



## AGENDA

### CITY COUNCIL REGULAR MEETING

TUESDAY, FEBRUARY 24, 2026, 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

BETHANY BURGESS  
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](http://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.

**AGENDA PACKET** - This link is to the complete [Agenda Packet in PDF](#).

**ZOOM LINK** - [February 24, 2026, Regular Meeting](#)

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

**PRESENTATIONS**

- 1. Ojai Valley Fire Safe Council**  
[PowerPoint - Ojai Valley Fire Safe Council](#)

## COMMISSION REPORTS

### CITY MANAGER'S REPORT

#### PUBLIC COMMUNICATIONS

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

#### CONSENT CALENDAR

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

**2. Minutes of the City Council**

RECOMMENDATION: Approve.

[Minutes - 2-10-26 Special Meeting](#)

[Minutes - 2-10-26 Regular Meeting](#)

**3. City of Ojai Warrants for January 26, 2026 - February 8, 2026**

RECOMMENDATION: Receive and file.

[Administrative Report - Warrant Report](#)

[Attachment A - Warrant Register Report](#)

[Attachment B - Disbursement by Category](#)

[Warrant Cover Letter](#)

**4. Treasurer's Monthly Report of Cash and Investments for the City of Ojai as of January 31, 2026**

RECOMMENDATION: Receive and file.

[Administrative Report -Treasurers Report January 2026](#)

[Attachment A -Treasurer's Monthly Report January 2026](#)

[Exhibit A - Cash & Investment Summary January 2026](#)

**5. Adoption of Ordinance No. 971 Requiring the Electronic Filing of Campaign Disclosure Statements and Statements of Economic Interests**

RECOMMENDATION: Conduct second reading, waiving the reading of the full text, and adopt Ordinance No. 971 amending the Municipal Code to require Electronic Filing of Campaign Disclosure Statement and Statements of Economic Interests, by reading of the title as stated below:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, AMENDING CHAPTER 2-1 OF TITLE 2 OF THE OJAI MUNICIPAL CODE TO ADD A NEW ARTICLE 5 REQUIRING ELECTRONIC FILING OF CAMPAIGN DISCLOSURE STATEMENTS AND STATEMENTS OF ECONOMIC INTERESTS.

[Administrative Report - Adoption of Ordinance No. 971 - Electronic Filing of FPPC Statements](#)

[Attachment A - Ordinance No. 971](#)

**6. Confirm Appointment to Fill Mid-Term Vacancy on the Arts Commission**

RECOMMENDATION: Confirm nomination of applicant Carolyn Wagner as Arts Commissioner to fill a mid-term vacancy (term ending May 2026).

## DISCUSSION

- 7. City Council Goal Tactics Cost Estimates & Updates (*City Council Direction*)**  
RECOMMENDATION: Review the City Council Goal Tactics and corresponding estimates and provide staff with feedback and direction.  
[Administrative Report - Goals and Tactics](#)  
[Attachment A - Goals and Tactics](#)
- 8. City of Ojai Style Guide and Branding Elements (*City Council Direction*)**  
RECOMMENDATION: Review the proposed City of Ojai Style Guide and associated branding elements and adopt one option as the official standard for City communications.  
[Administrative Report - Style Guide and Branding Elements](#)  
[Attachment A - Style Guide - 2025 Ojai Logo Exploration Draft 06b](#)
- 9. Amendment No. 1 to Tripepi Smith Contract – Expanded Scope and Budget (*City Council Direction*)**  
RECOMMENDATION: Approve Amendment No. 1 to the Tripepi Smith contract to include additional services, increase the not-to-exceed amount by \$20,000, for a total not-to-exceed amount of \$155,600.  
[Administrative Report - Amendment 1 Tripepi Smith](#)  
[Attachment A - Proposal](#)  
[Attachment B - Amendment No. 1](#)  
[Attachment C - PSA for Consultant Services](#)
- 10. Introduction of Ordinance No. 972 which would Establish a Public Safety Commission (*City Council Direction*)**  
RECOMMENDATION:
  1. Introduce, for first reading by title only with further reading waived, Ordinance No. 972 amending Title 3 of the Ojai Municipal Code to add a new Chapter 9 establishing a Public Safety Commission and providing for nomination and initial terms of members to the Public Safety Commission, and providing organizational requirements and roles and responsibilities of the Public Safety Commission.
  2. Direct staff to return to the City Council for second reading and adoption of the Ordinance at a future meeting.[Administrative Report - Public Safety Commission Ordinance](#)  
[Attachment A - DRAFT Ordinance No. 972](#)
- 11. Community Pool Options (*City Council Direction*)**  
RECOMMENDATION:
  1. Review the proposed City-run aquatics program at the Nordhoff Aquatic Center for open and lap swim on weekends and other time-periods when the Ojai Unified School District is not in session; and
  2. Review the attached unsolicited proposal from the Channel Islands YMCA for Saturday swim lessons at the Nordhoff Aquatic Center; and
  3. Provide direction to staff as to whether to proceed with the City-run aquatics program or the proposed YMCA swim lesson program or some combination thereof.

[Administrative Report - Community Pool Options](#)  
[Attachment A - Proposal from Lane 4 Fundraising](#)  
[Attachment B - Unsolicited Proposal to OUSD from Channel Islands YMCA](#)

**12. Letters of Opposition to Federal Oil and Gas Leasing Proposals Affecting Los Padres National Forest and Central California Public Lands (*Requested by Mayor Gilman*)**

**RECOMMENDATION:**

1. Approve the attached Letter Related to the United States Forest Service's proposed Amendment to the Los Padres National Forest Land Management Plan Opposing New Oil and Gas Leases within the Los Padres National Forest;
2. Approve the attached Letter of Opposition to the Bureau of Land Management (BLM) to the Draft Supplemental Environmental Impact Statement (SEIS) within the Bakersfield Field Office planning area;
3. Authorize the Mayor to sign the letters on behalf of the City Council; and
4. Direct staff to submit the letters to:
  - a. USDA Forest Service and Bureau of Land Management, respectively
  - b. U.S. Senators Alex Padilla and Adam Schiff
  - c. U.S. Representatives Salud Carbajal and Julia Brownley
  - d. Jayson Braude, Kiley & Associates
  - e. Ventura County Board of Supervisors

[Administrative Report - Letters of Opposition](#)  
[Attachment A - Letter of Opposition - USDA Forest Service](#)  
[Attachment B - Letter of Opposition - BLM](#)  
[Attachment C - Key Places at Risk from Drilling/Fracking Plan](#)

**13. Upgrade Microsoft 365 License from G3 to G5 to Enhance Audit Logging per Kroll Report Recommendation (*Operational Need*)**

**RECOMMENDATION:** Authorize the City Manager to approve renewal of the City's existing Microsoft 365 G3 licenses as Microsoft 365 G5 licenses fulfilling the Kroll Report recommendation that the City upgrade its Microsoft 365 licensing.

[Administrative Report - Microsoft 365 Upgrade](#)  
[Attachment A - 1 yr Microsoft Government Community Cloude G1 and G5 License Renewal](#)  
[Attachment B - 1 yr Microsoft Government Community Cloude G1 and G3 License Renewal](#)

## **COUNCIL MEMBER'S REPORTS**

### **FUTURE AGENDA ITEMS**

### **ADJOURNMENT**

Posted February 19, 2026, at 5:00 p.m.  
Bridget Mara, Acting Chief Deputy City Clerk

### **WRITTEN PUBLIC COMMENTS**

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

## 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

**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.*

# Presentation to the City Council of Ojai

By The Ojai Valley Fire Safe Council (OVFSC) | Feb 24, 02026



## Team



Christopher Danch  
Executive Director



Kalli O'Connor  
Assistant Director



Sudeep Motupalli Rao, PhD  
Director, Emergent Systems



Matai Blacklock  
Community Engagement

## Board of Directors



Will Castagna  
Board President



Molly Brolin  
Creative Communications



Neil Lokuge  
American Red Cross



Wayne Maynard  
Ventura County Fire Dept.,  
Retired



Randy Coggan  
Ventura County  
Fire Chief, Retired

# City of Ojai Professional Services Contract

Services to be delivered between October 1, 2025 and September 30, 2026



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

## Scope of Work

- A. Community Outreach & Education
- B. Wildfire Risk Mitigation

## Status reporting cadence

- Monthly status updates for the City
- Quarterly public presentations to City Council
- Annual comprehensive review
- Key Performance Indicators Tracking

## Building Wildfire Resilience in Ojai- Oct, Nov & Dec 2025

- **Ojai is making significant strides** in wildfire preparedness and community resilience
- **Community Engagement:** Multiple workshops and presentations have educated hundreds of residents and local organizations
- **Home Hardening:** 25% of annual assessment targets met (25 completed and 77 pending signups)
- **Regional Collaboration:** Partnerships with agencies like USFS, NFF, and Ventura County Wildfire Collaborative are driving funding and strategic defense projects
- **Resource Development:** New website, workshops & materials rebate programs are in development to support residents.
- **Capacity Building:** OVFSC added one FTE staff member and two contractors

## Wildfire Resilience Workshops & Presentations:

- Ojai Garden Club, St. Andrew's Church, Oct 8, 2025
- ~25 members in attendance
- Topics covered: General wildfire preparedness, ember-based risk, Zone 0 regs, landscape management to create defensible space
- 12 HHA Sign-ups



## Wildfire Resilience Workshops & Presentations:

- Ojai Hospital Guild, Ojai Valley Museum, Nov 10, 2025
- ~40 members in attendance
- Topics covered: General wildfire preparedness, ember-based risk, Zone 0 regs, landscape management to create defensible space, Community Resilience Centers
- 25 HHA Sign-ups



## Wildfire Resilience Workshops & Presentations:

- Ojai Valley Lions Club, Nov 12, 2025
- ~35 members in attendance
- Topics covered: General wildfire preparedness, ember-based risk, Zone 0 regs, landscape management to create defensible space
- 7 HHA Sign-ups



# Wildfire Resilience Building at Ojai Day, Oct 18, 2025

- ~ 25 Sign-ups for Home Assessments
- Collaborated with Ventura County for CERT Training Awareness
- Developed new organizational contacts such as Lions Club



# Wildfire Resource Guide- Oct 3, 02025, Ojai Valley News

FROM OVFS EXECUTIVE DIRECTOR

## Ojai Valley Fire Safe Council's work is protecting Ojai

By Christopher Danch  
Special to the Ojai Valley News

As many are aware, 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 (tinyurl.com/4kyutccs).

Many different factors create this existential level of risk, including geographic and environmental conditions, aging infrastructure, limited evacuation capacity, critical communication challenges, and a vulnerable electrical grid.

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, ember-cast potential, vulnerable building stock, limited evacuation options, insufficient water infrastructure, and inadequate emergency communications create conditions for potentially devastating community-wide destruction.

The 2024 update to Cal Fire's Fire and Resource Assessment Program (FRAP) maps has dramatically expanded fire-hazard-severity ratings into previously unregulated Local Responsibility Areas. (See map at right.)

This change now subjects thousands of Ojai residents to state and local defensible-space regulations and building standards for the first time, creating urgent education and compliance needs throughout the community. The forthcoming state regulations on Zone 0 requirements will be going into effect in the beginning of 2026 and will affect many residents of the Ojai Valley. The growing property insurance crisis needs to be addressed with an array of multi-scale mitigation efforts and innovative community involvement.

### Complex problem

Wildfire is a complex problem that demands a holistic, integrated approach to reduce the wildfire

risk. Another important perspective is that only about 2% to 3% of wildfires do roughly 98% of the damage. Such so-called catastrophic wildfires are, by definition, uncontrollable by existing suppression capabilities and quickly overwhelm our public safety agencies.

As wildfire is inevitable, it becomes necessary to not rely entirely on suppression efforts and shift to proper adaptive responses to reduce the risk to human lives and property while balancing ecosystem health. What is needed is to create a culture of resilience to become a truly fire-adapted community in a fire-dependent ecosystem. This means that, as a community, we recognize our interdependence and work together to create strong communities and healthy landscapes.

### Grant funding not enough

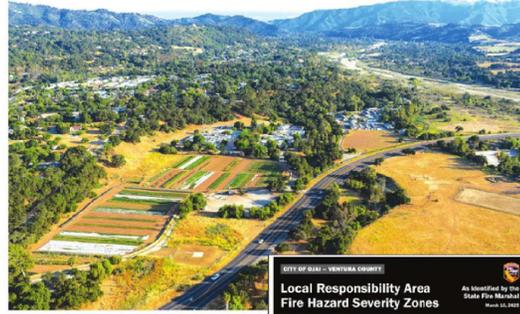
Grant funding for wildfire is not enough to fund all the efforts needed across the state or nation. An example is the U.S. Department of Agriculture Community Wildfire Defense Grant that just announced the grant awards across the country. A total of \$200 million in awards was made to 58 applicants from more than \$1.6 billion in applications. That means only 10% of the applicants received funding. We were not awarded, nor was anyone in the Central Coast of California. And 90% is a total number.

For our Community Resilience Centers Project, for which we were awarded planning funds, there was \$110 million in funding for the entire three-phase grant program, with more than \$960 million in applications. Again, this is only about 10% of the total applications. Grants are also sporadic and will not support sustained, year-after-year efforts to mitigate the risk. While grants are important, we, as a community, must look for other sources of funding, including ourselves. Going forward, we will be exploring innovative funding models in our community-resilience engagements.

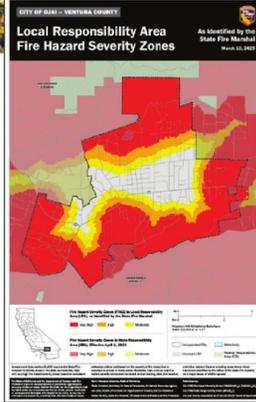
### Holistic, integrated approach

The Ojai Valley Fire Safe Council has taken such a holistic, integrated approach. Our work involves the built environment, fuel reduction and other vegetation-management strategies, public emergency communications, evacuation concerns, and education and outreach to drive effective community engagement. We have built a solid foundation for this effort by the development of the first-ever Ojai Valley Community Wildfire Protection Plan (OVFWPP). (firesafeojai.org/about-the-ojai-cwpp/).

This plan contains a wealth of local wildfire information and recommended actions to implement this



Drone photo by Mosa Blacklock  
West Campus is one of two potential sites of the Ojai Valley Community Resilience Centers.



strategy. The recently approved contract with the city of Ojai, based on the Ojai Valley Community Wildfire Protection Plan, addresses a multitude of concerns and I recommend that you read the proposal in its entirety to understand the full scope of work. This scope of work also presents many opportunities for the Ojai Valley community to engage and work together to make us all safe from wildfire.

The city contract and other funding will support community workshops on home-hardening, defensible space, Firewise Communities, property insurance, Zone 0, a Wildfire Safety Fair in the spring, and community organizing to help neighborhoods better prepare for, respond to, and recover from wildfires and other natural disasters. A city-dedicated web page will be developed to provide a one-stop information source for Ojai residents.

Despite the breadth of the city contract, there are many additional areas of engagement, both inside and outside the city limits. For example, we are actively addressing vegetation-management concerns in the Ojai Valley and Ventura River watersheds, with almost \$1 million in fuel-reduction projects currently underway.

We maintain extensive working partnerships with many agencies, organizations and individuals that greatly leverage our own organizational capacity. Our community-supported prescribed grazing program, Graze Ojai, is working to develop sustainable fuel reduction balanced with ecological health at the landscape-level scale.

**Community Resilience Centers**  
Our Ojai Valley Community Resilience Centers (CRC) Project is one of our most exciting projects. The CRCs have two core functions:

1. Emergency centers that will have mass-care shelter capacity, greatly increasing our ability to safely shelter in place when full evacuation is not possible.
2. Provide year-round services and programs to build overall community resilience, whether from wildfire or any other disturbance, including social and economic crises.

The CRC Project presents many opportunities for our community to engage and contribute to building our resilience and social cohesion. We are now launching our Collaborative Stakeholder Structure process and Community Engagement Plan for the CRC Projects. We will be reaching out and welcome everyone's input to this important initiative at our first public Town hall this coming January.

Stay tuned at: ResilientOjai.org. Thank you for your engagement and support of our work!

— Christopher Danch of Ojai is executive director of the Ojai Valley Fire Safe Council.



Photo provided  
Ojai Valley Fire Safe Council staff, Board and family at the 2025 Ojai Independence Day Parade. Pictured from left are Valerie Freeman, Wayne Maynard, Christopher Danch, Kiara Mae DeWitt, Kalli O'Connor, Will Castagna, Sequoia Lee Rao, Hannah Wittwer, Randy Coggan, Ali Danch, Molly Brolin, and Sudeep Motupalli Rao.



SUPPORT  
FireSafeOjai.org



## BUILDING WILDFIRE RESILIENCE TOGETHER IN OUR OJAI VALLEY



Photo: Sudeep Motupalli Rao

**Programs & Initiatives : Emergency Preparedness, Response, and Recovery**

- Neighborhood Emergency Planning Initiative
- Home Hardening & Home Ignition Zone (HIZ)
- Community Wildfire Risk Assessments
- Workshops for Home Hardening & Defensible Space, Wildfire Preparedness, and Property Insurance Crisis Education
- Firewise Community Development
- Annual Wildfire Safety Fair
- Ojai Valley Community Wildfire Protection Plan (CWPP) and Digital Dashboard
- Fuels Reduction / Vegetation Management
- Community Resilience Centers
- Graze Ojai - Prescribed Grazing Program
- Retrofit Rebate Program Development
- National Fire Protection Association - Professional Training Programs



**OJAI VALLEY FIRE SAFE COUNCIL**

# Workshop with Contractors & Residents- Dec 5<sup>th</sup>, 2025

- City Commission Chamber- FULL
- 30+ Residents
- 2-Hour exchange
- Best practices shared by contractors
- Video of Q & A archived
- Anonymity of residents preserved



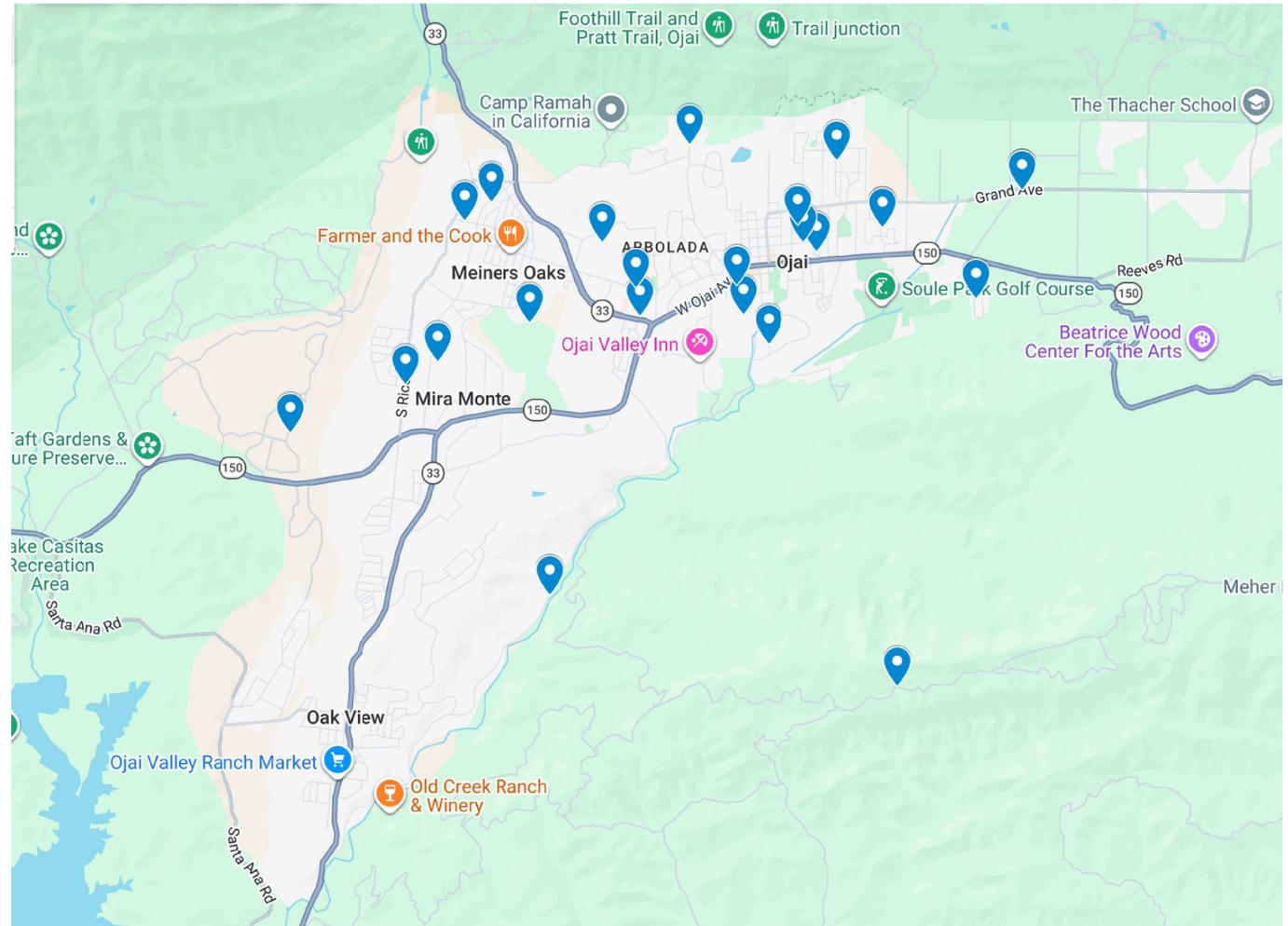
*Best practices for fire-hardening our homes*

[www.FireSafeOjai.org](http://www.FireSafeOjai.org)



# Home and Defensible Space Assessments Performed

- 25 HHA/HIZs done
- 25% done of 100+ target
- 77 pending
- 1/8" metal screens for vents can be an impactful City contribution



# The OVFSC's network of active partnerships



BUILDING A RESILIENT FUTURE TOGETHER



Concerned Resource & Environmental Workers



OAK GROVE SCHOOL  
The Art of Living and Learning



BESANT HILL SCHOOL



MAMA TREE



Ventura County RCD



VENTURA COUNTY SHERIFF  
Emergency Services



Jensen Hughes



# Wildfire Resilience Festival, Sat April 25, 2026, Sarzotti Park

- Info booths
- Workshops
- Demonstrations
- Fire Trucks
- Childrens Activities
- Food, Music & more..



The poster features a white speech bubble at the top containing the date "Saturday, April 25th 2026". Below this is a red ribbon with the text "SAVE THE DATE" in white. Underneath the ribbon, the event title "WILDFIRE RESILIENCE FESTIVAL" is written in blue, slanted capital letters. A large QR code is centered on the poster. Below the QR code, the text "Celebrate Ojai Valley's journey towards becoming a fire adapted community" is written in blue. At the bottom, a white location pin icon is followed by the text "Sarzotti Park" and "10AM - 4PM" in black.

Saturday, April 25th 2026

SAVE THE DATE

WILDFIRE RESILIENCE FESTIVAL



Celebrate Ojai Valley's journey  
towards becoming a fire  
adapted community

 Sarzotti Park  
10AM - 4PM

## Fire Adapted Communities Education

- 2-Day Course: Wildfire Resistant Construction and Landscaping course (Nat'l Fire Protection Assoc.)
- May 18 & 19, 02026
- Another session tentatively in Aug 02026
- Targeted for professionals, students, FireWise community leaders, City and other agency staff
- Stay tuned for more info

## **Focus for January, February & March 2026**

- Community-wide initiatives
- Firewise Communities Support
- Urban Core City Center Initiative
- Complete Webpage for City linking
- Prepare for April 25 Wildfire Resilience Festival
- Plan for 2-Day Course in May- Hardening Prep
- Ongoing Home Hardening Assessments

# Community Resilience Center Project- The Basics

In September 2023 the Ojai Valley Fire Safe Council applied for the CA State Strategic Growth Council CRC Grant program. Through the Governor’s signing of AB 179, the Budget Act of 2022, this grant program funds community-level resilience centers.



The centers will be designed to offer:

### 1. Emergency Shelter & Resources

Thomas fire jumps Highway 101, engulfs Ventura County homes, suburbs as thousands evacuated



SATEO PRESS  
Mar 12, 2017 at 11:44 PM PST

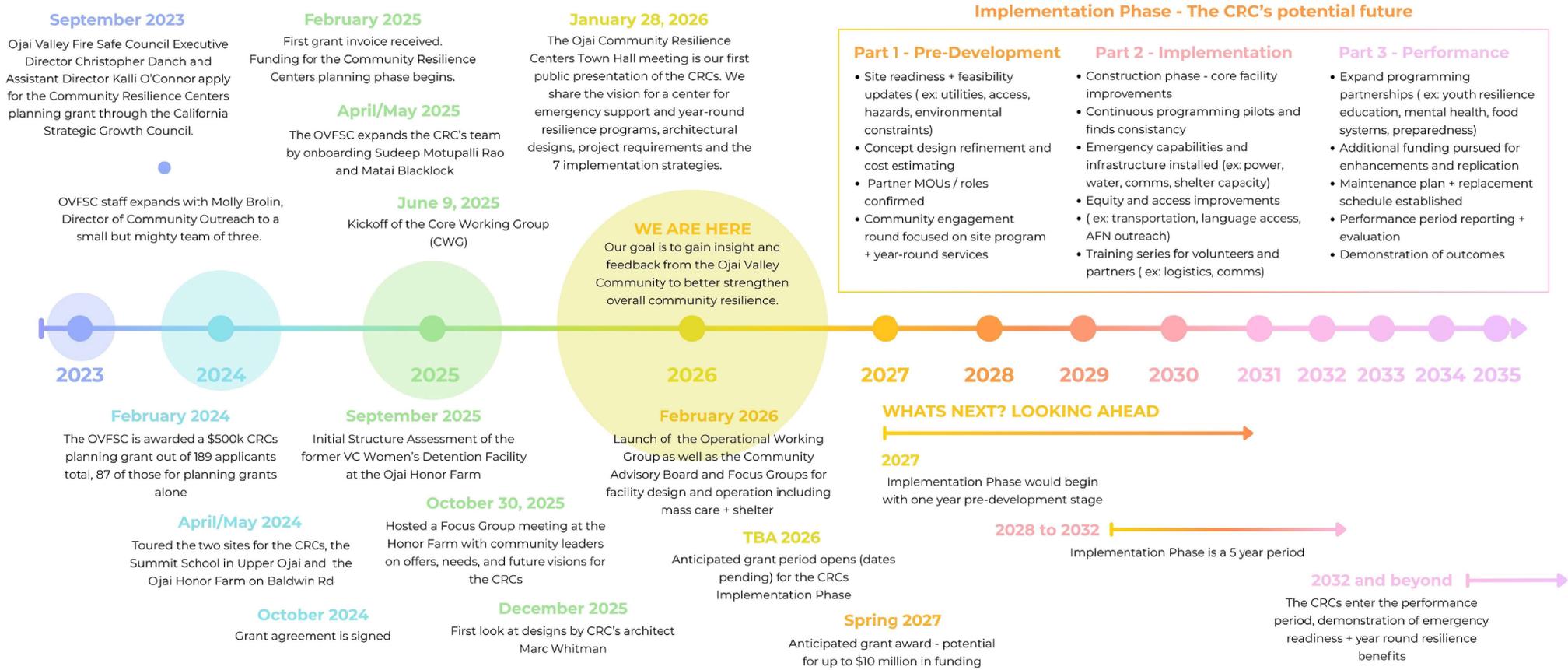
### 2. Year-Round Services & Programs



# Deep Community Engagement for Resilience Centers

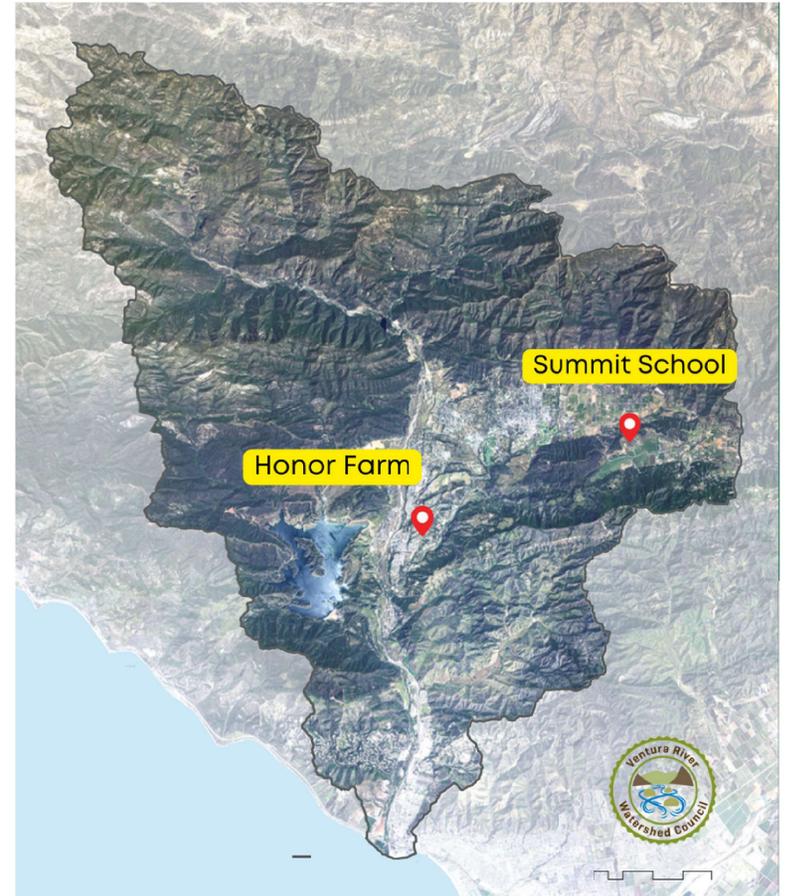


# Ojai Community Resilience Centers Timeline



## Ojai Valley Community Resilience Centers (CRCs)

- City of Ojai can help make it happen
- City of Ojai can support operations
- City of Ojai, the primary beneficiary, can be an integral partner in the project
- We welcome the City of Ojai's participation



Questions?



Christopher Danch

Executive Director

[chris@firesafeojai.org](mailto:chris@firesafeojai.org)

*Thank you!*

Invest in our  
Community's Resilience!



Scan to help build a  
wildfire-resilient Ojai

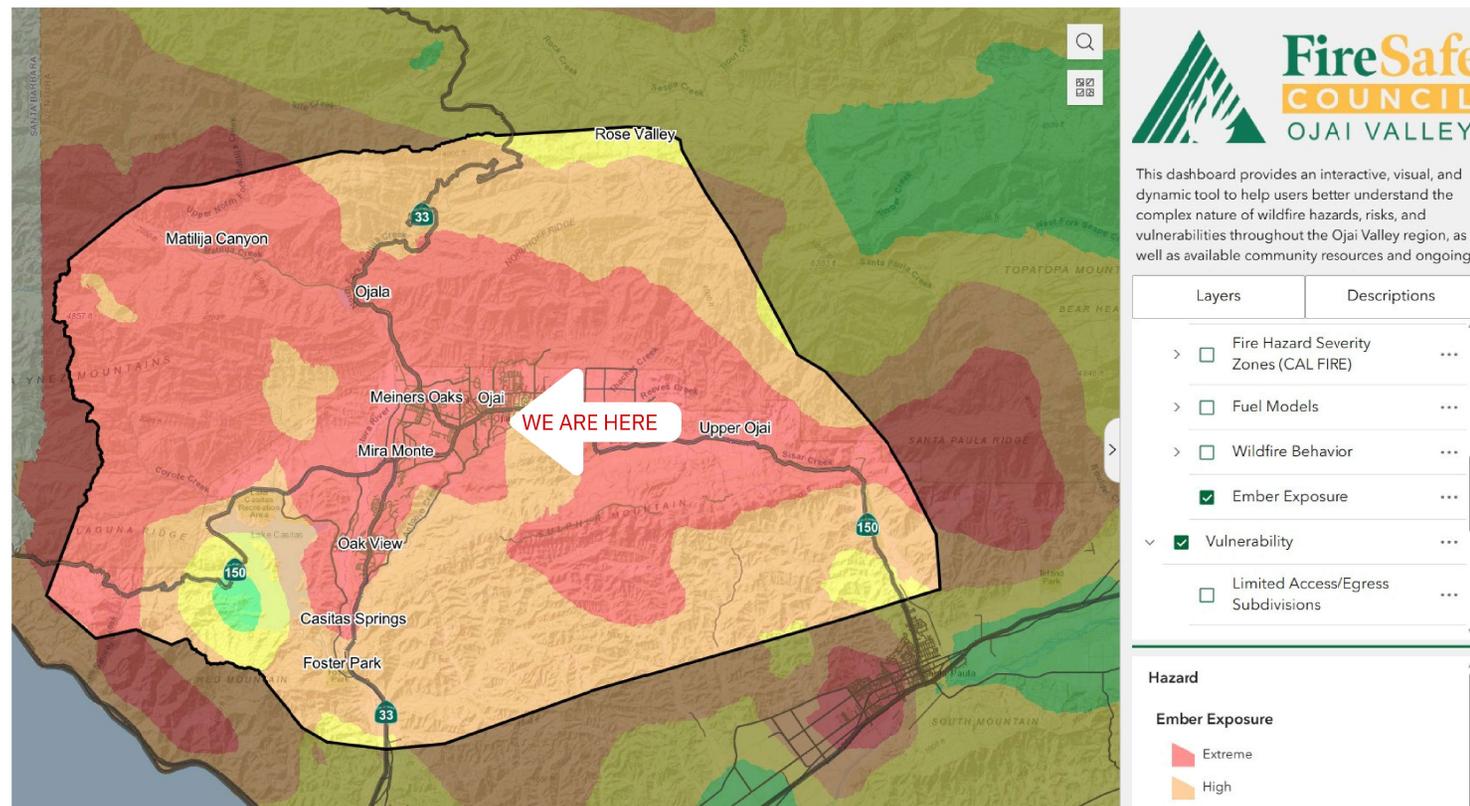


**FireSafe**  
COUNCIL  
OJAI VALLEY

# Appendix

# Given the dense urban layout and the extreme ember exposure risk, the City of Ojai faces a high risk of a mass conflagration event

- Ojai ranks in the top 1% nationally for wildfire vulnerability
- 94% of the Ojai Valley is classified as Very High Fire Hazard Severity Zone
- 90% of structural ignitions originate from embers



Wildfire Digital Dashboard: [www.firesafeojai.org](http://www.firesafeojai.org)

# Wildfire mitigation is exponentially more cost-effective than response and recovery. Now is the time to act

The Ojai Fire Safe Council has been dedicated to serving our community for 25 years and is recognized as an exceptional Fire Safe Council at the state level

## OVFSC Focus Areas:

- Home Hardening & Defensible Space
- Emergency Preparedness & Communication
- Fuels Reduction & Strategic Planning
- Education & Firewise Communities
- Ojai Community Resilience Centers

## 24:1 return on City investment to date

- City's \$50K (2021) → \$1.2M CWPP project
- City's \$25K (2023) → Valley-wide home assessments + 5 Firewise Communities

## Other Notable Projects

- Ventura County Wildfire Collaborative
- Fine-Scale Risk Mapping & Digital Dashboard
- Ember Cast Modeling & Mapping
- “Graze Ojai” Prescribed Grazing & Community-supported fuel reduction program

Founded in 2000



# The OVFSC has completed the most comprehensive wildfire analysis ever done in the Ojai Valley via the 2024 CWPP

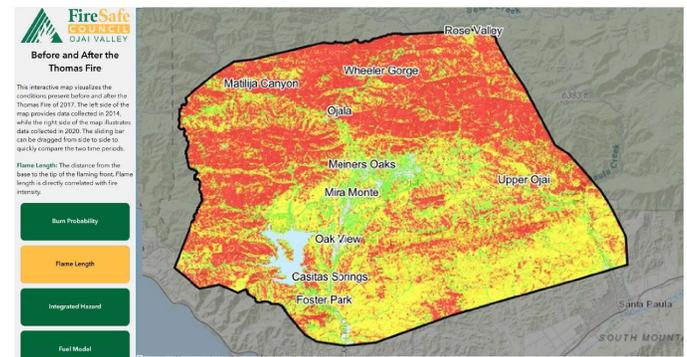
## Ojai Valley Community Wildfire Protection Plan (CWPP)

- 2-year \$1.2M comprehensive study (2022-2024)
- 265 page report endorsed by all relevant experts & agencies
- Fine-scale risk mapping for entire valley
- Ember cast modeling and vulnerability assessments
- Evacuation assessment
- Digital Dashboard & real-time wildfire data portal
- Meets Federal HFRA requirements for future funding

## Core Working Group & Technical Advisory Group

- Ventura County Fire Department
- Jensen Hughes
- Kittelson & Associates
- US Forest Service
- Ventura County - Office of Emergency Services
- County of Ventura
- City of Ojai
- Ojai Unified School District
- Ventura County Sheriff's Department
- Ventura County Transportation Commission
- California Highway Patrol
- Cal Trans

CWPP: Core Working Group & Technical Advisory Group





## **MINUTES**

### **CITY COUNCIL SPECIAL MEETING**

**TUESDAY, FEBRUARY 10, 2026, 5:00 PM**

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

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**Mayor Pro Gilman called the Special Meeting of the Ojai City Council to order on February 10, 2026, at 5:00 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 Mang, and Council Members Rule, Lang and Whitman.**

**Also present in the Kent Hall Council Chambers: City Manager Harvey, City Attorney Burgess, Assistant to the City Manager Cervantes, and 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 Pro Tem Lang, with a second by Mayor Gilman, to approve the Agenda of the February 10, 2026, Special Meeting.**

##### **Council Action:**

**Unanimous consent reached through the Mayor.**

#### **CLOSED SESSION**

- 1. Conference with Real Property Negotiators (Government Code s. 54956.8) pertaining to one property:**

**Property: 503 S. Ventura Street, Ojai, California 93023-3250**

**Agency Negotiators: Ben Harvey, Lucas Seibert, Bethany Burgess**

**Negotiating Parties: Ronald R. McCrea Trust and Jessica McCrea, Trustee**

**Under Negotiation: Price and terms of payment.**

- 2. Conference with Legal Counsel – Anticipated Litigation**

**Significant exposure to litigation pursuant to §§ 54956.9(d)(2) and (e)(1) in one (1) case and a point has been reached where, in the opinion of the legislative body of the local agency on the advice of its legal counsel, based on existing**

**facts and circumstances, there is a significant exposure to litigation against the local agency, and such facts and circumstances are not yet known to a potential plaintiff or plaintiffs.**

**REPORT OUT OF CLOSED SESSION**

**City Attorney Burgess provided a reported out of Closed Session, stating City Council provided direction on Item 1, making an offer on the property and directing staff to return with a future open session agenda item. City Attorney Burgess concluded by reporting that City Council provided direction related to Item 2.**

**ADJOURNMENT**

**Mayor Gilman adjourned the February 10, 2026, Special Meeting at 6:25 p.m., until February 10, 2026, Regular Meeting, immediately following.**



## **MINUTES**

### **CITY COUNCIL REGULAR MEETING**

**TUESDAY, FEBRUARY 10, 2026, 6:00 PM**

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

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**Mayor Pro Gilman called the Regular Meeting of the Ojai City Council to order on February 10, 2026, at 6:25 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 Mang, and Council Members Rule, Lang, and Whitman.**

**Also present in the Kent Hall Council Chambers: City Manager Harvey, City Attorney Burgess, Assistant to the City Manager Cervantes, and 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 Pro Tem Lang, with a second by Mayor Gilman, to approve the Agenda of the February 10, 2026, Regular Meeting, and to take Item 15 as the first discussion item.**

##### **Council Action:**

**Unanimous consent reached through the Mayor.**

#### **COMMISSION REPORTS**

**Commissioner Steiner of the Arts Commission provided an oral report.**

#### **CITY MANAGER'S REPORT**

**Assistant to the City Manager Cervantes provided an oral report.**

## **PUBLIC COMMUNICATIONS**

### **CONSENT CALENDAR**

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

**1. City of Ojai Warrants for January 12, 2026 - January 25, 2026**

RECOMMENDATION: Receive and file.

[Administrative Report - Warrant Report](#)  
[Attachment A - Warrant Report Register](#)  
[Attachment B - Disbursement by Category](#)  
[Warrant Cover Letter](#)

**2. Minutes of the City Council**

RECOMMENDATION: Approve.

[Minutes - 1-27-26 Regular Meeting](#)

**3. Minutes of the Planning Commission**

RECOMMENDATION: Receive and file.

[Minutes - 1-7-26 PC Regular Meeting](#)

**4. Confirm Appointment of Youth Commissioner on the Parks and Recreation Commission**

RECOMMENDATION: Confirm nomination of applicant Marcel Rosas as Parks and

Recreation Youth Commissioner to fill a vacancy (term ending May 2027).

[Administrative Report - Youth Commissioner PRC](#)  
[Attachment A - Commission Application, M. Rosas](#)

**5. Confirm Appointment to Fill Mid-Term Vacancy on the Planning Commission** RECOMMENDATION: Confirm nomination of applicant Brad Steward as Planning

Commissioner to fill a mid-term vacancy (term ending May 2028).

[Administrative Report - Planning Commissioner](#)  
[Ratification Attachment A - Commissioner Application, B. Steward](#)

**Mayor Gilman pulled Item 1 for discussion.**

**Motion:**

**It was moved by Mayor Pro Tem Lang, with a second by Mayor Gilman, to approve the Consent Calendar of the February 10, 2026 Regular Meeting.**

**Roll Call:**

**Ayes: Lang, Gilman, Whitman, Mang**

**Noes: None**

**Abstain: Rule**

**Absent: None**  
**MOTION PASSES**

**PUBLIC HEARINGS**

- 6. Design Review Permit (DRP 25-010), Conditional Use Permit (CUP 25-007) and revise Conditional Use Permit (CUP 07-05) | Request to modify the existing outdoor patio to the rear of the business “Ojai Mountain Farm” located at 242 East Ojai Avenue. Assessor’s Parcel Number 021-0-140-370. Submitted by: Patrick Housh, Paul Poirier + Associates Architects. Property Owner: Verna Joy Adams. Business Owner/Tenant: Tony Yanow, Ojai Mountain Farm (*Request from Council Member Mang and Council Member Rule*)**

**RECOMMENDATION:** That the Item be taken off calendar and scheduled for a future meeting, in order to complete a necessary evaluation.

**Motion:**

**It was moved by Council Member Whitman, with a second by Council Member Lang, to continue to public hearing item.**

**Roll Call:**

**Ayes: Rule, Gilman, Mang, Whitman, Lang**

**Noes: None**

**Abstain: None**

**Absent: None**

**MOTION PASSES**

- 7. Energy Modernization Program Implementation (*City Council Direction*)**

**RECOMMENDATION:**

1. Conduct a Public Hearing in accordance with California Government Code § 4217.10 through § 4217.18 and consider adoption of Resolution 26-XX authorizing implementation of the Energy Modernization Program;
2. Approve, and authorize the City Manager to enter into, an Energy Services Agreement with Bosch Building Technologies North America LLC through its wholly-owned brand, Climatec; and
3. Authorize an appropriation or transfer from the Measure C Fund to the Capital Improvement Fund, and an appropriation from the Capital Improvement Fund, in the amount of \$909,986 for FY 25/26.

[Administrative Report - Energy Modernization Program](#)

[Attachment A - Agreement](#)

[Attachment B - Energy Modernization Program Overview](#)

[Attachment C - Resolution](#)

[Attachment D - Annual Savings Evaluation](#)

**Mayor Gilman opened and closed the Public Hearing, accepting public comment.**

**Motion:**

It was moved by Mayor Gilman, with a second by Council Member Rule, to approve Item 7, as recommended, approving the resolution.

**Roll Call:**

**Ayes:** Rule, Mang, Lang, Gilman, Whitman

**Noes:** None

**Abstain:** None

**Absent:** None

**MOTION PASSES**

**DISCUSSION**

**8. Fiscal Year 2025-26 Mid-Year Adjustments (City Council Direction)**

RECOMMENDATION: Adopt amendments to the Fiscal Year 2025-26 City of Ojai Budget.

[Administrative Report - Mid-Year Adjustments](#)

[Attachment A - FY 24-25 Unaudited Financials](#)

[Attachment B - FY 25-26 GF Revenues](#)

[Attachment C - FY 2025-26 GF Expenditures](#)

[Attachment D - Approved Amendments](#)

[Attachment E - Mid-year Budget Adjustment Requests](#)

[Attachment F - Fund Balance Summary](#)

**Motion:**

It was moved by Mayor Gilman, with a second by Council Member Lang, to (1) continue to accept the Mid-Year Adjustments, with the exception of the City Attorney line item increase; (2) direct staff to return with feedback on reasonable budget expectations and guidance for the remaining FY 25-26, (3) proceed with the previously budgeted amount for the City Attorney (without amendment), and (4) returning at a regular meeting in March 2026.

**Gilman/Lang**

**Roll Call:**

**Ayes:** Mang, Lang, Gilman, Whitman

**Noes:** None

**Abstain:** Rule

**Absent:** None

**MOTION PASSES**

**9. Concept Review: Expanding Existing Tree Ordinance Protections (City Council Direction)**

RECOMMENDATION: That the City Council review and provide comments regarding the proposed revisions in a redlined format (Attachment A) for consideration to expand the City's existing tree protections under Ojai Municipal Code Title 4, Chapter 11 (Preservation, Cutting, and Removal of Oak, Sycamore Heritage and Other Designated Mature Trees) - ("Tree Ordinance").

[Administrative Report - Tree Ordinance](#)

[Attachment A - Tree Ordinance RedLine](#)

[Attachment B - Thousand Oaks Ordinance](#)

**City Council feedback received by staff. No action.**

**10. Introduction, for First Reading by Title Only with Further Reading Waived, of Ordinance No. 26-XX Amending Chapter 2-1 of Title 2 of the Ojai Municipal Code to Add a New Article 5 entitled Electronic Filing of Campaign Disclosure Statements and Statements of Economic Interests (*Operational Need*)**

RECOMMENDATION:

1. That the City Council introduce, for first reading by title only with further reading waived, Ordinance No. 26-XX amending Chapter 2-1 of Title 2 of the Ojai Municipal Code to add a new Article 5 requiring the electronic filing of Campaign Disclosure Statements and Statements of Economic Interests.
2. Direct staff to return the Ordinance to the City Council for a second reading and adoption at a future meeting.

[Administrative Report - FPPC Electronic Filing System](#)  
[Attachment A - Ordinance No. XX - FPPC Electronic Filing](#)

**Motion:**

**It was moved by Council Member Lang, with a second by Council Member Rule, to approve Item 10, as recommended, introducing the ordinance.**

**Roll Call:**

**Ayes: Lang, Rule, Whitman, Mang, Gilman**

**Noes: None**

**Abstain: None**

**Absent: None**

**MOTION PASSES**

**11. Resolution Amending the Salary Schedule to update the salary range for the classifications of Accountant I and Accountant II (*City Council Direction*)**

RECOMMENDATION: Adopt Resolution amending the salary schedule to update the salary range for the classifications of Accountant I and Accountant II, effective as of February 11, 2026.

[Administrative Report - Accountant Position](#)  
[Attachment A - Accountant II Market Survey](#)  
[Attachment B - Resolution Amending Salary Schedules](#)

**Motion:**

**It was moved by Mayor Gilman, with a second by Council Member Lang, to approve Item 7, as recommended, approving the resolution.**

**Roll Call:**

**Ayes: Mang, Lang, Whitman, Gilman**

**Noes: Rule**

Abstain: None  
Absent: None  
**MOTION PASSES**

- 12. City Council Goal Tactics Cost Estimates & Updates (*City Council Direction*)** RECOMMENDATION: Review the City Council Goal Tactics and corresponding estimates and provide staff with feedback and direction.  
[Administrative Report - Goals and Tactics Update Cost Estimates Attachment A - Goals and Tactics](#)

**City Council feedback received by staff, and Item 12 will be continued to a future agenda.**

- 13. Amendment No. 1 to Tripepi Smith Contract – Expanded Scope and Budget (*City Council Direction*)**  
RECOMMENDATION: Approve Amendment No. 1 to the Tripepi Smith contract to include additional services, increase the not-to-exceed amount by \$20,000 for a total not-to-exceed amount of \$155,600.  
[Administrative Report - Tripepi Smith Communications Services Attachment A - Proposal Attachment B - Amendment No. 1 Attachment C - PSA for Consultant Services](#)

**Item 13 continued to a future agenda.**

- 14. Review and Adopt of City of Ojai Style Guide and Branding Elements (*City Council Direction*)**  
RECOMMENDATION: Review the proposed City of Ojai Style Guide and associated branding elements and adopt one option as the official standard for City communications.  
[Administrative Report - Style Guide Attachment A - Style Guide - Ojai Logo Exploration](#)

**Item 14 continued to a future agenda.**

- 15. Approve Professional Services Agreement Amendment No. 1 with Help of Ojai, Inc for ERF Grant Case Management Services from January 30, 2026, through January 30, 2027 (*Operational Need*)**  
RECOMMENDATION: Approve Amendment No. 1 to the Professional Services Agreement for Contractor Services with HELP of Ojai Inc. (HELP of Ojai), for case management services for the Ojai Permanent Supportive Housing Project (OPSHP), formerly known as the Cabin Village Project, to retroactively extend the termination date from January 30, 2026 through January 30, 2027, and direct the City Manager to execute the amendment.  
[Administrative Report - Help of Ojai PSA Amendment](#)

[Attachment A - PSA Amemdment No. 1](#)  
[Attachment B - Original PSA HELP of Ojai Contractor Services](#)

**Motion:**

**It was moved by Council Member Lang, with a second by Mayor Gilman, to approve Item 15, as recommended.**

**Roll Call:**

**Ayes: Gilman, Rule, Lang, Mang, Whitman**

**Noes: None**

**Abstain: None**

**Absent: None**

**MOTION PASSES**

**COUNCIL MEMBER'S REPORTS**

**FUTURE AGENDA ITEMS**

**ADJOURNMENT**

**Mayor Gilman adjourned the February 10, 2026, Regular Meeting at 9:55 p.m., until the February 24, 2026, Regular Meeting.**

**WRITTEN PUBLIC COMMENTS**

All Written Public Comments will be published here for public access. Please see "Public Comment Options" below for detailed instructions on how to submit.

**Please access through the link:**

[Written Public Comments - February 10 Regular Meeting](#)



# Administrative Report

**TO:** Honorable City Council  
**FROM:** Ben Harvey, City Manager  
Brenda Cho, Finance Director  
**MEETING DATE:** February 24, 2026  
**SUBJECT:** City of Ojai Warrants for January 26, 2026 – February 08, 2026

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## RECOMMENDATION

Receive and file.

## DISCUSSION

Disbursement Warrant Check Numbers: 80166-80220

Payroll Warrant Check Numbers: 38370-38373

Number of Direct Deposits: 67

City of Ojai Disbursement Warrants for General Fund and Special Revenue Funds	\$	604,827.16
Payroll – February 05, 2026		<u>122,339.01</u>
Total	\$	727,166.17

## CITY COUNCIL GOALS ALIGNMENT

Goal No. 8 - Financial Stability

## OPTIONS

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

## FISCAL IMPACT

There is no fiscal impact associated with this action. The list of warrants is presented for informational purposes only and reflects payments previously authorized and budgeted.

**Prepared by:** Scott Avila

## ATTACHMENT(S)

- A. Check Register
- B. Disbursement by Category

# Check Register

## Check Summary By Check Number



<b>Check No</b>	<b>Vendor Name</b>	<b>Check Date</b>	<b>Check Amount</b>
80166	<b>Agromin</b> Organic Compost for City Parks	01/29/2026	5,555.55
80167	<b>AllConnected, Inc.</b> 2026 Microsoft License Annual Fee	01/29/2026	1,189.10
80168	<b>BKS Law Firm, PC</b> December 2025 Common Interest Litigation	01/29/2026	5,261.00
80169	<b>BMI</b> 2026 Music License Annual Fee	01/29/2026	459.00
80170	<b>Roosevelt Bolden</b> Youth Basketball Substitution Referee	01/29/2026	450.00
80171	<b>California State Disbursement Unit</b> January 2026 Payroll Expense	01/29/2026	82.15
80172	<b>Canon Financial Services, Inc.</b> January 2026 Copy Machine Lease	01/29/2026	828.14
80173	<b>Carlos Ceron</b> Gymnastics Competition Mileage Reimbursement	01/29/2026	163.85
80174	<b>Christy Billings</b> Employee Reimbursement	01/29/2026	12.42
80175	<b>Colonial Life &amp; Accident Ins</b> January 2026 Payroll Expense	01/29/2026	850.40
80176	<b>County of Ventura</b> January 2026 Soule Park Pickleball Monthly Rent	01/29/2026	515.00
80177	<b>County of Ventura Public Works Agency</b> January 2026 Hazardous Waste Program	01/29/2026	2,035.00
80178	<b>Emmanuel A Mendez</b> January 2026 City Transit Wash	01/29/2026	2,450.00
80179	<b>E.J. Harrison &amp; Sons</b> January 2026 Rolloff Dumpster Rental for Winter Storm	01/29/2026	490.29
80180	<b>Jordan Kear</b> January 2026 Litigation Support	01/29/2026	1,050.00

# Check Register

## Check Summary By Check Number



<b>Check No</b>	<b>Vendor Name</b>	<b>Check Date</b>	<b>Check Amount</b>
80181	<b>Kelly Cleaning &amp; Supplies, Inc.</b> January 2026 Janitorial Services	01/29/2026	8,990.08
80182	<b>Channel Counties Division: League of California Cities</b> 2026 Membership Dues	01/29/2026	5,925.00
80183	<b>Lincoln National Life Insurance Co</b> January 2026 Payroll Expense	01/29/2026	8,312.65
80184	<b>Madison AI Inc.</b> Specialized AI Platform for Local Government	01/29/2026	29,000.00
80185	<b>Mark Cranes Tree Inc</b> December 2025 Oak Tree Pruning	01/29/2026	14,150.00
80186	<b>Meiners Oaks Hardware</b> Supplies for Citywide Maintenance	01/29/2026	314.16
80187	<b>Metropolitan Life Insurance Company</b> January 2026 Payroll Expense	01/29/2026	5,798.35
80188	<b>Michael R. Tregler</b> Supplies for MLK Day Event	01/29/2026	2,870.00
80189	<b>Ruth Miller</b> Reimbursement for OTT Supplies	01/29/2026	28.95
80190	<b>Ojai Auto Supply</b> Supplies for Vehicle Maintenance	01/29/2026	65.90
80191	<b>Stacy Pergson</b> Employee Reimbursement	01/29/2026	156.60
80192	<b>Pitney Bowes Global Financial Services LLC</b> Quarterly Postage Machine Lease	01/29/2026	184.30
80193	<b>Prudential Overall Supply</b> Public Works Cleaning Supplies & Clothing Allowance	01/29/2026	263.54
80194	<b>Jan C. Scow</b> Tree Impact Reports for Street Paving Project	01/29/2026	4,970.00
80195	<b>Secural Security Corporation</b> January 2026 City Unhoused Security	01/29/2026	6,895.68

# Check Register

## Check Summary By Check Number



Check No	Vendor Name	Check Date	Check Amount
80196	<b>Traffic Technologies, Inc.</b> Supplies for Street Maintenance	01/29/2026	7,652.96
80197	<b>Transtech Engineers, Inc</b> Construction Management Services for Maricopa Hwy ATP Project	01/29/2026	4,218.50
80198	<b>Tripepi Smith and Associates, Inc.</b> January 2026 Monthly Retainer for Communication & Social Media	01/29/2026	8,800.00
80199	<b>Ventura Pest Management</b> November 2025 - January 2026 Pest Control at City Hall	01/29/2026	5,100.00
80200	<b>Ventura Signs &amp; Screen Printing</b> City Logo Apparel Shirts	01/29/2026	675.59
80201	<b>Verizon Wireless</b> December 2025 City Cell Phones	01/29/2026	1,190.34
80202	<b>Westridge Market Inc</b> Supplies for City Department Meetings	01/29/2026	75.09
80203	<b>4imprint, Inc</b> Office Supplies for Transit	02/05/2026	118.80
80204	<b>7 Day Tire LLC</b> Trolley Repair	02/05/2026	137.00
80205	<b>Aleshire &amp; Wynder LLP</b> General Services Special Projects Litigation Labor & Employment Planning Public Works- Engineering Parks & Recreation Code Enforcement Housing Issues Becker	02/05/2026	47,782.50 18,988.50 331.50 3,233.00 4,683.00 10,822.50 2,332.00 1,309.00 500.50 4,158.00 1,424.50
80206	<b>Ben Harvey</b> Employee Reimbursement	02/05/2026	135.17
80207	<b>EideBailly LLP</b> Reissue of Check #79258 & #80029	02/05/2026	35,398.00

# Check Register

## Check Summary By Check Number



<b>Check No</b>	<b>Vendor Name</b>	<b>Check Date</b>	<b>Check Amount</b>
80208	<b>Emmanuel A Mendez</b> January - February 2026 City Transit & Vehicle Wash	02/05/2026	1,632.00
80209	<b>Fence Factory Rentals</b> October 2025 Fence Rental Agreement	02/05/2026	792.00
80210	<b>Fillmore Area Transit Corporation</b> January 2026 Trolley Services	02/05/2026	3,084.64
80211	<b>Granicus</b> Agenda Management Software	02/05/2026	18,315.13
80212	<b>HdL Coren &amp; Cone</b> January - March 2026 Property Tax Contract Services	02/05/2026	2,587.50
80213	<b>Help of Ojai Inc.</b> January 2026 ADA Program	02/05/2026	4,500.00
80214	<b>Marborg Industries</b> January 2026 City Unhoused Restroom Services	02/05/2026	1,519.35
80215	<b>Meyers Nave, A Professional Corporation</b> December 2025 Special Council	02/05/2026	2,025.00
80216	<b>Ojai Valley News</b> January 2026 Legal Ads	02/05/2026	242.00
80217	<b>Ready Refresh by Nestle</b> January 2026 Drinking Water	02/05/2026	358.84
80218	<b>Secural Security Corporation</b> January 2026 City Unhoused Security	02/05/2026	7,118.08
80219	<b>State Water Resources Control Board</b> Annual Permit Fee	02/05/2026	7,279.00
80220	<b>Tripepi Smith and Associates, Inc.</b> January 2026 Graphic Arts & Content Development	02/05/2026	6,190.00
ACH	<b>IRS ACH</b> January 2026 Payroll Expense	01/26/2026	46,168.11
ACH	<b>EDD ACH</b> January 2026 Payroll Expense	01/26/2026	10,271.83

# Check Register

## Check Summary By Check Number



Check No	Vendor Name	Check Date	Check Amount
ACH	<b>Ameriflex: Claims ACH</b> January 2026 Payroll Expense	01/26/2026	154.80
ACH	<b>CalPERS Retirement ACH</b> January 2026 Payroll Expense	01/29/2026	27,150.44
ACH	<b>Mission Square RHS ACH</b> January 2026 Retiree Health Savings	01/29/2026	21,444.32
ACH	<b>CalPERS Health ACH</b> January 2026 Payroll Expense	01/29/2026	84,850.71
ACH	<b>Altigen Communications, Inc.</b> January 2026 Telephone & Microsoft Teams Call Setup	01/30/2026	5,401.53
ACH	<b>Willdan Engineering</b> November 2025 Plan Checking Services Project 112893.09 - 412 Mallory Way Project 112893.19 - 611 S Montgomery Project 112893.20 - 408 N Montgomery	01/30/2026	6,233.50 1,526.50 4,500.00 207.00
ACH	<b>Pax Environmental Inc</b> On-Call Arborist Services	01/30/2026	794.00
ACH	<b>Health and Human Resource Center Inc</b> January 2026 Payroll Expense	01/30/2026	143.64
ACH	<b>Phoenix Civil Engineering, Inc.</b> December 2025 Citywide Projects (Ramp Modifications and Pedestrian & Bike Safety Improvements)	01/30/2026	2,688.50
ACH	<b>Amazon.com/Sales, Inc</b> January 2026 Miscellaneous Supplies	01/30/2026	5,285.75
ACH	<b>Colantuono, Highsmith &amp; Whatley, PC</b> General Services Special Projects Labor & Employment Criminal Code Enforcement Encampment Resolution Grant Managemen Tax & Assessments Advice General Litigation	01/30/2026	24,115.62 1,093.12 6,355.00 1,598.50 132.00 6,320.00 5,267.00 3,350.00
ACH	<b>Ameriflex: Claims ACH</b> February 2026 Payroll Expense	02/02/2026	500.00
ACH	<b>Ameriflex: Admin Fee ACH</b> February 2026 Payroll Expense	02/02/2026	160.00

# Check Register

## Check Summary By Check Number



Check No	Vendor Name	Check Date	Check Amount
ACH	<b>Chevron</b> December 2025 Fuel	02/03/2026	1,540.28
ACH	<b>Ameriflex: Claims ACH</b> February 2026 Payroll Expense	02/03/2026	112.21
ACH	<b>Ameriflex: Claims ACH</b> February 2026 Payroll Expense	02/03/2026	2,261.67
ACH	<b>Ameriflex: Admin Fee ACH</b> February 2026 Payroll Expense	02/03/2026	116.00
ACH	<b>Mission Square 457 ACH</b> February 2026 Payroll Expense	02/04/2026	8,875.78
ACH	<b>CalPERS Retirement ACH</b> February 2026 Payroll Expense	02/05/2026	26,787.20
ACH	<b>IRS ACH</b> February 2026 Payroll Expense	02/06/2026	44,968.30
ACH	<b>EDD ACH</b> February 2026 Payroll Expense	02/06/2026	8,558.37
			<b>604,827.16</b>
ACH	<b>Payroll</b> Pay Period 1/19/2026 - 02/01/2026	02/05/2026	122,339.01
	<b>Wire &amp; Paper Check Total</b>		<b>122,339.01</b>
		<b>Grand Total</b>	<b>\$ 727,166.17</b>

City of Ojai  
Disbursements by Category

Category	Amount
<b>Advertisement</b>	<b>242.00</b>
Ojai Valley News	242.00
<b>Lease and Rentals</b>	<b>2,319.44</b>
Canon Financial Services, Inc.	828.14
County of Ventura	515.00
Fence Factory Rentals	792.00
Pitney Bowes Global Financial Services LLC	184.30
<b>Legal</b>	<b>79,184.12</b>
Aleshire & Wynder LLP	47,782.50
BKS Law Firm, PC	5,261.00
Colantuono, Highsmith & Whatley, PC	24,115.62
Meyers Nave, A Professional Corporation	2,025.00
<b>Membership</b>	<b>5,925.00</b>
Channel Counties Division: League of California Cities	5,925.00
<b>Payroll and Benefits</b>	<b>419,905.94</b>
Ameriflex: Admin Fee ACH	276.00
Ameriflex: Claims ACH	3,028.68
California State Disbursement Unit	82.15
CalPERS Health ACH	84,850.71
CalPERS Retirement ACH	53,937.64
Colonial Life & Accident Ins	850.40
EDD ACH	18,830.20
Health and Human Resource Center Inc	143.64
IRS ACH	91,136.41
Lincoln National Life Insurance Co	8,312.65
Metropolitan Life Insurance Company	5,798.35
Mission Square 457 ACH	8,875.78
Mission Square RHS ACH	21,444.32
Pay Period 1/19/2026 - 02/01/2026	122,339.01
<b>Professional/Contract Services</b>	<b>145,505.77</b>
7 Day Tire LLC	137.00
Agromin	5,555.55
AllConnected, Inc.	1,189.10
County of Ventura Public Works Agency	2,035.00
E.J. Harrison & Sons	490.29
EideBailly LLP	35,398.00
Emmanuel A Mendez	4,082.00
Fillmore Area Transit Corporation	3,084.64
HdL Coren & Cone	2,587.50
Help of Ojai Inc.	4,500.00
Jan C. Scow	4,970.00
Jordan Kear	1,050.00
Kelly Cleaning & Supplies, Inc.	8,990.08
Marborg Industries	1,519.35
Mark Cranes Tree Inc	14,150.00
Pax Environmental Inc	794.00
Phoenix Civil Engineering, Inc.	2,688.50
Roosevelt Bolden	450.00
Secural Security Corporation	14,013.76
State Water Resources Control Board	7,279.00
Transtech Engineers, Inc	4,218.50
Tripepi Smith and Associates, Inc.	14,990.00
Ventura Pest Management	5,100.00
Willdan Engineering	6,233.50

City of Ojai  
Disbursements by Category

Category	Amount
<b>Reimbursements and Refunds</b>	<b>496.99</b>
Ben Harvey	135.17
Carlos Ceron	163.85
Christy Billings	12.42
Ruth Miller	28.95
Stacy Pergson	156.60
<b>Subscription and Software</b>	<b>47,774.13</b>
BMI	459.00
Granicus	18,315.13
Madison AI Inc.	29,000.00
<b>Supplies</b>	<b>19,220.91</b>
4imprint, Inc	118.80
Amazon.com/Sales, Inc	5,285.75
Chevron	1,540.28
Meiners Oaks Hardware	314.16
Michael R. Tregler	2,870.00
Ojai Auto Supply	65.90
Prudential Overall Supply	263.54
Ready Refresh by Nestle	358.84
Traffic Technologies, Inc.	7,652.96
Ventura Signs & Screen Printing	675.59
Westridge Market Inc	75.09
<b>Utilities</b>	<b>6,591.87</b>
Altigen Communications, Inc.	5,401.53
Verizon Wireless	1,190.34
<b>Grand Total</b>	<b>727,166.17</b>

Warrant Register for the Meeting Date February 24, 2026

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

  
\_\_\_\_\_

Brenda Cho, Finance Director



# Administrative Report

**TO:** Honorable City Council

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

**MEETING DATE:** February 24, 2026

**SUBJECT:** Treasurer’s Monthly Report of Cash and Investments for the City of Ojai as of January 2026

## RECOMMENDATION

Receive and file.

## DISCUSSION

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

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

Cash & Investments	Amounts	Yield %	Interest-to-Date 1/31/2026
<b>Cash in Bank</b>			
Banc of California	\$ 34,423	0.00%	
MBS Cash	\$ 555,083	0.00%	
Wells Fargo Sweep	\$ 3,448,378	3.57%	\$ 48,405
Wells Fargo Section 125	\$ 2,992	0.00%	
<b>Investment Accounts</b>			
LAIF	\$ 22,417,668	3.93%	\$ 434,720
MBS Certificate of Deposits	\$ 12,614,068	3.21%	\$ 229,168
<b>Total Cash &amp; Investments</b>	<b>\$ 39,072,612</b>	<b>3.61%</b>	<b>\$ 712,293</b>

**Change in Portfolio:**

01/2026      \$227,485      Deposits – LAIF State of California      3.93%

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

**CITY COUNCIL GOALS ALIGNMENT**

Goal No. 8 - Financial Stability

**OPTIONS**

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

**FISCAL IMPACT**

There is no fiscal impact associated with this report.

**Prepared by: Brenda Cho**

**ATTACHMENT(S)**

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

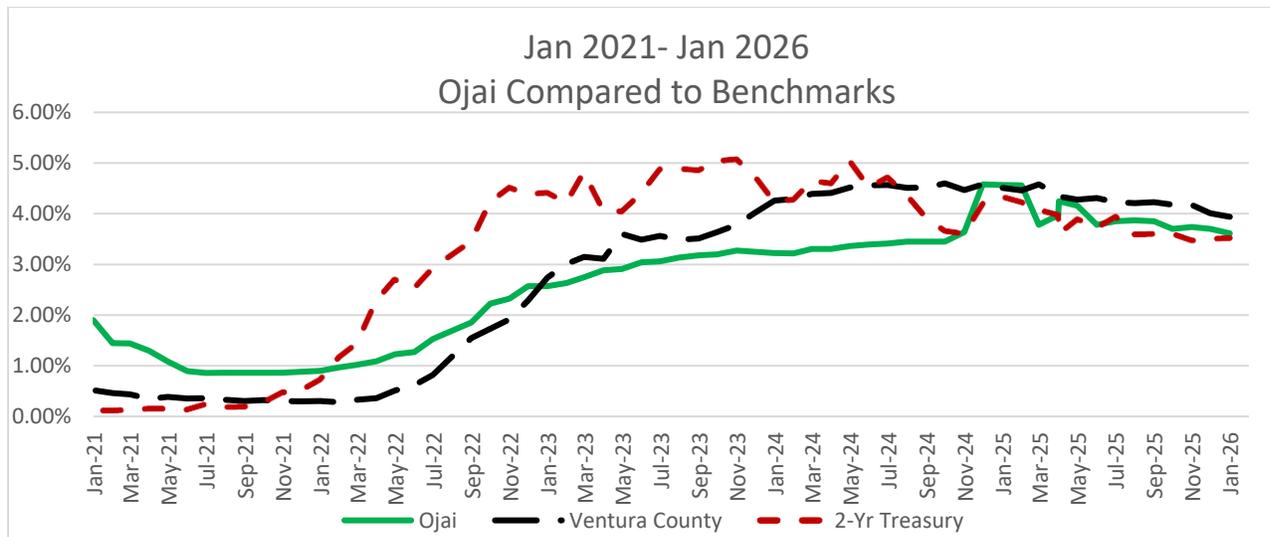
## City of Ojai Treasurer’s Report for the Month of January 2026

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

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

### Benchmarks

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



The weighted average yield to maturity and the weighted average DTM for the City’s investments portfolio on January 31, 2026, were 3.61% and 330 days. By comparison, the weighted average yield to maturity and the weighted average DTM for the County of Ventura portfolio were 3.94% and 313 days, and 2-yr Treasury were 3.52% and 720 days.

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

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

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

### **Planned Investment Instruments**

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

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

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

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

**Changes to the Pooled Cash and Investment Portfolio**

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

01/2026	\$227,485	Deposits – LAIF State of California	3.93%
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**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**  
**January 31, 2026**

<u>POOLED DESIGNATED AND OPERATING CASH &amp; INVESTMENTS:</u>	<u>PAR VALUE</u>	<u>BOOK/MARKET VALUE</u>	<u>PERCENT OF CITY CASH</u>	<u>MATURITY</u>	<u>AVERAGE DAYS TO MATURITY</u>	<u>YIELD 365 DAYS EQUIVALENT</u>
<b>Operating Cash</b>						
<b>Checking Accounts</b>						
Banc of California	Accounts Payable 34,423	34,423	0.09%		1	0.00%
Wells Fargo	Section 125 2,992	2,992	0.01%		1	0.00%
	Total 37,415	37,415	0.10%			
<b>Money Market</b>						
Wells Fargo (Sweep)	Sweep 3,448,378	3,448,378	8.83%		397	3.57%
MBS (Cash)	Cash 555,083	555,083	1.42%			
	<b>Total Operating Cash 4,003,461</b>	<b>4,003,461</b>	<b>10.25%</b>			
<b>Invested Cash</b>						
<b>Local Government Pools and Certificates of Deposit</b>						
Local Agency Investment Funds	Investment Pool 22,417,668	22,417,668	57.37%		220	3.93%
<b>Certificates of Deposit:</b>						
Texas Exchange	Certificate of Deposit 245,000.00	244,936	0.63%	2/2/2026	2	0.69%
RIA FED CR UN SH CTF	Certificate of Deposit 249,000.00	249,027	0.64%	2/9/2026	9	4.20%
Cibc Bk Usa	Certificate of Deposit 243,000.00	243,362	0.62%	3/24/2026	52	4.92%
Sunwest Bk Irvine	Certificate of Deposit 249,000.00	247,083	0.63%	4/30/2026	89	0.74%
Connectone Bk Englewood Cliffs	Certificate of Deposit 249,000.00	246,468	0.63%	5/28/2026	117	0.75%
Ally Bk Sandy Utah Ctf Dep	Certificate of Deposit 246,000.00	245,378	0.63%	6/2/2026	122	3.18%
Exchange Bank	Certificate of Deposit 249,000.00	245,932	0.63%	6/17/2026	137	0.59%
UBS Bank Usa	Certificate of Deposit 249,000.00	246,034	0.63%	6/30/2026	150	0.96%
Medallion Bank	Certificate of Deposit 249,000.00	245,930	0.63%	6/30/2026	150	0.85%
Toyota Financial Savings Bank	Certificate of Deposit 248,000.00	244,679	0.63%	7/22/2026	172	1.01%
FIRST TECHNOLOGY FED	Certificate of Deposit 245,000.00	245,409	0.63%	9/25/2026	237	4.05%
QUORUM	Certificate of Deposit 249,000.00	249,590	0.64%	9/30/2026	242	4.15%
NUMERICA CR UN	Certificate of Deposit 249,000.00	249,944	0.64%	9/30/2026	242	4.35%
B1BANK BATON ROUGE	Certificate of Deposit 245,000.00	244,802	0.63%	9/30/2026	242	3.65%
FIRST NATL BK MIDDLE	Certificate of Deposit 245,000.00	244,851	0.63%	9/30/2026	242	3.70%
WINGS FINL CR UN	Certificate of Deposit 245,000.00	245,333	0.63%	10/21/2026	263	4.00%
AMERICAS CR UN	Certificate of Deposit 248,000.00	248,134	0.64%	10/23/2026	265	3.85%
Synchrony Bk	Certificate of Deposit 248,000.00	243,052	0.62%	11/5/2026	278	1.18%
Merrick Bk	Certificate of Deposit 249,000.00	243,671	0.62%	11/30/2026	303	1.24%
Pentagon Federal Cr Un	Certificate of Deposit 249,000.00	243,475	0.62%	12/23/2026	326	1.34%
State Bk India New York N Y	Certificate of Deposit 247,000.00	242,050	0.62%	1/21/2027	355	1.76%
Dogwood St Bk	Certificate of Deposit 249,000.00	243,051	0.62%	1/28/2027	362	1.40%
First Carolina Bk	Certificate of Deposit 249,000.00	243,051	0.62%	1/28/2027	362	1.40%
Amerant Bk Natl Assn Coral Gables Fl Ctf Dep	Certificate of Deposit 248,000.00	242,566	0.62%	2/16/2027	381	1.71%
Cfbank Fairlawn Ohio Ctf Dep	Certificate of Deposit 249,000.00	242,969	0.62%	2/17/2027	382	1.51%
Capital One Bk	Certificate of Deposit 246,000.00	242,829	0.62%	4/6/2027	430	2.77%
Capital One Natl Assn	Certificate of Deposit 246,000.00	243,402	0.62%	4/27/2027	451	3.01%
Lafayette Federal Credit Union	Certificate of Deposit 245,000.00	243,351	0.62%	5/25/2027	479	3.35%
Discover Bk Greenwood Del Ctf Dep	Certificate of Deposit 246,000.00	244,145	0.63%	6/1/2027	486	3.30%
First National BK of America	Certificate of Deposit 249,000.00	251,946	0.65%	7/26/2027	541	4.57%
MORGAN STANLEY BANK	Certificate of Deposit 245,000.00	244,096	0.63%	8/4/2027	550	3.63%
Cobalt Credit Union	Certificate of Deposit 245,000.00	244,275	0.63%	9/15/2027	592	3.68%
DECORAH BANK & TRUST CO.	Certificate of Deposit 249,000.00	246,448	0.63%	9/23/2027	600	3.83%
FIRST FOUNDATION BANK	Certificate of Deposit 244,000.00	247,711	0.63%	11/4/2027	642	4.65%
TRUE SKY FED CR UN OKLA CITY OK SH CTF	Certificate of Deposit 249,000.00	250,327	0.64%	11/8/2027	646	4.10%
Peoples Bk Co Coldwater Ohio	Certificate of Deposit 249,000.00	249,453	0.64%	1/12/2028	711	3.95%
SAN FRANCISCO FED CR UN	Certificate of Deposit 249,000.00	251,617	0.64%	2/3/2028	733	4.34%
LIBERTY FIRST CR UN LINCOLN	Certificate of Deposit 249,000.00	251,644	0.64%	2/3/2028	733	4.35%
Alaska Usa Fed Cr Union	Certificate of Deposit 248,000.00	253,327	0.65%	3/22/2028	781	4.76%
Neighbors FCU	Certificate of Deposit 248,000.00	255,031	0.65%	7/26/2028	907	4.87%
TTCU Fed Credit Union	Certificate of Deposit 248,000.00	255,031	0.65%	7/26/2028	907	4.87%
CUSTOMERS BK	Certificate of Deposit 245,000.00	245,480	0.63%	8/15/2028	927	3.90%
Leaders Credit Union	Certificate of Deposit 248,000.00	255,309	0.65%	8/30/2028	942	4.86%
EMPOWER FED CR UNION SYRACUSE	Certificate of Deposit 248,000.00	256,129	0.66%	9/29/2028	972	4.94%
NICOLET NATL BK GREENBAY WIS CTF DEP	Certificate of Deposit 249,000.00	248,973	0.64%	11/1/2028	1,005	3.80%
BAXTER CR UN VERNON HILLS ILL SH CTF	Certificate of Deposit 249,000.00	250,962	0.64%	11/22/2028	1,026	4.10%
City Fed Cr Un Amarillo Texas	Certificate of Deposit 249,000.00	250,013	0.64%	1/12/2029	1,077	4.00%
Mauch Chunk Trust Company	Certificate of Deposit 248,000.00	251,869	0.65%	2/28/2029	1,124	4.33%
BEAL BK USA LAS VEGAS NEV	Certificate of Deposit 244,000.00	250,564	0.64%	6/6/2029	1,222	4.61%
BALBOA THRIFT & LN	Certificate of Deposit 249,000.00	251,824	0.65%	7/23/2029	1,269	4.21%
SALLIE MAE BK SALT	Certificate of Deposit 244,000.00	247,533	0.63%	7/24/2029	1,270	4.29%
<b>Total Certificates of Deposit</b>	<b>12,618,000</b>	<b>12,614,068</b>	<b>32.29%</b>			
	Total 39,076,544	39,072,612	89.66%		330	(A) 0.0361428
<b>Total Pooled Operating Cash &amp; Investments</b>	<b>39,076,544</b>	<b>39,072,612</b>	<b>100.00%</b>			
<b>Total Pooled Cash &amp; Investments</b>	<b>\$ 39,076,544</b>	<b>\$ 39,072,612</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



## Administrative Report

**TO:** Honorable City Council

**FROM:** Ben Harvey, City Manager  
Steve Quilici, City Clerk

**MEETING DATE:** February 24, 2026

**SUBJECT:** Adoption of Ordinance No. 971 Amending Chapter 2-1 of Title 2 of the Ojai Municipal Code to Add a New Article 5 entitled Electronic Filing of Campaign Disclosure Statements and Statements of Economic Interests (*Operational Need*)

---

### RECOMMENDATION

Conduct second reading, waiving the reading of the full text, and adopt Ordinance No. 971 amending the Municipal Code to require Electronic Filing of Campaign Disclosure Statement and Statements of Economic Interests, by reading of the title as stated below:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, AMENDING CHAPTER 2-1 OF TITLE 2 OF THE OJAI MUNICIPAL CODE TO ADD A NEW ARTICLE 5 REQUIRING ELECTRONIC FILING OF CAMPAIGN DISCLOSURE STATEMENTS AND STATEMENTS OF ECONOMIC INTERESTS.

### DISCUSSION

The City Council introduced Ordinance No. 971 at its meeting held February 10, 2026. The Ordinance will enable the City to fully implement the NetFile system for campaign finance disclosure and statements of economic interest, ensuring compliance with state requirements while providing a more efficient and transparent filing process.

### CITY COUNCIL GOALS ALIGNMENT

Goal No. 9 - Communication and Relationships

### OPTIONS

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

### FISCAL IMPACT

Sufficient funds exist in the FY 2025-26 Adopted Budget in the City Clerk's Department.

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

### ATTACHMENT(S)

- A. Ordinance No. 971

**CITY OF OJAI**

**ORDINANCE NO. 971**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, AMENDING CHAPTER 2-1 OF TITLE 2 OF THE OJAI MUNICIPAL CODE TO ADD A NEW ARTICLE 5 REQUIRING ELECTRONIC FILING OF CAMPAIGN DISCLOSURE STATEMENTS AND STATEMENTS OF ECONOMIC INTERESTS**

**WHEREAS**, since the enactment of the Political Reform Act, elected officials, candidates, committees, and designated staff members and consultants, have complied with filing requirements by filing paper copies of campaign statements and statements of economic interests; and

**WHEREAS**, the City Clerk's office spends a significant amount of time notifying filers of filing deadlines, tracking filings, and making the paper copies accessible to the public; and

**WHEREAS**, Government Code Section 84615 authorizes local government agencies to require the filing of reports or other documents required by Government Code Sections 84100, *et seq.*, online or electronically and requires the City Council to adopt an ordinance approving the use of online or electronic filing prior to implementing an electronic filing system; and

**WHEREAS**, the Fair Political Practices Commission strongly supports and encourages the transition to electronic filing systems and currently mandates the use of an electronic system for its filers; and

**WHEREAS**, the City intends to provide an online electronic filing system for campaign disclosure statements and statements of economic interest; and

**WHEREAS**, the online or electronic filing system that will be utilized by the City will operate securely and effectively and will not unduly burden filers, shall ensure the integrity of the data transmitted, and shall include safeguards against efforts to tamper with, manipulate, alter, or subvert the data; and

**WHEREAS**, the City Council desires to amend the Ojai Municipal Code to mandate the electronic filing of campaign disclosure statements and statements of economic interests.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, DOES 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 herein in full.

**SECTION 2. Findings.** The City Council hereby finds the online or electronic filing system the City will offer to filers pursuant to the Government Code Section 84615 will operate securely and effectively and will not unduly burden filers.

**SECTION 3. Amendment of Ojai Municipal Code.** A new Article 5 is added to Chapter 2-1 of Title 2 of the Ojai Municipal Code to read as follows:

**Article 5 Electronic Filing of Campaign Disclosure Statements and Statements of Economic Interests**

**2-1.501 Electronic filing of campaign statements and statements of economic interests.**

- (a) Any elected officer, candidate, political action committee or organization required to file campaign statements pursuant to Chapter 4 of Title 9 of the California Government Code must file those statements online or electronically with the City Clerk.
- (b) Any person holding a position listed in Government Code Section 87200 or designated in a local conflict of interest code adopted pursuant to Government Code Section 87300 who is required to file a statement disclosing the person's investments, the person's interests in real property, and other economic interests must file the statement online or electronically with the City Clerk.
- (c) In any instance in which an original statement, report or other document must be filed through other than electronic means with the California Secretary of State and a copy of that statement, report or other document is required to be filed with the City Clerk, the filer may, but is not required to, file the copy electronically.
- (d) The City's online or electronic filing system shall comply with the Government Code Sections 84615(b) through (i).
- (e) If the City's online or electronic filing system is not capable of accepting a particular type of statement, report or other document, an elected officer, candidate, committee or organization or other person must file that document with the City Clerk in an alternative format.

**SECTION 4. Severability.** If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications. The City Council declares that it would have adopted this Ordinance, and each section, subsection 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.** The City Council finds this addition to the Ojai Municipal Code is exempt from the California Environmental Quality Act

(CEQA) because it does not meet the definition of a “project” as defined in the California Code of Regulations, Section 15378.

**SECTION 6. Certification.** The City Clerk shall cause this Ordinance to be published as required by law and shall cause a copy of this Ordinance and its certification, together with proof of publication, to be entered in the Book of Ordinances of the City.

**SECTION 7. Effective Date.** This Ordinance shall take effect 30 days after its passage.

**PASSED, APPROVED and ADOPTED** this \_\_\_ day of \_\_\_\_\_, 2026.

CITY OF OJAI, CALIFORNIA

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

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Steve Quilici, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Bethany A. Burgess, City Attorney

I, Weston Montgomery, Chief Deputy City Clerk of the City of Ojai, certify that Ordinance No. 971 was introduced at a regular meeting of the Ojai City Council held February 10, 2026, and adopted at a regular meeting held \_\_\_\_\_, 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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



## Administrative Report

**TO:** Honorable City Council

**FROM:** Ben Harvey, City Manager

**MEETING DATE:** February 24, 2026

**SUBJECT:** Confirm Appointment to Fill Mid-Term Vacancy on the Arts Commission

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### RECOMMENDATION

Confirm nomination of applicant Carolyn Wagner as Arts Commissioner to fill a mid-term vacancy (term ending May 2026).

### DISCUSSION

The Arts Commission is currently experiencing a mid-term vacancy following a resignation from now former Commissioners Leeds. Council Member Lang assisted as rotating Council Member in this seat's current term and original nomination. Because of this, Council Member Lang served again with Mayor Gilman and Arts Commission Chair West on the Nominating Committee. [The City's Local Appointments \("Maddy Act"\) List](#), which is mandated and updated throughout the year on the City website, outlines the commission seats and Council Member involved in each appointment.

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

Ojai Municipal Code [Arts Commission - § 4-16.101\(b\)](#) outlines the process for a mid-term vacancy. This process has been followed for each candidate under consideration. As required by Ojai Municipal Code, the Nominating Committee unanimously recommends:

1. **Carolyn Wagner** (Appointment to fill mid-term vacancy, February 2026 - May 2026)
  - Note of the length of term: The nominated commissioner can express interest in reappointment after the May 2026 term ending, but this mid-term vacancy filling must be to the current term length.

If the City Council rejects this nominee, the nominating committee will reconvene to select another candidate. This process continues until a nominee is confirmed.

## **CITY COUNCIL GOALS ALIGNMENT**

Goal No. 9 - Communication and Relationships

### **OPTIONS**

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

### **FISCAL IMPACT**

There is no fiscal impact as a result of this action.

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

### **ATTACHMENT(S)**

- A. Commissioner Application Form – C. Wagner



City of Ojai  
 City Clerk's Office  
 401 South Ventura Street  
 Ojai, CA 93023  
 Telephone: 805-646-5581, Ext. 120  
 www.ojai.ca.gov

Received City of Ojai

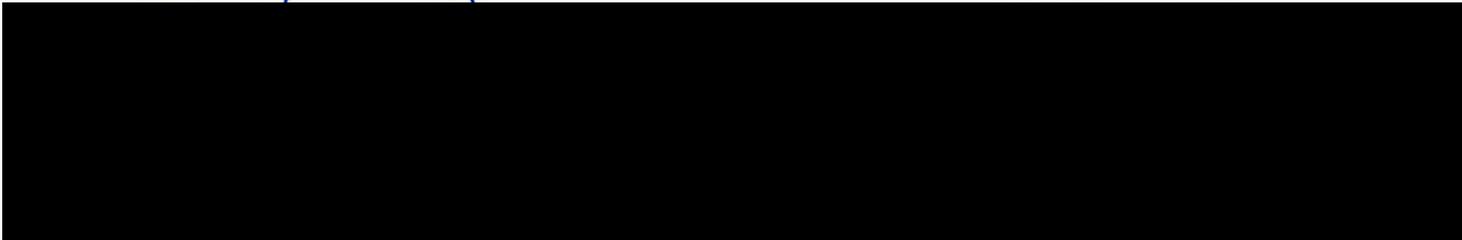
NOV 07 2025

City Clerk

**FACT SHEET FOR COMMISSION AND BOARD APPLICANTS**

Name: Carolyn Wagner

Date: 11-07-2025



Employer: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Business \_\_\_\_\_ Type of \_\_\_\_\_  
 Address: \_\_\_\_\_ Business \_\_\_\_\_

Education: Johns Hopkins University, Ph.D. and M.A. in American Intellectual History; Scripps College, B.A. in American History, Phi Beta Kappa

Number of years as a resident of the Ojai Valley: 6 years

Are you a registered voter of the City of Ojai? Yes

List Civic Activities, Clubs, Associations, Etc.: Ad Hoc Grants Committee of the Ojai Arts Commission; Ojai Womens' Fund Grants Committee; Help of Ojai, supporter; Ojai Valley Land Conservancy, supporter; Ojai Valley Museum, supporter

Additional information, qualifications and/or references:

\_\_\_\_\_  
See attachment  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*(You may attach additional pages if you wish)*

## CAROLYN WAGNER BIO

Carolyn Wagner has extensive experience in senior administrative, fundraising, and consulting capacities at nonprofit and academic institutions in Southern California and beyond.

As a consultant, Carolyn worked on the Getty's Foundation's *Pacific Standard Time: Art in L.A., 1945–1980* and *Pacific Standard Time: LA/LA* and on projects for the Arcadia Performing Arts Foundation, the American University of Iraq, the American Museum of Ceramic Art, and Craft in America.

Academic and fundraising positions include President of the Library Foundation of Los Angeles, Executive Director of the Kravis Leadership Institute at Claremont McKenna College, senior advancement positions at Claremont McKenna College and Scripps College, Associate Provost of Claremont Graduate School, President of Historical Perspectives, Inc., and Curator of the Natural History Museum of Los Angeles County (Workman and Temple Homestead Museum).

While Executive Director of the Kravis Leadership Institute, Carolyn was part of the team that developed the assessment methodology for the Kravis Prize in Leadership, which recognized extraordinary accomplishments in the nonprofit sector worldwide.

Carolyn has served on the board of trustees of Scripps College, the Costume Council of LACMA, the California Preservation Foundation, the Los Angeles Conservancy, and the Los Angeles Chamber Orchestra, among other organizations.

She is a graduate of Scripps College and earned her Ph.D. from Johns Hopkins University in American Intellectual History. Her dissertation: *The Boy Scouts of America: A Model and a Mirror of American Society*, has been frequently cited by scholars, including historians in the field of masculinity studies. She was also the photography editor of the David Lavender book, *Los Angeles: Two Hundred*.

Carolyn and her husband, Rob, moved to Ojai from Pasadena in 2019. She has served as a member of the grants committee of the Ojai Women's Foundation for the past two years and recently served on the Ad Hoc Committee of the Ojai Arts Commission.

Carolyn was introduced to Ojai in 1984 after meeting Beatrice Wood at the *Women in Clay* exhibition at the Octagon Center in Ames, Iowa.



## Administrative Report

**TO:** Honorable City Council

**FROM:** Ben Harvey, City Manager

**MEETING DATE:** February 24, 2026

**SUBJECT:** City Council Goal Tactics Cost Estimates & Updates (*City Council Direction*)

---

### RECOMMENDATION

Review the City Council Goal Tactics and corresponding estimates and provide staff with feedback and direction.

### DISCUSSION

The City Council adopted nine strategic goals for FY2025-26 to guide policy priorities and resource allocation. Each goal includes multiple tactics; at least three per goal, and some have a maximum of four; to ensure comprehensive progress across housing, safety, infrastructure, and community engagement. The goals are:

1. Affordable Housing
2. Wildfire Safety and Risk Mitigation
3. Arts, Culture and Recreation Funding
4. Infrastructure Maintenance and Improvement
5. Public Safety
6. Diversifying Economy/Tourism Management
7. Climate Resiliency
8. Financial Stability
9. Communication and Relationships

Staff plans to return quarterly to the City Council with a status update. This initial update is scheduled for April 14, 2026, City Council meeting.

### CITY COUNCIL GOALS ALIGNMENT

N/A (See Explanation Below)

This section is marked as N/A because the proposed actions comprehensively address and fulfill all established City Council goals.

### OPTIONS

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

**FISCAL IMPACT**

These tactic cost estimates have not been approved by the City Council and are not included in the mid-year budget. No immediate appropriation is proposed in this report. This update identifies \$1,439,025 in funding needed for tactics with defined costs. Of this amount, \$704,025 has already been appropriated and recorded in the tracker. Any budget adjustments for appropriating funding for the projects would be brought back to City Council in future agenda items.

**Prepared by: Norma Cervantes, Assistant to the City Manager**

**ATTACHMENT(S)**

- A. Goals and Tactics

FY2025-26 CITY COUNCIL GOALS TACTICS

GOAL #	GOAL TITLE	TACTIC #	TACTIC DESCRIPTION	STATUS	DEPARTMENT	PROJECTED COSTS	APPROPRIATED	NOTES
1	Affordable Housing	1.1	Research establishment of a housing trust and potential budget allocation to support housing goals including rental assistance* and housing allotment	In-Progress	Community Development	\$ 100,000	YES	*Rental Assistance Program established through Help of Ojai
1	Affordable Housing	1.2	Identify opportunities to create workforce housing and potential live/work strategies.	On-going	Community Development	\$ 15,000	YES	Possible use of consultant and/or City Attorney
1	Affordable Housing	1.3	Explore creation of housing Commission, addressing affordable housing and homelessness.	Not Started	Community Development	\$ 15,000	NO	Possible use of consultant and/or City Attorney
2	Wildfire Safety & Risk Mitigation	2.1	Pursue partner agreements in cooperation with providers/regional partners to further efforts that will reduce hazardous conditions and fuel sources, Wildfire Prevention Grants, include land clearing, educational outreach program regarding defensible space, and home hardening measures, and provide assessment tool(s).	In-Progress	City Manager's Office	\$ 386,025	YES	\$386,025 Professional Services Agreement with Ojai Valley Fire Safe Council
2	Wildfire Safety & Risk Mitigation	2.2	Explore feasibility and cost to implement local warning systems such as warning sirens, reverse 911, and back-up systems for communications. Promote participation in "VC Alert" and promote programs such as "Ready, Set, Go"	Not Started	City Manager's Office	\$ 500,000	NO	Anticipated cost of sirens; City owns 2 message boards
2	Wildfire Safety & Risk Mitigation	2.3	Research initiative to create micro-grid(s) and initiative to underground utility lines.	Not Started	City Manager's Office	\$ 15,000	NO	Possible use of consultant and/or City Attorney
3	Arts, Culture and Recreation Funding	3.1	Extend bike path to Soule Park with County partnership	Not Started	Public Works	\$ 15,000	NO	Possible use of consultant and/or City Attorney
3	Arts, Culture and Recreation Funding	3.2	Engage Arts Commission to place a mural in Kent Hall City Council Chambers	Not Started	City Manager's Office	\$ 15,000	NO	Vinyl Wrap estimate
3	Arts, Culture and Recreation Funding	3.3	Consider Ojai Cultural Contribution, dedication a portion of the TOT to non-profit applicants influencing the arts, culture, and recreation.	Not Started	City Manager's Office		NO	
3	Arts, Culture and Recreation Funding	3.4	Increase funding the Arts Grant Program to support programming and services, helping to strengthen the local arts and cultural community	Completed	City Manager's Office	\$ 100,000	YES	25 grants allotted totaling \$100k

FY2025-26 CITY COUNCIL GOALS TACTICS

GOAL #	GOAL TITLE	TACTIC #	TACTIC DESCRIPTION	STATUS	DEPARTMENT	PROJECTED COSTS	APPROPRIATED	NOTES
4	Infrastructure Maintenance and Improvement	4.1	Explore Land use agreement with the County regarding Ojai Bike Trail to include a maintenance program, directing the City Manager to enter into negotiations with County.	Not Started	City Manager's Office	\$ 15,000	NO	Possible use of consultant and/or City Attorney
4	Infrastructure Maintenance and Improvement	4.2	Parking concept review - multiple topics 6F. Commission parking study (including locations, metering and enforcement) to determine needs and potential revenue options. (Cross-referenced in Goal 4H)	Not Started	Community Development	\$ 15,000	NO	Possible use of consultant and/or City Attorney
4	Infrastructure Maintenance and Improvement	4.3	Research Road and Hardscape Alternative Materials with potential demonstration project.	In-Progress	Public Works	\$ 15,000	NO	Possible use of consultant and/or City Attorney
4	Infrastructure Maintenance and Improvement	4.4	Research advancing road paving timeline to reduce expenditures.	In-Progress	Public Works		NO	
5	Public Safety	5.1	Create traffic safety commission	In-Progress	Public Works		YES	Scheduled for 02/24/2026 City Council meeting
5	Public Safety	5.2	Conduct Citywide speed study with goal to establish citywide 25 MPH speed limit	Completed	Public Works	\$ 51,000	YES	
5	Public Safety	5.3	Develop speed hump policy	Not Started	Public Works		NO	
6	Diversifying Economy/Tourism Management	6.1	Commission Economic Action Plan, especially to better capitalize on visitor population.	Completed	City Manager's Office	\$ 52,000	YES	Approved by City Council 01/28/2026
6	Diversifying Economy/Tourism Management	6.2	Explore other potential revenue options, including sales tax increase, paid parking, bus visitation fees, non-residential ownership tax	Not Started	City Manager's Office	\$ 15,000	NO	Possible use of consultant and/or City Attorney
6	Diversifying Economy/Tourism Management	6.3	Investigate and return with report on 'incubator business investments' used in City of Ventura or other agencies	Not Started	City Manager's Office	\$ 15,000	NO	Possible use of consultant and/or City Attorney

FY2025-26 CITY COUNCIL GOALS TACTICS

GOAL #	GOAL TITLE	TACTIC #	TACTIC DESCRIPTION	STATUS	DEPARTMENT	PROJECTED COSTS	APPROPRIATED	NOTES
7	Climate Resiliency	7.1	Habitat restoration and 're-wilding' - investigate programs and funding available for Council consideration	Not Started	City Manager's Office		NO	
7	Climate Resiliency	7.2	Educate builders in energy efficient construction and incentivize through a grant program for both new construction and existing home improvements.	In-Progress	Community Development		NO	Flexpath Ordinance adopted, go live 2026 w/Community Workshops
7	Climate Resiliency	7.3	Research alternative paving materials	In-Progress	Public Works		NO	
8	Financial Stability	8.1	Evaluate Sheriff's Contract	Not Started	City Manager's Office		NO	
8	Financial Stability	8.2	Assess potential surplus from our reserve policy and develop a policy on how to utilize that surplus	Not Started	Finance		NO	Draft policy to go before Finance & Budget Committee - Summer 2026
8	Financial Stability	8.3	Procure public facing interactive budget reporting software.	Not Started	Finance	\$ 100,000	NO	Finance Director to provide examples for City Council consideration and testing.
9	Communications and Relationships	9.1	Community Survey on Council Progress	Not Started	City Manager's Office		NO	Indefinitely tabled by City Council
9	Communications and Relationships	9.2	Evaluate the City's website to improve ease of use for the public	Not Started	City Manager's Office		NO	
9	Communications and Relationships	9.3	Fill the vacant Events and PIO position	Completed	City Manager's Office		YES	Norrma Cervantes serving as PIO and Kristy Rivera serving as Recreation Manager over Special Events
9	Communications and Relationships	9.4	Bi-monthly townhalls to hear from the community	Not Started	City Manager's Office		NO	



## Administrative Report

**TO:** Honorable City Council

**FROM:** Andy Gilman, Mayor  
Rachel Lang, Council Member

**MEETING DATE:** February 24, 2026

**SUBJECT:** Review and Adopt of City of Ojai Style Guide and Branding Elements (*City Council Direction*)

---

### RECOMMENDATION

Review the proposed City of Ojai Style Guide and associated branding elements and adopt one option as the official standard for City communications.

### DISCUSSION

The City of Ojai has been working toward establishing a unified and professional brand identity to improve communication consistency and public recognition. This effort began in 2024 when the City contracted Tripepi Smith to develop a comprehensive style guide.

- *First Presentation:* April 8, 2025 – Council reviewed the proposed City of Ojai Style Guide, which included recommendations for typography, color palette, logo usage, and design standards for official materials. At which time Council directed staff to bring back the item with the input from two Council members to provide input in an informal working group setting, not subcommittee.
- *Second Presentation:* October 14, 2025 – Council considered color palette and logo options. At that meeting, Mayor Gilman and Mayor Pro Tem Lang worked with Tripepi Smith to refine branding elements and presented several options for Council consideration. Council members provided feedback to the team.

This is the third time the matter has been brought before Council, now for review and adoption of one option.

A unified style guide ensures that all City communications, whether online, in print, or in person, are clear, professional, and cohesive. Consistent branding:

- Strengthens visibility and recognition of official City information
- Promotes efficiency by eliminating ad hoc design decisions
- Reflects the City's character and values
- Supports economic development and public trust

The style guide will standardize:

- Logo usage alongside the City seal

- Official color palette
- Typography and design elements for business cards, letterheads, presentations, and social media templates

The City seal will remain in use for formal documents and government functions, while the logo will serve as a modern branding tool for public facing communications.

### **CITY COUNCIL GOALS ALIGNMENT**

Goal No. 9 - Communication and Relationships

### **OPTIONS**

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

### **FISCAL IMPACT**

Funding for this branding initiative is provided through Amendment 1 to the Tripepi Smith contract in the amount of \$4,920.

**Prepared by: Norma Cervantes, Assistant to the City Manager**

### **ATTACHMENT**

- A. Style Guide – 2025 Ojai Logo Exploration Draft 06b Presentation

# Three Color Options



Ojai

B&W



Ojai

1 Brown



Ojai

2 Teal



Ojai

3 Green

# 1. Brown



Ojai

Prefer with  
or without  
sun/moon?



Ojai

1A



Ojai

1B

## 2. Teal



Ojai

Prefer with  
or without  
sun/moon?



Ojai

2A



Ojai

2B

### 3. Green



Ojai

Prefer with  
or without  
sun/moon?



Ojai

3A



Ojai

3B

## Font Alternates



Ojai

Calunna

X



Ojai

Josephin Sans

Y



Ojai

Avenir

Z



## Administrative Report

**TO:** Honorable City Council

**FROM:** Ben Harvey, City Manager

**MEETING DATE:** February 24, 2026

**SUBJECT:** Amendment No. 1 to Tripepi Smith Contract – Expanded Scope and Budget (*City Council Direction*)

---

### RECOMMENDATION

Approve Amendment No. 1 to the Tripepi Smith contract to include additional services and increase the not-to-exceed amount by \$20,000, for a total not-to-exceed amount of \$155,600.

### DISCUSSION

Tripepi Smith is the City's contracted communications support expert team, providing City social media management, City newsletter production and other strategic communication needs. Under the existing contract, the City of Ojai has been working with Tripepi Smith on branding and communication initiatives to strengthen the City's identity and improve outreach. To allow for the completion of two important communication initiatives, and allow for any unforeseen expenses along the way, an amendment to the contract will be required.

The additional funds will fund the following services:

- Logo Finalization and Branding Guidelines (\$4,920)  
Tripepi Smith will finalize the City's logo design and deliver a comprehensive branding package, including a flexible logo library and Brand Guidelines (templates, etc.). These guidelines will ensure consistent application of the City's brand across all platforms and materials, enhancing professionalism and public recognition.
- State of the City Video Production (\$9,860)  
The State of the City is an essential communication tool to inform residents about City accomplishments and future priorities. Tripepi Smith will provide full video production services featuring all City Council Members, including scripting, filming, editing, and delivery of polished video. This will be complemented by a PowerPoint slide deck and draft remarks so that the video may be included within a live State of the City presentation, as well as posted and distributed.
- Completion of previously directed work, including the hardcopy budget book for Fiscal Year 25-26 (\$5,220). In this year of Finance Team transition and staffing shortages, Tripepi Smith has stepped in to produce the requisite budget book Fiscal Year 25-26 (digital and hardcopy editions).

These services are desired to further enhance communication with the public, consistent with the City Council Goal of Communication and Relationships. Without this amendment, the City would lack the resources to complete these projects, which are helpful for transparency, and engagement.

### **CITY COUNCIL GOALS ALIGNMENT**

Goal No. 9 - Communication and Relationships

### **OPTIONS**

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

### **FISCAL IMPACT**

The total cost for these additional services is \$20,000. Funding for this amendment will need to come from the unprogrammed General Fund balance. Making this expenditure does not jeopardize the City's 100% General Fund Expenditure Reserve Policy.

**Prepared by: Norma Cervantes, Assistant to the City Manager**

### **ATTACHMENT(S)**

- A. Proposal – Tripepi Smith & Associates
- B. Amendment 1 – Tripepi Smith & Associates
- C. PSA for Consultant Services

February 2, 2026

Dear Ben,

Thank you for the opportunity to present Tripepi Smith's estimate for additional ad hoc services requested by the City of Ojai. This proposal outlines the scope and costs associated with Phase Two Logo Finalization and brand guideline development, production of the City's first State of the City, and an outstanding balance related to previously directed ad hoc work, including the FY 2025-26 Budget Book. Based on recent conversations and City direction, this estimate reflects the work requested and is provided using the City of Ojai's current reduced retainer rates.

## Scope

### Phase-Two: Logo Finalization

Tripepi Smith recommends an ad hoc budget of \$4,920 to finalize the logo design and development of branding guidelines for the City of Ojai. Following the delivery of the most recent logo concepts (Draft-06a), the City indicated it would review the options and determine which versions it wished to refine further. The City is now ready to move forward with final logo selection. Tripepi Smith will support this phase by finalizing the selected logo and delivering a flexible logo library ensuring the City has the appropriate formats and variations for use across all applications.

### State of the City Video

Tripepi Smith recommends an ad hoc budget of \$9,860 to produce a 5–7 minute State of the City video, Script for on-camera delivery, a supporting PowerPoint slide deck for the event, and draft Mayor and Councilmember remarks to be given at the live event. The production process includes pre-production planning to define goals, format, scripts, interview questions, storyboards and schedules; an on-site production day to capture interviews, b-roll and drone footage with City leadership, staff and community stakeholders; and post-production editing to create a compelling final video reflecting the past year, including graphics, music, color correction and captions as needed. The City will have the opportunity to review and provide edits on up to two iterations, with final deliverables provided in formats suitable for event presentation and digital distribution.

## Cost Estimate

### Time & Materials Engagement

Tripepi Smith recommends a Time & Materials payment structure for the engagement. The following spreadsheet outlines proposed deliverables and associated costs.

Service/Deliverable	Scope	Deliverables	Estimated Cost
<b><u>Phase Two: Logo Finalization &amp; Brand Guidelines</u></b>	Finalize the City's selected logo design and develop comprehensive Brand Guidelines to ensure consistent use across all City applications.	<ul style="list-style-type: none"> <li>Final City logo (approved version)</li> <li>Flexible logo library (multiple formats and variations)</li> <li>Brand Guidelines (logo usage, color palette, fonts)</li> </ul>	\$4,920
<b><u>State of the City Production</u></b>	Provide full video production services for a 5–7 minute State of the City video, including pre-production planning, onsite filming, post-production editing, and presentation support.	<ul style="list-style-type: none"> <li>5–7 minute State of the City video</li> <li>Script for on-camera delivery</li> <li>PowerPoint slide deck for event presentation</li> <li>Mayor and Councilmember remarks</li> <li>Final video files (.MP4) and caption files (.SRT)</li> </ul>	\$9,860
<b><u>Approved Ad Hoc Work</u></b>	Remaining balance of \$4,438.13 associated with previously City-directed ad hoc services completed outside of the base retainer scope + a ceiling of \$781.87.	<ul style="list-style-type: none"> <li>Payment of outstanding balance for completed services &amp; direction on remaining funds if applicable</li> </ul>	\$5,220.00
<b>Estimated Grand Total</b>			<b>~\$20,000.00</b>

We value our role as your partner and will remain flexible to align with the City's priorities and budget considerations. We recommend an overall **Not-to-Exceed budget of \$20,000** to cover the outstanding balance for the Fiscal Year 25-26 Budget Book project, My Ojai Campaign and provide a limited contingency for the two projects proposed.

We look forward to supporting the City of Ojai with these services and are happy to discuss options further.

Regards,



Ryder Todd Smith

## AMENDMENT NO. 1

### TO AGREEMENT FOR CONTRACT SERVICES

**THIS AMENDMENT TO THE AGREEMENT FOR CONTRACT SERVICES** (“Amendment No. 1”) by and between the CITY OF OJAI, a California municipal corporation (“City”) and Tripepi, Smith & Associates, Inc., a California Corporation (“Consultant”) is effective as of the 24th day of February, 2026 (“Effective Date”).

#### RECITALS

A. City and Consultant entered into that certain Agreement for Contractual Services dated July 1, 2025 (“Agreement”) whereby Consultant agreed to Communication Support Services (the “Original Services”) for 1 year for a total contract sum of \$ 135,600.

B. The City desires to expand the original scope of services to include logo finalization services and production of the State of the City Video (the “Additional Services”). and to complete other work previously requested by City, including the preparation of the City’s Budget Book for an additional \$20,000.

C. City and Consultant now desire to amend the Agreement to: (1) increase the not-to-exceed amount by \$20,000 to cover the costs of the Additional Services and to add funds for completion of the Original Services for a total not-to-exceed contract sum of \$155,600; (2) amend Exhibit A of the Agreement to include the Additional Services; and (3) amend Exhibit B to include revisions to the Approved Fee Schedule.

#### TERMS

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

**A. Section 5.2 is hereby amended as follows:**

Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sum of ***One Hundred Fifty-Five Thousand, Six Hundred Dollars and No Cents (\$155,600.00)***~~one hundred thirty five thousand, six hundred dollars (\$135,600.00)~~ unless specifically approved in advance and in writing by City. Consultant shall notify the City Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the maximum amount payable above. Consultant shall concurrently inform the City Agreement Administrator, in writing, of Consultant’s estimate of total expenditures required to complete

its current assignments before proceeding, when the remaining work on such assignments would exceed the maximum amount payable above.

**B. Exhibit A, “Scope of Work” is amended to add the Additional Services described in Exhibit A-1 attached hereto and incorporated herein by this reference.**

**C. Exhibit B, “Approved Fee Schedule” is amended to add the fees for the Additional Services and increase the funds for the Original Services as provided in Exhibit B-2 attached hereto and incorporated herein by this reference.**

2. **Continuing Effect of Agreement.** Except as amended by this Amendment No. 1, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment No. 1, whenever the term “Agreement” appears in the Agreement, it shall mean the Agreement, as amended by this Amendment No. 1 to the Agreement.

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

Consultant represents and warrants to City that, as of the date of this Amendment No. 1, City is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

City represents and warrants to Consultant that, as of the date of this Amendment No. 1, Consultant is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

4. **Adequate Consideration.** The parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment No. 1.

5. **Authority.** The persons executing this Amendment No. 1 on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Amendment No. 1 on behalf of said party, (iii) by so executing this Amendment No. 1, such party is formally bound to the provisions of this Amendment No. 1, and (iv) the entering into this Amendment No. 1 does not violate any provision of any other agreement to which said party is bound.

6. **Counterparts.** This Amendment No. 1 may be executed in any number of counterparts and each of such counterparts shall for all purposes be deemed to be an original,

whether the signatures are originals, electronic, facsimiles or digital. All such counterparts shall together constitute but one and the same Amendment No. 1.

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

**IN WITNESS WHEREOF**, the parties hereto have executed this Amendment No. 1 on the date and year first-above written.

**CITY:**

CITY OF OJAI, a municipal corporation

\_\_\_\_\_  
Ben Harvey, City Manager

**ATTEST:**

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

APPROVED AS TO FORM:  
ALESHIRE & WYNDER, LLP

\_\_\_\_\_  
Bethany A. Burgess, City Attorney

**CONSULTANT:**

\_\_\_\_\_

By: \_\_\_\_\_  
Name: RyderTodd Smith  
Title: Co-founder & Principal

**EXHIBIT A-1  
ADDITIONAL SERVICES**

**The following Additional Services are added to Exhibit A.**

**A. Phase-Two: Logo Finalization and Brand Guidelines**

Tripepi Smith recommends an ad hoc budget of \$4,920 to finalize the logo design and develop Branding Guidelines for the City of Ojai. Following the delivery of the most recent logo concepts (Draft-06a), the City indicated it would review the options and determine which versions it wished to refine further. The City is now ready to move forward with final logo selection. Tripepi Smith will support this phase by finalizing the selected logo and delivering a flexible logo library ensuring the City has the appropriate formats and variations for use across all applications.

Tripepi Smith will also work with the City to develop brand guidelines to ensure consistent use of the City's branding across all City applications.

Deliverables: (1) final approved City logo; (2) flexible logo library (multiple formats and variations); and (3) Brand Guidelines (including logo usage guidelines and approved color palettes and fonts)

**B. State of the City Video**

Tripepi Smith recommends an ad hoc budget of \$9,860 to produce a 5–7 minute State of the City video, Script for on-camera delivery, a supporting PowerPoint slide deck for the event, and draft Mayor and Councilmember remarks to be given at the live event. The production process includes pre-production planning to define goals, format, scripts, interview questions, storyboards and schedules; an on-site production day to capture interviews, b-roll and drone footage with City leadership, staff and community stakeholders; and post-production editing to create a compelling final video reflecting the past year, including graphics, music, color correction and captions as needed. The City will have the opportunity to review and provide edits on up to two iterations, with final deliverables provided in formats suitable for event presentation and digital distribution.

Deliverables: (1) 5-7 minute State of the City video; (2) Script for on-camera delivery; (3) PowerPoint slide deck for event presentation; (4) Mayor and Council Member scripts; and (5) final video files (.MP4) and caption files (.SRT)

**EXHIBIT B-1**  
**ADDITIONAL SERVICES FEE SCHEDULE**

Tripepi Smith will perform the additional services on a time and materials basis, based on the following estimated fee schedule:

<b>Description of Additional Services</b>	<b>Estimated Fees</b>
Logo Finalization and Brand Guidelines	\$4,920.00
State of the City Video	\$9,860.00

Additionally, \$5,220.00 is added to the Agreement not to exceed amount for completion of the previously directed work, including the completion of City’s 2025-2026 Budget Book project, My Ojai Campaign, and other requested Additional Services.

**PROFESSIONAL SERVICES AGREEMENT  
FOR CONSULTANT SERVICES  
(City of Ojai /Tripepi Smith and Associates)**

**1. IDENTIFICATION**

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into as of the last date indicated below by and between the City of Ojai, a California municipal corporation (“City”), and Tripepi Smith and Associates, a California corporation (“Consultant”) (collectively, “parties”).

**2. RECITALS**

- 2.1 City has determined that it requires the following professional services from a consultant: Communication Support Services.
- 2.2 Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

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

**3. DEFINITIONS**

- 3.1 “Scope of Services” means such professional services as are set forth in Consultant’s June 3, 2025 proposal to City attached hereto as “Exhibit A” and fully incorporated herein by this reference.
- 3.2 “Approved Fee Schedule” means such compensation rates as are set forth in Consultant’s June 3, 2025, Cost Proposal to City attached hereto as “Exhibit A, page 18” and fully incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.3 “Commencement Date” means July 1, 2025.
- 3.4 “Termination Date” means June 30, 2026.
- 3.5 “City Agreement Administrator” means Ben Harvey, City Manager
- 3.6 “Consultant Project Administrator” means Ryder Todd Smith, Co-founder & Principal.

#### **4. TERM**

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall terminate at 11:59 p.m. on the Termination Date unless extended in writing by mutual agreement of the parties or terminated earlier in accordance with Section 18 (“Termination”) below.

#### **5. CONSULTANTS SERVICES**

- 5.1 Time is of the essence in Consultant’s performance of services under this Agreement.
- 5.2 Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sum of one hundred thirty-five thousand, six hundred dollars (\$135,600.00) unless specifically approved in advance and in writing by City. Consultant shall notify the City Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the maximum amount payable above. Consultant shall concurrently inform the City Agreement Administrator, in writing, of Consultant’s estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the maximum amount payable above.
- 5.3 Consultant shall perform all work to the highest standards of Consultant’s profession and in a manner reasonably satisfactory to City. Consultant shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*).
- 5.4 Consultant represents that it has advised City in writing prior to the date of signing this Agreement of any known relationships with third parties, City Council Members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.
- 5.5 During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if both (i) such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute and (ii) City has not consented in writing to Consultant’s performance of such work.

- 5.6 Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Ryder Todd Smith shall be the Consultant Project Administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No other person shall serve as Consultant Project Administrator without City's prior written consent.
- 5.7 This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.
- 5.8 Consultant shall be responsible to City for all services to be performed under this Agreement. All subconsultants shall be approved by the City Agreement Administrator and their billing rates identified in the Approved Fee Schedule, Exhibit A, page 18. City shall pay Consultant for work performed by its subconsultants (including labor) only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibit A, page 18. Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subconsultants performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subconsultants.
- 5.9 Consultant shall notify the City Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subconsultant. Change of ownership or control of Consultant's firm may require an amendment to the Agreement.
- 5.10 This Agreement is subject to prevailing wage law, for all work performed under the Agreement for which the payment of prevailing wages is required under the California Labor Code. In particular, Consultant acknowledges that prevailing wage determinations are available for the performance of inspection and survey work.

## **6. COMPENSATION**

- 6.1 City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Approved Fee Schedule in full satisfaction for such services.
- 6.2 Consultant shall submit to City an invoice, on a monthly basis or less frequently, for services performed pursuant to this Agreement. Each invoice shall identify the maximum amount payable above, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the

firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges. City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall include a copy of each subconsultant invoice for which reimbursement is sought in the invoice.

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

6.4 Payments for any services requested by City and not included in the Scope of Services may be made to Consultant by City on a time-and-materials basis pursuant to the Approved Fee Schedule and without amendment of this Agreement, so long as such payment does not cause the maximum amount payable above to be exceeded.

## **7. OWNERSHIP OF WRITTEN PRODUCTS**

All reports, documents or other written material, and all electronic files, including computer-aided design files, developed by Consultant in the performance of this Agreement (such written material and electronic files are collectively known as “written products”) shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

## **8. RELATIONSHIP OF PARTIES**

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

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

## **9. AGREEMENT ADMINISTRATOR**

In performing services under this Agreement, Consultant shall coordinate all contact with City through its City Agreement Administrator. City reserves the right to change this designation upon written notice to Consultant. All services under this Agreement shall be performed at the

request of the City Agreement Administrator, who will establish the timetable for completion of services and any interim milestones.

## **10. INDEMNIFICATION**

- 10.1 The parties agree that City, its officers, agents, employees and volunteers should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, taxes, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the parties intend the provisions of this indemnity provision to be interpreted and construed to provide the City with the fullest protection possible under the law. Consultant acknowledges that City would not enter into this Agreement in the absence of Consultant's commitment to indemnify and protect City as set forth herein.
- 10.2 To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and when the City requests with respect to a claim provide a deposit for the defense of, and defend City, its officers, agents, employees and volunteers from and against any and all claims, losses, costs and expenses for any damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, and injury to any property arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or any of its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole active negligence or willful misconduct of the City. Such costs and expenses shall include reasonable attorneys' fees due to counsel of City's choice, expert fees and all other expenses of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.
- 10.3 City shall have the right to offset against any compensation due Consultant under this Agreement any amount due City from Consultant as a result of Consultant's failure to pay City promptly any indemnification arising under this Section 10 of this Agreement and any amount due City from Consultant arising from Consultant's failure either to (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.
- 10.4 The obligations of Consultant under this Section 10 of this Agreement are not limited by the provisions of any workers' compensation or similar statute. Consultant expressly waives its statutory immunity under such statutes as to City, its officers, agents, employees and volunteers.
- 10.5 Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in Section 10 of this Agreement from each and every

subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. If Consultant fails to obtain such indemnity obligations from others, Consultant agrees to indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims, losses, costs and expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.

- 10.6 City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply whether or not any insurance policies apply to a claim, demand, damage, liability, loss, cost or expense.
- 10.7 In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.
- 10.8 Notwithstanding any federal, state, or local policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in CalPERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for CalPERS benefits.

## **11. INSURANCE**

- 11.1 During the term of this Agreement, Consultant shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's performance of this Agreement.
- 11.2 Any available insurance proceeds broader than or in excess of the specified minimum Insurance coverage requirements or limits shall be available to City as an Additional Insured as provided below. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits

specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any Insurance policy or proceeds available to the named Insured.

- 11.3 Insurance required under this Agreement shall be of the types set forth below, with minimum coverage as described:
  - 11.3.1 Comprehensive General Liability Insurance with coverage limits of not less than One Million Dollars (\$1,000,000) including products and operations hazard, contractual insurance, broad form property damage, independent consultants, personal injury, underground hazard, and explosion and collapse hazard where applicable.
  - 11.3.2 Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per claimant and One Million dollars (\$1,000,000) per incident.
  - 11.3.3 Worker's Compensation insurance if and as required by the laws of the State of California.
  - 11.3.4 Professional Errors and Omissions Insurance with coverage limits of not less than One Million Dollars (\$1,000,000).
- 11.4 Consultant shall require each of its subconsultants to maintain insurance coverage that meets all of the requirements of this Agreement provided however, that the City Agreement Administrator may waive the provision of Errors and Omissions Insurance by subconsultants in his or her sole discretion.
- 11.5 The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.
- 11.6 Consultant agrees that if it does not keep the insurance coverages required by this Agreement in full force and effect, City may either (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay the premium(s) thereon at Consultant's expense.
- 11.7 At all times during the term of this Agreement, Consultant shall maintain on file with City's Risk Manager a certificate or certificates of insurance showing that the required coverages are in effect and naming City and its officers, employees, agents and volunteers as Additional Insureds. Prior to commencement of work under this Agreement, Consultant shall file with City's Risk Manager such certificate(s) and Forms CG 20 10 07 04 and CG 20 37 07 04 or the substantial equivalent showing City as an Additional Insured.
- 11.8 Consultant shall provide proof that policies of insurance required by this Agreement expiring during the term of this Agreement have been renewed or replaced with

other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages.

- 11.9 The general liability and automobile policies of insurance required by this Agreement shall contain an endorsement naming City and its officers, employees, agents and volunteers as Additional Insureds. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to City. Consultant agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.
- 11.10 The insurance provided by Consultant shall be primary to any other coverage available to City. Any insurance or self-insurance maintained by the City and/or its officers, employees, agents or volunteers shall be in excess of Consultant's insurance and shall not contribute with it.
- 11.11 All insurance coverage provided pursuant to this Agreement shall not prohibit Consultant, and Consultant's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against the City.
- 11.12 Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of City, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond in the amount of the deductible or self-insured retention to guarantee payment of losses and expenses.
- 11.13 Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duties to indemnify, hold harmless and defend under Section 10 of this Agreement.
- 11.14 Consultant may be self-insured under the terms of this Agreement only with express written approval from the City.
  - 11.14.1 All self-insured retentions (SIR) must be disclosed to the City for approval and shall not reduce the limits of liability.
  - 11.14.2 Policies containing any SIR provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named Insured or the City.
- 11.15 City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

**12. MUTUAL COOPERATION**

- 12.1 City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.
- 12.2 If any claim, action, or proceeding is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim, action, or proceeding.

**13. CONFIDENTIALITY**

All data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without prior written consent by City. City shall grant such consent if disclosure is legally required. Upon request, all City data shall be returned to City upon the termination or expiration of this Agreement.

**14. RECORDS AND INSPECTIONS**

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

In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under the Agreement.

**15. PERMITS AND APPROVALS**

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

**16. NOTICES**

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit

in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

**If to City:**

**Ben Harcy**  
**City Manager**  
**City of Ojai**  
**401 S. Ventura St**  
**Ojai CA 93023**  
[Ben.Harvey@Ojai.ca.gov](mailto:Ben.Harvey@Ojai.ca.gov)  
**Telephone: 805-646-5581**

**If to Consultant:**

**Ryder Todd Smith**  
**Co-founder & Principal**  
**Tripepi Smith & Associates**  
**P.O. Box 52152**  
**Irvine CA 92619**  
[Ryder@Tripepismith.com](mailto:Ryder@Tripepismith.com)  
**Telephone: 626-536-2173**

With courtesy copy to:

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

**17. SURVIVING COVENANTS**

The parties agree that the covenants contained in Section 10, Section 13, Paragraph 12.2 and Section 14 of this Agreement shall survive the expiration or termination of this Agreement.

**18. TERMINATION**

- 18.1 City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant may terminate this Agreement for any reason on thirty calendar days' written notice to City. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be promptly returned to City upon the termination or expiration of this Agreement.
- 18.2 If City terminates this Agreement due to no fault or failure of performance by Consultant, then Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement as provided in Section 5.2 above and as otherwise provided in this Agreement.

## **19. GENERAL PROVISIONS**

- 19.1 Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 19.2 In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition or any other unlawful basis.
- 19.3 The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the section or paragraph shall govern construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular and vice versa, in any place or places herein in which the context requires such substitution(s).
- 19.4 The waiver by City or Consultant of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of any other term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party to be charged with the waiver.
- 19.5 Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 19.6 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. the exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies. If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the party prevailing in such action, whether or not reduced to judgment, shall be entitled to its reasonable court costs, including any accountants' and attorneys' fees expended in the action. The venue for any litigation shall be Ventura County, California and Consultant hereby consents to jurisdiction in Ventura County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

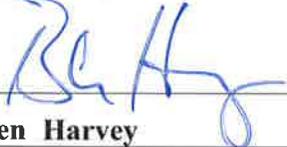
- 19.7 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 19.8 This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 19.9 All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the provisions of this Agreement and those of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on behalf of the City and Consultant.
- 19.10 Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Consultant shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training, Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.
- 19.11 **Campaign Contributions** - This Agreement is subject to Government Code section 84308, as amended by Senate Bill 1439 (2022), Senate Bill 1181 (2024), and Senate Bill 1243 (2024). Consultant shall disclose any contribution to an elected or appointed City official's campaign or committee in an amount of more than five hundred dollars (\$500) made within 12 months preceding the Commencement Date, by Consultant, its, her, or his agent, or another party affiliated with Consultant. Consultant shall provide a signed copy of the attached

Campaign Contribution Disclosure Form to City prior to, or concurrent with, Consultant's execution of this Agreement and no later than the Commencement Date.

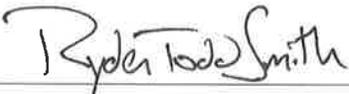
19.12 **Recitals** – The Recitals are incorporated by this reference.

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

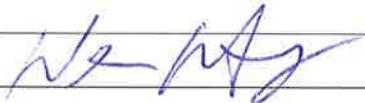
**City of Ojai**

  
By: Ben Harvey  
Its: City Manager  
Date: 7/17/25

**Tripepi Smith & Associates**

  
By: Ryder Todd Smith  
Its: Co-founder & Principal  
Date: July 10, 2025

**Attest:**

  
By: Weston Montgomery, Deputy City Clerk  
Date: July 15, 2025

**Approved as to form**

  
By: Matthew T. Summers, City Attorney  
Date: July 18, 2025

**“EXHIBIT A”  
SCOPE OF WORK**



**COMMUNICATION SUPPORT  
SERVICES**

**City of Ojai**

**June 3, 2025**

**By: Ryder Todd Smith  
Co-founder & Principal  
Tripepi Smith & Associates**

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# COVER LETTER

Thank you for the opportunity to present Tripepi Smith's offerings in response to the City of Ojai's need for continued social media management, newsletter production services and general outreach support. This proposal offers all requested information, including Tripepi Smith's understanding of your needs, our approach to addressing them, our cost proposal and more.

Tripepi Smith has a deep understanding of the City of Ojai, having supported the City in various communication efforts since 2024. We are familiar with your brand, your voice and preferred work flows, giving Tripepi Smith the ability to continue seamlessly supporting your communication efforts.

The team consists of over 65 communication experts — robust enough to support your goals, yet small enough to be nimble and responsive. We offer a spectrum of skills that allows us to match the appropriate resource to the task at hand, letting us execute faster at reduced engagement costs. These resources vary by both years of experience and core hard skills (graphic design versus videography versus writing versus social media, for example). Independent of skill set, each team member is active in the world of local government. The result: we have the ability to continue to tell impactful, localized stories across communication mediums, all within our one team.

Engaging constituents and telling your agency's story is not a simple matter. It takes work, consistency, innovation and creativity to make an impact. We are confident that our dedication and proven track record make us a great continued partner for the City of Ojai. Thank you for considering us in this endeavor. We eagerly anticipate the chance to discuss our proposal in more detail.

## Authorization

I affirm that I have the legal authorization to bind Tripepi Smith into agreements with Ojai and to make the statements below on behalf of the firm. This proposal is valid for 60 days from the date of submission.

Regards,



Ryder Todd Smith

Co-Founder & President, Tripepi Smith & Associates, Inc.

Ryder@TripepiSmith.com • (626) 536-2173 • PO Box 52152, Irvine, CA 92619

**RFP@TripepiSmith.com is our preferred point of contact throughout the evaluation process.**

# REFRESHER ON TRIPEPI SMITH

## A Public Affairs Firm that Understands Local Government

Tripepi Smith excels in public affairs and marketing. Founded in 2000 and incorporated as a California corporation in 2002, the company is headquartered in Orange County, California, with staff throughout the western United States. We work in a complex environment where successful communications go hand-in-hand with marketing and technical expertise. As a full-service marketing and creative services firm, Tripepi Smith offers the right professionals for the job while being small enough to be nimble and responsive. Our team offers a broad spectrum of experience and skills that allows us to apply the appropriate resource to the appropriate tasks; this allows us to execute work faster and reduce engagement costs.

Tripepi Smith's team comprises over 65 full-time professionals experienced in local government. Our staff includes former municipal employees with backgrounds in creative services, public information and city management, as well as seasoned directors, analysts and practice area specialists. Accredited public relations (APR) professionals guide effective messaging while policy wonks provide counsel on public affairs. TS Creatives fashion compelling branding, websites, print and digital design, social media, photography and videography. We employ multiple FAA-certified drone pilots and operate a full-scale video production studio with extensive event and broadcast experience.

**The Result: We can tell a complete story across mediums, all within our one team.**

### Firm Structure and Financial Matters

Tripepi Smith was founded in 2000 and incorporated in 2002 as a California S Corporation. The firm has two corporate officers, who are also the co-founders with equal ownership of the business:

**Co-Founder & President Ryder Todd Smith**

**Chief Financial Officer Nicole Smith**

Ryder and Nicole have signing authority to bind Tripepi Smith into agreements with clients. Tripepi Smith has generated a profit every year it has been in operation. We have never had a legal claim filed against us and have never failed to fulfill a contract commitment.

In addition to the President/CEO and CFO, multiple principals and directors oversee the day-to-day operations of a team of analysts, graphic designers, photographers and videographers. All Tripepi Smith employees report directly to the President. Please refer to our Org Chart for full details.

### Grounded in Civic Affairs

CFO Nicole Tripepi Smith is a second-generation civic-affairs professional (her father was a city manager for 28 years). President Ryder Todd Smith brings over 20 years of public agency marketing and communications experience to the table.

### Office Locations

Since early 2017, Tripepi Smith has operated in a completely virtual office environment. Being virtual enhances operational resilience and grants us access to a flexible and diverse workforce. The team — composed of policy wonks, creative message developers, broadcast specialists, videography experts, technology gurus and graphic artists — resides throughout Arizona, California, Idaho, Montana, New Mexico, Tennessee, Texas, Utah, Washington, with a majority based in California.

### Contact Information

- Email: [RFP@TripepiSmith.com](mailto:RFP@TripepiSmith.com)
- Phone: (626) 536-2173
- Mail: PO Box 52152, Irvine, CA 92619

**65+ Staff**

**9 STATES**

**20** local gov associations supported

**25 YEARS**  
Longest Served Client

**OVER 60** CERTIFICATIONS  
#ABL = "Always Be Learning"

**170+** YEARS OF COMBINED TEAM EXPERIENCE

**200+** CLIENTS

## Our Services

Tripepi Smith operates at the intersection of marketing, technology and public affairs. We excel in each of these areas, but the true power lies in our ability to seamlessly integrate them. This holistic approach allows us to craft impactful solutions for our clients.

Strategy, Marketing, Communications	Creative Services
<p><b>Strategic development, research, surveys, messaging</b></p>	<p><b>Full-service graphic design for digital, print and outdoor</b></p>
<p><b>Social media management</b></p>	<p><b>Brand and logo development</b></p>
<p><b>Web and social media strategy, optimization (SEO), metrics</b></p>	<p><b>Content creation</b> (writing, editorial, thought leadership)</p>
<p><b>Web hosting and support</b></p>	<p><b>Output services</b> (digital distribution, print management, mail management)</p>
<p><b>Email campaigns</b></p>	<p><b>Illustration and information graphics</b></p>
<p><b>Relations</b> (media, stakeholders, public, government)</p>	<p><b>Photography</b></p>
<p><b>Support and training for events, presentations and virtual gatherings</b></p>	<p><b>Videography, broadcasting, podcasting, drone</b></p>
<p><b>Digital, print, radio, out-of-home advertising</b></p>	<p><b>Event production, technical support</b></p>
<p><b>Staff training</b> (media, social media, photo, brand implementation)</p>	<p><b>Animation and motion graphics</b></p> <p><b>Web design and implementation</b></p>

## Partial Client Roster

We have a network of 200+ satisfied clients in the local government space. We are happy to connect you with contacts at our client agencies who can share their experience working with Tripepi Smith.

California City Management Foundation	City of La Cañada Flintridge	City of Rancho Mirage
City of Aliso Viejo	City of La Palma	City of Rancho Palos Verdes
City of American Canyon	City of La Puente	City of Riverbank
City of Atascadero	City of La Verne	City of Rohnert Park
City of Azusa	City of Laguna Hills	City of Rolling Hills Estates
City of Baldwin Park	City of Laguna Niguel	City of San Clemente
City of Bellflower	City of Lake Forest	City of San Leandro
City of Benicia	City of Lakeport	City of Santa Ana
City of Burlingame	City of Lancaster	City of Santa Clarita
City of Claremont	City of Livermore	City of Santa Paula
City of Coronado	City of Lomita	City of Saratoga
City of Cotati	City of Lynwood	City of Stanton
(City of) Culver City	City of Malibu	City of South Gate
City of Cupertino	City of Manhattan Beach	City of South Pasadena
(City of) Daly City	City of Manteca	City of Tracy
City of Danville	City of Martinez	City of Vallejo
City of Duarte	City of Menifee	Costa Mesa Sanitary District
City of El Cerrito	City of Millbrae	Del Paso Manor Water District
City of Encinitas	City of Morgan Hill	West County Wastewater District
City of Fountain Valley	City of Murrieta	Independent Cities Association
City of Foster City	City of Napa	Independent Cities Finance Authority
City of Fullerton	City of Ojai	Institute for Local Government
City of Gilroy	City of Orange	League of California Cities
City of Grover Beach	City of Orinda	Municipal Management Association of Northern California
City of Hawaiian Gardens	City of Pacifica	Municipal Management Association of Southern California
City of Hayward	City of Palm Desert	Orange County City Manager Association
City of Healdsburg	City of Palmdale	San Gabriel Valley City Managers' Association
City of Hercules	City of Paramount	Claremont McKenna College
City of Huntington Beach	City of Pico Rivera	
City of Indian Wells	City of Pismo Beach	
City of Irvine	City of Placentia	
	City of Pomona	

## Local Government Affiliation & Support

Tripepi Smith is a longstanding partner to these institutions, the majority of which have entrusted us with supporting their communications.



**California City Management Foundation**



**California Association of Public Information Officials**



**League of California Cities**



**California Contract Cities Association**



**Orange County City Manager Association**



**Cal-ICMA**



**California Municipal Revenue and Tax Association**



**Municipal Management Association of Northern California**



**Municipal Management Association of Southern California**



**Institute for Local Government**



**San Gabriel Valley City Managers' Association**



**California Special District Association**



**Texas Women's Leadership Institute**



**Urban Management Assistants of North Texas**



**Washington City/County Management Association**

## Axioms We Live By

### Introduction

In our work with over 200 local government agencies on external communications since our incorporation in 2002, we have identified many patterns, observations and insights. As a result we have developed some axioms (AKA sayings or mottos) when it comes to thinking about external-facing communications. These are just a few that we find universally true.

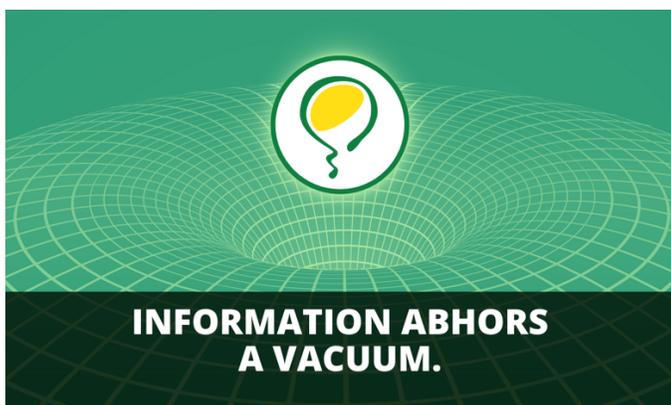
### Content X Distribution = Impact

The audience must see your content to be impacted by it.



Tripepi Smith was born in the digital era. We take digital seriously and recognize how critical it is to not only develop great visuals and messaging, but to ensure the audiences we want to reach actually see that content.

“**Content x Distribution = IMPACT**” is how we illustrate the point: What good is content if you aren’t properly promoting, distributing or sharing it? On the other hand, what good is distribution if the content fails to engage your audience positively? We use this principle to guide a comprehensive distribution strategy that ensures we reach our target audiences.



**If you don’t publish information first, someone else will—and they may not care about the facts.**

In this age of smartphones and voice-activated virtual assistants, we are used to being able to access news and information at our fingertips. When your community cannot easily find information — such as a controversial policy decision, a new housing development or a political scandal — they may resort to finding "the facts" on their own. This is especially true for crisis communications: the longer you wait to address the crisis, the more time you are giving to others to fill that void with their own research and/or opinions.

So, we strive to get your information out there first, even if it is a "holding message" such as "we are aware of the situation and will use our official channels to share more info soon." By publishing information on your agency's website or some other centralized location, you, your agency leadership and your supporters will be able to easily debunk misinformation with verifiable facts and talking points.

**Only a small percentage of the population understands local government the way we do.**



The 3% includes local government professionals like you and consultants like us—the select few who wake up daily thinking about the complexities facing public policy and municipal management. We have our own language in local government: terms, phrases and especially acronyms. Most of the population may have little exposure to or interest in local government. They just want their utilities to work, no potholes, low crime and other securities provided by their local governments that enable a high quality of life.

So, when we speak with the 97% through public outreach, we ensure our language is accessible and understandable. This mitigates any risk of alienating them; moreover, it enables an ability to build relationships and engender trust.

# TRIPEPI SMITH TEAM

## Organization Chart



## Project Staff

Should any key personnel become unavailable during our engagement, Tripepi Smith will quickly substitute with other Tripepi Smith resources who have commensurate experience, knowledge and/or skill sets.

Please see the Appendix for full resumes of key personnel. You can learn more about our individual backgrounds and qualifications at [www.TripepiSmith.com/Our-Team](http://www.TripepiSmith.com/Our-Team).

The core project team will have dedicated availability to support the engagement, including capacity to provide support under urgent notice and/or time constraints. Tripepi Smith is a collaborative firm with many skill sets available. Any Tripepi Smith staff member may be brought onto the engagement to help with our efforts.



### Cameron Grimm, APR Principal

#### Role: Account Manager

After a passion for storytelling compelled her to pursue a Bachelor of Arts in English at Scripps College, Cameron Grimm went on to study video editing and production at the Los Angeles Film School. This education led her to acquire more than 15 years of experience in video production and she later expanded her career into other areas of marketing communications. Her previous role as Director of Creative Services at Claremont McKenna College allowed her to manage print communication pieces and social media in addition to video work. Cameron's background includes experience in a variety of industries, including higher education, entertainment and the nonprofit sector. Her client work includes the City of Indian Wells, City of La Cañada Flintridge, Town of Yucca Valley and City of Burlingame.

Cameron is a certified Hootsuite Social Marketing Professional, Constant Contact Certified Solutions Provider, has certification in Advanced Crisis Communication from the Public Relations Society of America (PRSA) and has YouTube certifications in Content Ownership, Channel Growth and Creative Essentials. Her video work in Indian Wells won a 2020 CAPIO EPIC award. She is also a Library Board Member for the City of Rio Rancho.



## Kendall Lowery

### Business Analyst

#### Role: Project Manager

Kendall Lowery is a capable analyst and communicator with a wide range of skills, including content strategy, writing, website management and more. With a Bachelor of Arts in Economics and Writing & Rhetoric from Scripps College, Kendall is passionate about crafting concise, informative and accessible pieces of correspondence. She has honed her skills at organizations ranging from the Long Beach Post to online grocer Thrive Market, and has become a thorough researcher, a keen editor and a skillful SEO strategist.



## Nicole Weber

### Junior Business Analyst

#### Role: Project Support

Nicole is a writer and creative strategist with a passion for data-driven storytelling. She recently graduated from the University of California, Berkeley, earning a degree in Sociology along with a Graduate Certificate in Business and Entrepreneurship. On campus, Nicole was a writing tutor and a five-year varsity member of the rowing team. In her professional work, she aims to leverage her collaborative mindset and sociological insight to positively impact clients and communities. Her experience with media and analytics, combined with her academic training, allows her to effectively bridge the gap between data and storytelling.



## Ted Hwang

### Junior Business Analyst

#### Role: Project Support

Ted Hwang is an adaptable and detail-oriented individual with a background in marketing and business development. He graduated from Pomona College with a Bachelor of Arts in Economics and gained experience in digital design, writing and project management with the Claremont Marketing Group, primarily working with tech startup clients. His experience also includes customer outreach and support for a Los Angeles real estate tech startup. Ted is certified in Hootsuite Social Marketing. His client work includes the Clean Energy Alliance, Pomona Choice Energy, San Gabriel Valley City Managers Association and California Choice Energy Authority.

# PROJECT UNDERSTANDING

## Ojai's Needs

The City of Ojai is seeking a partner to enhance the effectiveness and reach of Ojai's communication, ensuring alignment with the City's vision for an engaged, innovative and bold future.

## Tripepi Smith's Approach

Tripepi Smith begins all new and renewed engagements with a kickoff meeting with the client to: introduce personnel to one another, define Key Performance Indicators (metrics, goals and timelines); review project management processes; and ensure each stakeholder has a full understanding of their responsibilities.

Tripepi Smith primarily uses the following tools to manage projects:

- Google Workspace for email, creating real-time collaborative documents and instant messaging
- Zoom or Google Meet for conference calls
- Sprout Social for social media management: posting and monitoring comments/messages
- Meltwater for media intelligence and media relations
- Kantata for project/task management, internal project status updates and time entry

These tools enable project managers to quickly determine a project's budget status, review the schedule of tasks, send rapid notifications to the whole team if issues arise and, generally, sustain momentum on our efforts.

## Ongoing Project Management & Strategy Discussions

To coordinate our efforts with staff and sustain momentum on projects, Tripepi Smith will schedule a recurring, 60-minute bi-weekly phone call that includes a designated lead for our engagement. These calls will help drive content planning for various communications channels. Call content will focus on story plans, new issues or concerns that need to be communicated, identification of major themes or ideas to address in the coming weeks, review of recent media mentions and social media comments and sharing of communication opportunities. This will be a working call during which Tripepi Smith will manage an agenda and provide notes for each call. After each call, the client will receive an action summary email about decisions made on the phone call and related action steps. We will produce work, such as social media posts and responses, in a shared workspace where you can see progress in real time and provide instant feedback. These tools allow for enhanced collaboration and expedite the production process. Additionally, the team will conduct internal weekly project management via social media audits.

## Social Media Management

- **Content Creation:** Social media content creation involves: planning, fact-checking, sourcing graphics, grammar checking and scheduling the post. Our team has experience producing content across Meta (Facebook and Instagram), Twitter/X, LinkedIn, NextDoor and others.
- **Monitoring:** Tripepi Smith will monitor Ojai's social media site inboxes seven days a week for customer service opportunities, mainly responding to questions. When we identify an opportunity to respond, we will aim to do so within 24 hours of the comment post time or message receipt time. We will occasionally require fact-checking and guidance from Ojai for more nuanced responses.
- **Additional:** Our work also includes optimizing social media accounts to enhance performance and/or take advantage of useful features. "Boosted Posts" and other targeted advertisements are also helpful in disseminating information to community members. Tripepi Smith is fully capable of running and tracking these paid campaigns (fees to be agreed upon and paid by Ojai).

## Monthly Metric & Analytic Report

Each month, Tripepi Smith will provide a summary report of the Key Performance Indicators or KPIs (reach, posts, engagement, etc.) related to your controlled social media sites and other key metrics if available, such as website visits, media mentions and email open/click rates. This will help us evaluate the success of our efforts as well as serve as an ongoing feedback mechanism for gathering valuable insights that can help inform ongoing communication strategy.

## Newsletter

Tripepi Smith proposes continuing newsletter production services, including editorial calendar planning, content writing, graphic design and print management services for a quarterly print newsletter, six pages (8.5x11" trifold) per year and deliver an ADA-compliant digital version for each newsletter for the City website in accordance with the newsletter production schedule set by the City. Print and postage fees to be paid by City to preferred print vendor.

## Strategy Meetings

Every 4 months, Tripepi Smith will host virtual strategy meetings with key Ojai stakeholders, such as the Executive Team. These meetings bring together leaders throughout the organization to:

1. Reflect on communications wins and lessons learned picked up in the previous quarter
2. Create a plan for outreach in the coming quarters. We typically collaborate on a Content Calendar in a Google Sheet for easy reference on what external communications need to happen in the coming six to 12 months

Talking about communications in local government for almost two hours usually gets everyone's brains churning about how they can get the word out on that next big program or new event. The nature of our work gives us the ability to probe deeper into city events and programs while still thinking broadly about how to get the word out on them. As we discuss audience perceptions and interests, go over best

practices and the reasoning/data to back them up, the conversation about communications becomes more than just a strategy meeting. Staff builds perspective on their role as communicators on behalf of their department and the agency. As a result, they become more invested in outreach.

## Ad Hoc Work

If there comes the need for any additional ad hoc services, Tripepi Smith is ready to provide those services and is outlining our hourly rates for the full array of our resources to support City communication efforts.

Examples of these ad hoc requests include but are not limited to: photography services; video production services; graphic design support; writing speeches; writing Letters to the Editor; presentation preparation; media training sessions; drafting or reviewing policies and procedures, organizing press conferences; writing articles for Ojai's websites or other publications; marketing campaigns; and other strategies, tactics and resources necessary to support your strategic mission.



"Thanks to Tripepi Smith, we've made significant strides in our outreach. In four years, we've achieved several milestones with the team. Tripepi Smith fully immerses themselves in our situations to get a clear understanding of the developments and challenges that the Paramount community faces. They then provide input and recommendations, which I have found to be immensely valuable for our City's communication efforts. The team at Tripepi Smith have truly become a valued partner in our City's ongoing success."

**John Moreno**  
City Manager, City of Paramount

## CLIENT WORK & REFERENCES

### City of Indian Wells



Micaela Wilkey, Management Analyst  
760.346.2489

[MWilkey@IndianWells.com](mailto:MWilkey@IndianWells.com)

44-950 El Dorado Drive, Indian Wells,  
CA 92210

The City of Indian Wells has been a client of Tripepi Smith's since 2018, tapping into the breadth of our team's skillset. Our scope of services primarily entails graphic design, news article and press release writing, website content updates and social media management. We also provide a monthly metrics report on the overall outreach numbers for the City to ensure clarity on both the quality of content and the overall distribution of that content to members of the community. Additionally, we provide support on editorial calendar creation and maintenance, media relations, strategic messaging, quarterly strategy meetings and photo/video production. Indian Wells first engaged Tripepi Smith for an express communications assessment.

### The City of Culver City



Shelly Wolfberg, Assistant to the City  
Manager

310.253.6008

[Shelly.Wolfberg@CulverCity.org](mailto:Shelly.Wolfberg@CulverCity.org)

9770 Culver Blvd.,  
Culver City, CA 90232

The City of Culver City has been one of Tripepi Smith's largest and most expansive engagements. Our primary delivery has been focused on social media management. We provide a monthly detailed metrics report to the client on the overall outreach numbers for the City to ensure clarity on both the quality of content and the overall distribution of that content to members of the community. Additional work has entailed press release and news article writing, webpage development, editorial calendar creation and maintenance, media relations, strategic messaging, graphic design of the parks and recreation brochure, video production, revenue measure outreach and education regarding officer involved incidents related to body camera footage.

**[COST PROPOSAL INCLUDED AS EXHIBIT B]**

# APPENDIX: RESUMES

## CAMERON GRIMM, APR

### TRIPEPI SMITH – PRINCIPAL

09/24 – PRESENT

- Generate client plans and approaches to crises and other difficult situations
- Provide account oversight, quality assurance and project leadership on critical accounts
- Lead the video production practice
- Provide project management and account support for a variety of clients and one-time projects
- Script, produce and edit videos
- Write and distribute news releases, feature stories and opinion editorials

### TRIPEPI SMITH – DIRECTOR

05/21– 09/24

### TRIPEPI SMITH – SENIOR BUSINESS ANALYST

08/18 – 05/21

### CLAREMONT MCKENNA COLLEGE – DIRECTOR OF CREATIVE SERVICES

08/13 – 05/18

- Directed and planned Creative Services Division, established deadlines, oversaw design, managed approvals and supervised production of CMC Magazine
- Supervised in-house graphic designer and freelance photographers, video producers and designers to establish a creative vision for project requests and set production timelines
- Produced video programming and was responsible for the full cycle of production: conceptualizing, scripting, producing, shooting, audio recording, editing, creating graphic elements, compressing and publishing
- Created and managed official College YouTube channel with viewership increase of 326% in a 6-month period

## EDUCATION

### SCRIPPS COLLEGE – CLAREMONT, CA

- Bachelor of Arts in English

### ECORNELL

- Certificate in Essentials of Marketing Strategy

### LOS ANGELES FILM SCHOOL – LOS ANGELES, CA

- Certificate in Film Editing

## PROFESSIONAL DEVELOPMENT

- Pepperdine School of Public Policy Professional Certificate in  
Leading Smart Communities.....03/21
- UCI Public Policy Making Academy I.....03/21

## CERTIFICATIONS

- Accreditation in Public Relations.....05/25
- Public Relations Society of America (PRSA)  
Advanced Crisis Communication Certificate Program .....01/24

## DESIGNATIONS

- City of Rio Rancho Library, Board Member .....12/20 – PRESENT  
President..... 01/22 – 12/22

## KENDALL LOWERY

### TRIPEPI SMITH – BUSINESS ANALYST

02/25 – PRESENT

- Collaborate with internal and external stakeholders to develop creative and data-driven media strategies for up to 17 clients in the government, higher education, energy and legal industries
- Utilize Meltwater and Sprout Social performance metrics analysis to make account-specific recommendations to high-level stakeholders and produce up to press releases, social posts, features and newsletters weekly
- Edit and publish content on websites for over two dozen clients, managing tasks ranging from webpage design and article formatting to troubleshooting technical difficulties

### TRIPEPI SMITH – JUNIOR BUSINESS ANALYST

01/23 – 01/25

### FREELANCE WRITER

01/22 – 12/22

- Researched and wrote blog posts and additional web content for clients in the food industry, resulting in an average of 15% YOY SEO improvements
- Drove content through the production process, including pitching, research, fact-checking, copy-editing, SEO integration, organizing creative assets and publishing

### THE SCRIPPS VOICE – EDITOR-IN-CHIEF

09/20 – 05/22

- Led a team of approximately 40 students to produce, edit and assemble the bi-monthly paper
- Coordinated weekly check-ins and journalistic writing workshops

### SCRIPPS COLLEGE CAREER PLANNING & RESOURCES (CP&R) – MARKETING INTERN

08/19 – 05/22

- Utilized sharp writing style and meticulous editing skills to compose professional and accessible copy about CP&R services and programs for social media posts, flyers and the weekly Career Courier email newsletter

### GREEN AMERICA – EDITORIAL INTERN

05/21 – 08/21

- Delved into comprehensive story research, conducted interviews with green economy experts and wrote accessible articles on topics ranging from food justice to cryptocurrency emissions

### THRIVE MARKET – CONTENT CONTRIBUTOR

06/20 – 12/20

- Wrote up to three weekly blog posts, driving over 15,500 page views and roughly 1,000 order conversions
- Organized over 100 recipes from influencer partners and previous blog posts to craft over 50 dish descriptions

## EDUCATION

### SCRIPPS COLLEGE – CLAREMONT, CA

- Dual Major: Bachelor of Arts in Writing & Rhetoric and Economics

### CERTIFICATIONS

- Public Entity Claims Professional .....02/23
- Hootsuite Social Marketing .....01/23
- Sprout Social.....01/23

### SOFTWARE

- Canva
- Google Suite
- Hootsuite
- Microsoft Office Suite
- Squarespace
- WordPress, CivicPlus, Granicus

## NICOLE WEBER

### TRIPEPI SMITH – JUNIOR BUSINESS ANALYST 01/25 – PRESENT

- Conduct market research to provide client insights
- Manage social media and respond to public questions
- Write stories and press releases for the firm’s website and city clients

### TRADER JOE’S – CREWMEMBER 08/24 – 12/24

- Delivered exceptional customer service while maintaining product knowledge
- Collaborated with team members to optimize store operations
- Participated in ongoing leadership training and skill development programs

### TAMARACK INVESTMENT PARTNERS- STRATEGY INVESTMENT INTERN 05/24– 08/24

- Conducted comprehensive market research and analysis on investment opportunities
- Developed and implemented a social media marketing plan
- Monitored and managed social media platforms to enhance brand visibility

### NEWPORT SEA BASE ROWING CLUB- ASSISTANT COACH 07/23 – 01/24

- Developed training programs and provided technical guidance
- Supported athletes in achieving competitive performance goals
- Advised athletes on college recruitment and academic development

### NORDSTROM SOUTH COAST PLAZA- MEN’S SUITS SALES ASSISTANT 06/22 – 08/22

- Managed client scheduling, fittings, sales and custom orders
- Assisted in relocating physical inventory data to digital monitoring techno

## EDUCATION

### UNIVERSITY OF CALIFORNIA, BERKELEY – BERKELEY, CA

- Bachelor of Arts – Sociology | Graduate Certificate – Business and Entrepreneurship
  - 5-year varsity rowing team member

## CERTIFICATIONS

- Hootsuite Social Marketing .....January 2025
- Sprout Social.....January 2025

## SOFTWARE

- Microsoft Office Suite
- Google Suite
- Hootsuite
- Canva

**TED HWANG****TRIPEPI SMITH – JUNIOR BUSINESS ANALYST****07/24 – PRESENT**

- Conduct market research to provide client insights
- Manage social media and respond to public questions
- Write stories and press releases for the firm’s website and city clients

**CLAREMONT MARKETING GROUP – ACCOUNT MANAGER****12/23 – 05/24**

- Formed and maintained relationship with sales performance software startup DataBased; scheduled and led weekly meetings with client
- Led team of four marketing associates and oversaw all client teamwork, ensuring that deadlines and quality standards were being met
- Led strategy and production of Facebook advertisements, and established a scalable funnel for quality customer outreach, converting 14% of leads, an increase from 2%

**RAINTREE PARTNERS CAPITAL – WINTER PRIVATE EQUITY ASSOCIATE INTERN****10/23 – 02/24**

- Utilized knowledge in financial modeling to build three due diligence CIM evaluations and create 14 investment theses for industries to be reviewed by managing partners
- Researched more than 100 private equity search acquisition target sectors by building value chain maps, containing over nodes in the environmental services industry
- Interviewed and managed a team of two interns and set and achieved goals of collectively producing 40 industry pitch decks

**APERTURE RESEARCH – BUSINESS DEVELOPMENT INTERN****05/23 – 08/23**

- Identified and secured four strategic client partnerships for crypto market-making service
- Developed and led new customer outreach strategy upon pivoting to real estate software, sourcing and securing one early-stage client in the Los Angeles area
- Received customer feedback and eliminated pain points to build competitive advantages
- Leveraged knowledge in Python to engineer an AI platform to assign risk scores to potential tenants and identify fraudulent leasing applications

**EDUCATION****POMONA COLLEGE – CLAREMONT, CA**

- Bachelor of Arts in Economics

**CERTIFICATIONS**

- Hootsuite Social Marketing .....07/24
- Sprout Social.....07/24

**SOFTWARE**

- Canva
- Microsoft Office Suite

**“EXHIBIT B”  
APPROVED FEE SCHEDULE**

## COST PROPOSAL

Ojai values community engagement and wishes to expand its impact through consistent, continuous communications. We recommend the following services within a Retainer to sustain outreach momentum through a set of recurring deliverables at a set monthly cost for at least 12 months.

We recommend a not-to-exceed amount of \$135,600 for Fiscal Year 2025-26. This amount is based on the monthly retainer cost estimate plus an additional \$30,000 buffer to account for potential ad hoc requests or services that fall outside the defined scope of the retainer. This structure provides both cost predictability and flexibility to accommodate evolving needs as they arise.

Service/Deliverable	Scope
Outgoing Project Management & Strategy Discussion	Conduct biweekly, 60- minute check-in calls, provide check-in call recap outlining action items and deadlines, advise on outreach and strategy
Social Media Management	Create and publish social media post content, social media graphic design included, up to 5 unique posts per weeks on three platforms: Facebook, Instagram and Nextdoor
Quarterly Newsletter Production	Editorial calendar planning, content writing, graphic design and print management services for a quarterly print newsletter, six pages (8.5x11" trifold) per year including an ADA-compliant digital version for each newsletter
Monthly Metric Reports	Produce one monthly report on key performance metrics for external communication channels: social media, etc.
Trimester Strategy Meetings	Conduct three annual virtual strategy meetings (approximately every four months) with department heads, reviewing communications performance, discussing strategy and otherwise fostering a culture of communications collaborators
<b>Monthly Retainer Total</b>	<b>\$8,800</b>

**Should Ojai determine Tripepi Smith is the most qualified and responsive vendor, but has a budget number that it must hit, then Tripepi Smith remains open to collaborating to narrow the scope engagement or refine our understanding of the scope needs and will modify our pricing accordingly.**

## As-Needed Services

Tripepi Smith will apply the following standard hourly rates and related fees for any authorized as-needed (Time & Materials) work. Such work must be clearly authorized in writing before proceeding.

2025-26 Hourly Rates	Standard	Reduced Retainer
Principal	\$380	\$315
Director	\$265	\$225
Art/Creative Director	\$265	\$225
Senior Business Analyst	\$205	\$180
Business Analyst	\$150	\$125
Junior Business Analyst	\$115	\$100
Senior Videographer/Animator	\$205	\$175
Senior Photographer	\$175	\$150
Videographer/Photographer	\$140	\$120
Junior Videographer/Photographer	\$115	\$100
Senior Graphic Designer	\$195	\$165
Graphic Designer	\$140	\$120
Junior Graphic Designer	\$115	\$100
Web Developer	\$210	\$185
Junior Web Developer	\$115	\$100
Drone Operator	\$205	\$180
Council Chamber A/V Operator	\$115	\$100

### Invoicing & Payment Terms

At Tripepi Smith, we bill on either a Retainer, Fixed Fee or Time & Materials basis, with each billing type following its own payment schedule. Regardless, terms are Net 30 days.

- Fixed Fee work is billed upon defined milestones.
- Time & Materials work is billed in 15-minute increments (i.e. 4.0, 1.25, 6.5 or 0.75 hours) at the end of the month in which work is done.
- Retainer work is billed on the 15th of each month.

## Pricing Estimates for Ad Hoc (As-Needed) Communications Support

Tripepi Smith is providing estimated costs for deliverables the City may potentially pursue. We will determine exact costs based upon request, as well as only proceed if granted City authorization.

Add-On Element	Price
Graphic Design	Print/Digital Short Format Infographics - \$3,275
	Key Art - \$2,015
	Print Flyer - \$1,285
	Print Poster - \$2,020
	Print Brochure / Newsletter - \$6,850 Mailer - \$1,150
Additional News Release/Article	\$785 / Per Release
Distribution of Release Written by City	\$140 / Per Release
Website Updates	\$125 / Per Hour
Crisis Communication Support	\$315 / Per Hour
Drone Operations	\$1,915 / Per Shoot
Video Production	\$5,575 / Per Video

### Other Cost Information

Tripepi Smith has related service fees that may come up during our engagement that we want to tell you about.

#### Annual Increase

Tripepi Smith will increase the hourly rates and retainer fees for all resources by 5% or the national CPI index—whichever is higher—each year on the anniversary of the contract, starting on the first anniversary of any contract when the contract duration is longer than one year. Otherwise, new rates will be negotiated with each new contract.

#### Retainer Discount

When a client's retainer exceeds \$7,150 per month, they gain access to our reduced retainer rates.

## Travel Costs

Travel costs must be pre-authorized and then will be reimbursed by the client for any requested travel to complete a requested scope of work. Travel costs may include airfare, lodging, car rentals and gas. Additionally, when client work requires that we be onsite, we will invoice for a resource's travel time at 50% of the resource's hourly rate.

## Equipment Costs

Tripepi Smith offers some services that require equipment, such as drone operations and video production. As such, in those cases, the following rates apply:

		Half Day (Under 4 Hours)	Full Day (4+ Hours)
	Video	\$450	\$650
	Drone	\$550 – Flat Fee	

Please note that A/V equipment fees are based on the amount and type of equipment required, with pricing tailored to the specifics of each event.

## Music and Video Licensing

Sometimes the client will want Tripepi Smith to apply music or use stock imagery/video while producing video. In these cases, we will need to apply licensing fees of approximately \$100 per song and \$200 if we use stock video imagery. This will provide a license for the use of the music and video footage to Tripepi Smith and its clients.

## Service Fees

Tripepi Smith prefers that clients pay service providers directly to avoid unnecessary administrative costs. You should also know, however, that we have no economic interest in service providers, unless otherwise specified in this proposal.

If a client asks Tripepi Smith to pay for a service provider bill, we will apply a 10% agency fee to the reimbursement expense. Typical service fees include, but are not limited to: print, mailing, digital advertising, media placements, voiceovers, translations and closed captions.

## Exclusive Access

Tripepi Smith has access to entities that may be relevant to our engagement. These partnerships allow Tripepi Smith to offer clients extra media reach or additional services at partner pricing.



**Local Information Network of Knowledge (LINK):** [www.LocalInfoNetwork.com](http://www.LocalInfoNetwork.com) – A community forum for local government professionals in California to discover and share resources, policies, sample work products, best practices and more.



**PublicCEO:** [www.PublicCEO.com](http://www.PublicCEO.com) – Digital news about public affairs, reaching over 17,500 California government executives through a daily podcast, job board, video podcast and more.



**Civic Business Journal:** [www.CivicBusinessJournal.com](http://www.CivicBusinessJournal.com) – Digital interest stories on the people, companies and solutions that make local government in California more effective.



**FlashVote:** [www.FlashVote.com](http://www.FlashVote.com) – Statistically valid surveying that helps leaders make decisions.

- Disclaimer: Tripepi Smith President Ryder Todd Smith is an investor in FlashVote.



**Tripepi Smith Talent Solutions:** [www.TSTalentSolutions.com](http://www.TSTalentSolutions.com) – A multifaceted recruitment consultancy service, combining local government access with communications to advance talent quests and build culture warriors.



**Meltwater:** [www.TripepiSmith.com/Media-Intelligence](http://www.TripepiSmith.com/Media-Intelligence) – An enterprise-class, comprehensive media monitoring solution that is best combined with Tripepi Smith's analytics team.

EXHIBIT C

**NON-COLLUSION DECLARATION**

TO BE EXECUTED BY  
BIDDER AND SUBMITTED WITH BID

The undersigned declares:

I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_[date], at \_\_\_\_\_[city], \_\_\_\_\_[state].”

\_\_\_\_\_  
Signature      DATE

\_\_\_\_\_  
Printed Name of Signatory

EXHIBIT D

**WORKERS' COMPENSATION INSURANCE**  
**CERTIFICATE**

The Contractor shall execute the following form as required by the California Labor Code, Sections 1860 and 1861:

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

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Contractor)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

Attest:

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

## CAMPAIGN CONTRIBUTION DISCLOSURE PROVISIONS

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

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

1. No City councilmember or commissioner shall accept, solicit, or direct a contribution of more than \$500 from any party,<sup>1</sup> financially interested participant,<sup>2</sup> or agent<sup>3</sup> while a proceeding is pending or for 12 months subsequent to the date a final decision is rendered by the City. This prohibition commences when your application has been filed, or the proceeding is otherwise initiated.

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

3. Prior to rendering a decision on a City proceeding, any councilmember or commissioner who received contribution of more than \$500 within the preceding 12 months from any party, or agent, to a proceeding shall disclose that fact on the record of the proceeding, and shall be disqualified from participating in the proceeding. However, if any councilmember or commissioner receives a contribution that otherwise would require disqualification, and returns the contribution within 30 days of making the decision, or knowing about the contribution and the relevant proceeding, whichever comes last, that councilmember or commissioner shall be permitted to participate in the proceeding.

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

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

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

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

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

### (a) Document:

- License
- Lease
- Permit
- Franchise
- Other Contract
- Other Entitlement

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### (b) Date and amount of contribution:

Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_

To be completed by City:

Document No: \_\_\_\_\_



## Administrative Report

**TO:** Honorable City Council

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

**MEETING DATE:** February 24, 2026

**SUBJECT:** Introduce Ordinance No. 972 Amending Title 3 of the Ojai Municipal Code to Add a New Chapter 9 Establishing a Public Safety Commission (*City Council Direction*)

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### RECOMMENDATION

1. Introduce, for first reading by title only with further reading waived, Ordinance No. 972 amending Title 3 of the Ojai Municipal Code to add a new Chapter 9 establishing a Public Safety Commission and providing for nomination and initial terms of members to the Public Safety Commission, and providing organizational requirements and roles and responsibilities of the Public Safety Commission, and
2. Direct staff to return to the City Council for second reading and adoption of the Ordinance at a future meeting.

### DISCUSSION

On October 21, 2025, the City Council provided direction to staff to draft an ordinance establishing an advisory commission that would provide the City Council with structured community input on various public safety matters within the City's jurisdiction.

The proposed ordinance would create a Public Safety Commission that serves in an advisory capacity to the City Council. The ordinance does the following:

- Establishes a five member Public Safety Commission with four of the inaugural members being nominated through a nominating commission made up of the Mayor and a rotating City Council Member. The remaining member would be nominated by the Mayor.
- Following appointment of the inaugural Commission, future nominations would be made in the same manner as other appointments to City Boards and Commissions.
- As currently drafted, up to two members may reside outside of the City limits, but within the Ojai Area of Interest.
- The nominating committee may give preference to applicants demonstrating specialized knowledge or expertise in the Commission's subject matter.
- The inaugural Commission would have staggered terms, with three members being

appointed for up to four years and two being appointed for up to two years. All members would be eligible for reappointment following completion of the initial terms.

- As with other City Commissions, Commissioners serve at the will of the Council and may be removed by a majority of Council members following a public process.
- Officers will be selected annually and meetings will be held monthly.
- No compensation will be provided to Commissioners.
- Meetings will follow Rosenberg's Rules of Order and the City's Board and Commissions Handbook.

### Powers and Duties of the Public Safety Commission

The proposed Ordinance provides the following duties and responsibilities for the Public Safety Commission:

- *Community Programs Support:* Make recommendations to City Council regarding neighborhood watch and Citizens Emergency Response Team (CERT) programs, and other public-facing programs and initiatives of the Ventura County Sheriff's Office and Ventura County Fire Department.
- *Public Safety Awareness:* Develop methods for increasing public safety awareness by recommending the most effective means of community communication and outreach.
- *Recognition Programs:* Recommend annual commendations by City Council for private residents and public employees who make significant contributions to public safety within the community.
- *Transportation Infrastructure Safety:* Receive community complaints/concerns, review and make recommendations regarding parking regulations, sidewalk conditions and accessibility, speed limits and enforcement, crosswalk safety and visibility, and traffic control measures to enhance pedestrian and vehicular safety.
- *Fire Safety Initiatives:* Fire hardening and fire safety related initiatives to improve community resilience and preparedness within the City's jurisdiction.
- *Other:* Provide other recommendations to City Council on issues involving public safety in the community as directed or requested by the City Council.

The Public Safety Commission would not exercise any adjudicatory authority, have responsibility for investigating specific incidents, address complaints regarding specific individuals, or interfere with the City's public safety agencies. Additionally, the Commission would not have authority to direct staff to perform work unless approved by the City Manager. Staff Liaisons to the Public Safety Commission would include the Public Works Director, the Police Chief and the Fire Division Chief (though presence of staff liaison members will vary dependent on subject matter being covered in the particular meeting).

## Environmental Determination

The Ordinance is exempt from the California Environmental Quality Act (CEQA), in accordance with CEQA Guidelines Section 15378, because it is not a “project” as defined under CEQA. Pursuant to Section 15378(b)(5) of the CEQA Guidelines, a “project” does not include organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment. The Ordinance is purely administrative or organizational in nature as it involves the organization or establishment of a new City Commission, and will not result in physical changes in the environment.

### **CITY COUNCIL GOALS ALIGNMENT**

Goal No. 5 - Public Safety

### **FISCAL IMPACT**

The establishment of a new City advisory commission would have no additional fiscal impact, as staff support would be accommodated through the adopted Fiscal Year 25-26 budget. However, should the City Council decide to provide the new commission with a budget, funds for the budget would need to be appropriated from unprogrammed City General Fund balance.

**Prepared by: Bethany Burgess, City Attorney and Ben Harvey, City Manager**

### **ATTACHMENT(S)**

A. Ordinance No. 972 – Public Safety Commission

**CITY OF OJAI**

**ORDINANCE NO. 972**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, AMENDING TITLE 3 OF THE OJAI MUNICIPAL CODE TO ADD A NEW CHAPTER 9 ESTABLISHING A PUBLIC SAFETY COMMISSION AND PROVIDING FOR NOMINATION AND INITIAL TERMS OF MEMBERS TO THE PUBLIC SAFETY COMMISSION, AND PROVIDING ORGANIZATIONAL REQUIREMENTS AND ROLES AND RESPONSIBILITIES OF THE PUBLIC SAFETY COMMISSION**

**WHEREAS**, the City Council recognizes the importance of fostering a safe, resilient, and well-informed community; and

**WHEREAS**, the City prioritizes community engagement and public comment on matters of importance to the City and its residents; and

**WHEREAS**, the Commission will serve as an advisory body to provide informed recommendations to the City Council regarding public safety matters; and

**WHEREAS**, the Public Safety Commission will provide an opportunity to allow the public to engage with the City in matters of public safety, including, but not limited to, traffic and vehicular safety, wildfire preparedness, and other public safety matters; and

**WHEREAS**, the City faces increasing challenges related to traffic congestion, vehicular accidents, and pedestrian safety that require comprehensive planning and community input; and

**WHEREAS**, the City is located in an area subject to wildfire risk and other emergencies, and the City Council is interested in policies that protect lives, property, and natural resources from hazards; and

**WHEREAS**, the City Council recognizes the value of community participation in reviewing, evaluating, and providing recommendations on public safety policies, programs, and initiatives; and

**WHEREAS**, establishing a Public Safety Commission will enhance transparency and community engagement in public safety matters.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, DOES 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. Code Amendment.** Title 3 of the Ojai Municipal Code is hereby amended to add a new Chapter 9, entitled “Public Safety Commission” which shall read in its entirety as follows:

**Chapter 9 Public Safety Commission**

**Sec. 3-9.01. Public Safety Commission Established.**

- (a) There is hereby established a Public Safety Commission consisting of five members.
- (b) Commissioners shall be nominated and appointed through the following process:
  - (1) For the inaugural Commission, a nominating committee comprised of the Mayor and a rotating City Councilmember, as determined by the City Clerk, shall nominate four Commissioners for confirmation by the City Council, with each Councilmember having an opportunity to serve on a nominating committee. The Mayor shall nominate one Commissioner independently for confirmation by the City Council.
  - (2) For all subsequent appointments, a nominating committee comprised of the following three members shall nominate each Commissioner for confirmation by the City Council: the Mayor; a rotating City Councilmember, as determined by the City Clerk; and the Commission Chair, or the Vice-Chair if the Chair's office is under consideration within two months of the nomination.
  - (3) All nominations shall be subject to confirmation by a majority vote of the entire City Council.
  - (4) 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 Councilmember, as determined by the City Clerk; the Chair, Vice-Chair, or Commission member; or the Mayor Pro Tem for the Mayor.
  - (5) The nominating committee shall agree on applicants to be interviewed. The nominating committee shall then interview such applicants, virtually or in person, before selecting a nominee for City Council confirmation.

- (6) 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.
  - (7) 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 entire City Council.
  - (8) 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 entire City Council.
  - (9) If a mid-term vacancy occurs, whether as a result of removal, resignation, or any other cause, 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 entire City 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) All Commission appointments are non-political appointments. While it is preferred that all members of the Commission have primary residence and be domiciled within the City, a maximum of two members of the Commission may have primary residence and be domiciled outside the City. All members must live within the Ojai Area of Interest, as defined by the Ventura County Local Agency Formation Commission. In selecting nominees and making appointments, each nominating committee may give preference to applicants demonstrating specialized knowledge or expertise in the Commission's subject matter jurisdiction, as outlined in Section 3-9.07.

**Sec. 3-9.02. Terms.**

- (a) For the inaugural Commission, the first three members appointed shall serve an initial term of up to four years, and the remaining two members shall serve an initial term of up to two years. All inaugural Commissioners are eligible for reappointment. All subsequent Commission appointments shall be for a term of four years.
- (b) The terms of all members of the Commission shall expire at the second regular City Council meeting of May.
- (c) Members shall hold office upon the expiration of their terms until their successors have been nominated and confirmed. A person who has been appointed to fill a vacancy shall hold office for the remainder of the unexpired term.

**Sec. 3-9.03. Compensation.**

No member of the Commission shall receive compensation for their services as a member.

**Sec. 3-9.04. Removal.**

A Commissioner may be removed from office by the following process: two City Councilmembers must advise the City Manager of their intent to place an item on an upcoming City Council agenda to consider the removal of a Commissioner. The City Manager must then contact the Commissioner to advise him/her of that notification, and to provide the Commissioner with at least seven days' advance notice of any agendaized City Council discussion regarding the possible Commissioner removal. The Commissioner may choose to resign or object to the proposed action. Commissioners serve "at will" and may be removed for any reason. The Commissioner shall be given an opportunity to speak to the full City Council at the agendaized public meeting if they wish to do so, before consideration of their removal. After completing this process, any Commissioner may be removed by a majority of the entire City Council vote at a regular City Council meeting.

**Sec. 3-9.05. Organization.**

The Commission shall annually elect a Chair, Vice-Chair, a Secretary, and such other officers deemed necessary. In the absence or disability of either the Chair or Vice-Chair, the Commission may designate a Chair pro tempore. Regular meetings of the Commission shall be public and shall be held monthly for the first six months following the appointment and swearing in of the last Commissioner. Thereafter, the Commission shall meet no more than monthly, but at least once per calendar quarter.

**Sec. 3-9.06. Minutes of Meetings.**

Meeting minutes shall be kept of all Commission meetings, and copies thereof shall be delivered by the Secretary of the Commission, through the Commission Liaison, to the City Clerk for filing and distribution to the members of the Council within 15 days after the Commission's approval.

**Sec. 3-9.07. Rules of Procedure.**

Unless otherwise provided in this chapter, the Commission meetings shall be governed by Rosenberg's Rules of Order and the City's adopted Boards and Commissions Handbook. Three Commissioners shall constitute a quorum, without regard to residency, and a simple majority of the votes of a quorum as present shall be required to pass a motion.

**Sec. 3-9.08. Powers and Duties.**

The purpose of the Commission shall be to make advisory policy recommendations to the City Council on the matters outlined in this section. To this end, the Commission shall not exercise any adjudicatory authority, have responsibility to review or investigate specific incidents, address complaints regarding specific individuals, or interfere with the operational decisions of the City's contracted public safety agencies. The duties of the Commission include the following:

- (a) Make recommendations to the City Council regarding neighborhood watch and Citizens Emergency Response (CERT) programs, and other public-facing public safety programs and initiatives of the Ventura County Sheriff's Office and Ventura County Fire Department;
- (b) Develop and recommend methods for increasing public safety awareness to the City Council by recommending the most effective means of community communication and outreach;
- (c) Recommend annual commendations by City Council for private residents and public employees who make significant contributions to public safety within the community;
- (d) Review community concerns and make recommendations to the City Council on parking regulations, sidewalk conditions and accessibility, speed limits and enforcement, crosswalk safety and visibility, and traffic control strategies to improve both pedestrian and vehicle safety; and

- (e) Recommend to the City Council fire hardening and fire safety initiatives to improve community resilience and preparedness within the City's jurisdiction, including promoting fire safety education; and
- (f) Provide other recommendations to City Council on issues involving public safety in the community as directed or requested by the City Council.

Any recommendations submitted to the City Council shall be in writing, including a summary of public comments received on each particular recommendation.

**Sec. 3-9.09. Authority Over City Officers, Employees, and Residents.**

The Commission shall not interfere with the powers and duties of City officers or the management or operations of the City, and shall not direct City staff or require staff to perform work on behalf of the Commission. The Chair, or presiding officer in their absence, may consult with the City Manager and Staff Liaison regarding Commission requests for staff to perform work on behalf of the Commission. Requests not included in the annual budget approved by the City Council require City Council approval before commencement of the work. The Commission shall not adjudicate any matters regarding resident complaints about specific incidents or allegations against City officers, employees, or contractors. The Commission shall have no authority to compel attendance of persons before it.

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

**SECTION 4. Severability.** If any 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 6. Certification.** The City Clerk shall cause this Ordinance to be published as required by law and shall cause a copy of this Ordinance and its certification, together with proof of publication, to be entered in the Book of Ordinances of the City.

**SECTION 7. Effective Date.** This Ordinance shall take effect 30 days after its passage.

**PASSED, APPROVED and ADOPTED** this \_\_\_ day of \_\_\_\_\_, 2026.

CITY OF OJAI, CALIFORNIA

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

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Steve Quilici, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Bethany A. Burgess, City Attorney

I, Weston Montgomery, Chief Deputy City Clerk of the City of Ojai, certify that the foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Ojai held on February 24, 2026, and adopted at a regular meeting held on \_\_\_\_\_, 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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



## Administrative Report

**TO:** Honorable City Council

**FROM:** Ben Harvey, City Manager  
Kristy Rivera, Recreation Manager

**MEETING DATE:** February 24, 2026

**SUBJECT:** Community Pool Options (*City Council Direction*)

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### RECOMMENDATION

1. Review the proposed City-run aquatics program at the Nordhoff Aquatic Center for open and lap swim on weekends and other time-periods when the Ojai Unified School District is not in session; and
2. Review the attached unsolicited proposal from the Channel Islands YMCA for Saturday swim lessons at the Nordhoff Aquatic Center; and
3. Provide direction to staff as to whether to proceed with the City-run aquatics program or the proposed YMCA swim lesson program or some combination thereof.

### DISCUSSION

At the November 18, 2025 City Council meeting, the City Council provided [direction](#) regarding evaluation of a proposed City-run aquatics program, a proposal from a third party regarding a community-run aquatics program, and a splash pad concept.

As part of the discussion at the November 18, 2025, Council meeting, the City Council authorized the City Manager to work with Lane 4 Fundraising LLC to evaluate options for establishing a community-run aquatics program at Nordhoff Aquatic Center. This effort is under way, and a report will be provided to City Council upon completion of Lane 4's work that is outlined within the attached proposal.

The City Council also authorized exploration of a community splash pad as part of the City's Capital Improvement Plan at Sarzotti Park, Soule Park, or Nordhoff High School. Since that time, the City Council approved inclusion of questions related to a proposed splash pad in a community survey evaluating potential uses at Sarzotti Park. As previously discussed with the City Council, the survey will be launched in the early March 2026 timeframe. The survey will be available electronically via QR Code, on the City website, and as a manual mail-in option through the hardcopy *Ojai Outlook* quarterly newsletter Spring 2026 edition. The survey will be open for public response for 30 days, with results returned to the Parks & Recreation Commission and the City Council for review, consideration and direction. It is recommended that any discussion or direction regarding the proposed splash pad concept await the return of the survey results, and not take place as part of this agenda item.

At the November 18, 2025, meeting, the City Manager advised that a future agenda item could be presented to City Council regarding additional options for community aquatics; this agenda report fulfills that request and provides cost estimates of the options presented.

## Background

The Ojai community has a longstanding interest in a public aquatics program. Yet, the City does not own or operate a municipal swimming pool. Over the past several years, the City Council, the Parks and Recreation Commission, and grassroots community groups have explored various options to address this need, including joint-use agreements, partnerships with nonprofit operators, feasibility studies for a community pool, and limited programming opportunities at existing facilities not owned by the City.

With the [completion of the Nordhoff Aquatic Center in September of 2025](#), new opportunities emerged to provide public recreational aquatics programming through coordinated use of the facility with the Ojai Unified School District (OUSD).

The Nordhoff Aquatic Center pool is 35-meters long, with eight-lanes for a maximum swimmer capacity of approximately 112 participants. The pool's design supports flexible programming models, including:

- Concurrent open and lap swim; or
- Segregated and scheduled open and lap swim.

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## **Option 1: City-Run Aquatics Program**

Under this concept, programming would be administered by the Ojai Recreation Department and limited to weekends and other time-periods when the OUSD is not in session. Programming would include:

- Open Swim for general recreational use; and
- Lap Swim for fitness swimming.

Swim lessons would not be included in this option.

## Safety and Staffing Requirements

Safety and appropriate supervision are central to program feasibility. Based on the pool layout and identified lifeguard zones, three lifeguards would be required during open swim operations to provide adequate supervision. Lifeguards must hold current American Red Cross Lifeguard Certification, including CPR/AED, First Aid and Deep-Water Lifeguard training. Certification requires:

- A minimum of six hours of online coursework; and
- Approximately 21.5 hours of in-person training; and
- Required safety and uniform equipment.

In addition to Lifeguards, one Recreation Leader or Office Staff member would be required during operating hours to manage participant check-in, verify registrations, provide

customer service, and support overall facility oversight. This staffing model allows Lifeguards to remain focused on water safety while maintaining organized and controlled public access.

### Cost Estimate

#### Staffing

Preliminary staffing cost estimates assume a 4.5-hour operating window per day. Based on current hourly rates, estimated staffing costs are approximately \$475 per day, consisting of three Lifeguards and one Recreation Leader.

#### Registration System

To improve operational efficiency and reduce risk associated with on-site cash handling, staff proposes utilizing ActiveNet, the City's existing recreation registration system. ActiveNet would:

- Allow participants to register in advance for open swim or lap swim sessions;
- Enable electronic verification of registration at the pool; and
- Reduce daily cash handling and reconciliation requirements.

This option reflects a measured, pilot-scale approach that allows the City to evaluate demand and operational feasibility before considering program expansion. There is no additional cost to the City for use of ActiveNet for registration, as the City already possess and renews an annual license.

#### Administrative Overhead

- Training certification is approximately \$400 per Lifeguard.
- Facility use costs (OUSD has indicated an interest in entering into a reciprocal use agreement with the City in order to waive facility use costs)
- Equipment approximately \$300 per Lifeguard.

First Year Total Anticipated Cost: \$28,700 for 56 Sundays + \$28,500 for 12 weeks of school vacation = **\$57,200\***

\*It is anticipated that these costs will be partially offset by registration fees. The amount of offset is undetermined at this point, due to a lack of awareness of the number of anticipated participants and lack of current fees on the City's Master Fee Schedule. City staff could return with an estimate for this amount.

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### **Option 2: Unsolicited Proposal from Channel Islands YMCA for Saturday Swim Lessons**

As a separate or combined concept, the Channel Islands YMCA (YMCA) has provided an unsolicited proposal for a Saturday swim lesson program to OUSD, who in turn forwarded

it to the City, and asked that it be considered by the City Council as part of this agenda item. Under the YMCA proposal, the program would be operated solely by the YMCA ; it has been confirmed with OUSD that under this proposal the City, and not OUSD, would need to provide financial underwriting for start-up and ongoing costs.

#### Start-up costs (one-time)

- Lifeguard Certification: \$750
- Swim Instructor Certification: \$450
- Staff Training Wages: \$1,880
- Instructor Trainer Wages: \$1,385

Total Start-Up Cost: \$4,465

#### Ongoing Costs

- Lifeguard wages: \$20.33/hour (~\$200–\$400/week depending on schedule)
- Annual Lifeguard Wages: \$10,400–\$20,800
- Swim instructor wages covered through program revenue

#### Program Fees

- Six-class session: \$135 per participant
- Eight-class session: \$180 per participant
- Scholarships available based on financial need

#### Total Anticipated Annual Costs

- Start-Up (one-time): \$4,465
- Annual Lifeguard Wages: \$10,400–\$20,800
- First-Year Total: \$14,866–\$25,266
- Ongoing annual costs after year one: \$10,400–\$20,800

If approved, programming could begin as early as April for an eight-week session.

#### Summary

The completion of the Nordhoff Aquatic Center presents an opportunity to create community recreational access through partnerships while expanding the City's recreation offerings to include aquatics programming. The options presented within this agenda report offer varying levels of operational responsibility and financial commitment while providing an expedited path to activate the facility in a fiscally responsible, sustainable, and community-focused manner. These options may be considered on a short-term basis or for a longer term, as directed by the City Council. Additional information will be provided to Council following completion of the Sarzotti Park survey and upon completion of the services being performed by Lane 4 Fundraising.

## **CITY COUNCIL GOALS ALIGNMENT**

Goal No. 3 - Arts, Culture and Recreation Funding

### **OPTIONS**

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

### **FISCAL IMPACT**

Fiscal impact is based upon option(s) selected. Details of anticipated costs are outlined by option within this agenda report. All costs would be appropriated from the unprogrammed City General Fund balance and are not included within the adopted Fiscal Year 25-26 budget. Any City Council action, regardless of selection of option(s), would not jeopardize the City's 100% General Fund Expenditure Reserve Policy.

**Prepared by: Kristy Rivera, Recreation Manager and Ben Harvey, City Manager**

### **ATTACHMENT(S)**

- A. Proposal from Lane 4 Fundraising
- B. Unsolicited Proposal to OUSD from Channel Islands YMCA



## **Proposal submitted to the City of Ojai**

By Lane 4 Fundraising LLC

December 18, 2025

### **Introduction**

The Ojai Aquatic Center at Nordoff High School offers a unique opportunity to bring together the City of Ojai, the Ojai Unified School District, and the wider community around a common goal of recreation, wellness, and connection. This proposal reflects Lane 4's recommended first step in a multi-phase plan to ensure the Aquatic Center's long-term sustainability, with a future phase that includes a fundraising effort to meet the not yet determined financial targets.

### **Our Objective:**

To establish a clear, unified, and sustainable path forward for the Ojai Community Aquatic Center by:

1. Align stakeholder goals to build consensus around a shared vision
2. Develop an organizational framework to manage the community's use of the aquatic center
3. Create a pathway for a successful future capital campaign

### **Scope of Work**

- **Consolidation of Stakeholder Goals:** Lane 4 will gather and consolidate goals from the three lead stakeholder groups: the City of Ojai, the Ojai Unified School District, and the Ojai community.
- **Develop Budget Scenarios:** Lane 4 will model a range of budget scenarios by conducting a market analysis of up to three comparable aquatic centers.
- **Develop an Operational Framework for a 501(c)3:** Based on the shared goals for each stakeholder, Lane 4 will make recommendations for the development of a new 501(c)3 nonprofit entity to manage the aquatic center. Our recommendations will include:
  - Suggested board structure and governance
  - Initial staffing and operational needs
  - Expense and revenue budget considerations
- **Consensus Building:** Engage all stakeholders to review findings and build consensus around a shared vision and unified plan for moving forward.

### **Summary of Deliverables**

Lane 4 will be responsible for each of the following deliverables:

1. Conduct individual meetings with each of the three primary stakeholders

2. Conduct meetings with up to three comparable aquatic centers
3. Create a Final Report with the following sections:
  - Stakeholder Research: A consolidated summary of goals and feedback from the City of Ojai, the Ojai Unified School District, and the Ojai community
  - Financial Benchmarking: Comparative financial models, based on a market analysis of comparable aquatic centers
  - Organizational Framework Recommendations: Best practice recommendations for the formation of a new 501(c)(3)
  - Alignment Recommendations: Recommendations on how to best move forward based on the shared vision and strategy for the Ojai Aquatic Center
4. Lane 4 will present our findings to the three stakeholders at a final wrap-up group meeting at the conclusion of our work.

**Timeline**

The estimated timeline, assuming Lane 4 receives full cooperation from all parties, is 12 weeks.

**Partnership Fee**

The total fee for this initial phase and scope of work is \$10,000, payable within five days of signing this agreement.

**Partnership Formalization**

IN WITNESS WHEREOF, Lane 4 Fundraising and the City of Ojai have executed and delivered this agreement as of the date listed below in the City of Santa Barbara, County of Santa Barbara, State of California.

*On behalf of Lane 4 Fundraising*

\_\_\_\_\_  
Jon Bishop, Partner

\_\_\_\_\_  
Date

*On behalf of the City of Ojai*

\_\_\_\_\_  
Ben Harvey, City Manager

\_\_\_\_\_  
Date



February 17, 2026

Ojai Unified School District  
Attention: Kevin Olson  
703 El Paseo Rd,  
Ojai, CA 93023

This letter presents the estimated costs involved in launching a new aquatics program, including both initial set-up and ongoing expenses. These details are submitted for your consideration.

To ensure the aquatics program operates safely and efficiently, a minimum of three (3) staff members will be certified and trained. This initial expense totals \$4,466.25; the breakdown of costs is as follows:

- LG Certification Fees: \$750
- SI Certification Fees: \$450
- SI Wages for Training: \$1,067.33 (3 staff at 17.5 hours at \$20.33 per hour)
- LG Wages for Lifeguarding During Certification: \$813.60 (40 hours at \$20.33 per hour)
- LG Instructor/SI Instructor Trainer Wages: \$1,385.32 (40 hours at \$34.63 per hour)

For ongoing swim lesson sessions, lifeguard wages are estimated at \$20.33 per hour, with anticipated staffing needs of 3–5 hours per week.

- Lifeguard hourly wage: \$20.33
- Estimated weekly hours: 3–5

The wages for swim instructors will be supported by revenue generated from swimming lesson fees. The fee structure is as follows:

- Six-class session: \$135
- Eight-class session: \$180

Scholarships will be available for families in need, subject to application and review of financial circumstances and supporting documentation.

We are seeking financial assistance to cover the initial training cost of \$4,466.25 and the ongoing hourly rate of \$20.33 for lifeguards. At our Y, lifeguard expenses are offset by membership revenue; however, this will not be feasible at the Nordhoff site. The wages for swim instructors are projected to be covered by program-generated revenue.

If the district wishes to proceed with the aquatics program, please let the Y know no later than Friday, February 20, 2026, to allow time to implement and operationalize for a February 28<sup>th</sup> registration open.

Sincerely,  
Jason Najera  
Associate Executive Director  
Ventura Family YMCA



## Administrative Report

**TO:** Honorable City Council

**FROM:** Ben Harvey, City Manager

**MEETING DATE:** February 24, 2026

**SUBJECT:** Letters of Opposition to Federal Oil and Gas Leasing Proposals Affecting Los Padres National Forest and Central California Public Lands (*Requested by Mayor Gilman*)

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### RECOMMENDATION

1. Approve the attached Letter Related to the United States Forest Service's proposed Amendment to the Los Padres National Forest Land Management Plan Opposing New Oil and Gas Leases within the Los Padres National Forest;
2. Approve the attached Letter of Opposition to the Bureau of Land Management (BLM) to the Draft Supplemental Environmental Impact Statement (SEIS) within the Bakersfield Field Office planning area;
3. Authorize the Mayor to sign the letters on behalf of the City Council; and
4. Direct staff to submit the letters to:
  - a. USDA Forest Service and Bureau of Land Management, respectively
  - b. U.S. Senators Alex Padilla and Adam Schiff
  - c. U.S. Representatives Salud Carbajal and Julia Brownley
  - d. Jayson Braude, Kiley & Associates
  - e. Ventura County Board of Supervisors

### DISCUSSION

#### USDA Forest Service Proposed Amendment

On February 12, 2026, the USDA Forest published a legal notice describing proposed revisions to the Los Padres National Forest Land Management Plan. The amendment would:

- Remove all reference to and direction from the 2005 Oil and Gas Leasing Record of Decision and Final Environmental Impact Statement;
- Establish interim direction for processing new oil and gas lease applications; and
- Apply forest-wide to all future project and activity decision-making.

The amendment is the result of a litigation settlement between the Forest Service and the Center for Biological Diversity and ForestWatch, and is related to deficiencies in the 2005 Record of Decision. Though new oil and gas leases should not be adopted until a new environmental analysis is completed, this possibility is not foreclosed under federal regulations. The City relies on Los Padres National Forest for watershed protection,

groundwater recharge, climate resilience, recreation, and regional tourism. Any increase in oil and gas leasing activity poses foreseeable risks to these essential public resources. The City Manager is recommending that the City submit comments to the Forest Service regarding the proposed amendment clearly opposing the approval of new oil and gas leases within the Los Padres National Forest for the reasons stated in the letter provided in Attachment A.

### BLM Draft Supplemental Environmental Impact Statement (SEIS)

The Bureau of Land Management (BLM) has issued a Draft SEIS for oil and gas leasing within the Bakersfield Field Office planning area, covering approximately 845,000 acres across central California. This area includes biologically diverse landscapes, vital water sources, cultural and recreational lands, and densely populated communities. A list of some of the areas included in this Draft SEIS is attached as Attachment C.

The City of Ojai opposes the Draft SEIS for the following reasons:

- **Inadequate Analysis of Conservation Lands:** Federal subsurface mineral rights overlap with important state and local conservation holdings, including Montaña de Oro State Park, Morro Rock State Preserve, Reservoir Canyon, Irish Hills Natural Reserves, Ilvento Preserve, and Rancho Santa Rita Preserve. The Draft SEIS does not demonstrate how leasing decisions would avoid undermining these designations or fragmenting wildlife habitat and movement corridors.
- **Conflicts with State and Local Protections:** The proposal conflicts with California's environmental laws, including SB 1137, which establishes Health Protection Zones to limit oil and gas drilling near homes, schools, and sensitive receptors. The Draft SEIS confirms that the proposal overlaps 39,901 acres of verified Health Protection Zones, including areas adjacent to schools and communities in New Cuyama, Oxnard, and Lompoc.
- **Failure to Coordinate with State and Local Plans:** Under the Federal Land Policy and Management Act (FLPMA), BLM must coordinate its planning activities with affected State and local governments. The Draft SEIS fails to adequately reflect or incorporate California's progressive environmental policies and local land use priorities.

For these reasons, the City urges BLM to revise the Draft SEIS to meaningfully address state and local protections, incorporate updated environmental and community considerations, and ensure compliance with FLPMA coordination requirements

### **CITY COUNCIL GOALS ALIGNMENT**

Goal No. 7 - Climate Resiliency

### **OPTIONS**

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

### **FISCAL IMPACT**

There is no fiscal impact as a result of this action.

**Prepared by: Norma Cervantes, Assistant to the City Manager**

**ATTACHMENT(S)**

- A. Letter of Opposition – USDA Forest Service
- B. Letter of Opposition – BLM
- C. Key Places at Risk from BLM Drilling/Fracking Plan



## City of Ojai

401 S Ventura St ♦ Ojai, CA 93023 ♦ (805) 646-5581 ♦ [www.ojai.ca.gov](http://www.ojai.ca.gov)

Via Regular Mail and Electronic Submission

February 24, 2026

Kimberly Winter, Forest Supervisor  
USDA Forest Service – Los Padres National Forest Supervisor’s Office  
1980 Old Mission Drive  
Solvang, CA 93463

Jonathan “Yonni” Schwartz  
USDA Forest Service - Los Padres National Forest Supervisor’s Office  
1980 Old Mission Drive, Solvang, CA 93463  
[comments-pacificsouthwest-los-padres@usda.gov](mailto:comments-pacificsouthwest-los-padres@usda.gov)

Subject: Establishing Interim Direction for Oil & Gas Leasing Management Amendment; City of Ojai Comments to Proposed Amendment to Los Padres National Forest Land Management Plan and Opposition to New Oil and Gas Leases within the Los Padres National Forest

Dear Supervisor Winter and Mr. Schwartz,

On behalf of the City of Ojai, the City submits the following formal comments to the proposed amendment to the 2005 Los Padres National Forest Land Management Plan and the Southern California National Forests Land Management Plan, as described in the Forest Service News Release dated February 11, 2026, the Legal Notice published February 12, 2026, and the Forest Stakeholder Letter dated December 10, 2025. According to the Forest Stakeholder Letter, the proposed amendment would:

1. Establish interim direction for processing new oil and gas lease applications in the Los Padres National Forest until such time as a new forest-wide leasing availability decision and plan amendment is issued.
2. Remove all reference to and direction from the 2005 Oil and Gas Leasing Record of Decision and Final Environmental Impact Statement, establish interim direction for processing new oil and gas lease applications, and apply such interim direction forest-wide to all future project and activity decision-making.

3. Withdraw the 2005 Oil and Gas Leasing Record of Decision for Oil and Gas Leasing for Los Padres National Forest.

Though the City of Ojai recognizes that the proposed amendments do not, without further agency action, approve new oil and gas leases, the City of Ojai desires to express on the record its strong opposition of any new oil and gas leases within the Los Padres National Forest for the following reasons.

First, Establishing interim leasing direction before a comprehensive, site-specific and forest-wide environmental analysis is completed creates a risk that leasing decisions will occur without adequate consideration of local and cumulative impacts to water resources, wildlife habitat, air quality, public health, and wildfire risk. The Ojai Valley and surrounding communities are directly affected by conditions and management decisions within the Los Padres National Forest. The City relies on the Forest's natural systems to support groundwater recharge, watershed protection, climate resilience, recreation, and regional tourism. In the event the Forest Service desires to consider any increase in oil and gas leasing activity without a full leasing analysis for the Los Padres National Forest, such action poses foreseeable risks to these essential public resources.

Additionally, oil and gas leasing without a full leasing analysis that reflects current environmental conditions, climate realities, and community impacts, creates uncertainty for local governments and residents. The City is concerned that the interim framework may weaken environmental safeguards that have historically guided leasing decisions in sensitive areas.

Third, the City has significant concerns regarding the Forest Service's indication that the proposed amendment may be categorically excluded from further analysis under 7 C.F.R. 1b.4(d)(38). Although the amendment is described as providing broad guidance, its effect is forest-wide and directly influences future oil and gas leasing decisions across the Los Padres National Forest. These decisions have the potential to produce substantial environmental, public safety, and socioeconomic impacts to nearby communities, including the City of Ojai. Given the scale, geographic scope, and foreseeable consequences of enabling new leasing activity, the City believes that reliance on a categorical exclusion is inappropriate. A full environmental analysis is necessary to evaluate impacts to climate resilience, wildfire risk, watersheds, biological resources, recreation, and the cumulative effects on surrounding communities.

Finally, the City acknowledges the Forest Service's obligation to comply with applicable laws, regulations, and the terms of applicable litigation settlements, however, compliance with these obligations should not result in reduced environmental protections or diminished opportunities for meaningful public and local government involvement in decisions that directly affect community health, safety, and economic stability.

The City respectfully requests that the Forest Service complete a comprehensive, forest-wide oil and gas leasing availability analysis and plan amendment that fully evaluates environmental, climate, and community impacts before any new leasing actions are considered.

For these reasons, the City of Ojai urges the USDA Forest Service to ensure that any future oil and gas leasing framework is supported by full environmental review, transparent public participation, and coordination with affected local governments.

Thank you for the opportunity to provide formal comment.

Sincerely,

Andy Gilman, Mayor  
On behalf of the Ojai City Council

cc:  
U.S. Senator Alex Padilla  
U.S. Senator Adam Schiff  
U.S. Representative Salud Carbajal  
U.S. Representative Julia Brownley  
Jayson Braude, Kiley & Associates  
Ventura County Board of Supervisors



## City of Ojai

401 S Ventura St ♦ Ojai, CA 93023 ♦ (805) 646-5581 ♦ [www.ojai.ca.gov](http://www.ojai.ca.gov)

February 24, 2026

Bureau of Land Management  
Bakersfield Field Office  
Attn: Sarah Mathews, Project Manager  
3801 Pegasus Drive  
Bakersfield, CA 93308

Re: Letter of Opposition to the Bureau of Land Management (BLM) Draft Supplemental Environmental Impact Statement for Oil and Gas Leasing and Development

Dear Ms. Mathews:

The City of Ojai provides these comments in opposition to the Bureau of Land Management (BLM) proposed Supplemental Environmental Impact Statement (SEIS) for oil and gas leasing within the Bakersfield Field Office planning area. We appreciate the opportunity to provide comment.

Ojai is committed to protecting the natural landscape, communities and economy of our region. We understand that preserving our wild spaces and working lands is crucial to maintaining the identity and well-being of our community and region.

The Draft SEIS proposal encompasses 845,000 acres across central and southern California, intersecting with biologically diverse landscapes, vital water sources, cultural and recreational lands, and densely populated communities, including areas in the vicinity of the City of Ojai, within Ventura County, and the surrounding region. The City is concerned that the Draft SEIS fails to meaningfully address issues raised during the scoping phase or account for significant changes in state and local law, land use, and community expectations since the original analysis was developed. We believe the Draft SEIS is inadequate as written and must be substantially improved before it can be finalized.

The Draft SEIS fails to demonstrate how leasing decisions would avoid adverse impacts to state and local conservation preserves, wildlife habitats, and wildlife movement corridors. The planning area includes publicly significant lands with special status, including Areas of Critical Environmental Concern, state parks, and public recreation areas that would experience significant negative impacts if subjected to oil and gas drilling activities.

BLM is statutorily required under the Federal Land Policy and Management Act (FLPMA) to coordinate its land use inventory, planning, and management activities with affected State and local governments to ensure that its resource management plans are consistent with State and local plans to the maximum extent possible. This includes giving due consideration to the laws, policies, and priorities of affected States and communities. To date, however, the BLM's planning documents fail to adequately reflect or incorporate such considerations.

For example, the Draft SEIS is inconsistent with California Senate Bill 1137, which limits oil and gas drilling near homes, schools, and other sensitive areas. The Draft SEIS confirms that the proposal now overlaps 39,901 acres of such sensitive areas, including areas adjacent to schools and communities in Santa Barbara and Ventura Counties, such as New Cuyama, the City of Oxnard, and Lompoc. California has also banned new hydraulic fracturing permits statewide and strengthened local governments' authority to regulate or prohibit oil and gas development. While the Draft SEIS acknowledges these changes, it does not meaningfully analyze how federal leasing decisions would conflict with these protections or what those conflicts mean in practice for communities and public health.

For these reasons, the City of Ojai strongly opposes this proposal. We respectfully request that BLM revise the Draft SEIS, which remains inadequate and incomplete to support and uphold the state and local laws and policies to preserve these critical public lands for the health, safety, and prosperity of our communities.

Thank you for considering our comments.

Sincerely,

Andy Gilman, Mayor  
On behalf of the Ojai City Council

cc:  
U.S. Senator Alex Padilla  
U.S. Senator Adam Schiff  
U.S. Representative Salud Carbajal  
U.S. Representative Julia Brownley  
Jayson Braude, Kiley & Associates  
Ventura County Board of Supervisors



## KEY PLACES AT RISK FROM BLM DRILLING/FRACKING PLAN

[INTERACTIVE MAP](#)

<b>VENTURA Co.</b>	<b>SANTA BARBARA Co.</b>	<b>SAN LUIS OBISPO Co.</b>	<b>SAN JOAQUIN VALLEY &amp; SOUTHERN SIERRA</b>
Ilvento Preserve, Ojai	Carpinteria Foothills	Reservoir Canyon	Sequoia National Park
The Thacher School	Cate School	Irish Hills Natural Reserve	Yosemite National Park
Upper Ojai	Santa Ynez Mountains	Whale Rock Reservoir	Carrizo Plain National Mon.
Lion Canyon	Nojoqui Falls County Park	Los Osos Middle School	Giant Sequoia National Mon.
Hopper Mountain NWR	Scenic Highway 154	Morro Bay State Park	Fort Tejon State Park
Point Mugu State Park	Lake Cachuma	Montana de Oro State Park	Colonel Allensworth SHP
Santa Monica Mtns NRA	Sisquoc River	Carrizo Plains Ecological Reserve	Tomo-Kahni Historic Park
Heritage Valley Foothills	San Rafael Wilderness	Carrizo Plain National Monument	Onyx Ranch SVRA
Red Mountain	Tepusquet Canyon	Machesna Mountain Wilderness	Hungry Valley SVRA
Ventura Hillsides	Cuyama Valley Foothills	Huasna Valley	Audubon Kern River Preserve
North Ventura Backcountry	Purisima Hills	Lopez Lake	Tejon Ranch
San Nicholas Island	Vandenberg SFB	Morro Rock	Wind Wolves Preserve
Naval Base Ventura Co.	Point Sal County Park	Santa Margarita Lake	Bitter Creek NWR
Frazier Mountain	Point Sal State Beach	Highway 58 Corridor	Bakersfield Cactus Ecol. Res.
Hungry Valley SVRA	City of Lompoc	La Panza Mountain Range	Canebrake Ecological Res.
	Ken Adam Park	Camp Roberts	Carrizo Plains Ecological Res.
	Allan Hancock College (Lompoc)	Lake Nacimiento	Lake Isabella
	Jalama Beach County Park		Pacific Crest Trail
	Dangermond Preserve		Millerton Lake SRA

Attachment C

## VENTURA COUNTY

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[Ojai Valley Land Conservancy's Ilvento Preserve](#) – This 80-acre parcel was the first land acquisition for OVLC, donated by the Ilvento Family in 1997. Located on a ridge near The Thacher School in the east end of Ojai Valley, the Preserve is host to diverse native plant communities and important wildlife corridors. The parcel is open to the public and features breathtaking views of the Ojai and Upper Ojai valleys, Topa Topa Bluffs, and Chief Peak.

**The Thacher School** – On the eastern edge of [The Thacher School](#)'s campus lies a 40-acre parcel between Thacher and Reeves creeks. The mineral rights below the parcel are owned by the federal government. The parcel contains a popular hiking trail near the school's Gymkhana Field where students practice their horsemanship skills and participate in annual competitions and races.

**Upper Ojai** – A privately-owned 40-acre parcel located between Sisar Canyon and Koenigstein Road.

**Lion Canyon** – A small isolated parcel between Sulphur Mountain and Black Mountain in the hills behind the Ojai Valley Inn and Villanova Preparatory School

**Hopper Mountain National Wildlife Refuge** – Nearly 1,500 acres of federal public land adjacent to and within one mile of the [Hopper Mountain National Wildlife Refuge](#), which serves as the hub for efforts to reintroduce endangered California condors into the wild.

**Point Mugu State Park & Santa Monica Mountains National Recreation Area** – A small parcel on Boney Mountain in [Point Mugu State Park](#) and within the [Santa Monica Mountains National Recreation Area](#).

**Heritage Valley Foothills** – Also opened to drilling and fracking are several parcels between Fillmore and Piru. These lands provide sources of clean water for homes and farms downstream.

**Red Mountain** – Four parcels totaling 136 acres atop Red Mountain between Lake Casitas and Highway 101. Some of these parcels are in the Lake Casitas watershed just a mile from its shore.

**Ventura Hillsides** – Seven parcels totaling 240 acres in the hills between the City of Ventura and Canada Larga.

**North Ventura Backcountry** – Several parcels in the Upper Cuyama Valley and at the base of Frazier Mountain in the far northern portion of the county.

**San Nicolas Island & Naval Base Ventura County** – The plan designates as “open” for drilling and fracking nearly all of three properties that comprise the [Naval Base Ventura County](#): the Port Hueneme Naval CBC, the Pt. Mugu Naval Base, and all of [San Nicolas Island](#) (one of the eight Channel Islands located offshore Ventura County).

**Frazier Mountain & Hungry Valley State Vehicular Recreation Area** – Frazier Mountain (8,017' elevation) is one of the highest points in Ventura County. A 160-acre parcel on the eastern flank of the mountain is designated as “open” for drilling and fracking under the plan. The parcel is also within the Hungry Valley State Vehicular Recreation Area, along with an additional 384 acres that are slated for drilling and fracking inside the [Hungry Valley State Vehicular Recreation Area](#), underlying popular trails like the Tataviam Trail, Tejon Trail, East Frazier Trail, Sterling Canyon Trail, Backbone Trail, Pipeline Road, Rattler Trail, and Flying W Trail.

## **SANTA BARBARA COUNTY**

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**Carpinteria & Cate School** – A 40-acre parcel within 2,000 feet of [Cate School](#) and directly adjacent to the Los Padres National Forest. This is a privately-owned parcel with federally-owned subsurface mineral rights.

**Santa Ynez Mountains** – Two BLM parcels along the crest of the Santa Ynez Mountains. One (217 acres) is on the north face of Bald Mountain. The other (120 acres) is in the headwaters of Nojoqui Creek near [Nojoqui Falls County Park](#). Both are directly adjacent to the Los Padres National Forest.

**Scenic Highway 154** – Two small Bureau of Reclamation parcels (20 acres total) near Lake Cachuma along Highway 154, a California Scenic Highway.

**Lake Cachuma** – A 40-acre Bureau of Reclamation parcel on the north side of [Lake Cachuma](#) near Happy Canyon Road, adjacent to the Los Padres National Forest.

**Sisquoc River & San Rafael Wilderness** – Several parcels totaling 1,766 acres inside the national forest boundary near the Sisquoc River, including one parcel adjacent to the San Rafael Wilderness and another parcel straddling the Sisquoc River, which is critical habitat for endangered steelhead.

**Tepusquet Canyon** – several BLM parcels totaling 1,793 acres in a rural, remote canyon east of Santa Maria. One of the largest parcels straddles Colson Canyon Road, one of the few gateways into the Los Padres National Forest in northern Santa Barbara County.

**Cuyama Valley Foothills** – 13,375 acres along the foothills of the Sierra Madre Mountains in the Cuyama Valley. Most of these parcels are adjacent to national forest lands proposed for wilderness protection under the Central Coast Heritage Protection Act introduced in the House and Senate earlier this year. Two areas to be opened to drilling and fracking are major gateways into the Los Padres National Forest – Santa Barbara Canyon and Bates Canyon. Both have publicly-accessible trailheads and roads leading into the Los Padres National Forest.

**Purisima Hills** – several parcels between Los Alamos and Lompoc in the Purisima Hills, including 4 parcels totaling 160 acres owned by the Rancho Santa Rita Preserve, part of the state-and federally-approved [La Purisima Conservation Bank](#). The 853-acre bank – the first of its kind in Santa Barbara County – provides a mechanism for developers and agencies to mitigate their impacts by purchasing mitigation credits at the property. The conservation bank contains a healthy population of endangered California tiger salamanders.

**Vandenberg Space Force Base** – Nearly the entire [Vandenberg Space Force Base](#)—102,650 acres—is slated as “open” for drilling. This includes Ocean Beach County Park—one of the few coastal access points for residents of the City of Lompoc. Portions of [Point Sal County Park](#) and [Point Sal State Beach](#) are also opened for drilling/fracking under the plan.

**City of Lompoc** – 3,158 acres within city limits of the [City of Lompoc](#), including farmland and open space west of Highway 1 and north of the Lompoc Airport.

**Ken Adam Park** – The 42-acre [Ken Adam Park](#) near Allan Hancock College features a large group picnic area, a children's playground, individual picnic areas, horseshoes, volleyball, nature trails, six primitive

RV campsites, and restroom facilities. It also contains a magnificent three-poled flag monument which sits on a bluff overlooking Lompoc. The flag monument was developed as a project of the former Western Spaceport Museum project. The park is named after Ken Adam, the longtime owner and publisher of the Lompoc Record newspaper. It's part of a larger 118-acre property that contains 76 acres of undeveloped open space. The city's Parks and Recreation Department is developing a comprehensive master plan for the entire property.

**Allan Hancock College** – The college's [Lompoc Valley Center](#) is a satellite location to the main Allan Hancock College campus in Santa Maria. The Lompoc Valley Center provides courses for 34 degree and certificate programs, along with a Public Safety Training Complex that houses the college's police, fire, emergency medical services, and environmental technology programs. The state-of-the-art complex includes a six-story fire tower, one-mile Emergency Vehicle Operations course, a 'scenario' village, shooting range, fitness track, obstacle course and much more.

**Jalama Beach County Park** – Most of the federal mineral estate underneath this locally-popular beach is zoned for drilling and fracking. Fossil fuel development here would also affect the adjacent [Dangermond Preserve](#), which was acquired by The Nature Conservancy in 2017 and covers 8 miles of coastline and 24,000 acres between Hollister Ranch and Vandenberg Air Force Base.

## **SAN LUIS OBISPO COUNTY**

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**City of San Luis Obispo Natural Reserves** – The BLM plan would open a 200-acre parcel just east of the City of San Luis Obispo to drilling and fracking. Much of it overlaps with the City of San Luis Obispo's [Reservoir Canyon Nature Reserve](#), where BLM mineral rights underlie a popular loop trail with panoramic views of the city and the Santa Lucia Mountains. Also, on Mine Hill southwest of the city limits, the plan would open a 76-acre BLM-owned parcel to drilling and fracking. This parcel is directly adjacent to the [Irish Hills Natural Reserve](#), a 720-acre open space administered by the City of San Luis Obispo with many popular trails.

**Cayucos & Whale Rock Reservoir** – The BLM plan opens 980 acres of BLM land upstream from [Whale Rock Reservoir](#) and adjacent to the Los Padres National Forest. Whale Rock Reservoir serves as a source of clean drinking water for the City of San Luis Obispo and the Cal Poly campus. The City and the California Conservation Corps have also embarked on a multi-year effort here to eradicate invasive fish from the reservoir and restore steelhead that historically spawned in the area. The reservoir is popular with hikers, anglers, picnicking families, and bird watchers who flock to the area to view the reservoir's resident bald eagles, osprey, and migratory birds.

**Los Osos Middle School** – The BLM plan would open a 5-acre parcel to drilling and fracking directly across the street from [Los Osos Middle School](#) and within 300 feet of the southern boundary of [Morro Bay State Park](#).

**Montana de Oro State Park & Irish Hills** – The BLM plan would open 1,222 acres of federally-owned mineral estate within [Montana de Oro State Park](#), a coastal park popular with hikers, mountain bikers, equestrians, campers, and beach visitors. The area slated for drilling and fracking covers nearly the entire southeastern corner of the park, including the popular Alan Peak Trail between Alan Peak and

Oats Peak. The surface is owned and managed by California State Parks, but the underlying mineral rights are held by BLM.

**Carrizo Plains Ecological Reserve** – The [Carrizo Plains Ecological Reserve](#) is a 38,900-acre wildlife preserve that connects the Los Padres National Forest to the Carrizo Plain National Monument, and is owned and managed by the California Department of Fish & Wildlife. However, BLM owns portions of the mineral rights underlying the area. The BLM plan would open nearly one-third of the reserve (12,802 acres) to oil drilling and fracking, threatening several endangered species along with native grasslands, vernal pools, and reintroduced populations of tule elk and pronghorn antelope. Several hiking and equestrian trails pass through the lands slated for drilling.

**Carrizo Plain National Monument** – While the BLM’s plan does not address drilling and fracking inside the [Carrizo Plain National Monument](#) (that area has its own separate management plan), it would allow drilling and fracking across 15,338 acres directly adjacent to the monument’s eastern boundary in the Temblor Mountains, including several hundred acres directly adjacent to the Congressionally-proposed Temblor Wilderness Area.

**Machesna Mountain Wilderness** – The plan would open 480 acres of private land immediately adjacent to the [Machesna Mountain Wilderness](#) in the Los Padres National Forest. The wilderness area was established by Congress in 1984.

**Huasna Valley** – The BLM plan would open nearly 2,500 acres in the Huasna Valley and surrounding foothills to drilling and fracking. Included among them are several parcels alongside Huasna Road, one of the key gateways into the Los Padres National Forest.

**Lopez Lake** – The BLM plan would open a 4-acre parcel on the shore of [Lopez Lake](#) near the Dune Vista Trail, along with another 320 acres on a hillside a half-mile away that drains directly into the lake. These are mostly state-owned lands with BLM sub-surface mineral estate. The lake provides clean drinking water to the Five Cities and includes a popular recreation area administered by San Luis Obispo County Parks offering camping, fishing, boating, picnicking, hiking and equestrian trails, mountain biking, zip-lining, and birdwatching.

**Morro Rock** – The BLM plan identifies [Morro Rock](#), a volcanic plug at the entrance to Morro Bay Harbor, as an area open to drilling and fracking. It is protected as the Morro Rock State Preserve and is a State Historic Landmark.

**Santa Margarita Lake, Park Hill, and Calf Canyon Along Highway 58** – The BLM plan would open scattered parcels in the area bounded by Santa Margarita, Highway 58, and [Santa Margarita Lake](#) totaling more than 5,000 acres of mostly BLM-owned land. It includes several large parcels bordering and emptying into Santa Margarita Lake, which provides clean drinking water for the City of San Luis Obispo along with numerous outdoor recreation opportunities.

**La Panza Mountain Range** – The BLM plan would open more than 7,000 acres to drilling and fracking on BLM land in the La Panza Mountain Range along the San Juan River, between Los Padres National Forest and Carrizo Plain National Monument.

**Camp Roberts** – The BLM plan would open more than 43,000 acres of [Camp Roberts](#), a California National Guard post where units train annually. The national guard also opens these vast lands to the public for hunting and fishing opportunities.

**Lake Nacimiento & Santa Lucia Range** – The BLM plan opens more than 32,000 acres of parcels in the Santa Lucia Mountains between Highway 46 and the SLO-Monterey county line, including hundreds of acres surrounding [Lake Nacimiento](#). Some of these parcels are visible along Highway 1 near Pine Top Mountain at the gateway to the Big Sur coastline.

## **SAN JOAQUIN VALLEY & SOUTHERN SIERRA NEVADA**

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**Gateways to National Parks** – Almost 5,000 acres of land within one mile of [Sequoia National Park](#) are listed as “open” for fossil fuel leasing under the BLM’s proposal. This would be new drilling and fracking on federal land along the park’s boundary — an area where there’s currently no oil development. The plan could also open over 2,000 acres near the southern entrance to [Yosemite National Park](#).

**National Monuments** – The agency’s plan would allow oil and gas leasing of a combined 44 square miles of federal land along the boundaries of the [Carrizo Plain National Monument](#) and [Giant Sequoia National Monument](#) near Bakersfield. Both monuments only recently survived an attempt by the Trump administration to shrink or eliminate them.

**State Parks** – More than 25 square miles along the boundaries of state park system lands such as [Fort Tejon State Park](#), [Colonel Allensworth](#) and [Tomo-Kahni State Historic Parks](#), and [Onyx Ranch](#) and [Hungry Valley State Vehicular Recreation Areas](#) could be opened to leasing if the plan is approved.

**Nature Preserves** – Opens to drilling another 50 square miles of federally owned mineral estate below private preserves like [Audubon Kern River Preserve](#), [Tejon Ranch](#) and [Wind Wolves Preserve](#).

**National Wildlife Refuges & State Ecological Reserves** – The plan would also open over 70 square miles of land in and around national wildlife refuges and state ecological reserves to leasing, jeopardizing important habitat for many threatened, endangered and rare plants and animals. Areas such as [Bitter Creek National Wildlife Refuge](#) and the Bakersfield Cactus, [Canebrake](#) and [Carrizo Plains Ecological Reserve](#) are at risk of being opened to drilling and fracking.

**Lake Isabella**—The plan could even threaten Bakersfield’s water supply. Approximately 87 square miles surrounding [Lake Isabella](#) — one of the city’s primary sources of drinking water — would be open to drilling and fracking leases under the plan. Not only would this have major implications for Bakersfield residents, much of the leasing in the Lake Isabella area would be in and around neighborhoods.

**Pacific Crest Trail** – Four parcels that overlap the [Pacific Crest Trail](#) are opened for drilling and fracking, covering more than four miles of this world-class trail that extends from Mexico to Canada.

**Millerton Lake State Recreation Area** – Millerton Lake was created by construction of the Friant Dam across the San Joaquin River in 1944. One of the most popular recreation areas in the San Joaquin Valley, the lake’s 47 miles of shoreline are a magnet for families seeking high-quality recreational opportunities. The [Millerton Lake State Recreation Area](#) includes camping facilities along with opportunities for swimming, fishing, bicycling, and boating. Summer interpretive programs and Junior

Ranger programs are provided during the summer, along with tours for school groups throughout the year. The hills around the lake provide excellent hiking; long segments of the San Joaquin River Trail are designated as “open” for drilling and fracking. In addition, Valley Oak Campground and Pincushion Mountain are slated for drilling and fracking, along with thousands of acres around the lake and immediately upstream.

Millerton Lake has the largest population of wintering bald eagles in the San Joaquin Valley, most having migrated more than 1,600 miles from summer breeding grounds in Canada. The park offers special tours to view the bald eagles during the winter. The park also contains the original Millerton County Courthouse built in 1867.



## Administrative Report

**TO:** Honorable City Council

**FROM:** Ben Harvey, City Manager  
James Hahn, I.T. Manager

**MEETING DATE:** February 24, 2026

**SUBJECT:** Upgrade Microsoft 365 from G3 to G5 to Enhance Audit Logging per Kroll Report Recommendation (*Operational Need*)

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### RECOMMENDATION

Authorize the City Manager to approve renewal of the City's existing Microsoft 365 G3 licenses as Microsoft 365 G5 licenses fulfilling the Kroll Report recommendation that the City upgrade its Microsoft 365 licensing.

### DISCUSSION

The City currently uses a combination of Office 365 G1 licenses and Microsoft 365 G3 licenses. The Office 365 G1 licenses are assigned to users who do not log onto city computers and therefore don't have access to the City's network resources. The audit logs for these users will be kept for 180 days. This meets the minimum amount of time per the [Kroll Report](#) recommendation.

The Microsoft 365 G3 users do log onto City computers and do have access to the City's network resources. Because these accounts have greater access to City resources, they pose a more significant risk to the City if they are compromised or otherwise used maliciously. The [Kroll Report](#) recommends IT improvements including upgrading the Office 365 license to ensure audit logs are retained to enhance the ability to detect and investigate suspicious activity. By upgrading the Microsoft 365 G3 accounts to Microsoft 365 G5 the City will gain additional tools to safeguard against threats to the City's IT resources. These tools include having access to more in-depth forensics logging capabilities and extended log retention duration to 1 year.

### Key Audit Logging Differences

#### Default Retention Period:

- **G3 (Standard):** Audit logs are retained for a period of **180 days**.
- **G5 (Premium):** The default retention period is extended to **1 year** for core services such as Exchange, SharePoint, and Microsoft Entra ID (formerly known as Azure AD).

- **High-Value Forensic Events:**
  - **G3:** Records standard activities, such as file deletions and logins.
  - **G5:** Logging includes additional critical events, such as MailItemsAccessed (checking if an email was read), Send (when an email was sent), and SearchQueryInitiatedExchange/SharePoint (tracking user search queries).

In addition to enhanced logging, the upgrade from Microsoft 365 G3 to G5 also includes several additional tools that add both value and security to the City's Microsoft 365 environment. For example, the City's phone system requires a Microsoft Teams Phone license for each of its 40 lines. These licenses cost \$100.80 per year. With Microsoft 365 G3, the City incurs an extra expense of \$4,032 per year to purchase these add-on licenses. However, Microsoft 365 G5 includes the Teams Phone licenses at no additional cost.

Additional features included in Microsoft 365 G5 include:

- Enhanced Data Loss Prevention capabilities
- Expanded access to data retention policies
- Microsoft Purview information protection features, including file labeling
- Microsoft Defender enhancements
- Advanced identity and access management features
- eDiscovery Premium and Audit Premium services
- Access to insider risk management controls and functionalities

## **CITY COUNCIL GOALS ALIGNMENT**

Goal No. 8 - Financial Stability

### **OPTIONS**

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

### **FISCAL IMPACT**

Microsoft 365 G5 upgrade can be accounted for in the City's existing approved budget. At the February 10, 2026, meeting the City Council approved an additional \$40,000 for the software budget for the current fiscal year. This increase is, in part, intended to cover the additional expense incurred by adding additional email users to our Microsoft 365 environment. Since the license upgrade is a recommendation resulting from the [Kroll Report](#), the additional \$13,860 of the G5 upgrade will be covered by the existing budget for IT security audits and remediations.

**Prepared by: James Hahn, I.T. Manager, City Manager's Office**

### **ATTACHMENT(S)**

- A. 1 Year Microsoft Government Community Cloud G1 and G5 License Renewal
- B. 1 Year Microsoft Government Community Cloud G1 and G3 License Renewal

Quote ACIQ18140-02: City of Ojai - Microsoft Licensing GCC G1 and G3



**Prepare IT for survival**

Executive Summary

**Prepared For:** James Hahn, City of Ojai  
 401 S Ventura St, Ojai, CA 93024  
**Ship to:** 401 S Ventura St, Ojai, CA 93023-3248  
**Prepared By:** Yvette Clubb, Sales Coordinator, 805-475-5029, [yvettec@allconnected.com](mailto:yvettec@allconnected.com)

1 Year Microsoft GCC G1 and G3 Licensing Renewal - Annual Billing  
 Current Expiration Date: 3/24/26

Proposal Detail

	Qty	Price	Total
<b>Microsoft Licensing - Annual Fee</b>			<b>\$46,860.00</b>
<input type="checkbox"/> Office 365 G1 (Government Community Cloud Pricing) (NCE GCC ANN)	77	\$120.00	\$9,240.00
<input type="checkbox"/> Microsoft 365 G3 (Governmental Community Cloud Pricing) (NCE GCC ANN)	55	\$432.00	\$23,760.00
Renew above licensing or upgrade to the below			
<input checked="" type="checkbox"/> Microsoft 365 GCC G5 (Governmental Community Cloud Pricing) (NCE GCC ANN) Office 365 G5, Enterprise Mobility + Security G5, and Windows G5. This per-user licensed suite of products offers customers the latest, most advanced enterprise security, management, collaboration, and business analytics.	55	\$684.00	\$37,620.00

Update Totals



*Click here* to view or download the full PDF version. You can electronically accept or reply with a note below.

**SubTotal: \$46,860.00**  
**Shipping: \$0.00**  
**Sales Tax: \$0.00**  
**Total: \$46,860.00**

**TERMS & CONDITIONS:** 50% project labor is due upon signing, unless otherwise specified in the quote. Any deletions or modifications to quantities or products on this quote require repricing - all delivery, training or consulting services to be billed at published rates for each activity involved - generally all hardware computer components proposed above are covered by the manufacturer for a limited one year warranty, covering parts and labor on a depot basis - we specifically disclaim any and all warranties, express or implied, including but not limited to any implied warranties or with regard to any licensed products. We shall not be liable for any loss of profits, business, goodwill, data, interruption of business, nor for incidental or consequential merchantability or fitness of purpose, damages related to this agreement. Minimum 15% restocking fee with original packaging. **Terms are Net 30 days unless otherwise agreed upon.** In the event of a conflict between the master service agreement ('agreement') and this proposal, the terms of the agreement shall control.

Ready to Accept?



**EXECUTIVE SUMMARY**

**PREPARED FOR:** James Hahn, City of Ojai  
 401 S Ventura St, Ojai, CA 93024  
**SHIP TO:** 401 S Ventura St, Ojai, CA 93023-3248  
**PREPARED BY:** Yvette Clubb, Sales Coordinator, 805-475-5029 | yvetttec@allconnected.com

1 Year Microsoft GCC G1 and G3 Licensing Renewal - Annual Billing

Current Expiration Date: 3/24/26

DESCRIPTION	QTY	PRICE	EXT PRICE
<b>Microsoft Licensing - Annual Fee</b>			<b>\$33,000.00</b>
Office 365 G1 (Government Community Cloud Pricing) (NCE GCC ANN)	77	\$120.00	\$9,240.00
Microsoft 365 G3 (Governmental Community Cloud Pricing) (NCE GCC ANN) (Optional - SELECTED)	55	\$432.00	\$23,760.00
Renew above licensing or upgrade to the below			
<i>Microsoft 365 GCC G5 (Governmental Community Cloud Pricing) (NCE GCC ANN) Office 365 G5, Enterprise Mobility + Security G5, and Windows G5. This per-user licensed suite of products offers customers the latest, most advanced enterprise security, management, collaboration, and business analytics. (Optional)</i>	55	\$684.00	\$37,620.00
		SubTotal	\$33,000.00
		Sales Tax	\$0.00
		<b>TOTAL</b>	<b>\$33,000.00</b>

TERMS & CONDITIONS: 50% project labor is due upon signing, unless otherwise specified on the quote. Orders over \$25,000 may require 50% downpayment to process the order. Any deletions or modifications to quantities or products on this quote require repricing - all delivery, training or consulting services to be billed at published rates for each activity involved - generally all hardware computer components proposed above are covered by the manufacturer for a limited one year warranty, covering parts and labor on a depot basis - we specifically disclaim any and all warranties, express or implied, including but not limited to any implied warranties or with regard to any licensed products. We shall not be liable for any loss of profits, business, goodwill, data, interruption of business, nor for incidental or consequential merchantability or fitness of purpose, damages related to this agreement. Minimum 15% restocking fee with original packaging.

**Terms are NET 30 DAYS unless otherwise agreed upon.**

This agreement is subject to the Terms and Conditions specified in our Master Service Agreement (MSA), located at <https://allconnected.com/msa>. In the event of a conflict between the MSA and this proposal, the terms of this Proposal will control.

**Quote Approval**

Quote Pricing, Terms, and Conditions approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Please electronically sign or return this signed quote to us via fax to 805.526.0717 or email your sales rep. This quote may expire 30 days after the quote date or by specified date: