necessary for an official to request a cash advance to cover anticipated expenses while traveling or doing business on City's behalf. Such request for an advance should be submitted to the City Finance Director at least five (5) days prior to the need for the advance with the following information:

1. The purpose of the expenditure(s);
2. The benefits of such expenditure to the residents of City;
3. The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and transportation expenses); and
4. The dates of the expenditure(s).

Any unused advance must be returned to the City treasury within three business days of the official's return, along with an expense report and receipts documenting how the advance was used in compliance with this expense policy.

In the event the City Finance Director is uncertain as to whether a request complies with this policy, such individual must seek resolution from the City Council.

## **Credit Card Use Policy**

City issues credit cards to individual office holders for selected City expenses. City office holders may use the City's credit card for such purposes as airline tickets and hotel reservations by following the same procedures for cash advances. Receipts documenting expenses incurred on the City credit card and compliance with this policy must be submitted within five business days of use.

City credit cards may not be used for personal expenses, even if the official subsequently reimburses the City.

## **Expense Report Content and Submission Deadline**

All cash advance expenditures, credit card expenses and expense reimbursement requests must be submitted on an expense report form provided by City. This form shall include the following advisory:

“All expenses reported on this form must comply with the City’s policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City’s policies include loss of reimbursement privileges, restitution, civil and criminal penalties as well as additional income tax liability.”

Expense reports must document that the expense in question met the requirements of this policy. For example, if the meeting is with a legislator, the local agency official should explain whose meals were purchased, what issues were discussed and how those relate to City’s adopted legislative positions and priorities.

Officials must submit their expense reports within 30 days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation.

Inability to provide such documentation in a timely fashion may result in the expense being borne by the official.

## **Audits of Expense Reports**

All expenses are subject to verification that they comply with this policy.

## **Reports to City Council**

At the following City Council meeting, each official shall briefly report on meetings attended at City expense. If multiple officials attended, a joint report may be made.

## **Compliance with Laws**

City officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act.

## **Violation of this Policy**

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to City, 3) City’s reporting the expenses as income to the elected official to state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and 5) prosecution for misuse of public resources.

# **ATTACHMENT 2**





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Thousand Oaks



# Cambridge Centre for Animal Rights Law

## 2025 European Animal Rights Law Conference

Thursday, 4 September



## European Animal Rights Law Conference 2025



By Cambridge Centre for Animal Rights Law

Part of the [Annual European Animal Rights Law Conference](#) collection

The fifth European Animal Rights Law Conference at Magdalene College, Cambridge (4-6 September) on "Animal Rights in Legislation"

### Date and time



Thu, 4 Sep 2025 08:30 - Sat, 6 Sep 2025 12:00 BST

From £138.30

Sep 4 · 08:30 BST

Get tickets

## Location



Magdalene College

Magdalene Street Cambridge CB3 0AG United Kingdom

[Get directions](#) ▼

## Good to know

### Highlights



2 days, 3 hours, 30 minutes



In person

### Refund Policy

Refunds up to 30 days before event

## About this event

The Cambridge Centre for Animal Rights Law is delighted to announce the fifth European Animal Rights Law Conference 2025, which will take place from **4-6 September** at Magdalene College, Cambridge.

The Conference is part of our Centre's mission to promote research that explores and develops the key themes in animal rights law, and to make that research accessible to a broader audience.

This year's Conference is on the theme **"Animal Rights in Legislation"** and will feature political representatives, government officials, prominent academics, and lawyers. The event will bring together influential animal rights law experts from Ecuador, Finland, Panama, Spain, Switzerland, the UK, and the US.

The Conference will also feature two distinguished keynote speakers: **Dr Visa Kurki** (Associate Professor of Jurisprudence, University of Helsinki) and **Dr Saskia Stucki** (Director, Center for Animal Rights and the Environment [CAPER], Zurich University of

From £138.30

Sep 4 · 08:30 BST

The Conference is open to all and will be held in person at Magdalene College (Cripps Court Auditorium). It will be recorded, but not live-streamed. Recordings will be made available on our website after the Conference.

## Ticket categories

Multiple ticket categories are available:

- **Standard ticket with accommodation and formal dinner** (includes Conference attendance, 3 nights B&B College accommodation, formal dinner on 4th September, reception, coffee & tea, and lunch each day)
- **Standard ticket with formal dinner** (includes Conference attendance, formal dinner on 4th September, reception, coffee & tea, and lunch each day)
- **Standard ticket simple** (includes Conference attendance, reception, coffee & tea, and lunch each day)
- **Student ticket with formal dinner** (includes Conference attendance, formal dinner on 4th September, reception, coffee & tea, and lunch each day)
- **Student** (includes Conference attendance, reception, coffee & tea, and lunch each day)
- **Thursday ONLY ticket** (includes Conference attendance for ONLY Thursday, coffee & tea, and lunch)
- **Friday & Saturday ONLY ticket** (includes Conference attendance for ONLY Friday and Saturday, drinks reception, coffee & tea, and lunch)

Refunds for tickets will be given for cancellations up to 30 days before the event. **Please note that the Eventbrite ticketing fee is non-refundable.**

## Catering

All catering will be plant-based.

From £138.30  
Sep 4 · 08:30 BST

# JOIN US FOR PRESENTATIONS AND Q&AS ON ANIMAL RIGHTS LAW WITH PROMINENT ACADEMICS, POLITICAL REPRESENTATIVES, AND LAWYERS



Dr Visa Kurki  
Associate Professor of Jurisprudence at  
University of Helsinki



Dr Saskia Stucki  
Director, Center for Animal Rights and  
the Environment (CARE), Zurich  
University of Applied Sciences



Steve Race  
Labour MP for Exeter, UK



Richard Ryder  
Psychologist, Author, Animal Rights  
Advocate

## Cambridge Centre for Animal Rights Law

2025 European Animal Rights  
Law Conference

Thursday 4 - Saturday 6 September  
at Magdalene College, Cambridge  
**Tickets available on Eventbrite**

### Conference Programme

#### Thursday, 4th September

8.30 – 9.00am

Registration

9.00 – 9.30am

From £138.30

Sep 4 · 08:30 BST

## 1) Taking stock of current animal rights bills

9.30 – 10am

Herbie's Law

Steve Race (MP, Labour Party, UK)

10 – 10.30am

Comment on bills to end animal experimentation

Dr Nico Müller (University of Basel)

10.30 – 10.45

Panel Q&A

10.45 – 11.15am

Coffee and biscuits

11.15 – 11.45am

Great ape rights and other animal rights bills in Spain

José Ramón Becerra (General Director of the Animal Rights Agency, Ministry of Social Rights and Agenda 2030, Government of Spain)

11.45 – 12.15pm

Comment on great ape rights bills

Professor Paula Casal (Pompeu Fabra University, Barcelona)

From £138.30

Sep 4 · 08:30 BST



12.30 – 2pm

Lunch

## **2) Challenges before and after enactment**

2 – 2.30pm

The Ecuadorian drafting process

Tatiana Rivadeneira (Ecuadorian lawyer, member of the National Animal Movement of Ecuador)

2.30 – 3pm

Reflections on the Ecuadorian drafting process

Dr Marina Lostal (University of Essex)

3 – 3.30pm

Panel Q&A

3.30 – 4pm

Coffee and biscuits

4 – 5.30pm

### **Keynote address**

Dr Visa Kurki (Associate Professor of Jurisprudence, University of Helsinki)

7.30pm

Conference dinner (ticket required)

**From £138.30**

Sep 4 · 08:30 BST

### **3) Exploring enacted animal rights laws**

9.00 – 10am

Elephants' rights in Ojai, California

Leslie Rule (Council Member, Ojai, USA)

10 – 11am

Turtles' rights in Panama

Gabriel Silva (former MP, "Vamos" Coalition, Panama)

11 – 11.30am

Coffee and biscuits

11.30am – 12.30pm

Q&A and discussion with Leslie Rule and Gabriel Silva

Moderated by Dr Raffael Fasel and Dr Sean Butler (University of Cambridge)

12.30 – 2pm

Lunch

### **4) Case study: constitutional animal rights in Finland**

2 – 2.30pm

Mai Kivela (MP, Left Alliance Party, Finland)

**From £138.30**

Sep 4 · 08:30 BST

Venla Mathlein (President of the Finnish Society for Animal Rights)

3 – 3.30pm

Panel Q&A

3.30 – 4pm

Coffee and biscuits

4 – 5.30pm

### **Keynote address**

Dr Saskia Stucki (Director, Center for Animal Rights and the Environment [CARE], Zurich University of Applied Sciences)

5.30 – 6.30pm

Drinks reception

## **Saturday, 6th September**

### **5) Past lessons and future prospects**

9 – 10am

Perspectives from Ruud Tombrock (Humane Society International), Richard Ryder (psychologist and animal rights advocate), and David Bilchitz (Professor of Law, University of Johannesburg and University of Reading) – Part I.

Moderated by Dr Carolina Leiva Ilabaca and Dr Eva Bernet Kempers (Junior Research Associates at the Cambridge Centre for Animal Rights Law).

10 – 10.30am

From £138.30

Sep 4 · 08:30 BST



10.30am – 11.30am

Perspectives from Ruud Tombrock (Humane Society International), Richard Ryder (psychologist and animal rights advocate), and David Bilchitz (Professor of Law, University of Johannesburg and University of Reading) – Part II.

Moderated by Dr Carolina Leiva Ilabaca and Dr Eva Bernet Kempers (Junior Research Associates at the Cambridge Centre for Animal Rights Law).

11.30am – 12.00pm

Reflections on the past, present, and future of animal rights legislation  
Dr Sean Butler (University of Cambridge)

12.00 – 1.30pm

Lunch

End of conference

2-6pm

PhD Workshop (invitation only)

**We want to thank the Collier Foundation, ISAR, and other donors for supporting the work of the Centre. Such support is vital to sustaining and expanding our work and reducing costs to Conference delegates.**

For more information about the Cambridge Centre for Animal Rights Law and our Conferences see <https://animalrightslaw.org/conferences>.  
[YouTube](#)

Find recording of our previous Conferences on .

From £138.30

Sep 4 · 08:30 BST