



# Memorandum

**Thursday, October 10, 2024**

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Ben Harvey, City Manager  
Matthew Davis, Recreation Manager

**SUBJECT:** Follow-Up: Timeline for Phasing Out City Subsidization of Private  
Gymnastics Club Program

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This memorandum is being sent as a follow-up to a City Council Closed Session convened on June 11, 2024. In that Closed Session, the City Council was provided an update regarding the City's existing gymnastics program, and was presented with City staff concerns regarding the subsidization of a private gymnastics club with City resources (staffing and facilities), to the detriment of other recreation programming.

The City Council provided City staff with direction to phase out the subsidization of the private gymnastics club program, and requested a timeline for the phase out. Initially, City staff planned to return to City Council in a Closed Session with the timeline for phase out. However, with the busy City Council Meeting Agendas for those meetings following the June 11, 2024 Closed Session, and with the City Council Meeting Summer Recess, it was determined that a Confidential Memorandum to the City Council was a more expeditious approach.

City Management has concluded that these changes will reduce the city's liability risk by eliminating the sponsorship of staff and participants traveling to and participating in regional gymnastics meets and ensure a wider range of program options and availability for the City of Ojai residents in the future.

The timeline for phase out is broken down into three categories – Immediate Action, Near-Term Action and Long-Term Action.

Immediate Action (between now and end of August 2024)

- Meet with impacted City staff (full and part-time Recreation employees) to advise them of City Council direction. Advise City staff that club duties will no longer take place on City time and using City resources. Status: Completed
- Advise recreation club parents and participants that City staff will no longer be offering club duties on City time and using City resources. Status: Draft email prepared to send to parents.

Near-Term Action (between now and end of December 2024)

- Upon retirement of the incumbent recreation coordinator (anticipated Fall 2024) – who currently has oversight of gymnastics program/club as primary job function - recruit and place a new recreation coordinator to serve in a broad capacity, providing service across all City recreation programs. Status: Second-round interviews of prospective candidates will occur on October 15th.
- Transition the duties of the incumbent gymnastics specialist to a *recreation* specialist to provide service across all City recreation programs. Status: Completed

Long-Term Action (between now and January 2025)

- Commencing January 1<sup>st</sup>, 2025, transition to recreation-level gymnastics programming. Status: Program plan in place.
- The gym will open to multiple simultaneous uses, such as basketball, volleyball, etc., starting in Winter 2025. Status: Three additional program days will be available per week.
- Remove competitive gymnastics equipment, making room for other activities. Status: Ongoing
- Assist the club with developing school district partnerships for potential facility usage. Status: Ongoing

Please contact us individually and directly with any questions or concerns that you may have about this approach.

cc: Carl Alameda, Assistant City Manager  
Matt Summers, City Attorney  
Taylor Anderson, Assistant City Attorney  
Will Pettener, Management Analyst