



## CITY OF OJAI

### FINANCE AND BUDGET COMMITTEE SPECIAL MEETING

**THURSDAY, JANUARY 29, 2026, 12:00 PM**

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

#### **VIEWING & ACCESS**

*THIS MEETING WILL BE CONDUCTED IN A HYBRID MODEL WITH BOTH IN-PERSON ATTENDANCE AND VIRTUAL PARTICIPATION. TO PARTICIPATE IN THE LIVE VIRTUAL MEETING VIA ZOOM, CLICK THIS LINK:*

***[Zoom Link – Finance and Budget Committee Meeting – Thursday, January 29, 2026, 12:00 p.m.](#)***

This meeting will also be available for viewing only on the City's website through Granicus at [ojai.ca.gov/525/2968/Public-Meetings](http://ojai.ca.gov/525/2968/Public-Meetings), on YouTube at [youtube.com/@ojacity](https://youtube.com/@ojacity), or on Spectrum Channel 10.

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 of the City Council.

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. 101 o por correo electronico a [cityclerk@ojai.ca.gov](mailto:cityclerk@ojai.ca.gov)

#### **PUBLIC COMMENT**

*In order for the Committee to be provided written public comments timely, written/mailed public comments must be submitted no later than 3:00 p.m. on the day before the meeting.*

#### **IMPORTANT NOTE:**

*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.*

Members of the public who wish to make public comments may do so in person at the meeting, comment live via telewebinar software, or submit written public comments in advance of the meeting. Written public comment emails should be sent to [cityclerk@ojai.ca.gov](mailto:cityclerk@ojai.ca.gov)

No pre-registration is required for public comment via telewebinar (Zoom). Instead, during the live meeting, telewebinar participants who wish to speak on an agenda item will be asked to use the Zoom software's hand-raise function at the beginning of each item.

## **ROLL CALL**

## **ABSENCES**

## **PLEDGE OF ALLEGIANCE**

## **APPROVAL OF AGENDA**

## **PUBLIC COMMUNICATIONS**

Public Communications is the time set aside during the meeting for members of the public to address the Committee on items of Committee business other than scheduled agenda items. Matters raised at this time may be briefly discussed by the Committee 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**

### **1. Minutes of the Finance and Budget Committee from the March 30, 2023 Meeting**

RECOMMENDATION: Approve

### **2. Minutes of the Finance and Budget Committee from the April 13, 2023 Meeting**

RECOMMENDATION: Approve

### **3. Minutes of the Finance and Budget Committee from the August 7, 2025 Meeting**

RECOMMENDATION: Approve

### **4. Minutes of the Finance and Budget Committee from the December 11, 2025 Meeting**

RECOMMENDATION: Approve

## **DISCUSSION**

### **1. Fiscal Year 2024-2025 Unaudited Actuals**

RECOMMENDATION: Review FY 24-25 unaudited actuals.

**2. Fiscal Year 2025-2026 Mid-Year Budget Adjustments**

RECOMMENDATION: Review proposed FY 25-26 mid-year budget adjustments and provide feedback for February 10<sup>th</sup> Council Meeting.

**3. Status Update**

RECOMMENDATION: Review Finance Department status update.

**4. Future Agenda Items**

RECOMMENDATION: Mayor to solicit agenda items for future Finance & Budget Committee meetings.

**ADJOURNMENT**



## MINUTES

CITY OF OJAI

FINANCE AND BUDGET COMMITTEE

THURSDAY, MARCH 30, 2023, 9:00 AM

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

The Finance & Budget Committee Meeting was called to order on March 30, 2023, at 9:05 a.m.

### **ROLL CALL**

On the call of the roll, the following were present in the City Hall Chambers: Mayor Stix, City Treasurer Olsen, Committee Member Rains, and Johnston.

Also present in the City Hall Chambers: City Manager Vega, and Finance Director Greer.

### **ABSENCES**

None

### **APPROVAL OF AGENDA**

Motion: Approve

Roll Call:

On the call of the roll the vote was unanimous. MOTION PASSED.

### **PUBLIC COMMUNICATIONS**

### **DISCUSSION**

#### **1. General Fund Reserve Policy**

RECOMMENDATION: Review General Fund Reserve Policy.

Motion: Recommend to City Council the General Fund Reserve Policy be updated to reflect a minimum limit of 80% unrestricted funds with long-term goal of 100%.

**2. Review Proposed General Fund Budget**

RECOMMENDATION: Review proposed General Fund budget.

Motion: The Finance & Budget Subcommittee reviewed the proposed budget and will return on April 13, 2023 to continue discussion and present recommendations to City Council following that meeting.

**ADJOURNMENT**

**ADJOURN TO NEXT MEETING: APRIL 13, 2023**



## MINUTES

### CITY OF OJAI

### FINANCE AND BUDGET COMMITTEE

**THURSDAY, APRIL 13, 2023, 9:00 AM**

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

The Finance & Budget Committee Meeting was called to order on April 13, 2023, at 9:00 a.m.

#### **ROLL CALL**

On the call of the roll, the following were present in the City Hall Chambers: Mayor Stix, City Treasurer Olsen, Committee Member Rains, and Johnston.

Also present in the City Hall Chambers: City Manager Vega, and Finance Director Greer.

#### **ABSENCES**

None

#### **APPROVAL OF AGENDA**

Motion: Approve

Roll Call:

On the call of the roll the vote was unanimous. MOTION PASSED.

#### **PUBLIC COMMUNICATIONS**

#### **DISCUSSION**

##### **1. Review Proposed General Fund Budget**

RECOMMENDATION: Review proposed General Fund budget.

Motion: The Finance & Budget Subcommittee reviewed the proposed budget

and offered recommendations to City Council regarding City reserves and potential partnerships with the County of Ventura.

**ADJOURNMENT**

**ADJOURN AT 10:42 a.m.**



## MINUTES

### CITY OF OJAI

### FINANCE AND BUDGET COMMITTEE

**THURSDAY, AUGUST 7, 2025, 3:30 PM**

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

Mayor Gilman called the Finance & Budget Committee Meeting to order on August 7, 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, Council Member Mang, City Treasurer Olsen, Committee Member Clay Creasey, and Rene Roth.

Also present in the City Hall Chambers: City Manager Harvey, Interim Director Billings, Accounting Manager Cervantes.

#### **ABSENCES**

None

#### **PLEDGE OF ALLEGIANCE**

Mayor Gilman led the Pledge of Allegiance

#### **APPROVAL OF AGENDA**

Motion: It was moved by City Manager Harvey with a second by City Treasurer Olsen to approve the agenda.

Roll Call:

On the call of the roll the vote was unanimous. MOTION PASSED.

#### **PUBLIC COMMUNICATIONS**

#### **CONSENT CALENDAR**

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

## **Meeting**

RECOMMENDATION: Approve

Motion: It was moved by City Manager Harvey with a second by Council Member Mang to approve the Finance and Budget Committee meeting minutes from June 5, 2025

Roll Call:

On the call of the roll the vote was unanimous. MOTION PASSED

## **DISCUSSION**

### **1. Proposed Financial Policy**

RECOMMENDATION: Review proposed Financial Policy.

Motion: It was moved by Council Member Mang with a second from City Manager Harvey to approve the proposed Financial Policy

Roll Call:

On the call of the roll the vote was unanimous. MOTION PASSED

### **2. Proposed Balanced Budget Policy**

RECOMMENDATION: Review proposed Balanced Budget Policy.

Motion: It was moved by City Treasurer Olsen with a second by City Manager Harvey to approve the proposed Balanced Budget Policy

Roll Call:

On the call of the roll the vote was unanimous. MOTION PASSED

### **3. Response to City Council Requests June 24, 2025**

RECOMMENDATION: Review staff responses to City Council budget-related inquiries at the June 24, 2025 City Council meeting.

### **4. Proposed Budget and Annual Comprehensive Financial Report Management Policy**

RECOMMENDATION: Review proposed Budget and Annual Comprehensive Financial Report Management Policy.

Motion: It was moved by Mr. Creasey with a second from Mayor Gilman to approve the proposed Budget and Annual Comprehensive Financial Report Management Policy

Roll Call:

On the call of the roll the vote was (5) yes and (1) no. MOTION PASSED

**ADJOURNMENT**

**The meeting adjourned at 5:00pm**



## MINUTES

### CITY OF OJAI

### FINANCE AND BUDGET COMMITTEE

**THURSDAY, DECEMBER 11, 2025, 2:00 PM**

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

Mayor Gilman called the Finance & Budget Committee Meeting to order on December 11, 2025, at 2:01 p.m.

#### **ROLL CALL**

On the call of roll, the following were present in the Kent Hall Chambers: Mayor Gilman, Council member Mang, Committee Member Clay Creasey

Also present in the Kent Hall Chambers: City Manager Harvey, Finance Director Cho, Accounting Manager Palmer and Special Projects Billings

#### **ABSENCES**

City Treasurer Olsen and Committee Member Renee Roth

#### **PLEDGE OF ALLEGIANCE**

Mayor Gilman led the Pledge of Allegiance

#### **APPROVAL OF AGENDA**

Motion: It was moved by Mayor Gilman with a second by Council Member Mang to approve the agenda

Roll Call:

On the call of the roll the vote was unanimous. MOTION PASSED

#### **PUBLIC COMMUNICATIONS**

#### **DISCUSSION**

**1. Oral Update on Finance Department Timelines**

RECOMMENDATION: Receive update from Finance Director on department updates and timelines.

MOTION: The Finance & Budget Subcommittee reviewed the timeline outlined by Finance Director Cho. The FY 2024-25 year-end financials and FY 2025-26 midyear budget will be reviewed at the next committee meetings.

**2. Oral Update on Council Approved Budget Amendments FY 25-26**

RECOMMENDATION: Receive update from Finance Director on approved City Council motions that have had a fiscal/budgetary impact during FY 25-26.

MOTION: The Finance & Budget Subcommittee reviewed City Council approved budget amendments for current fiscal year 2025-2026. Beginning and ending fund balances were reviewed and discussed. Finance Director Cho addressed the current reserve policy and highlighted the City's current position being over the 100% recommendation.

**ADJOURNMENT**

Meeting adjourned at 3:11pm



# Administrative Report

**DISCUSSION ITEM**

**TO:** Finance and Budget Committee

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

**MEETING DATE:** January 29, 2026

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**SUBJECT:** Review of Fiscal Year 2024-25 Unaudited Actuals

## **Recommendation**

Receive the Fiscal Year 2024-25 Unaudited Actuals.

## **Discussion**

Finance Director will walk through the City's year-end unaudited financial balance for the fiscal year ending June 30, 2025. The year-end unaudited financials will show the impact to the general fund ending balance for the fiscal year. The general fund balance is one indicator of the financial position of the City. Please note that these are unaudited actuals and are subject to any changes that may come from the auditors. The audit fieldwork for FY 2024-25 is scheduled to begin the week of February 16, 2026.

## **Fiscal Impact**

N/A; receive and file item.

## **Options**

N/A

Prepared by: Brenda Cho, Finance Director

## **Attachment**

Attachment A – FY 2024-25 General Fund Revenues  
Attachment B – FY 2024-25 General Fund Expenditures  
Attachment C – FY 2024-25 Fund Balance

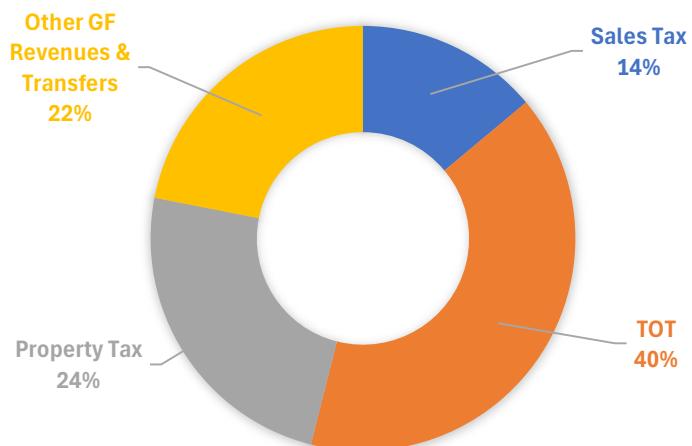
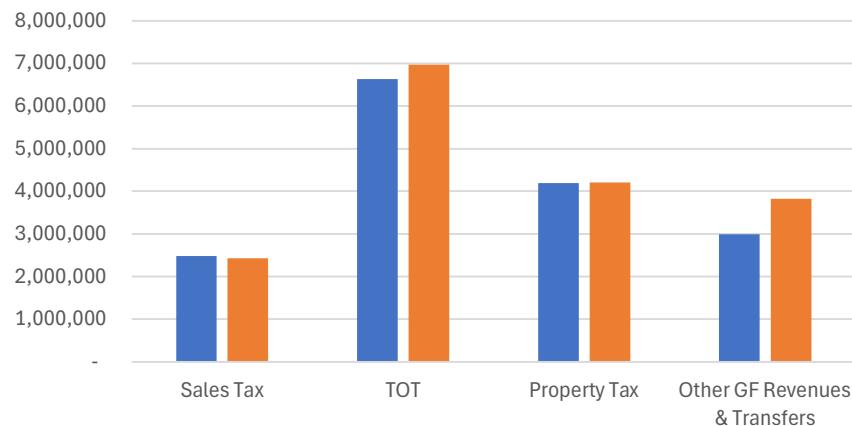
**FY 2024-25 Unaudited Actuals**

General Fund

Revenues

Revenues	Budgeted	Unaudited Actuals	Variance
Sales Tax	2,483,710	2,429,592	(54,118)
TOT	6,635,040	6,970,703	335,663
Property Tax	4,194,990	4,206,936	11,946
Other GF Revenues & Transfers	2,995,970	3,824,623	828,653
<b>Totals</b>	<b>16,309,710</b>	<b>17,431,855</b>	<b>1,122,145</b>

Budgeted vs. Unaudited Actuals



Above pie chart is based on unaudited actuals

**FY 2024-25 Unaudited Actuals**

General Fund  
Expenditures

Expenditures & Transfers out	Budgeted	Unaudited Actuals	Variance
City Council	189,660	197,080	(7,420)
City Manager	1,455,170	1,156,069	299,101
City Treasurer	4,520	24,479	(19,959)
Finance	1,136,200	1,007,824	128,376
City Attorney	1,125,500	1,360,975	(235,475)
City Clerk/Records	297,450	246,017	51,433
Non-Departmental	2,770,740	2,560,618	210,121
Arts Commission	77,650	31,357	46,293
Transportation	-	269,868	(269,868)
Police	4,234,900	3,566,873	668,027
Planning	983,360	1,022,963	(39,603)
Building	854,430	692,301	162,129
Planning Commission	5,000	-	5,000
Historic Preservation Comm	20,000	15,990	4,010
Parks and Rec Comm	-	2,254	(2,254)
Recreation	767,930	365,028	402,902
Recreation Programs	620,710	747,094	(126,384)
Public Works	1,145,020	1,107,175	37,845
Parks & Landscaping	691,950	494,788	197,162
Public Works Gen Maint	403,250	387,064	16,186
Public Works Street Maint	589,640	303,938	285,702
Public Works Special Events	12,680	7,518	5,162
Public Works - NPDES	79,050	77,737	1,313
Public Works - AB939	38,000	41,803	(3,803)
Public Works - CalTrans SR33	28,040	53,324	(25,284)
Public Works - CalTrans SR150	13,720	41,280	(27,560)
Information Technology	321,490	410,733	(89,243)
<b>Totals</b>	<b>17,866,060</b>	<b>16,192,150</b>	<b>1,673,909</b>

**FY 2024-25 Unaudited Actuals**  
**Fund Balance Summary**

**Minimum Fund Balance**

The City Council and City staff shall maintain a minimum fund balance of one hundred percent (100%) of the prior year's General Fund Operating Expenditures as the City's minimum General Fund Reserve. The City Council recognizes that the minimum General Fund reserves are needed for cash flow requirements; and contingencies such as exposure to natural disasters, exposure to economic impacts, and vulnerability to actions of the State.

**General Fund - Fund Balance**

<b>Fiscal Year</b>	<b>Beginning</b>				<b>Ending</b>		
	<b>Balance</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Change in FB</b>	<b>balance</b>	<b>100% Reserve</b>	<b>Unallocated</b>
FY 23/24; audited	17,913,631	16,873,097	13,040,351	3,832,746	21,746,377	11,726,955	10,019,422
FY 24/25; unaudited actuals	* 21,612,332	17,431,855	16,192,150	1,239,705	22,852,037	13,040,351	9,811,686
FY 25/26; budgeted **	22,852,037	16,997,897	18,032,250	(1,034,353)	21,817,684	16,192,150	<b>5,625,534</b>

\* GF transfer out for Public Arts Fund of \$134,045 \* 21,746,377-134,045 = 21,612,332

\*\* Revenues and Expenditures are updated with City Council approved amendments

**Measure C - Fund Balance**

<b>Fiscal Year</b>	<b>Beginning</b>				<b>Ending</b>	
	<b>Balance</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Change in FB</b>	<b>balance</b>	
FY 23/24; audited	6,754,802	3,389,584	2,728,844	660,740	7,415,542	
FY 24/25; unaudited actuals	7,415,542	3,748,997	6,008,171	(2,259,174)	5,156,368	
FY 25/26; budgeted	5,156,368	3,552,500	6,918,558	(3,366,058)	<b>1,790,310</b>	



# Administrative Report

**DISCUSSION ITEM**

**TO:** Finance and Budget Committee

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

**MEETING DATE:** January 29, 2026

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**SUBJECT:** Receive the Fiscal Year 2025-26 Midyear Review/Budget Amendments

## **Recommendation**

Finance Director will walk through the City's midyear review/budget amendment requests for Fiscal Year 2025-26. This presentation summarizes the general fund revenues and expenditures compared to budgetary estimates. Please note that the City experiences timing delays when receiving allocation of its major revenue sources, and that expenditures shown are through what was incurred, mostly through December 2025. Additionally, the budget adjustments approved by City Council through January 13, 2026, and new midyear budget amendment requests will be reviewed.

## **Fiscal Impact**

N/A; receive and file item.

## **Options**

N/A

Prepared by: Brenda Cho, Finance Director

## **Attachments**

Attachment A – FY 2025-26 General Fund Revenues YTD

Attachment B – FY 2025-26 General Fund Expenditures YTD

Attachment C – FY 2025-26 Budget Adjustments YTD

Attachment D – FY 2025-26 Midyear Budget Adjustment Requests

Attachment E – FY 2025-26 General Fund Fund Balance Summary

**FY 2025-26 Midyear Review/Budget Amendments**

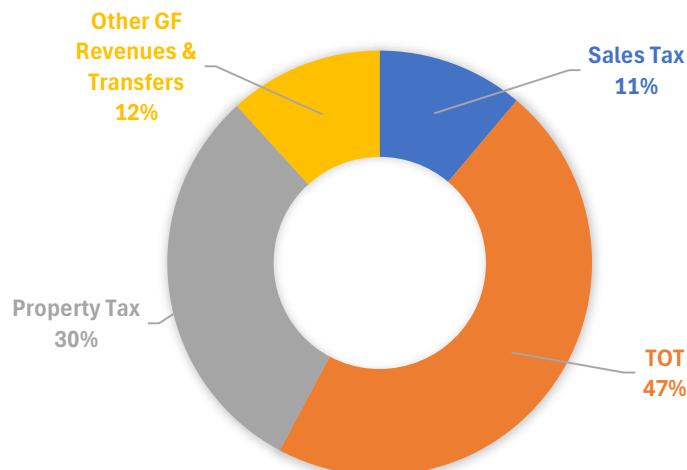
General Fund

Revenues

Revenues	Budgeted	YTD As of 1/25/26*	Variance
Sales Tax	2,446,319	856,127	1,590,192
TOT	7,100,000	3,582,693	3,517,307
Property Tax	4,029,492	2,337,047	1,692,445
Other GF Revenues & Transfers	3,422,086	902,383	2,519,703
<b>Totals</b>	<b>16,997,897</b>	<b>7,678,250</b>	<b>(9,319,647)</b>

\*The City experiences timing delays when receiving allocations on the major revenue sources.

**Budgeted vs. Unaudited Actuals**



Above pie chart is based on amounts received YTD

**FY 2025-26 Midyear Review/Budget Amendments**

General Fund  
Expenditures

Expenditures & Transfers out	24/25 Unaudited Actuals	25/26 Budgeted	YTD Expenditures *	Variance
City Council	197,080	249,007	121,873	127,134
City Manager	1,156,069	1,312,417	703,452	608,965
City Treasurer	24,479	9,884	3,931	5,953
Finance	1,007,824	1,374,617	615,321	759,296
City Attorney	1,360,975	688,800	403,658	285,142
City Clerk/Records	246,017	321,033	139,474	181,559
Non-Departmental	2,560,618	2,952,007	1,682,443	1,269,564
Arts Commission	31,357	117,450	106,700	10,750
Transportation	269,868	-	-	-
Police	3,566,873	4,175,390	2,004,294	2,171,096
Planning	1,022,963	1,355,694	504,622	851,072
Building	692,301	607,600	291,630	315,970
Planning Commission	-	6,000	-	6,000
Historic Preservation Comm	15,990	89,050	398	88,652
Parks and Rec Comm	2,254	-	1,159	(1,159)
Recreation	365,028	722,573	362,577	359,996
Recreation Programs	747,094	580,627	332,670	247,957
Public Works	1,107,175	1,673,428	674,533	998,895
Parks & Landscaping	494,788	473,041	251,570	221,471
Public Works Gen Maint	387,064	218,806	161,832	56,974
Public Works Street Maint	303,938	428,626	104,096	324,530
Public Works Special Events	7,518	14,637	3,251	11,386
Public Works - NPDES	77,737	97,941	16,615	81,326
Public Works - AB939	41,803	46,000	15,645	30,355
Public Works - CalTrans SR33	53,324	30,421	22,805	7,616
Public Works - CalTrans SR150	41,280	52,000	9,909	42,091
Information Technology	410,733	435,202	225,378	209,824
<b>Totals</b>	<b>16,192,149</b>	<b>18,032,251</b>	<b>8,759,836</b>	<b>9,272,415</b>

\* Expenditures are paid roughly through December 2025

**FY 2025-26 Midyear Review/Budget Amendments**  
Budget Adjustments To-Date

<b>Council Date</b>	<b>Explanation</b>	<b>Request</b>	<b>Fund Name</b>
7/8/2025	Salary Adjustments from 1.8% to 2.5% COLA	\$ 14,391	General
7/8/2025	Salary Adjustments from 1.8% to 2.5% COLA	\$ 1,379	Measure C
7/8/2025	Salary Adjustments from 1.8% to 2.5% COLA	\$ 3,220	TDA
7/8/2025	Salary Adjustments from 1.8% to 2.5% COLA	\$ 382	Plaza Maintenance
7/8/2025	Salary Adjustments from 1.8% to 2.5% COLA	\$ 144	Cemetery Trust
<b>7/8/2025</b>	<b>Ojai Valley Chamber of Commerce Amendment</b>	<b>\$ 27,300</b>	<b>General</b>
8/26/2025	OVFSC: Community Outreach and Education; Structural Hardenin	\$ 386,025	Measure C
8/26/2025	Retain Special Housing Counsel	\$ 150,000	Agency
8/26/2025	Rincon Consultants - Remedial Action Plan Permanent Supportive	\$ 51,133	Encampment Grant
<b>9/9/2025</b>	<b>MV Cheng &amp; Associates Accounting Services</b>	<b>\$ (50,000)</b>	<b>General</b>
<b>9/9/2025</b>	<b>MV Cheng &amp; Associates Accounting Services</b>	<b>\$ (20,000)</b>	<b>General</b>
<b>9/9/2025</b>	<b>MV Cheng &amp; Associates Accounting Services</b>	<b>\$ 70,000</b>	<b>General</b>
9/16/2025	Ojai Valley Chamber of Commerce Amendment	\$ 81,900	General
10/14/2025	Secural Contract - Security Guard Services	\$ 185,000	General
10/14/2025	Business license and Cannabis Software	\$ 48,500	General
10/14/2025	Business license and Cannabis Software	\$ (46,000)	General
10/14/2025	Business license and Cannabis Software	\$ (2,500)	General
10/14/2025	Contract Services - CM - Personnel handbook	\$ 60,000	General
10/14/2025	Contract Services - Finance - Policy updates	\$ 40,000	General
10/14/2025	Capital Projects - Pavement Rehab	\$ 278,123	Capital Projects
10/14/2025	Capital Projects - ATP Phase II	\$ 72,852	Capital Projects
10/14/2025	Capital Projects - Downtown Parking Lot	\$ 9,025	Capital Projects
<b>10/28/2025</b>	<b>HELP of Ojai Rental Assistance Program</b>	<b>\$ 100,000</b>	<b>General</b>
11/18/2025	Speed Survey	\$ 52,000	General
11/18/2025	Secural Contract - Security Guard Services	\$ 194,800	General
11/18/2025	Ojai Unified School District CTE Grant Match	\$ 125,000	General
12/2/2025	Community Development Department Contracted Position	\$ 92,000	General
12/2/2025	Historic Resource Inventory Survey Update	\$ 25,050	General
1/13/2026	Eide Bailly	\$ 52,000	General
<b>Total Requests All Funds</b>		<b>\$ 2,001,724</b>	

**Summary of Requests by Fund**

<b>Fund Name</b>	<b>Requests</b>
General	\$ 1,049,441
Measure C	\$ 1,379
Measure C/ Capital Projects	\$ 746,025
Encampment Grant	\$ 51,133
TDA	\$ 3,220
Plaza Maintenance	\$ 382
Cemetery Trust	\$ 144
Housing Successor Agency	\$ 150,000
<b>\$ 2,001,724</b>	

**Midyear Budget Adjustment Requests**  
**FY 2025-26**

**General Fund**

Department	Account	Current	Request	New Budget	Reason for Adjustment
GF Revenues	Transient Occupancy Tax	7,100,000	333,333	7,433,333	Conservative increase for TOT budget
	<b>Total GF Revenues</b>	<b>7,100,000</b>	<b>333,333</b>	<b>7,433,333</b>	

\* Proportionate increase in Measure C TOT revenues will also be requested

**Expenditures**

City Manager	Recruitment	-	35,000	35,000	Recruitment expenses not previously budgeted
Finance	Miscellaneous	-	73,500	73,500	Kroll Audit
Recreation	Contracted Speciality C	20,000	15,000	35,000	For increased program participation in speciality camps
Recreation	Senior Programs	-	5,000	5,000	New line item for Senior Programs
Public Works	Soule Park Lease	-	6,180	6,180	To reflect the Land Use Agreement amount with the County
Public Works	Contract Services	15,000	15,000	30,000	To reflect the new cost for compost and mulch contract svcs
IT	Software License	25,000	40,000	65,000	New AI + Additional Email accounts
IT	Contract Services	5,000	50,000	55,000	Additional Cyber Security Support
City Attorney	General Consulting	688,800	710,000	1,398,800	New City Attorney, transition, other special counsel
	<b>Total GF Expenditures</b>	<b>753,800</b>	<b>949,680</b>	<b>1,703,480</b>	

**Special Funds:**

Department	Account	Current	Request	New Budget	Reason for Adjustment
Equipment	Software	-	35,000	35,000	Replace End of Life City Record Repository System
Equipment	Computers	121,000	(70,000)	51,000	Transfer to PEG expenses; Dais
Equipment	Tools and Equipment (P)	-	70,000	70,000	Transfer from Computers; Dais
	<b>Total Special Fund</b>	<b>121,000</b>	<b>35,000</b>	<b>156,000</b>	

**Transfers between funds:**

Department	Account	Current	Request	New Budget	Reason for Adjustment
Capital Projects		250,000	50,000	300,000	Transfer In from Plaza (052)
Plaza Maintenance		250,000	50,000	300,000	Transfer Out to Capital Project (031)
	<b>Total Transfers</b>	<b>500,000</b>	<b>100,000</b>	<b>600,000</b>	

**FY 2025-26 Midyear Review/Budget Amendments**  
 General Fund - Fund Balance

**Minimum Fund Balance**

The City Council and City staff shall maintain a minimum fund balance of one hundred percent (100%) of the prior year's General Fund Operating Expenditures as the City's minimum General Fund Reserve. The City Council recognizes that the minimum General Fund reserves are needed for cash flow requirements; and contingencies such as exposure to natural disasters, exposure to economic impacts, and vulnerability to actions of the State.

<b>Fiscal Year</b>	<b>Beginning</b>				<b>Ending</b> balance	<b>100%</b>	
	<b>Balance</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Change in FB</b>		<b>Reserve</b>	<b>Unallocated</b>
FY 23/24; audited	17,913,631	16,873,097	13,040,351	3,832,746	21,746,377	11,726,955	10,019,422
FY 24/25; unaudited actuals	21,612,332	17,431,855	16,192,150	1,239,705	22,852,037	13,040,351	9,811,686
FY 25/26; budgeted	22,852,037	16,997,897	18,032,250	(1,034,353)	21,817,684	16,192,150	<b>5,625,534</b>
<b>With addtl midyear request</b>	<b>22,852,037</b>	<b>17,331,230</b>	<b>18,981,930</b>	<b>(1,650,700)</b>	<b>21,201,337</b>	<b>16,192,150</b>	<b>5,009,187</b>



# Administrative Report

## DISCUSSION ITEM

**TO:** Finance and Budget Committee

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

**MEETING DATE:** January 29, 2026

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**SUBJECT:** Status Update

### **Recommendation**

Receive the status update.

### **Discussion**

The Finance Director will present a high-level status update for the Finance Department.

### **Fiscal Impact**

N/A; receive and file item.

### **Options**

N/A

Prepared by: Brenda Cho, Finance Director

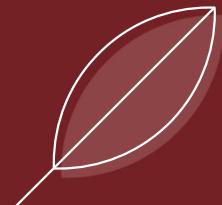
### **Attachment**

Attachment A – Status Update Presentation

CITY OF OJAI  
FINANCE & BUDGET COMMITTEE  
MEETING  
JANUARY 29, 2026

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STATUS UPDATE



# AGENDA

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- Kroll vs. Eide Bailly Report
- Kroll Report Status Update
- Eide Bailly Report Status Update
- Finance Department Road Map

*Current*

*Next Steps*

*Future*



## KROLL VS. EDIE BAILLY REPORT

Kroll was engaged by the City's outside legal counsel, Colantuono, Highsmith & Whatley, PC to conduct a targeted forensic review following the aftermath of former assistant city manager Carl Alameda's termination

The Kroll investigation was structured in phases designed to determine if Alameda engaged in financial impropriety during his tenure with the City

The research conducted by Kroll included:

1. Targeted reviews of vendors, employees, public and private entities
2. Searches of Alameda's office and city email communications
3. Interviews with individuals who were believed to possess information pertinent to the investigation.

A copy of the Kroll report can be found [here](#)

## KROLL VS. EIDIE BAILLY REPORT CONT.

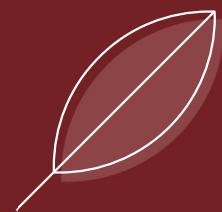
- Eide Bailly was engaged by the City to perform an initial independent assessment of the Finance Department, focusing in particular on the strengths and weaknesses of:
  1. Staff size, organization structure, and abilities
  2. Accounting, reporting, budgeting, and forecasting practices
  3. Financial policies and procedures and
  4. Internal controls
- A copy of the Eide Bailly report can be found [here](#)

While Kroll's targeted forensic investigation and Eide Bailly's Finance Department assessment overlapped on both methodology and findings, the two firms were contracted to perform **SEPARATE AND DISTINCT FUNCTIONS** for the City

## KROLL REPORT STATUS UPDATE

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Former Interim Finance Director Christy Billings, who currently manages special projects, is working with departments to address findings. Quarterly updates will be provided to City Council, with the first update in Q1 2026



# EIDE BAILLY REPORT STATUS UPDATE

## SYSTEM UPDATES IN PROGRESS:

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Eide Bailly has been instrumental in helping the City upgrade the current ERP, Springbrook, to a cloud base version

The cloud version offers advanced modules, without the time and fiscal constraint of switching to a new ERP platform.

Springbrook currently has 13 modules including Accounts Payable, Accounts Receivable, Bank Reconciliation, Cash Receipts, General Ledger, Human Resources, Payroll, Permitting, and Purchase Orders

The Purchase Order module is being implemented and is in the testing phase between Public Works and Finance

Beginning in April of this year, Eide Bailly will also be assisting in the implementation of a digital timekeeping system, ESS, that will greatly improve the workflow for payroll.



## EIDE BAILLY REPORT STATUS UPDATE CONT.

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### COMPLETED ITEMS:

Positive Pay has been added to our banking system to eliminate fraud, 457 retirement reporting has been corrected, and bank reconciliations have been brought in house, following Eide Bailly's initial findings.

### IN PROGRESS:

Policy updates and SEFA preparation for FY 2024-2025. Eide Bailly also fills a separate role within the Finance Department offering accounting services. Acting under the direction of the Finance Director, Eide Bailly assists with year-end closing procedures and tasks for FY2024-2025.

# FINANCE DEPARTMENT ROAD MAP

## CURRENT STATUS:

PO Module in test phase

ESS Module pending Springbrook new version release

Accountant Vacancy

FY 2024-2025 Year end audit

FY 2024-2025 TDA audit

FY 2024-25 Annual Comprehensive Financial Report

## NEXT STEPS:

Implement Springbrook PO module and ESS timekeeping system

Strategize and recruit for a full-time accountant

Update the chart of accounts

Streamline processes

Train staff

FY 2025-2026 Year-end financials

FY 2025-2026 Audit

FY 2026-2027 Budget

## FINANCE DEPARTMENT ROAD MAP CONT.

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FUTURE: By FY 27/28 the department's goal is to  
have low reliance on consultants.

The department will be fully staffed and back on  
track

"Year of Normalcy"



THANK YOU





# Administrative Report

**DISCUSSION ITEM**

**TO:** Finance and Budget Committee

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

**MEETING DATE:** January 29, 2026

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**SUBJECT:** Future Agenda Items

## **Recommendation**

Mayor to solicit agenda items for future Finance & Budget Committee Meetings.

## **Discussion**

This time is for committee members to discuss future agenda items. The next committee meeting that is scheduled for May 19<sup>th</sup> will be focused on the FY 2026-27 budget review. Therefore, items determined will be for meeting dates beyond the May 19<sup>th</sup> meeting.

## **Fiscal Impact**

N/A; the Budget and Finance Committee makes recommendations to the City Council for consideration.

## **Options**

1. Take no action, or
2. Provide alternative recommendations for City staff.

Prepared by: Brenda Cho, Finance Director