AGENDA

CITY COUNCIL REGULAR MEETING

TUESDAY, JUNE 9, 2026, 6:00 PM

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

OJAI CITY COUNCIL

ANDY GILMAN, MAYOR

DISTRICT 1 - LESLIE RULE
DISTRICT 2 - RACHEL LANG
DISTRICT 3 - ANDREW WHITMAN
DISTRICT 4 - KIM MANG

BEN HARVEY	BETHANY BURGESS	WESTON MONTGOMERY
CITY MANAGER	CITY ATTORNEY	CHIEF DEPUTY CITY CLERK

VIEWING & ACCESS

Public participation is encouraged! The Ojai City Council meets regularly on the second and fourth Tuesdays of the month at 6:00 p.m. The meetings are conducted in a hybrid model, providing both in-person attendance and virtual public comment via the Zoom link below. Virtual attendance via Zoom is the only way to remotely provide public comment. Pre-registration is not required for public comment via Zoom. Instead, Zoom participants will utilize the “hand-raise” function to indicate their desire to speak on an item. The meeting is also livestreamed on the City's website at ojai.ca.gov/525/2968/Public-Meetings, on YouTube at youtube.com/@ojaicity, and on Spectrum Channel 10. See “Public Comment Options” below for further instruction.

ZOOM LINK - June 9, 2026 - Regular Meeting

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PRESENTATIONS

1. **Proclamation Honoring Pride Month 2026 and Helen Allen**
2. **Ojai Valley Fire Safe Council to Provide a Quarterly Update**

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.

3. **City of Ojai Warrants for May 11, 2026 - May 24, 2026**
   RECOMMENDATION: Receive and file.
   Administrative Report - Warrant Report
   Attachment A - Warrant Register Report
   Attachment B - Disbursement by Category
   Warrant Cover Letter

4. **City Council Minutes**
   RECOMMENDATION: Approve.
   05-26-26 Regular Meeting
   05-26-26 Special Meeting

5. **Appointment of Area Housing Authority Commissioner**
   RECOMMENDATION: Consider appointment of applicant on file to serve a four-year term as the City of Ojai's representative on the Ventura County Area Housing Authority Board.
   Administrative Report - Area Housing Authority Appointment
   Attachment A - AHA Commission Application - T. Dolan
   Attachment B - AHA General Information
   Attachment C - Overview Commissioner Requirements

6. **Confirm Appointment to Fill Inaugural Vacancy on the Public Safety Commission**
   RECOMMENDATION: Confirm nomination of applicant Randy Coggan as Public Safety Commissioner to fill an inaugural vacancy (four-year term ending May 2030).
   Administrative Report - Public Safety Commissioner Confirmation
   Attachment A - Commission Application - R. Coggan

PUBLIC HEARINGS

7. **Report and Public Hearing on City of Ojai Job Vacancies and Recruitment and Retention Efforts in Compliance with Government Code §3502.3 *(Legal Requirement)***
   RECOMMENDATION: Receive a report and conduct a public hearing regarding the City of Ojai job vacancies and recruitment and retention efforts in compliance with

Government Code §3502.3.
Administrative Report - AB 2561 Vacancies, Recruitment, and Retention

8. **City of Ojai's Proposed Budget for Fiscal Year 2026-27** ***(Operational Need)***
RECOMMENDATION: Review the City of Ojai's Budget for Fiscal Year 2026-27 and provide feedback. This item will be coming back to City Council at the June 23rd meeting for adoption.
Administrative Report - FY 2026-27 Proposed Budget
Attachment A - FY 2026-27 Budget Document
Attachment B - CIP Summary

9. **Levy and Collection of Assessments for Landscaping and Lighting District No. 1, Plaza Maintenance Assessment District No. 2, and Landscaping and Lighting District No. 3 for FY 2026/2027** ***(City Council Direction)***
RECOMMENDATION:
    1. Conduct a Public Hearing to receive public testimony relative to the established assessments for Landscaping and Lighting District No. 1, Plaza Maintenance Assessment District No. 2, and Landscaping and Lighting District No. 3 for Fiscal Year 2026/2027; and,
    2. Adopt Resolution No. 2026-17, approving the Engineer's Annual Levy Report, confirming the diagrams and assessments for Landscaping and Lighting District No. 1, Plaza Maintenance Assessment District No. 2, and Landscaping and Lighting District No. 3, and ordering the work and the levy of assessments for Fiscal Year 2026/2027; and,
    3. Direct staff to transmit the necessary documents to the County of Ventura for the levying and collection of property assessments for said Districts.

Administrative Report - Special Districts
Attachment A - Resolution No. 2026-17
Attachment B - Final Engineers Report

DISCUSSION

10. **Adoption of Resolutions Calling for and Giving Notice of the City of Ojai's General Municipal Election on November 3, 2026; Requesting County of Ventura Consolidation with the Statewide General Election; and Adopting Regulations for Candidates Statements** ***(Operational Need)***
RECOMMENDATION:
    1. Adopt the following resolutions:
        a. A resolution calling and giving notice of the City of Ojai's General Municipal Election to be held on Tuesday, November 3, 2026, for the election of certain officers as required by the State of California relating to General Law Cities; and
        b. A resolution requesting the Board of Supervisors of the County of Ventura to consolidate the General Municipal Election with the Statewide Gubernatorial General Election and to render specified services in relation to the conduct of the Ojai General Municipal Election; and
        c. A resolution adopting regulation for candidates for elective office pertaining to candidate statements.
    2. Direct the City Clerk to prepare all appropriate documents for election consolidation and submit to the County of Ventura by the required date of Monday, June 29, 2026.

Administrative Report - November 3, 2026 Election and County Services
Attachment A - Resolution No. 2026-18, Call for Election
Attachment B - Resolution No. 2026-19, Request for Consolidation
Attachment C - Resolution No. 2026-20, Regulations for Candidate Statements
Attachment D - Elections Calendar and Consolidation Request Documents

11. **Consider Appeal of Planning Commission Denial | The outdoor storage and use of an existing walk-in freezer and proposed modifications to the existing outdoor dining area located to the rear of Ojai Mountain Farm restaurant, addressed 242 East Ojai Avenue (Design Review Permit [DRP 26-003] and Conditional Use Permit [CUP 26-003]). Assessor's Parcel Number 021-0-140-370. Representative: Patrick Housh, Paul Poirier + Associates Architects. Property Owner: Verna Joy Adams; Applicant: Tony Yanow, Ojai Mountain Farm.** ***(Requested by Mayor Gilman)***
RECOMMENDATION: That City Council determine whether to appeal the Planning Commission's May 20, 2026, decision to deny a design review permit and conditional use permit for the use of an outdoor walk-in freezer and proposed modifications to the existing outdoor dining area associated with Ojai Mountain Farms restaurant located at 242 East Ojai Avenue.
Administrative Report - Appeal of Planning Commission Denial
Attachment A - Municipal Code, Appeals
Attachment B - May 20 PC Agenda

12. **Authorization to Purchase One (1) 2026 BMW Police Motorcycle** ***(Operational Need)***
RECOMMENDATION: Authorize the purchase of one (1) new 2026 BMW police motorcycle for the Ojai Police Department's Motor Officer Program, in an amount not to exceed $50,000, including an 84-month/unlimited-mileage full-service warranty, from authorized BMW dealer Long Beach BMW Motorcycles.
Administrative Report - Purchase of PD Motorcycle
Attachment A - Motorcycle Quote

13. **Award Maintenance Agreement for Janitorial Services** ***(Operational Need)***
RECOMMENDATION:
    1. Authorize the City Manager to execute Maintenance Agreement No. 2026-31 with Kelly's Cleaning & Supplies for janitorial services in the amount of $115,263.96 annually for a three-year period commencing July 1, 2026, through June 30, 2029, and;
    2. Authorize the City Manager to execute, in their sole discretion, future amendments for up to two (2) additional one-year terms for a maximum agreement term not to exceed five (5) years.

    OR

    3. Direct staff to appropriate funding for two full-time Maintenance I employees.

    If option one, two, or three are not selected then:

    4. Provide alternative direction to the City Manager

Administrative Report - Janitorial Services
Attachment A - Agreement No. 2026-31

14. **Award of Contract – State of the City Video Production, Scriptwriting, and Event Presentation Support** ***(Council Direction)***
RECOMMENDATION: Authorize the City Manager to execute a one-year contract with Tripepi Smith & Associates in the amount of $35,802, for the State of the City

Video Production, and Event Presentation Support.
Administrative Report - State of the City
Attachment A - Proposal
Attachment B - Cost File
Attachment C - Agreement

15. **Award of Contract for Communications and Social Media Services Contract for Fiscal Year 2026-2027 *(Operational Need)***
RECOMMENDATION: Authorize the City Manager to execute a contract with Tripepi Smith & Associates for Communications and Social Media Services for Fiscal Year (FY)26-27, based on their proven experience with the City, competitive pricing, and compliance with the City's purchasing policy.
Administrative Report - Communications Services
Attachment A - Agreement
Attachment B - Proposal
Attachment C - Cost File

COUNCIL MEMBER'S REPORTS

FUTURE AGENDA ITEMS

ADJOURNMENT

Posted June 5, 2026, at 12:00 p.m.
Weston Montgomery, Chief Deputy City Clerk

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

Written Comments
Written Public Comments - 06-09-26

ACCOMMODATIONS

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call (805) 646-5581. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

If you feel that a language interpreter is necessary for you to participate in this meeting, notification 48 hours prior to the meeting will enable the City to make reasonable arrangements for an interpreter to assure your participation/understanding of this meeting.

Si considera que un intérprete de idiomas es necesario para participar en esta reunión, la notificación 48 horas antes de la reunión le permitirá a la Ciudad hacer arreglos razonables para que un intérprete asegure su participación/comprensión de esta reunión del Concejo Municipal.

Para Español por favor llame al (805) 646-5581 ext. 100 o por correo electronico a cityclerk@ojai.ca.gov.

PUBLIC PARTICIPATION

Agenda reports and other disclosable public records related to agenda items are available on the City's website at ojai.ca.gov/525/2968/Public-Meetings and at City Hall located at 401 S. Ventura St., Ojai, Ca., during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m.

PUBLIC COMMENT OPTIONS

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

You may always submit written comments to the City Clerk via mail, in person at City Hall, or via email to cityclerk@ojai.ca.gov. If your written comment is received by 3:00 p.m. on the day before the meeting date, the City Clerk will distribute copies of your comments to all Council Members and recorded on the City website. Written comments received after 3:00 p.m. may not be distributed to the Council Members and recorded on the City website until after the meeting.

Verbal Comments: Verbal Comments will be received on any item on the agenda at the time the agenda item is heard. Comments may be made in person at the meeting or through Zoom, via the link at the top of the Agenda. Pre-registration is not required for public comment via Zoom. Instead, Zoom participants will utilize the hand-raise function to indicate their desire to speak on an item.

IMPORTANT NOTES:
All materials related to an item on this agenda, including written public comments, will be available for public inspection in the City Clerk's Office at City Hall, and following the meeting, will be accessible on the City of Ojai's website at ojai.ca.gov.

As a government agency, the City of Ojai is subject to the California Public Records Act (Government Code § 6250 et seq.). Please be advised that all communications submitted to City officials and staff are subject to public disclosure under the California Public Records Act. There are limited exceptions that allow the City to redact personal information under the California Public Records Act. If you have concerns regarding privacy, please do not include your personal identifying information, such as your name, e-mail, phone number, and home address in your correspondence to the City, including, but not limited to, public comment.

If you challenge the actions of the City Council in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in the public notices, or in written correspondence delivered to the City Council at, or prior to, the public hearing (California Government Code Section 65009).

Any legal action by an applicant seeking to obtain a judicial review of the City Council's decision on a Hearing listed on this Agenda may be subject to the 90-day filing period of and governed by Code of Civil Procedure Section 1094.6.

LEVINE ACT WARNING

Applicants and their agents before the City Council are subject to the campaign disclosure provisions detailed in Government Code Section 84308. No City Council Member may accept, solicit, or direct a contribution of more than $500 from any party or agent for 12 months subsequent to the date a final decision is rendered by the City. This prohibition commences when your application has been filed, or the proceeding is otherwise initiated.

A party to a City proceeding - which includes both applicants and agents - shall disclose on the record of the proceeding any contribution of more than $500 made to any Council Member by the applicant or agent, during the preceding 12 months. No party to a City proceeding, or agent, shall make a contribution to a Council Member during the proceeding and for 12 months following the date a final decision is rendered by the City.

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

If you believe that these provisions apply to you or a Council Member, please inform the City Clerk at the earliest possible opportunity. Failure to do so may affect the City's ability to process your application.

Administrative Report

TO: **Honorable City Council**

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

MEETING DATE: **June 09, 2026**

SUBJECT: **City of Ojai Warrants for May 11, 2026 – May 24, 2026**

RECOMMENDATION
Receive and file.

DISCUSSION
Disbursement Warrant Check Numbers: 80659-80727
Payroll Warrant Check Numbers: 38394-38396
Number of Direct Deposits: 59

City of Ojai Disbursement Warrants for General Fund and Special Revenue Funds		$	484,875.31
Payroll – May 14, 2026			116,377.27
	Total	$	601,252.58

CITY COUNCIL GOALS ALIGNMENT
Goal No. 8 - Financial Stability

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

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

Prepared by: Scott Avila

ATTACHMENT(S)
A. Check Register
B. Disbursement by Category

Check Register

Check Summary By Check Number

Check No	Vendor Name	Check Date	Check Amount
80659	**Anthony Palacios** Settlement Agreement	05/13/2026	93,750.00
80660	**Gray & Associates, P.C** Settlement Agreement	05/13/2026	31,250.00
80661	**AllConnected, Inc.** April & May 2026 IT Support	05/14/2026	12,788.50
80662	**ApplicantPro Holdings LLC** HR Report Access Setup Fee	05/14/2026	71.94
80663	**Aqua-Flo Supply** Supplies for Citywide Maintenance	05/14/2026	891.70
80664	**AT&T** April 2026 Telephone	05/14/2026	31.91
80665	**Catalina Industries Inc** April 2026 Paint for Libbey Park Bleachers	05/14/2026	1,327.94
80666	**CoStar Realty Information Inc** May 2026 CDD Software Program	05/14/2026	1,032.00
80667	**Delta Liquid Energy** May 2026 Trolley Fuel	05/14/2026	688.03
80668	**EEG Enterprises** Tools & Equipment for IT	05/14/2026	1,085.00
80669	**EideBailly LLP** April 2026 Accounting Services	05/14/2026	3,420.00
80670	**Emmanuel A Mendez** May 2026 City Transit Wash	05/14/2026	1,250.00
80671	**Fence Factory Rentals** May 2026 City Unhoused Temporary Fence Rental	05/14/2026	951.08
80672	**Greg Rents** April & May PW Equipment Rental	05/14/2026	418.09
80673	**Historic Resources Group LLC** Historic Resources Inventory Update	05/14/2026	2,662.50
80674	**Jordan Kear** April 2026 Ventura Watershed Litigation Support	05/14/2026	9,397.50
80675	**Kelly Cleaning & Supplies, Inc.** May 2026 Janitorial Services	05/14/2026	3,404.33

Check Register

Check Summary By Check Number

Check No	Vendor Name	Check Date	Check Amount
80676	**Martin's Ojai Locksmith** April 2026 Service Call	05/14/2026	150.00
80677	**Ojai Auto Supply** April 2026 Supplies for Trolley Maintenance	05/14/2026	437.29
80678	**Ojai Valley Chamber of Commerce** April 2026 Professional Services Agreement	05/14/2026	4,505.00
80679	**Ojai Valley Museum** April - June 2026 Museum Operations Support	05/14/2026	18,750.00
80680	**Ojai Valley News** March 2026 Legal Ad Notice	05/14/2026	218.50
80681	**Ojai Valley Sanitary District** May 2026 Sewer Services	05/14/2026	1,635.62
80682	**Prudential Overall Supply** Public Works Cleaning Supplies & Clothing Allowance	05/14/2026	127.74
80683	**Jan C. Scow** April 2026 Tree Site Evaluations	05/14/2026	796.25
80684	**Secural Security Corporation** May 2026 City Unhoused Security	05/14/2026	7,118.08
80685	**Jeff Sivas** Ojai Cabin Village Soil Report (grant reimbursable)	05/14/2026	3,700.00
80686	**So Cal Gas** April 2026 Gas	05/14/2026	278.95
80687	**Tim Krout** Refund for Canceled Facility Use	05/14/2026	1,684.00
80688	**United Site Services Inc** April 2026 OTT Porta Potty Rental	05/14/2026	1,271.05
80689	**Witherspoon Industries Inc** May 2026 City Unhoused Storage	05/14/2026	90.00
80690	**Kathleen Abasi** Recreation Class - Weight Room	05/21/2026	208.00
80691	**Airgas West** April 2026 PW & Transit Gas Cylinder Rental	05/21/2026	55.08
80692	**AllConnected, Inc.** Microsoft Annual License Fee	05/21/2026	316.80

Check Register

Check Summary By Check Number

Check No	Vendor Name	Check Date	Check Amount
80693	**Association of Water Agencies of Ventura County** Annual Membership Dues	05/21/2026	1,650.00
80694	**AT&T** April 2026 Telephone	05/21/2026	254.59
80695	**Blue Dolphin Locksmith LP** Final Payment for Finance Safe with Traceable Lock	05/21/2026	2,866.26
80696	**California Building Standards** Building Standards Assessment Fees	05/21/2026	654.30
80697	**California State Disbursement Unit** May 2026 Payroll Expense	05/21/2026	82.15
80698	**Canon Financial Services, Inc.** May 2026 Copy Machine Lease	05/21/2026	100.60
80699	**Casitas Municipal Water District** March 2026 Water	05/21/2026	6,774.27
80700	**Dance Ojai** Recreation Class - Dance	05/21/2026	403.00
80701	**Delta Liquid Energy** May 2026 Trolley Fuel	05/21/2026	517.20
80702	**Max Dickenson** Recreation Class - Weight Room	05/21/2026	1,063.00
80703	**Division of the State Architect** January - March 2026 Disability Access & Education Fee	05/21/2026	303.84
80704	**Franchise Tax Board** May 2026 Payroll Expense	05/21/2026	100.00
80705	**Darrell Gooden** Recreation Class - Kung Fu	05/21/2026	520.00
80706	**E.J. Harrison & Sons** April 2026 OTT Rolloff Dumpster	05/21/2026	346.05
80707	**Herk Edwards Inc** Sarzotti Gym Basketball Backboards Installation	05/21/2026	17,558.75
80708	**JMG Security Systems, Inc.** Deposit for Installation of Security Equipment	05/21/2026	7,939.00
80709	**Jolly Jumps Rentals** Recreation Open House Event Jolly Jumper Rental	05/21/2026	2,151.75

Check Register

Check Summary By Check Number

Check No	Vendor Name	Check Date	Check Amount
80710	**Living Aikido** Recreation Class - Aikido	05/21/2026	399.75
80711	**Mark Cranes Tree Inc** April 2026 Tree Pruning Services	05/21/2026	4,500.00
80712	**Meiners Oaks Hardware** Supplies for Citywide Maintenance	05/21/2026	185.81
80713	**Ojai Auto Supply** May 2026 Supplies for City Vehicle Maintenance	05/21/2026	195.00
80714	**Ojai Business Center Inc** April & May 2026 Copies of City Documents & Building Plans	05/21/2026	2,410.75
80715	**Ojai Valley News** May 2026 Legal Ad	05/21/2026	275.50
80716	**Raimi & Associates Inc** February & March 2026 General Plan Update	05/21/2026	6,043.53
80717	**Marcee Rice** Reimbursement for Building Permit	05/21/2026	1,712.47
80718	**Riverbottom Ranch LLC** Recreation Open House Event Mobile Petting Zoo	05/21/2026	550.00
80719	**Jan C. Scow** May 2026 Tree Site Evaluation	05/21/2026	157.50
80720	**Myron "Doojie" Seliger** March & April 2026 Libbey Bowl Operations Support	05/21/2026	1,000.00
80721	**Solid Waste Solutions Inc.** May 2026 Hazardous Waste Program	05/21/2026	1,038.50
80722	**Southern CA Edison** April 2026 Electricity	05/21/2026	22,195.46
80723	**Starlight Dance Academy** Recreation Class - Ballet & Jazz	05/21/2026	1,428.00
80724	**State Water Resources Control Board** 2026 Annual Permit Fee	05/21/2026	1,723.00
80725	**Transtech Engineers, Inc** Construction Management Services for Maricopa Hwy ATP Project	05/21/2026	82.50
80726	**Verizon Wireless** April 2026 City Cell Phone	05/21/2026	72.70

Check Register

Check Summary By Check Number

Check No	Vendor Name		Check Date	Check Amount
80727	**Westridge Market Inc**		05/21/2026	42.63
	April 2026 Supplies for PW			
ACH	**Mission Square 457 ACH**		05/14/2026	10,637.71
	May 2026 Payroll Expense			
ACH	**Ready Refresh by Nestle**		05/14/2026	82.56
	May 2026 Drinking Water for City Departments			
ACH	**IRS ACH**		05/15/2026	43,213.31
	May 2026 Payroll Expense			
ACH	**EDD ACH**		05/15/2026	6,949.44
	May 2026 Payroll Expense			
ACH	**CalPERS Retirement ACH**		05/15/2026	26,288.87
	May 2026 Payroll Expense			
ACH	**Amazon.com/Sales, Inc**		05/18/2026	8,297.55
	May 2026 Miscellaneous Supplies			
ACH	**InfoSight Inc**		05/18/2026	8,075.25
	Final Payment for IT Security Assessment			
ACH	**Willdan Engineering**		05/18/2026	1,950.00
	March 2026 Plan Checking Services			
ACH	**Christopher Reno**		05/18/2026	2,850.00
	May 2026 Trolley Repair			
ACH	**Health and Human Resource Center Inc**		05/18/2026	143.64
	June 2026 Employee Assistance Program			
ACH	**Altigen Communications, Inc.**		05/18/2026	1,289.69
	May 2026 Monthly Cloud Service			
ACH	**Pitney Bowes-Reserve Account**		05/18/2026	1,600.00
	May 2026 Postage Machine Refill			
ACH	**Willdan Engineering**		05/21/2026	47,198.00
	March 2026 Services			
	Code Enforcement	9,380.00		
	Building & Safety Official	15,165.00		
	Staff Augmentation	13,440.00		
	Project 1013.001 216 Park Avenue	454.00		
	Project 1018.001 923 E Ojai Ave	3,207.00		
	Project 1023.001 510 Ojai Ave	3,467.00		
	Project 1024.001 509 Grand Ave	1,971.00		
	Project 1025.001 402 Bryant St	57.00		
	Project 1026.001 209 & 215 S Montgomery St	57.00		

Check Register

Check Summary By Check Number

Check No	Vendor Name	Check Date	Check Amount
ACH	**Amazon.com/Sales, Inc** May 2026 Miscellaneous Supplies	05/21/2026	1,688.19
ACH	**U.S Bank National Association** April 2026 City Credit Card Miscellaneous	05/22/2026	8,672.86
ACH	**Mission Square RHS ACH** May 2026 Retiree Health Savings	05/22/2026	22,877.50
			484,875.31
ACH	**Payroll** Pay Period 4/27/2026 - 5/10/2026	05/14/2026	116,377.27
	Wire & Paper Check Total		**116,377.27**
	Grand Total		**$ 601,252.58**

City of Ojai

Disbursement by Category

Category	Amount
Advertisement	**494.00**
Ojai Valley News	494.00
Lease and Rentals	**5,037.65**
Airgas West	55.08
Canon Financial Services, Inc.	100.60
Fence Factory Rentals	951.08
Greg Rents	418.09
Jolly Jumps Rentals	2,151.75
United Site Services Inc	1,271.05
Witherspoon Industries Inc	90.00
Legal	**125,000.00**
Anthony Palacios	93,750.00
Gray & Associates, P.C	31,250.00
Payroll and Benefits	**226,669.89**
California State Disbursement Unit	82.15
CalPERS Retirement ACH	26,288.87
EDD ACH	6,949.44
Franchise Tax Board	100.00
Health and Human Resource Center Inc	143.64
IRS ACH	43,213.31
Mission Square 457 ACH	10,637.71
Mission Square RHS ACH	22,877.50
Pay Period 4/27/2026 - 5/10/2026	116,377.27
Professional/Contract Services	**167,889.52**
AllConnected, Inc.	12,788.50
ApplicantPro Holdings LLC	71.94
Association of Water Agencies of Ventura C	1,650.00
Blue Dolphin Locksmith LP	2,866.26
California Building Standards	654.30
Catalina Industries Inc	1,327.94
Christopher Reno	2,850.00
Division of the State Architect	303.84
E.J. Harrison & Sons	346.05
EideBailly LLP	3,420.00
Emmanuel A Mendez	1,250.00
Herk Edwards Inc	17,558.75
Historic Resources Group LLC	2,662.50
InfoSight Inc	8,075.25
Jan C. Scow	953.75
Jeff Sivas	3,700.00
Jordan Kear	9,397.50
Kelly Cleaning & Supplies, Inc.	3,404.33
Mark Cranes Tree Inc	4,500.00
Martin's Ojai Locksmith	150.00
Myron "Doojie" Seliger	1,000.00
Ojai Valley Chamber of Commerce	4,505.00
Ojai Valley Museum	18,750.00
Raimi & Associates Inc	6,043.53
Riverbottom Ranch LLC	550.00
Secural Security Corporation	7,118.08
Solid Waste Solutions Inc.	1,038.50

State Water Resources Control Board	1,723.00
Transtech Engineers, Inc	82.50
Willdan Engineering	49,148.00
Recreation Classes	**4,021.75**
Dance Ojai	403.00
Darrell Gooden	520.00
Kathleen Abasi	208.00
Living Aikido	399.75
Max Dickenson	1,063.00
Starlight Dance Academy	1,428.00
Reimbursement and Refunds	**3,396.47**
Marcee Rice	1,712.47
Tim Krout	1,684.00
Subscription and Software	**1,348.80**
AllConnected, Inc.	316.80
CoStar Realty Information Inc	1,032.00
Supplies	**34,861.31**
Amazon.com/Sales, Inc	9,985.74
Aqua-Flo Supply	891.70
Delta Liquid Energy	1,205.23
EEG Enterprises	1,085.00
JMG Security Systems, Inc.	7,939.00
Meiners Oaks Hardware	185.81
Ojai Auto Supply	632.29
Ojai Business Center Inc	2,410.75
Pitney Bowes-Reserve Account	1,600.00
Prudential Overall Supply	127.74
Ready Refresh by Nestle	82.56
U.S Bank National Association	8,672.86
Westridge Market Inc	42.63
Utilities	**32,533.19**
Altigen Communications, Inc.	1,289.69
AT&T	286.50
Casitas Municipal Water District	6,774.27
Ojai Valley Sanitary District	1,635.62
So Cal Gas	278.95
Southern CA Edison	22,195.46
Verizon Wireless	72.70
Grand Total	**601,252.58**

Warrant Register for the Meeting Date June 09, 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

MINUTES

CITY COUNCIL REGULAR MEETING

TUESDAY, MAY 26, 2026, 6:00 PM

KENT HALL COUNCIL CHAMBERS - CITY HALL CAMPUS - 111 W SANTA ANA ST, OJAI, CA AGENDA UPDATED - 5/22/26, 9:00 PM - TO INCLUDE PRESENTATION SECTION ITEM

Mayor Gilman called the meeting to order at 6:00 p.m.

ROLL CALL

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

Also present: City Manager Harvey, City Attorney Burgess, Assistant to the City Manager Cervantes, and Chief Deputy City Clerk Montgomery.

PLEDGE OF ALLEGIANCE

Chief Deputy City Clerk Montgomery led the Pledge of Allegiance.

APPROVAL OF AGENDA

MOTION: It was moved by Council Member Lang, seconded by Mayor Gilman, to approve the agenda, with Item 10 continued to a future meeting.

The motion carried unanimously.

PRESENTATION

Proclamation Designating May 2026 as Historic Preservation Month

COMMISSION REPORTS

None

CITY MANAGER'S REPORT

City Manager Harvey 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 April 27, 2026 - May 10, 2026**
   RECOMMENDATION: Receive and file.

2. **Treasurer's Monthly Report of Cash and Investments for the City of Ojai as of April 30, 2026**
   RECOMMENDATION: Receive and file.

3. **Minutes - City Council**
   RECOMMENDATION: Approve.

4. **Confirm Reappointments to Fill Term-Ending Vacancies on City Commissions** RECOMMENDATION: Confirm nomination of commission reappointments: Gina McHatton, Historic Preservation Commission; Craig Walker, Historic Preservation
   Commission; Carolyn Wagner, Arts Commission (terms ending May 2030).

5. **Confirm Appointment to Fill Inaugural Vacancy on the Public Safety Commission**
   RECOMMENDATION: Confirm nomination of applicant Jim McEachen as Public Safety Commissioner to fill an inaugural vacancy (four-year term ending May 2030).

6. **Amendment No 2 to Pristine Auto Detailing for Fleet Detailing Services *(Operational Need)***
   RECOMMENDATION:
   1. Authorize City Manager to execute the second amendment to PW Agreement No. 2025-29B with Pristine Auto Detailing (Pristine Auto) to increase the not-to-exceed amount for FY 25-26 by $15,000; and
   2. Authorize the City Manager to issue a Request for Proposal (RFP) for trolley detailing services for FY 26-27.

Mayor Gilman pulled Items 4 and 5 for discussion.

MOTION: It was moved by Council Member Lang, seconded by Council Member Rule, to approve Items 1, 2, 3, and 6.

The motion carried unanimously.

MOTION: It was moved by Council Member Rule, seconded by Council Member Lang, to approve Item 4.

The motion carried unanimously.

MOTION: It was moved by Mayor Gilman, seconded by Mayor Pro Tem Mang, to approve Item 5.

The motion carried unanimously.

DISCUSSION

7. **Consideration of the City's Ability to Shift to At Large Voting *(Gilman/Rule)***
   RECOMMENDATION:
   1. Consider information regarding the ability to shift from electing City Council Members "by-district" to an "at-large" method of selection.
   2. Provide direction (or not) to the City Attorney's Office as to whether to return to City Council with an ordinance repealing or amending Ordinance No. 889 or an ordinance submitting a ballot question to the voters seeking voter approval to return to at-large elections.
   3. Provide alternate direction to the City Attorney.

No action was taken.

8. **Initiating Proceedings for the Annual Levy of Assessments, Preliminarily Approving the Engineer's Annual Levy Report, and Declaring the Council's Intent to Levy and Collect Assessments for the Landscaping and Lighting District No. 1, Plaza Maintenance Assessment District No. 2, and Landscaping and Lighting District No. 3 *(City Council Direction)***
   RECOMMENDATION:
   1. Adopt Resolution No. 2026-13 - Initiating Proceedings for the Annual Levy of Assessments for the City of Ojai Landscaping and Lighting District No. 1, Plaza Maintenance Assessment District (District No. 2), and Landscaping and Lighting District No. 3 for Fiscal Year 2026/27; and
   2. Adopt Resolution No. 2026-14 - Preliminarily Approving the Engineer's Annual Levy Report for the City of Ojai Landscaping and Lighting District No. 1, Plaza Maintenance Assessment District (District No. 2), and Landscaping and Lighting District No. 3 for Fiscal Year 2026/2027; and
   3. Adopt Resolution No. 2026-15 - Declaring the Council's Intent To Levy and Collect Assessments Within the City of Ojai Landscaping and Lighting District No. 1, Plaza Maintenance Assessment District (District No. 2), and Landscaping and Lighting District No. 3 for Fiscal Year 2026/2027 and Setting a Time and Place for Public Hearing.

MOTION: It was moved by Mayor Gilman, seconded by Council Member Lang, to approve Item 8, as recommended.

The motion carried unanimously.

9. **Five-Year Proposed Capital Improvement Program *(City Council Direction)***
   RECOMMENDATION: Receive a presentation on the current and proposed Capital Improvement Program and provide feedback and direction to be incorporated in the FY26/27 approved budget.

Council provided feedback for staff.

10. **City of Long Beach Modular Connect Shelter Units Request for Proposals *(Mang/Whitman)***
    RECOMMENDATION: Discuss City of Long Beach Request for Proposals and provide direction to staff as to whether to submit a proposal to the City of Long Beach to acquire one or more Connect Shelter units and also provide direction as to the maximum proposal price for such proposal.

Item 10 continued to a future meeting.

11. **Update on Aspire Broadband Agreement and Microtrenching Ordinance *(City Council Direction)***
    RECOMMENDATION: Receive an update regarding the agreement proposed by Aspire Broadband for the installation of a fiber network within the city's right-of-way.

Council provided feedback for staff.

COUNCIL MEMBER'S REPORTS

FUTURE AGENDA ITEMS

Council Member Mang requested consideration of an Area Housing Authority appointment.

Council Members Whitman and Lang, and Mayor Gilman, requested a future agenda item regarding the "Local Heros Award" collaborate with students for water tanks projects.

The full Council requested a call up of the Planning Commission's denial decision of the Ojai Mountain Farm Conditional Use Permit and Design Review Permit.

Council Members Rule, Lang, Whitman and Mayor Gilman, requested a future item regarding fire ember screens, and a project fully funded by the City.

ADJOURNMENT

Mayor Gilman adjourned the meeting at 9:55 p.m.

_____
Weston Montgomery, Chief Deputy City Clerk
Approved:

MINUTES

CITY COUNCIL SPECIAL MEETING

TUESDAY, MAY 26, 2026, 5:00 PM

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

Mayor Gilman called the meeting to order at 5:00 p.m.

ROLL CALL

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

Also present: City Manager Harvey, City Attorney Burgess, Assistant to the City Manager Cervantes, Chief Deputy City Clerk Montgomery, Human Resources Manager Holman.

PLEDGE OF ALLEGIANCE

Chief Deputy City Clerk Montgomery led the Pledge of Allegiance.

APPROVAL OF AGENDA

MOTION: It was moved by Council Member Lang, seconded by Council Member Rule, to approve the agenda.

The motion carried unanimously.

CLOSED SESSION

1. **Conference with Labor Negotiators - Government Code Section 54957.6**
   City/Agency Designated Representatives: Ben Harvey, City Manager; Kathy Holman, Human Resources/Risk Manager
   Unrepresented Employee(s): All Unrepresented Employees

CITY ATTORNEY'S REPORT OUT OF CLOSED SESSION

City Attorney Burgess reporting out of closed session, stating that Council provided direction to staff to bring back additional information at a future closed session.

ADJOURNMENT

Mayor Gilman adjourned the meeting at 6:00 p.m.

_____
Weston Montgomery, Chief Deputy City Clerk
Approved:

Administrative Report

TO: **Honorable City Council**

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

MEETING DATE: **June 2, 2026**

SUBJECT: **Appointment of Area Housing Authority (AHA) Commissioner**

RECOMMENDATION

Consider appointment of applicant on file to serve a term as the City of Ojai's representative on the Ventura County Area Housing Authority Board (AHA).

DISCUSSION

The County's AHA provides housing assistance and affordable housing programs across the region. Each participating jurisdiction appoints two commissioners to the Board of Commissioners, with each serving a four-year term. The second seat's term under consideration will be designed to expire December 2029, having a term that is less than four years, to accommodate Ojai's two representative seats being brought back to Council at the same time.

Though Ojai has two seats for representation, the City has had one long-standing vacancy that now has interest from applicant Tiernan Dolan. Dolan is a resident of Mira Monte and unincorporated Ventura County in Ojai's area of influence.

Having both representative seats filled will help maintain Ojai's effective representation on the AHA Board. Staff recommends that Council appoint Mr. Dolan to fill the City's remaining vacancy on the AHA Board.

The vacancies have been thoroughly noticed during the reappointment of Mr. Mason and the second vacant seat remains noticed on the City website.

CITY COUNCIL GOALS ALIGNMENT

Goal No. 1 - Affordable Housing

OPTIONS

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

FISCAL IMPACT

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

Prepared by: Weston Montgomery, Chief Deputy City Clerk

ATTACHMENT(S)

A. AHA Commissioner Application – T. Dolan
B. AHA General Information
C. Overview Commissioner Requirements

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

FACT SHEET FOR COMMISSION AND BOARD APPLICANTS

Name: Tiernan Dolan Date: April 6, 2026

[redacted] Ojai, CA 93023.

[redacted]

Employer: Retired

Education:
JD, University of San Francisco School of Law;
LLM , The Judge Advocate General Center and School, Charlottesville Virginia,:
BA in English Literature, San Francisco State University

Number of years as a resident of the Ojai Valley: 7

Are you a registered voter of the City of Ojai? No

List Civic Activities, Clubs, Associations, Etc.:

California Bar Association;

Volunteer, Help of Ojai;

Volunteer, Ojai Film Festival

Additional information, qualifications and/or references:

I am a retired militrary judge and also served as the General Counsel to the Housing Authority of the City of San Buenaventura. I have a keen interest in ensuring Ojai retains affordable housing.

(You may attach additional pages if you wish)

Advisory Boards and Commissions

Please check your preference(s)

City of Ojai Commissions/Committee:	County of Ventura Citizens Advisory Committees:
☐ Arts Commission	☐ Area Agency on Aging
☐ Historic Preservation Commission	☐ **XX** Area Housing Authority
☐ Parks & Recreation Commission	☐ Ventura County Air Pollution Control District Advisory Commission
☐ Planning Commission	☐ Citizens Transportation Advisory Committee (CTAC)
☐ Fiscal Policy Budget Committee	☐ Building Appeals Board

PLEASE NOTE: *The State of California Fair Political Practices Commission* ***requires*** *Conflict of Interest filings for City of Ojai commissioners and board members. See attached information.*

Tiernan Dolan

Signature

Please return this completed application to: City Clerk
City of Ojai
Street: 401 S. Ventura Street, Ojai, CA 93023

Generic Commission Position Description

The Commissioner is appointed and may be sworn in by the City Council to serve a 4-year term on the Area Housing Authority (AHA) Board of Commissioners. The Board presently meets monthly on the 4th Wednesday, or as otherwise scheduled, at 3:00pm in Newbury Park.

The duties of the Commissioner are to:

- Attend and actively participate in monthly Board meetings
- Maintain an open line of communication with the City regarding issues brought forth at AHA meetings
- Continue to acquire additional training/education on housing issues through AHA resources, HUD and, if approved, local and regional conferences
- Maintain a professional demeanor in all interactions with city council, AHA staff, other commissioners, and the public
- Provide support and direction to the AHA executive director

In order to effectively participate as a Commissioner, the ideal candidate must live within the City limits and have:

- The ability to clearly communicate thoughts and ideas both verbally and in writing
- Transportation to meetings
- The ability to understand financial, managerial, and planning/development reports
- Time to attend monthly Board and Committee meetings
- Basic understanding of proper meeting etiquette as set forth in Robert's Rules of Order
- Basic understanding of the Brown Act
- Basic understanding of public agency ethical practices
- Access to e-mail and the internet is required
- The ability to fill out a Statement of Economic Interest- Form 700
- Ability to complete all required training (Ethics, Workplace Harassment Prevention, etc.)

This is a volunteer position which receives a monthly stipend of $50 and mileage reimbursement from the Area Housing Authority.

This document is intended to guide municipalities through the recruitment process and should be changed to meet the agency's specific needs, goals, process, and requirements for selecting a new commissioner or reappointing a current commissioner.

AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA

COMMISSIONERS REQUIREMENTS

Mission Statement: The Area Housing Authority (AHA) shall be a catalyst to provide opportunities and assistance to people in need of affordable housing through partnerships with the communities it serves. **The Board of Commissioners meets in Newbury Park at 3:00 pm on the 4th Wednesday of every month, and/or as scheduled.**

Eligible Commission Candidates should meet the following requirements:

- Must apply to and be appointed by the presiding jurisdiction.
- Must be free from any conflict of interest, including landlord participation of the agency's programs
- Must complete the Fair Political Practices Commission's Form 700 and submit it to the County of Ventura upon appointment and then annually thereafter
- Must have a basic understanding, at a minimum, of Robert's Rules of Order
- Must have a basic understanding, at a minimum, of the Brown Act and adhere to its requirements
- Must be willing to adhere to the Board's standard of conduct
- Must have regular transportation to and from the regular Board of Commissioners (BOC) meetings.
- Must have the ability and resources (Internet, computer/laptop/tablet, etc.) to receive documents electronically (email)
- Should have an awareness of and sensitivity to the appointing Jurisdiction's community issues, needs, and concerns
- Should be in attendance at regularly scheduled Board meetings with no more than three cumulative absences from regular meetings of the Board in a calendar year.
- Should have a desire to pursue the stated goals of the AHA's mission statement.
- Should have the ability to understand financial documents, including but not limited to budgets, audits, and financing

Revised: 8.25.2021 LFH

Administrative Report

TO: **Honorable City Council**

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

MEETING DATE: **June 2, 2026**

SUBJECT: **Confirm Appointment to Fill Inaugural Vacancy on the Public Safety Commission**

RECOMMENDATION

Confirm nomination of applicant Randy Coggan as Public Safety Commissioner to fill an inaugural vacancy (four-year term ending May 2030).

DISCUSSION

City Council established the Public Safety Commission in March 2026 through Ordinance No. 972. This is now established as Ojai Municipal Code Title 3 Chapter 9. The Municipal Code outlines the process for filling the inaugural Commission vacancies.

For the inaugural Commission, a nominating committee comprised of the Mayor and a rotating City Councilmember, as determined by the City Clerk, shall nominate four Commissioners for confirmation by the City Council, with each Councilmember having an opportunity to serve on a nominating committee. The Mayor shall nominate one Commissioner independently for confirmation by the City Council.

Also, for the inaugural Commission, the first three members appointed shall serve an initial term of up to four years, and the remaining two members shall serve an initial term of up to two years. All inaugural Commissioners are eligible for reappointment. All subsequent Commission appointments shall be for a term of four years.

The City's Local Appointments ("Maddy Act") List, which is mandated and updated throughout the year on the City website, outlines the commission seats and Council Member involved in each appointment.

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

This administrative report serves to provide one nomination to the Council for confirmation. Mayor Gilman and Council Member Rule conducted the process for this seat on the commission. This process has been followed for each candidate under consideration. As

required by Ojai Municipal Code, the Mayor and Council Member together recommend:

1. **Randy Coggan** (Appointment to fill four-year term. Term ending May 2030)

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 – R. Coggan

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
MAR 18 2026
City Of Ojai
City Manager Dept
401 S Ventura St
Ojai CA 93023

FACT SHEET FOR COMMISSION AND BOARD APPLICANTS

Name: Rand-Scott Coggan Date: _____

[redacted]

Employer: Retired Business Phone: N/A

Business Address: N/A Type of Business: N/A

Education: B.A. Mass Communications
Juris Doctorate (J.D.)

Number of years as a resident of the Ojai Valley: 1½

Are you a registered voter of the City of Ojai? NO

List Civic Activities, Clubs, Associations, Etc.:
Ojai Valley Fire Safe Council - 2nd Vice President, Board of Directors

Additional information, qualifications and/or references:
(please see attachment for qualifications & references)

(You may attach additional pages if you wish)

Application

QUALIFICATIONS

20+ years in the Fire Service, including being a former Fire Chief for Ventura County Fire and the City of Oxnard. Significant background and knowledge of wildfire suppression and mitigation measures. Have written numerous articles in Fire Service publications on wildfire management and incident command. Also, am a published author having written the chapter on Fire Department Insurance Grading in the the 5th Edition of the Fire Chiefs Handbook. Current 2nd Vice President of the Fire Safe Council/OVFSC (would abstain from any vote regarding the contract with the City.) I also have law enforcement background having been a reserve officer with the Ventura County Sheriff's Department and the former Executive Administrator to the Chief of Police at the Port of Seattle Police Department. In addition, I understand municipal organization and practices having been the Acting City Manager for the City of Naples, FL. Possess a Juris Doctorate and am a member in good standing in the Washington State Bar.

REFERENCES

- Larry Steingold
- Renee Roth
- Clay Creasey
- Brian Aikens
- Bill Miley
- VCFD Deputy Chief Chad Cook (RET)
- VCFD Division Chief Nick Cleary
- VCSO Commander Steven Jenkins

Advisory Boards and Commissions

Please check your preference(s)

City of Ojai Commissions/Committee:	County of Ventura Citizens Advisory Committees:
☐ Arts Commission	☐ Area Agency on Aging
☐ Historic Preservation Commission	☐ Area Housing Authority
☐ Parks & Recreation Commission	☐ Ventura County Air Pollution Control District Advisory Commission
☐ Planning Commission	☐ Citizens Transportation Advisory Committee (CTAC)
☐ Finance & Budget Committee	☐ Building Appeals Board
☒ Public Safety Commission	

PLEASE NOTE: *The State of California Fair Political Practices Commission* ***requires*** *Conflict of Interest filings for City of Ojai commissioners and board members. See attached information.*

[redacted]

Signature

Please return this completed application to: City Clerk
City of Ojai
Street: 401 S. Ventura Street, Ojai, CA 93023

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**
Kathy Holman, Human Resources/Risk Manager

MEETING DATE: **June 9, 2026**

SUBJECT: **Report and Public Hearing on City of Ojai Job Vacancies and Recruitment and Retention Efforts in Compliance with Government Code §3502.3** *(Legal Requirement)*

RECOMMENDATION

Receive a report and conduct a public hearing regarding the City of Ojai job vacancies and recruitment and retention efforts in compliance with Government Code §3502.3.

DISCUSSION

Executive Summary

The Meyers-Milias-Brown Act (MMBA) grants local public employees the right to organize and be represented in labor matters, requiring public agencies to meet and confer in good faith with recognized employee organizations on wages, hours, and other terms of employment. The City of Ojai currently has no recognized employee organizations.

Effective as of January 1, 2025 the MMBA was amended by Assembly Bill (AB) 2561 to require all public agencies to publicly address the status of their vacancies. Because AB 2561 did not expressly exempt non-unionized agencies, this report is intended to serve as the City's reporting of position vacancies as of May 1, 2026.

Background

AB 2561 was enacted to address persistent staffing shortages in local government and their impact on service delivery and employee workload. To comply with the legislation, the City of Ojai must:

1. Conduct an Annual Public Hearing: Present information on position vacancies and recruitment and retention efforts at a public hearing held before adoption of the annual budget (Gov. Code §3502.3(a)(1-2)). The presentation must also identify any necessary changes to policies, procedures, or recruitment practices that may create obstacles in the hiring process (Gov. Code §3502.3(a)(3)).

2. Employee Organization Participation: Allow recognized employee organizations to present information at the public meeting (Gov. Code §3502.3(b)). The City currently has no employee organizations.

3. Additional Reporting for High Vacancy Rates: Agencies with 20% or more vacancies within a bargaining unit must provide additional information upon request from the affected labor organization (Gov. Code §3502.3(c)). This requirement does not apply because the City has no bargaining units.

Vacancies and Recruitment Activity
Between May 1, 2025, and April 30, 2026, the City conducted recruitments for nine full-time and six part-time, temporary or seasonal positions. As of May 1, 2026, the following positions were vacant:

- Accountant II, Finance
- Transit Operations Supervisor, Transit (Currently filled by Interim Appointment)
- Lifeguard, Recreation
- Recreation Leader, Recreation
- Trolley Driver (Reserve), Transit

The City is actively recruiting for the positions of Transit Operations Supervisor, Lifeguard, Recreation Leader, and Reserve Trolley Driver. Three Recreation Leader candidates and three Reserve Trolley Driver candidates are currently in background review. The Accountant II position was filled on May 26, 2026.

Recruitment and Retention Efforts
To strengthen hiring and employee retention, staff has implemented the following improvements:

- Enhanced use of the applicant tracking system to streamline recruitment and expand outreach
- Developed a benefits summary to assist candidates and inform current employees
- Implemented an online benefits portal to support onboarding and annual open enrollment
- Continued recognition of employee contributions through appreciation events and awards.

Staff has not identified any necessary changes to policies that may present obstacles in the hiring process.

COUNCIL GOALS ALIGNMENT
N/A (See Explanation Below)
This report is a legally mandated requirement.

OPTIONS
1. Receive and file the report and conduct the public hearing;
2. Provide alternative direction to staff.

FISCAL IMPACT
There is no fiscal impact as a result of this presentation.

Prepared by: Kathy Holman, Human Resources/Risk Manager

Administrative Report

TO: **Honorable City Council**

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

MEETING DATE: **June 9, 2026**

SUBJECT: **City of Ojai's Proposed Budget for Fiscal Year 2026-27** ***(Operational Need)***

RECOMMENDATION
Review the City of Ojai's Proposed Budget for Fiscal Year 2026-27 and provide feedback. This item will be coming back to City Council at the June 23rd meeting for adoption.

DISCUSSION
The proposed budget for the fiscal year ending June 30, 2027 (FY 2026-27) has been reviewed by the Finance and Budget Committee on May 19th and June 2nd. This budget document reflects feedback and comments from the committee.

This budget outlines the financial plan and priorities of the City and serves as a guide for departments and the community. Our mission focuses on transparency, fiscal responsibility and community engagement. This spending plan emphasizes long-term stability while providing core city services and needs of the community.

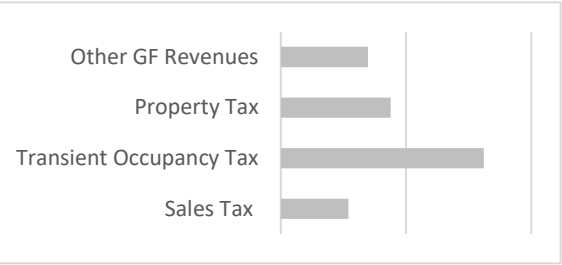
The City continues to invest in projects and programs that align to the established goals City Council has adopted:

- Affordable Housing
- Wildfire Safety & Risk Mitigation
- Arts, Culture, & Recreation Funding
- Infrastructure, Maintenance & Improvement
- Public Safety
- Diversifying Economy & Tourism Management
- Climate Resiliency
- Financial Stability
- Communications & Relationships

The budget may be updated throughout the fiscal year to allow for the pursuit and achievement of the goals. Revenues are projected to be $18.7 million in the General Fund for Fiscal Year 2026-27. As Ojai is a unique city and heavily reliant on tourism, the

City has projected revenues for its top three sources in consultation with HdL who specialize in revenue analysis and economic insights. The City has also taken a proactive approach to economic development and diversifying its economic base by engaging HdL ECONSolutions to develop a comprehensive Economic Development Action Plan. This plan will ultimately provide a clear strategy to strengthen the City's economic foundation, support local entrepreneurs, and guide thoughtful development that aligns with Ojai's values.

TOP THREE GENERAL FUND REVENUE SOURCES	Amount	% of Budget
Sales Tax	2,695,000	14%
Transient Occupancy Tax	8,107,000	43%
Property Tax	4,387,418	24%
Other GF Revenues	3,479,072	19%
Total GF Revenues	18,668,490	100%



Breakdown of Sales Tax - $2,695,000	
Bradley-Burns Sales Tax	2,525,000
Public Safety Augmentation	170,000

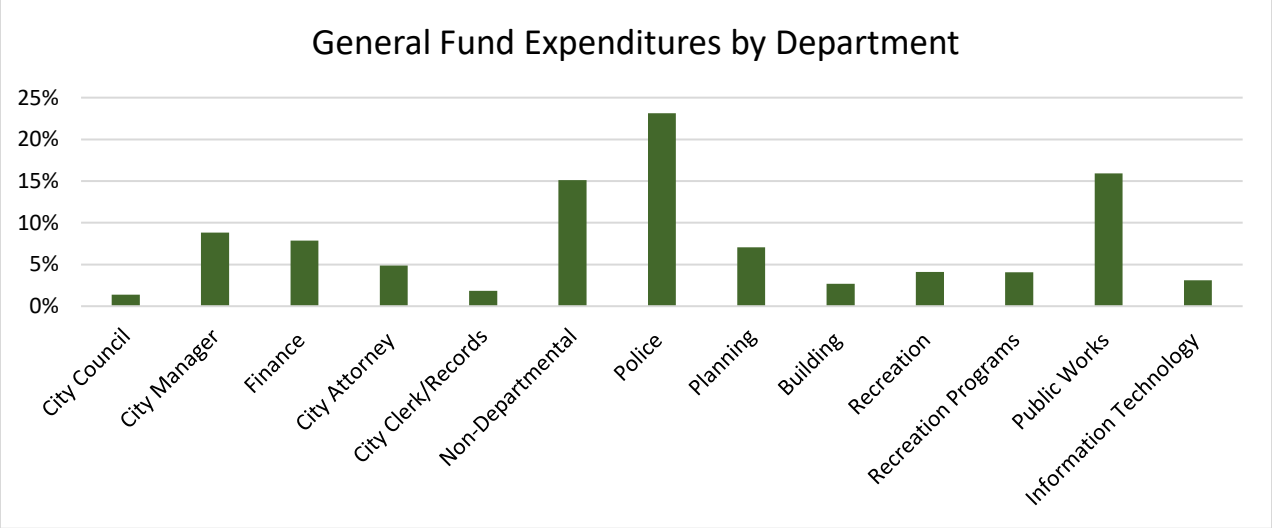
Transient Occupancy Tax	
General Fund	8,107,000
Measure C	4,053,000
TOTAL TOT	12,160,000

Breakdown of Property Tax - $4,387,418	
Secured Property Tax	2,541,073
Unsecured Property Tax	82,309
Supplemental Taxes	35,000
Admin Cost/Ventura County	(30,839)
RPTTF Residual Distribution	310,605
Motor Vehicle in Lieu	1,449,270

Proposed operating expenditures for the Fiscal Year 2026-27 General Fund are recommended at $18.5 million, resulting in an operational surplus of $119K. The budget includes a 3.5% cost of living adjustment (COLA) for all positions with the exception of the City Manager. The COLA has an impact of approximately $172K. Additional staffing changes are included in the budget to address operational needs and to create growth opportunity and succession planning within the city departments. Nine positions have been elevated, of which eight are budgeted halfway into the fiscal year. Furthermore, five positions have been elevated to full-time status.

Promotions
City Manager's Office (3)
Deputy City Manager
Admin Analyst II
Human Resources Director
Finance (1)
Assistant Finance Director
Community Development (2)
Assistant Community Development Director
Associate Planner
Public Works (3)
Senior Administrative Analyst
Public Works Superintendent
P/W Maint Worker II

Part-Time > Full-Time
City Manager's Office (2)
Homeless Services Coordinator
Admin Analyst I
Transportation (2)
Transit Operations Supervisor
Trolley Driver
Recreation (1)
P/W Maint Worker I



The General Fund budget is structurally balanced for operations and only uses reserves for non-recurring, one-time expenditures. Per the City's balanced budget policy, it is allowable for total expenditures to exceed revenues in a given year; however, in this situation, beginning fund balance can only be used to fund capital improvement plan projects, or other "one-time," non-recurring expenditures. Additionally, according to the minimum fund balance policy, the minimum balance is to be 100% of the prior year's general fund operating expenditures as the minimum reserve.

Though the budget is structurally balanced with a surplus of approximately $119K, the year is estimated to experience a one-year decline in the fund balance of $94K, due to one-time costs of a grant match to OUSD ($125K) and a historic inventory survey (88K). The projected ending fund balance for FY 26-27 is $21.6 million, of which $4.3 million is unallocated beyond the 100% reserve amount.

Fiscal Year	Beginning Balance	Revenues	Operating Expenditures	Net Operating	Non-Recurring	Change in FB	Ending balance	100% Reserve	Unallocated
FY25/26; budgeted	22,543,751	17,331,230	18,507,901	(1,176,671)	1,136,500	(2,313,171)	20,230,580	16,098,801	4,131,779
FY25/26; projected	22,543,751	17,331,230	17,279,070	52,160	923,500	(871,340)	21,672,411	16,098,801	5,573,610
FY26/27; proposed	21,672,411	18,668,490	18,549,733	118,757	213,000	(94,243)	21,578,168	17,279,070	4,299,099

The proposed FY 2026-27 Budget document is included as Attachment A. The 5-year proposed capital improvement plan, which was presented at the May 26th City Council meeting, is included as Attachment B. This CIP plan sets forth projects that are prioritized with consideration given to health and safety, City Council goals and priorities, asset preservation, regulatory requirements, and new or expanded services while considering available funding and workload capacity.

While the FY 2026-27 Budget will be adopted in June, adjustments will be brought forward to the City Council throughout the year to address forecast changes and unanticipated events. Staff will continue to monitor economic conditions and impacts to the City's revenues and expenditures.

CITY COUNCIL GOALS ALIGNMENT

Goal No. 8 - Financial Stability

OPTIONS

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

FISCAL IMPACT

When the budget is adopted, City Council authorizes the City Manager to implement and manage expenditures as outlined in the appropriations contained within the FY 2026-27 Budget.

Prepared by: Brenda Cho, Finance Director

ATTACHMENT(S)

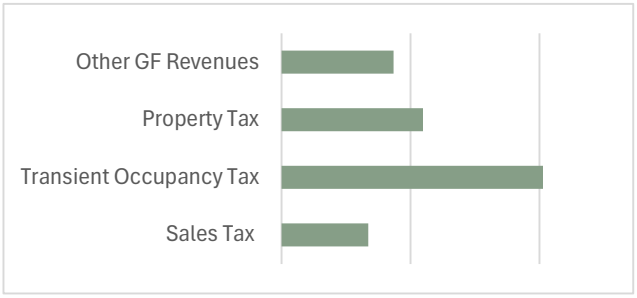
A. FY 2026-27 Budget Document
B. CIP Summary

FY 2026/27 PROPOSED BUDGET
AT-A-GLANCE

TOTAL CITYWIDE BUDGET		
Revenues	$	29,275,278
Expenditures	$	35,551,990

GENERAL FUND BUDGET	
Revenues	18,668,490
Expenditures	18,549,733
Operational Surplus	118,757
One-Time/Non-Recurring Expenditures:	
Historic Resource Inventory	88,000
OUSD CTEFP Grant Match	125,000
Total One-Time Costs	213,000
Decrease in Fund Balance	(94,243)

TOP THREE GENERAL FUND REVENUE SOURCES	Amount	% of Budget
Sales Tax	2,695,000	14%
Transient Occupancy Tax	8,107,000	43%
Property Tax	4,387,418	24%
Other GF Revenues	3,479,072	19%
Total GF Revenues	18,668,490	100%



GENERAL FUND RESERVE

The City Council and City staff shall maintain a minimum fund balance of one hundred percent (100%) of the prior year's General Fund Operating Expenditures as the City's minimum General Fund Reserve.

	Budgeted FY 25/26	Projected FY 25/26	Projected FY 26/27
Ending Fund Balance	20,230,580	21,672,411	21,578,168
Operating Expenditures	18,507,901	17,279,070	18,549,733
Percentage	109%	125%	116%

MEASURE C BUDGET	
Est Fund Beginning Balance	6,051,302
Revenues	4,170,000
Expenditures	10,007,163
Est Fund Ending Balance	214,139

Measure C Projects Highlights	
Citywide Facility Energy EP	1,000,000
Road Overlays	6,273,123
Large Drain Safety Improvements	700,000
Concrete & Sidewalk Repairs	350,000
Libbey Park Restrooms	250,000
Code Enforcement	250,000
Cluff Vista Improvements	100,000
Speed Humps	100,000

FY 26/27 Budget Includes:

Top three revenue sources projected in consultation with HdL

Staffing Changes to address operational needs and to create growth opportunity and succession plannning

- Elevate 5 positions to full-time
- 9 Promotions (8 budgeted halfway into the FY)

3.5% COLA

New acquatics program

Technology enhancements and security

23% of General Fund Budget Dedicated to Public Safety

FY 2026/27 Budget Summary

General Fund Revenues

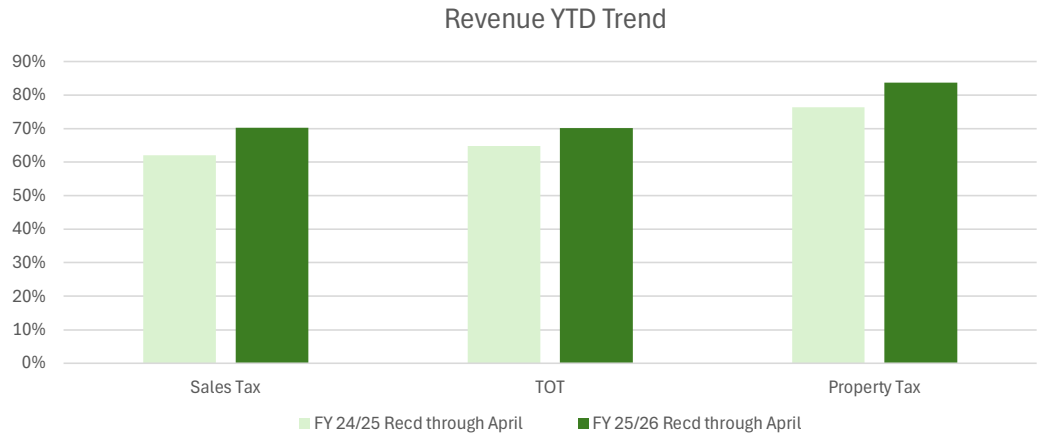
Revenues	FY 26/27 Proposed	% of GF Revenues
Sales Tax	2,695,000	14%
TOT	8,107,000	43%
Property Tax	4,387,418	24%
Other GF Revenues	3,479,072	19%
TOTAL GF Revenues	18,668,490	100%

Breakdown of Sales Tax - $2,695,000	
Bradley-Burns Sales Tax	2,525,000
Public Safety Augmentation	170,000

Transient Occupancy Tax	
General Fund	8,107,000
Measure C	4,053,000
Total TOT	12,160,000

Breakdown of Property Tax - $4,387,418	
Secured Property Tax	2,541,073
Unsecured Property Tax	82,309
Supplemental Taxes	35,000
Admin Cost/Ventura County	(30,839)
RPTTF Residual Distribution	310,605
Motor Vehicle in Lieu	1,449,270

Revenues	FY 24/25 Budget	% of Budget Recd through April	FY 25/26 Budget	% of Budget Recd through April	FY 26/27 Proposed
Sales Tax	2,483,710	62%	2,446,319	70%	2,695,000
TOT	6,635,040	65%	7,433,333	70%	8,107,000
Property Tax	4,194,990	76%	4,029,492	84%	4,387,418
Total	13,313,740	68%	13,909,144	74%	15,189,418



FY 2026/27 Budget Summary

General Fund Expenditures by Department

Department	FY 24/25 Unaudited	FY 25/26 Budget	FY 25/26 Estimate	FY 26/27 Proposed
City Council	197,080	249,007	221,461	252,610
City Manager	1,156,069	1,409,557	1,325,267	1,626,297
City Treasurer	24,479	9,884	6,735	7,290
Finance*	1,007,824	1,426,617	1,096,028	1,440,820
City Attorney	1,360,975	1,230,778	1,230,778	900,000
City Clerk/Records	246,017	321,033	311,263	340,402
Non-Departmental*	2,737,138	2,683,359	2,611,212	2,785,413
Arts Commission	31,357	117,450	107,232	117,450
Police	3,566,873	4,175,390	4,126,598	4,261,621
Planning	1,022,963	1,355,694	1,007,278	1,297,963
Building	692,301	607,600	774,080	497,490
Planning Commission	-	6,000	-	6,000
Historic Preservation Comm*	15,990	1,050	8,214	2,550
Parks and Rec Comm	2,254	-	-	-
Recreation	365,028	722,573	700,410	758,058
Recreation Programs	747,094	610,627	616,654	752,840
Public Works	1,107,175	1,673,428	1,262,926	1,369,200
Parks & Landscaping	494,788	479,221	650,354	602,657
Public Works Gen Maint	387,064	218,806	334,193	387,048
Public Works Street Maint	303,938	428,626	248,336	306,166
Public Works Special Events	7,518	14,637	4,398	19,690
Public Works - NPDES	77,737	97,941	30,129	84,688
Public Works - AB939	41,803	61,000	70,990	60,000
Public Works - CalTrans SR33	53,324	30,421	38,606	30,028
Public Works - CalTrans SR150	41,280	52,000	30,792	69,955
Information Technology	410,733	525,202	465,136	573,497
Totals	**16,098,801**	**18,507,901**	**17,279,070**	**18,549,733**
Non-Recurring Expenditures				
Purchase of 503 S Ventura St		850,000	850,000	-
Kroll Targeted Review		73,500	73,500	-
Historic Inventory Survey		88,000	-	88,000
OUSD Grant Match		125,000	-	125,000
		19,644,401	18,202,570	18,762,733

FY 2026/27 Budget Summary

General Fund Expenditures by Department

Department	FY 25/26 Budget	FY 25/26 Estimate	FY 26/27 Proposed	% Change from Budget	% Change from Est
City Council	249,007	221,461	252,610	1.4%	14.1%
City Manager	1,409,557	1,325,267	1,626,297	15.4%	22.7%
City Treasurer	9,884	6,735	7,290	-26.2%	8.2%
Finance*	1,426,617	1,096,028	1,440,820	1.0%	31.5%
City Attorney	1,230,778	1,230,778	900,000	-26.9%	-26.9%
City Clerk/Records	321,033	311,263	340,402	6.0%	9.4%
Non-Departmental*	2,683,359	2,611,212	2,785,413	3.8%	6.7%
Arts Commission	117,450	107,232	117,450	0.0%	9.5%
Police	4,175,390	4,126,598	4,261,621	2.1%	3.3%
Planning	1,355,694	1,007,278	1,297,963	-4.3%	28.9%
Building	607,600	774,080	497,490	-18.1%	-35.7%
Planning Commission	6,000	-	6,000	0.0%	100.0%
Historic Preservation Comm*	1,050	8,214	2,550	142.9%	-69.0%
Recreation	722,573	700,410	758,058	4.9%	8.2%
Recreation Programs	610,627	616,654	752,840	23.3%	22.1%
Public Works	1,673,428	1,262,926	1,369,200	-18.2%	8.4%
Parks & Landscaping	479,221	650,354	602,657	25.8%	-7.3%
Public Works Gen Maint	218,806	334,193	387,048	76.9%	15.8%
Public Works Street Maint	428,626	248,336	306,166	-28.6%	23.3%
Public Works Special Events	14,637	4,398	19,690	34.5%	347.7%
Public Works - NPDES	97,941	30,129	84,688	-13.5%	181.1%
Public Works - AB939	61,000	70,990	60,000	-1.6%	-15.5%
Public Works - CalTrans SR33	30,421	38,606	30,028	-1.3%	-22.2%
Public Works - CalTrans SR150	52,000	30,792	69,955	34.5%	127.2%
Information Technology	525,202	465,136	573,497	9.2%	23.3%
Totals	**18,507,901**	**17,279,070**	**18,549,733**	**0.2%**	**7.4%**
Non-Recurring Expenditures					
Purchase of 503 S Ventura St	850,000	850,000	-		
Kroll Targeted Review	73,500	73,500	-		
Historic Inventory Survey	88,000	-	88,000		
OUSD Grant Match	125,000	-	125,000		
	19,644,401	18,202,570	18,762,733		

*Excludes non-recurring expenditures

Fund Balance Summary

Minimum Fund Balance

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

Fiscal Year	Beginning Balance	Revenues	Operating Expenditures	Net Operating	Non-Recurring	Change in FB	Ending balance	100% Reserve	Unallocated
FY 25/26; budgeted	22,543,751	17,331,230	18,507,901	(1,176,671)	1,136,500	(2,313,171)	20,230,580	16,098,801	4,131,779
FY 25/26; projected	22,543,751	17,331,230	17,279,070	52,160	923,500	(871,340)	21,672,411	16,098,801	5,573,610
FY 26/27; proposed	21,672,411	18,668,490	18,549,733	118,757	213,000	(94,243)	21,578,168	17,279,070	4,299,099

	Budgeted FY 25/26	Projected FY 25/26	Projected FY 26/27
Ending Fund Balance	20,230,580	21,672,411	21,578,168
Operating Expenditures	18,507,901	17,279,070	18,549,733
Percentage	109%	125%	116%

Beginning and Ending Fund Balances
Fiscal Year 2025-26 Projected

			Budgeted Beginning Balance 07/01/25	Revenues	Transfers In	Transfers (Out)	Expenditures	Change in Fund Balances	Reclassify Nonspendable Fund Balance	Budgeted Ending Balance 06/30/26
	Governmental Funds									
10	General		$ 22,543,751	17,331,230	-	(45,257)	(18,157,313)	(871,340)	(440,000)	21,232,411
11	Libbey Bowl Maintenance		46,864	8,840	-	-	(21,000)	(12,160)	-	34,704
12	Measure C - 5% TOT		5,156,368	3,719,167	-	(2,625,675)	(198,558)	894,934	-	6,051,302
13	Public Arts Fund	*	181,194	15,000		-	(81,500)	(66,500)	-	114,694
14	Encampment Resolution Funding Grant	*	346,000	810,770	-	-	(660,770)	150,000	-	496,000
22	Gas Tax	*	203,055	431,630	-	(500,000)	-	(68,370)	-	134,685
24	Transit Replacement		59,966	500	-	-	-	500	-	60,466
25	Drainage	*	60,346	200	-	-	-	200	-	60,546
26	Local Transport (Article 3)	*	(376,748)	651,810	-	-	-	651,810	-	275,062
31	CIP Fund		1,033,689	4,522,250	2,975,675	-	(7,647,925)	(150,000)	-	883,689
32	Park Acquisition		5,539	-	-	-	-	-	-	5,539
33	Vehicle, IT, Equip Rep		99,199	-	400,000	-	(866,000)	(466,000)	-	(366,801)
42	CDBG	*	246	-	-	-	-	-	-	246
50	Street Lighting	*	124,897	93,844	-	-	(97,000)	(3,156)	-	121,741
51	Library	*	86,944	150,500	-	-	(112,000)	38,500	-	125,444
52	Plaza Maintenance	*	282,976	158,560		(250,000)	(108,152)	(199,592)	-	83,384
192	Housing Suc Agency		683,512	51,257	45,257		(152,250)	(55,736)	-	627,776
	Total Governmental		30,537,798	27,945,558	3,420,932	(3,420,932)	(28,102,468)	(156,910)	(440,000)	29,940,888
	Enterprise Funds									
23	Local Transportation (Unrestricted)		(15,706)	490,000	-	-	(780,172)	(290,172)	-	(305,878)
70	Cemetery Trust		(65,263)	12,800	-	-	(45,729)	(32,929)	-	(98,192)
	Total Enterprise Funds		(80,969)	502,800	-	-	(825,901)	(323,101)	-	(404,070)
	Citywide total		$ 30,456,829	$ 28,448,358	$ 3,420,932	$ (3,420,932)	$ (28,928,369)	$ (480,011)	$ (440,000)	$ 29,536,818

***Estimated Fund balance includes Restricted, Committed, and Unrestricted funds as well as grants not yet received.**

Beginning and Ending Fund Balances
Fiscal Year 2026/27 Budgeted

			Budgeted Beginning Balance 07/01/26	Revenues	Transfers In	Transfers (Out)	Expenditures	Change in Fund Balances	Reclassify Nonspendable Fund Balance	Budgeted Ending Balance 06/30/27
	Governmental Funds									
10	General		21,232,411	18,668,490	-	(25,000)	(18,737,733)	(94,243)	(20,000)	21,118,168
11	Libbey Bowl Maintenance		34,704	5,000	-	-	(20,000)	(15,000)	-	19,704
12	Measure C - 5% TOT		6,051,302	4,170,000		(9,551,123)	(456,040)	(5,837,163)	-	214,139
13	Public Arts Fund	*	114,694	5,000	-	-	(51,500)	(46,500)	-	68,194
14	Encampment Resolution Funding Grant	*	496,000	3,572,360	-	(3,327,640)	(244,720)	-	-	496,000
21	Road Maintenance Rehab		-	215,714	-	(170,000)	-	45,714	-	45,714
22	Gas Tax	*	134,685	237,537	-	(230,000)	-	7,537	-	142,222
24	Transit Replacement		60,466	1,800	-	-	-	1,800	-	62,266
25	Drainage	*	60,546	1,900	-	-	-	1,900	-	
26	Local Transport (Article 3)	*	275,062	3,100	-	(75,000)	-	(71,900)	-	203,162
31	CIP Fund		883,689	1,350,000	12,825,763		(14,175,763)	-	-	883,689
32	Park Acquisition		5,539	-	-	-	-	-	-	5,539
33	Vehicle, IT, Equip Rep		(366,801)	39,000	558,000		(593,000)	4,000	-	(362,801)
42	CDBG	*	246	-	-	-	-	-	-	246
50	Street Lighting	*	121,741	93,836	-	-	(113,000)	(19,164)	-	102,577
51	Library	*	125,444	109,000	-	-	(109,000)	-	-	125,444
52	Plaza Maintenance	*	83,384	122,241	25,000	(30,000)	(92,085)	25,156	-	108,540
192	Housing Suc Agency		627,776	10,000	-	-	(6,500)	3,500	-	631,276
	Total Governmental		29,940,888	28,604,978	13,408,763	(13,408,763)	(34,599,341)	(5,994,363)	(20,000)	23,864,079
			-							
	Enterprise Funds		-							
23	Local Transportation (Unrestricted)		(305,878)	660,000	-	-	(871,250)	(211,250)	-	(517,128)
70	Cemetery Trust		(98,192)	10,300	-	-	(81,399)	(71,099)	-	(169,291)
	Total Enterprise Funds		(404,070)	670,300	-	-	(952,649)	(282,349)	-	(686,419)
	Citywide total		$ 29,536,818	$ 29,275,278	$ 13,408,763	$ (13,408,763)	$ (35,551,990)	$ (6,276,712)	$ (20,000)	$ 23,177,660

***Estimated Fund balance includes Restricted, Committed, and Unrestricted funds as well as grants not yet received.**

PERSONNEL HEADCOUNT
FY 2026/27

Elected Officials	Headcount
City Council	5
City Treasurer	1
City Clerk	1
Total Elected Officials	7

Department	Full-Time	Part-Time
City Manager	6	1
City Clerk /Records Mgmt	1	1
Finance	5	1
Community Development *	5	0
Recreation	7	29
Public Works	14	0
Information Technology	2	0
Transportation	2	6
Total Headcount	42	38
Total Personnel Headcount	49	38

*Community Development includes Planning Division and Building & Safety Division

Personnel Headcount Details

Department	Full-Time	Part-Time
City Manager's Office (7)		
City Manager	1	
*Assistant to the City Manager	1	
Human Resources/Risk Manager	1	
**Homeless Services Coordinator	1	
*Admin Analyst I	1	
**CalPERS Retired Annuitant	1	1
Total CM Office	6	1
Finance (6)		
Finance Director	1	
*Accounting Manager	1	
Accountant	1	
Accounting Specialist	1	
Sr Accting Specialist	1	
CalPERS Retired Annuitant		1
Total Finance	5	1
City Clerk (2)		
Chief Deputy City Clerk	1	
CalPERS Retired Annuitant		1
Total City Clerk	1	1
Transportation (8)		
**Transit Operations Supervisor	1	
**Trolley Driver	1	6
Total Transportation	2	6
Community Development (5)		
Community Development Director	1	
*Principal Planner	1	
*Planning Aide	1	
Planning/Building Tech	1	
Principal Bldg & PlanningTech	1	
Total Community Development	5	-
Recreation Admin (7)		
Recreation Manager	1	
Rec Coordinator	3	
Recreation Specialist II	1	
Administrative Asst I	1	
**P/W Maint Worker I	1	
Total Rec Admin	7	-
Recreation Program (29)		
Recreation Leader		16
Recreation Specialist I		6
Recreation Specialist II		1
Sports Official II		3
Lifeguards		3
Total Rec Program	-	29
Public Works (14)		
Director Of Public Works	1	
Administrative Analyst I	1	
*Administrative Analyst II	1	
Administrative Assistant II	1	
Public Works Supervisor	1	
Project Manager	1	
P/W Maint Worker I	5	
P/W Maint Worker II	1	
Senior Maint Wkr	2	
Total Public Works	14	-
Information Technology (2)		
IT Manager	1	
IT Specialist	1	
Total IT	2	-

**Part-Time > Full-Time
City Manager's Office (2)
Homeless Services Coordinator
Admin Analyst I
Transportation (2)
Transit Operations Supervisor
Trolley Driver
Recreation (1)
P/W Maint Worker I

* Promotions
City Manager's Office (3)
Deputy City Manager
Admin Analyst II
Human Resources Director
Finance (1)
Assistant Finance Director
Community Development (2)
Assistant Community Development Director
Associate Planner
Public Works (3)
Senior Administrative Analyst
Public Works Superintendent
P/W Maint Worker II

General Fund Revenues

Account Code	Description	FY 24/25	FY 25/26 Budget	FY 26/27 Proposed	% Change
010-9301-1010-101	Secured Property Tax	2,231,945	2,377,883	2,541,073	7%
010-9301-1010-102	Unsecured Property Tax	78,253	75,412	79,309	5%
010-9301-1010-103	Supplemental Taxes	55,688	-	35,000	100%
010-9301-1010-104	RDA Pass Through Prop Tax	103,037	-	-	100%
010-9301-1010-107	Admin Cost / Ventura County	28,964	-	(30,839)	-100%
010-9301-1010-108	RPTTF Residual Distribution	443,849	250,000	310,605	24%
010-9301-1010-112	Unsecured Property Tax-PY	2,755	3,000	3,000	0%
Total Revenues - Property Tax		2,944,492	2,706,295	2,938,148	9%
010-9301-1011-100	Sales Tax	2,261,612	2,281,642	2,525,000	11%
010-9301-1011-104	Psaf/172 Money-1/2% Sales Tx	167,980	164,677	170,000	3%
Total Revenues - Sales Tax		2,429,592	2,446,319	2,695,000	10%
010-9301-1025-000	Business Licenses	212,308	296,000	225,000	-24%
010-9301-1025-001	Bus Lic Application/renewal	22,639	25,000	20,000	-20%
010-9301-1025-002	Business Licenses Penalties	15,804	6,000	6,000	0%
010-9301-1025-005	Bus Lic / SB1186 $4 State Fee	7,250	7,740	6,000	-22%
010-9301-1025-020	Business License - Admin Fee	-	-	(85,000)	-100%
Total Revenues - Business Licenses		258,000	334,740	172,000	-49%
010-9301-1026-105	So California Edison	123,886	123,700	135,000	9%
010-9301-1026-106	So California Gas Franchise	36,191	52,040	40,000	-23%
010-9301-1026-108	Charter Comm (frmrly Spectrum)	95,591	79,010	85,000	8%
010-9301-1026-110	E J Harrison	147,450	142,000	145,000	2%
010-9301-1026-128	Cable Companies 1% Peg Fees	21,954	11,460	20,000	75%
010-9301-1026-999	Contra Revenue Account	(21,954)	-	-	0%
Total Revenues - Franchise Fees		403,118	408,210	425,000	4%
010-9301-1027-000	Transient Occupancy Tax	6,973,251	7,433,333	8,107,000	9%
010-9301-1027-003	Admin Cost/TOT HdL	(4,945)	5,550	(6,000)	-208%
010-9301-1027-150	Transient Occupancy- Prior YR	2,397	-	-	0%
Total Revenues - TOT		6,970,702	7,438,883	8,101,000	9%
010-9301-1028-000	Cannabis Tax	201,830	190,500	175,000	-8%
010-9301-1028-010	Cannabis Tax - Admin Fee	-	-	(2,000)	-100%
Total Revenues - Cannabis		201,830	190,500	173,000	-9%
010-9301-1030-000	Documentary Stamp Tax	102,208	130,000	115,000	-12%
010-9301-1033-999	Deferred Revenue CONTRA Acct	20,038	-	-	0%
010-9302-1053-020	Inspection Fee	-	300	-	-100%
010-9302-1054-000	Tree Permits	9,450	10,000	6,000	-40%
010-9302-1055-000	Home Occupation Permits	112	1,700	500	-71%
010-9302-1055-001	Zoning Clearance App-Bus Lic	2,016	3,000	2,000	-33%
010-9302-1056-000	Building Allocations	-	210	-	-100%
010-9302-1057-000	Cannabis Annual Licensing Fees	14,899	15,000	19,212	28%
010-9302-1058-000	Household Haz.Residental	14,310	8,500	15,000	76%
010-9302-1060-000	Planning Fees	9,164	15,000	15,000	0%
010-9302-1060-001	Plan filing fee	813	5,000	2,000	-60%
010-9302-1061-000	Building & Safety Permits	225,716	300,000	225,000	-25%
010-9302-1061-020	BuildingPermits/GenMaintSurChg	52	500		-100%
010-9302-1062-000	Sign Permits	-	2,000	-	-100%
010-9302-1063-000	Encroach Permit/banner Fees	56,209	60,000	60,000	0%
010-9302-1063-001	Traffic Mitigation-Ojai Share*	2,965	3,500	3,500	0%
010-9302-1063-002	TrafficMitigation-VCnty Share	-	100		-100%
010-9302-1063-004	Parking In-lieu Fees*	16,535	-	-	0%
010-9302-1063-006	Technical Surcharge*	10,719	13,000	10,000	-23%
010-9302-1063-007	General Plan Maintenance Fees*	35,745	45,000	40,000	-11%
010-9302-1063-999	Developer Fees/Contra Account	(46,464)	-	-	0%

General Fund Revenues

Account Code	Description	FY 24/25	FY 25/26 Budget	FY 26/27 Proposed	% Change
010-9302-1065-000	Plan Review Fees	83,148	110,000	80,000	-27%
010-9302-1081-000	Well Permits	-	1,000	-	-100%
010-9302-1083-000	Filming Permits	2,510	2,500	5,000	100%
010-9302-1900-000	Misc, Appeal & Permit Fees	6,302	200	500	150%
010-9302-1900-001	Appeal Fees	300	-	-	0%
010-9303-1018-000	Vehicle Fines & Penalties	11,589	10,000	13,000	30%
010-9303-1019-010	Social Host Violation Fines	32,375	-	-	0%
010-9303-1020-000	Parking Citations	1,724	3,500	3,500	0%
010-9303-1020-999	Parking Cit Due To Vta Co	-	660	-	-100%
010-9303-1021-000	Building Code Violations	-	500	-	-100%
010-9303-1021-050	Admin Remedy Fines & Penalty	15,802	10,000	5,000	-50%
Total Revenues - Permits, Fines, Forfeitures, Penalties		628,247	751,170	620,212	-17%
010-9304-1033-000	Interest Income	591,219	500,000	900,000	80%
010-9304-1033-100	Gain/Loss FMV Adjustment	184,674	-	-	0%
010-9304-1033-101	Rental Income	5,000	4,800	1,000	-79%
Total Revenues - Use of Money/Property		780,893	504,800	901,000	78%
010-9305-1015-000	Motor Vehicle In Lieu - COUNTY	1,238,568	1,303,717	1,434,270	10%
010-9305-1015-101	Prprty Tx - Vlf In Lieu -STATE	23,876	19,480	15,000	-23%
010-9305-1022-000	Homeowners Subvention(hoptr)	13,281	12,990	13,000	0%
010-9305-1043-020	SB90 St. Mandated Costs Reim	-	9,050	10,000	10%
010-9305-1043-021	SB90 St. Mand Csts Reim-PY	9,666	3,650	-	-100%
010-9305-1043-135	CA Disaster Mitigation Grant	222,909	-	-	0%
010-9305-1043-140	VCTC SB125 Grant	269,868	-	-	0%
010-9305-1050-000	AB 939 Fees/SRRE	147,450	106,000	140,000	32%
010-9305-1050-999	Deferred Revenue CONTRA Acct	(6,037)	181,028	-	-100%
010-9305-1096-005	Special Event Police Services	22,027	14,200	73,860	420%
010-9305-1097-000	SLESF "COPS" Funding	194,663	173,000	195,000	13%
010-9305-1106-000	NPDES Revenue	19,846	15,000	20,000	33%
010-9306-1037-000	State Highway Maintenance	16,170	201,708	100,000	-50%
010-9306-1042-000	Sale Of Maps & Copies	616	1,500	500	-67%
010-9306-1067-119	Use Fees-libbey Park	24,700	64,240	55,000	-14%
010-9306-1067-120	Use Fee-Other	50	-	500	100%
010-9307-1033-999	Deferred Revenue CONTRA Acct	(82,794)	-	-	0%
010-9307-1044-000	Misc Refunds & Receipts	6,895	2,500	2,500	0%
010-9307-1044-001	Misc Reimbursements	55	-	-	0%
010-9307-1044-010	Misc Donations	15	1,500	-	-100%
010-9307-1044-030	Cash Over/short	124	-	-	0%
010-9307-1044-050	PD Fees Fingrprnt-T/C Rpts	6,500	4,500	5,000	11%
010-9307-1044-131	Libbey Pk Tennis Ct Lights	858	1,000	1,000	0%
010-9307-1044-135	Electric Vehicle ChargeStation	10,223	9,000	12,000	33%
010-9307-1045-012	Transfer-in/Measure C Fd (12)	-	40,000	-	-100%
010-9309-1044-205	Misc Donations/Best Tennis Grt	68	-	-	0%
Total Revenues - Other		2,140,074	2,164,063	2,077,630	-4%
010-9309-1660-000	Recreation Program Revenue	13,285	10,000	10,000	0%
010-9309-1660-005	Adult Sports League	10,239	6,000	20,000	233%
010-9309-1660-007	Brochure	2,684	3,000	3,000	0%
010-9309-1660-008	Movie Night Revenue	7,112	8,000	8,000	0%
010-9309-1660-009	Aquatics	-	-	5,000	100%
010-9309-1660-010	Instructional Soccer	11,949	10,500	10,500	0%
010-9309-1660-012	Youth Flag Football	-	300	-	-100%
010-9309-1660-014	Youth Basketball	25,791	27,000	27,000	0%
010-9309-1660-016	Adult Basketball	-	1,000	-	-100%

General Fund Revenues

Account Code	Description	FY 24/25	FY 25/26 Budget	FY 26/27 Proposed	% Change
010-9309-1660-020	Gymnastics	108,045	80,000	120,000	50%
010-9309-1660-021	Seniors		-	7,000	100%
010-9309-1660-025	CPR/First Aid Progam	-	3,000	-	-100%
010-9309-1660-036	Drop-in Sports	4,895	4,000	4,000	0%
010-9309-1661-000	Recreation Classes Revenue	20,437	15,000	45,000	200%
010-9309-1661-001	Tennis Program	35,071	28,000	45,000	61%
010-9309-1661-016	Driving Education	354	500	500	0%
010-9309-1661-017	Guitar	444	700	-	-100%
010-9309-1661-018	Keyboarding	(37)	-	-	0%
010-9309-1661-020	Martial Arts	21,402	20,000	30,000	50%
010-9309-1661-021	Painting	2,479	2,500	-	-100%
010-9309-1661-022	Pottery Class	5,167	2,000	5,000	150%
010-9309-1661-027	Tai Chi Ch'uan	2,035	2,000	-	-100%
010-9309-1661-028	Theater Workshop	2,168	2,000	-	-100%
010-9309-1661-029	Weight Room	22,920	15,000	18,000	20%
010-9309-1661-030	Western Horsemanship	2,602	4,000	5,000	25%
010-9309-1661-031	Zumba Fitness	-	200	1,500	650%
010-9309-1661-032	Performing Arts	8,839	7,000	35,000	400%
010-9309-1661-038	Wilderness	1,710	1,000	1,500	50%
010-9309-1661-042	Yoga Revenue	346	100	2,000	1900%
010-9309-1661-044	Dog Training	9,251	7,700	9,500	23%
010-9309-1663-081	Ojai Day	16,240	17,000	18,000	6%
010-9309-1664-000	Facility Use	45,416	49,250	55,000	12%
010-9309-1665-100	Contracted Specialty Camps	64,782	28,000	25,000	-11%
010-9309-1665-110	Employee Specialty Camps	-	1,500	5,000	233%
010-9309-1665-120	Day Camp & Excursions	67,119	30,000	50,000	67%
Total Revenues - Recreation		512,745	386,250	565,500	46%
Total General Fund Revenues		17,269,692	17,331,230	18,668,490	8%

City Council

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1101-0013-000	Salaries - Special	54,019	59,280	59,280	0%	-
010-1101-0021-001	Pers/retirement	3,182	4,719	4,700	0%	(19)
010-1101-0021-002	Social Security	3,043	4,535	3,700	-18%	(835)
010-1101-0021-003	Deferred Comp. (457 Plan)	1,200	-	2,400	100%	2,400
010-1101-0021-005	Workers Comp Insurance	-	1,850	-	-100%	(1,850)
010-1101-0021-006	Health Insurance	90,387	139,868	134,330	-4%	(5,538)
010-1101-0021-007	Life Insurance	429	557	600	8%	44
010-1101-0021-009	Dental Insurance	3,640	3,559	3,700	4%	141
010-1101-0021-011	Vision Insurance	622	599	600	0%	1
010-1101-0021-012	Medicare	712	1,190	900	-24%	(290)
Salaries & Benefits		157,233	216,157	210,210	-3%	(5,947)
010-1101-0141-000	Training & Education	12,101	9,950	10,000	1%	50
010-1101-0141-321	Professional Membership & Dues	300	9,500	10,000	5%	500
010-1101-0141-370	City Council Meeting Expenses	419	3,000	7,000	133%	4,000
010-1101-0145-000	Office Supplies	1,094	1,500	1,500	0%	-
010-1101-0145-100	Miscellanous Expenditures	199	-	-	0%	-
010-1101-0145-308	Ups/fedex/ Postage	124	-	100	100%	100
010-1101-0146-311	Council Meeting Supplies	11,879	6,500	12,000	85%	5,500
010-1101-0147-100	Contract Serv / Interpreter	-	2,400	-	-100%	(2,400)
010-1101-0147-314	Contract Serv / Office Machine	3,340	-	1,300	100%	1,300
010-1101-0147-317	Contract Serv / Alarms	879	-	500	100%	500
010-1101-0194-000	Telephone	114	-	-	0%	-
010-1101-0206-000	EDC-VC & LAFCO	9,399	-	-	0%	-
Other Expenditures		39,846	32,850	42,400	29%	9,550
						-
Total City Council		197,079	249,007	252,610	1.4%	3,604

City Manager

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1102-0011-000	Salaries - Regular	614,274	680,182	842,000	24%	161,818
010-1102-0011-001	Salaries - Reg/Comp Absence	-	1,246	-	-100%	(1,246)
010-1102-0012-000	Salaries - Part-time	58,177	38,022	21,400	-44%	(16,622)
010-1102-0015-000	Salaries - Overtime	895	-	2,200	100%	2,200
010-1102-0021-001	Pers/retirement	48,749	59,983	68,300	14%	8,317
010-1102-0021-002	Social Security	36,219	52,034	53,700	3%	1,666
010-1102-0021-003	Deferred Comp. (457 Plan)	12,224	17,730	25,400	43%	7,670
010-1102-0021-004	Unemployment	784	1,375	1,700	24%	325
010-1102-0021-006	Health Insurance	70,466	96,038	181,497	89%	85,459
010-1102-0021-007	Life Insurance	667	780	1,000	28%	220
010-1102-0021-008	Disability Insurance	3,680	3,021	6,200	105%	3,179
010-1102-0021-009	Dental Insurance	2,120	2,633	4,200	60%	1,567
010-1102-0021-011	Vision Insurance	385	443	700	58%	257
010-1102-0021-012	Medicare	9,923	880	12,600	1332%	11,720
Salaries & Benefits		858,564	954,367	1,220,897	28%	266,530
010-1102-0021-013	Temporary Housing Allowance	5,000	-	-	0%	-
010-1102-0021-014	Car Allowance	-	-	6,000	100%	6,000
010-1102-0125-000	Prsnnl-pers Health/adm Fees	24,330	42,200	7,100	-83%	(35,100)
010-1102-0125-010	Prsnnl-pre-emplymt Phys Exam	2,037	-	1,500	100%	1,500
010-1102-0125-020	Prsnnl-compliance Posters	164	-	300	100%	300
010-1102-0127-000	Community & Service Awards	848	-	-	0%	-
010-1102-0127-010	Comm/Emp Recognition & Award	9,667	13,500	18,000	33%	4,500
010-1102-0131-000	Advertising	5,551	-	-	0%	-
010-1102-0138-000	Fingerprinting Costs	1,022	-	500	100%	500
010-1102-0138-358	Recruitment	58	35,000	10,000	-71%	(25,000)
010-1102-0141-000	Training & Education	16,137	18,100	18,500	2%	400
010-1102-0141-321	Professional / Membership Dues	5,120	4,150	4,200	1%	50
010-1102-0141-322	Publications	1,704	1,200	1,200	0%	-
010-1102-0141-370	City Manager Meeting Expenses	4,303	6,000	6,000	0%	-
010-1102-0144-000	Computer Supplies / R & M	4,746	1,800	1,800	0%	-
010-1102-0145-000	Office Supplies	6,858	6,500	6,500	0%	-
010-1102-0145-100	Miscellanous Expenditures	880	-	-	0%	-
010-1102-0145-308	Ups/fedex/postage	406	500	500	0%	-
010-1102-0146-311	Water/1st Aid/Kitchen Supplies	2,177	1,500	2,000	33%	500
010-1102-0147-000	Contract Services/General	57,433	207,000	160,000	-23%	(47,000)
010-1102-0147-001	Communications Consulting Serv	33,394	103,740	145,600	40%	41,860
010-1102-0147-018	FinanceProcessReview-Consultan	94,876	-	-	0%	-
010-1102-0147-314	Contract Serv / Office Machine	2,914	2,600	2,600	0%	-
010-1102-0147-317	Contract Serv / Alarms	527	-	-	0%	-
010-1102-0155-005	Auto Mileage Reimbursements	11,182	2,800	2,500	-11%	(300)
010-1102-0194-000	Telephone	2,849	-	2,000	100%	2,000
010-1102-0206-000	VCOG/EDC-VC/LOCC	3,322	8,600	8,600	0%	-
Other Expenditures		297,505	455,190	405,400	-11%	(49,790)
						-
Total City Manager		1,156,069	1,409,557	1,626,297	15.4%	216,740

City Treasurer

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1103-0011-000	Salaries Regular	14,508	5,460	-	-100%	(5,460)
010-1103-0013-000	Salaries - Special	5,355	-	5,460	100%	5,460
010-1103-0021-002	Social Security	1,111	238	340	43%	102
010-1103-0021-004	Unemployment	10	10	-	-100%	(10)
010-1103-0021-005	Workers Comp Insurance	-	360	-	-100%	(360)
010-1103-0021-007	Life Insurance	57	66	60	-9%	(6)
010-1103-0021-009	Dental Insurance	749	712	730	3%	18
010-1103-0021-011	Vision Insurance	126	120	120	0%	-
010-1103-0021-012	Medicare	289	418	80	-81%	(338)
Salaries & Benefits		24,479	7,384	6,790	-8%	(594)
						-
010-1103-0141-321	Professional Dues	-	2,500	500	-80%	(2,000)
Other Expenditures		-	2,500	500	-80%	(2,000)
						-
Total City Treasurer		24,479	9,884	7,290	-26.2%	(2,594)

Finance

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1104-0011-000	Salaries - Regular	470,092	557,291	655,400	18%	98,109
010-1104-0012-000	Salaries - Part-time	58,775	-	53,100	100%	53,100
010-1104-0015-000	Salaries - Overtime	2,874	3,239	3,800	17%	561
010-1104-0021-001	Pers/retirement	42,141	54,328	50,900	-6%	(3,428)
010-1104-0021-002	Social Security	31,416	42,861	44,200	3%	1,339
010-1104-0021-003	Deferred Comp. (457 Plan)	10,346	16,808	19,800	18%	2,992
010-1104-0021-004	Unemployment	989	869	1,500	73%	631
010-1104-0021-005	Workers Comp Insurance	-	11,967	-	-100%	(11,967)
010-1104-0021-006	Health Insurance	92,136	148,007	128,270	-13%	(19,737)
010-1104-0021-007	Life Insurance	505	481	600	25%	119
010-1104-0021-008	Disability Insurance	2,465	3,235	4,800	48%	1,565
010-1104-0021-009	Dental Insurance	2,915	3,289	3,700	12%	411
010-1104-0021-011	Vision Insurance	505	553	600	8%	47
010-1104-0021-012	Medicare	7,681	1,099	10,400	846%	9,301
Salaries & Benefits		722,838	844,027	977,070	16%	133,043
010-1104-0131-000	Legal Advertising/Notices	831	1,000	1,000	0%	-
010-1104-0133-060	Miscellanous Expenditures	6,840	3,000	7,500	150%	4,500
010-1104-0141-000	Training & Education	24,420	20,000	20,000	0%	-
010-1104-0141-010	EmployRecognition/Appreciation	223	-	-	0%	-
010-1104-0141-321	Professional / Membership Dues	685	2,500	1,500	-40%	(1,000)
010-1104-0141-322	Publications	184	300	300	0%	-
010-1104-0144-000	Computer Supplies / R & M	1,483	1,500	1,500	0%	-
010-1104-0145-000	Office Supplies	9,127	10,000	5,500	-45%	(4,500)
010-1104-0145-100	Miscellanous Expenditures	18,942	73,500	-	-100%	(73,500)
010-1104-0145-200	Software License and mant	2,535	15,000	7,500	-50%	(7,500)
010-1104-0145-308	Ups/fedex/ Postage	2,442	3,750	2,000	-47%	(1,750)
010-1104-0146-311	Water/1st Aid/Kitchen Supplies	1,264	1,050	1,500	43%	450
010-1104-0147-000	Contract Services	-	92,000	40,000	-57%	(52,000)
010-1104-0147-100	Cont Serv/ Cannabis Compliance	-	10,000	-	-100%	(10,000)
010-1104-0147-300	Contract Serv / Acctg Services	111,928	247,000	175,000	-29%	(72,000)
010-1104-0147-301	Contract Serv / Audit	59,338	70,000	70,000	0%	-
010-1104-0147-302	Contract Serv / Parking Cites	2,756	3,000	3,000	0%	-
010-1104-0147-303	Contract Serv/ SB90 Filing	750	800	1,000	25%	200
010-1104-0147-304	Contract Serv / PERS Actuarial	-	6,450	6,450	0%	-
010-1104-0147-305	Annual Lease Check Printer	-	260	-	-100%	(260)
010-1104-0147-307	Contract Serv/PENSION -GASB 68	-	5,200	8,500	63%	3,300
010-1104-0147-308	Contract Serv-Fee Study	-	50,000	60,000	20%	10,000
010-1104-0147-309	Contract Serv/Tax	10,279	7,500	36,000	100%	28,500
010-1104-0147-310	Contract Serv/ TOT	18,748	16,500	-	-100%	(16,500)
010-1104-0147-311	Contract Serv/OPEB/GASB75	1,305	7,830	8,500	9%	670
010-1104-0147-314	Contract Serv / Office Machine	5,254	5,750	2,500	-57%	(3,250)
010-1104-0147-317	Contract Serv / Alarms	703	1,200	3,000	150%	1,800
010-1104-0151-317	Equipment Repairs & Maint	2,046	-	-	0%	-
010-1104-0155-005	Auto Mileage Reimbursements	816	1,000	1,500	50%	500
010-1104-0194-000	Telephone	1,341	-	-	0%	-
010-1104-0194-360	High-speed Internet Services	747	-	-	0%	-
Other Expenditures		284,986	656,090	463,750	-29%	(192,340)
						-
Total Finance		1,007,824	1,500,117	1,440,820	-4.0%	(59,297)

City Attorney

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1105-0147-000	Contract Serv / Retainer	187,519	222,000	-	-100%	(222,000)
010-1105-0147-001	General Consulting Services	377,594	640,978	640,000	0%	(978)
010-1105-0147-019	TOT Issues	61,667	60,000	20,000	-67%	(40,000)
010-1105-0147-032	Real Property Issues	20,808	10,000	20,000	100%	10,000
010-1105-0147-035	Brown Act Issues	142,910	20,000	20,000	0%	-
010-1105-0147-039	Litigation Support	401,024	168,000	100,000	-40%	(68,000)
010-1105-0147-105	Code Enforcement Issues	113,679	80,000	50,000	-38%	(30,000)
010-1105-0147-110	SpecialCounselLabor&Employment	55,774	16,800	50,000	198%	33,200
010-1105-0147-113	Election related issues	-	8,000	-	-100%	(8,000)
010-1105-0147-210	RDA Successor Issues	-	5,000	-	-100%	(5,000)
Total City Attorney		1,360,975	1,230,778	900,000	-26.9%	(330,778)

City Clerk

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1107-0011-000	Salaries - Regular	124,731	136,063	140,000	3%	3,937
010-1107-0012-000	Salaries - Part-time	-	50,266	34,100	-32%	(16,166)
010-1107-0013-000	Salaries- Special	5,355	-	5,500	100%	5,500
010-1107-0021-001	Pers/retirement	9,679	10,393	10,600	2%	207
010-1107-0021-002	Social Security	7,959	14,254	11,100	-22%	(3,154)
010-1107-0021-003	Deferred Comp. (457 Plan)	1,766	-	4,500	100%	4,500
010-1107-0021-004	Unemployment	130	383	500	31%	117
010-1107-0021-005	Workers Comp Insurance	-	3,222	-	-100%	(3,222)
010-1107-0021-006	Health Insurance	24,589	26,573	29,492	11%	2,919
010-1107-0021-007	Life Insurance	124	211	200	-5%	(11)
010-1107-0021-008	Disability Insurance	306	504	1,300	158%	796
010-1107-0021-009	Dental Insurance	735	1,434	700	-51%	(734)
010-1107-0021-011	Vision Insurance	124	242	100	-59%	(142)
010-1107-0021-012	Medicare	1,862	2,188	2,600	19%	412
Salaries & Benefits		177,359	245,733	240,692	-2%	(5,041)
010-1107-0131-000	Legal Advertising/Notices	6,830	12,000	8,000	-33%	(4,000)
010-1107-0131-364	Publication of Ordinances	16,132	12,000	5,000	-58%	(7,000)
010-1107-0132-000	Elections	20,080	-	30,000	100%	30,000
010-1107-0141-000	Training & Education	6,709	12,000	12,000	0%	-
010-1107-0141-321	Professional / Membership Dues	585	-	600	100%	600
010-1107-0144-000	Computer Supplies / R & M	1,953	-	1,500	100%	1,500
010-1107-0145-000	Office Supplies	443	800	1,500	88%	700
010-1107-0145-100	Records Request Supplies	27	-	-	0%	-
010-1107-0145-200	Software License and maint	6,478	-	-	0%	-
010-1107-0145-201	Peak Agenda Mgmt-Software	5,061	14,500	20,000	38%	5,500
010-1107-0145-308	Postage And Shipping Costs	324	-	300	100%	300
010-1107-0146-311	Water/1st Aid/Kitchen Supplies	54	-	60	100%	60
010-1107-0147-000	Contract Services / Other	-	10,000	7,500	-25%	(2,500)
010-1107-0147-314	Contract Serv / Office Machine	935	-	550	100%	550
010-1107-0147-317	Contract Serv / Alarms	176	-	200	100%	200
010-1107-0147-318	RetentionSched.Update-Contract	-	10,000	8,000	-20%	(2,000)
010-1107-0148-000	Records Management	557	-	500	100%	500
010-1107-0149-010	Storage Rental	1,980	4,000	4,000	0%	-
010-1107-0194-000	Telephone	335	-	-	0%	-
Other Expenditures		68,657	75,300	99,710	32%	24,410
Total City Clerk		246,016	321,033	340,402	6.0%	19,369

Non-Departmental

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1110-0011-000	Salaries Regular	138,913	-	-	0%	-
010-1110-0012-000	Salaries - Part-time	-	-	-	0%	-
010-1110-0015-000	Salaries - Overtime	1,612	-	-	0%	-
010-1110-0021-001	Pers/retirement	9,269	-	-	0%	-
010-1110-0021-002	Social Security	8,531	-	-	0%	-
010-1110-0021-003	Deferred Comp. (457 Plan)	450	-	-	0%	-
010-1110-0021-004	Unemployment	126	-	-	0%	-
010-1110-0021-005	Workers Comp Insurance	-	-	-	0%	-
010-1110-0021-006	Health Insurance	28,011	-	-	0%	-
010-1110-0021-007	Life Insurance	121	-	-	0%	-
010-1110-0021-008	Disability Insurance	352	-	-	0%	-
010-1110-0021-009	Dental Insurance	224	-	-	0%	-
010-1110-0021-011	Vision Insurance	29	-	-	0%	-
010-1110-0021-012	Medicare	1,995	-	-	0%	-
010-1110-0021-016	PERS Unfunded Liability	444,585	570,817	612,420	7%	41,603
010-1110-0021-106	Retiree Medical Payments	253,305	228,000	270,000	18%	42,000
010-1110-0125-100	Partial OPEB Pre-funding	82,500	100,000	100,000	0%	-
010-1110-0125-101	Partial PENSION Pre-funding	100,000	100,000	100,000	0%	-
010-1110-0126-000	General Liability Ins	233,096	295,648	377,302	28%	81,654
010-1110-0126-001	FSA Admin Fee	528	1,200	1,500	25%	300
010-1110-0126-002	Workers Compensation Insurance	83,321	102,881	123,879	20%	20,998
010-1110-0126-003	Property Insurance	126,879	132,879	122,249	-8%	(10,630)
010-1110-0126-100	Employee Dishonesty Bond	1,153	1,275	1,363	7%	88
010-1110-0129-000	Bank Charges	9,372	10,000	15,000	50%	5,000
010-1110-0132-000	Community Outreach	11,833	10,500	20,000	90%	9,500
010-1110-0132-001	Community Summer ConcertSeries	-	3,500	-	-100%	(3,500)
010-1110-0132-002	Community Winter Wonderland	-	3,000	-	-100%	(3,000)
010-1110-0132-003	Contributions	-	125,000	125,000	0%	-
010-1110-0132-005	OTT	435,775	322,800	400,000	24%	77,200
010-1110-0132-010	City Apparel	2,701	10,000	12,000	20%	2,000
010-1110-0132-012	Ojai ValleyGreen Coalition	26,000	41,352	-	-100%	(41,352)
010-1110-0132-014	Ojai Chamber of Commerce	-	109,200	109,600	0%	400
010-1110-0132-015	Ojai Museum Operation Support	60,000	75,000	85,000	13%	10,000
010-1110-0132-016	2-1-1VenturaCnty Health&Safety	1,166	1,200	1,250	4%	50
010-1110-0132-017	Ojai Valley Fire Safe Council	-	2,500	-	-100%	(2,500)
010-1110-0138-000	Fingerprinting Costs-Non Emp	(5,417)	-	5,000	100%	5,000
010-1110-0141-000	Training, Education & Seminar	1,396	2,800	-	-100%	(2,800)
010-1110-0141-321	Professional / Membership Dues	5,753	-	1,100	100%	1,100
010-1110-0141-322	Publications	173	500	500	0%	-
010-1110-0146-000	Materials & Supplies	124	-	-	0%	-
010-1110-0147-000	Contract Services	22,395	61,000	20,000	-67%	(41,000)
010-1110-0147-001	Libbey Bowl Management	7,061	10,000	-	-100%	(10,000)
010-1110-0147-010	Libbey Bowl Operations	6,000	7,500	40,000	433%	32,500
010-1110-0147-014	Contr Serv - Rental Assistance	-	100,000	-	-100%	(100,000)
010-1110-0147-020	GOGov (CitizenRequest Mgmt)	1,692	1,800	7,000	289%	5,200
010-1110-0147-371	ContractSvcs-HabitatRestoratio	19,713	-	-	0%	-
010-1110-0154-000	Bad Debt/Returned Checks	144,231	-	-	0%	-
010-1110-0191-000	Electricity	99,968	130,000	185,000	42%	55,000
010-1110-0192-000	Natural Gas	8,856	8,000	11,500	44%	3,500
010-1110-0193-000	Water	73,011	60,000	80,000	33%	20,000
010-1110-0194-000	Telephone	19,896	27,750	27,750	0%	-
010-1110-0194-360	High-speed Internet Services	8,568	10,000	11,000	10%	1,000
010-1110-0196-000	Sewer Services	14,713	100,000	20,000	-80%	(80,000)
010-1110-0900-052	Trnsf Out/plaza Maint(52)	-	-	25,000	100%	25,000
010-1110-0202-000	Independence Day Program	32	-	-	0%	-
010-1110-0553-081	OjaiDay Materials & Supplies	28,122	-	-	0%	-
010-1110-0900-192	Trans Out to Housing (192)	219,004	42,257	-	-100%	(42,257)
Total Non-Departmental		2,737,138	2,808,359	2,910,413	3.6%	102,054

Arts Commission

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1112-0203-001	Arts Grants	30,000	100,000	100,000	0%	-
010-1112-0203-002	PublicArtsCollectionMaintenanc	-	6,550	6,550	0%	-
010-1112-0203-003	Mentor Program	250	-	-	0%	-
010-1112-0203-004	City Gallery	450	-	-	0%	-
010-1112-0203-006	Arts Education	200	6,000	6,000	0%	-
010-1112-0203-007	Meeing & Event Supplies	57	1,250	1,250	0%	-
010-1112-0203-008	Arts Commission Communications	400	2,650	2,650	0%	-
010-1112-0203-009	Arts Commission Technology	-	1,000	1,000	0%	-
Total Arts Commission		31,357	117,450	117,450	0%	-

Police

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1301-0021-016	PERS Unfunded Liability	28,328	-	30,186	100%	30,186
010-1301-0144-010	Computer Update-mdt Services	4,121	-	4,365	100%	4,365
010-1301-0144-012	Hi Tech Task Force Cost	3,942	-	4,000	100%	4,000
010-1301-0145-000	Office Supplies	991	-	-	0%	-
010-1301-0146-000	Parts & Supplies	299	-	-	0%	-
010-1301-0146-311	Water/1st Aid/Kitchen Supplies	1,238	-	750	100%	750
010-1301-0147-327	Ventura Co Sheriffs Dept	3,368,640	3,648,700	3,981,200	9%	332,500
010-1301-0147-328	VC Sheriff Motor Officer	16,721	350,000	10,000	-97%	(340,000)
010-1301-0147-329	Contract Service / Auto Towing	-	1,370	1,000	-27%	(370)
010-1301-0223-000	Off Duty Court Time	1,160	3,300	3,250	-2%	(50)
010-1301-0223-001	Crisis Intervention Team Prg	846	-	560	100%	560
010-1301-0238-001	Special Enforcement Unit/cop	49,110	40,000	45,700	14%	5,700
010-1301-0238-002	SST II / cop	58,364	60,000	63,250	5%	3,250
010-1301-0252-000	Special Event Overtime	33,112	45,000	73,860	64%	28,860
010-1301-0899-001	Body Cameras / Tasers	-	27,020	43,500	61%	16,480
Total Police		3,566,873	4,175,390	4,261,621	2.1%	86,231

Planning

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1401-0011-000	Salaries - Regular	530,817	626,069	662,000	6%	35,931
010-1401-0012-000	Salaries - Part-time	19,424	41,831	-	-100%	(41,831)
010-1401-0015-000	Salaries - Overtime	7,223	7,032	7,300	4%	268
010-1401-0021-001	Pers/retirement	54,796	65,044	60,000	-8%	(5,044)
010-1401-0021-002	Social Security	33,405	51,633	41,500	-20%	(10,133)
010-1401-0021-003	Deferred Comp. (457 Plan)	8,589	9,861	20,100	104%	10,239
010-1401-0021-004	Unemployment	921	957	1,100	15%	143
010-1401-0021-006	Health Insurance	78,258	91,222	92,213	1%	991
010-1401-0021-007	Life Insurance	516	504	500	-1%	(4)
010-1401-0021-008	Disability Insurance	2,345	2,014	4,800	138%	2,786
010-1401-0021-009	Dental Insurance	3,068	3,584	3,300	-8%	(284)
010-1401-0021-011	Vision Insurance	536	603	600	0%	(3)
010-1401-0021-012	Medicare	8,056	2,860	9,700	239%	6,840
Salaries & Benefits		747,954	903,214	903,113	0.0%	(101)
						-
010-1401-0131-000	Legal Advertising/Notices	4,448	3,670	8,000	118%	4,330
010-1401-0141-000	TrainingEducation&Seminars	1,140	5,000	5,000	0%	-
010-1401-0141-321	Professional / Membership Dues	2,162	2,250	2,250	0%	-
010-1401-0141-322	Publications(Planning Commiss)	180	210	400	90%	190
010-1401-0141-324	Plan Commissioners Education	1,365	-	-	0%	-
010-1401-0141-326	Planning Conferences	900	5,000	-	-100%	(5,000)
010-1401-0144-000	Computer Supplies / R & M	721	3,000	2,000	-33%	(1,000)
010-1401-0145-000	Office Supplies	1,200	1,600	2,000	25%	400
010-1401-0145-100	Miscellanous Expenditures	564	1,200	5,000	317%	3,800
010-1401-0145-200	Software License	42,748	49,000	73,500	50%	24,500
010-1401-0145-308	Postage And Shipping Costs	1,590	2,400	1,500	-38%	(900)
010-1401-0146-311	Water/1st Aid/Kitchen Supplies	232	250	250	0%	-
010-1401-0147-000	Contract Services / General	31,811	123,400	40,000	-68%	(83,400)
010-1401-0147-100	Contract SVC/ CDD Director	-	-	-	0%	-
010-1401-0147-110	Contract svc-Gen Plan Update	131,193	250,000	250,000	0%	-
010-1401-0147-301	Contract svc Short Term Rental	16,500	-	-	0%	-
010-1401-0147-310	Contract Serv/TF Expenditures	16,197	-	-	0%	-
010-1401-0147-314	Contract Serv / Office Machine	3,334	3,800	2,500	-34%	(1,300)
010-1401-0147-317	Contract Serv / Alarms	1,054	900	1,150	28%	250
010-1401-0147-332	Contract Serv / Plan Checking	15,761	-	-	0%	-
010-1401-0153-000	Vehicle Fuel	168	500	1,000	100%	500
010-1401-0155-005	Auto Mileage Reimbursements	66	300	300	0%	-
010-1401-0194-000	Telephone	1,676	-	-	0%	-
Other Expenditures		275,009	452,480	394,850	-13%	(57,630)
Total Planning		1,022,963	1,355,694	1,297,963	-4.3%	(57,731)

Building & Safety

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1402-0011-000	Salaries - Regular	52,038	-	57,000	100%	57,000
010-1402-0015-000	Salaries - Overtime	2,086	-	1,600	100%	1,600
010-1402-0021-001	Pers/retirement	7,390	-	7,000	100%	7,000
010-1402-0021-002	Social Security	3,340	-	3,600	100%	3,600
010-1402-0021-003	Deferred Comp. (457 Plan)	1,210	-	1,700	100%	1,700
010-1402-0021-004	Unemployment	63	-	100	100%	100
010-1402-0021-006	Health Insurance	9,136	-	9,090	100%	9,090
010-1402-0021-007	Life Insurance	60	-	100	100%	100
010-1402-0021-008	Disability Insurance	-	-	400	100%	400
010-1402-0021-009	Dental Insurance	358	-	400	100%	400
010-1402-0021-011	Vision Insurance	60	-	100	100%	100
010-1402-0021-012	Medicare	781	-	800	100%	800
Salaries & Benefits		76,523	-	81,890	100%	81,890
010-1402-0141-322	Publications(HPC)	2,516	3,000	3,000	0%	-
010-1402-0145-000	Office Supplies	1,177	1,100	1,100	0%	-
010-1402-0145-100	Miscellanous Expenditures	1,636	-	-	0%	-
010-1402-0147-235	CntrctSrv/Code Enforcement	158,717	230,000	10,000	-96%	(220,000)
010-1402-0147-332	Contract Bldg Plan Chk/Permit	330,170	250,000	300,000	20%	50,000
010-1402-0153-000	Vehicle Fuel	1,666	1,500	1,500	0%	-
010-1402-0194-000	Telephone	1,676	-	-	0%	-
010-1402-0200-000	Animal Regulations Contract	118,219	122,000	100,000	-18%	(22,000)
Other Expenditures		615,777	607,600	415,600	-32%	(192,000)
						-
Total Building & Safety		692,300	607,600	497,490	-18.1%	(110,110)

Planning Commission

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1403-0141-324	Planning Comm Education	-	6,000	6,000	0%	-
Total Planning Commission		-	6,000	6,000	0%	-

Historic Preservation Commission

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1404-0131-000	Legal Advertising/Notices	289	-	-	0%	-
010-1404-0141-000	Training, Education & Seminars	549	-	-	0%	-
010-1404-0141-321	Professional Dues/Memberships	650	1,000	1,000	0%	-
010-1404-0145-000	Office/Misc Supplies	8,381	-	-	0%	-
010-1404-0145-010	Historic Landmark Plaque Fee	1,470	-	1,500	100%	1,500
010-1404-0147-000	Contractual Svc-HPC	4,650	88,050	88,050	0%	-
Total Historic Preservation Commission		15,990	89,050	90,550	1.7%	1,500

Recreation Administration

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1502-0011-000	Salaries - Regular	161,017	324,870	431,000	33%	106,130
010-1502-0015-000	Salaries - Overtime	645	3,030	3,600	19%	570
010-1502-0021-001	Pers/retirement	14,085	36,995	33,500	-9%	(3,495)
010-1502-0021-002	Social Security	9,898	30,644	27,000	-12%	(3,644)
010-1502-0021-003	Deferred Comp. (457 Plan)	4,106	6,542	13,100	100%	6,558
010-1502-0021-004	Unemployment	435	957	1,100	15%	143
010-1502-0021-006	Health Insurance	37,712	122,048	89,688	-27%	(32,360)
010-1502-0021-007	Life Insurance	247	252	600	138%	348
010-1502-0021-008	Disability Insurance	(199)	-	3,200	100%	3,200
010-1502-0021-009	Dental Insurance	1,468	3,584	3,200	-11%	(384)
010-1502-0021-011	Vision Insurance	257	603	600	0%	(3)
010-1502-0021-012	Medicare	2,315	1,198	6,300	426%	5,102
Salaries & Benefits		231,986	530,723	612,888	15%	82,165
						-
010-1502-0138-000	Fingerprinting Costs	-	500	-	-100%	(500)
010-1502-0141-000	Training & Education	1,096	3,000	6,500	117%	3,500
010-1502-0141-321	Professional / Membership Dues	673	1,500	2,000	33%	500
010-1502-0144-000	Computer Supplies / R & M	1,427	1,500	4,000	167%	2,500
010-1502-0145-000	Office Supplies	5,346	3,500	3,500	0%	-
010-1502-0145-100	Recreation Open House	2,422	4,000	4,000	0%	-
010-1502-0145-200	Miscellanous Expenditures	3,851	2,000	2,000	0%	-
010-1502-0145-308	Ups/fedex/postage	502	400	400	0%	-
010-1502-0146-311	Water/1st Aid/Kitchen Supplies	608	500	900	80%	400
010-1502-0147-000	Contract Services	93,924	100,000	40,000	-60%	(60,000)
010-1502-0147-314	Contract Serv / Office Machine	2,724	3,000	3,000	0%	-
010-1502-0147-317	Contract Serv / Alarms	1,456	1,770	1,770	0%	-
010-1502-0151-000	Vehicle Repairs & Mainenance	1,841				
010-1502-0151-317	Equipment Maint & Repairs	2,056	2,500	5,000	100%	2,500
010-1502-0155-005	Auto Mileage Reimbursements	482	680	100	-85%	(580)
010-1502-0194-000	Telephone/alarm	1,722	-	-	0%	-
010-1502-0553-080	Ojai Day/Labor Costs	-	2,000	2,000	0%	-
010-1502-0553-081	Ojai Day/Material & Supplies	950	35,000	35,000	0%	-
010-1502-0554-000	Facility Maintenance	11,961	30,000	35,000	17%	5,000
Other Expenditures		133,042	191,850	145,170	-24%	(46,680)
Total Recreation Administration		365,028	722,573	758,058	4.9%	35,485

Recreation Programs

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1503-0011-000	Salaries - Regular	210,465	87,293	122,000	40%	34,707
010-1503-0012-000	Salaries - Part-time	191,719	192,927	246,000	28%	53,073
010-1503-0015-000	Salaries - Overtime	1,449	1,213	2,300	90%	1,087
010-1503-0021-001	Pers/retirement	20,602	11,782	14,300	21%	2,518
010-1503-0021-002	Social Security	25,028	14,998	22,900	53%	7,902
010-1503-0021-003	Deferred Comp. (457 Plan)	2,394	-	3,800	100%	3,800
010-1503-0021-004	Unemployment	2,551	2,518	7,300	190%	4,782
010-1503-0021-006	Health Insurance	44,756	15,975	24,240	52%	8,265
010-1503-0021-007	Life Insurance	304	352	200	-43%	(152)
010-1503-0021-008	Disability Insurance	(123)	-	900	100%	900
010-1503-0021-009	Dental Insurance	1,953	717	1,200	67%	483
010-1503-0021-011	Vision Insurance	339	121	200	65%	79
010-1503-0021-012	Medicare	5,853	13,331	5,400	-59%	(7,931)
Salaries & Benefits		507,289	341,227	450,740	32%	109,513
						-
010-1503-0131-000	Publication of Brochures	56,695	63,000	63,000	0%	-
010-1503-0138-000	Fingerprinting/DMV Costs	-	500	-	-100%	(500)
010-1503-0141-000	Training & Education	530	5,000	3,000	-40%	(2,000)
010-1503-0145-000	Office Supplies	1,992	2,000	2,000	0%	-
010-1503-0145-100	Miscellanous Expenditures	2,755	2,000	2,000	0%	-
010-1503-0151-000	Vehicle Repairs & Mainenance	-	400	400	0%	-
010-1503-0153-000	Vehicle Fuel	703	1,500	1,500	0%	-
010-1503-0155-005	Auto Mileage Reimbursements	-	1,000	3,000	200%	2,000
010-1503-0206-000	Audio Video Licensing	1,776	1,500	1,500	0%	-
010-1503-0550-000	Recreation Programs	6,688	4,000	4,000	0%	-
010-1503-0550-005	Adult Sports Leagues	3,427	2,200	3,600	64%	1,400
010-1503-0550-008	Movie Nights Expenditures	1,171	1,200	1,200	0%	-
010-1503-0550-009	Aquatics	-	10,000	15,000	50%	5,000
010-1503-0550-010	Instructional Soccer	16,612	15,000	12,000	-20%	(3,000)
010-1503-0550-012	Youth Flag Football	104	2,000	-	-100%	(2,000)
010-1503-0550-014	Youth Basketball	16,242	15,000	15,000	0%	-
010-1503-0550-016	Adult Basketball	-	600	-	-100%	(600)
010-1503-0550-020	Gymnastics	3,237	2,400	2,400	0%	-
010-1503-0550-021	Seniors	-	5,000	5,000	0%	-
010-1503-0550-025	CPR/First Aid Program	-	2,000	-	-100%	(2,000)
010-1503-0550-036	Drop-in Sports	603	500	500	0%	-
010-1503-0550-066	Miscellaneous	-	2,000	2,000	0%	-
010-1503-0551-000	Recreation Classes - Tennis	21,124	9,000	27,500	206%	18,500
010-1503-0551-010	Recreation Classes - Other	11,279	10,000	30,000	200%	20,000
010-1503-0551-014	Cartooning	3,117	-	-	0%	-
010-1503-0551-016	Driving Education	364	300	300	0%	-
010-1503-0551-017	Guitar	455	600	-	-100%	(600)
010-1503-0551-020	Martial Arts	14,838	10,000	20,000	100%	10,000
010-1503-0551-022	Pottery Class	5,075	4,000	4,000	0%	-
010-1503-0551-027	Tai Chi Ch'uan	2,542	5,000	-	-100%	(5,000)
010-1503-0551-028	Theater Workshop	-	3,000	-	-100%	(3,000)
010-1503-0551-029	Weight Room	17,481	20,000	20,000	0%	-
010-1503-0551-030	Western Horsemanship	2,195	5,000	5,000	0%	-
010-1503-0551-031	Zumba Fitness	296	500	500	0%	-
010-1503-0551-032	Performing Arts	11,249	10,000	22,000	120%	12,000
010-1503-0551-038	Wilderness	174	600	600	0%	-
010-1503-0551-042	Yoga	-	1,200	1,200	100%	-
010-1503-0551-044	Manner Class for Dogs	6,407	5,900	5,900	0%	-
010-1503-0551-047	Aikido Classes	481	500	-	-100%	(500)
010-1503-0554-000	Facility Use/Field Prep	-	1,500	1,500	0%	-
010-1503-0555-100	Contracted Specialty Camps	24,036	35,000	10,000	-71%	(25,000)
010-1503-0555-110	Employee Specialty Programs	1,584	1,500	6,500	333%	5,000
010-1503-0555-120	Day Camps & Excursions	4,574	7,000	10,000	43%	3,000
Other Expenditures		239,805	269,400	302,100	12%	32,700
						-
Total Recreation Programs		747,094	610,627	752,840	23.3%	142,213

Public Works

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1601-0011-000	Salaries - Regular	700,727	955,093	767,000	-20%	(188,093)
010-1601-0015-000	Salaries - Overtime	17,347	14,041	17,500	25%	3,459
010-1601-0021-001	Pers/retirement	58,394	92,348	68,100	-26%	(24,248)
010-1601-0021-002	Social Security	44,098	74,139	48,300	-35%	(25,839)
010-1601-0021-003	Deferred Comp. (457 Plan)	17,249	24,540	23,400	-5%	(1,140)
010-1601-0021-004	Unemployment	1,237	1,460	1,800	23%	340
010-1601-0021-006	Health Insurance	126,860	200,874	161,600	-20%	(39,274)
010-1601-0021-007	Life Insurance	746	755	900	19%	145
010-1601-0021-008	Disability Insurance	4,663	3,776	5,600	48%	1,824
010-1601-0021-009	Dental Insurance	4,529	7,097	5,500	-23%	(1,597)
010-1601-0021-011	Vision Insurance	752	1,193	900	-25%	(293)
010-1601-0021-012	Medicare	10,313	2,612	11,300	333%	8,688
Salaries & Benefits		986,914	1,377,928	1,111,900	-19%	(266,028)
010-1601-0141-000	Department Meetings	1,452	3,000	3,000	0%	-
010-1601-0141-321	Professional / Membership Dues	405	500	1,500	200%	1,000
010-1601-0141-322	Subscriptions	58	500	8,000	1500%	7,500
010-1601-0141-323	Professional Seminars	1,654	5,000	7,000	40%	2,000
010-1601-0142-000	Clothing Allowance	10,416	15,000	11,000	-27%	(4,000)
010-1601-0144-000	Computer Supplies	2,049	3,000	1,800	-40%	(1,200)
010-1601-0145-000	Office Supplies	9,629	10,000	6,000	-40%	(4,000)
010-1601-0145-100	Miscellanous Expenditures	1,113	-	1,000	100%	1,000
010-1601-0145-308	Postage And Shipping Costs	1,762	1,500	1,000	-33%	(500)
010-1601-0146-000	General Parts & Supplies	10,356	10,000	10,000	0%	-
010-1601-0146-311	Water/1st Aid/Kitchen Supplies	1,469	3,000	4,000	33%	1,000
010-1601-0147-000	CntrctSrv/SolidWasteSolution,I	300	-	-	0%	-
010-1601-0147-001	General Engineering Services	-	152,000	120,000	-21%	(32,000)
010-1601-0147-314	Contract Serv / Office Machine	1,800	2,000	2,000	0%	-
010-1601-0147-318	Contract Services- ADA Plan	2,000	2,000	-	-100%	(2,000)
010-1601-0151-000	Vehicle Repairs & Maintenance	43,150	50,000	50,000	0%	-
010-1601-0151-317	Equipment Repairs	10,527	15,000	10,000	-33%	(5,000)
010-1601-0151-503	Vehicle Repairs & Maint/Rec	560	-	-	0%	-
010-1601-0153-000	Vehicle Fuel-all Pw Depts	20,055	22,000	20,000	-9%	(2,000)
010-1601-0155-005	Auto Mileage Reimbursements	165	1,000	1,000	0%	-
010-1601-0194-000	Telephone	1,341	-	-	0%	-
Other Expenditures		120,261	295,500	257,300	-13%	(38,200)
Total Public Works		1,107,175	1,673,428	1,369,200	-18.2%	(304,228)

PW - Parks and Landscaping

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1602-0011-000	Salaries - Regular	191,749	157,219	238,000	51%	80,781
010-1602-0015-000	Salaries - Overtime	88	2,540	-	-100%	(2,540)
010-1602-0021-001	Pers/retirement	24,339	16,243	21,100	30%	4,857
010-1602-0021-002	Social Security	11,515	12,222	15,000	23%	2,778
010-1602-0021-003	Deferred Comp. (457 Plan)	3,921	4,152	7,300	76%	3,148
010-1602-0021-004	Unemployment	223	302	600	99%	298
010-1602-0021-006	Health Insurance	51,342	36,498	50,197	38%	13,699
010-1602-0021-007	Life Insurance	289	322	300	-7%	(22)
010-1602-0021-008	Disability Insurance	-	-	1,700	100%	1,700
010-1602-0021-009	Dental Insurance	1,693	1,147	1,700	48%	553
010-1602-0021-011	Vision Insurance	265	193	300	55%	107
010-1602-0021-012	Medicare	2,693	384	3,500	811%	3,116
Salaries & Benefits		288,117	231,222	339,697	47%	108,475
010-1602-0119-001	Lease Interest: Debt Service	8,866	-	-	0%	-
010-1602-0131-000	Legal Advertising/Notices	364	-	-	0%	-
010-1602-0134-000	Skate Park Lease	531	27,919	29,000	4%	1,081
010-1602-0134-100	Soule Park Lease	-	6,180	6,360	3%	180
010-1602-0141-323	Professional Seminars	-	3,000	3,000	0%	-
010-1602-0146-310	General Parts & Supplies	13,659	10,000	20,000	100%	10,000
010-1602-0146-338	Fertilizer	1,379	1,500	2,000	33%	500
010-1602-0146-339	Little/OakTree HouseMaint-City	422	-	-	0%	-
010-1602-0146-340	Sarzotti Park Maint-City	4,114	8,400	6,000	-29%	(2,400)
010-1602-0146-341	Libbey Park Maint-City	17,715	18,000	15,000	-17%	(3,000)
010-1602-0146-342	Rotary Park Maint-City	2,582	2,000	1,500	-25%	(500)
010-1602-0146-343	Skate Park Maint-City	3,311	2,000	1,500	-25%	(500)
010-1602-0146-344	Cluff Vista Park Maint-City	759	3,500	3,500	0%	-
010-1602-0146-345	Libbey Bowl Maint-City	4,928	5,000	10,000	100%	5,000
010-1602-0146-346	Daly Park Maint-City	1,830	5,000	2,000	-60%	(3,000)
010-1602-0146-347	Soule Park Pickleball Maint - City	-	-	2,500	100%	2,500
010-1602-0147-150	Contract Services/ Janitorial	23,053	-	-	0%	-
010-1602-0147-200	Contract Services	125	20,000	5,000	-75%	(15,000)
010-1602-0147-339	Little/Oak Tree House Maint.	1,968	-	-	0%	-
010-1602-0147-340	Sarzotti Park Maintenance	3,650	26,000	22,000	-15%	(4,000)
010-1602-0147-341	Libbey Park Maintenance	9,329	26,000	22,000	-15%	(4,000)
010-1602-0147-342	Rotary Park Maintenance	471	1,500	600	-60%	(900)
010-1602-0147-343	Skate Park Maintenance	856	12,000	6,000	-50%	(6,000)
010-1602-0147-344	Cluff Vista Park Maintenance	-	8,000	5,000	-38%	(3,000)
010-1602-0147-345	Demo Garden Maintenance	-	1,500	1,500	0%	-
010-1602-0147-346	Daly Park Maintenance	-	10,000	3,500	-65%	(6,500)
010-1602-0147-417	Libbey Bowl Maintenance	2,834	3,000	15,000	400%	12,000
010-1602-0147-347	Soule Park Pickleball Maintenance	-	-	5,000	100%	5,000
010-1602-0149-000	Equipment Rental	1,821	5,000	5,000	0%	-
010-1602-0160-000	Tree Maintenance	34,300	30,000	50,000	67%	20,000
010-1602-0160-010	Contract Arborist	957	2,500	5,000	100%	2,500
010-1602-0160-100	Tree Purchases	322	5,000	10,000	100%	5,000
010-1602-0191-000	Electricity	64,404	-	-	0%	-
010-1602-0804-020	Libbey Park Bleacher Repairs	2,119	5,000	5,000	0%	-
Other Expenditures		206,670	247,999	262,960	6%	14,961
Total PW - Parks & Landscape		494,788	479,221	602,657	25.8%	123,436

PW - General Maintenance

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1603-0011-000	Salaries - Regular	116,478	58,957	119,000	102%	60,043
010-1603-0015-000	Salaries - Overtime	2,601	953	3,400	257%	2,447
010-1603-0021-001	Pers/retirement	12,026	6,091	10,600	74%	4,509
010-1603-0021-002	Social Security	7,305	4,583	7,500	64%	2,917
010-1603-0021-003	Deferred Comp. (457 Plan)	2,487	1,557	3,700	138%	2,143
010-1603-0021-004	Unemployment	145	201	300	49%	99
010-1603-0021-006	Health Insurance	24,702	13,686	25,048	83%	11,362
010-1603-0021-007	Life Insurance	174	131	200	53%	69
010-1603-0021-008	Disability Insurance	-	-	900	100%	900
010-1603-0021-009	Dental Insurance	1,062	430	900	109%	470
010-1603-0021-011	Vision Insurance	136	73	200	174%	127
010-1603-0021-012	Medicare	1,708	144	1,800	1150%	1,656
Salaries & Benefits		168,824	86,806	173,548	100%	86,742
010-1603-0146-310	Gen Maint Parts & Supplies	11,075	15,000	25,000	67%	10,000
010-1603-0146-311	Water/1st Aid/Kitchen Supplies	1,806	3,000	1,500	-50%	(1,500)
010-1603-0146-312	Building Maintenance / PW	17,321	20,000	7,000	-65%	(13,000)
010-1603-0146-313	Building Maintenance/City Hall	14,345	17,000	7,000	-59%	(10,000)
010-1603-0146-314	Building Maintenance / Museum	11,087	15,000	2,000	-87%	(13,000)
010-1603-0146-315	Building Maintenance / Police	7,731	2,000	7,000	250%	5,000
010-1603-0146-316	Building Maintenance/Rec Dep	9,135	20,000	1,000	-95%	(19,000)
010-1603-0146-317	Building Maintenance/Kent Hall	-	-	2,000	100%	2,000
010-1603-0146-318	Building Maintenance/Oak Tree House	-	-	2,000	100%	2,000
010-1603-0147-000	Contract Services/Gen. Maint.	63,215	30,000	30,000	0%	-
010-1603-0147-150	Contract Services/ Janitorial	59,956	-	-	0%	-
010-1603-0147-200	Contract Services	563	-	-	0%	-
010-1603-0147-312	Contract Services/Public Works	-	-	22,000	100%	22,000
010-1603-0147-313	Contract Services/City Hall	-	-	23,000	100%	23,000
010-1603-0147-314	Contract Services/Museum	-	-	5,000	100%	5,000
010-1603-0147-315	Contract Services/Police dept	-	-	6,000	100%	6,000
010-1603-0147-316	Contract Services/Rec Dept	-	-	29,000	100%	29,000
010-1603-0147-317	Contract Services/Kent Hall	-	-	20,000	100%	20,000
010-1603-0147-318	Contract Services/Oak Tree House	-	-	11,000	100%	11,000
010-1603-0147-052	Contract Services/Plaza Arcade	-	-	8,000	100%	8,000
010-1603-0147-250	Contract Svc -Disaster Cleanup	10,220	5,000	5,000	0%	-
010-1603-0151-000	Vehicle Repairs & Mainenance	371	-	-	0%	-
010-1603-0151-317	Equipment Repairs & Mainten	11,415	5,000	-	-100%	(5,000)
Other Expenditures		218,240	132,000	213,500	62%	81,500
Total - PW General Maintenance		387,064	218,806	387,048	76.9%	168,242

Street Maintenance

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1604-0011-000	Salaries - Regular	56,154	58,957	80,000	36%	21,043
010-1604-0015-000	Salaries - Overtime	-	953	-	-100%	(953)
010-1604-0021-001	Pers/retirement	6,345	6,091	7,100	17%	1,009
010-1604-0021-002	Social Security	3,391	4,583	5,000	9%	417
010-1604-0021-003	Deferred Comp. (457 Plan)	1,133	1,557	2,500	61%	943
010-1604-0021-004	Unemployment	202	76	200	163%	124
010-1604-0021-006	Health Insurance	14,390	13,686	16,766	23%	3,080
010-1604-0021-007	Life Insurance	87	76	100	32%	24
010-1604-0021-008	Disability Insurance	-	-	600	100%	600
010-1604-0021-009	Dental Insurance	513	430	600	40%	170
010-1604-0021-011	Vision Insurance	75	73	100	37%	27
010-1604-0021-012	Medicare	793	144	1,200	733%	1,056
Salaries & Benefits		83,083	86,626	114,166	32%	27,540
010-1604-0146-000	St. Maint. Parts & Supplies	17,070	50,000	50,000	0%	-
010-1604-0147-000	Contract Services/Gen.St.Maint	39,732	70,000	40,000	-43%	(30,000)
010-1604-0147-316	Contract Srv / Street Sign	2,535	7,000	7,000	0%	-
010-1604-0149-000	Equipment Rental	904	5,000	5,000	0%	-
010-1604-0160-000	St Tree Maint/Not Inc Cltran	153,638	50,000	80,000	60%	30,000
010-1604-0160-001	Street Tree Report	1,766	10,000	10,000	0%	-
010-1604-0160-002	Contract Serv / St Tree Maint	4,200	150,000	-	-100%	(150,000)
010-1604-0808-100	Misc Street Signs	1,012	-	-	0%	-
Other Expenditures		220,856	342,000	192,000	-44%	(150,000)
Total Street Maintenance		303,938	428,626	306,166	-28.6%	(122,460)

PW - Special Events

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1605-0011-000	Salaries - Regular	5,070	9,984	14,000	40%	4,016
010-1605-0015-000	Salaries - Overtime	-	159	-	-100%	(159)
010-1605-0021-001	Pers/retirement	663	1,015	1,200	18%	185
010-1605-0021-002	Social Security	304	764	800	5%	36
010-1605-0021-003	Deferred Comp. (457 Plan)	81	287	400	39%	113
010-1605-0021-004	Unemployment	7	20	30	50%	10
010-1605-0021-006	Health Insurance	1,269	2,281	2,828	24%	547
010-1605-0021-007	Life Insurance	7	20	16	-20%	(4)
010-1605-0021-008	Disability Insurance	-	-	100	100%	100
010-1605-0021-009	Dental Insurance	40	71	100	41%	29
010-1605-0021-011	Vision Insurance	7	12	16	33%	4
010-1605-0021-012	Medicare	71	24	200	733%	176
Total PW - Special Events		7,518	14,637	19,690	34.5%	5,053

PW - NPDES

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1701-0011-000	Salaries - Regular	18,307	9,825	14,000	42%	4,175
010-1701-0015-000	Salaries - Overtime	-	159	-	-100%	(159)
010-1701-0021-001	Pers/retirement	2,100	1,015	1,200	18%	185
010-1701-0021-002	Social Security	1,109	764	800	5%	36
010-1701-0021-003	Deferred Comp. (457 Plan)	275	260	400	54%	140
010-1701-0021-004	Unemployment	10	20	30	50%	10
010-1701-0021-006	Health Insurance	3,584	2,281	2,828	24%	547
010-1701-0021-007	Life Insurance	21	10	15	50%	5
010-1701-0021-008	Disability Insurance	-	-	100	100%	100
010-1701-0021-009	Dental Insurance	125	71	100	41%	29
010-1701-0021-011	Vision Insurance	17	12	15	25%	3
010-1701-0021-012	Medicare	260	24	200	733%	176
Salaries & Benefits		25,808	14,441	19,688	36%	5,247
010-1701-0146-000	NPDS Related Supplies&Material	-	1,000	3,000	200%	2,000
010-1701-0147-000	Contract Serv/StrmwaterTesting	460	2,500	2,000	-20%	(500)
010-1701-0147-300	Contract Serv/VC Strm WrtrMgmt	79	-	-	0%	-
010-1701-0147-310	CntrctSrv/VenturaRiverAlgeTMDL	23,515	30,000	30,000	0%	-
010-1701-0147-315	Storm Drain Maintenance	19,602	40,000	20,000	-50%	(20,000)
010-1701-0147-338	SWRCB Annual Fees	8,273	10,000	10,000	0%	-
Miscellaneous Expenses		51,929	83,500	65,000	-22%	(18,500)
Total PW - NPDES		77,737	97,941	84,688	-13.5%	(13,253)

PW - AB 939

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1702-0145-100	Miscellanous Expenditures	931	1,000	-	-100%	(1,000)
010-1702-0147-000	Contract Services/SWS	24,726	30,000	60,000	100%	30,000
010-1702-0147-005	Contract Services/Misc	16,146	30,000	-	-100%	(30,000)
Total PW - AB939		41,803	61,000	60,000	-1.6%	(1,000)

PW - Caltrans Contract

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1703-0011-000	Salaries - Regular	24,827	9,984	14,000	40%	4,016
010-1703-0021-001	Pers/retirement	2,506	1,015	1,200	18%	185
010-1703-0021-002	Social Security	1,435	764	800	5%	36
010-1703-0021-003	Deferred Comp. (457 Plan)	236	260	400	54%	140
010-1703-0021-004	Unemployment	27	10	30	200%	20
010-1703-0021-006	Health Insurance	9,712	2,281	2,828	24%	547
010-1703-0021-007	Life Insurance	45	-	15	100%	15
010-1703-0021-008	Disability Insurance	-	-	100	100%	100
010-1703-0021-009	Dental Insurance	255	71	100	41%	29
010-1703-0021-011	Vision Insurance	42	12	15	25%	3
010-1703-0021-012	Medicare	336	24	200	733%	176
Salaries & Benefits		39,421	14,421	19,688	37%	5,267
010-1703-0146-000	CalTran Maint Parts & Supplies	11,373	2,000	10,340	417%	8,340
010-1703-0147-315	ContractServices/Landscaping	2,530	6,000	-	-100%	(6,000)
010-1703-0160-000	Tree Maintenance	-	8,000	-	-100%	(8,000)
Miscellaneous Expenses		13,903	16,000	10,340	-35%	(5,660)
Total PW- Caltrans Contract Exp		53,324	30,421	30,028	-1.3%	(393)

PW - Caltrans Contract SR150

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1704-0011-000	Salaries - Regular	10,861	-	27,000	100%	27,000
010-1704-0021-001	Pers/retirement	1,157	-	2,300	100%	2,300
010-1704-0021-002	Social Security	642	-	1,700	100%	1,700
010-1704-0021-003	Deferred Comp. (457 Plan)	220	-	800	100%	800
010-1704-0021-004	Unemployment	24	-	100	100%	100
010-1704-0021-006	Health Insurance	3,676	-	5,555	100%	5,555
010-1704-0021-007	Life Insurance	19	-	-	100%	-
010-1704-0021-008	Disability Insurance	-	-	200	100%	200
010-1704-0021-009	Dental Insurance	102	-	200	100%	200
010-1704-0021-011	Vision Insurance	14	-	-	100%	-
010-1704-0021-012	Medicare	150	-	400	100%	400
Salaries & Benefits		16,864	-	38,255	100%	38,255
010-1704-0146-000	CalTrans Maint Part & Supplies	471	1,000	31,700	3070%	30,700
010-1704-0147-000	Contract Services	22,185	45,000	-	-100%	(45,000)
010-1704-0147-315	Contract Svc/Landscaping	1,760	-	-	0%	-
010-1704-0160-000	Tree Maintenance	-	6,000	-	-100%	(6,000)
Miscellaneous Expenses		24,416	52,000	31,700	-39%	(20,300)
Total PW - Caltrans Contract SR150		41,280	52,000	69,955	34.5%	17,955

Information Technology

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1801-0011-000	Salaries - Regular	206,950	259,227	274,000	6%	14,773
010-1801-0015-000	Salaries - Overtime	420	2,449	3,300	35%	851
010-1801-0021-001	Pers/retirement	21,959	27,482	28,000	2%	518
010-1801-0021-002	Social Security	12,986	20,018	17,200	-14%	(2,818)
010-1801-0021-003	Deferred Comp. (457 Plan)	4,659	7,851	8,300	6%	449
010-1801-0021-004	Unemployment	340	403	500	24%	97
010-1801-0021-006	Health Insurance	29,891	58,378	40,097	-31%	(18,281)
010-1801-0021-007	Life Insurance	212	252	200	-21%	(52)
010-1801-0021-008	Disability Insurance	1,200	1,007	2,000	99%	993
010-1801-0021-009	Dental Insurance	1,320	1,434	1,500	5%	66
010-1801-0021-011	Vision Insurance	222	242	200	-17%	(42)
010-1801-0021-012	Medicare	3,037	479	4,000	735%	3,521
Salaries & Benefits		283,194	379,222	379,297	0.0%	75
						-
010-1801-0141-000	Training & Education	-	1,000	5,000	400%	4,000
010-1801-0141-321	Professional Dues	-	300	300	0%	-
010-1801-0144-000	Computer Supplies / R & M	14,237	13,400	13,400	0%	-
010-1801-0144-001	Computer Upgrade For Gl Sys	54	-	-	0%	-
010-1801-0145-000	Office Supplies	382	500	500	0%	-
010-1801-0145-200	Software License	1,826	65,000	110,000	69%	45,000
010-1801-0146-311	Water/1st Aid/Kitchen Supplies	145	-	-	0%	-
010-1801-0147-317	Contract Services	88,969	55,000	60,000	9%	5,000
010-1801-0195-000	Web Site Licenses & Maint	1,888	10,780	5,000	-54%	(5,780)
010-1801-0900-033	Trans to Equi Replacement (33)	20,038	-	-	0%	-
Miscellaneous Expenses		127,539	145,980	194,200	33%	48,220
						-
Total Information Technology		410,733	525,202	573,497	9.2%	48,295

Fund 011 - Libbey Bowl Maintenance

To support the ongoing upkeep and capital needs of Libbey Bowl.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
011-9304-1033-100	Libbey Bowl Ticket Surcharge	-	8,840	5,000	-43%	(3,840)
Total Revenues		-	8,840	5,000	-43%	(3,840)
Expenditures						
011-1602-0147-000	Maintenance	-	21,000	20,000	-5%	(1,000)
Total Expenditures		-	21,000	20,000	-5%	(1,000)

Fund 012 - Measure C - 5% TOT

To account for the additional 5% special transient occupancy tax (hotel tax) on hotel guests to fund capital improvement and maintenance projects, including street paving; and fire mitigation, code enforcement, and climate change mitigation.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
012-9301-1027-003	Admin Cost/TOT HdL	(2,436)	2,500	(3,000)	-220%	(5,500)
012-9301-1027-004	Transient Occupancy Tax Measure C	3,433,887	3,716,667	4,053,000	9%	336,333
012-9301-1027-150	Transient Occupancy- Prior YR	1,180	-	-	0%	-
012-9304-1033-000	Interest Income	231,378	-	120,000	100%	120,000
Total Revenues		3,664,009	3,719,167	4,170,000	12%	450,833
012-1110-0011-000	Salaries - Regular	-	68,595	129,000	88%	60,405
012-1110-0012-000	Salaries - Part-time	-	34,297	-	-100%	(34,297)
012-1110-0015-000	Salaries - Overtime	-	1,458	1,400	-4%	(58)
012-1110-0021-001	Pers/retirement	-	11,228	10,300	-8%	(928)
012-1110-0021-002	Social Security	-	7,983	8,100	1%	117
012-1110-0021-003	Deferred Comp. (457 Plan)	-	-	4,000	100%	4,000
012-1110-0021-004	Unemployment	-	-	500	100%	500
012-1110-0021-006	Health Insurance	-	72,842	47,800	-34%	(25,042)
012-1110-0021-007	Life Insurance	-	-	300	100%	300
012-1110-0021-008	Disability Insurance	-	-	1,000	100%	1,000
012-1110-0021-009	Dental Insurance	-	1,434	1,500	5%	66
012-1110-0021-011	Vision Insurance	-	242	240	-1%	(2)
012-1110-0021-012	Medicare	-	479	1,900	297%	1,421
Salaries & Benefits		-	198,558	206,040	4%	7,482
012-1110-0129-000	Bank Charges	4,198	-	-	0%	-
012-1206-0900-023	Transfer-Out to Transit (23)	(47,346)	-	-	0%	-
012-1402-0147-235	CntrctSrv / CodeEnforcement	-	-	250,000	100%	250,000
012-1402-0900-010	Transfer To General Fund 10	52,755	-	-	0%	-
012-1601-0900-031	Transfer to Cap Projects (31)	5,230,961	6,298,986	8,993,123	43%	2,694,137
012-1601-0900-033	TransferOut/Equip&Vehicle(033)	267,603	831,000	558,000	-33%	(273,000)
012-1604-0900-031	Transfer Out to Fd 031-Streets	500,000	-	-	0%	-
Other Expenditures		6,008,171	7,129,986	9,801,123	37%	2,671,137
Total Expenditures		6,008,171	7,328,544	10,007,163	37%	2,678,619

Fund 013 - Public Arts Fund

To exclusively cover expenses related to the City's Public Arts Program to enrich the City through the integration of public art.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
013-9304-1033-000	Interest Income	7,803	15,000	5,000	-67%	(10,000)
013-9307-1045-010	Transfer In General Fund	-	30,000	-	-100%	(30,000)
Total Revenues		8,959	45,000	5,000	-89%	(40,000)
Expenditures						
013-1112-0147-000	Public Arts AssessmentContract	-	6,500	6,500	0%	-
013-1112-0203-002	Arts Acquisitions	-	30,000	-	-100%	(30,000)
013-1112-0890-011	Restoration and Maintenance	-	45,000	45,000	0%	-
Total Expenditures		-	81,500	51,500	-37%	(30,000)

Fund 014 - Encampment Resolution Funding Grant

To account for the $12.7 million Encampment Resolution Fund grant award received by the State to create a permanemt supportive housing development known as the Ojai Permanent Supportive Housing Project.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
014-9304-1033-000	Interest Income	240,113	150,000	75,000	-50%	(75,000)
014-9305-1109-150	Encampment Resolution Fund Grant	6,375,343	-	3,497,360	100%	3,497,360
Total Revenues		6,615,456	150,000	3,572,360	2282%	3,422,360
014-1110-0129-000	Bank charges	-	1,500	-	-100%	(1,500)
014-1110-0146-000	Materials & Supplies	-	30,000	-	-100%	(30,000)
014-1110-0147-372	Systems Support - Help of Ojai	72,360	220,000	144,720	-34%	(75,280)
014-1110-0147-373	Attorney-LegalFees/Negotiation	-	74,000	-	-100%	(74,000)
014-1110-0147-375	Systems Support -St Fran Chall	102,269	64,920	-	-100%	(64,920)
014-1110-0147-376	Pest Management	-	80,000	-	-100%	(80,000)
014-1110-0147-377	System Support - BH	25,908	-	100,000	100%	100,000
014-1110-0151-317	Operating Maintenance	-	78,350	-	-100%	(78,350)
014-1110-0191-000	Electricity	-	42,440	-	-100%	(42,440)
014-1110-0193-000	Water	-	33,740	-	-100%	(33,740)
014-1110-0194-000	Telephone	-	8,840	-	-100%	(8,840)
014-1110-0194-360	High-Speed Internet Services	-	7,960	-	-100%	(7,960)
014-1110-0196-000	Sewer Services	-	19,020	-	-100%	(19,020)
014-1110-0900-031	Transfer-Out to CIP (31)	6,174,807	3,000,000	3,327,640	11%	327,640
Total Expenditures		6,375,343	3,660,770	3,572,360	-2%	(88,410)

Fund 021 - Road Maintenance and Rehabilitation

To accounf for funds from Road Maintenance and Rehabilitation program (SB1) allocated to the City by the State which may only used used for road maintenance and rehabilitation.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
021-9301-1088-000	Road Maintenance Rehab	-	-	215,714	100%	215,714
Total Revenues		-	-	215,714	100%	215,714
021-1604-0900-031	Transfer to Capital Project Fund	-	-	170,000	100%	170,000
Total Expenditures		-	-	170,000	100%	170,000

Fund 022 - Gas Tax

To account for maintenance, rehabilitation or improvements of public streets. The State of California assesses a tax on gasoline purchases as authorized by Sections 2103, 2105, 2106, 2107, and 2107.5 of the Streets and Highway Code. A portion of this tax is allocated to the City based on a formula established by State law.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
022-9301-1082-000	Highway User Tax - 2103	73,336	69,963	75,161	7%	5,198
022-9301-1084-000	Highway User Tax - 2105	47,812	48,941	50,259	3%	1,318
022-9301-1085-000	Highway User Tax - 2106	35,641	35,727	36,909	3%	1,182
022-9301-1086-000	Highway User Tax - 2107	63,426	66,793	67,208	1%	415
022-9301-1087-000	Highway User Tax - 2107.5	2,000	2,000	2,000	0%	-
022-9301-1088-000	Road Maint Rehab	208,904	201,706	-	-100%	(201,706)
022-9304-1033-000	Interest Income	15,763	6,500	6,000	-8%	(500)
Total Revenues		446,882	431,630	237,537	-45%	(194,093)
						-
022-1604-0900-031	Transfer to Capital Project Fund	639,119	298,294	230,000	-23%	(68,294)
Total Expenditures		639,119	298,294	230,000	-23%	(68,294)

Fund 023 - Local Transportation

To account for transit operations and maintenance.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
023-9305-1014-010	GoldCoast Transit	147,723	-	155,000	100%	155,000
023-9305-1043-000	CMAQ Grant Trolley Conver	-	407,500	-	-100%	(407,500)
023-9305-1112-000	Co Transportation Subsidy	403,757	-	400,000	100%	400,000
023-9306-1090-121	Trolley Fare Box Revenue	31,414	42,500	65,000	53%	22,500
023-9306-1090-123	Trolley Advertising Revenue	6,533	36,000	36,000	0%	-
023-9307-1045-010	Transfer-in/Gen Fund (10)	269,868	-	-	0%	-
023-9307-1045-012	TransfersIN from MeasureC(012)	(47,346)	-	-	0%	-
023-9307-1045-031	Transfer-in/Cap Proj Fund (31)	(12,261)	-	-	0%	-
023-9307-1044-000	Misc Refunds & Receipts	-	4,000	4,000	0%	-
Total Revenues		799,688	490,000	660,000	35%	170,000
						-
023-1206-0011-000	Salaries - Regular	61,579	248,271	191,630	-23%	(56,641)
023-1206-0012-000	Salaries - Part-time	207,250	114,228	192,000	68%	77,772
023-1206-0013-000	Transit Incentives	4,050	-	5,000	100%	5,000
023-1206-0015-000	Salaries - Overtime	7,057	10,720	7,800	-27%	(2,920)
023-1206-0021-001	Pers/retirement	15,268	21,199	16,500	-22%	(4,699)
023-1206-0021-002	Social Security	16,780	21,321	24,500	15%	3,179
023-1206-0021-003	Deferred Comp. (457 Plan)	2,368	2,620	11,850	352%	9,230
023-1206-0021-004	Unemployment	902	2,520	2,200	-13%	(320)
023-1206-0021-005	Workers Comp Insurance	-	20,140	20,000	-1%	(140)
023-1206-0021-006	Health Insurance	5,607	15,105	32,900	118%	17,795
023-1206-0021-007	Life Insurance	340	201	1,000	398%	799
023-1206-0021-008	Disability Insurance	478	1,259	2,850	126%	1,591
023-1206-0021-009	Dental Insurance	144	1,007	1,650	64%	643
023-1206-0021-011	Vision Insurance	26	201	270	34%	69
023-1206-0021-012	Medicare	4,078	6,680	5,700	-15%	(980)
Salaries & Benefits		325,927	465,472	515,850	11%	50,378
023-1206-0021-016	PERS Unfunded Liability	48,845	-	-	0%	-
023-1206-0021-106	RetireeHealth Insr/Transi OPEB	23,629	-	-	0%	-
023-1206-0126-000	General Liab Insurance	7,645	28,500	20,000	-30%	(8,500)
023-1206-0126-002	Workers Compensation Insurance	2,743	-	-	0%	-
023-1206-0131-000	Advertising	22,622	11,500	11,500	0%	-
023-1206-0138-000	Personnel Administration	350	1,500	1,500	0%	-
023-1206-0138-358	Recruitment	564	-	500	100%	500
023-1206-0141-000	Training & Education	1,841	3,600	3,600	0%	-
023-1206-0141-321	Professional / Membership Dues	28	3,800	3,800	0%	-
023-1206-0142-000	Clothing Allowance	901	2,400	2,000	-17%	(400)
023-1206-0145-000	Office Supplies	644	1,800	3,000	67%	1,200
023-1206-0145-100	Miscellanous Expenditures	143	-	1,500	100%	1,500
023-1206-0145-308	Ups/fedex/postage	313	400	400	0%	-
023-1206-0146-000	Transit Parts & Supplies	18,538	42,000	30,000	-29%	(12,000)
023-1206-0146-311	Water/1st Aid/Kitchen Supplies	922	3,600	1,500	-58%	(2,100)
023-1206-0147-000	Professional & Contractural	49,038	5,000	35,000	600%	30,000
023-1206-0147-301	Contract Services / Audit	5,470	26,500	-	-100%	(26,500)
023-1206-0147-314	Contract Serv/Office Machine	2,046	3,600	1,000	-72%	(2,600)
023-1206-0147-316	Contract Svr- Medical	210	1,200	1,500	25%	300
023-1206-0151-317	Vehicle Parts & Supplies	15,686	4,500	10,000	122%	5,500
023-1206-0151-318	Vehicle Oil & Lubicants	662	600	1,000	67%	400
023-1206-0151-319	Tires	(257)	12,800	10,000	-22%	(2,800)
023-1206-0152-000	Contract Vehicle Maintenance	121,241	65,000	125,000	92%	60,000
023-1206-0153-000	Vehicle Fuel	22,720	47,600	40,000	-16%	(7,600)
023-1206-0155-005	Auto Mileage Reimbursements	-	800	500	-38%	(300)
023-1206-0194-000	Telephone	1,491	-	1,500	100%	1,500
023-1206-0194-360	High-speed Internet Services	585	-	600	100%	600
023-1206-0222-000	ADA Programs	23,375	24,000	25,000	4%	1,000
023-1206-0222-001	ADA Programs - County	23,375	24,000	25,000	4%	1,000
023-1206-0899-001	Trolley Purchases	269,868	-		0%	-
Other Expenditures		665,235	314,700	355,400	13%	40,700
Total Expenditures		991,162	780,172	871,250	12%	91,078

Fund 024 - Transit Replacement

To account for transit replacement.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
024-9304-1033-000	Interest Income	1,618	500	1,800	260%	1,300
Total Revenues		1,618	500	1,800	260%	1,300

Fund 025 - Drainage

Drainage fees are charged to developers to assist the City in building future qualified projects.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
025-9304-1033-000	Interest Income	1,695	200	1,900	850%	1,700
Total Revenues		1,695	200	1,900	850%	1,700

Fund 026 - Local Transportation

To account for Local Transportation Funds for the operation and maintenance of transit related purposes.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
026-9301-1094-000	Article 3 - Bike/Ped Funds	1,091	149,810	1,100	-99%	(148,710)
026-9304-1033-000	Interest Income	-	2,000	2,000	0%	-
Total Revenues		1,091	151,810	3,100	-98%	(148,710)
026-1604-0900-031	Transfer Out Capital Project	500,000	-	75,000	100%	75,000
Total Expenditures		500,000	-	75,000	100%	75,000

Fund 031 - CIP Fund

To account for cpital improvement projects

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
031-9000-0900-010	Transfer in from Fund10/StProj	500,000	-	-	0%	-
031-9000-0900-012	Transfer In MeasureC Fd12	5,243,222	6,298,986	8,993,123	43%	2,694,137
031-9000-0900-014	TransferIN / ERF Grant (014)	6,174,807	3,000,000	3,327,640	11%	327,640
031-9000-0900-021	Transfer In / RMRA FD	-	-	170,000	100%	170,000
031-9000-0900-022	Transfer-in frm Gas Tax FD 22	639,119	500,000	230,000	-54%	(270,000)
031-9000-0900-026	Transfer-in frm TDA ART3 FD 26	500,000	-	75,000	100%	75,000
031-9000-0900-052	Transfer-in frm PlazaMaint F52	55,467	250,000	30,000	-88%	(220,000)
031-9304-1033-000	Interest Income	-	2,250	-	-100%	(2,250)
031-9305-1109-100	Misc Grants	1,610,872	1,520,000	750,000	-51%	(770,000)
031-9305-1012-020	ATP CMAQ Grant - Ojai/Maricopa	-	3,000,000	600,000	-80%	(2,400,000)
031-9307-1044-020	Project Cost Reimbursements	175,016	-	-	0%	-
Total Revenues		14,898,503	14,571,236	14,175,763	-3%	(395,473)
031-1110-0801-500	Citywide Facility Energy EP	-	909,986	1,000,000	10%	90,014
031-1110-0802-005	City Hall Pckleball Sound Wall	-	250,000	-	-100%	(250,000)
031-1110-0805-941	Permanent Housing -DM	5,900,000	-	-	0%	-
031-1110-0805-942	Permanent Housing - Contingency	-	-	200,000	100%	200,000
031-1110-0805-943	Permanent Housing - Tech Serv	163,769	51,133	75,000	47%	23,867
031-1110-0805-945	Administrative Costs - Legal	111,038	-	52,640	100%	52,640
031-1110-0810-100	Fire Mitigation	-	386,025	-	-100%	(386,025)
031-1206-0801-004	Trolley Stop Shelters	1,340	-	75,000	100%	75,000
031-1206-0801-005	Trolley washpad & soundwall	2,999	-	-	0%	-
031-1601-0805-100	Kent Hall/Little House Repairs	153,839	-	-	0%	-
031-1601-0805-500	Oak Tree House - Roof	-	100,000	-	-100%	(100,000)
031-1601-0805-501	Oak Tree House - Deck	-	100,000	-	-100%	(100,000)
031-1602-0801-500	Sarzotti Campus Electrification	-	250,000	-	-100%	(250,000)
031-1602-0801-344	Cluff Vista	-	-	100,000	100%	100,000
031-1602-0802-106	Pickleball	434,459	-	-	0%	-
031-1602-0802-108	Sarzotti Park Playground	-	200,000	650,000	225%	450,000
031-1602-0802-109	Sarzotti Park - Outdoor Gym	-	50,000	100,000	100%	50,000
031-1602-0802-110	Structural Gym	-	-	120,000	100%	120,000
031-1602-0802-302	Libbey Park Improvements	11,288	-	250,000	100%	250,000
031-1603-0805-941	PW Lower Yard - Cabin Village	-	3,000,000	3,000,000	0%	-
031-1603-0805-942	PW Lower Yard - Metal Roofs EB	-	100,000	-	-100%	(100,000)
031-1603-0805-943	PW Lower Yard - Rollup Door	-	30,000	-	-100%	(30,000)
031-1603-0805-944	PW U.Y- Entrance Gate Repair	-	30,000	-	-100%	(30,000)
031-1603-0816-150	City Hall Roof Repair	-	-	-	0%	-
031-1603-0816-151	City Bldg HVAC Replacement	40,475	200,000	-	-100%	(200,000)
031-1603-0816-155	Plaza Improvements	55,467	-	30,000	100%	30,000
031-1603-0816-164	Chapel Roof	-	50,000	-	-100%	(50,000)
031-1603-0816-173	Police Dept Maintenance	30,169	-	-	0%	-
031-1603-0816-178	Equip-Replace Backup Genrtr PW	29,995	-	-	0%	-
031-1603-0823-002	Signal/Matilija(RainbowBridge)	61,663	509,025	-	-100%	(509,025)
031-1604-0160-100	Street Tree Planting	-	200,000	-	-100%	(200,000)
031-1604-0805-402	Bike Trail Bridge@FoxCnynBrrnc	6,787	-	-	0%	-
031-1604-0814-001	Drainiage Study Update	30,972	-	-	0%	-
031-1604-0814-003	Large Drain Safety Improvement	249,079	400,000	600,000	50%	200,000
031-1604-0814-007	Video Inspection CMP/RCP Drain	-	200,000	100,000	-50%	(100,000)
031-1604-0817-008	Road Overlays	4,998,636	5,028,123	6,673,123	33%	1,645,000
031-1604-0817-009	Crosswalks - R.F Beacons	-	100,000	75,000	-25%	(25,000)
031-1604-0817-010	Concrete & Sidewalk Repair	-	200,000	350,000	75%	150,000
031-1604-0807-011	Speed Humps	-	-	100,000	100%	100,000
031-1604-0821-002	ATP - Prelim Dsgn & Outr-Grant	33,488	-	-	0%	-
031-1604-0821-003	ATP - Construction	2,996,284	3,072,852	600,000	-80%	(2,472,852)
031-1604-0833-200	Trash Excluders	25,599	25,000	25,000	0%	-
031-1801-0805-000	City Hall Building Access	-	-	100,000	100%	100,000
Total Expenditures		15,337,347	15,442,144	14,175,763	-8%	(1,266,381)

Fund 033 - Vehicle, IT, Equip

To finance the scheduled replacement of City-owned vehicles, technology, and other essential equipment. This fund is funded by the General Fund and Measure C.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
033-9000-0900-010	Transfer from(10) PEGAnnualRe	20,038	-	35,000	100%	35,000
033-9001-0900-010	Vehicle Repl Transfer fnd10	267,602	-	-	0%	-
033-9002-0900-012	Equip & IT Transfer IN (012)	-	831,000	558,000	-33%	(273,000)
033-9304-1033-000	Interest Income	4,425	-	4,000	100%	4,000
Total Revenues		292,065	831,000	597,000	-28%	(234,000)
						-
033-1101-0899-200	PEG	20,038	70,000	35,000	-50%	(35,000)
033-1102-0899-201	Equipment	5,686	-	-	0%	-
033-1104-0899-200	Software	28,213	240,000	50,000	-79%	(190,000)
033-1104-0899-201	Equipment	4,541	50,000	-	-100%	(50,000)
033-1107-0899-200	Software	21,227	35,000	37,000	6%	2,000
033-1110-0144-000	City-wide Software Upgrade	-	20,000	20,000	0%	-
033-1110-0147-301	Cybersecurity & Audit/Compliance	22,768	100,000	150,000	50%	50,000
033-1110-0899-120	Electric Backup Battery	5,920	-	-	0%	-
033-1110-0899-201	PC/Laptop Equipment	47,610	-	-	0%	-
033-1206-0899-100	Vehicle Purchases	-	80,000	-	-100%	(80,000)
033-1401-0899-201	Equipment	1,237	-	-	0%	-
033-1502-0899-201	Equipment-Recreation Admin	840	-	-	0%	-
033-1503-0899-100	Equipment-Recreation Programs	5,740	50,000	50,000	0%	-
033-1503-0899-300	John Deere Recreation Dept	14,268	-	-	0%	-
033-1601-0899-100	Vehicle Purchases	143,174	-	150,000	100%	150,000
033-1601-0899-121	Electric Vehicle Charging Stat	-	120,000	-	-100%	(120,000)
033-1601-0899-200	Software Implementation	1,183	-	-	0%	-
033-1601-0899-201	PC/Laptop Equipment	2,520	-	-	0%	-
033-1601-0899-210	Landscaping & Yard Equip	15,906	-	-	0%	-
033-1601-0899-300	PW Vehicles PARTS/equipment	115,882	-	-	0%	-
033-1602-0899-300	Landscaping Vehicles	14,267	-	-	0%	-
033-1604-0899-200	Streets Equipment	1,121	-	-	0%	-
033-1801-0144-000	City-wide Software Upgrade	27,058	-	-	0%	-
033-1801-0899-201	Equipment - IT	5,700	-	-	0%	-
033-1801-0899-301	IT Servers & Hardware	6,896	-	-	0%	-
033-1801-0899-302	City-wide Computers/Laptops	-	51,000	51,000	0%	-
033-1801-0899-303	IT Network & Server Room	38,729	50,000	50,000	0%	-
Total Expenditures		550,522	866,000	593,000	-32%	(273,000)

Fund 050 - Landscaping and Street Lighting

The City established this district to provide landscaping and lighting operations and repair of the City's streetlights. This fund is used to account for the assessments received for, and expenditures related to the operations of this district.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
050-9304-1033-000	Interest Income	3,811	700	700	0%	-
050-9308-1077-000	Assessment Levy L&LD #1	46,838	47,265	48,074	2%	809
050-9308-1077-107	Admin Cost / Ventura County	(49)	750	(1,173)	-256%	(1,923)
050-9308-1077-201	Interest Apport/Prop Tax	-	-	-	0%	-
050-9308-1077-411	Assessment Levy L&LD #3	43,890	45,129	46,235	2%	1,106
Total Revenues		94,490	93,844	93,836	0%	(8)
						-
050-1604-0147-000	Contract Services	3,500	10,000	8,000	-20%	(2,000)
050-1604-0162-000	Electricity	89,390	87,000	105,000	21%	18,000
Total Expenditures		92,890	97,000	113,000	16%	16,000

Fund 051 - Library Special Tax

In 1996, Ojai residents approved a special library parcel tax to account for the library's special tax revenues and the operations of the fund.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
051-9304-1033-000	Interest Income	-	200	500	150%	300
051-9308-1075-000	Library Special Tax	136,585	150,000	110,000	-27%	(40,000)
051-9308-1075-107	Admin Cost/Ventura County	(935)	500	(1,000)	-300%	(1,500)
Total Revenues		135,650	150,500	109,000	-28%	(41,500)
						-
051-1203-0210-000	Library Services	106,000	112,000	106,000	-5%	(6,000)
051-1203-0147-000	Contract Services	-	-	3,000	100%	3,000
Total Expenditures		106,000	112,000	109,000	-3%	(3,000)

Fund 052 - Plaza Maintenance

The City established this district to provide maintenance of the Acrade Plaza. This fund is used to account for the assessments received for, and expenditures related to the operations of this district.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
052-9304-1033-000	Interest Income	7,484	1,200	1,200	0%	-
052-9304-1033-101	Farmer's Market Rental	4,875	4,500	4,500	0%	-
052-9307-1045-010	Transfer In General Fund	-	-	25,000	100%	25,000
052-9308-1078-000	Plaza Maint. District #2 Levy	143,267	177,510	116,921	-34%	(60,589)
052-9308-1078-107	Admin Cost / Ventura County	(363)	350	(380)	-209%	(730)
Total Revenues		155,262	183,560	147,241	-20%	(36,319)
052-1110-0129-000	Bank Charges	-	50	-	-100%	(50)
052-1606-0011-000	Salaries - Regular	43,027	40,280	40,315	0%	35
052-1606-0021-001	Pers/retirement	4,897	3,152	3,530	12%	378
052-1606-0021-002	Social Security	2,627	1,752	2,550	46%	798
052-1606-0021-003	Deferred Comp. (457 Plan)	720	806	1,210	50%	404
052-1606-0021-004	Unemployment	58	101	100	-1%	(1)
052-1606-0021-005	Workers Comp Insurance	-	785	-	-100%	(785)
052-1606-0021-006	Health Insurance	9,284	6,777	8,280	22%	1,503
052-1606-0021-007	Life Insurance	67	60	50	-17%	(10)
052-1606-0021-008	Disability Insurance	-	282	300	6%	18
052-1606-0021-009	Dental Insurance	399	413	300	-27%	(113)
052-1606-0021-011	Vision Insurance	67	70	50	-29%	(20)
052-1606-0021-012	Medicare	614	624	600	-4%	(24)
Salaries & Benefits		61,761	55,152	57,285	4%	2,133
052-1606-0146-000	General Parts & Supplies	11,753	9,000	10,000	11%	1,000
052-1606-0147-000	Contract Services/ER Prep	695	700	7,000	900%	6,300
052-1606-0147-150	Contract Services/Janitorial	8,213	7,000		-100%	(7,000)
052-1606-0147-200	Contract Services/Pest Control	27,717	7,000	6,000	-14%	(1,000)
052-1606-0191-000	Electricity	20,038	20,000	5,000	-75%	(15,000)
052-1606-0193-000	Water	6,602	7,500	5,000	-33%	(2,500)
052-1606-0196-000	Sewer Service	1,476	1,800	1,800	0%	-
052-1606-0900-031	Transfer Out Capital Project	55,467	250,000	30,000	-88%	(220,000)
Other Expenditures		131,959	303,000	64,800	-79%	(238,200)
Total Expenditures		193,719	358,152	122,085	-66%	(236,067)

Fund 070 - Cemetery Trust

To account for the operations and maintenance of the cemetery.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
070-9304-1033-000	Interest Income	3,624	2,500	-	-100%	(2,500)
070-9306-1039-000	Cemetery Plot & Urn Sales	-	1,000	1,000	0%	-
070-9306-1039-010	Cemetery Endowment Fund Rcpt	150	1,000	1,000	0%	-
070-9306-1039-020	Cemetery Interment	4,561	5,000	5,000	0%	-
070-9306-1039-021	Cemetery Vault & Vault Setting	-	800	800	0%	-
070-9306-1039-030	Cemetery Marker Setting	3,426	2,500	2,500	0%	-
070-9306-1039-999	Deferred Revenue CONTRA	9,259	-	-	0%	-
Total Revenues		21,020	12,800	10,300	-20%	(2,500)
070-1603-0011-000	Salaries - Regular	11,451	13,595	13,276	-2%	(319)
070-1603-0011-001	Salaries - Reg/Comp Absence	5,052	-	-	0%	-
070-1603-0015-000	Salaries - Overtime	-	101	225	123%	124
070-1603-0021-000	Fringe Benefits Allocation	-	-	-	0%	-
070-1603-0021-001	Pers/retirement	1,207	1,208	1,180	-2%	(28)
070-1603-0021-002	Social Security	690	806	837	4%	31
070-1603-0021-003	Deferred Comp. (457 Plan)	92	-	405	100%	405
070-1603-0021-004	Unemployment	6	504	31	-94%	(473)
070-1603-0021-005	Workers Comp Insurance	-	227	-	-100%	(227)
070-1603-0021-006	Health Insurance	2,214	3,525	2,760	-22%	(765)
070-1603-0021-007	Life Insurance	15	20	20	0%	-
070-1603-0021-008	Disability Insurance	-	101	100	-1%	(1)
070-1603-0021-009	Dental Insurance	91	126	100	-21%	(26)
070-1603-0021-011	Vision Insurance	15	25	20	-20%	(5)
070-1603-0021-012	Medicare	161	201	195	-3%	(6)
070-1603-0126-002	Workers Compensation Insurance	327	350	350	0%	-
Salaries & Benefits		21,322	20,789	19,499	-6%	(1,290)
070-1603-0129-000	Bank Charges	-	20	-	-100%	(20)
070-1603-0145-100	Miscellaneous Expenses	295	1,000	500	-50%	(500)
070-1603-0145-308	Ups/fedex/postage	14	20	-	-100%	(20)
070-1603-0147-000	Contract Services	-	20,000	40,000	100%	20,000
070-1603-0163-000	General Parts & Supplies	260	2,000	20,000	900%	18,000
070-1603-0170-001	Cemetery Buy Back Urn Sites	-	500	-	-100%	(500)
070-1603-0193-000	Water	127	1,400	1,400	0%	-
Other Expenditures		696	24,940	61,900	148%	36,960
Total Expenditures		22,017	45,729	81,399	78%	35,670

Fund 192 - RDA Housing Successory Agency

To account for activities of the former Low-and-Moderate- Income Housing Fund of the former Redevelopment Agency of the City assumed by the City in February 2012.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
192-9704-1033-000	Interest Income	13,584	6,000	10,000	67%	4,000
192-9707-1029-000	Housing Loan Pymts Received	219,004	45,257	-	-100%	(45,257)
Total Revenues		232,588	51,257	10,000	-80%	(41,257)
192-1903-0147-000	Contract Services	-	-	4,000	100%	4,000
192-1903-0147-001	Contract Services/Legal	-	150,000	-	-100%	(150,000)
192-1903-0196-000	Sewer Charge 408 N Montgomery	1,658	2,250	2,500	11%	250
Total Expenditures		1,658	152,250	6,500	-96%	(145,750)

City of Ojai Capital Improvement Program

Summary - Cost by Project

STREETS **City Council Goals:** **Infrastructure & Improvement** **Public Safety**		Approved CIP FY 25-26	Year 1 FY 26-27 (Proposed)	Year 2 FY 27-28	Year 3 FY 28-29	Year 4 FY 29-30	Year 5 FY 30-31	Total Project Cost	Funding Source FY 26/27				
									General Fund	Measure C	SB1 (RMRA)	CMAQ	Total
ST-3006	Street Rehabilitation 2025 (FY 25-26) PMP Year 2	4,500,000	-	-	-	-	-	4,500,000					-
ST-3007	Street Rehabilitation 2026 (FY (26-27) PMP Year 3	250,000	2,500,000	-	-	-	-	2,750,000	-	2,100,000	400,000		2,500,000
ST-3008	Street Rehabilitation 2027 (FY 27-28) PMP Year 4		250,000	2,000,000	-	-	-	2,250,000	-	250,000			250,000
ST-3011	Street Rehabilitation 2028 (FY 28-29) PMP Year 5		-	250,000	2,000,000	-	-	2,250,000	-	-			-
ST-3017	Street Rehabilitation 2029 (FY 29-30) PMP Year 1				350,000	2,000,000	-	2,350,000		-			-
ST-3048	ATP - (Phase II Ojai Ave)	3,000,000	600,000	4,925,000	-	-	-	8,525,000	-	-		600,000	600,000
ST-3061	Miscellaneous Concrete & Sidewalk Repairs	200,000	150,000	300,000	300,000	300,000	300,000	1,550,000	-	150,000			150,000
ST-3016	Rapid Flashing Beacons - Crosswalks	100,000						100,000					
ST-XXXX (New)	Sidewalk Construction - Ojai Ave (Between Camarco & Capri Hotel)		-	200,000				200,000		-			-
ST-XXXX (New)	Speed Hump Installation		100,000	150,000	150,000	150,000	150,000	700,000		100,000			100,000
ST-XXXX (New)	Feasibility Study for Pedestrian Safety Improvements: Arbolada		-	50,000	500,000	-	-	550,000					-
	Streets Subtotal	8,050,000	3,600,000	7,875,000	3,300,000	2,450,000	450,000	25,725,000	-	2,600,000	400,000	600,000	3,600,000
Parking Lots													
ST-3050	Libbey Park - East of Fountain	-	-	-	-	250,000	-	250,000	-	-			-
ST-3032	Libbey Park - Lower Tennis Courts	-	-	-	-	-		-	-	-			-
ST-3055	Sarzotti Park - South & West Lot	-	-	400,000	-	-	-	400,000	-	-			-
ST-3056	Sarzotti Park - North Lot	-	-		300,000	-	-	300,000	-	-			-
ST-3035	Skate Park - Park and Ride Montgomery	-	-	-	300,000	-	-	300,000	-	-			-
ST-3058	Rotary Park	-	-	-	-		200,000	200,000	-	-			-
ST-3053	City Hall (Dirt Lot)	-	-	-	-	-	200,000	200,000	-	-			-
ST-3057	Public Works Yard - Upper Parking Lots	-	-	-	200,000	-	-	200,000	-	-			-
ST-3036	Public Works Yard - Middle Parking Lots	-	-		500,000	-	-	500,000	-	-			-
ST-3034	Police Department	-	-	-	200,000	-	-	200,000	-	-			-
ST-3051	Matillja/Aliso (Farmers Market)	-	-	-	-	250,000		250,000	-	-			-
ST-3054	Signal Street Leased Lot (Adjacent to PO)	-	-	-	-	-	100,000	100,000	-	-			-
ST-3060	Cemetery	-	-	200,000	-	-	-	200,000	-	-			-
ST-XXXX (New)	Museum	-	-	-	-	-	-	-		-			-
	Parking Lots Subtotal	-	-	600,000	1,500,000	500,000	500,000	3,100,000	-	-	-	-	-
	STREETS TOTAL	8,050,000	3,600,000	8,475,000	4,800,000	2,950,000	950,000	28,825,000	-	2,600,000	400,000	600,000	3,600,000
Completed Projects													
ST-3031	Downtown & Arcade Parking Lot	481,654						481,654					
	Completed Total	481,654	-	-	-	-	-	481,654					

PARKS **City Council Goals:** **Arts, Culture, and Recreation Funding** **Infrastructure Maintenance and Improvement**		Approved CIP FY 25-26	Year 1 FY 26-27 (Proposed)	Year 2 FY 27-28	Year 3 FY 28-29	Year 4 FY 29-30	Year 5 FY 30-31	Total Project Cost	Funding Source FY 26/27				
									General Fund	Measure C	State Parks		Total
PK-3061	Libbey Park - Remodel Restrooms		250,000	500,000	-	-	-	750,000	-	250,000			250,000
PK-3067	Libbey Park - Repave Asphalt Walkway & Sidewalk Improvements				300,000	-		300,000	-	-			-
PK-3013	Sarzotti Park - New Playground	200,000	650,000		-	-	-	850,000	-	-	650,000		650,000
PK-3043	Sarzotti Park - Construct Half Basketball Court		-	200,000	-	-	-	200,000	-	-			-
PK-3065	Sarzotti Park - Walking Path & Outdoor Workout Stations	50,000	100,000					150,000	-	-	100,000		100,000
PK-3066	City Hall - Pickleball Sound Wall	250,000						250,000					
PK-XXXX (New)	Splash Pad Concept Design - Location TBD							-					-
PK-XXXX (New)	City Hall Campus - Green Coalition Master Plan			200,000		-	1,000,000	1,200,000					-
PK-XXXX (New)	Cluff Vista Park - Improvements		100,000					100,000		100,000			100,000
	PARKS TOTAL	500,000	1,100,000	900,000	300,000	-	1,000,000	3,800,000	-	350,000	750,000	-	1,100,000

CLIMATE **City Council Goals:** **Wildfire Safety Risk Mitigation** **Climate Resiliency**		Approved CIP FY 25-26	Year 1 FY 26-27 (Proposed)	Year 2 FY 27-28	Year 3 FY 28-29	Year 4 FY 29-30	Year 5 FY 30-31	Total Project Cost	Funding Source FY 26/27				
									General Fund	Measure C			Total
ER-3037	Citywide Energy Modernization Program (Climatec Phase I)	500,000	1,000,000	500,000						1,000,000			1,000,000
ER-3020	City Hall - Electric HVAC	100,000	-	-	-	-	-	100,000	-	-			-
ER-3068	Sarzotti Campus - Eletrification - Clean Power Alliance	250,000		-	-	-	-	250,000	-	-			-
ER-3024	Sarzotti Campus - Electric Vehicle Charging Station	60,000		-	-	-	-	60,000					-
ER-3022	Libbey Park - Electric Vehicle Charging Station	60,000	-	80,000	-	-	-	140,000	-	-			-
ER-3073	Street Tree Planting	-	-	100,000	100,000	100,000	100,000	400,000		-			-
ER-3021	Charging Station for Electric Trolley	-	-	500,000	-	-	-	500,000	-	-			-
	CLIMATE TOTAL	970,000	1,000,000	1,180,000	100,000	100,000	100,000	1,450,000	-	1,000,000	-	-	1,000,000
Completed Projects													
ER-3073	Street Tree Planting	77,610	-	-	-	-	-	77,610					
ER-3070	Police Department - Electric HVAC	16,223						16,223					
	Completed Total	93,833	-	-	-	-	-	93,833					

FACILITIES **City Council Goals:** **Affordable Housing** **Infrastructure Maintenance and Improvement** **Public Safety**		Approved CIP FY 25-26	Year 1 FY 26-27 (Proposed)	Year 2 FY 27-28	Year 3 FY 28-29	Year 4 FY 29-30	Year 5 FY 30-31	Total Project Cost	Funding Source FY 26/27				
									General Fund	Measure C	ERAF		Total
CF-3072	City Hall - Exterior Improvement Near Pickleball Courts	-	-	-	200,000	-	-	200,000	-	-			-
CF-3089	City Hall - Remodel Restrooms	-	-					-	-	-			-
CF-3088	Kent Hall - Kitchen Remodel	-			50,000			50,000					-
CF-3028	Public Works Lower Yard - Trash Enclosure Roof	-		200,000	-	-	-	200,000	-	-			-
CF-3075	Public Works Lower Yard - Metal Roofs for Equipment Bays	100,000	-	100,000	-	-	-	200,000	-	-			-
CF-3040	Public Works Lower Yard - Rollup Door Upgrade for Equipment Bays		-	30,000	-	-	-	30,000	-	-			-
CF-3018	Public Works Admin Building - Paint Exterior		-	-	-	-	-	-	-	-			-
CF-3019	Public Works Crew Building - Exterior		-	-	-	-	-	-	-	-			-
CF-3086	Public Works Crew Building - New Roof				50,000			50,000	-	-			-
CF-3030	Arcade - Roof		-	-	-	200,000	-	200,000	-	-			-
CF-3063	Sarzotti Campus - Boyd Center Roof			-	400,000	-	-	400,000					-
CF-3065	Sarzotti Campus - Martin Gym Roof			-	400,000	-	-	400,000	-	-			-
CF-XXXX	Sarzotti Campus - Structural Gym		120,000					120,000		120,000			120,000
CF-3049**	Construction of Ojai Permanent Supportive Housing Project	1,500,000	8,000,000		-	-	-	9,500,000			8,000,000	-	8,000,000
CF-XXXX (New)	Arcade - Pergola Archway and Pillars (South of Ojai Ave)		-					-		-			-
CF-XXXX (New)	City Hall - Interior Improvements	-	-	200,000	-	-	-	200,000		-			-
CF-XXXX (New)	City Hall - Roof Repairs		-					-		-			-
CF-XXXX (New)	City Hall - Security Fencing							-					-
CF-XXXX (New)	Kent Hall - Construct Ramp	-	-	100,000	-			100,000					-
CF-XXXX (New)	Museum - Entrance/Stucco Wall Repair		-					-		-			-
CF-XXXX (New)	Emergency Siren System												-
	FACILITIES TOTAL	1,600,000	8,120,000	330,000	1,100,000	200,000	-	1,730,000	-	120,000	8,000,000	-	8,120,000
Completed Projects													
CF-3085	Public Works Upper Yard - Entrance Gate Repair	11,500	-	-	-	-	-	11,500					
CF-3025	Oak Tree House - Roof	6,425	-	-	-	-	-	6,425					
CF-3073	Museum - Chapel Roof	56,000	-	-	-	-	-	56,000					
CF-3040	Public Works Lower Yard - Rollup Door Upgrade for Equipment Bays	20,000						20,000					
Misc.	Martin Gym Remediation	5,000						5,000					
	Completed Total	98,925	-	-	-	-	-	98,925					

STORMWATER City Council Goals: Infrastructure Maintenance and Improvement Public Safety		Approved CIP FY 25-26	Year 1 FY 26-27 (Proposed)	Year 2 FY 27-28	Year 3 FY 28-29	Year 4 FY 29-30	Year 5 FY 30-31	Total Project Cost	Funding Source FY 26/27				
									General Fund	Measure C			Total
SW-3038	Storm Drain Video Inspection		50,000	50,000	50,000	50,000	50,000	250,000	-	50,000			50,000
SW-3039	Trash Excluders	25,000	-	25,000	25,000	25,000	25,000	125,000	-	-			-
SW-3080	Storm Drain Improvements/Repairs	400,000	200,000	400,000	400,000	400,000	400,000	2,200,000	-	200,000			200,000
	STORMWATER TOTAL	425,000	250,000	475,000	475,000	475,000	475,000	2,575,000	-	250,000	-	-	250,000
Completed Projects													
SW-3038	Storm Drain Video Inspection	53,000	-	-	-	-	-	53,000					
	Completed Total	53,000	-	-	-	-	-	53,000					

TRANSIT City Council Goals: Infrastructure Maintenance and Improvement Diversifying Economy/Tourism Management		Approved CIP FY 25-26	Year 1 FY 26-27 (Proposed)	Year 2 FY 27-28	Year 3 FY 28-29	Year 4 FY 29-30	Year 5 FY 30-31	Total Project Cost	Funding Source FY 26/27				
									General Fund	Measure C	CMAQ	Transit Fund	Total
TR-3044	Trolley Stop Shelter (996 Ojai Ave)	-	75,000		-	-	-	75,000		-	66,800	8,200	75,000
	TRANSIT TOTAL	-	75,000	-	-	-	-	75,000	-	-	66,800	8,200	75,000

Completed Projects Total	727,412											
In progress Projects Total	11,545,000											
Grand Total	12,272,412	14,145,000	11,360,000	6,775,000	3,725,000	2,525,000	38,455,000	-	4,320,000	9,216,800	608,200	14,145,000

** The figures shown in FY25/26 and FY26/27 illustrate the work effort rather than the actual expenditures and budget due to the "cash advance" being recorded as an expense.

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**
Lindy Palmer, Public Works Director

MEETING DATE: **June 9, 2026**

SUBJECT: **Levy and Collection of Assessments for Landscaping and Lighting District No. 1, Plaza Maintenance Assessment District No. 2, and Landscaping and Lighting District No. 3 for FY 2026/2027 *(City Council Direction)***

RECOMMENDATION

1. Conduct a public hearing to receive public testimony relative to the established assessments for Landscaping and Lighting District No. 1, Plaza Maintenance Assessment District No. 2, and Landscaping and Lighting District No. 3 for Fiscal Year 2026/27; and,

2. Adopt Resolution No. 2026-17, approving the Engineer's Annual Levy Report, confirming the diagrams and assessments for Landscaping and Lighting District No. 1, Plaza Maintenance Assessment District No. 2, and Landscaping and Lighting District No. 3, and ordering the work and the levy of assessments as set forth therein for Fiscal Year 2026/2027; and,

3. Direct staff to transmit the necessary documents to the County of Ventura for the levying and collection of property assessments for said districts.

DISCUSSION

On May 26, 2026, Council received a presentation regarding the preliminary engineer's report for Districts 1, 2, and 3. It is recommended that District No. 1 and 3 be assessed with no increase while District No. 2 will receive a *reduction* in the assessment rate from $0.41 per assessment unit to $0.33 per assessment unit.

A public hearing is required to receive public comments related to the districts and a resolution must be adopted to approve the engineers report and order the work and levy of assessments for FY 2026/2027. Therefore, staff recommends that Council open a public hearing regarding the levy of the assessments and adopt Resolution No. 2026-17 to approve the final engineers report, order the work and levy of assessments, and direct staff to transmit the necessary documents to the County of Ventura for the levying and collection of property assessments for the districts.

CITY COUNCIL GOALS ALIGNMENT

Goal No. 4 - Infrastructure Maintenance and Improvement

OPTIONS

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

FISCAL IMPACT

The anticipated assessments for Fiscal Year 2026/2027 total approximately $48,074 for Landscaping and Lighting District No. 1 and $46,235 for Landscaping and Lighting District No. 3.

If approved, the proposed assessment for PMD No. 2 would be reduced by approximately $36,000 less than the prior year, for a total anticipated assessment of $141,921 for the PMD No. 2. If the City should choose not to approve the Landscaping and Lighting Assessments, other funding sources would have to be identified to accomplish these maintenance activities.

Prepared by: Lindy Palmer, Public Works Director

ATTACHMENT(S)

A. Resolution No. 2026-17
B. Final Engineer's Report

ATTACHMENT A

CITY OF OJAI
CITY COUNCIL RESOLUTION NO. 2026-17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, APPROVING THE ENGINEER'S ANNUAL LEVY REPORT, CONFIRMING THE DIAGRAMS AND ASSESSMENTS FOR LANDSCAPING AND LIGHTING DISTRICT NO. 1, PLAZA MAINTENANCE ASSESSMENT DISTRICT NO. 2, AND LANDSCAPING AND LIGHTING DISTRICT NO. 3 AND ORDERING THE WORK AND THE LEVY OF ASSESSMENTS AS SET FORTH THEREIN FOR FISCAL YEAR 2026/2027

WHEREAS, pursuant to the provisions of the Landscaping and Lighting Act of 1972 *, Part 2 of Division 15 of the California Streets and Highways Code, commencing with Section 22500* (hereinafter referred to as the "Act"), the City Council of the City of Ojai (the "City Council") adopted Resolution No. 2026-13 directing Willdan Financial Services to prepare and file an engineer's annual levy report for the maintenance of landscaping, street trees, curb, gutter, sidewalk and street lighting improvements including light poles, lighting fixtures, lighting standards, light bulbs, lenses, covers, screens and other miscellaneous street lighting appliances as shown and included on the Landscaping and Lighting District No. 1, Plaza Maintenance Assessment District No. 2, and Landscaping and Lighting District No. 3 (the "Districts") Diagrams; and

WHEREAS, by Resolution No. 2026-14, the City Council preliminarily approved the Engineer's Report entitled Landscaping and Lighting District No. 1, Plaza Maintenance Assessment District (District No. 2), and Landscaping and Lighting District No. 3 2026/2027 Engineer's Annual Levy Report (the "Report"); and

WHEREAS, by Resolution No. 2026-15, the City Council declared its intention to levy and collect assessments within Landscaping and Lighting District No. 1, Plaza Maintenance Assessment District No. 2, and Landscaping and Lighting District No. 3.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That the preceding recitals are true and correct and hereby incorporated by reference.

SECTION 2. The City Council does hereby approve, confirm and adopt the Report containing the diagrams and assessments for the Districts.

SECTION 3. The City Council does hereby order the work and the levy of assessments for the maintenance of specified improvements within the Districts for the period beginning July 1, 2026 and ending June 30, 2027. Reference is made to the Report for a full and detailed description of the public facilities to be maintained in connection with the Districts, of the boundaries of the Districts, and of the amount of the assessments upon assessable lots and parcels of land within the Districts.

SECTION 4. The City Clerk is hereby ordered to transmit or cause to be transmitted to the Auditor-Controller's Office at the County of Ventura said assessments upon which such levy is based; and the County Treasurer-Tax Collector of said County is hereby designated, requested, empowered, authorized, instructed, and directed to enter said assessments upon the County assessment roll and collect said assessments on behalf of the City of Ojai pursuant to *Chapter 4, Article 2, Section 22646* of the Act.

SECTION 5. The City Clerk, or their designate, is hereby authorized and directed to file the levy with the County Auditor-Controller upon adoption of this Resolution, but under no circumstance later than July 6, 2026, pursuant to *Chapter 4, Article 1, Section 22641* of the Act.

PASSED, APPROVED AND ADOPTED this 9th day of June 2026.

_____
Andy Gilman, Mayor

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 Resolution No. 2026-17 was adopted at a regular meeting held June 9, 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Weston Montgomery, Chief Deputy City Clerk

ATTACHMENT B

City of Ojai

Landscaping and Lighting District No. 1, Plaza Maintenance Assessment District (District No. 2), & Landscaping and Lighting District No. 3

2026/2027 Engineer's Annual Levy Report

Intent Meeting: May 26, 2026

Public Hearing: June 9, 2026

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WILLDAN

ENGINEER'S REPORT AFFIDAVIT

Landscaping and Lighting District No. 1, Plaza Maintenance Assessment District (District No. 2) and Landscaping and Lighting District No. 3 (1972 Act Districts)

City of Ojai

Ventura County, State of California

This Report describes Landscaping and Lighting District No. 1, Plaza Maintenance Assessment District (District No. 2) and Landscaping and Lighting District No. 3 therein including the improvements, budgets, parcels, and assessments to be levied for Fiscal Year 2026/2027, as they existed at the time of the passage of the Resolution of Intention. Reference is hereby made to the Ventura County Assessor's maps for a detailed description of the lines and dimensions of parcels within the District. The undersigned respectfully submits the enclosed Report as directed by the City Council.

Dated this 27th day of May, 2026.

Willdan Financial Services
Assessment Engineer
On Behalf of the City of Ojai

By: _____
Michelle Laase, Project Manager
District Administration Services

By: _____
Tyrone Peter
PE # C 81888



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I. INTRODUCTION

The City of Ojai (the "City") under the provisions of the *Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code* (hereafter referred to as the "1972 Act"), and the provisions of the California Constitution Article XIII D annually levies and collects special assessments for the City's maintenance assessment districts designated as:

Landscaping and Lighting District No. 1,
Plaza Maintenance Assessment District (District No. 2),
and Landscaping and Lighting District No. 3

(hereafter referred to as the "Districts"), and applies the maximum assessments in place to assist, support, and maintain various landscaping improvements that provide special benefits to properties within the Districts.

This Engineer's Annual Levy Report ("Report") has been prepared pursuant to Sections 22622 of the 1972 Act, and in accordance with Article 4 (commencing with Section 22565) of Chapter 1 of said Act. This Report presents the engineering analysis for the annual administration of the Districts. Through the levy and collection of benefit assessments, that fund maintenance and operation for landscape and lighting improvements. For Fiscal Year 2026/2027, the Districts' assessments will be levied based on the previously approved methodology.

In accordance with the 1972 Act, the Districts utilize benefit zones ("Zones") to address variations in the nature, location, and extent of the improvements that provide special benefit to parcels in the Districts.

The Districts provide landscape and lighting maintenance services and are funded by annual benefit assessments levied against each parcel in each District.

A. HISTORICAL INFORMATION

Landscaping and Lighting District No. 1 and District No. 3

Landscaping and Lighting District No. 1 ("LLD No.1") and Landscaping and Lighting District No. 3 ("LLD No. 3") are overlapping districts that cover the same maintenance area. LLD No. 1 was originally created in the 1930s under the provisions of the Street Lighting Act of 1919. In 1988 LLD No. 1 was reestablished as a special assessment district, under the provisions of the 1972 Act. The purpose of this District was to provide maintenance service for landscaping and lighting throughout the City. The related assessments provided approximately $50,000 in annual revenue for these maintenance services. Initially this revenue provided adequate funding; however, over the years, increases in the cost of electricity and general lighting and landscaping maintenance resulted in inadequate funding for the needs of the District. The City Council approved formation of a related special assessment district in Fiscal Year 2003/2004. LLD No. 3 was formed as an overlay of LLD No. 1, which provides additional funding for the maintenance area. LLD No. 3 provided approximately $47,000 in additional funding needed to continue the level of service provided at that time. Costs have continued to increase since the establishment of the new district, and currently there are no inflation mechanisms in place to support the increasing maintenance expenses.

Plaza Maintenance Assessment District (District No. 2)

In 1988 the City Council adopted a series of resolutions that re-established the Plaza Maintenance Assessment District ("PMD No. 2") as a Landscaping and Lighting District as set forth by the1972 Act.

B. REPORT CONTENT AND ANNUAL PROCEEDINGS

This Report has been prepared in accordance with the provisions of Article XIII D of the California Constitution (Proposition 218) and the 1972 Act. The assessments described herein represent the continuation of previously approved annual levies, and do not constitute a new or increased assessment. If any section, subsection, sentence, clause, phrase, portion, or zone, of this Report is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of the Report and each section, subsection, subdivision, sentence, clause, phrase, portion, or zone, thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, portions, or zones, might subsequently be declared invalid or unconstitutional.

This Report outlines the Districts' structures, the improvements, and the proposed assessments to be levied in connection with the benefits the properties will receive from the maintenance and servicing of the District improvements for Fiscal Year 2026/2027. The annual assessments to be levied on properties within the Districts provide a funding source for the continued operation and maintenance of landscaping improvements that provide special benefit to the properties within the Districts and each respective Zone. Each fiscal year, the City establishes assessments for the Districts based on an estimate of the costs to maintain, operate and service the improvements and based upon available revenues including fund balances, general benefit contributions and additional City contributions and assessment limits. The costs of the improvements and the proposed annual assessments budgeted and assessed against properties within the Districts may include, but are not limited to, the estimated expenditures for regular annual maintenance and repairs; incidental expenditures related to the operation and administration of the District; deficits or surpluses from prior years; revenues from other sources; and the collection of funds for operational reserves or for periodic maintenance and improvement rehabilitation projects as authorized by the 1972 Act. Each parcel is assessed proportionately for only those improvements, services and expenses for which the parcel will receive special benefit.

Each District outlined in this Report reflects the various improvements and the types of improvements and services to be provided by the Districts for the properties that are directly associated with and benefit from those improvements. The net annual cost to provide the improvements for each District are allocated to the benefiting properties within that District using a weighted method of apportionment (refer to Assessment Methodology, Method of Apportionment) that calculates the proportional special benefit and assessment for each parcel as compared to other properties that benefit from the improvements and services in the Districts.

The word "parcel," for the purposes of this Report, refers to an individual property assigned its own Assessor's Parcel Number ("APN") by the Ventura County Assessor's Office. The Ventura County Auditor-Controller uses Assessor's Parcel Numbers and specific Fund Numbers to identify properties to be assessed on the tax roll for the District assessments.

At a noticed annual Public Hearing, the City Council will accept all public comments and written protests regarding the District and the annual levy of assessments. Based on those public comments and written protests, the City Council may order amendments to the Report or confirm the Report as submitted. Following final approval of the Report and confirmation of the assessments the City Council will, by Resolution, order the improvements to be made and confirm the levy and collection of assessments pursuant to the 1972 Act. The assessments as approved

will be submitted to the Ventura County Auditor-Controller to be included in the property tax roll for each parcel.

As required by the 1972 Act, this Engineer's Report describes the improvements to be provided, maintained and serviced by the Districts, an estimated budget for the District improvements, and the proposed assessments to be levied upon each assessable lot or parcel within the District for Fiscal Year 2026/2027.

While the budgets outlined in this Report reflect the estimated costs necessary to fully and adequately provide for the maintenance and operation of the improvements within the District, many of these estimated costs and associated services are not fully supported by the current special benefit assessment revenues and City contribution. To fully fund the improvements that are considered special benefits, it may be necessary in the future to increase assessment revenues which would require the support of the property owners for new or increased assessments through a ballot proceeding conducted under the provisions of the California Constitution Article XIII D.

II. PLANS AND SPECIFICATIONS

The lines and dimensions of each lot or parcel within the Districts are those lines and dimensions shown on the maps of the Assessor of the County of Ventura for the year when this Report is prepared. The Assessor's maps and records are incorporated by reference herein and made part of this Report.

The plans and specifications showing and describing the general nature, location, and extent of the improvements are on file with the City Public Works Department and are incorporated herein by reference.

A. IMPROVEMENTS AUTHORIZED BY THE 1972 ACT

As applicable or may be applicable to the Districts, the 1972 Act defines improvements to mean one or any combination of the following:

- The installation or planting of landscaping.
- The installation or construction of statuary, fountains, and other ornamental structures and facilities.
- The installation or construction of public lighting facilities.
- The installation or construction of any facilities which are appurtenant to any of the foregoing, or which are necessary or convenient for the maintenance or servicing thereof, including, but not limited to, grading, clearing, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities.
- The maintenance or servicing, or both, of any of the foregoing.
- The acquisition of any existing improvement otherwise authorized pursuant to this section.

Incidental expenses associated with the improvements including, but not limited to:

- The cost of preparation of the Report, including plans, specifications, estimates, diagram, and assessment.
- The costs of printing, advertising, and the publishing, posting and mailing of notices.
- Compensation payable to the County of Ventura for collection of assessments.
- Compensation of any engineer or attorney employed to render services.
- Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements.
- Any expenses incidental to the issuance of bonds or notes pursuant to Section 22662.5.
- Costs associated with any elections held for the approval of a new or increased assessment.

The 1972 Act defines "Maintain" or "maintenance" to mean furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement, including:

- Repair, removal, or replacement of all or any part of any improvement.
- Providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury.
- The removal of trimmings, rubbish, debris, and other solid waste.
- The cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti.

B. DESCRIPTION OF IMPROVEMENTS

As authorized by the 1972 Act, the improvements provided by the Districts and associated with each Zone, if applicable, incorporate various improvements that are maintained and serviced for the benefit of real property within the Districts. The maintenance of the improvements may also include various appurtenances that may include but are not limited to entry monuments; various types of fencing; retaining walls; ornamental lighting or other ornamental fixtures; signage; and irrigation, drainage, and electrical equipment. The work to be performed within each respective Zone may include but is not limited to (as applicable), the personnel, materials, equipment, electricity, water, contract services, repair and rehabilitation of the improvements and incidental expenses required to operate the District and provide the improvements and services for each Zone. The improvements provided within the Districts, and for which parcels receive special benefits are generally described in the following section.

C. IMPROVEMENTS AND SERVICES WITHIN THE DISTRICTS

The purpose of each District is to provide funding for electricity and maintenance costs associated with the City's network of streetlights, landscape maintenance and certain public facilities within the Districts as funding allows.

Landscaping and Lighting District No. 1 & District No. 3

LLD No. 1 and LLD No. 3 primarily provide funding for electricity and maintenance costs associated with the City's network of streetlights, landscape maintenance and certain public facilities within overlapping districts. Streetlighting, curb, gutter, sidewalk, and street tree system improvements to be maintained include light poles, lighting fixtures, lighting standards, light bulbs, lenses, covers,

screens, and other miscellaneous street lighting appliances, as shown and included on the LLD No. 1 and LLD No. 3 diagram in Section V. of this Report.

The maintenance to be provided includes:

1) Repair, removal, replacement or other maintenance of all or any parts of the improvements.
2) Payments for lighting energy costs.
3) As funding allows, removal of graffiti, tree trimmings, landscape trimmings, and debris.

Plaza Maintenance Assessment District (District No. 2)

Improvements to be maintained include those elements described in Section II. A. of this Report and included within the District boundaries delineated on the PMD No. 2 diagram in Section V. of this Report.

1) Repair, removal, replacement or other maintenance of all or any parts of the facilities, appliances, or fixtures.
2) Payments for energy costs.
3) Removal of graffiti, tree trimmings, landscape trimmings, and debris.
4) Maintenance of decorative fixtures located on the Plaza facilities.
5) Repair, removal or replacement or other maintenance for vandalized facilities, appliances, or fixtures.
6) Repair, removal, replacement or maintenance of the concrete, asphalt, landscaping, ground cover or other surface located within the Plaza area.
7) Landscaping services, general maintenance, and janitorial services.

The vast majority of the streetlights in the Districts are owned and operated by Southern California Edison (SCE).

III. METHOD OF APPORTIONMENT

A. LEGISLATIVE AUTHORITY AND PROVISIONS

1972 ACT

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements, including the acquisition, construction, installation and servicing of landscaping improvements and related facilities. The 1972 Act requires that the cost of these improvements be levied according to benefit rather than assessed value:

Section 22573 defines the net amount to be assessed as follows:

"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements."

Section 22574 provides for zones as follows:

"The diagram and assessment may classify various areas within an assessment district into different zones where, by reason of variations in the nature, location, and extent of the improvements, the various areas will receive differing degrees of benefit from the improvements. A zone shall consist of all territory which will receive substantially the same degree of benefit from the improvements."

The formulas used for calculating assessments and the designation of Zones as established herein reflect the composition of parcels within the Districts and the improvements and activities to be provided, and have been designed to fairly apportion the cost of providing those improvements based on a determination of the proportional special benefits to each parcel, consistent with the requirements of the 1972 Act and the provisions of Article XIII D of the California Constitution (Proposition 218).

PROPOSITION 218

The costs to operate and maintain the District improvements are identified and allocated to properties within each Zone within the District based on special benefit. The improvements provided and for which properties are to be assessed are identified as local landscaping improvements and related amenities that were installed in connection with the development of the properties and/or would otherwise be required for the development of properties within each respective Zone. The District assessments and method of apportionment is based on the premise that these improvements would otherwise not have been required without the development or planned development of those parcels.

Article XIII D Section 2d defines District as follows:

"District means an area determined by an agency to contain all parcels which will receive a special benefit from a proposed public improvement or property-related service;"

Article XIII D Section 2i defines Special Benefit as follows:

"Special benefit" means a particular and distinct benefit over, and above general benefits conferred on real property located in the district or to the public at large. General enhancement of property value does not constitute "special benefit."

Article XIII D Section 4a defines proportional special benefit assessments as follows:

"*An agency which proposes to levy an assessment shall identify all parcels which will have a special benefit conferred upon them and upon which an assessment will be imposed. The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the capital cost of a public improvement, the maintenance and operation expenses of a public improvement, or the cost of the property related service being provided. No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel*."

The assessments and method of apportionment described in this Report utilize commonly accepted assessment engineering practices and have been established pursuant to the 1972 Act. Any new or increased assessment will be subject to the substantive and procedural requirements of the Constitution, Article XIII D, Section 4.

The Special and General Benefit for LLD No. 1 and LLD No. 3 is provided in the following section.

B. BENEFIT ANALYSIS

LANDSCAPING AND LIGHTING DISTRICT NO. 1 AND DISTRICT NO. 3

The improvements provided by LLD No. 1 and LLD No. 3 for which properties are assessed have been identified as necessary, desired and/or required for the orderly development of the properties within the Districts to their full potential, consistent with the development plans and applicable portions of the City's General Plan.

- **Landscape Special Benefit**

The ongoing maintenance of landscaped areas within the Districts provides aesthetic benefits to the properties within the Districts and a more pleasant environment to walk, drive, live, and work. The primary function of these landscape and lighting improvements and related amenities is to serve as an aesthetically pleasing enhancement and green space for the benefit of the immediately surrounding properties and developments for which the improvements were constructed and installed and/or were facilitated by the development or potential development of properties within the Districts. These improvements are an integral part of the physical environment associated with the parcels in each District/Zone and while some of these improvements may in part be visible to properties outside the Zone, collectively if these Zone improvements are not properly maintained, it is the parcels within the District/Zone that would be aesthetically burdened. Additionally, the street landscaping in these areas serve as both a physical buffer between the roadways and the properties in the Districts and serve as a pleasant aesthetic amenity that enhances the approach to the parcels.

- **Landscape General Benefit**

In reviewing the location and extent of the specific landscaped areas and improvements to be funded by District assessments and the proximity and relationship to properties to be assessed, it is evident these improvements were primarily installed in connection with the development of properties in each respective District/Zone or are improvements that would otherwise be shared by and required for development of properties in those areas. It is also evident that the maintenance of these improvements and the level of maintenance provided has a direct and particular impact (special benefit) only on those properties in proximity to those improvements and such maintenance beyond that which is required to ensure the safety and protection of the

general public and property in general, has no quantifiable benefit to the public at large or properties outside each respective Zone.

- **Lighting Special Benefit**

The Special Benefits of street lighting are the convenience, safety, and security of property, improvements, and goods. Specifically:

- Improved ability of pedestrians and motorists to see walking/driving path.
- Improved ingress and egress to property.
- Enhanced deterrence of crime and the aid to police protection.
- Increased nighttime safety on roads and highways.
- Reduced vandalism and other criminal acts and damage to improvements of property.
- Improved traffic circulation and reduced nighttime accidents and personal property loss.
- Increased promotion of business during nighttime hours in the case of commercial properties.

- **Lighting General Benefit**

The costs for the General Benefit components for all improvements have been removed from the assessment. The improvements and costs associated with those General Benefit improvements are funded through the General Fund (see budget for General Fund Contribution). The amount to be assessed against each parcel within the District represents the parcel's proportionate Special Benefit from the improvements.

PLAZA MAINTENANCE ASSESSMENT DISTRICT

The following methodology described pertains to PMD No. 2. The landscape services provided to all properties within the District boundary have been reviewed to identify the General Benefit and Special Benefit conferred to each parcel.

- **Special vs. General Benefit**

Public Works staff have reviewed all of the costs for various maintenance services proposed in Fiscal Year 2026/2027 for PMD No. 2. It was determined that the Arcade Plaza restrooms have both Special Benefit to Arcade property owners and General Benefit for all of the public to utilize, and that the restroom cleaning, maintenance, and repair costs and monthly restroom utility fees/sewer fees should be designated as one-third Special Benefit and two-thirds General Benefit costs. With regard to Special/General Benefit of the restrooms, consideration is given to its location and use. Many businesses do not have restrooms available for their customers. The Plaza restrooms, however, are also part of the City's restroom facilities available to the general public as are the restrooms at Libbey and other parks throughout the City. Considering the overall issues relative to the Plaza restrooms it is determined that the restrooms are one-third Special Benefit to the Plaza properties and a two-thirds General Benefit to the public at large. The operational and maintenance costs should therefore be assigned proportionally. All other services provided (landscaping, maintenance, trash and recycling collection services, parking lot sweeping and clean-up, lighting energy costs, etc.) provide special benefits (including safety benefits, liability reduction benefits, cleanliness and aesthetic benefits, and other specific benefits) and utility associated with the properties located within the District.

C. METHOD OF ASSESSMENT

LANDSCAPING AND LIGHTING DISTRICT NO. 1

Parcels that receive special benefit from the services provided (Section II) are assessed an annual fee. City owned parcels pay the same assessment. The City also pays for the cost of services that are of general benefit to the community. For Fiscal Year 2026/2027:

a) The amount to be assessed upon current assessable parcel frontage within the LLD No. 1 is $48,074. The assessment rate per linear foot of frontage is fixed by Proposition 218 and cannot be increased without voter approval. Corrections to the parcel assessments based on the parcel frontage within the District boundary can occur.
b) Identification of each assessable lot or parcel for land within LLD No. 1 is outlined in Exhibit A of this Report.
c) The amount to be assessed upon current assessable frontage is apportioned among such lots or parcels in proportion to the estimated Special Benefits to be received by each lot or parcel:

Twelve street lighting zones were initially established within the District boundaries. In 1990, the City Engineer determined an estimated cost per linear foot of street frontage for each zone, so that the District would collect approximately $48,000 annually. The estimated cost per linear foot in each zone is based on the approximate number of streetlights per 1,000 feet of street frontage within each zone. The cost per linear foot is then multiplied by the street frontage for each parcel within each zone. The following table lists the current zone rates and the approximate number of streetlights per 1,000 feet of street frontage within each zone.

Zone	$/Ft/Yr.	Approx. Street Lights per 1,000 Feet of Street Frontage
A	0.3009	2.64
B	0.2861	2.51
C	0.1711	1.46
D	0.2654	2.33
E	0.5332	3.10
F	0.3745	3.28
G	0.3375	2.96
H	0.0939	0.79
J	0.3464	3.12
K	0.2226	1.95
L	0.1017	0.89
M	0.2774	2.43

The following formula is used to calculate each parcel's proportional assessment:

Street Front Footage ***X*** ***Zone Assessment Rate (Street Lighting Improvements)*** **=** ***Parcel's Total Assessment Amount***

LANDSCAPING AND LIGHTING DISTRICT NO. 3

Parcels that receive special benefit from the services provided (Section II) are assessed an annual fee. City owned parcels pay the same assessment. The City also pays for the cost of services that are of general benefit to the community. For Fiscal Year 2026/2027:

a) The amount to be assessed upon current assessable parcel frontage within the LLD No. 3 is $46,235. The assessment rate per linear foot of frontage is fixed by Proposition 218 and cannot be increased without voter approval. Corrections to the parcel assessments based on the parcel frontage within the District boundary can occur.
b) Identification of each assessable lot or parcel for land within LLD No. 3 is outlined in Exhibit A of this Report.
c) The amount to be assessed upon current assessable parcel frontage is apportioned among such lots or parcels in proportion to the estimated Special Benefits to be received by each lot or parcel by the following method:

Street Lighting Improvements – Twelve street lighting zones have been established within the District boundaries. The City Engineer has determined an estimated cost per linear foot of street frontage for each zone, so that the District would collect approximately $46,000 annually. The estimated cost per linear foot in each zone is based on the approximate number of street lights per 1,000 feet of street frontage within each zone. The cost per linear foot is then multiplied by the street frontage for each parcel within each zone. The following table lists proposed zone rates and the approximate number of streetlights per 1,000 feet of street frontage within each zone.

Zone	$/Ft/Yr.	Approx. Street Lights per 1,000 Feet of Street Frontage
A	0.1240	2.64
B	0.1144	2.51
C	0.0684	1.46
D	0.1062	2.33
E	0.2133	3.10
F	0.1498	3.28
G	0.1350	2.96
H	0.0376	0.79
J	0.1386	3.12
K	0.0890	1.95
L	0.0407	0.89
M	0.1110	2.43

Street Trees – The preliminary Street Tree Master Plan presented to the City Council on March 25, 2003, estimated that there were about 15,000 trees located throughout the City. The City Engineer estimated that about 10% were located on streets, parkway areas, medians, and other street right of way areas throughout the District. This equates to about 1,500 trees within the District on City street areas. The City Engineer conducted a field inspection of street trees throughout the District. The Engineer also reviewed and analyzed aerial photos and reviewed plans for planting more street trees in the future. The Engineer determined that there is street trees located throughout the District, and no area is without trees. In those areas where there are fewer trees than the average, the City and / or District has plans in place to plant more trees. In the future, all areas of the City will have a reasonably similar distribution of currently existing trees, newly planted

trees, or a combination of existing and newly planted trees. The trees in each area will require a reasonably similar amount of trimming, removal, spraying, watering and other maintenance. Thus, it is equitable to allocate the costs equally to all property owners within the District. The annual cost for street tree maintenance has been allocated equally to all parcels in the District.

Note - The street trees located in Zone L are on private property. The City does not maintain sidewalk, curb, gutter or other improvements on private property. No street tree maintenance services will be provided in this Zone. Thus, there will be no assessment for street tree maintenance costs for the 43 parcels located in this Zone.

Sidewalks, Curb, Gutter and Related Improvements - There are curb and gutter facilities located in every zone within the District. The City Engineer conducted a field inspection of curb, gutter and sidewalk improvements throughout the District. The Engineer also reviewed and analyzed various sidewalk, curb and gutter plans, specifications, files and records. The Engineer found that the concentration of curb, gutter and sidewalk improvements is consistent with the concentration of streetlights within each zone. Thus, the formula and allocation used to determine street lighting costs for the twelve zones within the District is also appropriate for use in allocating costs for curb, gutter and sidewalk maintenance. The estimated annual cost for sidewalk, curb and gutter maintenance has been allocated based on the cost per linear foot (street frontage) for each zone. The following table lists proposed zone rates and the approximate number of streetlights per 1000 feet of street frontage within each zone.

Zone	$/Ft/Yr.	Approx. Street Lights per 1,000 Feet of Street Frontage
A	0.05733	2.64
B	0.05293	2.51
C	0.03165	1.46
D	0.04910	2.33
E	0.09864	3.10
F	0.06928	3.28
G	0.06244	2.96
H	0.01737	0.79
J	0.11951	3.12
K	0.04118	1.95
L	0.00000	0.89
M	0.05132	2.43

The following formula is used to calculate each parcel's proportional assessment:

Street Front Footage ***X*** ***Zone Assessment Rate (Street Lighting Improvements)*** **=** ***Parcel's Street Lighting Assessment***

Street Front Footage ***X*** ***Zone Assessment Rate (Sidewalk Improvements)*** **=** ***Parcel's Sidewalk Assessment***

Parcel's Street Lighting Assessment **+** ***Parcel's Sidewalk Assessment*** **+** ***Parcel's Street Tree Maintenance Fee*** **=** ***Parcel's Total Assessment Amount***

PLAZA MAINTENANCE ASSESSMENT DISTRICT (DISTRICT NO. 2)

An assessment formula has been developed in an effort to equitably spread maintenance expenses to the properties within PMD No. 2. The formula is based upon the concept that benefit is derived and attributable to location or proximity to the Plaza, with its amenities and maintenance services, and is reflected in the costs allocated.

The formula has two elements: (1) assessment area: (2) radiating zones. There is no cost-of-living increase calculated in the assessment options provided in this Report. Assessments increase as Total Adjusted Areas (see following definition) increase and as one moves from peripheral to centrally located zones. Conversely, assessments decrease as Total Adjusted Areas decrease and as one moves away from the center of the Arcade Plaza.

The assessment area, called Total Adjusted Area, for each parcel is based on both land area and building floor area. The adjusted area is the sum of: (1) parcel land area; (2) first floor building area; and (3) one-half the floor areas of the upper floors. The building area is measured as the exterior wall footprint, excluding exterior decking and exterior staircases. This element of the formula provides for (a) lower assessment of undeveloped properties; and (b) the lower assessment of upper stories. Upper story areas have been reduced to compensate for the relative lower benefit received by the less intensive commercial uses normally found there. There are three radiating zones. Zone “A” is the immediate area around the center of the Plaza and has been given a factor of 1.00. Zone “B” contains properties somewhat removed from the main Plaza area and has, therefore, been given a factor of 0.50. Zone “C” is an area further removed from the main Plaza area and thus has a factor of 0.25.

An internal audit of the parcel and building areas was conducted in July of 2012. Lot Areas were adjusted to match the Ventura County Assessor's record. Floor areas were adjusted to match field measurements taken in July 2013. Corrected areas and their resulting assessments were used for the December 2012 and April 2013 Assessments on the Ventura County tax rolls. The City Council forgave the under assessed properties and provided up to a maximum of 14 years of reimbursements to current property owners on November 13, 2012. Per the statute of limitations, property owners were refunded the past 4 years of corrections immediately. The previous 10 years of corrections were provided under two options: 1) a lump sum payment immediately at one-half the total correction, or 2) the full amount paid over 10 years in equal payments.

The formula outlined above is used to calculate assessment in the following manner:

1) The Total Adjusted Area for a given parcel as defined above;
2) Multiplied by the Factor for the Zone in which the parcel is located (this product being the number of Total Assessment Units).
3) Multiplied by the Rate (dollars per Assessment Unit) for the fiscal year in question (currently set at $0.3300 per Assessment Unit). This rate is derived from the cost of providing the service, and does not include any additional costs funded by the City and carried forward as an increasing fund deficit.

The amount to be assessed upon current assessable parcel frontage within PMD No. 2 is $141,920.64.

Pursuant to Proposition 218, publicly owned lands are not exempt from District assessments. A total of seven (7) parcels owned by the City have been included on the assessment roll and are manually invoiced.

IV. DISTRICT BUDGETS

ESTIMATE OF COSTS

The 1972 Act provides that the estimated costs of the improvements shall include the total cost of the improvements for the fiscal year, including incidental expenses, and may include reserves to operate the Districts until assessment collections are transmitted to the City from the County of Ventura.

The 1972 Act also provides that the amount of any surplus, deficit, or contribution must be included in the estimated cost of improvements. The net amount to be assessed on the lots or parcels within the Districts is the total cost of the installation, maintenance, and servicing of the improvements; incidental costs; and adjustments (either positive or negative) for reserves, surpluses, deficits, and/or contributions from other sources.

A summary of the estimated costs for each District for Fiscal Year 2026/2027 is shown in the budget on the following page along with the estimated net amounts to be assessed for Fiscal Year 2026/2027. The rates of assessment are the same as the rates approved in Fiscal Year 2025/2026 and prior years.

FISCAL YEAR 2026/2027 PROPOSED BUDGETS

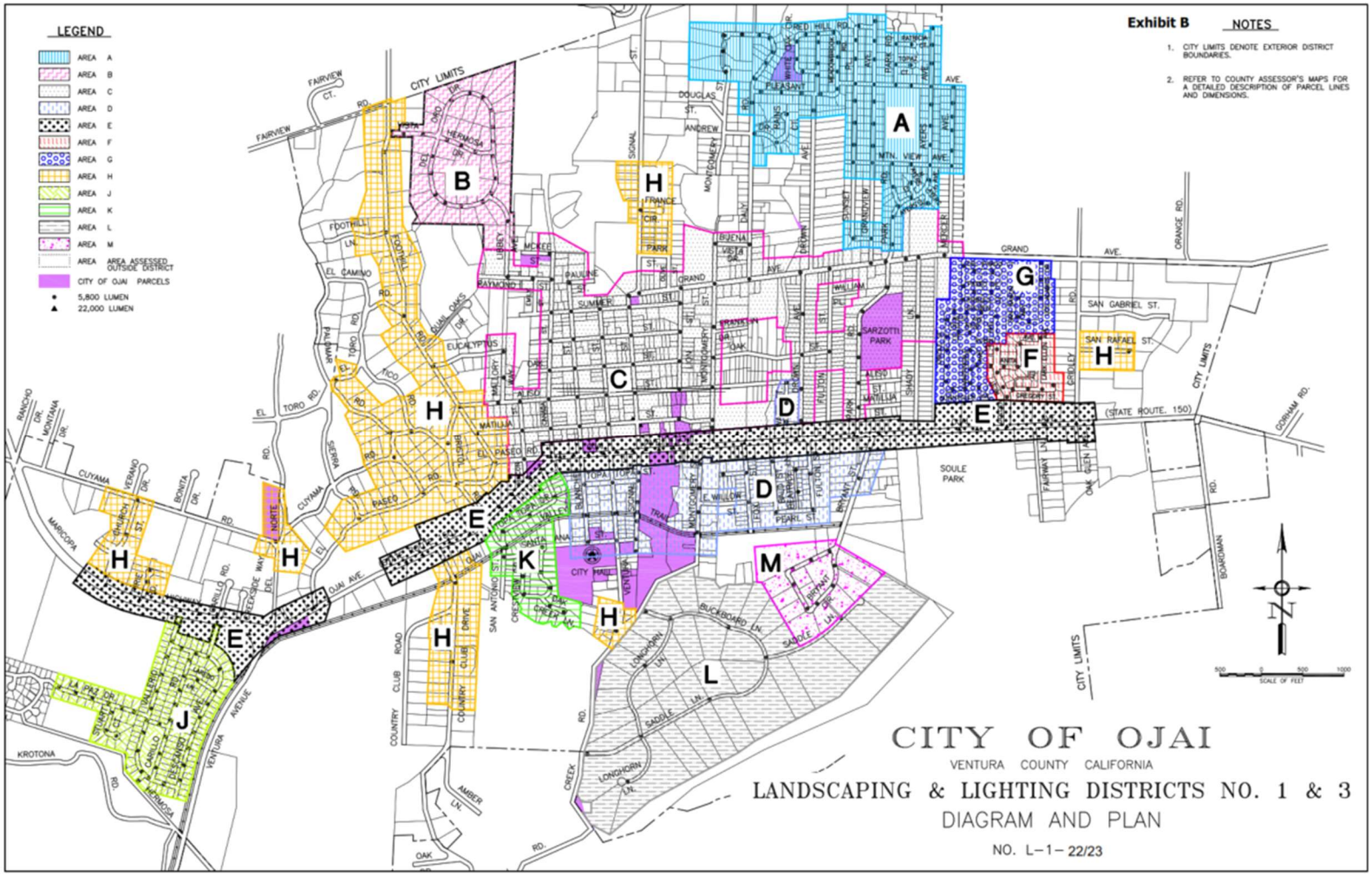
CITY OF OJAI FY2026/2027 BUDGET	LLD 1	LLD 3	PMD 2
ESTIMATED DIRECT COSTS			
General Parts & Supplies	$0.00	$0.00	$10,000.00
Public Works Staff Time	$0.00	$0.00	$60,000.00
Contract Services - Janitorial & Pest Control	$0.00	$0.00	$6,000.00
Professional Services - Preparation of Engineers Report	$4,000.00	$4,000.00	$7,000.00
Capital Improvements	$0.00	$0.00	$30,000.00
County Administration Fees	$589.00	$586.00	$380.00
Electricity	$52,500.00	$52,500.00	$5,000.00
Water	$0.00	$0.00	$5,000.00
Sewer	$0.00	$0.00	$1,800.00
Total Direct Costs	**$57,089.00**	**$57,086.00**	**$125,180.00**
ESTIMATED REVENUE			
Estimated Ending Fund Balance June 30, 2026	$60,870.00	$60,870.00	$108,384.00
Estimated Interest Earnings	$350.00	$350.00	$1,200.00
Farmers Market Fee	$0.00	$0.00	$4,500.00
Balance to Levy 2026/2027	$48,073.72	$46,235.48	$141,920.64
Total Revenues	**$109,294**	**$107,455**	**$256,005**
ESTIMATED FUND BALANCE AT JUNE 30, 2027			
Estimated Beginning Fund Balance June 30, 2026 [1]	$60,870.00	$60,870.00	$108,384.00
Estimated Revenue Collected by June 30, 2027	$48,423.72	$46,585.48	$147,620.64
Estimated Expenditures through June 30, 2027	$ (57,089.00)	$ (57,086.00)	$ (125,180.00)
Estimated Fund Balance June 30, 2027	**$52,204.72**	**$50,369.48**	**$130,824.64**
DISTRICT STATISTICS			
Total Parcels	2,144	2,144	53
Total Parcels Levied [2]	2,131	2,138	53
Total Front Footage Levied (ft)	196,315.76	196,315.76	N/A
Maximum Rate per Assessment Unit	See table	See table	$0.4157
Applied Rate per Assessment Unit	See table	See table	$0.3300

[1] LLD No. 1 and LLD No. 3 are overlapping Districts and, therefore, share a Reserve Fund. For the purposes of this Report, fifty percent (50.00%) of the Estimated Beginning Fund Balance has been allocated to LLD No. 1 and fifty percent (50.00%) to LLD No. 3. The total Estimated Beginning Fund Balance as of June 30, 2026 for LLD No. 1 and LLD No. 3 is $121,740.

[2] Although LLD No. 1 and LLD No. 3 are overlapping Districts, there are seven (7) parcels within the boundaries that do not have front footage and are therefore only charged for trees in LLD No. 3.

V. DISTRICT BOUNDARY MAPS

Reference is hereby made to the Assessor's Maps of the County of Ventura for an exact description of the lines and dimensions of each parcel within the Districts.


LEGEND
AREA A
AREA B
AREA C
AREA D
AREA E
AREA F
AREA G
AREA H
AREA J
AREA K
AREA L
AREA M
AREA AREA ASSESSED OUTSIDE DISTRICT
CITY OF OJAI PARCELS
5,800 LUMEN
22,000 LUMEN
Exhibit B
NOTES
1. CITY LIMITS DENOTE EXTERIOR DISTRICT BOUNDARIES.
2. REFER TO COUNTY ASSESSOR'S MAPS FOR A DETAILED DESCRIPTION OF PARCEL LINES AND DIMENSIONS.
CITY OF OJAI
VENTURA COUNTY CALIFORNIA
LANDSCAPING & LIGHTING DISTRICTS NO. 1 & 3
DIAGRAM AND PLAN
NO. L-1- 22/23

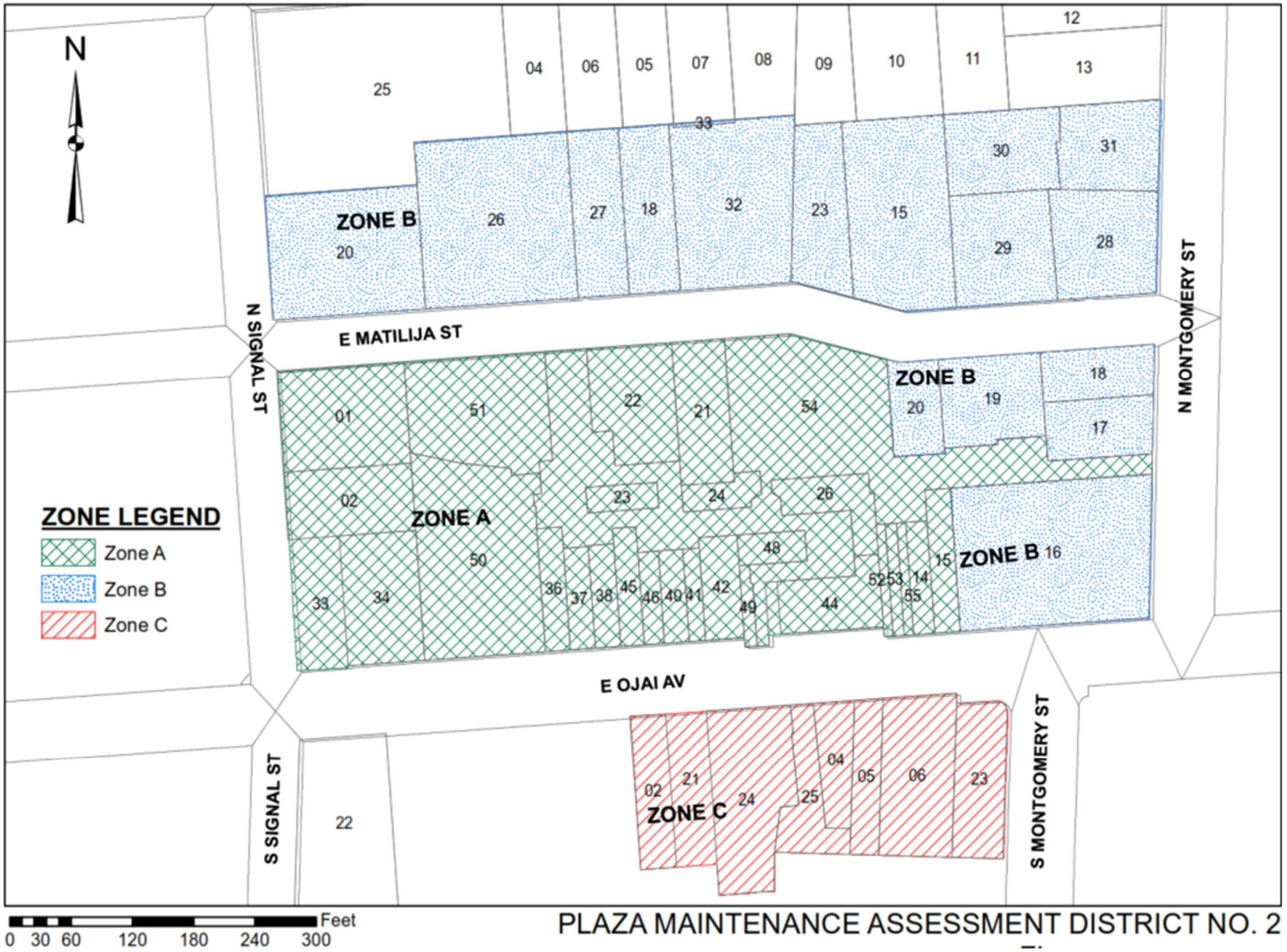

N
ZONE LEGEND
Zone A
Zone B
Zone C
ZONE A
ZONE B
ZONE C
E MATILIJA ST
E OJAI AV
N SIGNAL ST
S SIGNAL ST
N MONTGOMERY ST
S MONTGOMERY ST
0 30 60 120 180 240 300 Feet
PLAZA MAINTENANCE ASSESSMENT DISTRICT NO. 2

EXHIBIT A- 2026/2027 ASSESSMENT ROLLS

Parcel identification, for each lot or parcel within the Districts, shall be the parcel as shown on the Ventura County Assessor's map for the year in which this Report is prepared.. A listing of parcels assessed within the Districts, along with the proposed assessment amounts, has been submitted to the City Clerk, under separate cover, and by reference is made part of this Report.

If any parcel submitted for assessment is identified by the Ventura County Auditor-Controller to be an invalid parcel for the current fiscal year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the Ventura County Auditor-Controller. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be based on the method of apportionment and assessment rate approved in this Report. Therefore, if a single parcel has changed to multiple parcels, the assessment amount applied to each of the new parcels shall be recalculated and applied according to the approved method of apportionment and assessment rate.

Administrative Report

TO: **Honorable City Council**

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

MEETING DATE: **June 9, 2026**

SUBJECT: **Adoption of Resolutions Calling for and Giving Notice of the City of Ojai's General Municipal Election on November 3, 2026; Requesting County of Ventura Consolidation with the Statewide General Election; and Adopting Regulations for Candidates Statements (Procedural Requirement)**

RECOMMENDATION

1. Adopt the following resolutions:
    a. A resolution calling and giving notice of the City of Ojai's General Municipal Election to be held on Tuesday, November 3, 2026, for the election of certain officers as required by the State of California relating to General Law Cities; and
    b. A resolution requesting the Board of Supervisors of the County of Ventura to consolidate the General Municipal Election with the Statewide Gubernatorial General Election and to render specified services in relation to the conduct of the Ojai General Municipal Election; and
    c. A resolution adopting regulation for candidates for elective office pertaining to candidate statements.
2. Direct the City Clerk to prepare all appropriate documents for election consolidation and submit to the County of Ventura by the required date of Monday, June 29, 2026.

DISCUSSION

Pursuant to the requirements of the California Elections Code and other laws relating to general law cities, a General Municipal Election will be held for the purpose of electing certain officers. This staff report covers the actions needed by Council in order for staff to take the necessary steps for the City's election participation. In accordance with Part 3 of Division 10 of the Elections Code, the City of Ojai consolidates elections services with the County of Ventura, namely Michelle Ascencion, Ventura County Clerk-Recorder & Registrar of Voters and her Ventura County Elections Division.

Resolution Calling and Giving Notice of a General Municipal Election
The City of Ojai General Municipal Election to be held on November 3, 2026, is for the following purpose:

- Electing one (1) Mayor for the full term of two (2) years (2026-2028); and
- Electing one (1) member to the City Council for District 1, for the full term of four (4) years (2026-2030); and
- Electing one (1) member to the City Council for District 2, for the full term of four (4) years (2026-2030); and
- Electing one (1) member to the City Council for District 3, for the full term of four (4) years (2026-2030); and

The resolutions must be passed and submitted to the County of Ventura by Monday, June 29, 2026. A draft resolution calling for the November 3, 2026, election is included as Attachment A, and a draft resolution requesting Consolidation of Election Services is included as Attachment B. A draft resolution adopting regulations for candidates pertaining to candidate statements is included as Attachment C. The documents required by the Ventura County Elections Division are included as Attachment D.

City-wide Races: Mayor At-Large
Candidacy for the Mayor is open to any registered voter living within the City limits. This race will appear on the ballots for all voters within the City.

District Seats: City Council Member – Districts 1, 2, and 3
This will be the City of Ojai's fourth Council election since converting to district-based representation.

Only voters living within each District will vote for candidates for that District seat on their ballot. Candidates wishing to run for the District 1, 2, or 3 seats up for election must live within the boundaries of District 1, 2, or 3, respectively, at the time they file their candidacy petition. They must also be a registered voter in the City of Ojai, registered to vote at their domicile within the District, and meet all other candidacy requirements as listed in the State of California Elections Code.

Candidates Statements and County Elections Calendar
The nomination period for all prospective candidates opens on Monday July 13, 2026, and closes on Friday, August 7, 2026. The nomination period is the time for all candidates to officially "pull papers" and then complete the requirements of a nomination packet to be included on the ballot.

A draft resolution is included as Attachment C adopting regulations pertaining to candidates' statements. The resolutions must be passed and submitted to the County of Ventura by Monday, June 29, 2026, 2024.

Note that once the election process has been initiated with the adoption of the above-mentioned resolutions, the next steps are listed in the County of Ventura Elections Calendar, included in Attachment D.

COUNCIL GOALS ALIGNMENT

Election of elected officials is beyond the scope of the adopted Goals by the currently seated City Council.

OPTIONS

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

FISCAL IMPACT

Staff has budgeted a $30,000 in the FY 2026/27 budget to cover the costs of conducting the November 3, 2026, General Municipal Election. Staff anticipates the total cost of the election to not exceed this amount.

Prepared by: Weston Montgomery, Chief Deputy City Clerk

ATTACHMENT(S)

A – Resolution No. 2026-18 Calling for City of Ojai Municipal Election
B – Resolution No. 2026-19 Requesting Consolidated Election Services with the County of Ventura
C – Resolution No. 2026-20Adopting Regulations Pertaining to Candidates' Statements
D – County of Ventura Consolidation Request Packet and Elections Calendar

CITY OF OJAI
RESOLUTION NO. 26-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2026, FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES

WHEREAS, under the provisions of the laws relating to general law cities in the State of California, a General Municipal Election shall be held on Tuesday, November 3, 2026, for the election of Municipal Officers; and

WHEREAS, Chapter 1 of Part 1 of Division 10 of the California Elections Code and related provisions require the City Council to adopt a resolution calling for a General Municipal Election and specifying the services the City requests be performed by the County of Ventura Clerk and Recorder/Registrar of Voters and other related matters.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the requirements of the laws of the State of California relating to General Law Cities, there is called and ordered to be held in the City of Ojai, California, on Tuesday, November 3, 2026, a General Municipal Election for the following purposes:

a) Electing one (1) Mayor for the full term of two (2) years (2026-2028); and
b) Electing one (1) member to the City Council for District 1, for the full term of four (4) years (2026-2030); and
c) Electing one (1) member to the City Council for District 2, for the full term of four (4) years (2026-2030); and
d) Electing one (1) member to the City Council for District 3, for the full term of four (4) years (2026-2030); and

SECTION 2. That the ballots to be used at the election shall be in form and content as required by law.

SECTION 3. That the City Clerk is authorized, instructed and directed to coordinate with the County of Ventura Clerk Recorder/Registrar of Voters to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

SECTION 4. That the in-person vote centers for the election shall be open at 7:00 a.m. of the day of the election and shall remain open continuously from that time until 8:00 p.m. of the same day when the polls shall be closed, pursuant to Election Code § 10242, except as provided in § 14401 of the Elections Code of the State of California.

SECTION 5. That in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 6. That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 7. That in the event of a tie vote (if any two or more persons receive an equal and the highest number of votes for an office) as certified by the Election Official, the City Council, in accordance with Election Code § 15651(a), shall set a date and time and place, and summon the candidates who have received the tie votes to appear and will determine the tie by lot.

SECTION 8. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED AND ADOPTED this 9th day of June 2026, by the following vote:
AYES:
NOES:
ABSTAIN:
ABSENT:

CITY OF OJAI, CALIFORNIA

_____
Andy Gilman, Mayor

_____
Date signed

ATTEST:

_____
Weston Montgomery, Chief Deputy City Clerk

APPROVED AS TO FORM:

_____

Bethany A. Burgess, City Attorney

CITY OF OJAI
RESOLUTION NO. 26-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF VENTURA TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2026, WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THAT DATE PURSUANT TO § 10403 OF THE ELECTIONS CODE.

WHEREAS, the City Council of the City of Ojai called a General Municipal Election to be held on Tuesday, November 3, 2026, for the purpose of electing a Mayor; one Council Member for City Council District 1; one Council Member for City Council District 2; and one Council member for District 3; and

WHEREAS, it is desirable that the General Municipal Election be consolidated with the Statewide General election to be held on the same date and that within the City the precincts, in-person vote centers and election officers of the two elections be the same, and that the Ventura County Clerk-Recorder & Registrar of Voters, Michelle Ascension, and the Ventura County Elections Division canvass the returns of the General Municipal Election and that the election be held in all respects as if there were only one election.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OJAI DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the requirements of § 10403 of the Elections Code, the Board of Supervisors of the County of Ventura is hereby requested to consent and agree to the consolidation of a General Municipal Election with the Statewide General election to be held and conducted in the manner prescribed in Elections Code § 10418 on Tuesday, November 3, 2026, for the following purposes:

a) Electing one (1) Mayor for the full term of two (2) years (2026-2028); and
b) Electing one (1) member to the City Council for District 1, for the full term of four (4) years (2026-2030); and
c) Electing one (1) member to the City Council for District 2, for the full term of four (4) years (2026-2030); and
d) Electing one (1) member to the City Council for District 3, for the full term of four (4) years (2026-2030); and

SECTION 2. That the Ventura County Elections Division is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used. The election will

be held and conducted in accordance with the provisions of law regulating the statewide or special election.

SECTION 3. That the Board of Supervisors is requested to issue instructions to the Elections Division to take any and all steps necessary for the holding of the consolidated election.

SECTION 4. That the City of Ojai recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any such costs.

SECTION 5. That the City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors, the Ventura County Clerk-Recorder & Registrar of Voters, Michelle Ascension, and the Ventura County Elections Division

SECTION 6. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED this 9th day of June, 2026 by the following vote:
AYES:
NOES:
ABSTAIN:
ABSENT:

CITY OF OJAI, CALIFORNIA

_____
Andy Gilman, Mayor

_____
Date signed

ATTEST:

_____
Weston Montgomery, Chief Deputy City Clerk

APPROVED AS TO FORM:

_____
Bethany A. Burgess, City Attorney

RESOLUTION NO. 26-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATE STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTIONTO BE HELD ON TUESDAY, NOVEMBER 3, 2026

WHEREAS, §13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidates statement; and

WHEREAS, the City Council for the City of Ojai desires to adopt such regulations in order to facilitate a clear process for candidates running for local elected office.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. GENERAL PROVISIONS.

A. That the City Clerk as the Elections Official for the City of Ojai strictly follows all Elections Code sections regarding candidate statements, word count standards, and the county voter information guide.

B. That pursuant to § 13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at an Election to be held in the City of Ojai (on November 3, 2026) may prepare a candidate's statement on the appropriate form provided by the City Clerk. If prepared and submitted, the statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in typewritten form in the office of the City Clerk at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

C. Candidates who choose to submit a candidate statement shall be responsible for the total cost of having the candidate statement included in the voter information guide or electronically distributed, including but not limited to those costs translating and printing further described in Section 3., below, as well as any additional costs for handling, mailing, and electronically distributing candidate statements.

SECTION 2. FOREIGN LANGUAGE POLICY

A. Pursuant to the Federal Voting Rights Act, candidates' statements will be translated into all languages required by the County of Ventura. The County is required to translate candidate's statements into the following language: Spanish.

B. The County will print and mail voter information guides and candidates statements to all voters in Spanish, or the County will mail separate voter information guides and candidates statements in Spanish to only those voters who are on the county voter file as having requested a voter information guide in a particular language. The County will make the voter information guides and candidates statements in the required languages available at all polling places, on the County's website, and in the Election Official's office.

SECTION 3. PAYMENT

A. Translations:

1. The candidate shall be required to pay for the cost of translating the candidates' statement into any required foreign language as specified in (A) and/or (B) of Section 2 above pursuant to Federal and\or State law.

2. The candidate shall be required to pay for the cost of translating the candidates' statement into any foreign language that is not required as specified in (A) and/or (B) of Section 2 above, pursuant to Federal and\or State law, but is requested as an option by the candidate.

B. Printing:

1. The candidate shall be required to pay for the cost of printing the candidates' statement in English in the main voter pamphlet.

2. The candidate shall be required to pay for the cost of printing the candidates statement in a foreign language required in (A) of Section 3 above, in the main voter pamphlet.

3. The candidate shall be required to pay for the cost of printing the candidates' statement in a foreign language requested by the candidate per (B) of Section 3 above, in the main voter pamphlet.

4. The candidate shall be required to pay for the cost of printing the candidates statement in a foreign language required by (A) of Section 2 above, in the facsimile voter pamphlet.

C. The City Clerk shall estimate the total cost of printing, handling, translating, and mailing the candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require

each candidate filing a statement to pay in advance to the City his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet.

D. In the event an estimated payment is required, the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements.

E. Accordingly, the City Clerk is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expenses or refund any excess paid depending on the final actual cost. In the event of underpayment, the City Clerk may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the City Clerk shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

F. The City Clerk shall comply with the requirements of Elections Code § 13309 pertaining to indigent candidates.

SECTION 4. WORD COUNT STANDARDS

In accordance with Elections Code § 9 each word shall be counted as one word subject to the following.

A. Punctuation is not counted.

B. Each word shall be counted as one word except as specified in this section.

C. All proper nouns, including geographical names, shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word.

D. Each abbreviation for a word, phrase, or expression shall be counted as one word.

E. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

F. Dates shall be counted as one word.

G. Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word.

H. Telephone numbers shall be counted as one word.

I. Internet website addresses shall be counted as one word.

SECTION 5. MISCELLANEOUS

A. All translations shall be provided by professionally certified translators.

B. The City Clerk shall allow bold type, underlining, capitalization, indentations, bullets, leading and hyphens to the same extent and manner as allowed in previous City elections.

C. The City Clerk shall comply with all recommendations and standards set forth by the California Secretary of State regarding occupational designations and other matters relating to elections.

SECTION 6. ADDITIONAL MATERIALS. No candidate will be permitted to include additional materials in the voter information guide.

A. That the City Clerk shall provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

B. That all previous resolutions establishing Council policy on payment for candidates' statements are repealed.

C. That this resolution shall apply only to the election to be held on November 3, 2026, and shall then be repealed.

D. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED this 9th day of June, 2026 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

CITY OF OJAI, CALIFORNIA

_____
Andy Gilman, Mayor
_____

Date signed

ATTEST:

_____
Weston Montgomery. Chief Deputy City Clerk

APPROVED AS TO FORM:

_____
Bethany A. Burgess, City Attorney

County of Ventura
COUNTY CLERK-RECORDER
& REGISTRAR OF VOTERS

Michelle Ascencion
County Clerk-Recorder
& Registrar of Voters

April 20, 2026

Steve Quilici
Ojai City Clerk
401 South Ventura Street
Ojai, CA 93023

Re: November 3, 2026 Municipal, Statewide General Election

Dear Mr. Quilici:

The Elections Division has begun preparations for the Statewide General Election to be held on Tuesday, November 3, 2026, when the cities of Ventura County will also hold their municipal elections.

To consolidate your city's municipal election with the Statewide General Election, please provide the following documents to our office no later than Monday, June 29, 2026:

1. City Council resolution requesting consolidation.
2. Notice of Elective Offices to be Filled and whether the candidate or the city will bear the cost of the candidate statements.
3. Criteria for determining tie votes by lot (Elections Code §15651).
4. The Request for Specified Election Services, Municipal Candidates form.
5. The Request for Specified Election Services, Measures form, if any.
6. A map showing the municipal boundaries of the city and City Council districts, if any.

The nomination period for this election begins Monday, July 13, 2026, and closes on Friday, August 7, 2026. The extension period, if it applies, ends on Wednesday, August 12, 2026. Please remember that once you issue a nomination packet to a candidate, the completed *Candidate Contact Information Form / Voter Registration Verification* should be emailed immediately to candidate.filing@venturacounty.gov for verification of the candidate's eligibility.

I'd like to make you aware of a few new cost schedules that will be implemented for the 2026 elections. These costs have been determined based on increases in a number of areas:

- **Rising labor and personnel costs, including overtime and temporary staffing**
- **Increased costs for materials and equipment**, such as ballots, voting machines, and security infrastructure
- **Regulatory and compliance requirements**, which require additional administrative and legal resources
- **Technology upgrades** to ensure secure, accurate, and efficient service delivery
- **General inflation** and supply chain impacts affecting service delivery timelines and availability of election related materials

I. Non-Election (Appointment in Lieu) Setup Fee

In the event that there are not more candidates than open seats, a city may have the option of making appointments in lieu of holding an election. Should this occur, the Elections Division will apply the following costs for the initial processing of candidate nominations and preparation of official documentation:

Number of Voters in District	Fee
Less than 1,000	$ 450
1,001 - 5,000	$ 580
5,001 - 15,000	$ 830
15,001 - 30,000	$ 1,120
30,001 - 50,000	$ 1,240
50,001 +	$ 1,400

II. Candidate Statement Deposits

Candidate statement deposit amounts are calculated based on an assumption that at least two statements will be published on a page for each office: the deposit will be roughly 50% of the publication cost for that page. In the event a lone candidate statement is published, that candidate will be required to pay the balance of the cost of publication for that entire page (i.e., the other 50%) before the election. Candidates are informed of the solo candidate statement publication cost prior to submitting an optional candidate statement, in both the candidate handbook and the candidate statement publication agreement.

III. Candidate Statements Not Published Fee

Elections staff begin processing candidate statements as soon as papers are filed: our tight timelines do not provide the luxury of waiting for the nomination period to close before beginning processing. Statements that are subsequently withdrawn will still incur initial costs for processing actions already taken, including word counts, compliance reviews, layout/adjustments, and translation. The Elections Division will charge an administrative fee of $100 for withdrawn candidate statements for city offices to cover initial processing, which will be withheld from any refund of the candidate's deposit payment. Candidates are informed of the withdrawal fee prior to submitting an optional candidate statement, in both the candidate handbook and the candidate statement publication agreement.

The Ventura County Elections Division is dedicated to providing excellent service, efficient operation, and ensuring that all costs are justified and grounded in thorough analysis. These costs are subject to change based on the factors previously outlined.

If you have any questions or require additional information, please feel free to call Candidate Filing at 805-654-2664.

Sincerely,

MICHELLE ASCENCION, MMC, CERA, REO
County Clerk-Recorder & Registrar of Voters

MICHELLE ASCENCION
Clerk-Recorder & Registrar of Voters
Elections Division

Notice to the County Clerk of Elective Offices to be filled in the

_____
(Name of City, School or Special District)

You are hereby notified that a Statewide General Election will be held on November 3, 2026.

Records indicate that the elective offices held by the persons listed below are to be filled:

Name of Officeholder	**Title & District/Division**	**Term of Office***

The _____ is to pay for the printing, handling, translating, and mailing
City/District/Candidate**

of the candidate's statements pursuant to Section 13307 of the Elections Code.

Dated: _____

(SEAL)

_____
City Clerk/Elections Official

* Please note if any appointments were made to fill vacancies and indicate expiration of terms.

** Indicate City, District or Candidate depending upon which entity is to be billed for the cost of printing and handling the candidate's statement.

MICHELLE ASCENCION
Clerk-Recorder & Registrar of Voters
Elections Division

VENTURA COUNTY
REQUEST FOR SPECIFIED ELECTION SERVICES
MUNICIPAL CANDIDATES

TO: **MICHELLE ASCENCION**, Clerk-Recorder & Registrar of Voters

FROM: _____ _____
City Name City Clerk

ELECTION: Statewide General Election DATE: November 3, 2026

SERVICE OPTIONS Place a check mark next to the desired service (one selection per item):

ITEM #1 PUBLICATIONS

_____ A. County elections official is requested to publish: Notice of Election for Offices, Nominees, and Vote Centers.

_____ B. City will publish and send proof of publication to Elections.

ITEM #2 CANDIDATE CERTIFICATES AND OATHS OF OFFICE

_____ A. County elections official is requested to furnish completed Certificates and Oaths of Office.

_____ B. City will provide its own Certificates and Oaths of Office.

ELECTIONS DIVISION SERVICES PROVIDED

CANDIDATE FORMS: Elections Division provides electronic copies to City.

SIGNATURE VERIFICATION: Elections Division verifies signatures submitted on nomination petitions attempting to qualify for the ballot.

CANDIDATE STATEMENT: Maximum number of words permitted for each Candidate Statement will be 200 words. The City will be billed the cost of processing, translating, and printing the Candidate Statements.

VOTER INFORMATION: Elections Division provides an electronic file of registered voters.

TRANSLATIONS: Elections Division provides all translations pursuant to Elections Code Section 13307.

PRINTING OF COUNTY VOTER INFORMATION GUIDE: Elections Division prints Candidate Statements, Sample Ballots, and Vote Center/Ballot Drop Box lists in the County Voter Information Guide for each election.

VOTE BY MAIL BALLOTS: Elections Division processes all Vote By Mail ballots.

VOTE CENTERS/PRECINCT ASSIGNMENTS: Ventura County Elections Division determines precinct boundaries and number of Vote Centers.

ELECTION RESULTS: Elections Division posts results and regular updates on its website: Vote.VenturaCounty.gov.

LIST DECISION-MAKERS ON CANDIDATE STATEMENTS AND FINAL BALLOT PROOFS:

Name: _____

Email: _____

Phone: _____

The undersigned requests the above election services to be performed by the Ventura County Elections Division and pursuant to Elections Code Section 10002, agrees to reimburse the County in full for all services requested upon presentation of the invoice.

Name of City: _____

Print Name & Title: _____

Signature: _____

Date: _____

MICHELLE ASCENCION
Clerk-Recorder & Registrar of Voters
Elections Division

VENTURA COUNTY
REQUEST FOR SPECIFIED ELECTION SERVICES
CITY BALLOT MEASURES

TO: **MICHELLE ASCENCION**, Clerk-Recorder & Registrar of Voters

FROM: _____ _____
City Name City Clerk

ELECTION: Statewide General Election DATE: November 3, 2026

A MAP OF THE VOTING AREA OR DISTRICT MUST BE PROVIDED.

SERVICE OPTIONS Place a check mark next to the desired services or enter information.

ITEM #1 PUBLICATIONS

_____ A. County elections official is requested to publish: Notice of Election of Measure and Vote Centers.

_____ B. City will publish and send proof of publication to Elections

ITEM #2 COUNTY VOTER INFORMATION GUIDE PUBLICATION

_____ A. Print Full Text of Ballot Measure.

_____ B. Full Measure Text will not be printed in the County Voter Information Guide.

ITEM #3 MEASURE/INITIATIVE PROPONENT FILINGS (IF APPLICABLE)

_____ A. Random sample of 500 signatures.

_____ B. Full check of all signatures submitted, up to the required number.

ITEM #4 PERCENTAGE OF VOTES REQUIRED FOR PASSAGE OF MEASURE: _____

ELECTIONS DIVISION SERVICES PROVIDED:

MEASURE FORMS/CAMPAIGN REPORTING MATERIAL: Elections Division provides electronic copies.

TRANSLATIONS: Elections Division provides all translations pursuant to Election Code Section 13307.

PRINTING OF COUNTY VOTER INFORMATION GUIDES: Elections Division prints arguments/analyses for each measure, Sample Ballots, and Vote Center/Ballot Drop Box lists in the County Voter Information Guide for each election.

VOTE BY MAIL BALLOTS: Elections Division processes all Vote By Mail ballots.

ELECTION RESULTS: Elections Division posts results and regular updates on its website: Vote.VenturaCounty.gov.

The undersigned requests the above election services to be performed by the Ventura County Elections Division and pursuant to Elections Code Section 10002, agrees to reimburse the County in full for all services requested upon presentation of the invoice.

Name of City: _____

Print Name & Title: _____

Signature: _____

Date: _____

PERSON IN CHARGE OF DECISIONS ON ARGUMENTS, REBUTTAL, AND FINAL PROOFS:

Name: _____

Email: _____

Phone: _____

Michelle Ascencion
Clerk-Recorder & Registrar of Voters
Statewide General Election Calendar
November 3, 2026

May 15, 2026 E-172	Last day to file petitions regarding measures and/or initiatives.
June 8 E-148	Governor's Proclamation of the Statewide General election.
June 29 E-127	Last day to request consolidation by delivering resolution for cities, schools, and special districts for offices to be filled, including ballot text for all initiative measures including County initiatives. **NOTE:** Resolutions requesting consolidation for measures received after **June 29** may have shortened and/or no Argument/Rebuttal periods. Last day to submit a redistricting resolution with map in consolidation of the election.
July 6 E-120	Notice of Election published
July 9 E-117	Ballot title and summary, tax rate statement, and full text of measure due to County Elections Office.
July 13 to **August 7** E-113 – E-88	Nomination Period – All Candidates
July 17 E-109 (estimated)	Publication of Notice of Election and Ballot Label of Measures with dates of Arguments/Rebuttals. Public examinations open for 10 days immediately upon receipt of documents.
July 20 E-106	Measures to County Counsel (or City Attorney) to prepare Impartial Analysis.
July 17 to **July 26** E-109 – E-100	Arguments filing period. Public exam **July 27 through August 5.**
July 27 to **August 5** E-99 – E-90	Rebuttals filing period. Public exam **August 6 through August 15.**
August 7 E-88	Declaration of Candidacy and Nomination Period ends at 5 p.m.

If a date falls on a holiday; the date is not extended. The Ventura County Elections Division will be closed.

August 8 to **August 12** E-87 – E-83	Extension of nomination period if eligible incumbent does not file.
August 13 E-82	Random alpha drawing for names appearing on the ballot.
August 21 E-74	County Voter Information Guide pages to printers.
September 7 to **October 20** E-57 – E-14	Write-in candidate filing period.
September 24 to **October 13** E-40 – E-21	Mail County Voter Information Guides to voters.
October 5 to **October 27** E-29 – E-7	Vote By Mail ballots are available.
October 19 E-15	Last day to register to vote. On-line registration will be available at registertovote.ca.gov
October 24 to **November 2** E-10 – E-1	Early Voting Days. Vote Centers open **9 a.m. – 5 p.m.**
November 3 **Election Day!**	Election Day. Vote Centers open **7 a.m. to 8:00 p.m.**
November 5 E+ 2	Official Canvass begins.
November 25 to **December 3** E+ 22 – E+30	Completion of Official Canvass.

If a date falls on a holiday; the date is not extended. Ventura County Elections Division will be closed.

Administrative Report

TO: **Honorable City Council**

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

MEETING DATE: **June 9, 2026**

SUBJECT: **Consider Appeal of Planning Commission Denial | The outdoor storage and use of an existing walk-in freezer and proposed modifications to the existing outdoor dining area located to the rear of Ojai Mountain Farm restaurant, addressed 242 East Ojai Avenue (Design Review Permit [DRP 26-003] and Conditional Use Permit [CUP 26-003]). Assessor's Parcel Number 021-0-140-370. Representative: Patrick Housh, Paul Poirier + Associates Architects. Property Owner: Verna Joy Adams; Applicant: Tony Yanow, Ojai Mountain Farm.** ***(Requested by Mayor Gilman)***

RECOMMENDATION

That City Council determine whether to appeal the Planning Commission's May 20, 2026, decision to deny a design review permit and conditional use permit for the use of an outdoor walk-in freezer and proposed modifications to the existing outdoor dining area associated with Ojai Mountain Farms restaurant located at 242 East Ojai Avenue.

DISCUSSION

Appeals of decisions made under Title 10 of the Ojai Municipal Code (Planning and Zoning) are governed by Article 30 of Chapter 2 of Title 10 of the City's Municipal Code. Section 10-2.3002[1] provides for appeals of decisions made by the Director of the Community Development Department and decisions of the Planning Commission. Subsection (d) of Section 10-2.3002 allows a member of Council to request the opportunity to discuss any decision rendered by the Planning Commission. During such a discussion, the Council may, upon an affirmative vote of a majority of its members, appeal any determination of the Planning Commission.

If the Council votes by majority vote to appeal the Planning Commission's decision, then pursuant to Section 10-2.3004 of the Ojai Municipal Code, the matter will be set for a noticed public hearing before the entire City Council. During the public hearing, the City Council will be able to consider the proposed project in full, and conditionally approve it,

[1] The more specific appeal provisions in Title 10 will control over the more general appeals process established in Title 1 of the Ojai Municipal Code.

approve it, deny it, or refer it back to the Planning Commission for further analysis, with appropriate findings. If the City Council votes by majority to hear the appeal, finding the matter worthy of consideration by the full Council, the entire Council may consider the matter. The Appeals portion of the City's zoning code is included as Attachment A.

BACKGROUND | Ojai Mountain Farm, a newly opened restaurant occupying the former Osteria Monte Grappa space within The Ojai Arcade, is seeking approval of a Design Review Permit (DRP 26-003) and Conditional Use Permit (CUP 26-003) for two related matters: the outdoor storage and use of an existing walk-in freezer, and proposed modifications to the existing outdoor dining area at the rear of the building. On May 20, 2026 the Planning Commission denied the project.

A prior minor CUP (CUP 07-05) approved outdoor dining at this location in 2007, limiting the patio to a maximum of 360 square feet; the current application was proposed to expand and formalize that area to approximately 600 square feet, inclusive of dining, a path of travel, the freezer enclosure, and a small planter area.

The redesigned outdoor patio proposed a 30-inch-high solid steel fence with a combined planter and gated access, ten two-top metal tables with up to twenty chairs under one Sunbrella shade umbrella, and two four-top tables with up to eight chairs.

The walk-in freezer, standing approximately eight feet high and enclosed within a six-foot-tall wood screen, requires a CUP because all commercial uses in the C-1 zone must be conducted within an enclosed structure absent such a permit, per Ojai Municipal Code Section 10-2.503, Table 2-4, footnote 5. Staff found the revised proposal consistent with the Arcade Plaza Design Guidelines regarding materials, colors, and orientation, and has determined the project categorically exempt from further CEQA review under Class 1, Class 3, and Class 11 exemptions. Noise measurements taken on May 8, 2026 recorded ambient levels of 55.8–62 dB, within the commercial zone daytime limit of 65 dB per OMC Section 5-11.04.

The Historic Preservation Commission reviewed the project on May 14, 2026, and raised concerns about the outdoor freezer — characterizing it as noisy, located on public property, and inconsistent with the Plaza's Spanish-themed character — and suggested that an Environmental Impact Report (EIR) may be warranted given potential impacts to the Downtown Ojai State Historic District. Staff, however, determined that because the proposed improvements do not alter the contributing historic structure itself, no further environmental review is necessary.

The staff report and attachments from the May 20, 2026 Planning Commission meeting regarding this item are included as Attachment B.

COUNCIL GOALS ALIGNMENT
Goal No. 9 - Communication and Relationships

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

FISCAL IMPACT

The preparation of this report and supporting materials are covered under the Community Development Departments budget for 2025/26. If the matter were to be appealed by a majority of City Council an estimated ten to twenty hours of staff time would be required to prepare reports. As mentioned, time would be covered by funds already appropriated in the adopted budget, and is recoverable from the applicant.

Prepared by: Lucas Seibert, Community Development Director

ATTACHMENT(S)

A – Title 10, Chapter 2, Article 30 (Appeals) of the Ojai Municipal Code
B – May 20, 2026 Planning Commission Administrative Report and Attachments

City of Ojai, CA
Monday, June 1, 2026

Title 10. Planning and Zoning

Chapter 2. ZONING REGULATIONS

Division 4. LAND USE PERMITS AND ADMINISTRATION

Article 30. Appeals

§ 10-2.3001. Purpose of article.

The purpose of Title **10**, Chapter **2**, Article **30** (Appeals) is to provide procedures for filing of appeals of the determinations by the Department staff or Director, or the decisions of the Director or Commission. (§ 3, Ord. 771, eff. February 13, 2004, as amended by § 101, Ord. 941, eff. November 10, 2023)

§ 10-2.3002. Appeal of action.

Determinations and decisions that may be appealed and the authority to act on an appeal shall be as follows:

(a) Any determination rendered by the Department staff may be appealed to the Commission, except any decision by the City Building Official can be appealed to the Building Appeals Board.

(b) Any determination or decision rendered by the Director may be appealed to the Commission.

(c) *Commission appeals.*

(1) Any decision rendered by the Commission may be appealed to the Council.

(2) The Commission may appeal any determination rendered by the Department staff or a determination or decision rendered by the Director, by an affirmative vote of a majority of its members.

(3) Once the vote to appeal is passed by a majority, the matter shall be set by the Director for hearing by the Commission.

(d) *Council appeals.*

(1) A member of the Council may request the opportunity to discuss any decision rendered by the Department staff, Director or Commission.

(2) The Council may appeal any determination rendered by the Department staff or a determination or decision rendered by the Director or Commission by an affirmative vote of a majority of its members.

(3) Once the vote to appeal is passed by a majority, the matter shall be set by the City Clerk for hearing by the Council.

(4) The decision of the Council to affirm, affirm in part, or deny the appeal shall be final and shall become effective upon adoption of the resolution by the Council.

(§ 3, Ord. 771, eff. February 13, 2004, as amended by § 102, Ord. 941, eff. November 10, 2023)

§ 10-2.3003. Filing appeals.

(a) Appeals shall be in writing on a form obtained from the Department (for appeals to the Commission) or City Clerk (for appeals to the Council). The appellant shall state the specific reasons for the basis of the appeal. Appeal applications shall include the required fee, in compliance with the City's fee resolution.

(b) An appeal of a determination by the Department staff, or a determination or decision of the Director, shall be filed with the secretary of the Commission within 15 days following the date of the final action for which an appeal is made, as defined in Section **10-2.2910** (Effective date).

(c) An appeal of a Commission decision shall be filed in the office of the City Clerk within 15 days following the date of the final action for which an appeal is made, as defined in Section **10-2.2910** (Effective date).

(d) If the last day to file an appeal falls on a legal holiday recognized by the City or on a Saturday or Sunday, the following business day shall be deemed the last day to file the appeal.

(§ 3, Ord. 771, eff. February 13, 2004, as amended by § 103, Ord. 941, eff. November 10, 2023)

§ 10-2.3004. Appeal hearing.

(a) Public notice of an appeal shall be given in the same manner in which the original notice was given. A hearing date shall be set within 30 days of the filing of the appeal and determination by the City that all necessary materials are also submitted.

(b) Filing of an appeal shall delay all proceedings associated with the matter subject to the appeal (e.g., issuance of a zoning clearance, building or grading permit), pending the City's final action on the appeal.

(c) *Joining an appeal.*

(1) Only those persons who file an appeal within the 15 day appeal period in compliance with Section **10-2.3003** (Filing appeals), shall be considered appellants of the matter under appeal.

(2) Any person who wishes to join an appeal shall follow the same procedures for an appellant in compliance with Section **10-2.3003** (Filing appeals).

(3) No person(s) shall be allowed to join an appeal after the end of the 15 day appeal period.

(d) The appeal hearing shall be considered a hearing de novo and the review authority may consider any issue(s) associated with the appeal, in addition to the specific grounds for the appeal.

(1) When reviewing an appeal the review authority may:

(A) By resolution, affirm, affirm in part, or reverse the action, the determination, or decision that is the subject of the appeal;

(B) Adopt additional conditions of approval deemed reasonable and necessary, and may even address issues or concerns that go beyond the subject of the appeal; or

(C) Disapprove the land use entitlement approved by the previous review authority, even though the appellant only requested a modification or elimination of one or more conditions of approval.

(2) If new or different evidence is presented on appeal, the Commission or Council may, but shall not be required to, refer the matter to the Director or Commission, as applicable, for further consideration.

(e) When reviewing an appeal the review authority shall adopt findings in support of the intended action on the appeal. The nature of the findings shall be in compliance with the findings adopted by the original review authority (e.g., design review permits, conditional use permits, planned development permits, variances).

(f) The Director or City Clerk, as applicable to the level of review authority, shall mail a copy of the resolution to the appellant, the applicant (if not the appellant), the Commission, and the Council within 15 days after the date the decision is rendered.

(g) Included within this mailing shall be a City prepared letter for the applicant to sign, acknowledging that the applicant is in full concurrence/understanding with the final conditions of approval. The applicant shall return the signed acknowledgment within 10 days.

(§ 3, Ord. 771, eff. February 13, 2004, as amended by § 104, Ord. 941, eff. November 10, 2023)

§ 10-2.3005. Effective date of appealed actions.

A determination by the Department staff, or a determination or decision of the Director, appealed to the Commission shall not become final unless and until upheld by the Commission. A decision of the Commission appealed to the Council shall not become final unless and until upheld by the Council. The Council's decision shall be considered final.

(§ 3, Ord. 771, eff. February 13, 2004, as amended by § 105, Ord. 941, eff. November 10, 2023)

§ 10-2.3006. Resubmittals.

(a) If an application is disapproved, the applicant shall not apply for the same or substantially similar discretionary entitlement for the same site for a period of 12 months. The only exception to this provision shall be in cases where the Commission and/or Council has disapproved the discretionary entitlement "without prejudice."

(b) The Director shall determine whether the new application is for a discretionary entitlement which is the same or substantially similar to the previously approved or disapproved entitlement and for the same site. The determination of the Director may be appealed to the Commission, in compliance with this article.

(c) The Council may waive the prohibition identified in subsection **(a)** above if the Council finds that, by reason of changed legal, physical, or sociological circumstances, reconsideration would be in the best interests of the City.

(§ 3, Ord. 771, eff. February 13, 2004)

§ 10-2.3007. Applicable regulations.

All applications shall be subject to the applicable provisions of these Zoning Regulations, including the procedures identified in the following: Section **10-2.1805**, Application Filing; and Article **29**, Public Hearings.

(§ 3, Ord. 771, eff. February 13, 2004)

Administrative Report

PUBLIC HEARING ITEM

TO: PLANNING COMMISSION

FROM: Lucas Seibert, Community Development Director
Maura Macaluso, Principal Planner

MEETING DATE: May 20, 2026

SUBJECT: Design Review Permit (DRP 26-003) and Conditional Use Permit (CUP 26-003) | The outdoor storage and use of an existing walk-in freezer and proposed modifications to the existing outdoor dining area located to the rear of Ojai Mountain Farm restaurant, addressed 242 East Ojai Avenue. Assessor's Parcel Number 021-0-140-370. Representative: Patrick Housh, Paul Poirier + Associates Architects. Property Owner: Verna Joy Adams; Applicant: Tony Yanow, Ojai Mountain Farm.

Recommendations:

That the Planning Commission:

1. Receive the information and presentation and ask clarifying questions of the applicant and staff;
2. Open the matter for public comment; and
3. Consider the resolution (Attachment A) and associated conditions recommending approval of the proposed modifications to the outdoor dining area located to the rear of the new restaurant located at 242 East Ojai Avenue.

Summary

Ojai Mountain Farm is a newly opened restaurant in The Ojai Arcade, located within the former "Osteria Monte Grappa," tenant space at 242 East Ojai Avenue. The subject site has a General Plan Designation of Downtown Commercial (DC) and Zoning Classification of General Commercial (C-1). The subject site is located in the thoroughfare corridor overlay (T-C-O) district, State of California designated Downtown Ojai Historic District, and within the Arcade Plaza Design Guideline area.

Proposed modifications to the outdoor dining area were presented to the Planning Commission in March and ultimately denied. The reasons cited in the denial were based on inconsistencies with the Ojai Arcade Plaza Architectural Design Guidelines and an increase in proposed footprint of the outdoor dining area, which extends beyond the originally approved boundaries, further encroaching into the public right-of-way. The Planning Commission expressed concerns related to access and safety within the Arcade Plaza area.

The applicant has since submitted a reimagined and designed outdoor dining area for Ojai Mountain Farm that follows the Ojai Arcade Plaza Architectural Design Guidelines regarding the intended use and regarding its design including materials and colors.

Project Description

The newly submitted plan introduces a 30-inch-high solid steel fence with a combined planter and gated access. This new fencing approach replaces the previously proposed metal fence. The total outdoor patio area surrounded by the fence encompasses roughly 600 square feet. The 600 square feet includes an existing screened section that is approximately 84 square feet in area, adjacent to the rear of the building to the east of the rear door, screening a walk-in freezer and storage area, and also includes an approximately 18 square foot planter area adjacent to the rear of the building to the west of the rear door, ten two-top metal tables including up to twenty chairs canopied by a 16.5-square foot shade umbrella. The plan also indicates four four-top tables outside of the proposed umbrella area including up to sixteen chairs. However, in a recent conversation with the applicant, the applicant has agreed to reduce this particular table and seating area from four four-top tables including a total of sixteen chairs to two four-top tables including up to eight chairs. The total number of tables and chairs is reflected in the conditions of approval. All existing brick pavers would remain in place.

Outdoor dining at the rear of the tenant space has long been part of restaurant use in this location, consistent with prior restaurant tenants. Previously, the applicant secured a zoning clearance (ZCL 24-107) in January 2025 for placement of a freezer within the conditionally approved outdoor area. The City Attorney later clarified, however, that such use cannot be approved through a zoning clearance, and further clarified that the Ojai Municipal Code requires all commercial uses to be conducted within an enclosed structure absent a CUP, and the outdoor placement of the freezer therefore required discretionary approval by the City. Specifically, the outdoor use of the freezer requires a Conditional Use Permit and Design Review Permit. As a result, the freezer and existing six-foot high wood fencing are being requested for review and consideration through this new application.

The original approved conditional use permit for the outdoor patio area from 2007 is Attachment B. The color board, outdoor furniture, and umbrella specs for this application are Attachment C. The Arcade Plaza Design Guidelines are Attachment D.

Background

The subject site has included restaurants over the years including Vesta and Osteria Monte Grappa, and in 2007, a minor conditional use permit (CUP 07-05) and director's exemption from design review (MISC 07-35) was approved by the Community Development Director for an outdoor dining area at the rear of the building on City property.

The initial minor conditional use permit and director's exemption stipulated that the outdoor patio area behind the restaurant must be confined to a maximum of 360 square feet. The 360 square foot area included the storage and planter areas adjacent to the rear of the structure within the east and west bounds of the associated restaurant building sides. According to Section 10-2.2413 (Conditional use permit to run with the land) of the Ojai Municipal Code, the previously approved

conditional use permit for outdoor dining remains valid; however, the patio has been expanded and modified over time without proper review and consideration. The current outdoor dining area has expanded beyond the original approval. The expansion likely resulted from temporary outdoor dining permits issued during the 2020 pandemic to allow restaurants to continue operations amid indoor restrictions.

The current request seeks to amend the prior approval from 360 square feet of patio area to allow for a 600 square foot outdoor patio area. 360 square feet of the total 600 square feet is proposed to be for dining while approximately 240 square feet includes a path of travel through the patio, an enclosed freezer and storage area, and a small planter area adjacent to the west of the rear entrance to the building. This request falls under the provisions of Section 10-2.2410 (Modification of a conditional use permit) and under the provisions of Section 10-2.2012 (Modifications of design review permit) of the Ojai Municipal Code. Initially processed at the director's level, this matter is forwarded to the Commission for review and consideration.

Noise | On Friday, May 8, 2026, staff measured noise levels within the current outdoor dining area of Ojai Mountain Farm at approximately 10:00 am and 1:00 pm. At both times there was a mixture of pedestrians walking and talking, nearby hammering and construction related noise, the constant hum of nearby HVAC condenser, potentially the sound of refrigeration or other utility equipment coming from the Rainbow Bridge grocery store, as well as the constant hum of roof equipment from 242 E. Ojai Avenue. The morning noise decibels at approximately 10:00 am ranged from 55.8 to 58 db where the afternoon decibels at approximately 1:00pm ranged from 58 to 62 db. Pursuant to Section 5-11.04 (Noise standards and limits) of the Ojai Municipal Code, the noise standards that apply to the commercial/industrial zones within the City limit the noise level to 65 db from 7:00 am to 10:00 pm and 55 db from 10:00 pm to 7:00 am.

Conditional Use Permit (CUP) | A CUP is a land use tool which allows a land use or business activity which is not otherwise permitted under applicable zoning regulations. A conditional use permit is required for two use actions regarding the subject business and site. First, pursuant to Section 10-2.503, Table 2-4, footnote No. 5 of the Ojai Municipal Code, all uses in Commercial and Manufacturing Zoning districts "shall be conducted within an enclosed structure unless granted a conditional use permit." The use of an outdoor freezer located on the rear outdoor patio area is not within an enclosed structure and for this reason requires a CUP.

Second, pursuant to Section 10-2.2403 Subsection (b)(5) of the Ojai Municipal Code, outdoor dining on public rights-of-way requires a minor conditional use permit. The subject outdoor patio area includes a dining area located within the public right-of-way and thus requires a minor conditional use permit. A minor conditional use permit was issued for the existing outdoor dining by the director in 2007. The proposed expansion of the outdoor dining requires a modification to their approved outdoor dining permit issued in 2007. The application includes this request.

Pursuant to Section 10-2.1802 Subsection (b), permit processing and environmental/design review shall be concurrent and the final decision on the project shall be made by the highest level of review authority. In this case, and consistent with this section of the Ojai Municipal Code, the CUP and minor CUP are processed to the highest level of review afforded by the Ojai Municipal Code, which is the Planning Commission.

Design Review Permit (DRP) | The DRP process and procedures outlined in Title 10, Chapter 2, Article 20 (Design Review Permits) are crafted to ensure buildings fit their subject site and surroundings, promoting thoughtful development. The DRP process reviews design quality, compatibility, and zoning compliance before issuing permits. The procedure aims to streamline permit approval while maintaining thorough review.

The basis for approving, conditionally approving or denying a design review permit is expressly limited to physical attributes of a project as opposed to use, occupancy or considerations other than compliance with the standards set forth in OMC Sections 10-2.2004 and 10-2.2009.

Approval, conditional approval or denial of a design review permit shall be accompanied with findings, supported by substantial evidence, that the action is justified on the basis of the findings set forth in Sections 10-2.2004 and 10-2.2009.

Unpermitted Use | The proposal incorporates a detailed floor plan depicting the outdoor patio area located at the rear of the building. This area includes the placement of a six-foot by ten-foot commercial freezer, standing approximately eight feet high, positioned directly east of the existing rear entrance to the tenant space. The freezer occupies a portion of the rear yard that has historically been included in the total patio area but not used for service-related functions including outdoor patio seating.

A previously existing six-foot-tall wood screen—recently rebuilt to match the original footprint—encloses an approximately twelve-foot by seventeen-foot section of the rear yard. This screened area contains both the new freezer unit and an existing mature oak tree.

Pursuant to Table 2-4 found in OMC § 10-2.503, and more specifically footnote (5) thereto, any outdoor use in a commercial or manufacturing zone must be accompanied by a conditional use permit, even if the use is otherwise permitted. By opting to place the freezer outdoors, outside of the enclosed structure that is the restaurant building, the applicant necessitated an application for a conditional use permit. The outdoor storage and operational use of this area are now considered unpermitted.

This current proposal depicts this unpermitted use and is included in the application for your comment.

Historic Preservation Commission | The current submittal was reviewed by the Historic Preservation Commission at their regularly scheduled meeting on May 14, 2026. At this meeting the Historic Preservation Commission was presented with the current scope of work and asked to comment on the project's compliance with the Ojai Arcade Plaza Design Guidelines for staff to forward to the Planning Commission for their consideration. The comments included dislike of the outdoor walk-in freezer installation, specifically stated that the freezer is noisy, it is on public property, and not appropriate. Additional comments made by the Commission relating to the current proposal and condition of the project site included negative feedback related to exposed roof equipment, installation of a Life Source Water system, electrical panel, and destruction of the existing building. The Historic Preservation Commission also stated that the current proposal warrants the need for an

Environmental Impact Report (EIR) to be prepared in that the California Environmental Quality Act (CEQA) recognizes both direct and indirect impacts to historic resources. Concluding that this project introduces substantial visual and environmental changes. Further, that the oversized modern elements obstruct pedestrian circulation and degrade the Plaza's association with the Spanish theme intended for the area.

Arcade Plaza Design Guidelines | Staff finds that this application is consistent with the Arcade Plaza Design Guidelines and the Design Standards set forth in Section 10-2.2004 (Standards) of the Ojai Municipal Code. The patio will include the use of a canvas umbrella to provide shade for the dining patrons while also keeping the patio open and integrated with the surrounding plaza. Umbrellas are encouraged in the design guidelines in semi-private patio settings per the Arcade Plaza Design Guidelines as it defines the space while keeping it visible to the public. The umbrella will be made of high-quality cloth material (Sunbrella proposed) as encouraged in the Arcade Plaza Design Guidelines. The patio remodel also continues a favorable orientation to the plaza with a low-rise steel boundary fence. The Arcade Plaza Design Guidelines encourage metal for stairway handrails, guardrails and decorative railings as well as for furniture. The existing screen around the freezer also meets the intent of the Arcade Plaza Design Guidelines, as the guidelines state, under walls and facades, that wood should be used throughout the plaza as it complements the natural landscaping and the Mission Revival architecture in the area. The existing screen is stained wood which also meets the standard in the Guidelines stating that all wood materials must be properly detailed and finished, preferably stained, and not left in a raw unfinished state. The metal barriers, tables, and chairs are consistent with the form of other outdoor patio areas in the plaza, such as the neighboring patios at 308 East Ojai Avenue (Sam's Place) and 217 East Matilija Street (Magic Hour). Additionally, the wood screen freezer enclosure is consistent with other utility enclosures within the plaza.

Therefore, the proposed project is consistent with the Design Standards required by design review permit applications of context, continuity, scale and architecture and the design standards of the Arcade Plaza.

General Plan Conformance | The Land Use Element of the City's General Plan includes ways of creating and maintaining an inventory of land uses that provides diverse economic, social, and cultural opportunities. In reviewing this project and associated General Plan goals, the project meets the following goals:

- Reinforces the characteristics that make Ojai a desirable place to live; and integrates complementary land uses in a manner which minimizes vehicle miles traveled within the community (LU-3).
- Creating and maintaining places and opportunities for the residents of Ojai to interact, exchange ideas, and realize common goals of a unified community. Integrate plazas and focal points into new commercial and multiple family developments (LU-4).
- Recognize and support visitor serving uses as an integral part of community life, and ensure that visitor serving uses and activities are designed and managed in such a manner that they are secondary to Ojai's small-town character and identity as a desirable place to live (LU-17).

Discussion

Municipal Code and General Plan

Staff's initial review of the request for a zone clearance for placement of the storage freezer included a site plan with the freezer located at the rear of the structure, adjacent to the west of the rear door. Staff found this location to be potentially pedestrian restrictive as it was so close to the rear entrance. An alternative location included placing the freezer inside the building. However, in order to install the freezer inside, an exterior wall of the building would be required to be removed. Removal of either the front or rear wall would have potentially required the preparation of an Environmental Impact Report (EIR) as the structure is within the State Historic District and the structure retains sufficient integrity as it is a contributing structure to the Downtown Ojai State Historic District. Removal and replacement of either wall would additionally have been financially prohibitive. A concern with the current location, east of the rear entry, was the integrity of the existing oak tree. An Arborist report indicated installation of the freezer would not be detrimental to the integrity of the tree and provided a tree protection plan for the concrete pad and freezer placement.

City staff's mission includes supporting local businesses within the parameters of the General Plan and standards of the Ojai Municipal Code. The goal here is finding a path toward supporting this homegrown business plan.

Screening Method

Screening of the storage freezer is required, as all utilities and storage areas are required to be screened to the height of the utility/storage area. Consistent with the Arcade Plaza Design Guidelines utilitarian equipment will include screens as high as the equipment, and hide storage and service facilities from public view and integrate into the building's design.

The current screening is six-foot high wood material and used for storage as well. This initial screen was previously installed as a storage area for the tenant at 242 E. Ojai Avenue and the tenant next door to the east. The applicant is considering an overlap board panel screening feature proposed to be made of Douglas Fir and painted a shade of brown to blend with the color pallet of the Plaza which encourages darker accent colors.

Arcade Design Guidelines

Staff finds that this application is consistent with the Arcade Plaza Design Guidelines and the Design Standards set forth in Section 10-2.2004 (Standards) of the Ojai Municipal Code. The patio will include the use of umbrellas, to provide shade for the dining patrons while also keeping the patio open and integrated with the surrounding plaza. Umbrella(s) are encouraged in the Design Guidelines in semi-private patio settings as they defines the space while keeping it visible to the public. The umbrella will be made of high-quality Sunbrella material as required in the Arcade Plaza Design Guidelines. The patio remodel also continues the use's favorable orientation to the plaza with a low rise, metal boundary fence. The form of the patio is similar with others in the plaza, such as the neighboring patio at 308 East Ojai Avenue, Sam's Place, as they also have barriers and umbrella(s). Therefore, the proposed project is consistent with the Design Standards required by Design Review Permit requests of Context, Continuity, Scale and Architecture and the Design standards of the Arcade Plaza.

Environmental

The Community Development Director has determined the proposed patio remodel to be categorically exempt pursuant to Section 15301(E)(1) of California Environmental Quality Act

(CEQA) under Class 1 which consists of minor alterations of existing public or private facilities involving negligible or no expansion of existing or former use, including additions to existing structures such that the addition will not result in an increase of more than 50 percent of the floor area of the structures before the addition or 2,500 square feet, whichever is less; Section 15303(E) Class 3 which consists of construction and location of limited numbers of new, small facilities or structures, including accessory (appurtenant) structures including garages, carports, patios, swimming pools, and fences; Section 15311 Class 11 which consists of construction or placement of minor structures accessory to (appurtenant to) existing commercial, industrial, or institutional facilities.

The proposed project includes improvements on the City owned, outdoor dining area at the rear of a structure listed as a contributor to the Downtown Ojai State Historic District. The improvements do not include alteration of the structure, therefore, no further environmental review is necessary.

Prepared by: Maura Macaluso, Principal Planner
Submitted for forwarding by: Lucas Seibert, Community Development Director

Attachments:

A – PC Resolution
B – Original (CUP 07-05) Conditions of Approval and Plans
C – Color Board, Outdoor Furniture, and Umbrella Specs
D – Plans submitted on February 17, 2026
E – The Arcade Plaza Design Guidelines

CITY OF OJAI
PLANNING COMMISSION RESOLUTION NO. 26-___

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF OJAI, CALIFORNIA, APPROVING DESIGN REVIEW PERMIT (DRP 26-003) AND CONDITIONAL USE PERMIT (CUP 26-003) FOR THE OUTDOOR STORAGE AND USE OF AN EXISTING FREEZER AND MODIFICATION AND EXPANSION OF AN EXISTING OUTDOOR DINING AREA LOCATED TO THE REAR OF A NEWLY ESTABLISHED RESTAURANT "OJAI MOUNTAIN FARMS" AND WITHIN THE PUBLIC AREA OF THE ARCADE PLAZA AREA AND ADDRESSED 242 EAST OJAI AVENUE ASSESSOR'S PARCEL NUMBER 021-0-140-370 AND THE PROJECT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, on April 27, 2026, Patrick Housh, Architect and representative for the applicant, Ojai Mountain Farm, submitted an application for a Design Review Permit (DRP 26-003) and Conditional Use Permit (CUP 26-003), to formalize the existing unpermitted freezer and modification and expansion of an existing outdoor dining area located to the rear of a newly established restaurant "Ojai Mountain Farms" and within the public area of the Arcade Plaza Area and addressed 242 East Ojai Avenue; and

WHEREAS, the approved minor Conditional Use Permit (CUP 07-05) and director's exemption (MISC 07-35) for the existing outdoor dining facility at the subject site is currently valid pursuant to Section 10-2.2413 (Conditional use permit to run with the land) of the Ojai Municipal Code which includes that a conditional use permit granted in compliance with the provisions of Article 24 (Condition Use Permit) of the Ojai Municipal Code, shall continue to be valid upon a change of ownership of the site, business, service, use, or structure which was the subject of the permit application; and

WHEREAS, the applicant has proposed an expansion of the outdoor dining area greater than what was approved in the original Conditional Use Permit (CUP 07-05) from 360 square feet to 600 square feet, and the application is therefore being processed as an amendment to the original Conditional Use Permit; and

WHEREAS, outdoor dining areas on public rights-of-way (public property) are permissible subject to the approval of a minor Conditional Use Permit pursuant to Section 10-2.2403 (Applicability) of the Ojai municipal code; and

WHEREAS, the applicant has proposed the formalization regarding the outdoor storage and use of an existing unpermitted freezer subject to approval of a Conditional Use Permit pursuant to Section 10-2.503, Table 2-4, footnote no. 5, which requires that any outdoor use in a commercial or manufacturing zone must be accompanied by a conditional use permit; and

WHEREAS, on May 14, 2026, the Historic Preservation Commission reviewed this matter and provided comments, which comments were forwarded to the Planning Commission for consideration; and

WHEREAS, pursuant to Ojai Municipal Code Section 10-2.2003(a)(5) (Applicability) and Section 10-2.3102 (b) (Procedures) of the Ojai Municipal Code, a public hearing was held by the Planning Commission on May 20, 2026, for review and consideration of Design Review Permit (DRP 26-003) and Conditional Use Permit (CUP 26-003), therefore considering an amendment to Conditional Use Permit (CUP 07-05) with notice of said hearing sent to all property owners within a 300'-0" radius of the subject property and published in the *Ojai Valley News* at least 10 days prior to the public hearing; and

WHEREAS, after taking public testimony and hearing evidence from City staff and the applicant, the Planning Commission finds, pursuant to the findings included in this resolution and subject to the project's Conditions of Approval included in this resolution, that the proposed Design Review Permit (DRP 26-003) and Conditional Use Permit (CUP 26-003) are consistent with the City's General Plan, City's Municipal Code, and Arcade Plaza Design Guidelines; and

WHEREAS, based upon the foregoing facts and findings for Design Review Permit (DRP 26-003) and Conditional Use Permit (CUP 26-003), the Planning Commission hereby determines as follows:

Findings for Design Review Permits Section 10-2.2009 (Findings and Decision):

a. All basic provisions of these Zoning Regulations are complied with.

Justification: The subject zoning district, General Commercial (C-1) is complied with as outdoor dining is a permitted use subject to director approval. Additionally, the outdoor storage and use of the freezer requires Planning Commission approval of a Conditional Use Permit. Both are part of this Planning Commission approval.

b. The following are designed and arranged so that traffic congestion is avoided, pedestrian and vehicular safety and welfare are provided and no adverse effect of any type on surrounding property will result:

Justification: The outdoor storage, outdoor dining area, structures and improvements included in this project will have no adverse effect on pedestrian and vehicular safety as all of improvements will be within the designated outdoor dining area of 600 square feet and the public rights-of-way of the Arcade Plaza. The patio expansion design is consistent with Arcade Plaza Design Guidelines as the outdoor dining area addition will be inviting to pedestrians however will not infringe on the existing public space and amenities within the plaza. No impacts to vehicular safety as the proposed modifications to the outdoor dining area is entirely within an exclusively pedestrian area.

There will be no adverse impact on vehicular ingress, egress and internal circulation as this project does not include an addition or removal of a vehicular ingress or egress. Internal circulation will not be adversely impacted as the expansion is within the designated outdoor patio area and will continue to provide pedestrian circulation within the Arcade Plaza area.

Setbacks will not be adversely impacted as the subject site has already been developed as a part of the Arcade Plaza, and the project does not include structural additions which would impact existing setbacks.

The height of buildings will not be adversely impacted as there are no additional enclosed structures nor alterations to the primary structures included in this proposal for approval. The tallest feature of the patio remodel and addition include the singular free-standing umbrella which will reach a height of approximately 11'-6", which is within the height requirement of the General Commercial zone.

There will be no impact on proximity to service as the site has the same use as existing and will not put additional strain on services, (ie. Fire and Police).

Fencing and architectural features included in the project are consistent with the property development standards of the municipal code and the Arcade Plaza Design Guidelines and will therefore not pose an adverse impact.

There is no landscaping included in the project and thus no adverse impact will be posed, however the patio enclosure will include embedded planters, which will not adversely impact the surrounding pedestrian experience nor the consumer.

c. The proposed lighting is so arranged as to be directed away from adjoining properties.

Justification: The proposed outdoor dining area lighting is directed away from adjoining properties as the proposed lighting will be capped, stringed, Tivoli lights, and/or strip lighting under the umbrellas, which will direct the light downward, solely illuminating the outdoor dining area.

d. The proposed signs shall not, by size, location, color or lighting, interfere with traffic, limit visibility or be so directed as to adversely affect surrounding properties or be in conflict with any provision of these Zoning Regulations; and

Justification: No signs are proposed as part of this review and consideration.

e. In approving a design review permit for a development with direct access to a State highway as shown on the circulation element of the Ojai General Plan or any applicable and adopted specific plan, the Commission shall make the following supplemental findings:

Justification: Existing open space and scenic vistas that can be viewed from State Highway 150 will remain protected as there are no structural alterations or height increases included in the project.

Performance standards of Design Review Permits are complied with as the project meets applicable Design Standards including context, continuity, and scale. The proposed improvements conform to the Arcade Plaza Design Guidelines and the Design Standards set forth in Ojai Municipal Code Section 10-2.2004. The proposed outdoor dining area incorporates one high-quality umbrellas that provides shade for dining patrons while maintaining openness and visibility to the surrounding plaza, consistent with Guideline provisions encouraging umbrellas in semi-private patio spaces. The design also includes low, moveable teak planters that preserve permeability and continue the use's established orientation to the plaza.

The proposed outdoor dining configuration is compatible with other approved outdoor dining forms within the Arcade, including the adjacent outdoor dining at 308 East Ojai Avenue, which similarly employs moveable furniture. Accordingly, the project is determined to be consistent with the Design Review Permit findings related to Context, Continuity, Scale, and Architecture, as well as the applicable design standards governing development within the Arcade Plaza.

The site design and development of the proposed use is consistent with the General Plan as the General Plan encourages a busy pedestrian atmosphere in the Town Center of Ojai. Key design concepts for new development in the Town Center identified in Figure 10 of the Land Use Element of the General Plan include a pedestrian design focus and creating lively spaces for both visitors and residents. The provision of outdoor dining is an important component of creating lively space in and near the downtown area. Additionally, there are no applicable specific plans, so the project is therefore compliant.

The project will not worsen traffic conditions on State highways, such as State Highway 150, which the site is primarily accessed from, as the restaurant use is existing thus the current proposed outdoor dining expansion would not generate more trips nor require additional parking demand.

No mitigation is necessary as the restaurant use including outdoor dining patio area was previously existing.

Findings for Conditional Use Permits Section 10-2.2406 (Findings and Decision):

a. The proposed use is conditionally allowed within, and would not impair the integrity and character of, the subject zoning district and complies with all of the applicable provisions of these Zoning Regulations;

Justification: Outdoor dining and outdoor storage and use of a freezer are conditionally allowed within the subject zoning district, General Commercial, and would therefore not impair the integrity and character of the subject zoning district as the proposed project

complies with all applicable provisions of these Zoning Regulations. Zoning regulations pertaining to development standards do not apply as there are no structural additions included in the project.

b. The proposed use is consistent with the General Plan;

Justification: The proposed project is consistent with the intent of the General Plan as the General Plan encourages a busy pedestrian atmosphere in the Town Center of Ojai. Key design concepts for new development in the Town Center identified in Figure 10 of the Land Use Element of the General Plan include a pedestrian design focus and creating lively spaces for both visitors and residents. The provision of outdoor dining and outdoor storage and use is an important component of creating lively and usable space in and near the downtown area.

c. The design, location, size, and operating characteristics of the proposed use are compatible with the existing and future land uses and would not create significant noise, traffic, or other conditions or situations that may be objectionable or detrimental to other allowed uses operating nearby or adverse to the public interest, health, safety, convenience, or welfare of the City;

Justification: The subject site operates as a restaurant and said use will remain a restaurant. The project solely includes an expansion to the existing outdoor dining area and outdoor storage and use of the freezer and therefore will not impact traffic significantly with the negligible amount of new trips generated from the added capacity. Since the use of the site will not be changing and the outdoor dining is located within the Arcade Plaza where outdoor dining areas are encouraged, there will be no adverse impact on public interest, health, safety, convenience, or welfare.

d. The subject site is physically suitable for the type and density and intensity of use being proposed;

Justification: The subject site is physically suitable for the type and density of use as the use as outdoor dining was accommodated for the previous tenant. The Arcade Plaza where the outdoor dining area is being expanded will be able to accommodate the additional seating, as the proposed outdoor dining expansion and outdoor storage and use of the freezer will not infringe on existing public walkways, paths-of-travel, and other amenities within the Arcade Plaza. Pedestrians within the plaza will have clearance through the plaza and the outdoor dining area itself is inviting, open, and well-integrated with the plaza.

e. There are adequate provisions for public access, water, sanitation, and public utilities and services to ensure that the proposed use would not be detrimental to public health and safety;

Justification: As the site has been used as a restaurant, connections to water, sanitation, and services have already been established. Those connections will continue to be utilized, and improved as needed. No additional measure regarding public access is needed as the site exists within the existing Arcade which is connected to pedestrian facilities and public

parking lots within the central commercial district, and existing pedestrian access providing safe ingress and egress in and through the Arcade Plaza.

f. The proposed project has been reviewed in compliance with the provisions of CEQA and/or the City's environmental review procedures; and

Justification: The Community Development Director has determined the proposed patio remodel is categorically exempt pursuant to Section 15301(E)(1) of California Environmental Quality Act (CEQA) under Class 1 which consists of minor alterations of existing public or private facilities involving negligible or no expansion of existing or former use, including additions to existing structures such that the addition will not result in an increase of more than 50 percent of the floor area of the structures before the addition or 2,500 square feet, whichever is less; Section 15303(E) Class 3 which consists of construction and location of limited numbers of new, small facilities or structures, including accessory (appurtenant) structures including garages, carports, patios, swimming pools, and fences; and Section 15311 Class 11 which consists of construction or placement of minor structures accessory to (appurtenant to) existing commercial, industrial, or institutional facilities. The proposed project includes the installation of several smaller free-standing umbrellas and metal fence enclosure to accessorize the existing commercial facility. Therefore, no further environmental review is necessary.

g. There would be no potential significant negative effects upon environmental quality and natural resources that would not be properly mitigated and monitored, unless a statement of overriding considerations is adopted by the applicable review authority.

Justification: There will be no potential significant negative effects upon environmental quality as the site is developed, and the proposed project does not include any structural changes. Therefore, there will be no changes to the effects on the surrounding environment as the proposed use will also remain the same.

WHEREAS, The Community Development Director has determined the proposed patio remodel is categorically exempt pursuant to Section 15301(E)(1) of California Environmental Quality Act (CEQA) under Class 1 which consists of minor alterations of existing public or private facilities involving negligible or no expansion of existing or former use, including additions to existing structures such that the addition will not result in an increase of more than 50 percent of the floor area of the structures before the addition or 2,500 square feet, whichever is less; Section 15303(E) Class 3 which consists of construction and location of limited numbers of new, small facilities or structures, including accessory (appurtenant) structures including garages, carports, patios, swimming pools, and fences; and Section 15311 Class 11 which consists of construction or placement of minor structures accessory to (appurtenant to) existing commercial, industrial, or institutional facilities. The proposed project includes the installation of several smaller free-standing umbrellas and metal fence enclosure to accessorize the existing commercial facility. Therefore, no further environmental review is necessary.

NOW THEREFORE, THE PLANNING COMMISSION OF THE CITY OF OJAI DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Planning Commission determines that the above set forth findings are true and correct in regards to Design Review Permit (DRP 26-003) and Conditional Use Permit (CUP 26-003) and the associated CEQA exemptions, which findings are incorporated herein.

SECTION 2. The Planning Commission hereby approves Design Review Permit (DRP 26-003) and Conditional Use Permit (CUP 26-003) as described and as an amendment to Conditional Use Permit (CUP 07-05) in the staff report, as discussed at the May 20, 2026 public hearing, and as depicted in the on the plans subject to the following conditions. The decision of the Planning Commission is final unless appealed in accordance with the provisions of the Ojai Municipal Code Article 10-2.30 (Appeals) of the Ojai Municipal Code.

COMMUNITY DEVELOPMENT DEPARTMENT CONDITIONS

Project Specific Conditions

1. The project approval constitutes the City's authorization of the following:

    a. The modification and expansion of the outdoor dining facility from the originally approved 360 square feet area including 6 tables and 24 seats as part of conditional use permit (CUP 07-05) in 2007 to 600 square feet, 14 tables and a total of 36 seats located in the rear and within the public Arcade Plaza area of the existing restaurant "Ojai Mountain Farms" addressed at 242 East Ojai Avenue, including one free-standing umbrella fixed to the ground at a height of 11'-6" with metal enclosure as described in the approved plans;

    b. The approval and continued use and existing outdoor storage and use of an eight foot tall x six foot wide x eight foot long walk-in freezer;

    c. The current conditional use permit (CUP 26-003) herein replaces the previously approved conditional use permit (CUP 07-05).

2. The outdoor dining use herein approved, shall remain exactly as described in the application approved by the Planning Commission, unless and until an amendment to this Conditional Use Permit is approved as set forth in Ojai Municipal Code Title 10, Chapter 2, Article 24 (Conditional Use Permits). No conditional use may be changed to a type of conditional use different than that use proposed and location described in this permit.

3. Any work to be done or storage of construction materials within the dripline of protected trees shall comply with the associated Tree Permit's (T 25-020) Tree Protections Plan.

4. The applicant shall comply with all requirements of the California Department of Alcoholic Beverage Control (ABC).

5. The applicant shall comply with all requirements of the Ventura County Fire Department.

6. The applicant shall comply with all requirements of the Ventura County Environmental Health Division.

7. All furniture approved as part of the conditional use permit shall be maintained in good and clean condition and shall be replaced with the same type of furniture if it becomes deteriorated, or other acceptable furniture as deemed appropriate by the Community Development Director.

8. If the restaurant use is discontinued for a period of six months, then the outdoor walk-in freezer located on City property adjacent to the rear of the restaurant business within the outdoor dining area shall be immediately removed by the property owner of 242 E. Ojai Avenue. Failure of the property owner at 242 E. Ojai Avenue to remove the outdoor walk-in freezer immediately, shall cause the city to remove the freezer and consider options for the property owner to reimburse the City for the expense to remove the outdoor walk-in freezer.

9. If the outdoor walk-in freezer requires maintenance or repair, then the outdoor walk-in freezer shall be repaired or maintained at the property owner's (of 242 E. Ojai Avenue) expense within 30 days. However, if the outdoor walk-in freezer requires replacement, the outdoor walk-in freezer shall be relocated by the property owner (of 242 E. Ojai Avenue) within 30 days to within the interior walls of the business located at 242 E. Ojai Avenue, at the property owner's expense.

10. Prior to expansion of the existing outdoor dining area, from 360 square feet to 600 square feet, and pursuant to Title 7 Chapter 1 Article 7 (Outdoor Dining Permits) of the Ojai Municipal Code, the business owner shall submit an application for an Encroachment Permit and received approval consistent with the Ojai Municipal Code.

11. Prior to the issuance of an Encroachment Permit the applicant shall submit plans for review and consideration to the Community Development Director indicating screening of all exterior utilities and mechanical equipment.

12. This approval includes the following number of tables and chairs within the established outdoor dining area: ten two-top tables with twenty chairs under the single 16.5 feet by 16.5 feet umbrella, and two four-top tables with eight chairs outside of the umbrella area.

<u>Community Development Standard Conditions</u>

13. Discretionary conditions of approval shall be included on the first page of the building plans submitted to the Building Department for the project's building permit.

14. Within 180 days of design review permit approval, the permit shall be exercised in compliance with Title 10, Chapter 2, Article 32 (Time Limits and Extension) of the Ojai Municipal Code or the permit shall be deemed void, unless such approval is extended by the Commission for good cause either before or after the expiration of such time limit.

15. Within 180 days of a conditional use permit approval, the permit shall be exercised in compliance with Title 10, Chapter 2, Article 32 (Title Limits and Extensions) or the permit shall be deemed void. Discontinuance of the use permitted by the conditional use permit for a period of six months shall cause the Permit to be deemed void.

16. If noise levels associated with project construction exceed State standards as cited in the City's Noise Element of the General Plan and the Uniform Building Code, applicant/property owner will provide for mitigation of noise generation to State standards and maintain consistency with Title 5, Chapter 11 (Noise Standards and Regulations).

17. Prior to commencing construction, a building permit shall be obtained from the building division. All conditions of the building division shall be met in conformance with Title 9 (Building Regulations) of the Ojai Municipal Code.

18. All conditions of the City Engineer shall be met in conformance with Title 7 (Public Works) of the Ojai Municipal Code.

19. Any proposed outdoor lighting shall comply with Title 10, Chapter 2, Article 16.5 (Exterior Lighting Standards) of the Ojai Municipal Code.

20. During construction, short-term dust impacts shall be mitigated by sufficiently watering all excavated or graded materials to prevent excessive amounts of dust. Watering shall occur twice daily with complete coverage, preferably in the late morning and after work is completed for the duration of construction.

21. To reduce potential short-term, construction-related noise impacts associated with this project, construction work shall be limited to occur between the hours of 7:00 a.m. and 5:00 p.m. Monday through Friday and prohibited on weekends and holidays; consistent with Title 5, Chapter 11 (Noise Standards and Regulations) of the Ojai Municipal Code.

22. All rubbish, trash and garbage shall be regularly removed from the property and shall not be allowed to accumulate thereon. Applicant/property owner shall take advantage of all recycling programs offered by the City's contract rubbish hauler and shall provide space for storage of containers for this purpose.

23. No structure of a temporary or permanent character, trailer, camper, boat or equipment, or materials, supplies, inventory or work in progress or any similar property shall be permitted to remain upon the exterior portion of the lot after completion of construction/final inspection.

24. The applicant and property owner are prohibited from using any portion of the subject property for short-term, transient, or vacation rentals for any period of time less than 30 days in exchange for any form of compensation as this land use is not permitted by Ojai Municipal Code Section 10-2.402, Table 2-2, which lists all allowable land uses in

residential zones. This prohibition shall remain in place unless and until the Ojai Municipal Code is amended to permit this land use. Violation of this condition of approval may result in revocation of this permit, in compliance with all applicable laws.

Legal requirements:

a. The owner/applicant, on behalf of itself and its successors and assigns, shall defend and hold harmless the City of Ojai, its officers, boards, commissions, agents and employees, and each of them from and against any claims, demands, actions, suits, liabilities and judgments of every kind and nature regardless of the merit of the same arising out of or related to the exercise and enjoyment of the approval of the City of the development permits necessary to the project including costs of investigations, attorney fees and court costs in the defense of any actions.

b. If the City believes that it is entitled to indemnification pursuant to this Condition, the City shall give the applicant prompt and written notice thereof. Any such notice shall set forth in reasonable detail and to the extent then known the basis for such claim for indemnification. Each such claim for indemnification shall expressly state that the applicant shall have only the thirty (30)-day period referred to in the next sentence to dispute or deny such a claim. The applicant shall have thirty (30) days following its receipt of such notice either to (i) acquiesce in such claim and its responsibilities to indemnify the City in respect thereof in accordance with the terms of this Condition by giving the City written notice of such acquiescence or (ii) object to the claim by giving the City written notice of the objection. If the applicant does not object to such claim for indemnification within such thirty (30)-day period, the applicant shall be deemed to have acquiesced in such claim and its responsibilities to indemnify the City in respect thereof in accordance with the terms of this Condition. If the applicant objects to such claim for indemnification within such thirty (30)-day period but it is subsequently determined that the City is entitled to indemnification from the applicant, interest shall be deemed to have accrued on the unpaid amount of such indemnification, including cost to defend, from the date on which the judgment or other final order is entered against the City until full payment of the amount of such indemnification at a rate of ten percent (10 percent) per annum and the City shall be entitled to payment of such interest from the applicant.

c. In connection with any claim which may give rise to indemnity under this Condition resulting from or arising out of any claim or proceeding against the City, the applicant shall (unless the City elects not to seek indemnity hereunder for such claim) assume the defense of such claim or proceeding if the applicant acknowledges to the City the City's right to indemnity pursuant hereto in respect to the entirety of such claim or proceeding if the applicant acknowledges to the City the City's right to indemnity pursuant hereto in respect of the entirety of such claim and provide assurances reasonably satisfactory to the City, that the applicant will be financially able to satisfy the amount of such claim in full if such claim or proceeding is decided adversely.

   If the applicant assumes the defense of any such claim or proceeding, the applicant

shall select counsel reasonably acceptable to the City to conduct the defense of such claim or proceeding, or shall pay for the defense of such claim or proceeding by the City's attorneys, shall take all steps reasonably necessary in the defense or settlement thereof, shall at all times diligently and promptly pursue the resolution thereof and shall bear all costs and expenses in connection with defending against such claim or proceeding.

If the applicant shall have assumed the defense of any claim or proceeding in accordance with this Condition, the applicant may consent to a settlement of, or the entry of any judgment arising from, any such claim or proceeding only with the prior written consent of the City; provided, that the applicant shall pay or cause to be paid all amounts arising out of such settlement or judgment either concurrently with the effectiveness thereof or shall obtain and deliver to the City prior to the execution of such settlement a general release executed by the person not a party hereto, which general release shall release the City from any liability in such matter; provided, further, that the applicant shall not be authorized to encumber any of the assets of the city or to agree any restriction that would apply to the City or to its conduct of business; provided, further, that a condition to any such settlement shall be a complete release of the City, its council, board, commissions, officers, employees, consultants and agents with respect to such claim. The City shall be entitled to participate in (but not control) the defense of any such action, with its own counsel and at its own expense. The City shall, and shall cause each of its officers, employees, consultants and agents to cooperate fully with the applicant in the defense of any claim or proceeding being defended by the applicant pursuant to this Condition.

PASSED, APPROVED and **ADOPTED** this 20th day of May, 2026.

AYES:
NOES:
ABSTAIN:
ABSENT:
VACANCY: One

_____
Judy Murphy, Planning Commission Chair

ATTEST:

_____
Lucas Seibert, Community Development Director

_____
Business Owner/Representative, Tony Yanow accepts the above conditions of approval

Property Owner, Verna Joy Adams accepts the above conditions of approval

Final Conditions of Approval
242 E. Ojai Avenue
Conditional Use Permit (CUP 07-05) &
Director's Exemption from Design Review (MISC 07-35)
Community Development Director Approved on July 24, 2007

This Conditional Use Permit is based upon and limited to compliance with the project description, the hearing exhibits received by the Planning Department dated July 5, 2007, and conditions of approval set forth below. Any deviations from the project description, exhibits or conditions must be reviewed and approved by the Community Development Director for conformity with this approval. Deviations may require modification to the permits and/or further environmental review. Deviations without the above-described approval will constitute a violation of permit approval.

Project description: On July 24, 2007 the City of Ojai Community Development Director approved Conditional Use Permit (CUP 07-05) and Director's Exemption from Design Review (MISC 07-35) for outdoor dining use for business owner Deborah Curry and property owner Dick Adams, on property located at 242 E. Ojai Avenue, Ojai, California. The Director approved both design proposals for providing a physical boundary for the outdoor dining and alcohol consumption area as required by the California Department of Alcoholic Beverage Control and as illustrated on the approved site plans.

The applicant is hereby notified, as part of this application, that he/she is required to meet the following conditions in accordance with the ordinances of the City of Ojai and the State of California. The applicant is hereby notified that he/she is required to comply with all applicable Codes and/or Ordinances of the City of Ojai and the State of California that pertain to this development and are not herein specified.

1. The applicant shall comply with all requirements of the California Department of Alcoholic Beverage Control.

2. The applicant shall comply with all requirements of the Ventura County Fire Department.

3. The applicant shall comply with all requirements of the Ventura County Environmental Health Division.

4. The applicant shall obtain an encroachment permit from the Department of Pubic Works.

5. Any expansion of this use or any other types of uses must be approved by the City of Ojai. The area for outdoor dining is limited to the 360 square-foot area as delineated on the site plan for this project received by the Community Development Department on July 5, 2007.

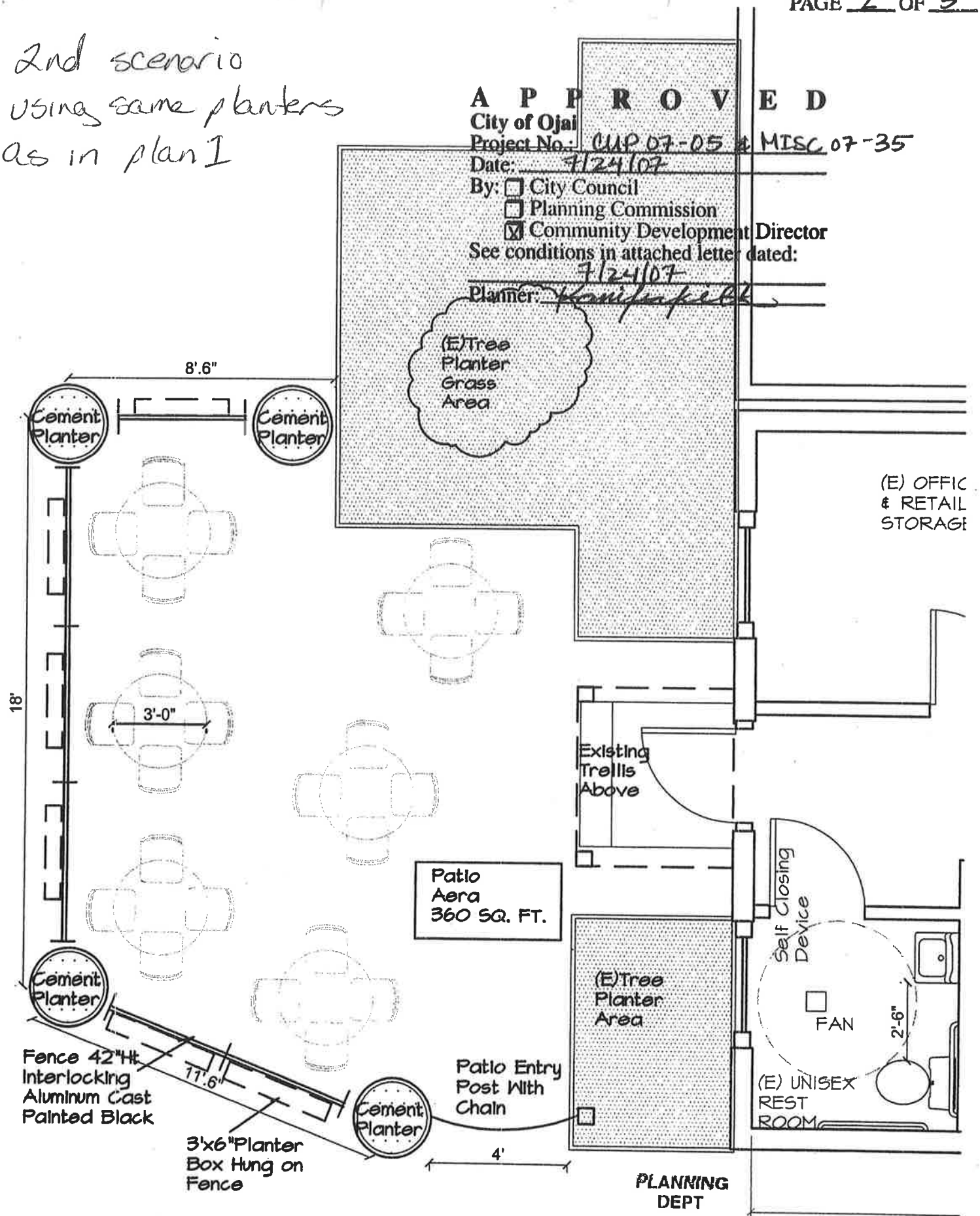
6. The outdoor dining use herein approved, shall remain exactly as described in the application approved by the Director, unless and until an amendment to this Conditional Use Permit is approved as set forth in Ojai Municipal Code Article 24. No conditional use may be changed to a type of conditional use different than that use, purpose and location described in this permit.

7. Within 180 days of CUP approval, the permit shall be exercised in compliance with Article 32 or the permit shall be deemed void. Discontinuance of the use permitted by the Conditional Use Permit for a period of six months shall cause the Permit to be deemed void.

8. All furniture approved as part of this Conditional Use Permit must be maintained in good and clean condition and shall be replaced with the same type of chair if they become deteriorated, or other acceptable chair as deemed appropriate by the Community Development Director.

2nd scenario
using same planters
as in plan I

A P P R O V E D
City of Ojai
Project No.: CUP 07-05 & MISC 07-35
Date: 7/24/07
By: ☐ City Council
☐ Planning Commission
☒ Community Development Director
See conditions in attached letter dated:
7/24/07
Planner: [signature]



PLANNING DEPT

JUL 05 '07

RECEIVED CITY OF OJAI

2nd Proposal: Combination of planters and fencing



UMBRELLA FABRIC
SUNBRELLA CANVAS FOREST GREEN



METAL FENCING
MATCH EXISTING

Ojai Mountain Farm Patio

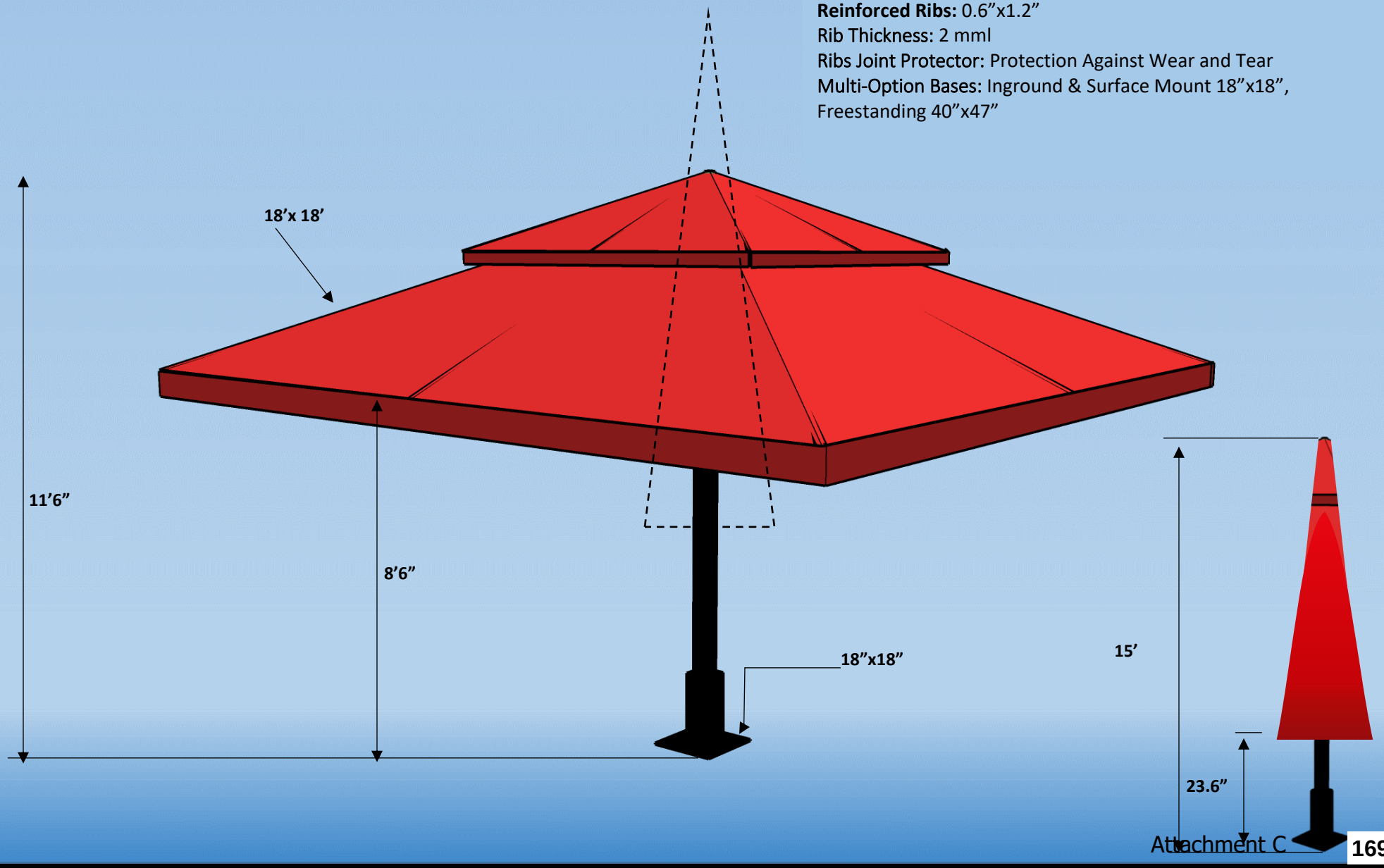
242 East Ojai Avenue, Ojai, California

Paul Poirier + Associates
ARCHITECTS
156 W. Alamar Avenue • Suite C • Santa Barbara CA • 93105
telephone 805.682.8894 *fax* 805.898.9683

Telescopic Umbrella

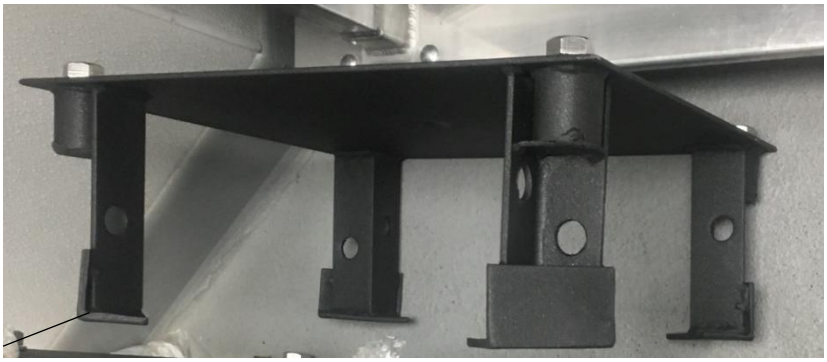
Specifications

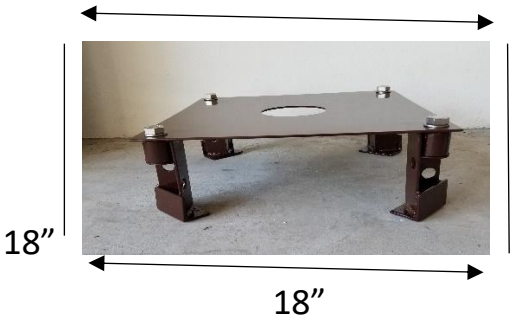
Post: Galvanized Steel 5.2” Ø
Thickness of Metal Parts: 1/8”
End Caps: UV-resistant Plastic in Black, Brown, Grey, White
Hardware: 304 Stainless Steel
Crank Mechanism: Internal Winch
Ribs: 12 Aluminum 0.7”x1.6”
Reinforced Ribs: 0.6”x1.2”
Rib Thickness: 2 mml
Ribs Joint Protector: Protection Against Wear and Tear
Multi-Option Bases: Inground & Surface Mount 18”x18”, Freestanding 40”x47”



Installation Instructions

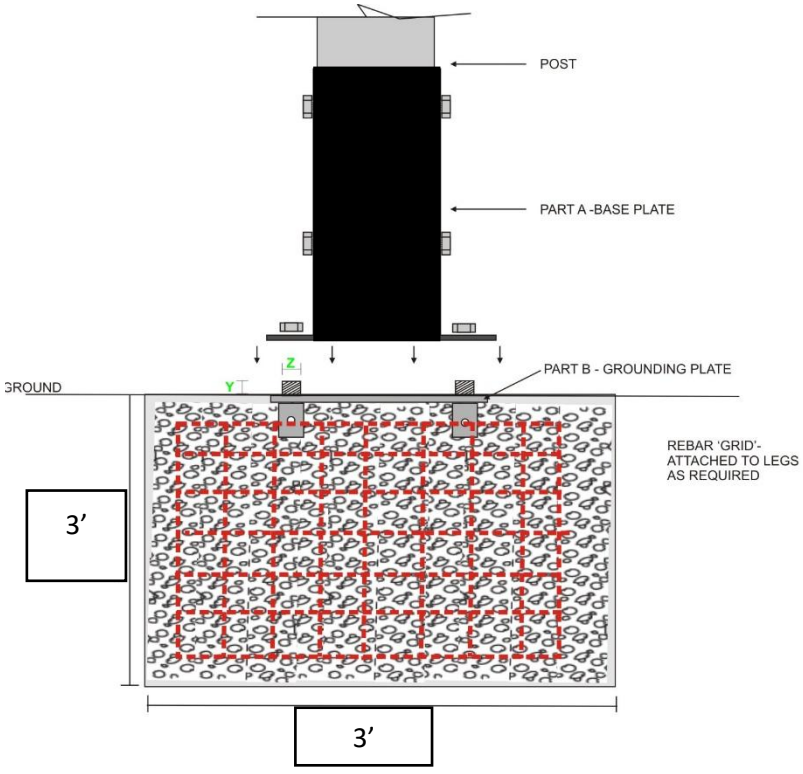
Inground Base





THE CENTER OF THE IN-GORUND PLATE SHALL BE POSITIONED IN THE CENTER OF THE UMBRELLA*. FIRST, DIG A HOLE 3’X3’X3’. REINFORCE THE FOOTER WITH ½” REBAR 4” APART FOR AMORING AND REBAR THROUGH HOLES PROVIDED IN LEGS OF THE BASE ONCE THE IN-GROUND BASE IS LEVEL INSIDE THE FOOTER THEN POUR THE CONCRETE. (5000 PSI) ONE CUBIC YARD OF CONCRETE (ORDER MORE TO ACCOUNT FOR SPILLAGE OR UNEVEN GROUND

THE IN-GROUND BASE MUST BE PERFECTLY LEVELED! THE CONCRETE MUST CURE BEFORE UMBRELLA’S INSTALLATION.



Thank you for choosing

The Shade Experts USA

www.theshadeexpertsusa.com

INFRARED HEATERS

HLW15 – IP Rating 55

The HLW15 uses a patented quartz lamp uncoated to give a warm color of light and high instant heat to deliver high energy instant heat. Unlike other outdoor products this heater has very low glare and users feel warm and comfortable from switch on. It is available in White or Black colors and wattages to suit your needs.

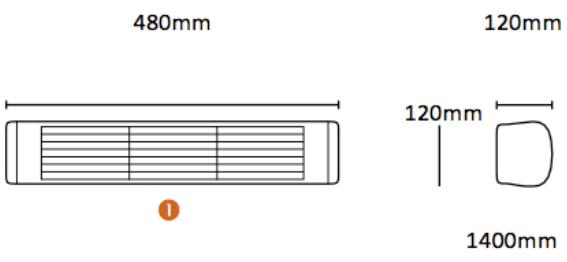
KEY FEATURES

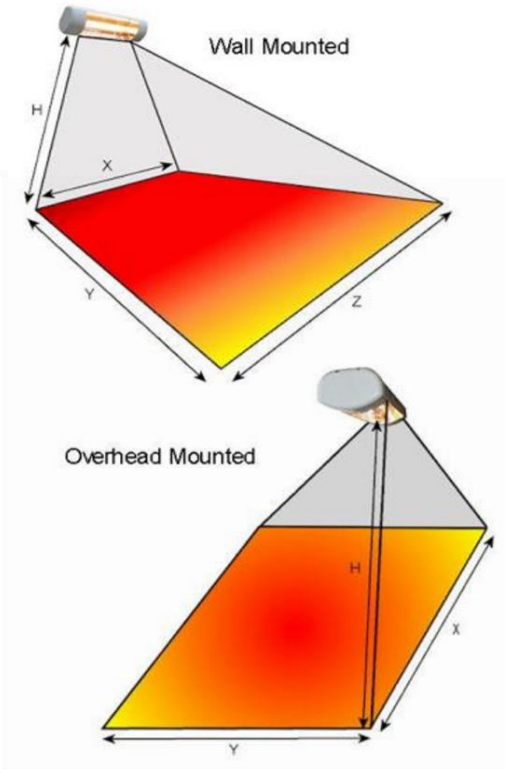


- Infrared Technology Instant heat using short wave quartz halogen emitters with a tungsten filament
- Suitable for wall or parasol mounting
- Body manufactured from powder coated aluminum
- Designed, manufactured, tested and independently approved to IP55
- Unique and patented lamp design
- The thermal effect is significantly improved over existing products due to the revolutionary design and combining a very effective reflector with glass free front face
- Comes complete with umbrella arm clamp

SPECIFICATIONS

Wall Mounted				Area Covered
H	X	Y	Z	
2.0m	2.3m	2.4m	4.0m	7.6m²
2.5m	3.0m	3.0m	5.2m	12.3m²
Overhead Mounted				
2.0m	3.6m	2.5m		9.0m²
2.5m	4.8m	3.5m		16.8m²







AVAILABLE MODELS:

HLW15G: White 1500 watts, 220 volts 6.81 amp or 240 volts 6.25amp, Gold lamp.

HLW15BG: Black 1500 watts, 220 volts 6.81 amp - 240 volts 6.25 amp, Gold lamp.

TECHNICAL SPECIFICATIONS

POWER SUPPLY: 120-240V 1000W-1500W
*Can be run on less power

WEIGHT: 1.7KG

SIZE: L 480mm x H 120mm x D 120mm
(Not including wall bracket)

LAMP LIFE: Min. 7,000 Hours. All Heaters supplied with 3M mains cable, wall bracket & parasol clamp



ACCESSORIES

HLWPARARM: Arm for mounting fitting to professional umbrella. This arm allows the heater to be mounted on umbrella ribs and with a simple lift and twist action the heater can be lowered to the center pole enabling the parasol to be closed without the need. to remove the heaters first.

CONTROLLERS There are various ways of saving energy by using one of our controllers

INFRESCO-T 6KW CONTROLLER

The Infresco-T 6kW is part of a family of controllers designed to provide energy saving when used with quartz infrared halogen lamps or other heating and lighting products. The 'T' model switches the lamps on for a predetermined time period of between 1 and 30 minutes. The microcontroller-based unit incorporates zero-voltage switching and a soft-start function to eliminate the lamps' initial high inrush current – potentially increasing lamp life by as much as 30%. Installation of the unit is simple and once installed is relatively maintenance-free



KEY FEATURES

- Energy Saving – provides heat for a pre-determined time period
- Extends lamp life
- Controls up to 4 x 1500W lamps
- Low-Cost
- Soft-Start/ zero voltage switch off
- Easy to install

TECHNICAL SPECIFICATION

SUPPLY VOLTAGE: 230VAC +/- 10% 50/60 Hz

SWITCHING CAPACITY: 6kW Max.

LAMP ON-TIME: 1 to 60 minutes

CURRENT CONSUMPTION (CONTROL CIRCUIT): 20mA

TERMINALS: 6.0mm2 Rising Clamp

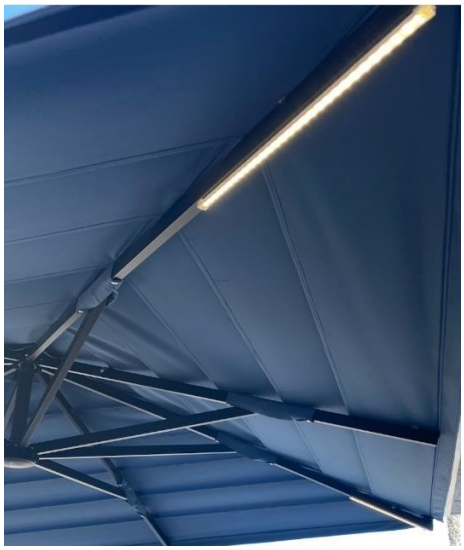
OPERATING TEMPERATURE: -20 to 40 degrees Celsius

PROTECTION RATING: IP65

GLAND DIAMETER: Max Cable Entry 2.5mm2

ENCOSURE DIMENSIONS (W x L x H): 130 x 130 x 75mm

LED STRIP LIGHTING



Available in (3500°K) designed for outdoor applications including Parasol illumination.
The LED Beam angle is 120° with 120 LED's per meter with low power consumption at 9.6W per meter.
Mounted on the rib of the parasol encased in a metal frame. The LED system includes a 60W IP67 LED Driver.

Product features include

- Low power consumption – 9.6W per meter
- Average strip life of 40,000 hours
- Dimmable
- Remote Control
- DC12V, 6 amp 120 LED's/m with white back board.
- No ultraviolet and infrared radiation, low power consumption, Low heat generation, safe to touch
- CE, LVD, EMC & RoHS approved

CONSTANT VOLTAGE LED DRIVER

- Power Input: 120,220/240 VAC 50Hz
- Current Rating Options: 60W
- Dimensions 60W – 150x50x30mm
- Color temperature (2700-3000°K)
- Power Output: 12V DC
- IP Rating: IP67
- 6 AMP

12V LED Strip:

- Input Voltage: 12V DC
- 120 LED's per meter
- Beam Angle: 120º
- Power Consumption: 9.6W per meter
- IP Rating: IP68

Flash Furniture ET-3534-BK-GG Distressed Black Stackable Metal Chair with Vertical Slat Back and Drain Hole Seat

★★★★★ Read 3 reviews Item #: 354ET3534BK MFR #: ET-3534-BK-GG







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$56.99/Each

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‹ Silver Table Tops

BFM Seating SM2432 SoHo 24" x 32" Rectangular Outdoor / Indoor Tabletop - Silver Mist

Item #: 163SM2432 MFR #: SM2432



You last purchased this on
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Buy 12 or more
$90.88/Each

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Accessories & Options

Optional - Umbrella Hole

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Patio Renovation

at

OJAI MOUNTAIN FARM

242 EAST OJAI AVENUE

OJAI, CALIFORNIA 93023

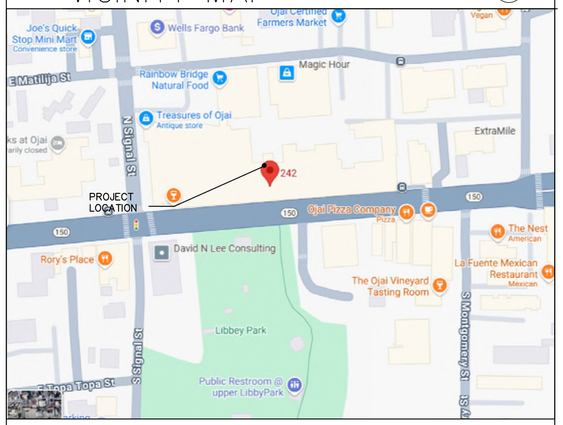
ABBREVIATIONS

AB	anchor bolt	FOF	face of finish	P-LAM	plastic laminate	>	plate
ABV	above	FOM	face of masonry	PAR	parallel	<	centerline
A/C	asphaltic concrete	FOS	face of stud	PBD	particle board	~	diameter
AC	air conditioner	FP	fireproof	PCF	pounds per cubic foot		square foot
ACC	access	FPL	fireplace	PERF	perforated	#	number
AD	area drain	FR	frame	PERI	perimeter	@	at
ADJ	adjacent	FTG	footing	PFL	pounds per linear foot	⊥	perpendicular
AFF	above finish floor	FUR	furring	PG	plate glass		
AGG	aggregate	FUT	future	PL	property line		
ALT	alternate			PLAS	plaster		
ALUM	aluminum	GA	gauge	PLYWD	plywood		
ANC	anchor	GALV	galvanized	PNL	panel		
ANOD	anodized	GB	grab bar	PNT	paint		
ARCH	architect	GC	general contractor	PP	phone panel		
AT	asphalt tile	GD	garbage disposal	PSF	pounds per square foot		
AUTO	automatic	GD	grading	PSI	pounds per square inch		
		GI	galvanized iron	PT	paint		
BD	board	GL	glass, glazing	PT	pressure treated		
BEL	below	GLB	glass block	PTD	paper towel dispenser		
BET	between	GLULAM	glu lam beam	PTN	partition		
BIT	bituminous	GP	galvanized pipe	PVC	polyvinyl chloride		
BLDG	building	GPL	gypsum lath	PVMT	pavement		
BLK	block	GPPL	gypsum plaster				
BLKG	blocking	GRN	granite	QT	quarry tile		
BM	beam	GSM	galvanized sheet metal				
BM	benchmark	GVL	gravel	(R)	remove		
BOC	bottom of curb	GWB	gypsum wall board	(RR)	remove and replace		
BOF	bottom of footing	GYP	gypsum	R	riser		
BOJ	bottom of joist			RA	return air		
BOT	bottom	HB	hose bib	RAD	radius		
BRG	bearing	HBD	hardboard	RAG	return air grille		
BRK	brick	HC	hollow core	RB	ridge beam		
BRZ	bronze	HC	handicap	RB	rubber base		
BS	bath sides	HD	heavy duty	RBT	rabbet		
BUR	built up roofing	HDR	header	RD	roof drain		
BVL	bevel	HDW	hardware	REBAR	reinforcing steel bar		
BW	both ways	HEX	hexagonal	REF	reference		
		HH	handhole	REFER	refrigerator		
C	channel steel	HJT	head joint	REG	register		
CAB	cabinet	HK	hook	REINF	reinforcing		
CB	catch basin	HM	hollow metal	RES	resilient		
CEM	cement	HOR	horizontal	RET	return		
CER	ceramic	HPT	high point	REV	revision		
CFT	cubic foot	HT	height	RFG	roofing		
CHT	ceiling height	HTG	heating	RH	right hand		
CI	cast iron	HVAC	heating, ventilating, AC	RM	room		
CIP	cast in place	HW	hot water	RO	rough opening		
CIR	circle	HWD	hardwood	ROW	right of way		
CJ	ceiling joist	HWH	hot water heater	RR	roof rafter		
CJT	control joint			RVS	reverse		
CLG	ceiling	ICBO	international conference of building officials	RDWD	redwood		
CLR	clear						
CLS	closure	ID	inside diameter	S	south		
CM	centimeters	INCL	include	SCH	schedule		
CMT	ceramic mosaic tile	INSUL	insulation	SCR	screen		
CMU	concrete masonry unit	INT	interior	SD	smoke detector		
CO	clean out	INTM	intermediate	SD	storm drain		
COL	column			SEC	section		
COMPO	composition	JST	joist	SH	single hung		
CONC	concrete	JT	joint	SHT	sheet		
CONN	connection			SHTG	sheeting		
CONST	construction	KD	kiln dried	SIM	similar		
CONT	continuous	KIT	kitchen	SPEC	specification		
CONTR	contractor	KO	knockout	SQ	square		
CORR	corrugated	KPL	kickplate	SQ FT	square feet		
CPR	copper			SS	stainless steel		
CPT	carpet	L	length	STC	sound transmission coefficient		
CS	countersink	L	steel angle				
CSMT	casement	LAD	ladder	STD	standard		
CT	ceramic tile	LAM	laminate	STL	steel		
CTR	counter	LAV	lavatory	STRUCT	structure		
CSK	countersink	LB	lag bolt	SUS	suspended		
CW	cold water	LC	light control	SYN	synthetic		
CYD	cubic yard	LH	left hand	SYS	system		
		LL	live load				
(D)	demolition	LMS	limestone	T&G	tongue and groove		
d	penny	LPT	low point	TB	towel bar		
D	drain	LT	light	TC	terra cotta		
DA	double acting	LTL	lintel	TC	top of curb		
DBL	double	LW	lightweight	TEL	telephone		
DF	douglas fir			THK	thick		
DF	drinking fountain	M	meter	THR	threshold		
DG	decomposed granite	MAS	masonry	TOJ	top of joist		
DH	double hung	MATL	material	TOL	tolerance		
DIAG	diagonal	MAX	maximum	TOP	top of plate		
DIA	diameter	MB	machine bolt	TOR	top of ridge		
DIM	dimension	MBR	member	TOS	top of slab		
DL	dead load	MC	medicine cabinet	TOW	top of wall		
DN	down	MECH	mechanical	TS	tube steel		
DPR	damper	MED	medium	TSTL	top of steel		
DR	door	MEMB	membrane	TV	television		
DS	downspout	MFR	manufacturer	TYP	typical		
DTL	detail	MH	manhole	TZ	terrazzo		
DW	dishwasher	MIN	minimum				
DWG	drawing	MIR	mirror	UNF	unfinished		
DWR	drawer	MISC	miscellaneous	UNO	unless noted otherwise		
		MLD	molding	UR	urinal		
(E)	existing	MM	millimeter				
E	east	MO	masonry opening	VAR	varnish		
EW	each way	MOD	modular	VB	vinyl base		
EA	each	MOV	movable	VB	vapor barrier		
EB	expansion bolt	MRB	marble	VCT	vinyl composition tile		
EF	each face	MSB	main switch board	VERT	vertical		
EL	elevation	MT	mount	VG	vertical grain		
ELEC	electrical	MTL	metal	VIF	verify in field		
ELEV	elevator	MULL	mullion	VIN	vinyl		
EMER	emergency	MCS	metal 'C' studs	VJT	vertical joint		
ENC	enclosure	MDS	metal drywall studs	VNR	veneer		
EP	electrical panel			VTR	vent through roof		
EQ	equal	N	north				
EQUIP	equipment	NAT	natural	W	west		
ESC	escalator	NI	nickel	W	water		
ESP	electrical sub panel	NIC	not in contract	W	width, wide		
EST	estimate	NO	number	W/	with		
EXH	exhaust	NOM	nominal	W/O	without		
EXP	exposed	NR	noise reduction	WB	wood base		
EXT	exterior	NRC	noise reduction coefficient	WC	watercloset		
				WD	wood		
FA	fire alarm	NTS	not to scale	WG	wired glass		
FAU	forced air unit	(N)	new	WH	hot water heater		
FB	face brick			WH	wall hung		
FBO	furnished by others	O/	over	WI	wrought iron		
FD	floor drain	OBS	obscure	WIN	window		
FDN	foundation	OC	on center	WM	wire mesh		
FE	fire extinguisher	OD	outside diameter	WP	waterproof		
FF	finish floor	OFCI	owner furnished contractor installed	WPT	working point		
FFL	finish floor line		owner furnished	WR	water repellent		
FHMS	flathead machine screw	OHMS	ovalhead machine screw	WS	water softener		
FHWS	flathead wood screw	OHWS	ovalhead wood screw	WS	water stop		
FIN	finish	OPH	opposite hand	WSCT	wainscot		
FJ	floor joist	OPP	opposite	WT	weight		
FLCO	floor cleanout	OPS	opposite surface	WTW	wall to wall		
FLEX	flexible			WWF	welded wire fabric		
FLG	flashing						
FLR	floor						
FLUOR	fluorescent						
FOC	face of concrete						

PROJECT DIRECTORY

PROPERTY OWNER: VERNA JOY ADAMS	944 EL CAMINO CORTO OJAI, CA 93023 PH: (805) 646-2626
TENANT: ANTHONY YANOW MADDY LEFFLER	OJAI MOUNTAIN FARM 975 RANCHO DRIVE OJAI, CA 93023 PH: (323) 674-4398
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ARBORIST: JAN SCOW	JAN SCOW CONSULTING ARBORIST, LLC OJAI, CA 93023 PH: (805) 272.8095 INFO@JANSCOW.COM

VICINITY MAP



PROJECT STATISTICS

ASSESSOR'S PARCEL NUMBERS:	021-0-140-370
GENERAL PLAN:	COMMERCIAL
LAND USE ZONE:	C1
OCCUPANCY GROUP:	B
PARKING PROVIDED: EXISTING PUBLIC PARKING LOTS	
FIRE SPRINKLER SYSTEM: NONE	
EXISTING RESTAURANT AREA (NOT A PART):	3,081 SF
EXISTING PATIO AREA:	702 SF
PROPOSED OUTDOOR SEATING AREA:	360 SF

ALL WORK SHALL BE IN CONFORMANCE:

2022 CBC	2022 CMC
2022 CEC	2022 CFC
2022 CPC	2022 CEnC
2022 CRC	
2022 CEBC	

CALIFORNIA ADMINISTRATIVE CODE, TITLE 24, PART 1 2022
CALIFORNIA GREEN BUILDING STANDARDS CODE AND THE 2022 TITLE 24 ENERGY REGULATION
2022 CALIFORNIA FIRE CODE
VENTURA COUNTY ORDINANCE 4608 AND AMENDMENTS

DEFERRED SUBMITTALS

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A0.3 PHOTOS OF EXISTING ARCADE PLAZA PATIOS
A1.1 SITE PLAN
A2.1 PATIO FLOOR PLAN
A2.3 PATIO PLAN WITH CUP 07-05, EXISTING AND PROPOSED PATIO OVERLAYS
A2.4 ROOF PLAN
A3.1 EXTERIOR ELEVATION AND FINISH SCHEDULE
A8.1 FENCE DETAILS

SCOPE OF WORK

THIS PROJECT IS FOR THE 527 SF RENOVATION OF AN EXISTING 702 SF OUTDOOR DINING SPACE TO INCLUDE NEW FENCING AND UMBRELLA.

NO GRADING WORK PROPOSED FOR THIS PROJECT.
EXISTING BRICK PAVERS TO REMAIN.

PROJECT CODE: 2511
FILENAME: 2511 A01 Cover Sheet.dwg
ISSUE DATE:

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APPROVALS: DATE:

PRINT DATE: Apr 27, 2026, 1:19pm
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LICENSED ARCHITECT PAUL H. POIRIER No. C 16,801 Renewal Date 10-31-25 STATE OF CALIFORNIA

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156 West Alamar Ave. • Suite C • Santa Barbara, CA 93105
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Ojai Mountain Farm
Patio Renovation
CLIENT:
Anthony Yanow
Ojai Mountain Farm
975 Rancho Drive
Ojai, CA 93023
SITE ADDRESS:
242 East Ojai Avenue
Ojai, CA 93023

A0.1
PROJECT INFORMATION



LOOKING SW TOWARDS PROJECT



LOOKING SW TOWARDS PROJECT



LOOKING SOUTH TOWARDS PROJECT



LOOKING SE TOWARDS PROJECT



LOOKING WEST FROM PROJECT



LOOKING SOUTH TOWARDS PROJECT



LOOKING NORTH FROM PROJECT



LOOKING NORTH FROM PROJECT

PROJECT CODE: 2511
FILENAME: 2511 A01 Cover Sheet.dwg
ISSUE DATE:

DRAWN BY: PPA
CHECKED BY:
APPROVALS: DATE:

PRINT DATE: Feb 20, 2026, 1:47pm
REVISIONS:
NO: DATE: COMMENTS:

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PAUL H. POIRIER
No. C 19,801
Renewal Date
10-31-25
STATE OF CALIFORNIA

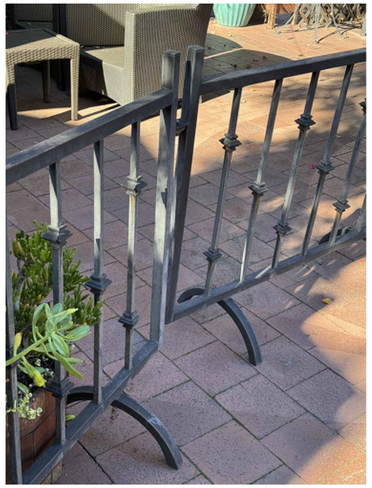
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Ojai Mountain Farm
Patio Renovation

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975 Rancho Drive
Ojai, CA 93023

OJAI MOUNTAIN FARM
SITE ADDRESS:
242 East Ojai Avenue
Ojai, CA 93023

A0.2
SITE PHOTOS



EXISTING PATIO FENCING



LOOKING SW TOWARDS EXISTING
OUTDOOR DINING



LOOKING SOUTH TOWARDS YUME PATIO



LOOKING EAST TOWARDS EXISTING
OUTDOOR DINING



EXISTING FENCE PANEL



LOOKING SE TOWARDS EXISTING
OUTDOOR DINING



LOOKING NE TOWARDS EXISTING
OUTDOOR DINING

PROJECT CODE: 2511
FILENAME: 2511 A01 Cover Sheet.dwg
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PRINT DATE: Feb 20, 2026, 1:46pm
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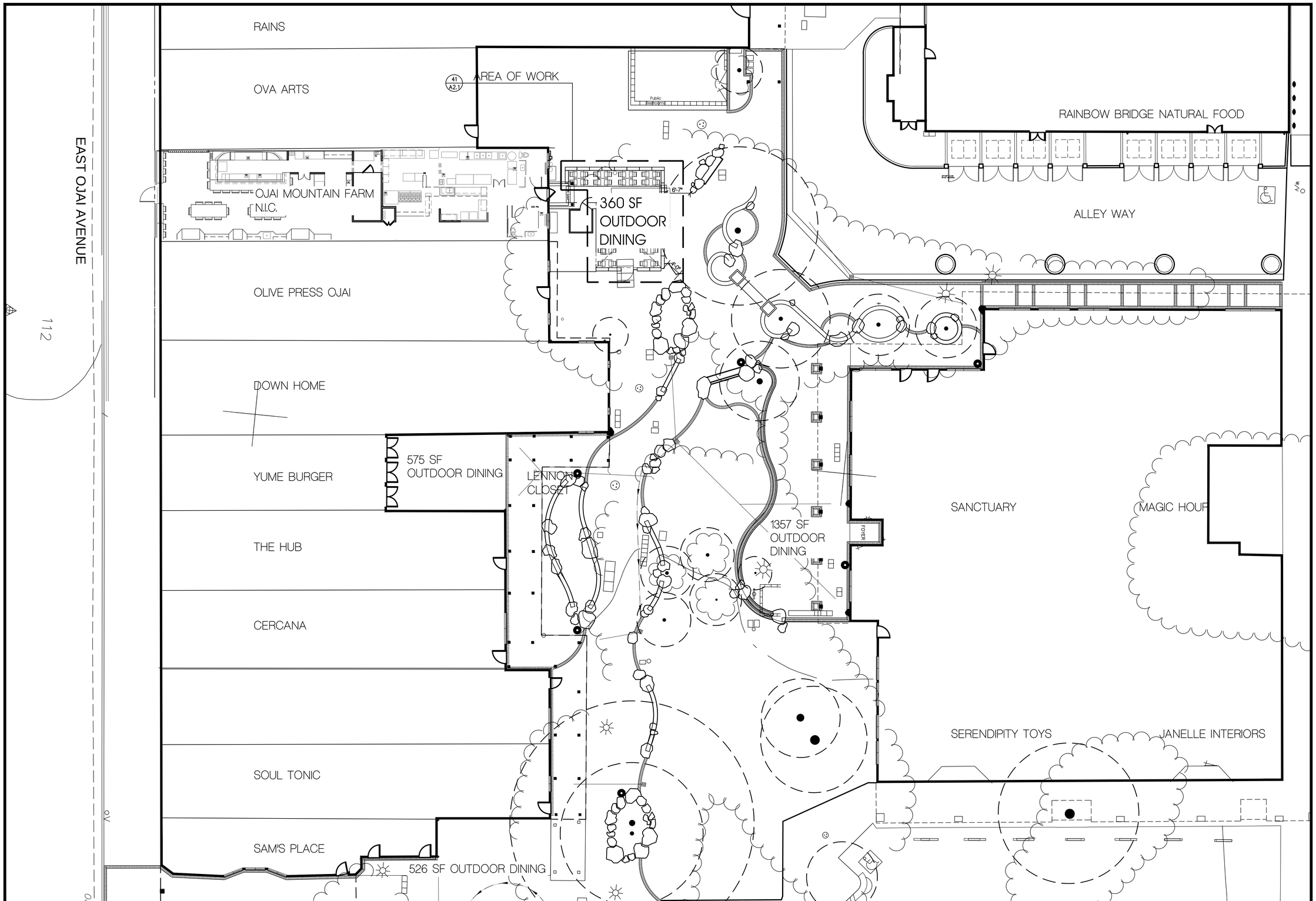
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Ojai Mountain Farm
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Ojai, CA 93023

A0.3
SITE PHOTOS



41 Site Plan
Scale: 3/32"=1'-0"

PROJECT CODE: 2511
FILENAME: 2511 A12 OMF Site Plan.dwg
ISSUE DATE: 1.31.07

DRAWN BY: P+D
CHECKED BY:
APPROVALS: DATE:

PRINT DATE: Apr 27, 2026, 1:15pm
REVISIONS:
NO: DATE: COMMENTS:

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PAUL H. POIRIER
No. 6,801
Renewal Date
10-31-25
STATE OF CALIFORNIA

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Ojai Mountain Farm
Patio Renovation

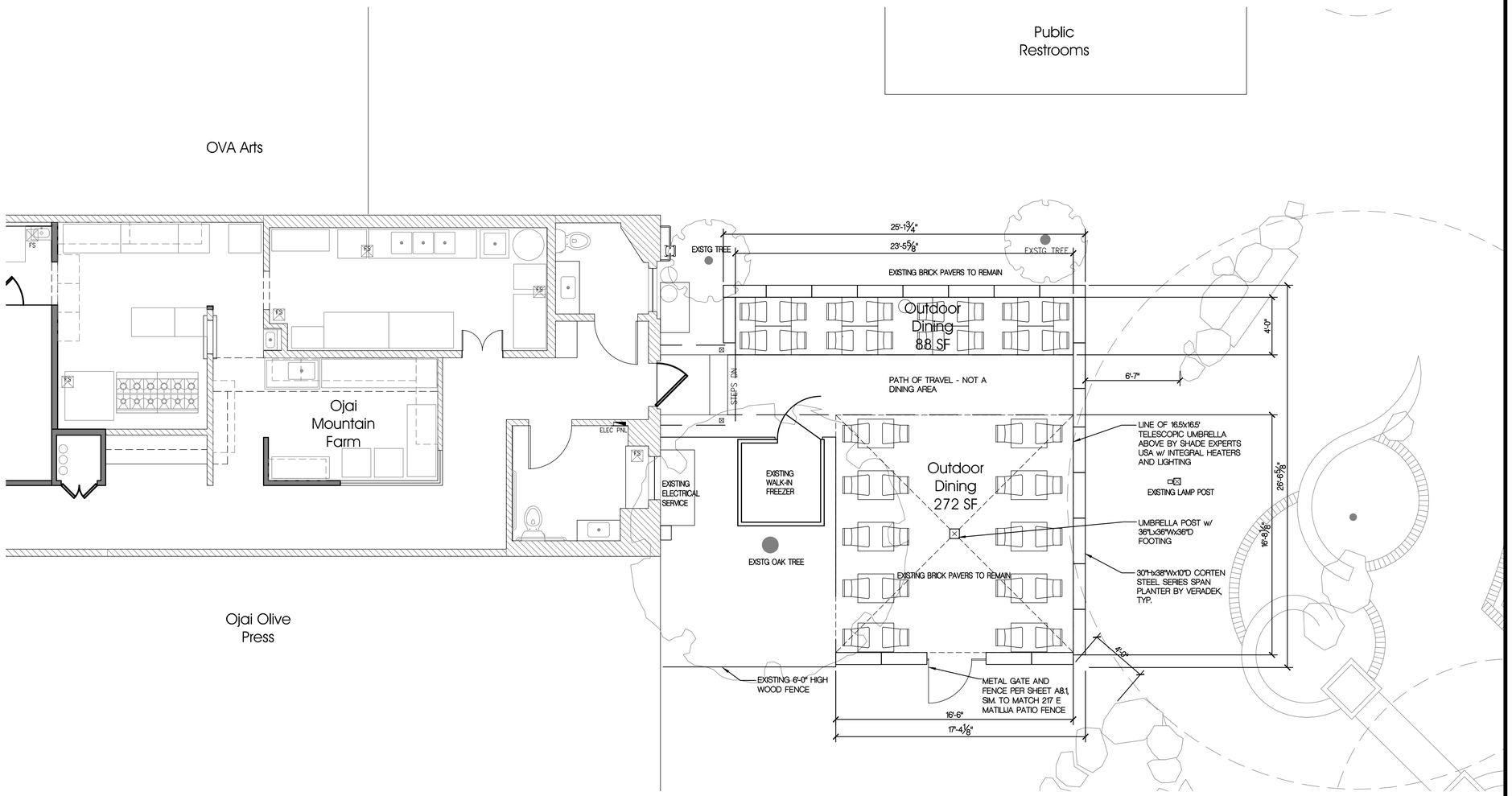
CLIENT:
Anthony Yanow
Ojai Mountain Farm
975 Rancho Drive
Ojai, CA 93023

SITE ADDRESS:
242 East Ojai Avenue
Ojai, CA 93023

A1.1
PARTIAL SITE PLAN

OUTDOOR DINING OCCUPANCY CALCULATIONS

CUP 07-05 APPROVED OUTDOOR DINING AREA =	360 SF
PROPOSED OUTDOOR DINING AREA =	360 SF



41 **Floor Plan**
Scale: 1/4"=1'-0"

PROJECT CODE: 2511
FILENAME: 2511 A21 OMF Patio Plan Umbrella.dwg
ISSUE DATE: 1.31.07

DRAWN BY: P+D
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PRINT DATE: Apr 27, 2026, 1:47pm
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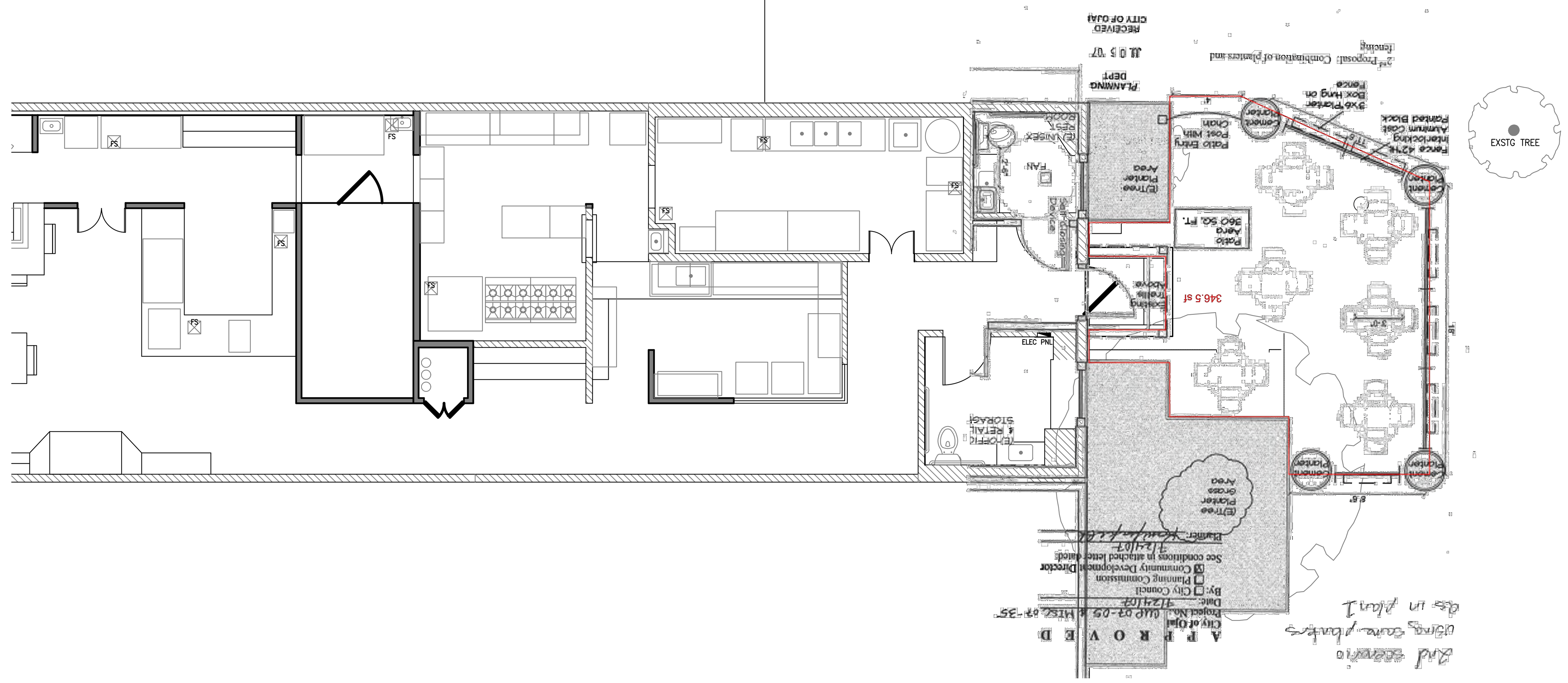
Ojai Mountain Farm
Patio Renovation

CLIENT:
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975 Rancho Drive
Ojai, CA 93023

OJAI MOUNTAIN FARM

SITE ADDRESS:
242 East Ojai Avenue
Ojai, CA 93023

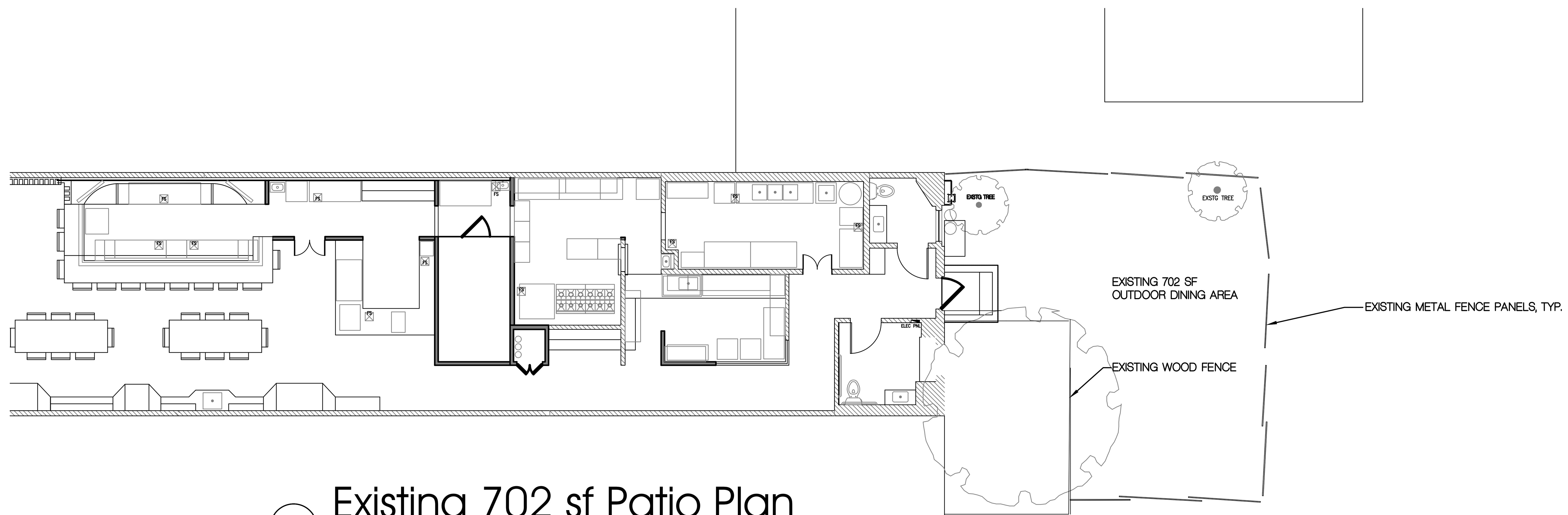
A2.1
FLOOR PLAN



CUP 07-05 360 sf Patio Plan

11 Scale: 1/8"=1'-0"

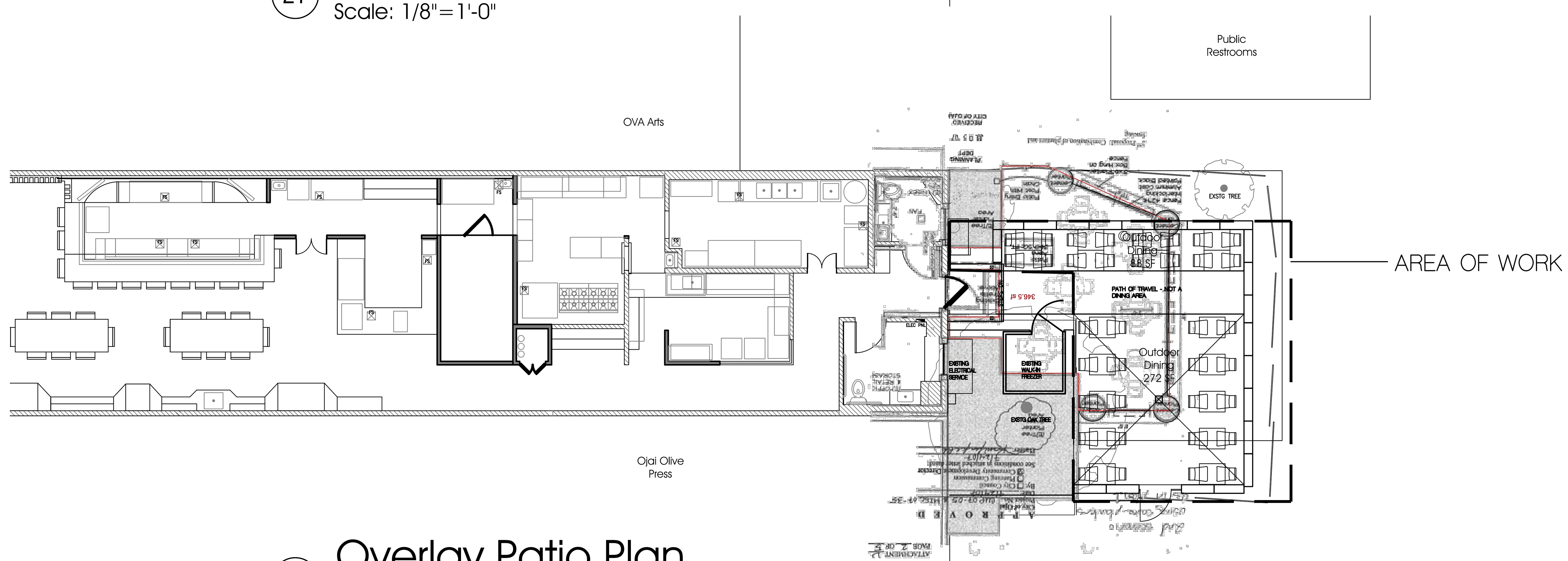
N



Existing 702 sf Patio Plan

21 Scale: 1/8"=1'-0"

N



Overlay Patio Plan

41 Scale: 1/8"=1'-0"

N

PROJECT CODE: 2511
FILENAME: 2511 A21 OMF Patio Plan Overlay.dwg
ISSUE DATE: 1.31.07

DRAWN BY: P+D
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APPROVALS: DATE:

PRINT DATE: Apr 27, 2026, 1:46pm
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Ojai Mountain Farm
Patio Renovation

CLIENT:
Anthony Yanow
Ojai Mountain Farm
975 Rancho Drive
Ojai, CA 93023

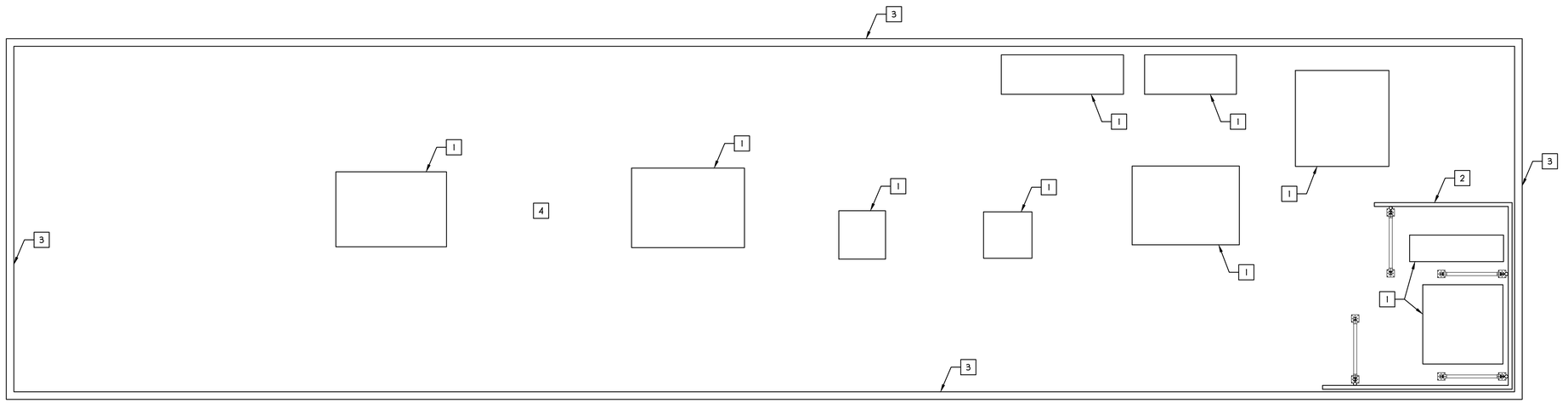
SITE ADDRESS:
242 East Ojai Avenue
Ojai, CA 93023

A2.3
PATIO OVERLAY

KEYNOTES

NO.	REF. DTL.	DESCRIPTION
1		(E) MECHANICAL UNIT TO REMAIN
2		5'-0" HT ROOFSCREEN SC3 FRAME BY ROOFSCREEN w/ ROTOLOCK SQUARE BASE SUPPORTS
3		(E) PARAPET WALL
4		(E) LOW SLOPE ROOF
5		NOT USED
6		NOT USED
7		NOT USED
8		NOT USED
9		NOT USED

NOTE:
ALL ROOFTOP MECHANICAL AND VENTILATION EQUIPMENT SHALL BE ARCHITECTURALLY SCREENED TO PREVENT VISIBILITY FROM PUBLIC VIEW



41 ROOF PLAN
SCALE: 1/4"=1'-0"

PROJECT CODE: 2511
FILENAME: 2511 A24 Roof Plan.dwg
ISSUE DATE:
DRAWN BY: PPA
CHECKED BY:
APPROVALS: DATE:
PRINT DATE: Apr 27, 2026, 12:09pm
REVISIONS:
NO: DATE: COMMENTS:

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PAUL H. POIRIER
No. C19,831
Renewal Date
10-31-25
STATE OF CALIFORNIA

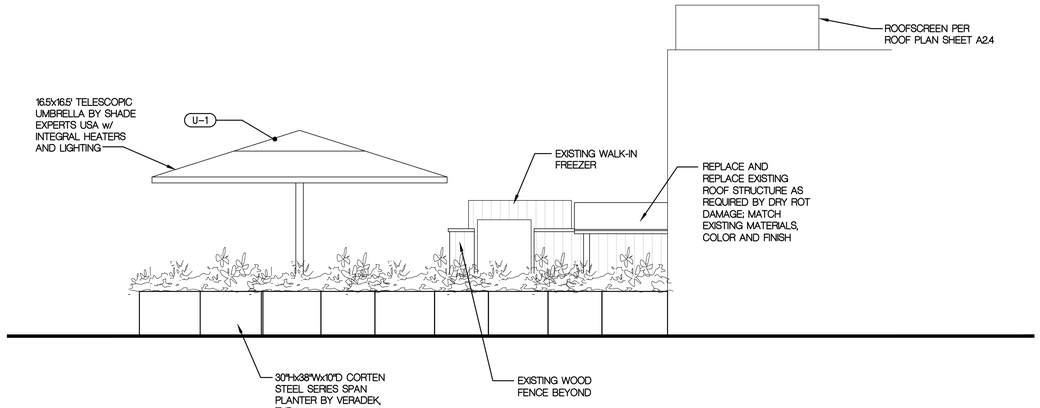
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Ojai Mountain Farm
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SITE ADDRESS:
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A2.4
ROOF PLAN

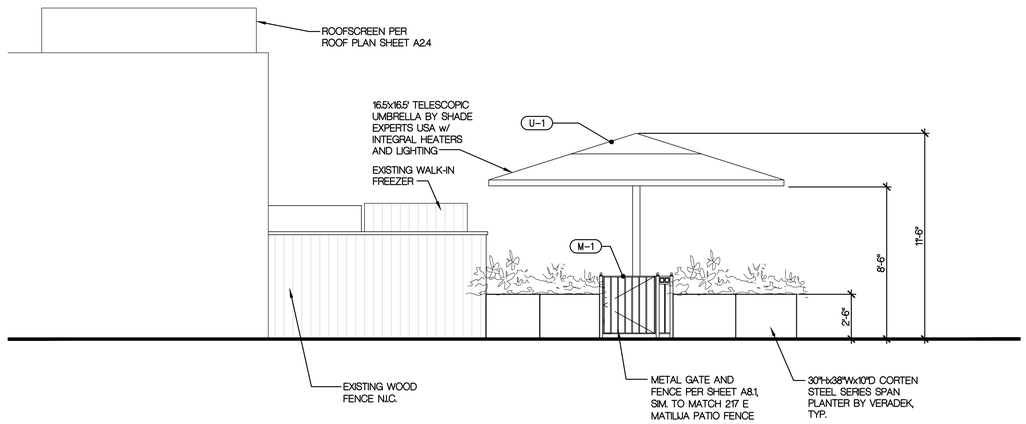
EXTERIOR COLOR SCHEDULE

MATERIAL		COLOR
M1	METAL FENCING	PAINT TO MATCH 217 E MATILIJA FENCE COLOR
U-1	UMBRELLA	CANVAS FOREST GREEN (5446-0000) SUNBRELLA



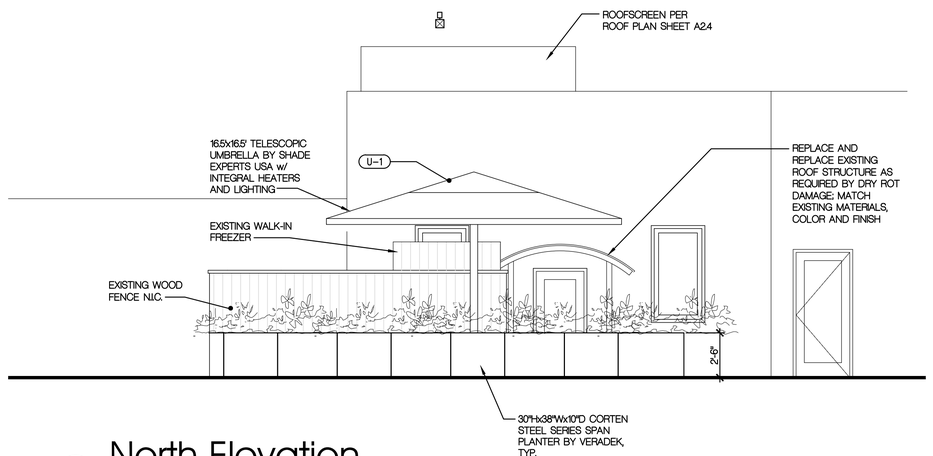
21 West Elevation

Scale: 1/4"=1'-0"



31 East Elevation

Scale: 1/4"=1'-0"



41 North Elevation

Scale: 1/4"=1'-0"

ALL ROOFTOP MECHANICAL AND VENTILATION EQUIPMENT SHALL BE ARCHITECTURALLY SCREENED TO PREVENT VISIBLITY FROM PUBLIC VIEW

PROJECT CODE: 2511
FILENAME: 2511 A31 OMF Patio Elevations.dwg
ISSUE DATE: 7.15.2025

DRAWN BY: PSH
CHECKED BY:
APPROVALS: DATE:

PRINT DATE: Apr 27, 2026, 1:50pm
REVISIONS:
NO: DATE: COMMENTS:

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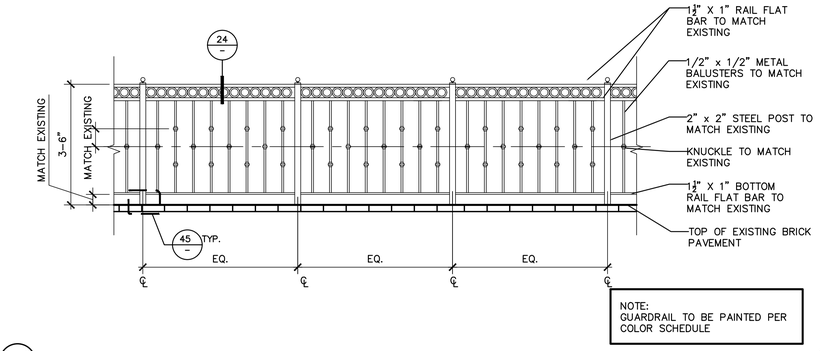
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Ojai Mountain Farm
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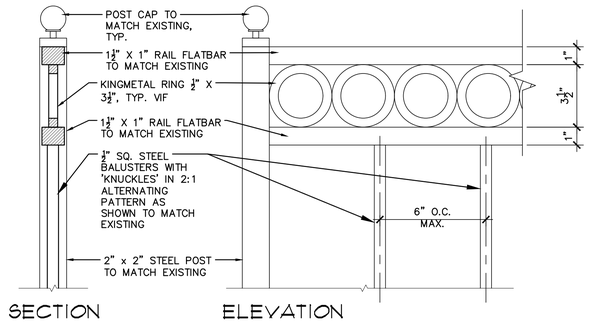
SITE ADDRESS:
242 East Ojai Avenue
Ojai, CA 93023

A3.1
EXTERIOR ELEVATIONS - UMBRELLA



14 FENCE ELEVATION (TYPICAL)

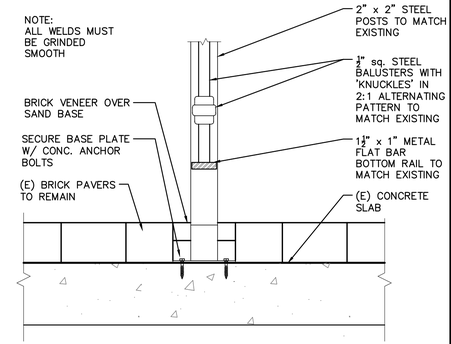
1/2"=1'-0"
D0572375



NOTE:
ALL WELDS MUST BE GRINDED SMOOTH

24 FENCE DETAILS

3"=1'-0"
D0572378



45 FENCE @ (E) SLAB

3"=1'-0"
D0572379

PROJECT CODE: 2511
FILENAME: 2511 A81 Railings.dwg
ISSUE DATE: -

DRAWN BY: EB
CHECKED BY:
APPROVALS: DATE:

PRINT DATE: Dec 11, 2025, 8:29am
REVISIONS:
NO: DATE: COMMENTS:

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PAUL H. POIRIER
No. C19,831
Renewal Date
10-31-25
STATE OF CALIFORNIA

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Ojai Mountain Farm
Patio Renovation

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Ojai Mountain Farm
975 Rancho Drive
Ojai, CA 93023

SITE ADDRESS:
242 East Ojai Avenue
Ojai, CA 93023

.\OMF+Final+Logo.png

A8.1
METAL FENCE DETAILS

P:\Dwg\2511\03 DWG\2511 A81 Railings.dwg Dec 11, 2025, 8:29am

Ojai Arcade Plaza



Architectural Design Guidelines

June 12, 2001

Ojai Arcade Plaza

OJAI ARCADE PLAZA
Architectural Design Guidelines

June 12, 2001

Prepared for:
City of Ojai Community Development
401 South Ventura Street
Ojai, California, 93023

ACKNOWLEDGEMENTS

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David Bury, Mayor
Steve Olsen, Mayor Pro Tem
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Rae Hanstad, Council Member
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City Staff:
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Andrew Belknap, Former City Manager
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Kathy McCann, Redevelopment Analyst

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Timothy Droney, Chair
Sheri Ann Cate, Vice Chair
Michael Boggs, Commissioner
Donna Pope, Commissioner
Mark Halvorsen, Commissioner
Robert MacNeal, Commissioner
Susan Weaver, Commissioner

Planning Commission:
John Mirk, Chair
Paul Blatz, Vice Chair
Tucker Adams, Commissioner
Craig Brown, Commissioner
Marge Fay, Commissioner
David Hirschberg, Commissioner
Joe McAllister, Commissioner

Guidelines Subcommittee:
Tucker Adams
Susan Amend
Tom Bostrom
David Bury
Timothy Droney
Donna Pope
Alan Rains

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ARCADE PLAZA DESIGN CHECKLIST

This checklist to assist staff in reviewing projects, but is not meant to be used in-lieu of the Design Guidelines.

- ❑ Does the design reflect and/or compliment the Mission Revival style? Pg. 8
- ❑ Is the building oriented to the plaza with elements such as entrances, patios, awnings, windows, landscaping and paving? Pg. 10
- ❑ Are large, blank walls enhanced with landscaping, stucco relief, tile, etc.? Pg. 10
- ❑ If a new covered walkway is proposed, does it match that of the existing covered walkway system? Pg.12
- ❑ Are high quality materials and craftsmanship being proposed for trellis structures? Do they incorporate heavy timber with dark colored stains? Pg. 13
- ❑ If this is a new building, does it reflect the form, scale, and proportion (relationship of height and width) of existing adjacent buildings? Pg. 14
- ❑ If this is a new building, has the overall massing been broken up with variation in wall planes, heights and roof planes or by incorporating exterior stairways or balconies? Pg. 14-15
- ❑ Are any new roof slopes proposed, shallow and range between 3:12 and 6:12? Pg. 18
- ❑ Are Mission Revival style parapet roofs incorporated in flat roof designs and do they appear to be an integral part of the building not just tacked on? Pg. 18-19
- ❑ Has the rooftop equipment been screened so as not to be visible from the ground level? Pg. 19 Wall or window mounted HVAC units should not be used. Pg. 36
- ❑ If the design incorporates a mansard roof, is it high and deep enough to look like a true pitched roof? Pg. 19
- ❑ Refer to page 20 for recommended and discouraged roof materials.
- ❑ Does the building have a recognizable base, body, roofline, and entry? Pg. 22
- ❑ Refer to pages 23-24 for recommended and discouraged façade colors and materials.
- ❑ Refer to page 26 for recommended architectural details and accent materials.
- ❑ Is the entrance clearly identifiable? Pg. 27
- ❑ Are windows on the first floor pedestrian scale with clear glass panels that occupy 50-70% of the first floor frontage? Pg. 28
- ❑ Are windows oriented vertically (taller rather than wider) and rectangular or rectangular with a curved top? Pg. 28
- ❑ Refer to page 30 for recommended and discouraged window materials.
- ❑ Are proposed awnings made of cloth not vinyl, wood or terra cotta tile? Pg. 30
- ❑ Is the method of sign attachment to the building (i.e. bracket) integral to the overall building design? Pg. 32
- ❑ The overall length of a sign should not exceed 75% of the width of the building or space directly of above the storefront and should not dominate the building façade or project above the building roofline. Pg. 32
- ❑ Are selected sign materials high quality, low maintenance, and long lasting? Pg. 32
- ❑ Refer to pages 33-34 for specific recommendations for wall-mounted signs, hanging and projecting signs, awning signage, temporary signs, and prohibited signs.
- ❑ Are exposed pipes, vents, gutters, utility service areas (electrical panels, etc.) and flashing painted, concealed from view, or integrated into the overall building design? Pg. 36-37
- ❑ Does the design incorporate energy-efficient concepts such as natural heating/cooling, appropriate sun/wind exposure and orientation? Pg. 38
- ❑ Refer to pages 39-40 for landscaping guidelines.
- ❑ Are café table and chairs made of high quality materials? Resin and plastic should be avoided. Pg.41

Executive Summary

Located in the heart of downtown Ojai, the Arcade Plaza is a hidden jewel. It offers shopping and dining, as well as, a place to sit and relax. With the recent investment by the Ojai Redevelopment Agency the plaza will soon be revitalized. To fully realize the benefits of this revitalization effort, many of the buildings that surround the plaza will also need to be upgraded. This document provides a clear set of guidelines to strengthen the Mission Revival architectural character of the surrounding buildings, and unify the plaza. By following this easy to use document, property owners will be given examples and ideas on how to improve their building and contribute to reinvigorating the plaza area character.

These guidelines evolved through a series of meetings with members of the community and the Redevelopment Agency. The plaza buildings should compliment the existing Mission Revival architecture in the area and encourage both quiet private spaces as well as active public areas.

The first part of this document identifies document users, explains how to use it, and describes the preferred architectural style for the plaza. The second part of the document illustrates the architectural design criteria for all façade improvements and new construction. The criteria include suggestions for building form, massing, architectural elements, doors, windows, materials, signage, lighting, landscape, and furnishings. The last part of the document provides examples of possible improvements to various buildings within the plaza. To assist in reviewing a project, a simplified checklist is included in the back of this document. This checklist highlights key components of the guidelines that should be considered when reviewing renovations and new construction proposals.

The Arcade Plaza buildings not only frame the plaza but are key to creating the Mission Revival theme that will unify the plaza area. Striving for quality improvements and consistency, these guidelines will help create a welcoming environment attracting shoppers and pedestrians, and will promote a downtown full of economic vitality.

I. Introduction

Ojai Arcade Plaza is located at the heart of downtown Ojai. The City of Ojai Redevelopment Agency plans to breathe new life into this potentially thriving public space.

Originally, the plaza was created from an alley in the early 1980's as a redevelopment project aimed at invigorating what was then a seriously blighted area. Though today's plaza is a great improvement from the previous alley, however it was never fully developed as planned in the initial redevelopment project. A number of vacant properties were never developed, temporary improvements never made permanent, and many plaza improvements that were designed in the 1980's do not meet the City's expectations for a "revitalized" Arcade Plaza.

The Redevelopment Agency has since obtained ownership of one of the larger infill parcels and a Plaza Redesign Plan and Implementation Plan was adopted in 1999. Developing Design Guidelines for plaza building facades was one of the first steps outlined in the implementation plan.

Plaza Location

The Ojai Arcade Plaza is located between Ojai Avenue (Highway 150), Matilija Street, Signal Street, and Montgomery Street. The plaza is surrounded by the downtown business district where some local businesses back onto the plaza, and a few businesses face the plaza. There are quiet green spaces, large trees, shelter from traffic and noise, and just enough pedestrian activity to make the plaza a nice place to eat a quiet lunch or read a book. On the contrary, it is not currently a popular destination in the downtown and is not easy to find. Although the Arcade Plaza is a relaxing pedestrian space, there are significant opportunities for improvement to maintain its quiet elegance while providing added economic vitality to the downtown pedestrian core. These design guidelines for buildings surrounding the Arcade Plaza are important elements in the total revitalization process.

A. Application Process

As described in the Ojai Municipal Code, Title 10 – Chapter 2, Zoning Ordinance (section 10.46.010), all applications, within the guideline boundary, which include a physical alteration/construction shall be reviewed to ensure consistency with these guidelines. The Director may require that a project applicant submit design concept plans for preliminary design review before submittal of a formal application for a project deemed significant by the Director. The purpose of the preliminary consultation is to advise the project applicant of applicable design guidelines (such as this document), design review policies, and other specific design criteria that may affect the project's design.

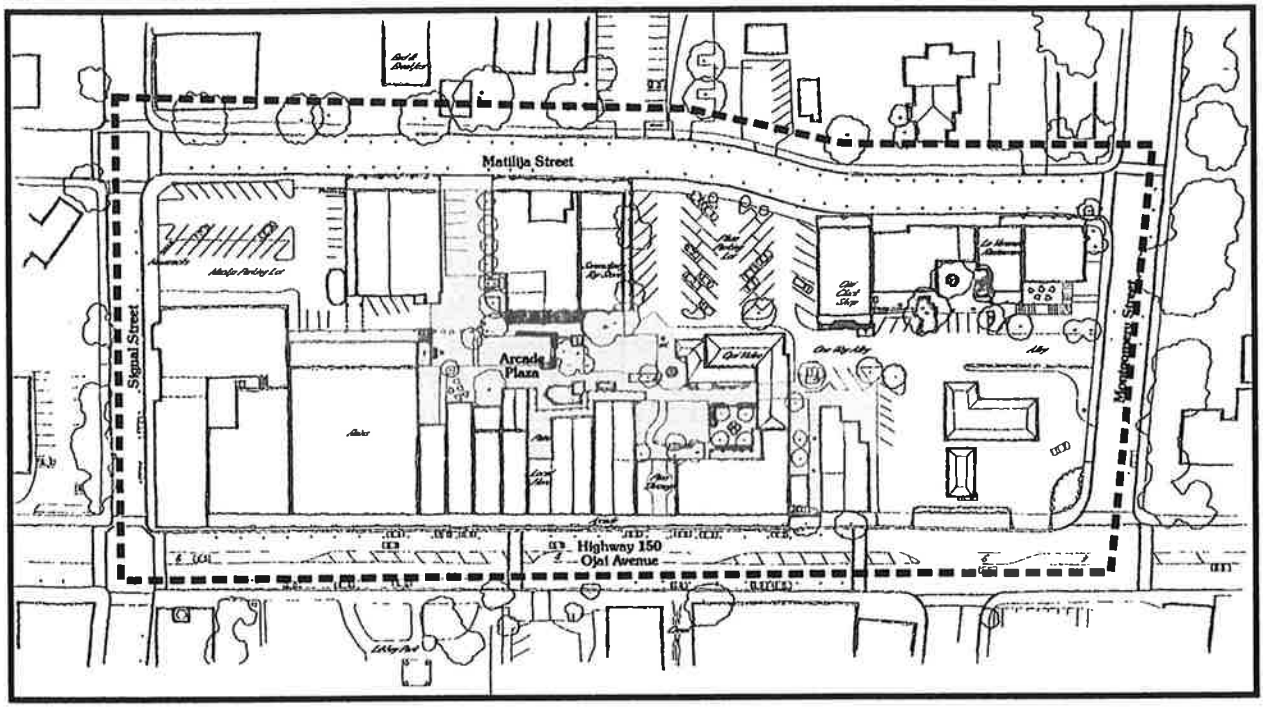
The Director, the Planning Commission, and the Redevelopment Commission (as appropriate) will use its discretion in applying specific guidelines in this manual to a particular project. Each guideline may not apply equally to every project. If a project is consistent with some of the guidelines and inconsistent with others, it will be up to the Director, the Planning Commission, and the Redevelopment Commission (as appropriate) to decide if the project is consistent with the overall intent of this document.

These guidelines are to be used for property within the designated "guideline boundary" as described below. Projects subject to the design review by the Planning Commission include:

- Projects applying for a building permit; and
- Any construction (with or without a building permit) that affects the exterior elevation of an existing structure.

1. Guideline Boundary

These guidelines pertain to the block between Ojai Avenue (Highway 150), Matilija Street, Signal Street, and Montgomery Street. Though the primary focus of these guidelines is to enhance the buildings that face into the Arcade Plaza, they have been written to also include buildings that face onto parking lots and adjacent streets. All new development on properties immediately adjacent to the plaza are encouraged to embrace the Mission Revival Style.



Ojai Plaza Arcade and Guideline Boundary

B. Purpose for the Guidelines

The purpose of the guidelines is to give clear and concise direction for the renovation of existing buildings and construction of new buildings. The intent is to create a welcoming environment that attracts shoppers and pedestrians. These guidelines offer simple solutions and recommendations to improve commercial buildings in a way that increases foot traffic and creates a unified architectural theme. The guidelines are intended to guide the creative and artistic approach of the designer rather than to stifle creativity.

1. Arcade Plaza Vision

During the public outreach process for the Arcade Plaza Redesign, the community clearly defined a "vision" for the Arcade Plaza. Below is a summary of that vision:

The plaza will act as the "Town Square" or "heart" of the downtown and enhance the small town experience of Ojai. As a tranquil yet lively space the plaza will be oriented to all age groups and provide a comfortable place for the community to interact and enjoy. Additionally, the plaza must be designed to support a healthy downtown business climate by creating a place where we can satisfy the human need to be in a pleasant environment.

The buildings that frame and surround the plaza play a big role in creating the desired character and realizing this vision. By enhancing these buildings, the plaza will take on an improved image, that will help create economic vitality for the plaza business.

2. Design Guideline Goals:

- Identify the architectural components, character, building forms, details, and other elements that should be enhanced during future improvements.
- Create a clear, concise and user-friendly document that is easy to administer.
- Provide basic design recommendations for property in the plaza area, promoting design creativity and variation while insuring consistency in building scale, style, and pedestrian orientation.
- Enhance community activity and the pride of ownership in the plaza area.
- Provide clear descriptions of architectural treatments that support the desired architectural character, yet allow for creative and whimsical artistic features.

3. Who will use these guidelines?

Property Owners:
The guidelines will provide property owners with a clear and simple design review process. This document will work in conjunction with the General Plan, Zoning, and Building codes for the City of Ojai and provide a clear set of expectations and responsibilities for property owners.

Design Professionals:
The guidelines will provide a clear and graphic direction for renovation and new construction. They will serve as an information tool that can provide a link between the property Owner and the Designer. They will clarify the desired architectural style for the plaza buildings and give ingredients of that style.

City Staff:
The guidelines are to be administered by city staff with simplicity and clarity in assisting the general public with project processing. The guidelines will serve as the basis for evaluating proposals for compatibility and compliance. City staff will also use these guidelines when working with the Redevelopment Commission and Agency, the Planning Commission, and the City Council.

Review Agencies:
The guidelines will provide the Redevelopment Commission and Agency, the Planning Commission, the City Council, and other reviewing agencies with a basis for evaluating proposals for compatibility and compliance.

C. Architectural Character

The Ojai Avenue arcade and pergola exemplify the Mission Revival architectural style that is desired for the Arcade Plaza Area. This style, common throughout downtown Ojai, originated in the early eighteenth century. Inspired by the missions built by the Franciscans in California and the Southwest, Mission Revival became popular in the late 1800's. Reacting to the popularity of the Colonial Revival style in the northeastern states, California architects began embracing the historic mission architecture. With the 1893 opening of the Colombian Exposition in Chicago the Mission Revival style began to flourish.

Authentic Mission architecture was kept simple in design and ornamentation due to a lack of skilled labor and a limited access to building materials. The California missions were typically a simple design constructed of adobe bricks. The walls were thick and the arches were low to support their own weight while long eaves where constructed to protect the adobe walls. Rooflines typically were formed at a low pitch or with shaped parapets. Looking at the origin of the Mission Revival architectural style, helps us understand the basic ingredients of this style predominately found in downtown Ojai.

Architecture surrounding the plaza should be both unified with the downtown Ojai Mission Revival architectural style and support the design of the plaza itself. Plaza buildings should incorporate innovative, artistic, and whimsical elements to intrigue the visitor yet embrace the Mission Revival style. Through repetition of Mission revival architectural elements, the plaza area will be unified with a consistent theme.

Architectural features and elements in the plaza area should be "non-standard" where feasible, reflecting Ojai's natural environment and unique character. Opportunities should be given to involve artists and other professional designers in the design of features such as: signs, lighting fixtures, benches, wall-fountains, etc.

Design Features Typical of Mission Revival Style Architecture

- Symmetrical facades with a simple square or rectangular plan.
- Asymmetrical facades commonly found with square or rectangular plans and occasionally with rambling compound plans
- Relatively smooth stucco (cement plaster) walls with hand-troweled finish
- Arched door and window openings
- Scalloped, parapeted gable ends
- Low pitched red clay tile roofs
- Facades often extend upward to form an arched, S-curved or angled parapet
- Deep overhanging eaves with exposed rafter tails, beams, and corbels
- Quatrefoil windows
- Sparse ornamentation, usually terra cotta or concrete in Islamic or Sullivanesque patterns
- Bell towers
- Porch roofs supported by large square piers
- Deep door and window reveals to give appearance of thick walls
- Ornamental iron grille work on windows, railings, or for decoration
- Exterior stairs and balconies
- Multi-paned windows
- Heavy timber with dark stain
- Decorative tile accents

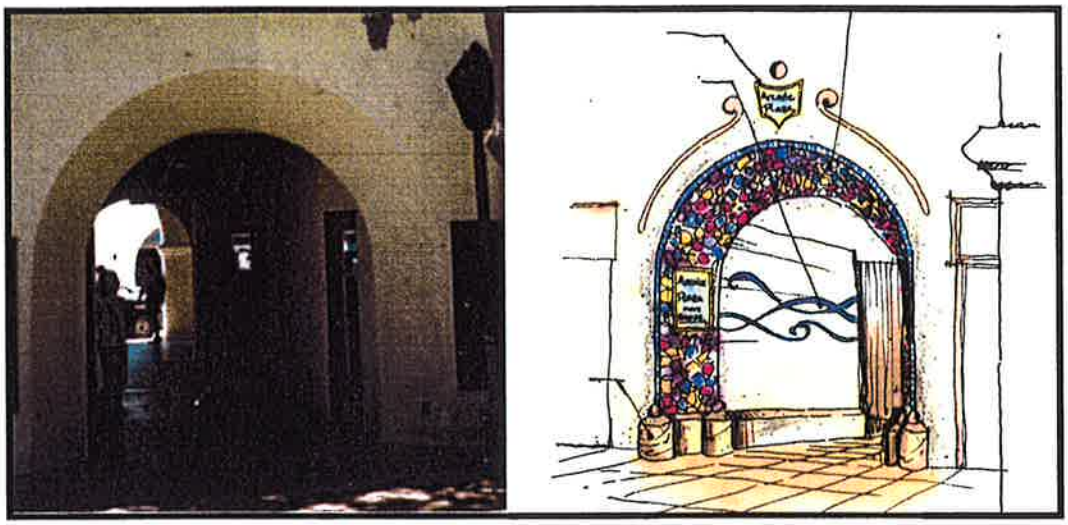


Mission Revival elements in downtown Ojai

II. Architectural Design Criteria

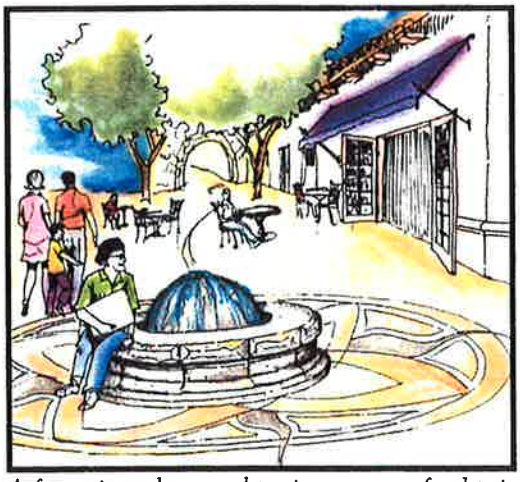
A. Site Planning and Design

Site planning refers to the arrangement of buildings and parking areas, the size and location of pedestrian spaces and landscaping, and how these features relate to one another.



Pedestrian linkages to the plaza should be enhanced.

- Pedestrian linkages to and from the plaza should be enhanced with signage, landscaping, public art, and/or special paving.
- Focal points should be developed to create a definite sense of identification and draw people through the plaza. Landscape, fountains, artwork, textured pavement, changes in pavement levels, and building features may be used to create focal points.



A fountain and textured paving creates a focal point.



Focal points draw people into the plaza.

- New development / renovations / additions are encouraged to incorporate public art consistent with the City's one percent public art program.
- Each property is encouraged to have its own identity, yet integrate with adjacent properties.
- Where possible, buildings should be oriented to create and define usable outdoor spaces. These spaces should have a variety of microclimates, such as shady, sunny, warm, cool, open, and private.
- Buildings abutting the arcade plaza are encouraged to:
  - Orient business toward plaza. This can be done with entrances, patios, awnings, windows, landscaping, and paving.
  - Enhance large, blank walls with murals, landscaping, stucco relief, tile, etc.
  - Provide outdoor seating and tables to add to the pedestrian atmosphere in the plaza.
- Entries to buildings should be individualized, be clearly identifiable, integrated with adjacent landscaping.
- Pedestrian walks should provide logical linkages to surrounding sidewalks, connections through the parking lots, and to adjoining uses.
- Loading, trash, and storage areas should be located away from seating areas and screened from public view and designed to fit with the plaza's Mission Revival style architecture. (See Section G – Utilitarian Aspects of the Building.) (Refer to Approved Plaza Master Plan for trash and recycling storage areas.)



Outdoor seating adds atmosphere.

B. Semi-Private Spaces

An important part of building design is the treatment of semi-private "transitional" spaces. These spaces link the outdoor public spaces to the indoor private spaces. The features addressed in this section include stairways, balconies, patios, courtyards, trellises, colonnades, and low "half" walls. These features add human scale and variety to buildings.

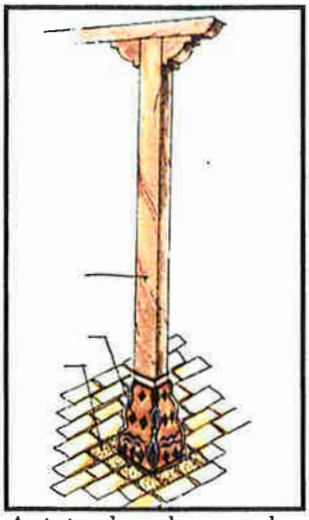


Stairway design should be integrated with the building's overall character and design.



Semi-private patios are encouraged.

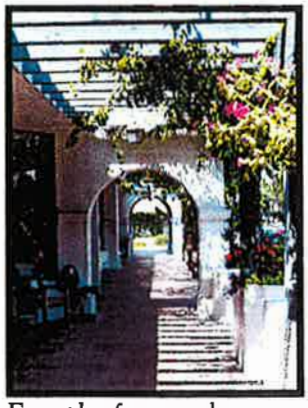
- Architectural features that create semi-private, spaces between buildings and streets, such as porches, balconies, patios, staircases and courtyards are encouraged. These features should be fully integrated into the overall design to avoid the appearance of being an afterthought or "tacked on".
- Stairway location and design should complement building form and massing.
- Pre-fabricated metal stairs are discouraged.
- Stair treads (steps) should be covered with non-slip tile, stone or other low maintenance materials that compliment the building's overall design.
- Patios and courtyards with outdoor seating are encouraged. Potted plants, trellis structures, and sculptures can be used to define these spaces.
- Covered walkways provide a visual, as well as protective linkage between uses. These walkways may occur at building street frontages, between buildings, from buildings to parking lots, and within a parking lot.
- New covered walkways should have a similar design made with similar materials as the existing covered walkways.
- Enclosed walkways or "pass-throughs" should incorporate elements that draw people into the plaza. This can be done with paving, wall treatments, lighting, and public art.
- Enclosed walkways provide an opportunity for pedestrian scale wall treatments such as murals, tile treatments, sculpture, alcoves, or vines.



Artistic column bases can be used to add character and a sense of stability.



Existing covered walkway.



Example of an arcade.

1. Arcades, Covered-walkways, and Trellises

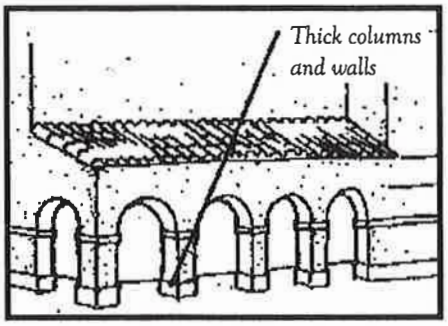
The existing Ojai Avenue arcades and covered-walkways have been identified as vital and functional architectural components. In the plaza area there exists three types: 1) the Ojai Avenue arcade, 2) the terra cotta tile roofed covered-walkways in the interior plaza, and 3) attached arcades integrated into buildings (along Matilija Street and parking lot). These guidelines are for both building new or revitalizing existing arcades and covered-walkways within the plaza area. Any new proposed covered walkways should match the existing design. An exception to this would be when an artistic column base is incorporated.

Arcades and covered-walkways consist of three basic elements:

- Columns
- The detail and articulation corner (top of column)
- The underside of the arcade/covered-walkways.

Arcade / Covered-walkway Columns

- Arcades should have a sufficient wall column thickness emphasizing a sense of strength, balance, and traditional masonry proportions. This proportion and massing is essential to the Mission Revival Architectural style.
- Columns can vary slightly in size, frequency, material, and proportion, but the support itself should appear solid and provide a sense of stability.
- Simple pipe or square tubing, although functional, is not consistent with the Mission Revival Architectural style. These types of support columns should be avoided.
- The base of columns should have a distinct material application or relief treatment. This application should extend a minimum of 12" above the base.
- The top of the column should also be treated as a terminus or transition to the horizontal support.



Arcades attached to buildings should possess traditional masonry proportions.



Column bases should be large enough to provide a sense of stability.

Underside of Arcade

- When selecting materials and determining the level of detail to apply on this surface, priority must be given to visibility. The underside of the arcade/covered-walkway will be very visible from a pedestrian point of view. Avoid unfinished looking treatments.
- The appropriate treatment of this surface will enhance the effectiveness of signage.
- Proper attachments for signage should be utilized at every application. Screw in "J" or "eye" hooks are not allowed.
- Locate and select lighting that does not create glare or an unsafe situation for pedestrians. Low level, upward lighting, or soffit lighting, is more appropriate than "spot" or "down lighting". Lighting that is directly focused on signage may be appropriate if carefully applied and controlled.

Trellises

- The use of trellises along blank walls are encouraged. This will add interesting shade and shadows detail and create an opportunity for climbing vines on bare walls.



Trellis used along blank wall to accent entry and add interesting shade and shadow detail

- Heavy timber with dark colored stains should be used for trellis structures.
- High quality craftsmanship should be used on trellis structures.
- Trellises can be used to enclose trash and storage areas.
- Trellis structures can be used to shelter parking areas, outdoor seating areas or accent entries.

C. Building Form and Massing

Building forms and facades have an impact on the cohesiveness and comfort of a space. It is particularly important in a plaza which is surrounded by buildings such as the Arcade Plaza, that the form and massing of these buildings be proportionate to attract pedestrian activity. Where infill buildings are being constructed, or existing structures upgraded, design principals including continuity, proportion, mass, scale and rhythm will help create an aesthetically pleasing façade and plaza.

1. Continuity

Continuity among individual buildings in the plaza area will contribute to a unifying identity. Repeating form and massing elements on building facades, i.e. wall planes and modulation, window and door arrangements, entries, transoms, awnings and parapet treatments, will help create continuity with the plaza area.

- New buildings should reflect the existing form, scale, and proportion (relationship of height and width) of adjacent buildings.

2. Building Mass

Mass is defined as a three-dimensional form such as a cube, box, cylinder, or pyramid. The way the forms are sized and combined directly relates to the way buildings feel to a pedestrian. Voids or open spaces in the forms can change their appearance and make the building more interesting and less imposing.



Vertical and horizontal articulation reduces a building's apparent mass.

- Changes in vertical planes break up a box-like appearance. Vertical elements such as pilasters help create "bays" to give the appearance of several smaller buildings.
- Massing design may include:
  - Variation in the wall plane (project and recess)
  - Variation in wall height
  - Roofs located at different levels
  - Exterior stairways
  - Balconies



Balconies on upper floors are encouraged and help to break up large massing.

- Architectural elements, materials, and colors can emphasize or de-emphasize a building mass.
- Upper floors may be appropriate to accommodate balconies, seating and other architectural treatments.
- Multistory buildings should incorporate some one-story elements to "soften" the buildings overall mass.
- Massing of columns, walls, parapets, and window openings should reflect permanence by emphasizing thickness and mass.
- Projections and recesses are encouraged to add texture and differentiation between buildings. These elements could include recessed storefronts that are large enough to accommodate seating along a sidewalk. Entry portals proportional to the buildings with columns and a detailed roof or balcony also add texture.

3. Scale

Scale is the proportion of one object to another. "Human" or "intimate" scale incorporates building and landscape elements that are modest in size. "Monumental" scale incorporates large or grand building elements. Buildings within the plaza area should incorporate human scale elements.

- Architectural details that relate to human scale such as arches, trellises, or awnings should be utilized.
- Articulated storefronts with carefully arranged doors, windows, arches, trellises or awnings, rather than blank walls, should face onto the plaza.

4. Rhythm

Rhythm describes the relationship of building components, as well as the relationship of individual buildings to one another.



Example of windows establishing rhythm.

- Rhythms can be the simple repetition of one or more architectural details.
- Rhythm may be expressed by changing materials or color.
- Rhythm may be expressed by using elements such as columns and windows.

5. Proportion

The ratio of one dimension to another, such as the width of a building to its height defines its proportion. Exaggerated proportions can create awkward buildings.

- Proportions that have historically been related to the selected architectural style, Mission Revival should be utilized.

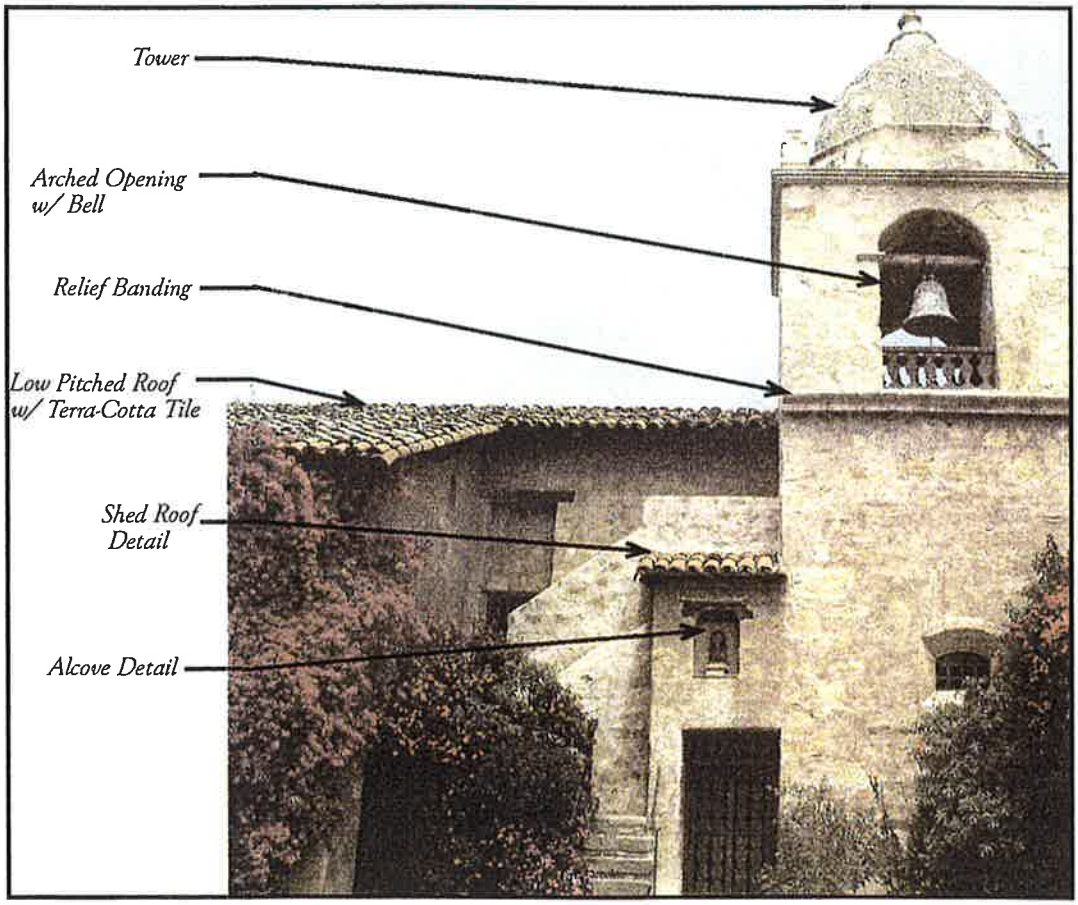
6. Balance

The visual equality between elements describes its balance. Harmonious visual balance is important regardless if building elements are symmetrical or asymmetrical.

D. Building Elements

To a large degree, the architectural style of a project is dictated by the building elements and architectural details. This includes the colors, materials, architectural features, lighting, roof forms, and signs. Architectural elements should be complimentary and work well together to create a uniform project identity. In addition, building forms and elements should be designed to discourage public access to roof structures.

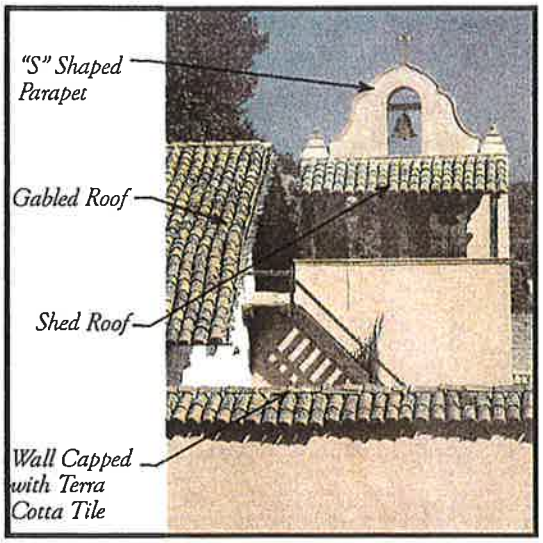
The following guidelines address materials as they relate to roofs, walls and facades, windows, doors and other related features. Maintenance, vandal resistance, long and short term costs, functionality, and appearance should all be taken into consideration during the design process.



Building elements add interest to building facades.

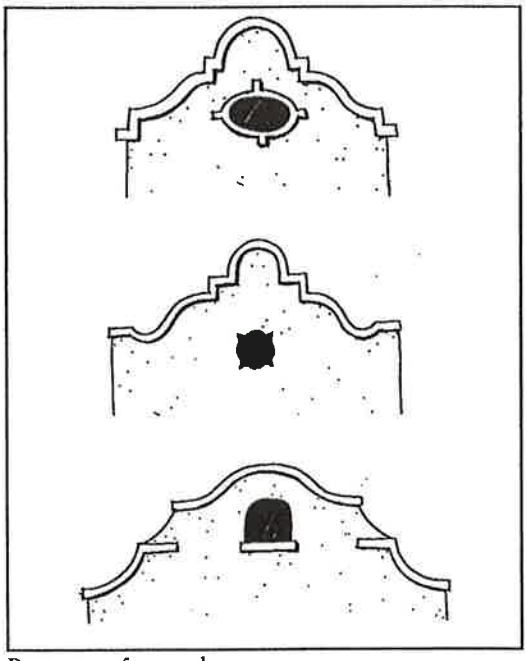
1. Roof Forms and Materials

One of the most important factors in defining a building's overall character is the roof design. This includes roof shape, form, slope, material, texture and color. To ensure consistent architectural quality throughout the Ojai plaza, building roof treatment should be representative of the design and scale of the balance of the building. The following roof design guidelines apply to all structures in the project area.



Varied roof forms add visual interest to buildings.

- Slopes of pitched roofs should be shallow and range between 3:12 and 6:12. Steeply pitched roofs greater than 6:12 are strongly discouraged.
- Gabled, hipped (including pyramidal) and shed roofs are encouraged.
- Parapets are encouraged on flat roofs. Mission Revival style incorporates parapets with "S" shaped forms.
- Decorative chimney forms and cupolas are encouraged.


Parapet roof examples.

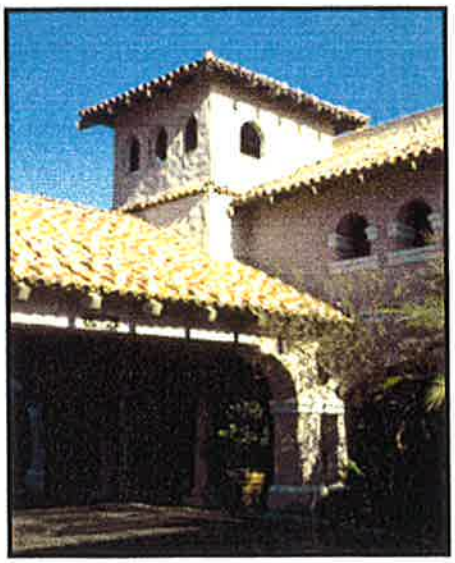

Decorative chimney form.



All visible sides of roof forms should have a finished look.



Exposed rafter tails are encouraged.



Mission style tower elements are encouraged.

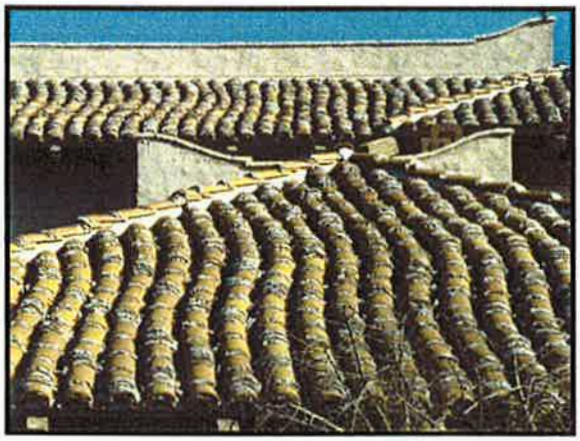
- Roofing that is visible from upper stories should be aesthetically pleasing.
- Roof parapets should not appear "tacked on" and should convey the same feeling of permanence as the balance of the building. The material used on the "cap" and visible sides of roof parapets should be detailed and finished in the same manner as the "front" to ensure overall architectural integrity.
- Roof parapets should be well-detailed, three-dimensional, and of substantial size to complement a building.
- Continuous mansard roofs are discouraged.
- Exposed structural elements (beams, trusses, frames, rafter "tails", etc.) are appropriate roof overhang details.
- Exposed rafter "tails" should not extend beyond the roof overhangs.
- Deep roof overhangs are encouraged especially when used in arcades, verandas or where they're specifically used to enhance passive solar design.
- Tower elements with roof forms that reflect the Mission style are encouraged.
- Barrel tile caps at roof hips and ridges are encouraged.
- Rooftop equipment should be screened and not visible from ground level at any distance. Buildings with flat or low pitched roofs should incorporate parapets, pitched facades, or architectural elements designed to screen roof mounted mechanical equipment and to be architecturally compatible with the design of the building facade.
- Mansard roofs should have a roof pitch that is high and deep enough to look like a true pitched roof.

Recommended Roof Materials

- Clay or integrally colored concrete roof tiles.
- "Mission" or "Barrel" shaped roof tiles.
- Roof tiles can be grouted or ungrouted.
- "Terra Cotta" and other red/earth tone roof tiles.
- All ridge and hip caps should coordinate with field tiles.
- Visible portions of "built up" or other flat-roof materials should be colored or covered with aggregate that is compatible with the color and design of adjacent roofing and façade materials.
- Roof materials and colors are important aspects of the overall building design. Visible pitched roofs should use terra cotta colored tiles.



Grouted terra cotta tile roof



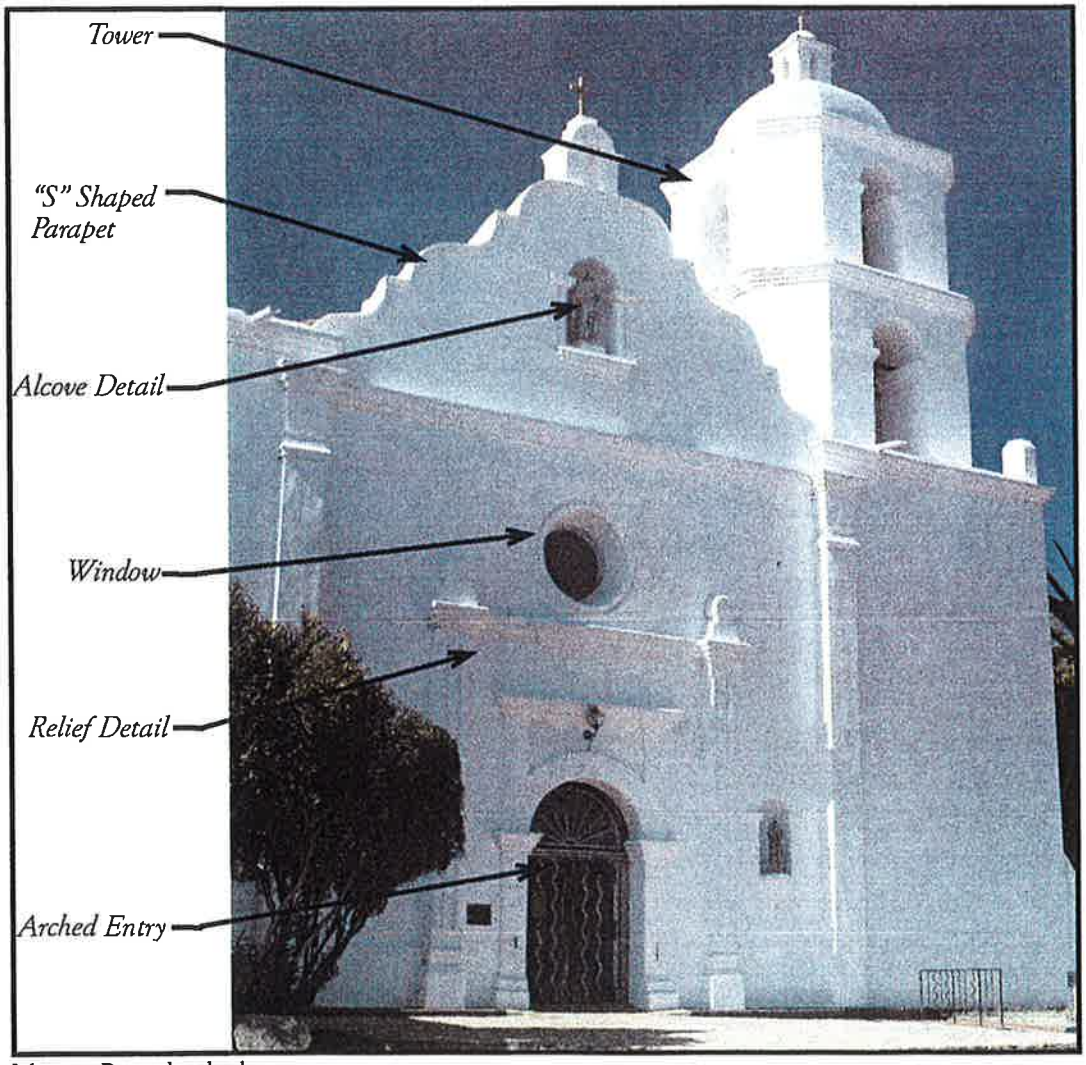
Barrel shaped terra cotta tile roof.

Roof Materials That Are Discouraged

- Highly reflective or brightly colored materials (high gloss tile, unpainted metal flashing)
- Low-profile composition roof tile, wood and/or hardboard, or synthetic shingles and shakes
- Simulated clay tile roofs (pressed metal roofing)
- Corrugated fiberglass or metal ("tin") panel roofing
- S-tiles should not be used.

2. Walls and Facades

As is the case with building roofs, the design and materials used for walls and facades play an important role in determining a building's overall character. Buildings of large size should be designed to avoid box-like appearance with "blank" walls. Vertical and horizontal articulation of a building's facade help provide visual interest. Use relief molding forms, color, or special materials to accentuate the building base. Architectural details should be used to enhance the buildings and adjacent pedestrian spaces by adding color, shadows, and interesting forms. The following guidelines will give examples of architectural details and forms that can be incorporated on new buildings and/or existing building renovations.



Mission Revival style elements.

- Large bare walls should be articulated with varied reveal and relief patterns such as molding, texture changes, and architectural details. These measures create distinct shadow patterns resulting in the increased perception of depth and variety. Wall surfaces should not exceed approximately 250 square feet or continuous runs greater than approximately 30' without some form of articulation as described above.
- The articulation and material use on a building façade should be appropriate to the Mission style.
- Exterior walls/facades, especially at ground level, should include windows, trellises/arcades, roof overhangs, reveals, wainscots, varied materials and other architectural elements. This articulation contributes to a building's character, provides visual diversity, and enhances pedestrian scale.



Wall relief elements and wall fountains are encouraged.



Balconies help add interest to a facade.

- Large "Blank" walls are discouraged. See architectural details and accents.
- Articulation/detailing of exterior walls at ground level should be integrated with landscape features (trees, plants, walls, trellises and unique land forms) to ensure appropriate transition from ground to wall plane.
- Building base (also called bulkhead or wainscot), which use varied texture and/or color with terra cotta or glazed tile accents are encouraged at ground level areas and gathering nodes.
- Wall/façade elements should express building function, structure and scale and should illustrate a fully integrated design.
- Smooth and Spanish Mission styled stucco surfaces with tile accents are encouraged.
- Building facades and walls should have subdued medium to light colors with darker, richer and brighter colors used as accents or special features.
- Each building should have a recognizable base, body, roof line, and entry.
- Varying materials between base and body of a building can break long wall planes.



Trellis structures add shadow and interest to building facades.

- The material palette for building in the plaza should reflect the materials commonly found and used in the region including those used in the area's historically significant buildings. Although the selected building materials will play a large part in establishing a design character, the appropriate architectural detailing of these materials will ensure that the plaza has a feeling of quality, permanence and timelessness.
- Materials should also compliment the natural landscaping and the Mission Revival architecture in the area. Natural materials such as stone, terra cotta tiles, boulders, and wood should be used throughout the plaza. Colorful tile, ornamental glass, stucco, and wrought iron detailing should be use to accent areas and bring color to the design.

Recommended Façade Colors and Materials

- Cement plaster or synthetic plaster (EIFS) in medium to light muted earth toned colors.
- Glazed or unglazed tile used as accents on a building's base, walls and columns are encouraged.
- Artistic elements and accents such as mosaic are encouraged.
- Stone or simulated stone (i.e., river rock) used as accents are encouraged.
- Cast and precast concrete with a texture/finish appropriate to the building's design. This material is acceptable on building bases and columns/ pilasters. Concrete used as a finish material may be used if painted or tinted to an approved color.



Simple accent details on smooth stucco walls are recommended.

- Terrazzo and architectural terra cotta used on building columns, bases or as accents.
- Heavy timber construction used in trellises, roof overhangs, balconies and other architectural elements. All wood materials must be properly detailed and finished (preferably stained) and should not be left in a "raw" unfinished state.
- Foam details may be allowed if it is applied above 6' high and consistent with the Mission Revival style.

- The creative blend of traditional historic materials and today's technologically advanced building materials/systems is encouraged.
- Buildings should keep a balanced color palette between base colors and "brighter" or "darker" accent colors on each building.
- Colors should be used that reduce sun glare on wall planes by using flatter, muted colors, i.e. avoiding bright whites.
- Door and window trims, awnings, and wall tiles provide opportunity for color that adds interest and texture to storefronts or building bases. Color of trim should be coordinated with the wall colors.
- Colors should be coordinated with other adjacent buildings.
- Colors should compliment natural / unpainted materials used on the facades such as pressure treated wood, terra cotta, and tile.



Medium to light earth-toned colors are most suitable for the project.

- Large areas of intense light color should be avoided. While more subdued colors usually work best for overall building color, darker accent colors are appropriate for trim, windows, doors, and key architectural elements.

Façade Colors and Materials That Are Discouraged

- Highly reflective or brightly colored materials, except as accents
- Concrete block (smooth, split-face, etc.)
- Brick masonry
- Wood or simulated shingles or shakes
- Corrugated fiberglass or metal ("tin") panels
- Simulated stone or masonry
- Vinyl or sheet metal siding
- Plywood, hardboard or dimensional lumber
- Wood and composite horizontal or vertical siding
- Bright whites and other colors that will create a glare.



Articulate all sides of buildings.



Alcoves are common Mission Revival elements.



Balconies with decorative supports are encouraged.

3. Sides and Backs of Buildings

Consistent architectural design and detailing should be provided on all sides of a building to help eliminate obvious "side" and "back" of building appearances.

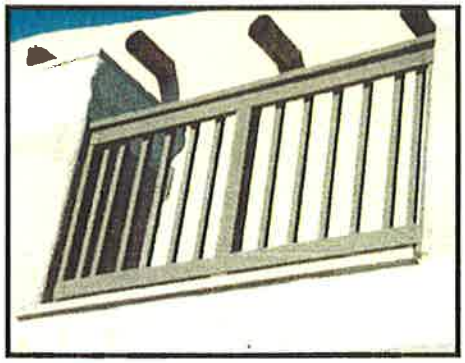
The facades next to the vacant parcels currently have blank walls. If the City eventually purchases the vacant parcels, these blank walls will be incorporated into new facades and enhanced with architectural details, windows, and doors. Until then, blank walls should be enhanced with temporary treatments like landscaping and paint treatments

- Murals, trellises, or vines and espaliers should be placed on large expanses of walls at the rear or sides of buildings to soften and create interest.
- Wall-mounted lighting should be provided between buildings to ensure security. (See Lighting.)

4. Architectural Details and Accents

Accents and architectural details are features on a building that can provide visual interest, variety, and quality in appearance.

- Alcoves or niches are common Mission Revival elements and are encouraged.
- Flashing details, gutters, downspouts, and vents should be designed to complement the building's overall design.
- Decorative wrought iron should be utilized at railings, gates, etc. and should be painted to coordinate with any wrought iron light fixtures or other features. Rich, dark to black colors are recommended.



Wood railing



Iron railing



Wall fountain with colorful tile.

- All railing including stairway handrails, guardrails and decorative railing should be constructed of wood or metal and should be stained or painted to coordinate with other building features/elements.
- Subtle artistic and unique accents are encouraged.



Subtle artistic and unique accents are encouraged.

Recommended Architectural Detail and Accent Materials

- Glazed or unglazed ceramic or clay tile in rich colors at window/door surrounds, address identification placards, bulkheads, architectural lighting, seating, and other details
- Terra cotta tile
- Wood canopies and trellises
- Stained wood in dark color
- Wrought iron (black or dark brown) ornamental iron work at windows, railings, etc.
- Stone or river rock (local stone preferred)
- Artist designed elements



Arched opening



Wrought iron grill work over window



Roof overhang at entry



Wall planter

5. Entries and Doorways

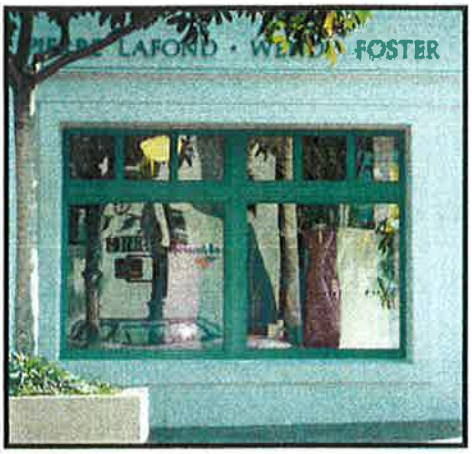
It is important that the main entrance to a building is clearly identifiable. It is the primary point of arrival and should be treated as such.

Designs should incorporate one or more of the following methods in the entrance design.

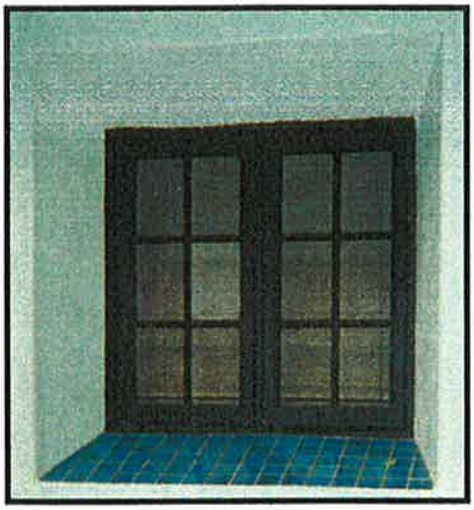
- A change in wall plane or wall articulations around the door will help accent the entry.
- Placement of art or decorative detailing at the entry.
- A projecting element above the entrance.
- A change in material or detailing.
- Architectural elements such as flanked columns, archways, or decorative fixtures.
- Recessed doors, archways, or cased openings.
- A portico or formal porch projecting from or set into the surface.
- Changes in the roofline, a tower, or a break in the surface to the subject wall.
- Upper floor entries should have their own distinct design that compliments the main building frontage.
- When possible, awnings, tiled roof canopies, or trellises accenting the entries should be incorporated into the building façade.



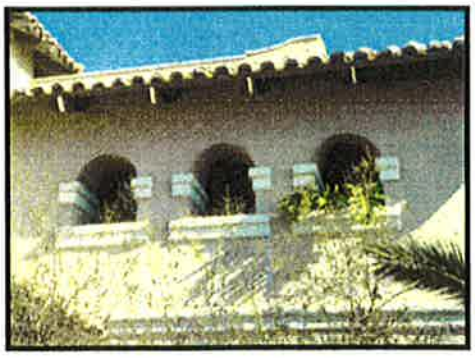
Columns, signage and building form helps accent entry.



Storefront windows located on the first floor distinguish it as a publicly oriented space.



Recessed multi-paned operable windows are encouraged.



Example of Mission Revival arched window / openings.

6. Windows, Doors, and Storefronts

- At the street level, windows should have pedestrian scale and detail.
- Clear glass is recommended facing onto plaza walkways to create interesting interior shop views for pedestrians. Heat gain can be limited by implementing awnings, recessed storefronts, polarized glass, or professionally-applied UV film.
- Windows on upper floors should reinforce the typical rhythm of upper story windows found on traditional Mission style buildings.
- The first floor of commercial buildings should contain storefront windows to help distinguish it as a more publicly oriented space. Storefront windows, when combined with entry doors, should occupy 50% to 70% of a first-floor frontage.
- Windows may be accented with wall planters or window boxes at their base.
- Operable windows are encouraged to provide natural air circulation and allow interchange between indoor and outdoor spaces.
- Windows should be rectangular or have arched tops and be vertically proportioned (taller rather than wider).
- Multi-paned windows that are consistent with the Mission style and are encouraged.
- To further reinforce the sense of quality desired, windows and doors should be recessed into the wall. Windows flush with the adjacent wall plane are discouraged. All windows, including storefront window/window-wall systems should be recessed to create pronounced shadow lines.

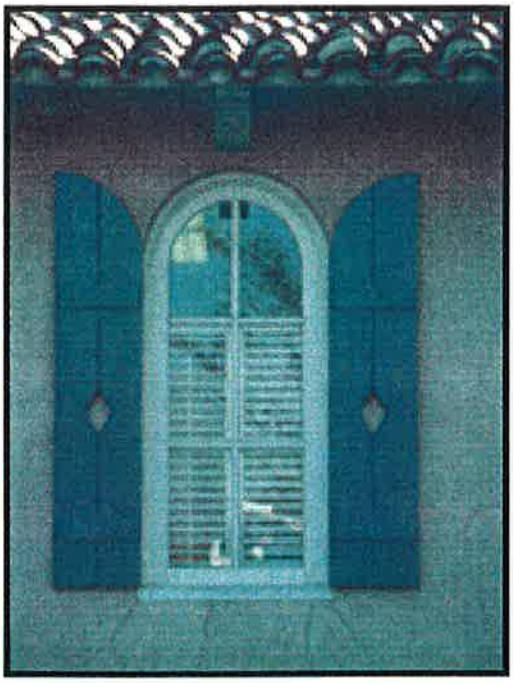


Paint, tile, awnings should be used to articulate and accentuate openings.

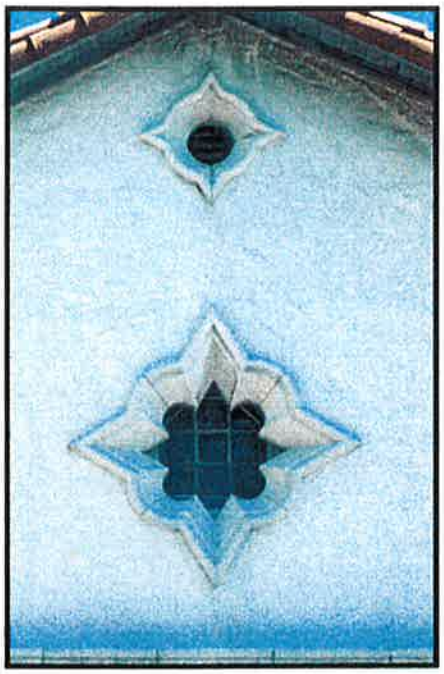


Wood slatted awnings add color and interest to windows.

- Openings should be articulated/accentuated with paint, tile, shutters, awnings, plant shelves/planters or other appropriate architectural features. These features and the various shadow patterns created throughout the façade add a rich visual texture to a building.
- A rhythm created by multiple window openings is common in Mission Revival architecture and is encouraged.
- Small scale square, circular and arched windows are permitted if appropriately used in conjunction with the other window and door openings on a façade as they relate to the building's design character.
- Door and window hardware should be of a high quality and should have a design, finish and color that complements the overall project character.
- Arched openings or windows are appropriate to the desired style of the Ojai Arcade plaza.
- Divide storefront windows into a series of vertical windows. Large window panes are discouraged.
- A consistent use of window style, size and related trim or accents on a building is recommended to simplify a building's elevation, ensuring a consistent character.
- Provide adequate space between windows and adjacent roofs, wall corners or other features.
- Skylights should be appropriately detailed and should relate to the overall design concept in their form, location and color.



Arched multi-paned window.



Quatrefoil windows are common with Mission Revival architecture.

Recommended Door and Window Construction Materials

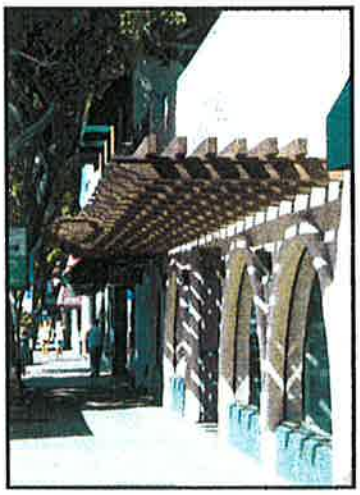
- Though the materials are important, it is the profile and proportion (width) of the window frames that reflect the desired Mission Revival style.
- Clear or very lightly tinted window glazing
- Acceptable frame colors include off-white and medium to dark earth toned colors
- Painted, or stained, wood window sashes, frames and doors
- Canvas, wood, or terra cotta tile awnings at doors and windows in rich, medium to dark colors
- Plaster, terra cotta, stone, wood, tile, or other compatible door and window "surrounds"
- Wood casement windows are preferred, due to their more natural and substantial form
- Accent windows of leaded, etched, beveled, and colored glass consistent with the style of building.
- Authentic wood mullions should be used to divide window panes.

Door and Window Construction Materials That Are Discouraged

- Clear anodized/mill finished aluminum window frames
- Reflective or colored glazing, this includes black and silver
- White or "frosted" plastic skylight lenses
- Aluminum storefront type systems



Canvas awnings help accent entries and add color to the facade.



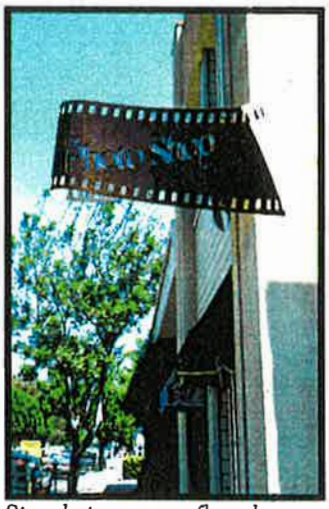
Wood trellis structure acts as an awning providing shade interest to facade.



Cloth umbrellas are encouraged.

7. Awnings and Umbrellas

- Awnings add color, forms, relief, and pedestrian protection from the elements. They may also create a space for identification signage.
- Awnings, as well as signage, help to clearly demarcate building entries and help orient pedestrians.
- Awning maintenance should be in accordance with the awning manufacturer's care instructions. The life of the awning is generally not expected to exceed eight to ten years. Property owners should not propose installing awnings unless they are prepared to replace the awnings every eight to ten years.
- Awnings with imprinted signage are encouraged. Lettering style and size should be in scale with the awning and adjacent awnings subject to the existing sign ordinance. (Refer to the awning sign section, page 34)
- Awnings and umbrellas should be made of cloth (not plastic or vinyl, wood or terra cotta tile) and should be high enough so as not to block visibility of pedestrians.
- Awnings should not be wrapped around buildings in continuous bands. Awnings should only be placed on top of doors, windows, and other openings where arcades are not utilized.
- Awnings should not dominate the facade, but should be in scale with the rest of the building.
- Awnings and umbrellas should be regularly maintained and kept free from tears, fading, and stains.
- Awnings, if lighted, should be lit with the direct, architecturally interesting and appropriate fixtures such as "gooseneck" type fixtures.
- Awnings should be placed within vertical elements when the facade of a building is divided into distinct structural bays.
- Fabric and wood slatted awnings are encouraged on storefronts and windows. Awnings shapes and colors must complement the overall building design and should appear as an integral part of the building's architecture.
- Umbrellas should be one color and free of all advertising and other text.



Sign designs can reflect the type of business.



Signs at eye level height will attract pedestrians.



Hanging / projecting sign example.

E. Signage

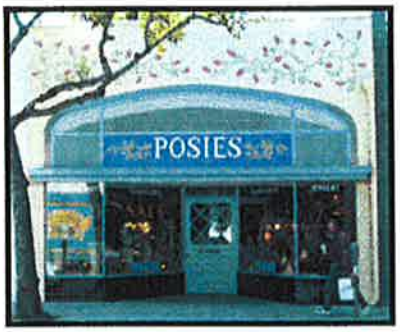
Signs are an important part of every business, but can too easily detract from the overall appearance of a storefront and the plaza area. These guidelines will promote signage that will serve a beneficial function and will be architecturally interesting to the individual storefronts, as well as the downtown plaza area. All new store signs must be consistent with the City's Sign Code, Chapter 6, and must be approved by the City.

- The method of sign attachment to the building should be integrated into the overall sign design chosen. Metal brackets (i.e. wrought iron) compliment the Mission Revival style of architecture and are encouraged.
- Signs should coordinate with the building design, materials, color, size, and placement.
- Signs should not cover up windows or important architectural features.
- Overly large signs that dominate a building façade are not permitted.
- The overall length of a sign shall not exceed 75% of the width of the building or space directly above the storefront.
- Sign variety is encouraged among different users.
- The character of each sign including the type/style, design, shape, or graphics should reflect the nature of the business and be of a high quality.
- When a large building has more than one tenant, the individual tenant signs should follow a consistent design standard and be integrated into the building architecture and design.
- No signs or advertisement should project above the peak of the roof or parapet.
- "Luminous tube" neon signs shall be prohibited.
- Signage shall be constructed of high quality, low maintenance, and long lasting materials.
- Signs shall be clear, concise, and informative.
- Creative and whimsical sign designs that add interest for the pedestrian are encouraged. Because the plaza area is primarily pedestrian space, the signs used in this area should be located and designed for pedestrians.

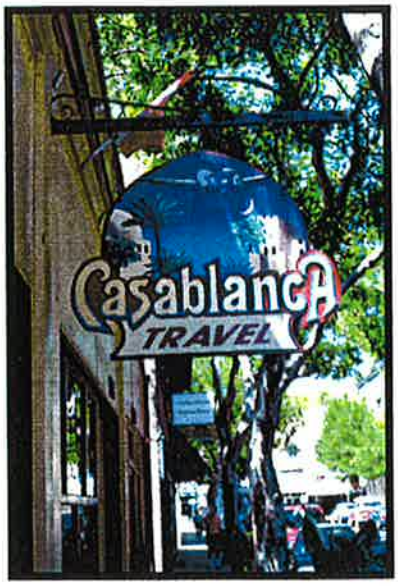
Listed below are guidelines for the four main types of signs encouraged in the plaza area, wall-mounted signs, temporary signs, hanging signs, and awning signs.



Wall mounted signs can be mounted to accent shadows or flush with facade.



Sign painted directly on building



Signs hanging from decorative wrought iron brackets are encouraged.

1. Wall-Mounted/Painted Signs

Wall-Mounted/Painted Signs can be letters or panels attached directly to the building or painted onto the building. These signs can be either smaller pedestrian oriented signs or larger auto-oriented signs.

- Signs attached directly to a building should be proportional to the wall space.
- Wall signs shall not project out from the face of the building more than 4" nor over the property line.
- Wall-mounted signs shall not obstruct windows or interfere with other architectural details.
- Signs reflecting the type of business through design, shape, or graphic form are encouraged.

2. Hanging and Projecting Signs

Hanging signs can either be hung from brackets that attach to the building (also called projecting signs), or hung from arcade / covered walkway, or trellis structures (under canopy signs). These signs are primarily pedestrian oriented signs.

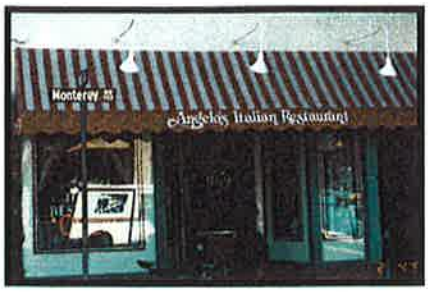
- The height from the sidewalk to the bottom of the sign must be in accordance to the city standards, a minimum of 8 feet.
- Size of hanging signs should be a maximum of ten (10) square feet in area to give businesses equal visibility of their signage. The City may approve a larger or smaller sign if it is determined that such signs are architecturally harmonious in relation to the size and location of the building area occupied by the enterprise and the center for which the overall sign plan is proposed.
- Hanging signs should be carefully detailed to have a quality finished and designed appearance.
- The method of attachment of the sign to the underside of the arcade should be carefully detailed. This includes:
  - How the chain, cable or rod attaches to the underside of the arcade
  - The chain, cable or rod itself
  - The way the chain, cable, or rod attaches to the sign



Proportional awning sign example.

3. Awning Signs

Awning signs consist of letters graphics, and/or logos printed onto awnings. Used along a sidewalk, these signs are primarily auto-oriented. Used within the plaza, these signs will be pedestrian oriented.



Sign graphics and lettering should not dominate the awning.

- Awnings with imprinted signage may be used. Signage letters should be complementary to the awning in color, and should be proportional.
- Simplicity is the key to a quality awning sign. Graphics, letters and logos can be used, but may not cover more than 25% of awning and must be professionally designed.



Example of undesirable awning sign.


Appropriate temporary sign.

- Awning signage should be properly maintained and should be replaced if it starts to appear faded or worn.
- Awning signage should be limited to store names and trademarks should be avoided.


Inappropriate temporary sign.

4.Temporary Signs (Special Occasion Sign)

Though these signs are only temporary, they should have a clean, quality appearance. Poor quality, messy signs are not allowed. Temporary signs are typically used in a window display such as grand openings, sales, holidays, carnivals, political campaigns, community affairs, etc.

- Temporary signs should take up no more than twenty-five percent (25%) of the window or opening area which remains after deducting the area from any window or opening area devoted to permanent interior business window signs. The sign may be used for thirty (30) days and shall be removed no later than one (1) day after the thirty day period has expired.

5. Prohibited Signs

The following types of signs will be prohibited in the Ojai Plaza Area.

- Flashing, rotating, moving, blinking, and reflecting or fluorescent painted signs
- Signs on trees, shrubs, stones, fences, utility poles, or any similar object or structure
- Signs of nonpermanent materials
- Floating signs (i.e. balloons)
- Internally illuminated plastic signs
- "Luminous tube" neon signs shall be prohibited.



Wrought iron or similar material lighting is encouraged.

F. Site and Building Lighting

Exterior architectural lighting is an important feature for buildings and for the plaza area. Lighting will help address the community goals to make the plaza a safer, more inviting, and active place in the evening. Effective lighting provides safety and direction for vehicles and pedestrians, visibility and security for businesses, while enhancing architectural building and landscape details. These guidelines apply to lights associated with the building.

- Building entries, covered/uncovered walkways, stairways, balconies and architectural elements on a building façade should be accented with architectural lighting.
- Light fixtures should work in conjunction with and complement the building's character. This includes the size, scale, proportion and finish of the fixture.
- Provide adequate lighting without excessive overlap of illuminated areas. Design lighting to provide ambiance, safety, and security without unnecessary spill over or glare onto adjacent properties.
- Spotlighting or glare from any site lighting should be shielded from adjacent properties and directed at a specific object or target area. Exposed bulbs should not be used.
- Light fixtures should be designed or selected to be architecturally compatible with the Mission Revival Style. Metal (wrought iron looking) fixtures painted in dark colors are common of this style. Typical fixtures are square and geometric as opposed to rounded forms.
- Uplighting of building elements and trees are effective and attractive lighting techniques that are encouraged.
- Use low-voltage lighting that conserves energy in the landscaped areas whenever possible.
- Colored lights are discouraged.

- Strings of tivoli lights are discouraged on building facades except during the holiday season (Thanksgiving to New Years).
- Landscape lighting can be used to accent walkways and entries and/or seating areas and specimen plants / trees.
- Window display areas should be well lit. This will help light plaza area and attract window-shopping activity.

G. Utilitarian Aspects of the Buildings

Utilitarian aspects of the building include trash and recycling containers, delivery areas, utilities, storage areas, roof drainage, energy guidelines, and food service guidelines. These aspects can be the most difficult areas to design, but poorly addressed can ruin the character of a building and the plaza. Utility service areas should be part of the early building design or remodel process, rather than an afterthought at the construction document phase.

1. Screening of Utilitarian Equipment

- Service, utility, and loading areas should be carefully designed, located, and integrated into the site plan. These critical functional elements should not detract from the public viewshed area.
- Siting of noise and odor generating functions on any site that may create a nuisance for the adjacent properties should be avoided.
- Roof access should be provided from the interior of the building. Exterior roof access ladders are not allowed.
- Wall or window mounted HVAC units are not permitted.
- Roof mounted HVAC equipment including ducts, vents and passive solar collectors shall be fully screened from public views. The screening structures/elements should be architecturally compatible with the overall design theme of the building using similar materials, textures, colors and form. Screens that appear as tacked on "fences" set on roof tops are discouraged. Where appropriate, parapet walls or other roof structures should be designed to a height that screens equipment without the need to add secondary screening structures.
- All new equipment will have screens as high as the equipment.
- Hide loading, storage and service facilities including docks, etc. from public views and integrate into the building's design.
- Paint or conceal from view bare metallic surfaces such as pipes, vents, gutters and flashing in a manner harmonious to the structure. Paint and finish flashing to match the adjacent building materials.
- Heavy timber, stucco, and trellis, or terra-cotta tile roof structures can be used for storage.

2. **Trash Enclosures**

- Provide recycling bins along with trash bins.
- Integrate recycling bins into trash container enclosure structure.
- Locate trash container enclosures in areas that minimize their visibility from adjacent uses, properties, streets and upper story uses.
- Trash enclosure structures should be six feet in height, shall be architecturally compatible with the design theme of adjacent buildings using similar durable low maintenance materials, textures, and colors.
- Trash collection areas and enclosures should be located for the convenience of users and collection agencies. (See Arcade Plaza Master Plan.)
- Use materials such as heavy timber, stucco, and terra-cotta roof tiles for trash enclosure structures.
- Roof structures over trash enclosures are encouraged. These can be a terra-cotta tile pitched roof or a heavy timber trellis structure.
- The best recycling, refuse and green waste practices that are feasible are encouraged within the plaza.

3. **Disabled-Accessible Ramps and Railing**

- Ramps and guardrails used as a means of egress must conform to the criteria listed in Section 1003.3.4 of the Uniform Building Code (UBC).
- Guardrails should compliment the architectural style of the building while conforming to the UBC.
- Ramps can be integrated into the site design creating functional or unique spaces.

4. **Exterior Utility Panels**

- Utility service areas, such as electrical panels, should be placed within enclosures or hidden from view that are architecturally integrated into the building design.

5. **Roof Drainage**

- Gutters and downspouts on the exterior of the building should be decorative or designed to integrate with the building facade.
- Roof scuppers should not be used in areas that are visible to the public spaces, unless they are decorative elements.

6. **Food Service**

- Grease traps should be designed and implemented per the Uniform Plumbing Code.
- A plan for grease removal / extraction from the facility should be created. If grease barrels are to be stored on site for eventual removal then they need to be stored within the trash enclosure or in another approved location.
- Grease barrels with spill containment basins are recommended.
- In order to prevent grease build-up and undesirable odors all equipment and mats must be washed in compliance with the National Pollution Discharge Elimination Standards.

7. **Energy Guidelines**

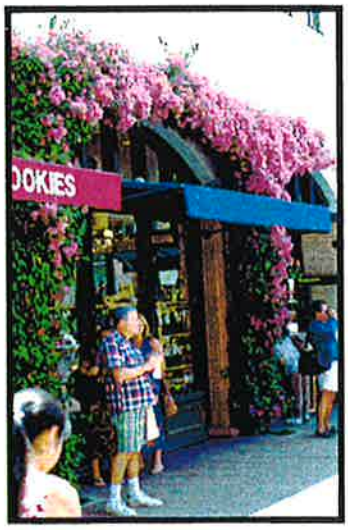
- All buildings should incorporate energy-efficient concepts, i.e.: natural heating/cooling, appropriate sun/wind exposure and orientation (Passive solar design).
- Buildings and related structures/elements should provide plenty of shade and air circulation for pedestrian users in the hot summer months, thermal mass for natural heating in the cool winter months.
- All buildings should incorporate the construction industries' 'state-of-the-art' energy-efficient technologies (e.g. photovoltaic solar energy collection panels) and construction systems/technologies to provide the highest possible energy efficient buildings.

H. Landscape / Hardscape

On the whole, the city's existing lush landscaping, with a variety of shade trees and colorful understory, will continue into the expansion area. All privately landscaped areas should strive to follow this same planting arrangements and careful maintenance practices.

1. Plant Materials and Layout

- Landscaping should be consistent with the existing landscaping palette within the plaza.
- Where new landscaping is proposed within the plaza, a landscaping plan should be submitted to the City for review.
- Use of native and low water use plants in conjunction with efficient and long-term water system for the establishment and maintenance of a drought-tolerant landscape is strongly recommended.
- Artwork and sculpture are encouraged to be incorporated into any landscape design.
- Use of window boxes for upper story users is encouraged to provide color-spots at higher elevations, but plants must be accessible for maintenance and should be attached safely and securely.
- Plant material such as evergreens should be used to soften structural edges. It may not be used as a mask to justify poor building design.
- Water features should be used with planting and natural materials in courtyards and plazas.
- Trees and shrubs should be located and spaced to allow for mature and long-term growth. Trees and shrubs should provide minimal root problems.
- Accent planting should be used around entries and key activity hubs.
- Planting should be used to screen less desirable areas from public view, i.e., trash enclosures, parking areas, storage areas, loading areas, and public utilities.
- Consideration of seasonal shading from trees and shrubs should be considered when developing planting schemes.



Planting around entries can add visual appeal.

- The irrigation systems shall be designed to apply water slowly allowing plants to be deep watered and reducing runoff. Drip systems are required in all areas except turf irrigation and small ornamental planting.
- Deciduous trees provide solar control during summer and winter while providing fall color, seasonal flower and other desired effects.

- Plants to be avoided include: short lived plants and those susceptible to disease; shrubs and ground cover that have become commonplace in Southern California; and large expanses of single plant varieties due to their unchanging appearance and loss of landscaping once struck with disease.
- Lawn areas should be limited to a maximum of 1/3 the area devoted to plant material and should to be used only to serve a functional purpose.
- Pruning should be done in order to preserve the health, structural integrity, beauty, and longevity of the plant. It should not be used to clip plants into unnatural geometric shapes.
- All properties should be well maintained in order to have positive effects on the adjacent area and on the community as a whole. Dead plants should be replaced as soon as possible to preserve the appearance of the property.

2. Paving Treatment

Though most of the paving areas are publicly owned, this section offers guidelines for sidewalk or patio paving treatments on private property.

- Areas between privately-owned properties and the street right-of-way may be paved with a different material than the sidewalk to accentuate entry ways or other pedestrian ways.
- Courtyards, outdoor patios, arcades, and plazas provide inviting open spaces. Accent these spaces with a more detailed and well-defined paving design. Materials may include concrete or brick pavers, tile, scored, colored, and textured concrete.
- Use durable, smooth and even surfaces used in well-traveled areas.
- Incorporate patterned and colored in paving treatments using tile, brick, textured concrete in order to provide clear identification of pedestrian access points into buildings, parking features and to accent semi-private areas.
- Artist designed paving treatments are encouraged to add creativity and interest and may possibly serve as public art or can be functional art as a time piece, directional marker, or historical anecdote.



Special paving on private property is encouraged.

I. Furnishings

Furnishings are to be incorporated into the plaza to complement and enhance surrounding development and make it comfortable for pedestrians. Such elements include public art, benches, telephone boxes, café tables and chairs, moveable pots and plant containers, historical plaques, tables, informational displays, etc. All outdoor furnishings shall be of high quality and made of long lasting material. Artistic forms and unusual materials that compliment and do not clutter or compete with the existing Village character are encouraged.

- Resin or plastic benches, café tables and chairs should not be used within the plaza.
- Umbrellas should be made of cloth (not plastic or vinyl) and should be high enough so as not to block visibility of pedestrians.
- Umbrellas should be regularly maintained and kept free from tears, fading, and stains.
- Plastic trash containers should not be used.
- Plastic pottery should not be used.
- Authentic quality materials should be used for all furnishings.



Artistic and unique furniture is encouraged.



Solid colored umbrellas are encouraged.



Furniture can add color and character.



Metal furniture provides a durable alternative.



Authentic quality materials should be used.

III. Facade Renovation and New Construction

1. New Construction

- Design of new buildings should be consistent with the design guidelines of this document.
- There are a few undeveloped parcels in the plaza that are privately owned. During the Ojai Plaza public outreach process, the community recommended that the plaza remain a more open undeveloped plaza with a few small building additions. The concept plan shows a small structure (i.e. flower stand) at the end of the Ojai Avenue walk-through, a building expansion in the Southwest corner of the plaza, and a small kiosk type structure centrally located in the plaza. If these or any other building additions or new structures are built in the plaza, it is important that they follow both the concept plan as well as the Design Guideline document.

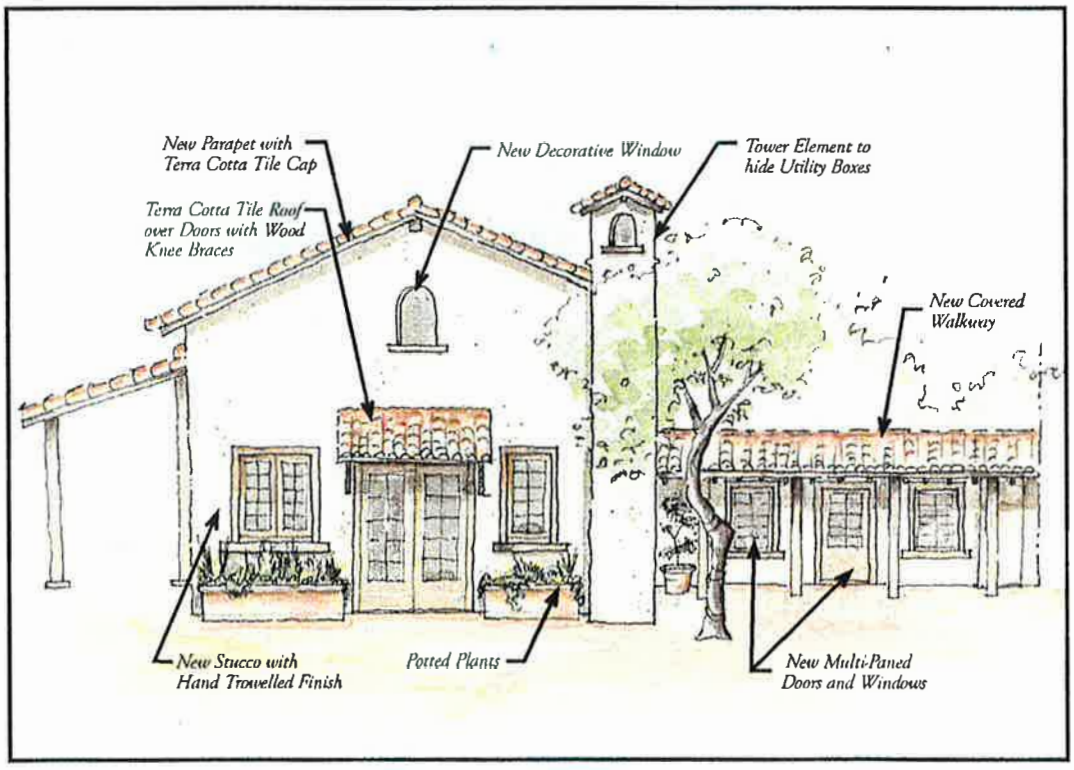
2. Renovations

When renovating or adding onto an existing structure, the architectural style, massing, and detailing should compliment the existing structure. If the existing building is not consistent with this guideline document, it should be upgraded.

- Form and massing of additions should be congruent with the existing structure to avoid a "tacked-on" look.
- Architectural details such as windows, doors, wall treatments, colors and materials should compliment existing building.



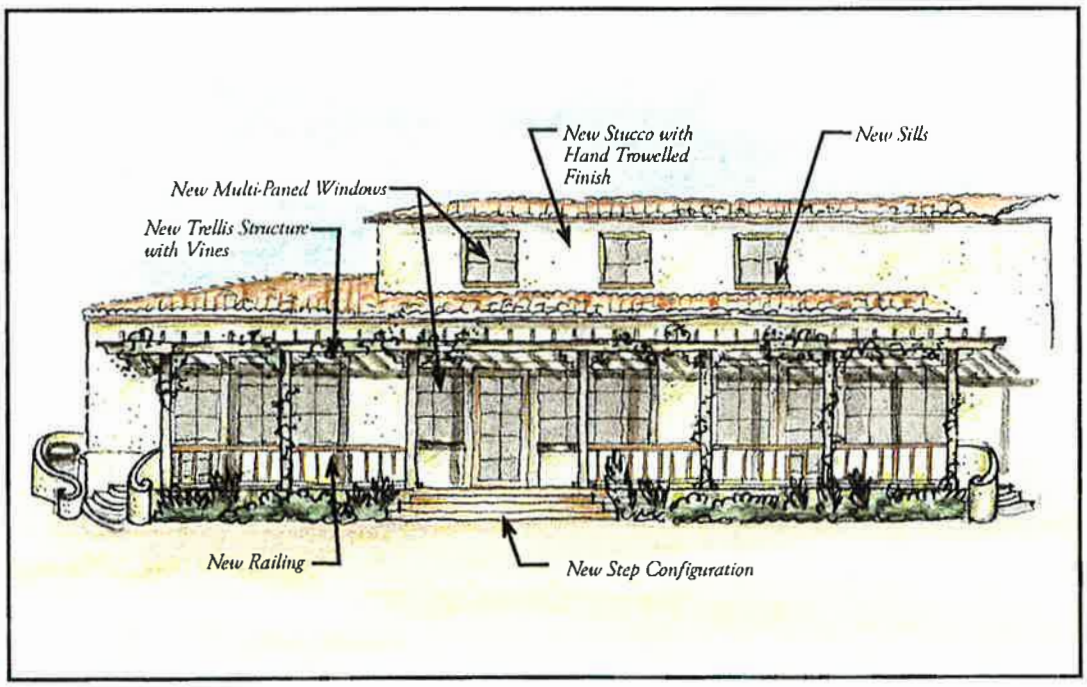
Before



After



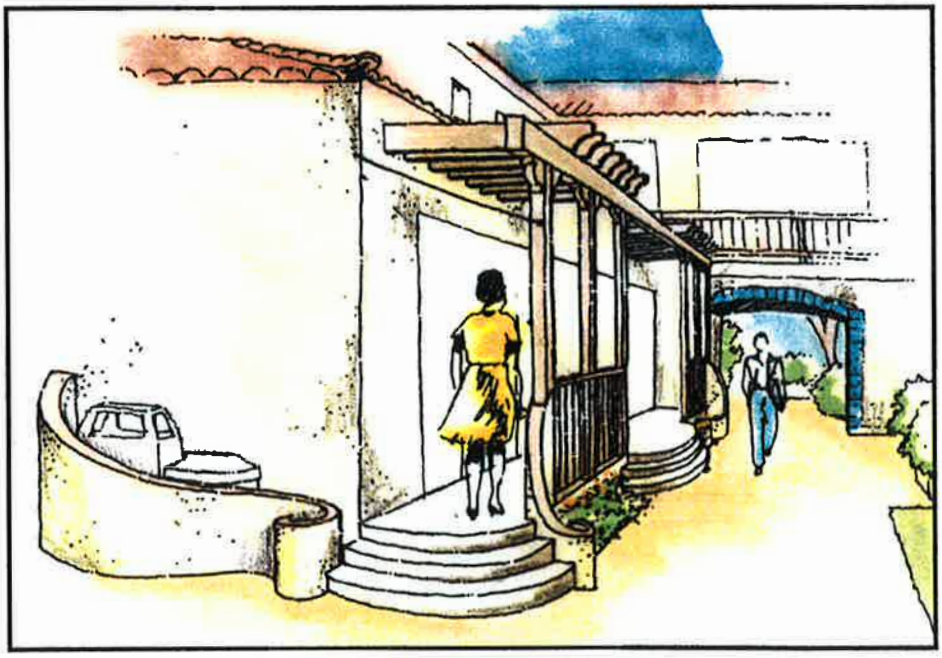
Before



After



Before



After

MISSION REVIVAL STYLE

Influences and examples of Mission Revival architectural style can be found throughout California. The photos used in this document were taken from the following locations:

City of Carmel, California
City of Ojai, California
City of San Luis Obispo, California
City of Santa Barbara, California

Harris Ranch, Coalinga, California

Mission Carmel, Carmel, California
Mission La Purisima, Lompoc, California
Mission San Buenaventura, Ventura, California
Mission San Diego, San Diego, California
Mission San Fernando, Mission Hills, California
Mission San Luis Obispo, San Luis Obispo, California
Mission San Luis Rey, Oceanside, California
Mission San Rafael Arcangel, San Rafael, California

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**

MEETING DATE: **June 9, 2026**

SUBJECT: **Authorization to Purchase One (1) 2026 BMW Police Motorcycle *(Operational Need)***

RECOMMENDATION

Authorize the purchase of one (1) new 2026 BMW police motorcycle for the Ojai Police Department's Motor Officer Program, in an amount not to exceed $50,000, including an 84-month/unlimited-mileage full-service warranty, from authorized BMW dealer Long Beach BMW Motorcycles.

DISCUSSION

The Police Department currently operates a Motor Officer Program that was implemented in 2025 to enhance traffic enforcement, improve response times, and increase police visibility throughout the community. The program supports traffic safety efforts, school-zone enforcement, special events, community engagement, and targeted enforcement related to neighborhood speeding concerns and evolving mobility issues, including e-bikes and use of illegal e-motorcycles.

The current motorcycle was originally purchased for approximately $10,575 as part of the initial implementation of the Motor Officer Program. At the time, the City elected to utilize a lower-cost used motorcycle to evaluate the long-term effectiveness and operational value of the program before making a larger investment. With the program now established and continuing to provide operational and community safety benefits, replacement of the aging motorcycle is necessary to maintain long-term reliability, operational readiness, and officer safety.

The Department currently utilizes a 2015 BMW R1200RT police motorcycle with approximately 69,000 miles. Due to the demands of police motorcycle operations, including frequent acceleration, hard braking, extended idling, and constant stop-and-go use during traffic enforcement and special events, wear on critical systems such as brakes, suspension, drivetrain components, and electronics occurs at an accelerated rate compared to normal civilian use. With annual usage averaging approximately 10,000 miles under these conditions, maintenance and repair costs are expected to continue increasing as the motorcycle ages.

Over the past 12 months, approximately $10,406 has already been spent on maintenance and repairs. In addition to rising costs, reliability becomes an increasing operational concern as the likelihood of mechanical or electrical failure increases with age and heavy service use. Unexpected downtime impacts the Department's ability to consistently deploy the motor officer for traffic enforcement, school-zone safety, community events, and other public safety operations. Replacing the motorcycle is intended to preserve existing operational capability while avoiding increasing maintenance expenditures associated with aging equipment.

The Motor Officer Program has already delivered measurable operational and community safety benefits. Since implementation of the program, the Motor Officer has conducted approximately 1,600 community, educational, and traffic-related contacts throughout the City, utilizing a combination of education, warnings, and targeted enforcement to address roadway safety concerns. Approximately 350 citations were issued during that period.

The assigned officer has played a key role in addressing evolving mobility trends, including the growing use of e-bikes and illegal e-motorcycles. Through visible patrol, targeted enforcement, and public education, the program has promoted safer roadway behavior and improved compliance with traffic regulations. The mobility and maneuverability of a motorcycle allow for efficient navigation through congested areas, increased visibility along the community's bike path system, enhanced downtown patrol presence, and quicker response capabilities when needed.

The program has also supported routine calls for service, emergency response operations, DUI enforcement efforts, special events, school-zone safety initiatives, and targeted responses to neighborhood traffic complaints.

To continue the Motor Officer Program safely and reliably, investment in updated equipment is necessary to ensure operational readiness, officer safety, and uninterrupted service. The Police Department has obtained a quote for a 2026 BMW police-package motorcycle from Long Beach BMW Motorcycles. This model is specifically designed for law enforcement use and includes integrated emergency lighting, communications equipment compatibility, enforcement equipment, and an 84-month/unlimited-mileage full-service warranty.

BMW police motorcycles are widely utilized by law enforcement agencies and are known for their reliability, stability, advanced braking systems, and maneuverability, qualities that are especially important for traffic enforcement, school-zone patrols, emergency response, and special events. Replacing the existing unit will:

- Improve operational reliability and reduce downtime associated with aging equipment
- Enhance officer safety through updated braking, lighting, and stability technology
- Maintain the Department's ability to conduct targeted traffic enforcement and visible community patrols
- Support quicker and more efficient response capabilities in congested or high-traffic areas
- Sustain the long-term effectiveness of the Department's Motor Officer Program and related community safety initiatives

The BMW police-platform motorcycle was selected based on its established use within law enforcement agencies, strong safety reputation, braking and stability performance, reliability, and suitability for prolonged traffic enforcement operations. This is also the standardized motorcycle platform currently utilized throughout the Ventura County Sheriff's Office, which supports consistency in equipment, training, maintenance familiarity, and operational deployment. The platform is widely used in public safety applications due to its maneuverability, rider ergonomics, and compatibility with integrated law enforcement equipment. These factors support officer safety, reduce downtime, and provide long-term value and reliability for the City's Motor Officer Program.

This request is for the replacement of existing equipment supporting an already established Motor Officer Program and does not expand current staffing or program scope.

The proposed purchase of the 2026 BMW Police Package motorcycle from Long Beach BMW Motorcycles will utilize the State of California Department of General Services (DGS) statewide

cooperative purchasing agreement (Contract 1-22-23-30) for enforcement motorcycles. The statewide agreement was competitively solicited by the State and expressly authorizes participation by local governmental agencies, including cities.

Following City Council approval and order placement, anticipated delivery of the police-package motorcycle is approximately 90–120 days due to manufacturing and law enforcement equipment outfitting timelines.

Utilizing the statewide agreement allows the City to obtain established government pricing, streamline the procurement process, ensure compliance with applicable purchasing requirements, and reduce the administrative time and costs associated with conducting a separate formal solicitation process.

This investment sustains an existing program that enhances public safety, supports school-zone enforcement, improves traffic safety efforts and education, and increases visible police presence throughout the community.

CITY COUNCIL GOALS ALIGNMENT

Goal No. 5 - Public Safety

OPTIONS

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

FISCAL IMPACT

The total fiscal impact of purchasing one (1) 2026 BMW police motorcycle, including an 84-month/unlimited-mileage full-service warranty, shall not exceed $50,000. No additional appropriations are necessary. Sufficient savings exist within the current-year Police Department budget to fully fund the purchase without requiring any increase to the adopted budget.

Prepared by: Tyler Abbott, Captain/Chief of Police

ATTACHMENT(S)

A. Quote – BMW Motorcycle

BMW RT-P Motor Pricing Form

(2026 Model Year)

BMW MOTORRAD

	Color	Option Code		
1	Night Black & Alpine White III	753		
0	Night Black	716		
0	Alpine White III (special order)	751		
0	Black Blue (special order +60 days) $119.60	999	(see below)	
0	Saphir Blue (special order + 60 days) $119.60	999	(see below)	
0	Violet Blue (special order +60 days)	756		Revised: December 8, 2025
0	Glacier Silver Metallic (special order)	N99		

Quotation: **Motorcycle**

City of Ojai

		Option Code	Retail Price	
	Factory Special-Order Options - Plan 90-120 Days for Delivery			
0	Headlight Pro (includes 134)	219	$560.23	$0.00
0	Gear Shift Assist Pro	222	$304.55	$0.00
0	GPS Prep	272	$179.55	$0.00
0	Chrome Exhaust (Includes 340)	19F	$229.55	$0.00
0	Dark Chrome Exhaust (Includes 34A)	19J	$179.55	$0.00
0	Additional LED Headlights (driving lights)	562	$470.45	$0.00
0	High Seat Black	77E	$0.00	$0.00
0	Low Seat Black	77D	$0.00	$0.00
1	Dynamic Package	235	$2,114.77	$2,114.77
0	Dynamic Package with **Auto Shift 22A**	235	$3,055.68	$0.00
0	Rider Assistant Safety Package	5AS	$825.00	$0.00
0	Black Blue	999	$119.60	$0.00
0	Sapphire Blue	999	$119.60	$0.00
	The Features Below Denote Standard Order Deck			$0.00
	US Authority Package			$339.77
	BMW Electronic Siren			$1,220.45
	Weather Protection, Tire Pressure Monitors, Heated Seat, Cruise Control			

Additional Labor Operations Provided by Dealer

No radio installation	$0.00
Clearwater fork mounted Darla lights	$1,117.00
Tech Spec tank protector	$74.95
Stalker DSR2X Moving Radar	$5,128.00
*BMW VSC (Vehicle Service Contract) 84 Mo. Unlimited Mileage	$2,490.00

Doc. Fee	$85.00
*CVR Fee	$37.00
*Tire Fee	$3.50
*No Tax	$0.00
	$0.00

Units			
1	Quotation valid for 60 days from date noted below.	**Total Price - Page 1**	**$37,005.19**
		Total Price - Page 2	**$134.24**
		Total Price - Page 3	**$0.00**
	Date of Quote: 4/11/2026	**Parts From Other Suppliers - Page 4**	**$6,287.40**

Long Beach BMW Motorcycles
2125 E. Spring St. Long Beach, CA. 90806

	Dealer Basic Assembly / Preparation	**$756.00**
	Motorcycle Freight	**$1,095.00**
	Total Retail Price per Unit with Options	**$45,277.82**
7.250%	**State Sales Tax (if applicable)**	**$3,099.18**
	Total Retail Price per Unit with Options	**$48,377.00**

Note: Prices subject to change without notice. Final price is always determined by the selling authorized BMW Motorcycle dealer.

BMW RT-P Motor Pricing Form - Page 2

See Special Notation Comment

BMW MOTORRAD

Quotation for:
City of Ojai

Per	Dealer Installed Options / Retrofits	BMW P/N	Order #	Retail	Total Retail
0	Shift Assistant Pro (hardware)	23 00 1 543 107	0	$95.73	$0.00
0	Screw Torx drive (order two)	07 12 9 904 977	0	$2.46	$0.00
0	Enabling Code	77 15 8 395 839	0	$45.00	$0.00
0	LED Additional Headlight (order 2)	63 17 9 898 785	0	$183.65	$0.00
0	Fillister Head Screw (order 2)	07 12 9 907 398	0	$3.36	$0.00
0	Fillister Head Screw (order 2)	07 12 9 907 377	0	$9.36	$0.00
0	Hex Nut With Plate (order 2)	07 11 9 905 544	0	$1.11	$0.00
0	Bracket, Left (order 1)	77 51 5 A89 145	0	$97.51	$0.00
0	Bracket, Right (order 1)	77 51 5 A89 146	0	$97.51	$0.00
0	Extra Ignition Key - Keyless Fob Transmitter	66 12 5 A94 F18	0	$454.69	$0.00
0	Heated Seat - Low TBD	52 53 5 A78 7B8	0	$740.82	$0.00
0	Heated Seat - High TBD	52 53 5 A78 7C0	0	$740.82	$0.00
0	Tire Pressure Gauge	82 12 0 140 377	0	$32.12	$0.00
1	BMW Battery Charger	61 43 2 408 594	0	$134.24	$134.24
0	Motorcycle Charging Plug	61 43 2 411 680	0	$22.64	$0.00

Note: Prices subject to change without notice. Always verify accuracy of part pricing before submitting quotations.
Final price is always determined by the selling authorized BMW Motorcycle dealer.

Additional Accessories - Page 3

Qty Per	Item Description Additional Accessories	BMW P/N	Order #	Retail	Total Retail
	Engine Protection				
0	Rocker Cover Protection Left Side (order 1)	77 14 5 A6E 645	0	$81.53	$0.00
0	Rocker Cover Protection Right Side (order 1)	77 14 5 A6E 646	0	$81.53	$0.00
0	Body Screw W/O collar (order 4)	46 63 8 568 780	0	$5.80	$0.00
0	Body Screw W/collar (order 4)	46 63 8 550 994	0	$6.59	$0.00
0	Gromet (order 4)	11 84 5 B38 938	0	$4.06	$0.00
0	Bush (order 1)	11 84 8 544 832	0	$7.06	$0.00
0	Large Skid Plate (order 1)	11 84 7 914 425	0	$342.42	$0.00
0	Fillister Head Screws (order 2)	07 12 9 907 402	0	$3.08	$0.00
0	Engine Guard Holder (order 1)	11 84 8 829 202	0	$27.18	$0.00
0	Skid Plate Holder Front (order 1)	11 84 5 A64 A34	0	$40.68	$0.00
0	Skid Plate Holder Rear (order 1)	11 84 5 A64 A35	0	$40.68	$0.00
0	Fillister Head Screw (order 4)	07 12 9 907 383	0	$3.60	$0.00
0	Spacer Bush (order 2)	11 84 5 A6A 026	0	$4.80	$0.00
0	Clip Nut (order 4)	07 14 7 693 887	0	$3.61	$0.00
0	Grommet (order 4)	13 53 1 341 283	0	$4.15	$0.00
0	Bush (order 4)	11 84 8 544 832	0	$7.06	$0.00
0	**Adjustable Footrest System**		0		
0	Rider Foot Peg Left	46 71 5 A73 D11	0	$75.20	$0.00
0	Rider Foot Peg Right	47 71 5 A73 D12	0	$75.20	$0.00
0	Footbrake Lever, adjustable	77 23 5 A73 F61	0	$219.20	$0.00
0	Gearshift Lever, adjustable	77 25 5 A73 C87	0	$219.20	$0.00
0	Pin (order 2)	46 717 675 691	0	$18.21	$0.00
0	Circlip (order 2)	07 11 9 909 941	0	$2.76	$0.00

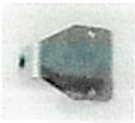
Note: Prices subject to change without notice. Always verify accuracy of part pricing before submitting quotations.
Final price is always determined by the selling authorized BMW Motorcycle dealer.

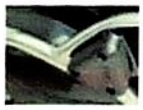
Additional Accessories From Other Suppliers - Page 4

Qty	Description	PN	Price Each	Total Price
1	FMS Standard Emergency Lighting Package		$ 4,405.00	$ 4,405.00
1	FMS Accessories		$ 1,882.40	$ 1,882.40
				$ -
				$ -
				$ -
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Estimate

Date: 05/11/2026 09:45:46 PM
Estimate Name: City of Ojai 26
From: FMS Accessories.com

SKU	Image	Product(s)	Price	Qty.	Total
FMSA-EL-RPP		Radio Power Connection Plug Code A	$10.00	1	$10.00
FMSA-EL-RPPD		Radio Power Plug Divider Choice: Code A - Std. Black Plug for Radio	$36.00	1	$36.00
FMSA-EL-SCP		Speaker Connection Plug	$9.50	1	$9.50
FMSA-EL-ACP		Accessory I-III Connection Plugs	$9.50	1	$9.50
FMSA-MT-MCM		Microphone Mount K52 Choice: Standard MIC Mounting Bracket	$29.00	1	$29.00
FMSA-HBKS		Handlebar Accessory Mounting Bolt Kit 2015 - 2024 Models Choice: Pan Head Standard Length	$12.00	1	$12.00
FMSA-MT-KAST		Radio Antenna Mount 2026+ RT-P	$42.00	1	$42.00
FMSA-MT-KA3QMP		Radio Receiver Quick Mounting Plate KA3	$34.00	1	$34.00
FMSA-MT-LPMT		License Plate Mounting Set	$10.90	1	$10.90
FMSA-MT-RHMB		Radio Head Mounting Bracket 2026+ RT-P	$67.00	1	$67.00
FMSA-MT-RMB		Rifle Mounting Bracket	$79.00	1	$79.00
FMSA-GL-ARM		AR Rifle Mount Choice: Lower Support / Suppressor Muzzle Cup / No Sight Shield [+$10.00]	$777.00	1	$777.00

FMSA-KA3-SBIC		2026+ KA3 Saddlebag Inner Cover - Lid Storage	$59.00	2	$118.00
FMSA-MT-CPM7		1" Ball Mount w/Bolts 2026+	$26.00	1	$26.00
FMSA-EL-CPCA		Cell Phone Charger	$39.00	1	$39.00
FMSA-MT-CPH		FMS Cell Phone Mount for BMW	$59.00	1	$59.00
FMSA-MT-CPM2		FMS Cell Phone Ball Coupler Medium	$15.00	1	$15.00
FMSA-SOS-040		4X Emergency Light R/B Front Side	$176.00	1	$176.00
FMSA-MT-WBH-KA3		KA3 Water Bottle Holder 2026+	$69.00	1	$69.00
FMSA-KA3-TOB		KA3 Tip-Over Blocks	$29.00	1	$29.00
FMSA-EL-RCP		Radar Connection Plug	$9.50	1	$9.50
FMSA-MT-KA3-DSR		Stalker DSR Display MY2026+	$59.00	1	$59.00
FMSA-MT-KA3-SRD		Stalker Large Remote 2026+	$29.00	1	$29.00
FMSA-AMF-SSD-KA3		Stalker Dual Bolt AMF 2026+	$79.00	1	$79.00
FMSA-RAM-S-KA3		Dual Bolt Long - Stalker AMR 2026+	$59.00	1	$59.00
				Total Amount :	$1882.40

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**
Lindy Palmer, Public Works Director

MEETING DATE: **May 26, 2026**

SUBJECT: **Award Maintenance Agreement for Janitorial Services *(Operational Need)***

RECOMMENDATION

1. Authorize the City Manager to execute Maintenance Agreement No. 2026-31 with Kelly's Cleaning & Supplies for janitorial services in the amount of $115,263.96 annually for a three-year period commencing July 1, 2026, through June 30, 2029, and;

2. Authorize the City Manager to execute, in their sole discretion, future amendments for up to two (2) additional one-year terms for a maximum agreement term not to exceed five (5) years.

   OR

3. Direct staff to appropriate funding for two full-time Maintenance I employees.

If option one, two, or three are not selected then:

4. Provide alternative direction to the City Manager

DISCUSSION

Recommendations No. 1 and 2

The Public Works Department requires janitorial services to ensure that all City-owned facilities are maintained in a clean, safe, and sanitary condition. Contracting with a professional provider allows the City to benefit from trained personnel, specialized equipment, and industry-standard cleaning practices that support public health, employee productivity, and the overall appearance of City facilities.

On April 9, 2026, the Public Works Department solicited a request for formal bids for Janitorial Services of all City-Owned facilities to secure a qualified contractor to provide routine janitorial services. April 9, 2026 staff received one (1) bid as shown in the chart below:

Name of Bidder	Amount Per Year
Kelly's Cleaning & Supplies, Inc.	$115,263.96

After reviewing the sole submitted bid, staff recommends entering into a PW Maintenance Agreement with Kelly's Cleaning & Supplies, Inc. to provide janitorial services for a three-year period commencing July 1, 2026 through June 30, 2029, for a total authorized expenditure of $115,263.96 per year; and authorize the City Manager, in their sole discretion, to approve amendments to extend the agreement for up to two (2) additional one-year terms, for a maximum agreement term not to exceed five (5) years.

The prices will remain firm for the initial contract period through June 30, 2029. Thereafter, any price increase for renewals must include detailed documentation and will be reviewed by the Public Works Department. The Public Works Department may accept, reject, or negotiate requests, which cannot exceed cost-of-living adjustments based on the February CPI-U Los Angeles. Kelly's Cleaning & Supplies must submit adjustment requests to the Public Works Department by April 30th; approved increases take effect on the contract anniversary.

Recommendation No. 3

If the City were to create an in-house position, salary and benefits would be comparable to those of a Maintenance Worker I, estimated at approximately $106,000 annually per employee. Creating an in-house position would require recruitment, employee onboarding, procurement and maintenance of equipment and supplies, and additional administrative oversight. Additionally, the City would need to purchase a vehicle to enable custodial staff to travel between facilities as needed, further increasing start-up and operational costs. To ensure adequate coverage for both planned and unplanned absences, at least two employees would need to be hired, which would significantly increase personnel expenses and complexity.

By contrast, the contracted model provides flexibility to scale service levels up or down across multiple facilities as operational needs change, something more difficult to achieve with a fixed in-house staffing model. Furthermore, janitorial work is typically performed after regular business hours, meaning in-house staff would operate without onsite supervision, thereby increasing the risks associated with accountability and quality control. Contracted providers supply trained personnel, industry-standard cleaning methods, and specialized equipment without requiring the City to invest in ongoing training, equipment replacement, or expanded supervisory capacity. Given these factors, contracting remains the preferred and most cost-effective approach for the City for the reasons listed above.

CITY COUNCIL GOALS ALIGNMENT

Goal No. 4 - Infrastructure Maintenance and Improvement

OPTIONS

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

FISCAL IMPACT

Funds are budgeted for contracted janitorial services in the Public Works operating fund for next fiscal year (FY 26/27) in the amount of $115,263.96.

If the Council chooses Recommendation No. 3, staff recommend Council appropriate funding (approximately $106,000 per employee) for two full-time Maintenance I employees.

Prepared by: Lindy Palmer, Public Works Director

ATTACHMENT(S)

A. PW Maintenance Agreement No. 2026-31 with Kelly's Cleaning & Supplies, Inc.

CITY OF OJAI

MAINTENANCE AGREEMENT

This contract ("**Contract**") is effective as of July 1, 2026 ("**Effective Date**"), and is between the CITY OF OJAI, a California general law city and municipal corporation (City), and Kelly Cleaning & Supplies, a California Corporation ("**Contractor**"), collectively referred to as the "**Parties**."

Section 1. **Recitals**. This Contract is entered into with respect to the following facts:

1.1 Contractor represents it is qualified to perform all of the Work (defined below) required under this Contract.

1.2 Contractor agrees to perform all such Work in the time and manner set forth in the Contract Documents (defined below).

1.3 The City have determined that the public interest, convenience and necessity require the execution of this Contract and its implementation.

Section 2. **Contract Documents**. This Contract consists of the following documents ("**Contract Documents**"), all of which are made a part of this Contract:

2.1 This Contract

2.2 Verification of California Contractor's License

2.3 Certificate of DIR Registration

2.4 Contractor's Certificate Regarding Workers' Compensation

2.5 Certificate(s) of Insurance

2.6 Prevailing Wage Scales

2.7 Other documents (list here)

Exhibit A – Scope of Work

Exhibit B – Key Personnel & Compensation

Exhibit C – Insurance

Section 3. **The Work.**

3.1 The work ("**Work**") to be performed by Contractor is described in the Contract Documents.

3.2 In completing the Work, Contractor must employ, at a minimum, the applicable generally accepted professional standards of its industry in existence at the time of performance as utilized by persons engaging in similar work.

3.3 Except as specifically provided in the Contract Documents, Contractor must furnish, at its sole expense, all of the labor, materials, tools, equipment, services and transportation necessary to perform all of the Work.

3.4 Contractor must perform all of the Work in strict accordance with the Contract Documents.

3.5 Contractor must make every reasonable effort to maintain the stability and continuity of Contractor's key personnel to perform the Work required under this Contract.

3.6 Contractor must obtain City's prior approval before utilizing any subcontractors to perform Work under this Contract. Approval must include the identity of the subcontractor and the terms of compensation and noted on the attached List of Subcontractors.

3.7 Contractor will not be compensated for any services rendered in connection with its performance of this Contract that are in addition to or outside of those set forth in the Contract Documents, unless such additional services or work are authorized in advance by City.

Section 4. Term and Termination.

4.1 Subject to Sections 4.2 and 4.3 below, the term of this Contract will be for a three (3)-year period with provisions for two (2) additional one (1)-year renewal options, upon mutual agreement. The total term of this contract shall not exceed five (5) years. All pricing shall remain firm for the initial contract period.

The City requires firm pricing during the initial Contract period through June 30, 2029. Thereafter, any proposed price increases for follow-on renewal periods will only be allowed with detailed supporting documentation from the contractor. The requested increase will be evaluated by the City, and the City reserves the right to accept, reject, or negotiate such requests not to exceed the Bureau of Labor Statistics Consumer Price Index (CPI) data as follows: Contractor may submit a request for adjustment to compensation for cost-of-living increase each year based on the February Consumer Price Index for All Urban Consumers (CPI-U) Los Angeles. The Request for increase must be submitted to the Public Works Department by April 30th of each year and such increase shall not become effective until the anniversary of this contract.

4.2 City may terminate this Contract, with or without cause, at any time by written notice of termination to Contractor. If such notice is given, Contractor must cease immediately all Work in progress.

4.3 Contractor may terminate this Contract at any time upon 90 days' prior written notice of termination to City.

4.4 Upon termination of this Contract by either Contractor or City, all property belonging exclusively to City which is in Contractor's possession must be returned to City. Contractor must promptly deliver to City a final invoice for all outstanding services performed and expenses incurred by Contractor as of the date of termination. Compensation for Work in progress not based on an hourly rate will be prorated based on the percentage of Work completed as of the date of termination.

4.5 Contractor acknowledges City's rights to terminate this Contract as provided in this section, and hereby waives any and all claims for damages that might otherwise arise from City's termination of this Contract.

Section 5. Time to Perform the Work.

5.1 Time is of the essence with respect to Contractor's Work. Contractor agrees to diligently pursue performance of the Work within the time specified by the Contract Documents.

5.2 Contractor will be excused from any delay in performance or failure to perform due to causes beyond the control of Contractor. Such causes include, but are not limited to, acts of God, acts of terrorism, acts of federal, state or local governments, acts of City, court orders, fires, floods, epidemics, strikes, embargoes, and unusually severe weather.

5.3 If Contractor is delayed by any cause beyond Contractor's control, City may, but is not required to, grant a time extension for the completion of the Work. If delay occurs, Contractor must notify City in writing within 48 hours of the cause and the extent of the delay and how such delay interferes with Contractor's performance of the Work.

Section 6. Compensation and Payment.

6.1 Subject to any limitations provided in the Contract Documents, City agrees to pay Contractor as full consideration for the faithful performance of all of the Work the compensation set forth in Exhibit B ("**Compensation**"), which is made a part of this Contract. If during the term of this contract the applicable prevailing wage rate increases, the Contractor may request a contract modification as outlined in Section 15.5 annually on the anniversary date of the contract.

6.2 Contractor must furnish City with an invoice for the Work performed in accordance with the Contract Documents. Contractor may not submit an invoice mate more often than once every 30 days.

6.3 City will review each invoice and determine whether the Work performed is in accordance with the Contract Documents. The Director of Public Works ("**Director**") may require Contractor to provide a release of all undisputed Contract amounts contained in the invoice.

6.4 If City disputes any item on an invoice, City will give Contractor notice stating the reasons for the dispute. The Parties will meet and confer in good faith to attempt to resolve the dispute.

6.5 Except as to any charges for the Work performed that City disputes, City will cause Contractor to be paid within 30 days of the date of the invoice or the date that Contractor furnishes City with a release of all undisputed Contract amounts, whichever occurs later.

6.6 In the event there is any claim specifically excluded by Contractor from the operation of any release, City may retain an amount not to exceed the amount of the excluded claim.

Section 7. Labor Code and Prevailing Wage Requirements.

7.1 Contractor agrees to comply with the requirements of California Labor Code sections 1810 through 1815. Eight hours of labor constitutes a legal day's work per Labor Code section 1810. Contractor will forfeit the statutory penalty to City

for each worker employed in the execution of this Contract by Contractor or any subcontractor for each calendar day during which such worker is required or permitted to work more than eight hours in any one calendar day and 40 hours in any one calendar week in violation of the provisions of Labor Code sections 1810 through 1815.

7.2 Copies of the determination of the Director of the Department of Industrial Relations of the prevailing rate of per diem wages for each craft, classification or type of worker needed to execute this Contract are available for download from the State website:

http://www.dir.ca.gov/OPRL/dprewagedetermination.htm.

7.3 Contractor must post at the work site, or if there is no regular work site then at its principal office, for the duration of the Contract, a copy of the determination by the Director of the Department of Industrial Relations of the specified prevailing rate of per diem wages. (Labor Code § 1773.2.) When applicable, copies of the prevailing rate of per diem wages will be on file at City's Department of Public Works and available to Contractor and any other interested party upon request.

7.4 Contractor, and any subcontractor engaged by Contractor, may pay not less than the specified prevailing rate of per diem wages to all workers employed in the execution of the contract. (Labor Code § 1774.) Contractor is responsible for compliance with Labor Code section 1776 relative to the retention and inspection of payroll records.

7.5 Contractor must comply with all provisions of Labor Code section 1775. Under Section 1775, Contractor will forfeit the statutory penalty to City for each worker employed in the execution of the Contract by Contractor or any subcontractor for each calendar day, or portion thereof, in which the worker is paid less than the prevailing rates. Contractor may also be liable to pay the difference between the prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate.

7.6 Nothing in this Contract prevents Contractor or any subcontractor from employing properly registered apprentices in the execution of the Contract. Contractor is responsible for compliance with Labor Code section 1777.5 for all apprenticeable occupations. This statute requires that contractors and subcontractors must submit contract award information to the applicable joint apprenticeship committee, must employ apprentices in apprenticeable occupations in a ratio of not less than one hour of apprentice's work for every five hours of labor performed by a journeyman (unless an exception is granted under § 1777.5), must contribute to the fund or funds in each craft or trade or a like amount to the California Apprenticeship Council, and that contractors and subcontractors must not discriminate among otherwise qualified employees as apprentices solely on the ground of sex, race, religion, creed, national origin, ancestry or color. Only apprentices defined in Labor Code section 3077, who are in training under apprenticeship standards and who have written apprentice contracts, may be employed on public works in apprenticeable occupations.

7.7 Contractor has reviewed and agrees to comply with any applicable provisions for any public work subject to Department of Industrial Relations (DIR)

Monitoring and Enforcement of prevailing wages, including the registration requirements of Labor Code Section 1771.1(a). City hereby notifies Contractor that Contractor is responsible for submitting certified payroll records directly to the State Compliance Monitoring Unit (CMU). For further information concerning compliance monitoring please visit the website location at:

http://www.dir.ca.gov/dlse/cmu/cmu.html.

7.8 Contractor must comply with Labor Code section 1771.1(a), which provides that Contractor may award any contracts and subcontracts for work that qualifies as a "public work" only to subcontractors which are at that time registered with the DIR and qualified to perform public work pursuant to Labor Code section 1725.5. Contractor must obtain proof of such registration from all such subcontractors."

7.9 If federal funds are used to pay for the Work, Contractor and any subcontractor agree to comply, as applicable, with the labor and reporting requirements of the Davis-Bacon Act (40 USC § 276a-7), the Copeland Act (40 USC § 276c and 18 USC §874), and the Contract Work Hours and Safety Standards Act (40 USC § 327 and following).

Section 8. Non-Discrimination.

Contractor, its officers, agents, employees, and subcontractors may not discriminate in the employment of persons to perform the Work in violation of any federal or state law prohibiting discrimination in employment, including based on the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, of any person, except as provided under California Government Code section 12940. Contractor is responsible for compliance with this section.

Section 9. General Legal Compliance; Contractor Claims.

9.1 In performing the Work, Contractor must comply with all applicable statutes, laws and regulations, including, but not limited to, OSHA requirements and the Ojai Municipal Code.

9.2 Contractor must, at Contractor's sole expense, obtain all necessary permits and licenses required for the Work, and give all necessary notices and pay all fees and taxes required by law, including, without limitation, any business license tax imposed by City.

9.3 Contractor must maintain a valid California Contractor's License throughout the term of this Contract.

9.4 In the event Contractor has any claims (as such term is defined in Public Contracts Code section 9204) against City, the Parties will follow the applicable dispute resolution process set forth in Section 9204 which, among other things, establishes procedures for the submission of a claim to the City, including the submission of reasonable documentation to support the claim, time periods for the City to respond in writing to the claim, a meet and confer process, and a non-binding mediation process.

Section 10. **Clayton and Cartwright Act Assignments**.

In entering into this Contract or a contract with a subcontractor to supply goods, services, or materials pursuant to this Contract , Contractor and any subcontractor will be deemed to have offered and agreed to assign to City all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700 of Part 2 of Division 7 of the California Business and Professions Code), arising from purchases of goods, services, or materials for the Work. This assignment will be deemed made and will become effective at the time City tenders final payment to Contractor, without further acknowledgement by the Parties.

Section 11. **Independent Contractor**.

Contractor is and will at all times remain as to City a wholly independent contractor. Neither City nor any of its officers, employees, or agents will have control over the conduct of Contractor or any of Contractor's officers, employees, agents or subcontractors, except as expressly set forth in the Contract Documents. Contractor may not at any time or in any manner represent that it or any of its officers, employees, agents, or subcontractors are in any manner officers, employees, agents or subcontractors of City.

Section 12. **Indemnification**.

12.1 Contractor agrees to the fullest extent permitted by law to (1) immediately defend and (2) indemnify City from and against, any and all claims and liabilities, regardless of the nature or type, that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Contractor, or its officers, employees, agents, or subcontractors committed in performing any Work under this Contract or the failure to comply with any of the obligations of this Contract (collectively, "**Claims**"). The Claims subject to Contractor's duties to defend and indemnify include, without limitation, all claims, actions, causes of action, proceedings, suits, losses, damages, penalties, fines, judgments, liens, levies, and associated investigation and administrative expenses. Such Claims also include defense costs, including reasonable attorneys' fees and disbursements, expert fees, court costs, and costs of alternative dispute resolution.

12.2 Contractor's duty to defend is a separate and distinct obligation from Contractor's duty to indemnify. Contractor is obligated to defend City in all legal, equitable, administrative, or special proceedings, with counsel approved by City, immediately upon tender to Contractor of the Claim in any form or at any stage of an action or proceeding, whether or not liability is established. An allegation or determination that persons other than Contractor are responsible for the Claim does not relieve Contractor from its separate and distinct obligation to defend under this section. The obligation to defend extends through final judgment, including exhaustion of any appeals. The defense obligation includes an obligation to provide independent defense counsel if Contractor asserts that liability is caused in whole or in part by the negligence or willful misconduct of any City indemnified party. If it is finally adjudicated that liability was caused by the comparative active negligence or willful misconduct of any City indemnified party, then Contractor may submit a claim to City for reimbursement of reasonable attorneys' fees and defense costs in proportion to the established comparative liability of the City indemnified party.

12.3 Contractor agrees that its defense and indemnification obligation under this section, includes the reasonable costs of attorneys' fees incurred by the City Attorney's office to monitor and consult with Contractor regarding the defense of any Claims, including providing direction with regard to strategy, preparation of pleadings, settlement discussions, and attendance at court hearings, mediations, or other litigation related appearances. City will use its best efforts to avoid duplicative attorney work or appearances in order to keep defense costs to a reasonable minimum.

12.4 Contractor agrees that settlement of any Claim will require the consent of City. City agrees that its consent will not be unreasonably withheld provided that Contractor is financially able (based on demonstrated assets) to fulfill its obligation to indemnify City for the costs of any such settlement as required under this Contract.

12.5 Contractor's obligation to indemnify City applies unless it is finally adjudicated that the liability was caused by the sole active negligence or sole willful misconduct of a City indemnified party. If a Claim is finally adjudicated and a determination made that liability was caused by the sole active negligence or sole willful misconduct of a City indemnified party, then Contractor's indemnification obligation will be reduced in proportion to the established comparative liability.

12.6 For the purposes of this section, "City" includes City's officers, officials, employees and agents.

12.7 The provisions of this section will survive the expiration or earlier termination of this Agreement.

Section 13. Insurance.

Contractor agrees to have and maintain in full force and effect during the term of this Contract the insurance coverages listed in Exhibit C ("**Insurance**"), which is made a part of this Contract.

Section 14. Notice.

14.1 All written notices required or permitted to be given under this Contract will be deemed made when received by the other Party at its respective address as follows:

To City:
City of Ojai
401 S Ventura St
Ojai, California 93023
Attn: Lindy Palmer
(Tel.): (805) 646-5581

To Contractor:
Kelly Cleaning & Supplies
1445 Donlon St, Suite 4
Ventura, California 93003
Attn: David H. Isaac
(Tel.): (805) 644-5308

14.2 Notice will be deemed effective on the date personally delivered or transmitted by facsimile or email. If the notice is mailed, notice will be deemed given three days after deposit of the same in the custody of the United States Postal Service, postage prepaid, for first class delivery, or upon delivery if using a major courier service with tracking capabilities.

14.3 Any Party may change its notice information by giving notice to the other Party in compliance with this section.

Section 15. Project Documents.

All data, drawings, maps, models, notes, photographs, reports, studies and other documents (collectively, "**Project Documents**") prepared, developed or discovered by Contractor in the course of performing any of the Work under this Contract will become the sole property of City. Upon the expiration or termination of this Contract, Contractor must turn over all original Project Documents to City in its possession, but may retain copies of any of the Project Documents it may desire.

Section 16. General Provisions.

16.1 Authority to Execute. Each Party represents and warrants that all necessary action has been taken by such Party to authorize the undersigned to execute this Contract and to bind it to the performance of its obligations.

16.2 Assignment. Contractor may not assign this Contract without the prior written consent of City, which consent may be withheld in City's sole discretion since the experience and qualifications of Contractor were material considerations for this Contract.

16.3 Binding Effect. This Agreement is binding upon the heirs, executors, administrators, successors and permitted assigns of the Parties.

16.4 Integrated Contract. This Contract, including the Contract Documents, is the entire, complete, final and exclusive expression of the Parties with respect to the Work to be performed under this Contract and supersedes all other agreements or understandings, whether oral or written, between Contractor and City prior to the execution of this Contract.

16.5 Modification of Contract. No amendment to or modification of this Contract will be valid unless made in writing and approved by Contractor and by the City Council or City Manager, as applicable. The Parties agree that this requirement for written modifications cannot be waived and that any attempted waiver will be void.

16.6 Electronic Signatures; Counterparts. This Agreement and any amendment will be considered executed when the signature page of a party is delivered by electronic transmission. Such electronic signatures will have the same effect as an original signature. This Agreement may be executed in multiple counterparts.

16.7 Waiver. Waiver by any Party of any term, condition, or covenant of this Contract will not constitute a waiver of any other term, condition, or covenant. Waiver by any Party of any breach of the provisions of this Contract will not constitute a

waiver of any other provision, or a waiver of any subsequent breach or violation of any provision of this Contract. Acceptance by City of any Work performed by Contractor will not constitute a waiver of any of the provisions of this Contract.

16.8 Interpretation. This Contract will be interpreted, construed and governed according to the laws of the State of California. Each party has had the opportunity to review this Contract with legal counsel. The Contract will be construed simply, as a whole, and in accordance with its fair meaning. It will not be interpreted strictly for or against either party.

16.9 Severability. If any term, condition or covenant of this Contract is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Contract will not be affected and the Contract will be read and construed without the invalid, void or unenforceable provision.

16.10 Venue. In the event of litigation between the parties, venue in state trial courts will be in the County of Ventura. In the event of litigation in a U.S. City Court, venue will be in the Central City of California, in Los Angeles.

The Parties have caused this Contract to be executed by their undersigned authorized agents as follows:

CITY OF OJAI

_____
Ben Harvey, City Manager

ATTEST:

_____
Weston Montgomery, Chief Deputy City Clerk

KELLY CLEANING & SUPPLIES, a California Corporation

_____
David H. Isaac, VP-Operations

_____
Paola Espinoza, Operations Manager

Ojai Business Tax Certificate Number: 06901138 Expiration Date: 12/31/2026

EXHIBIT A

SCOPE OF WORK

SCOPE OF WORK AND SPECIFICATIONS

The City is requesting proposals to provide janitorial services at the following locations:

City Facilities Include:

Building	Address
City Hall	401 S Ventura St.
Oak Tree House (Finance Department)	111 W Santa Ana St.
Kent Hall	111 W Santa Ana St.
Public Works Administrative Building	408 S Signal St.
Public Works Crew Building	408 S Signal St.
Public Works Plan Room	408 S Signal St.
Parks and Recreation (Boyd Center)	510 Park Rd.
Parks and Recreation (Martin Gym)	510 Park Rd.

Park Restrooms Include:

Building	Address
Libbey Park (Upper and Lower Restrooms)	210 S Signal St.
Sarzotti Park (Upper and Lower Restrooms)	210 S Signal St.
Ojai Skate Park	450 E Ojai Ave.
Arcade Plaza	212 E Matilija St.

Specifications for City Facilities

A. City facilities shall be serviced weekly (once per week) on Friday after business hours.

Once per week custodial services shall include:

a. vacuuming/mopping of all floor areas in each building,
b. dusting, spider web cleaning of offices, foyers, hallways, and conference rooms,
c. cleaning and sanitizing kitchen areas/breakrooms and kitchen appliances,
d. cleaning and sanitizing restrooms, replenishing paper towels, toilet paper, seat covers and soap when necessary
e. and disposing all trash and recyclables.
f. **Exception:** The Recreation Department, the Boyd Center and Martin's Gymnasium, will be serviced twice a week. Once a week service will also be requested for reference during slower months.

B. City facilities Biannual Deep Cleaning (Carpet and Flooring Waxing) (twice per year).

Biannual service shall include:

a. Carpet cleaning
b. Hard surfaced floors refinished/waxed

C. Annual window cleaning (interior and exterior) shall be serviced annually (once per year).

D. Once per month cleaning of Public Works Plan Room shall include:
   a. Dusting
   b. Vacuuming
   c. Emptying of trash bins
   d. Sanitization of table and chairs

E. Quarterly cleaning of fridge interior in Finance Building and Public Works Crew Building

Specifications for Park Restrooms

A. All Park and Arcade Plaza restrooms shall be opened/unlocked and serviced by 7 AM, 7 days a week, 365 days a year, including Holidays. Opening priority: (1) Skate Park, (2) Libbey Park (Upper and Lower), (3) Arcade Plaza, and (4) Sarzotti Park (Upper and Lower).

   Weekly (7 days a week) custodial services shall include:
   a. Clean toilets, sinks, dispensers, mirrors, and spider webs
   b. Sanitize doors and doorknobs
   c. Sweep/Mop: Deep scrub/clean around urinals and toilets, mop floors. Thorough monthly scrubbing using bleach and rinsing off. City may coordinate this before special events.
   d. Empty Trash into designated City dumpster(s) at each site
   e. Wipe down stall doors and walls
   f. Dust as necessary
   g. Replenish toilet paper, seat covers, paper towels, and soap (materials provided by the City)
   h. Waterless Urinals: change cartridge as needed (materials provided by the City)
   i. Unplug toilets as necessary- remove clog and plunge to free drainage/flushing
   j. Skate Park only: hose down 10' x 10' entry area
   k. Remove graffiti as necessary
      i. Areas with graffiti in excess of 3'x 5' will be removed by City but contractor must notify City immediately to assure prompt removal.
   l. Dust Intake/Exhaust Vents
   m. Add water to floor drains

Additional Cleaning: Contractor shall provide hourly custodial services as requested by City for miscellaneous cleaning, including but not limited to vandalism of park restrooms between regular cleanings. Contractor shall also provide a quote for emergency hazardous waste services. For bidding purposes, the bid form assumes 40 hours. City will provide a minimum 72-hour notice for miscellaneous cleaning.

EXHIBIT B

KEY PERSONNEL & COMPENSATION

1. Contractor's designated representative who is authorized to act on its behalf and to make all decisions in connection with the performance of the Work under this Contract is David H. Isaac.

2. Total compensation under this Contract shall not exceed $115,263.96.

Kellys Cleaning Supplies		
Schedule A	**Price Per Month**	**Annual Cost**
City Hall	$ 560.00	$ 6,720.00
Oak Tree House (Finance Building)	$ 240.00	$ 2,880.00
Kent Hall	$ 430.00	$ 5,160.00
Public Works Admin Building	$ 220.00	$ 2,640.00
Public Works Crew Building	$ 260.00	$ 3,120.00
Libbey Bowl	$ 240.00	$ 2,880.00
Parks and Recreation (Boyd Center)	$ 1,324.33	$ 15,891.96
Parks and Recreation (Martin Gym)		Included with Boyd Center
	$ 3,274.33	$ 39,291.96
Schedule B	**Price Per Month**	**Annual Cost**
Libbey Park (Upper and Lower Restrooms)	$ 1,825.00	$ 21,900.00
Sarzotti Park (Upper and Lower Restrooms)	$ 1,825.00	$ 21,900.00
Ojai Skate Park	$ 456.25	$ 5,475.00
Arcade Plaza	$ 912.50	$ 10,950.00
	$ 5,018.75	$ 60,225.00
Schedule C	**Price Per Service**	**Annual Cost**
City Hall	$ 1,500.00	$ 3,000.00
Oak Tree House (Finance Building)	$ 750.00	$ 1,500.00
Kent Hall	$ 1,490.00	$ 2,980.00
Public Works Admin Building	$ 290.00	$ 580.00
Public Works Crew Building	$ 600.00	$ 1,200.00
Public Works Plan Room (Lower Yard)	$ 250.00	$ 500.00
Parks and Recreation (Boyd Center)*	$ 1,264.00	$ 2,528.00
Parks and Recreation (Martin Gym)		Included with Boyd Center
	$ 6,144.00	$ 12,288.00
Schedule D	**Price Per Service**	**Annual Cost**
City Hall	$ 1,024.00	$ 1,024.00
Oak Tree House (Finance Building)	$ 160.00	$ 160.00
Kent Hall	$ 350.00	$ 350.00
Public Works Admin Building	$ 90.00	$ 90.00
Public Works Crew Building	$ 100.00	$ 100.00
Public Works Plan Room (Lower Yard)	$ 75.00	$ 75.00
Parks and Recreation (Boyd Center)	$ 280.00	$ 280.00
Parks and Recreation (Martin Gym)		Included with Boyd Center
	$ 2,079.00	$ 2,079.00
Schedule E	**Price Per Service**	**Annual Cost**
Public Works Crew Building	$ 45.00	$ 180.00

Oak Tree House (Finance Building)	$ 45.00	$ 180.00
	$ 90.00	$ 360.00
Schedule F	Price Per Service	Annual Cost
Public Works Plan Room (Lower Yard)	$ 85.00	$ 1,020.00
	$ 85.00	$ 1,020.00
Schedule Totals Annual Cost		
Schedule A Total	$	39,291.96
Schedule B Total	$	60,225.00
Schedule C Total	$	12,288.00
Schedule D Total	$	2,079.00
Schedule E Total	$	360.00
Schedule F Total	$	1,020.00
Grand Total	$	115,263.96

EXHIBIT C

INSURANCE

1. **General Requirements.** Contractor must procure and maintain in full force and effect during the term of this Contract the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

Type of Insurance	Limits (combined single)
Commercial General Liability	$1,000,000 / $2,000,000 Aggregate
Business Automobile Liability	$1,000,000
Workers' Compensation	Statutory Requirements

2. **Commercial General Liability Insurance.** This policy must meet or exceed the requirements of Insurance Services Office (ISO) CGL Form No. CG 00 01. The amount of insurance set forth above will be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. The insurance must be on an "occurrence" not a "claims-made" basis. Defense costs must be paid in addition to limits. There must be no cross-liability exclusion for claims or suits by one insured against another.

   Liability policies must be endorsed to name **City of Ojai its officials, employees and agents** as "**additional insureds**" under the insurance coverage.

   The policy must state that such insurance will be deemed "primary" such that any other insurance that may be carried by City will be deemed "excess" to that of Contractor. This endorsement must be reflected on ISO Form No. CG 20 01 or equivalent form as determined by City.

   Coverage must be applicable to City for injury to employees of Contractor, subcontractors, agents or others performing any part of the Work required under this Contract. Each policy must be endorsed to provide a separate limit applicable to this Project.

   The Commercial General Liability policy must not contain any endorsements limiting coverage beyond the basic policy coverage for any of the following:

   1. Explosion, collapse or underground hazard (XCU);
   2. Products and completed operation;
   3. Pollution liability; or
   4. Contractual liability.

3. **Business Auto Coverage.** This policy must be on ISO Business Auto Coverage Form CA 00 01 including symbol 1 (Any Auto) and Endorsement CA 0025, or equivalent forms approved in writing by City. If Contractor neither leases nor owns vehicles, this requirement may be satisfied by a non-owned auto endorsement to the general liability policy described above. If Contractor or Contractor's employees will use personal autos in any way on this Project, Contractor must provide evidence of personal auto liability coverage for each such person.

4. **Workers Compensation.** Contractor must have a State of California approved policy form providing the statutory benefits required by law with employer's liability limits or Contractor must provide evidence of an approved self-insurance program.

5. **Other Insurance; Revisions to Insurance.** Contractor may be required to obtain such other insurance coverage as may be required by applicable law or by City. City reserves the right at any time during the term of the Contract to change the amounts and types of insurance required by giving Contractor 60 days advance written notice of such change. If such change results in substantial additional cost to Contractor, City and Contractor may renegotiate Contractor's compensation.

6. **Acceptable Insurers.** All required insurance policies must be issued by an insurance company currently authorized by the California Insurance Commissioner to transact the business of insurance in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

7, **Excess or Umbrella Liability Insurance (Over Primary).** If an excess or umbrella liability policy is used to meet limit requirements, the insurance must provide coverage at least as broad as specified for the underlying coverages. Any such coverage provided under an excess or umbrella liability policy must include a "drop-down provision" providing primary coverage above a maximum $25,000 self-insured retention for liability not covered by primary but covered by the umbrella. Coverage must be provided on a "pay-on-behalf" basis, with defense costs payable in addition to policy limits. There may be no cross-liability exclusion precluding coverage for claims or suits by one insured against another. Coverage must be applicable to City for injury to employees of Contractor, its subcontractors or others performing work to satisfy Contractor's obligations under this Contract. The scope of coverage provided is subject to approval of City following receipt of proof of insurance as required herein.

8. **Certificates of Insurance and Endorsements**. Prior to commencing any Work under this Contract, Contractor must file with the City Certificates of Insurance and Endorsements evidencing the existence of all insurance required by this Contract, along with such other evidence of insurance or copies of policies as may reasonably be required by City. Such Certificates of Insurance and Endorsements must be in a form approved by City's Attorney. Contractor must maintain current certificates and endorsements on file with City during the term of this Contract reflecting the existence of all required insurance. Each of the certificates must expressly provide that no material change in the policy, or termination thereof, will be effective except upon 30 days' prior written notice to City.

9. **Failure to Maintain Required Insurance**. If Contractor, for any reason, fails to have in place at all times during the term of this Contract all of the required insurance coverage, City may, in addition to any other available remedies, (a) obtain such coverage at Contractor's expense and deduct the cost from the sums due Contractor, (b) make a claim against the Contractor's surety, or (c) terminate the Contract.

10. **Effect of Coverage**. The existence of the required insurance coverage under this Contract will not be deemed to satisfy or limit Contractor's indemnity obligations under this Contract.

11. **Higher Limits of Insurance**. If Contractor maintains higher limits of insurance than the required amounts shown in Section 1 above, then such amounts will be the minimum required under this Agreement.

VERIFICATION OF CALIFORNIA CONTRACTOR'S LICENSE

I certify, under penalty of perjury, that I have a valid California Contractor's license issued pursuant to Business and Professions Code section 7000 and following, and was so licensed at the time that the bid was awarded:

California Contractor's License:

JS-LR-000014823	Janitorial Services	10/19/26
License Number	Class	Expiration Date

Kelly Cleaning & Supplies, Inc
CONTRACTOR (PRINT OR TYPE)

5/12/26
Date

Signature

(Public Contract Code § 6100)

CERTIFICATE REGARDING DEPARTMENT OF INDUSTRIAL RELATIONS CONTRACTOR REGISTRATION

I certify, under penalty of perjury, that Contractor is registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

Contractor's Department of Industrial Relations registration number is JS-LR-0000014823 Janitorial License.

David H. Isaac / VP Operations
Name & Title (print or type)

5/12/2026
Date

Signature

(Labor Code section 1725.5)

CERTIFICATE REGARDING WORKERS' COMPENSATION

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.

David H. Isaac
Name (print or type)

5/12/26
Date

Signature

N/A

LIST OF SUBCONTRACTORS

WORK IDENTIFICATION: HVAC Full-Service Maintenance and Remedial Repair Contract, AS-2020-15

NAME AND ADDRESS OF BIDDER: _____

Name/Address/Phone No./State License Number of Subcontractor/City of Ojai Business License Number	Department of Industrial Relations Registration Number*	Items of Work	Portion of Work (% of Contract Price)
		% of Total Contract Price by Subcontract	
		% of Total Contract Price by Contractor	

*Pursuant to Division 2, Part 7, Chapter 1, (commencing with section 1720 including section 1725.5) of the Labor Code

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**

MEETING DATE: **June 9, 2026**

SUBJECT: **Award of Contract – State of the City Video Production, Scriptwriting, and Event Presentation Support *(Council Direction)***

RECOMMENDATION

Authorize the City Manager to execute a one-year contract withTripepi Smith & Associates in the amount of $35,802, for the State of the City Video Production, and Event Presentation Support.

DISCUSSION

The City issued a Request for Proposals (RFP) for the 2026 State of the City production, seeking comprehensive support for video creation, scriptwriting, live event coordination, and audiovisual support. Following evaluation of the proposals received in response to the RFP, the evaluation team recommends the award of this work to Tripepi Smith. Further, because funds remain in the current year's budget, staff recommends that this scope of services be added to the City's existing contract with Tripepi Smith, rather than issuing a new, separate contract to Tripepi for this limited scope of work.

Selection Criteria

In accordance with Ojai Municipal Code Section 8-4.21, the City may evaluate proposals for professional services using several factors, including demonstrated competence, professional qualifications, price, familiarity and knowledge of the City, and overall suitability for meeting the City's needs.

Rationale for Selecting Tripepi Smith

Tripepi Smith distinguished itself in two key areas:

1. Demonstrated Familiarity with the City of Ojai

Tripepi Smith has provided ongoing communications support to the City since 2024, giving the firm a strong working knowledge of Ojai's messaging standards, leadership expectations, and community engagement history. This familiarity minimizes onboarding time, reduces project risk, and ensures continuity with previous City communications.

2. Scalable and Adaptable Scope

Tripepi Smith was the only proposer explicitly willing to tailor or narrow its scope to meet the City's budget constraints without compromising key deliverables. Their flexible, time-and-materials structure provides the City with the ability to adjust levels of service while maintaining high production quality.

Cost Competitiveness
While Squadron submitted the lowest fixed cost by $802, Tripepi Smith's proposal remains cost-competitive and provides added value through its combination of organizational familiarity and willingness to scale deliverables as needed. When evaluating all factors permitted under OMC 8-4.21—including suitability and familiarity—Tripepi Smith provides the best overall fit for the City's goals.

Tripepi Smith offers the strongest combination of City familiarity, scalable scope, and cost-efficient service delivery, consistent with evaluation factors allowed under the Ojai Municipal Code.

State of the City — Proposal Summary Table

Firm Name	Location of Firm	Total Cost of Proposal
Tripepi Smith	Orange County, CA (virtual operations statewide)	**$35,802** (itemized cost proposal)
Squadron	Central Los Angeles, CA	**$35,000** (all-inclusive total)
Pegasus Studios	Southern California (Ventura, LA, Santa Barbara, Orange Counties)	**$78,500** (turnkey package)
Siarza Social Digital	Albuquerque, NM with CA operations	**$105,000–$129,900** (professional services + travel + third-party)
Blink Studios + Utopia Worldwide	Blink: Irvine, CA & Houston, TX; Utopia: Los Angeles region	**$209,439** (combined budget)

CITY COUNCIL GOALS ALIGNMENT
Goal No. 9 - Communication and Relationships

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

FISCAL IMPACT
The recommended agreement with Tripepi Smith totals $35,802. Funding for this added service is available in the current budget. This request is justified as the State of the City will be the first of its kind and will be a key communication initiative that provides residents, businesses, and community members with transparent updates on City accomplishments, priorities, and strategic direction. The addition of this project ensures the City continues to deliver high-quality, accessible public information and meets community expectations for clear and consistent communication.

Prepared by: Norma Cervantes, Assistant to the City Manager

ATTACHMENT(S)

A. Tripepi Smith Proposal
B. Tripepi Smith Cost File
C. Tripepi Smith Agreement

TRIPEPI SMITH
marketing • technology • public affairs

SINGLE SOURCE COMMUNICATIONS



VIDEO PRODUCTION SERVICES — STATE OF THE CITY

City of Ojai
Request for Proposal

May 1, 2026

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 request for proposals for State of the City video production and event planning services. 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 unique dynamics of local communities: over 250 local government agencies have chosen us to support their communications needs, from graphic design to writing to videography and much more. In the City of Ojai, we have supported communication efforts since 2024. This familiarity with your brand, voice and internal workflows allows our team to hit the ground running on your State of the City Project.

Our team contains nearly 10 full-time, in-house, videographers, varying in both years of experience and core domains (videography versus drone versus animation versus A/V operations, for example). Our team composition allows us to match the appropriate resource to the task at hand, letting us execute faster and at reduced engagement costs — without sacrificing quality.

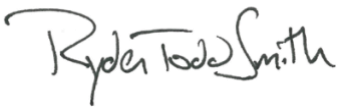
We provide a full suite of videography services, including video production, A/V management, directing, production, drone, cablecasting and event video production. Our firm has compiled several state of the city addresses for several public agencies including, the Town of Yucca Valley, City of Fountain Valley, City of Fullerton, City of Yorba Linda, City of Palmdale, City of La Mesa, City of Calabasas, City of Indian Wells, City of Bellflower, City of Laguna Beach, City of Paramount, City of American Canyon, City of South Gate and others.

We are excited about the opportunity to expand our partnership and build on the success we have already achieved together. Thank you for considering us for this next phase; we look forward to discussing our proposal in more detail.

Authorization

I affirm that I have the legal authorization to bind Tripepi Smith into agreements with the City of Ojai and to make the statements below on behalf of the firm. This proposal is valid for 90 days from the date of submission.

Regards,



Ryder Todd Smith

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

Ryder@TripepiSmith.com • (626) 536-2173 • 27702 Crown Valley Parkway, Ste D4 #139, Ladera Ranch, CA 92694

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

FIRM QUALIFICATIONS

BACKGROUND 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 70 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 offer a comprehensive range of video and photo services, including full video production, post-production, aerial drone footage, livestreaming and photography. 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

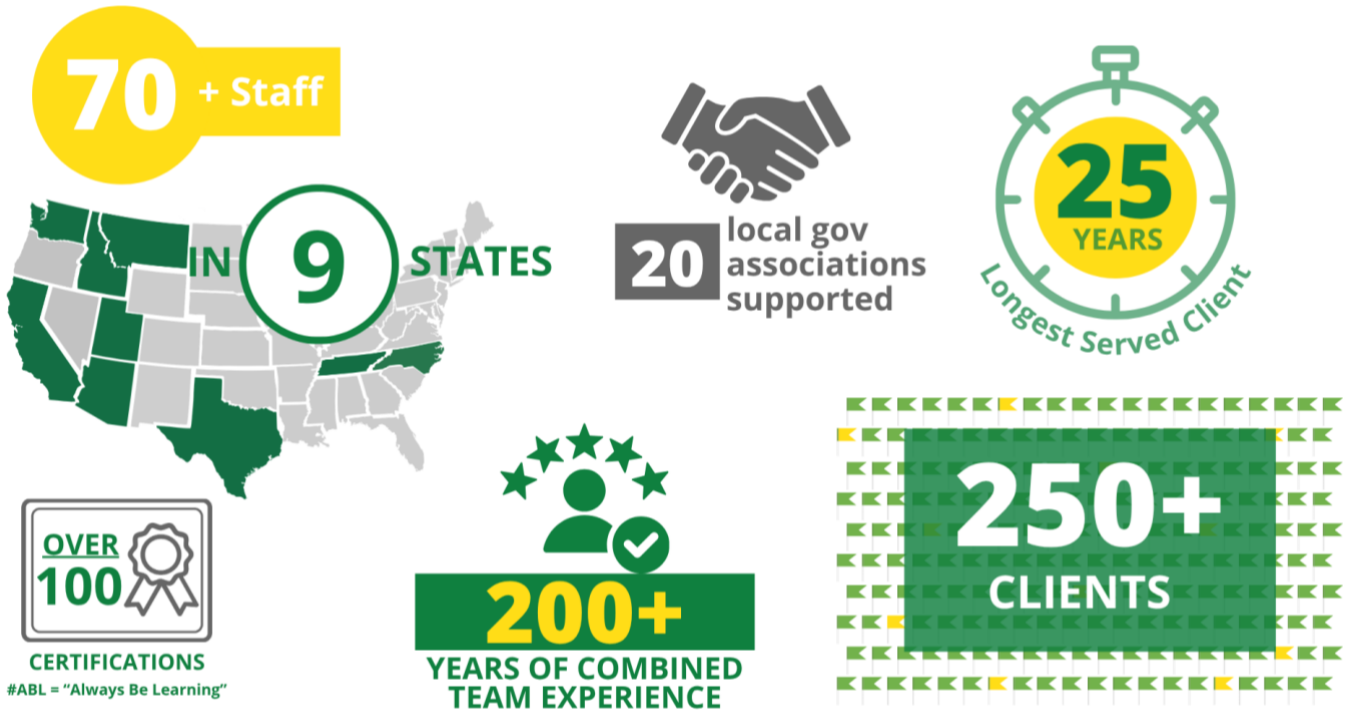
CFO Nicole Tripepi Smith is a second-generation civic-affairs professional (her father was a city manager for 28 years). President Ryder Todd Smith brings over 20 years of public agency marketing and communications experience to the table.

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, Tennessee, Texas, Utah, Washington, with a majority based in California.

Contact Information

> **Email: RFP@TripepiSmith.com**
>
> **Phone: (626) 536-2173**
>
> **Mail: 27702 Crown Valley Parkway, Ste D4 #139, Ladera Ranch, CA 92694**



State of the City Work Samples

CITY OF INDIAN WELLS - SOTC

2025 SOTC Showcase

https://vimeo.com/showcase/11780255



TRIPEPI SMITH
SINGLE SOURCE
COMMUNICATIONS

ABOUT THE PROJECT

A client since 2018, the City of Indian Wells consistently enlists Tripepi Smith to produce a video series for its State of the City. Topics range from tourism to economic development, from public safety to infrastructure. Our scope of work has included script writing, video production, post-production, drone videography and day-of A/V support.

Tripepi Smith was previously awarded a California Association of Public Information Officials EPIC Award in Video Production for the City's 2019 State of the City video series.

SCAN ME

Sample Drone Imagery Included in the 2025 SOTC



Sample Videography included in the 2025 SOTC





TOWN OF YUCCA VALLEY - SOTT

TRIPEPI SMITH
SINGLE SOURCE
COMMUNICATIONS

2025 State of the Town

https://vimeo.com/showcase/11780255



ABOUT THE PROJECT

Tripepi Smith has produced State of the Town videos for the Town of Yucca Valley since 2021. Each State of the Town offers a visual recap highlighing the many achievements of Yucca Valley over the year and shared a community message from the Mayor.

Our scope of work has included scriptwriting, storyboarding, voiceover services, project management and planning logistics, onsite videography, aerial videography and post-production services.

SCAN ME

Sample Drone Imagery Included in the 2024 SOTT



Sample Drone Imagery included in the 2024 SOTT



Sample Infographics included in the 2024 SOTT

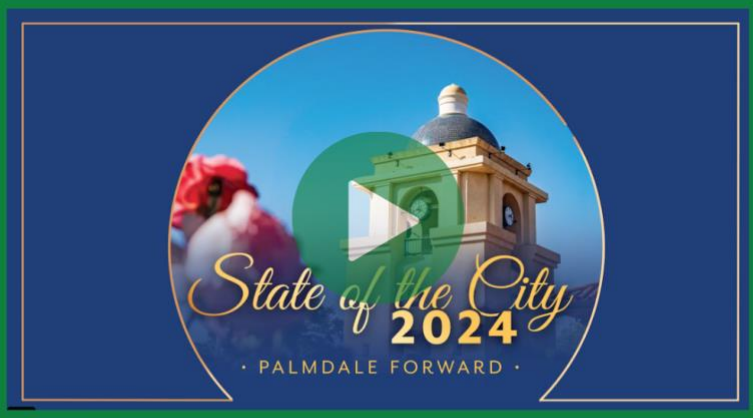


CITY OF PALMDALE - SOTC

TRIPEPI SMITH
SINGLE SOURCE
COMMUNICATIONS

2024 State of the City Showcase

https://vimeo.com/showcase/11780255



ABOUT THE PROJECT

Tripepi Smith coordinated and planned the City's 2024 State of the City event including the event's program and banners. In addition to providing comprehensive videography, directing and live recording services throughout the event, Tripepi Smith produced five videos highlighting Palmdale's growth and achievements over the past year.

The 2024 State of the City Video was awarded the 2025 California Association of Public Information Officials (CAPIO) EPIC Award in Communications and Marketing Tools – Special or Community Event: Series. A celebrated achievement for both the City of Palmdale and Tripepi Smith.

SCAN ME

Invitation Design



CITY OF FULLERTON - SOTC

TRIPEPI SMITH
SINGLE SOURCE
COMMUNICATIONS

2025 State of the City

https://vimeo.com/1098650047



ABOUT THE PROJECT

Since 2021, Tripepi Smith has provided service to the City of Fullerton across all aspects of video production, including special projects and State of the City Addresses. In 2022, the City sought our expertise for a series of five videos and additional support with live services, specifically to assist the Mayor in announcing updates and upcoming changes to the community.

Our scope of work has included scriptwriting, storyboarding, voiceover services, project management and planning logistics, onsite videography, aerial videography and post-production services.

SCAN ME

Sample Drone Imagery included in the 2024 SOTC



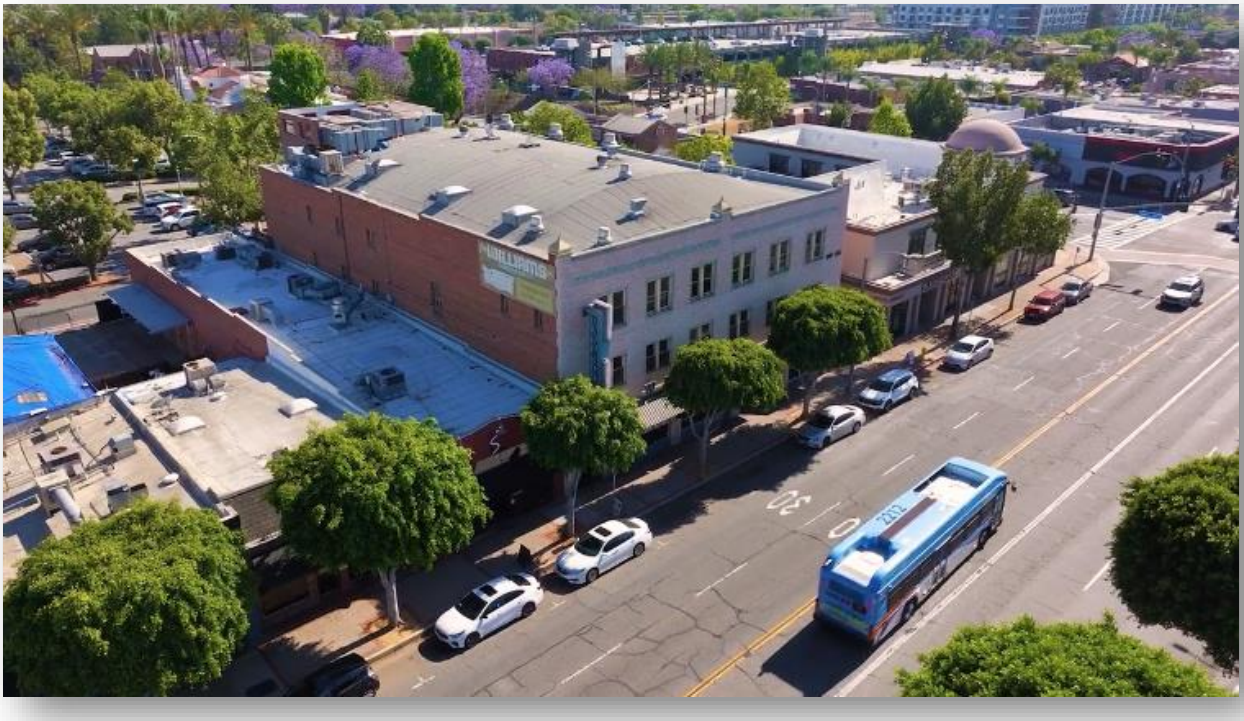
Sample Drone Imagery included in the 2024 SOTC



Sample On- screen Interviews and Aerial Imagery included in the 2024 SOTC



Sample Aerial Imagery included in the 2024 SOTC



More Work Samples

To see more examples of our work, please visit our portfolio at TripepiSmith.com — Photography-and-Videography and our State of the City case study page at TripepiSmith.com — State-of-the-City.

PROJECT APPROACH

Tripepi Smith prides itself on providing a variety of high-quality video production services to many satisfied clients. Animators, videographers, editors, drone operators and A/V technicians form our robust, in-house video team, who share over a decade's worth of experience producing video products for both public and private agencies. No matter the client, their key messages or preferred style of video, we apply a consistent, reliable approach that ensures Team Tripepi Smith delivers on their unique visions.

- Project Management

Tripepi Smith begins all 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. Our team will continue to meet throughout the course of the state of the city project to ensure we provide strategic advice and guidance to City staff.

– State of the City Video Production

Tripepi Smith has produced State of the City videos for many of our municipal clients. Our team works closely with staff to establish a vision and format that best tells the story of their successes and challenges over the past year. Based on your goals and the format of your event, Team Tripepi Smith will produce a video or series of videos. We organize our process into three phases:

1. **Pre-Production:** This phase includes a kickoff meeting, identified above, and regular monthly check-in meetings to establish and maintain the goals and objectives of your event and the video deliverable(s). Once we determine your preferred format, the Tripepi Smith team can work with you to develop the theme, tone, timeline, write script(s), develop interview questions for key stakeholders and community members, a storyboard and a production day schedule. We document all of this information within an organized production document that our teams share. If your format involves on-camera talent, we will provide them with preparatory tips and best practices that equip them to best represent themselves.
2. **Production:** On production days, Tripepi Smith staff travels onsite, for two full days, to capture interviews, b-roll and drone shots determined during pre-production. Our team is well-versed in interfacing with council members, staff and community stakeholders. We are also sensitive to

how comfortable (or uncomfortable) they might be on camera and do our best to help put them at ease.

3. **Post-Production:** When filming is done, Tripepi Smith video editors combine our footage, graphics and music into a compelling video story reflecting the past year. The video team is well-versed in all areas of post-production, including — but not limited to — creating custom graphics, audio editing and color correction. Once you receive your first draft of the video, we enter the review phase, during which you will get to review and provide edits on up to two or three iterations of the video. Finally, our team will deliver the final video, complete with captions (as requested and decided upon during pre-production) in a format(s) best suited for the platforms you wish to share the video through. Typically, we provide final videos in .MP4 formats as well as caption file(s) in .SRT formats via Dropbox.

– Drone Enhancements

Tripepi Smith, provides complete drone services for public agencies that mitigate risk, shift liabilities and provide on-demand services for your drone needs. Our FAA-certified drone operators capture compelling video and photos that showcase sites, event magnitude and unique perspectives that can support key messages and be used on an array of communication tools.

Drone video or photography also includes pre-production, production and post-production phases which generally consist of outlining a shot list and key elements to capture during our shoot, sending a drone operator onsite, executing on post-production editing and delivering final files to the City.

– A/V Support and Live Streaming

Tripepi Smith's videographers are well equipped to provide day of event A/V support which may include, but is not limited to, live presentations, PowerPoint slides, video and sound in synchrony with the event.

Our team is also equipped with the knowledge to deliver video content through live means. This includes broadcasting to local PEG channels as well as web-based services such as Granicus, YouTube Live and Cablecast.

Live streaming includes pre-production and production phases, which consist of determining the distribution of the video stream, establishing connectivity with the venue, set-up and breakdown of equipment and digital copies of the recording for redistribution if necessary.



"Our State of the City is a well-attended and appreciated event in the community. We told Tripepi Smith what we were picturing, and the team brought our vision to life, exceeding our expectations. We thank the firm for their dedicated prep work leading up to and during the evening that left a positive impact on our City."

Ronda Perez
City Manager, City of Palmdale

Stage Design Services

The Tripepi Smith Video Team brings expertise not only in seamless livestream production but also in stage design for live events. Beyond ensuring a flawless broadcast, the team offers guidance on custom elements such as stage design, lighting and personalized gobos. Every detail of event décor is thoughtfully considered, with careful attention to color palettes and aesthetics to create a cohesive and immersive experience for your audience.

– Graphic Design

Another major addition to the premium quality of an event comes down to the invitations, updates and look created through graphic design. The Tripepi Smith team is very familiar with grabbing the attention of an audience through the creation and detail of printed materials, such as banners and programs.

Our graphic design work spans:

- Logos, sub-logos, branding, campaigns
- Animated visuals for social media, video, web
- Posters, banners, signage
- Stationery, invitations, programs
- Social media, web banners, email
- Conference materials, booths, swag

Proposed State of the City Video Timeline

Tentative Date	Action
06/02/2026	Consultant will provide one-hour kick-off call to establish project timeline; outline City needs and establish roles and responsibilities. Consultant shall meet throughout the course of the project to review timelines, share updates and provide guidance.
06/16/2026	List of event topics due to Tripepi Smith from City staff. This will establish theme and concept.
06/30/2026	Draft of script sent to City Staff to be approved by City.
07/14/2026	Collaborate with City staff to develop a detailed storyboard and line-by-line shot list. storyboard and shot list to be approved by City.
07/28/2026	Video team to oversee onsite production, manage all logistics and obtain comprehensive footage, aerial footage and interviews.
08/18/2026	Tripepi Smith internal review commences.
08/25/2026	First draft of video due to City staff.
08/31/2026	Client revisions due back to Tripepi Smith, allowing one additional round of revision/edits, If needed.
09/08/2026	Final delivery of video file to City staff.

Proposed State of the City Day of Event Support Timeline

Tentative Date	Action
06/02/2026	Kick-off call to align on goals, roles and initial logistics.
06/09/2026	Confirm event scope, identify key speakers and outline program framework.
06/16/2026	Engage rental services for lighting, stage, audio/visual and projector needs.
2–3 Weeks Before Event	Launch event promotions and communications; align on speaker messaging and talking points.
1–2 Weeks Before Event	Finalize Run of Show (minute-by-minute program, cues, transitions and responsibilities).
3–5 Days Before Event	Conduct AV/tech check including lighting, audio levels, presentation slides and livestream test. Confirm backups.
Ongoing	Coordinate with City staff and vendors on logistics, roles and collaborative planning. Confirm day-of point persons and decision-making structure.
Day Before Event	Video team onsite for rehearsal, final setup, run-through and technical oversight.
Day of Event	Video team onsite providing AV operation, livestreaming, logistics management and capturing comprehensive ground, aerial and interview footage.
1–2 Days After Event	Deliver initial photos and confirm video editing timeline.
1–2 Weeks After Event	Provide final video deliverables, highlight reel, and event metrics/report.



"The Tripepi Smith team perfectly captured the excitement sparked by our new universally accessible playground. From groundbreaking to ribbon-cutting, they worked seamlessly to document each construction milestone. The final recap video reflects the spirit of our community and the impact of this new resource."

Rob Frizzelle
Community Services Director, City of Fountain Valley

PROJECT TEAM

Dedicated Video Production Team

Depending on the scope of work the City of Ojai selects, the rest of the Tripepi Smith project team may vary. The Account Manager (bio below) will closely monitor the quality of work product before Tripepi Smith delivers it to you for review/approval. 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**.

The core project team will have dedicated availability to support the engagement, including capacity to provide support under urgent notice and/or time constraints. We have an in-house video team which consist of nearly 10 staff — all available to meet the needs of Ojai. 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.



Alexis Gillam
Director

Location: Boise, ID | Role: Account Manager and Creative Lead

Alexis Gillam is an experienced local government leader with over 12 years of experience in City Management, public engagement and strategic communications. She has led major efforts in economic development, placemaking, legislative advocacy, and emergency response. While serving in Malibu, she directed crisis communications and supported recovery and rebuild efforts during the Broad, Franklin and Palisades Fires. She also led a multi-agency strategy to improve safety along Pacific Coast Highway including public education, special legislation and infrastructure. She guided the Malibu Community Lands Project, a citywide engagement initiative to determine future uses for over 60 acres of public land. In Imperial, she oversaw cross-departmental operations, led capital projects and secured state and federal funding to support community priorities. Alexis was recently recognized by Engaging Local Government Leaders (ELGL) as one of the Top 100 Local Government Influencers in the United States.

She earned her bachelor's degree in business administration from Devry University while working full-time and building a career in city management. After more than a decade on the city management track, Alexis made the intentional decision to shift her career to prioritize starting a family while continuing to serve the public good. Her new role with Tripepi Smith allows her to stay rooted in the work she believes in, supporting local governments, while creating space for a more balanced life. She is grateful that her passion for services allows her to live out her values, leading with purpose, guided by faith and creating opportunities for others to thrive.

Her clients include the City of Ojai, City of Rancho Palos Verdes, City of Rolling Hills, City of La Cañada Flintridge, City of Camarillo, Town of Yucca Valley and City of San Bernardino.



Cailyn Thompson
Business Analyst

Role: Project Manager

Cailyn Thompson brings a strong work ethic and open-minded dynamic to the Tripepi Smith team with a background in recreation, collegiate athletics and event management. She graduated from St. John's University (SJU) with a Master of Business Administration in Strategic Management and a Bachelor of Science in Sport Management with a minor in Business Administration. She developed her skills in leadership, organization and event management during her time at SJU with on-campus internships, the graduate assistantship program and summer employment with the City of Cypress Recreation.

Cailyn is certified in Meta Blueprint (Digital Marketing Associate, Media Planning Professional, Media Buying Professional and Creative Strategy Professional), Hootsuite Social Marketing and Sprout Social. Her client list includes the California Joint Powers Insurance Authority (California JPIA), City of Tracy, City of Seal Beach, City of Jurupa Valley, City of Blythe, City of Fife, WA and Placer Mosquito and Vector Control District.



Nolan Voge
Videographer

Role: Lead Videographer

Nolan Voge offers creative insight and technical solutions to the Tripepi Smith team with extensive knowledge in video systems, creative media projects and venue production. As a graduate of San Diego State University (SDSU), he received a Bachelor of Science degree in Television, Film and New Media with an emphasis in production and a minor in theatre arts. He displayed his strong work ethic outside of the classroom by participating in nearly 60 projects relating to production. He further enhanced his experience as a content creator for the College of Education at SDSU, followed by employment in the government space. He previously practiced event videography, project management and his knowledge of video systems, computer systems and software with Empire Media Productions.

Nolan is Hootsuite Social Marketing and Sprout Social certified, holds a certification in Dante for audio solutions in production work and is a certified drone pilot with a Part 107-enabled license. His client work includes the City of Bellflower, City of Fullerton, City of Huntington Beach the California JPIA, Water Replenishment District (WRD), City of Villa Park, City of Palmdale and City of Yorba Linda.



Josh Hernandez
Videographer

Location: Placentia, CA | Role: Videographer AV Operator

Josh Hernandez is a driven, creative professional with over eleven years of experience in the audio/visual and TV production industry. Josh attended Saddleback College, where he participated in the Cinema/Television/Radio Department to strengthen his skills in TV production, directing, storytelling and video editing. Josh started his career in local government as a graphic designer for the City of Aliso Viejo and then furthered his experience in council meeting broadcasts with the City of Santa Ana and the City of Huntington Beach. He also has vast knowledge of audiovisual systems and has been a part of many A/V implementations.

Josh is a certified Hootsuite Social Marketing professional and is licensed with the FAA to fly drones. His clients include the cities of Huntington Beach, Laguna Woods, Lake Forest and Rossmoor.



Michael Garcia
Videographer

Location: Los Angeles, CA | Role: Videographer AV Operator

Michael Garcia brings 20 years of expertise in Live Television broadcasting, with roles spanning all aspects of live sports, video production and documentaries, and includes skills in lighting, sound mixing, camera and editing. A 2007 Television Production certification was formally recognized by the Mayor of the City of Commerce and further Film/Television Crafts certification from West Los Angeles College. In 2014, Hollywood Cinema Production Resources awarded him a certification in Entertainment Artists Technicians and Crafts. He is highly adaptable and performs well under pressure, ensuring production integrity.

His client work includes videography for the cities of Bellflower, Fullerton, Palmdale, Baldwin Park, Lomita, Huntington Beach, Yorba Linda, Yucca Valley, Calabasas, as well as Cal Choice Energy Authority.



Daniel Ceruti
Junior Videographer

Role: Videography Support and A/V Support

Daniel Ceruti is a video production specialist with a wide array of experience and skills in narrative and live video production, writing, editing, graphic design and more. Daniel has built his expertise throughout his educational path after completing a Bachelor of Arts in Interdisciplinary Studies at the University of Central Florida and a Master of Fine Arts in Film Production at Chapman University. In his career, he has built a passion for effective storytelling and visual communication.



Christina Haverilla
Junior Videographer

Location: Long Beach, CA | Role: Videography Support and A/V Support

Christina Haverilla is a passionate and detail-oriented videographer with a background in social media management, video production and photography. She graduated from the University of the Arts in Philadelphia with a Bachelor of Arts in Film and Video. During her time in college, she gained a plethora of skills in video, design and overall media. In her experience as a videographer, she has refined her editing skills in the realm of short-form videos crafted for social media platforms and advertisements, as well as longer-form content such as music videos and documentaries. Christina is certified in Hootsuite Social Media Marketing. She is proficient in Adobe editing software such as Premiere and After Effects, as well as Davinci Resolve Studio.

Her client work includes videography for the cities of Palmdale, Duarte and Bellflower.



Ervin Velasquez
Junior Business Analyst

Location: Lancaster, CA | Role: Videography Support and A/V Support

Ervin Velasquez is a skilled analyst and graphic designer who uses his knowledge of both fields to successfully execute on his deliverables and client projects. Ervin has experience in marketing with a specialization in the government and public sectors. With over a decade in the field, he's passionate about working with complex systems, strategic analysis and driving initiatives to engage communities and make a difference.

In addition to his analytical skills, Ervin holds a bachelor's degree in graphic design from Los Angeles Film School. He enjoys designing compelling visuals to reinforce his communications and also fulfill his creative side.

REFERENCES

City of Fullerton	Town of Yucca Valley
Daisy Perez Deputy City Manager (714) 738-4102 Daisy.Perez@CityofFullerton.com 303 W. Commonwealth Ave., Fullerton, CA 92832 **Period:** 2020 to Present	**Lesley Copeland** Town Clerk (760) 369-7209 Ext. 226 LCopeland@Yucca-Valley.org 5709 29 Palms Hwy., Yuca Valley, CA 92284 **Period:** 2021 to Present
City of Indian Wells	**City of Palmdale**
Micaela Wilkey Management Analyst (760) 346-2489 MWilkey@IndianWells.com 44-950 Eldorado Dr., Indian Wells, CA 92210 **Period:** 2018 to Present	**Sara Gallagher** Deputy City Manager (661) 267-5279 SGallagher@CityOfPalmdale.org 38300 Sierra Hwy # A, Palmdale, CA 93550 **Period:** 2023 to Present

APPENDIX A: RESUMES AND TEAM ORG CHART

ALEXIS GILLAM

TRIPEPI SMITH – DIRECTOR **08/04 – PRESENT**

- Provide strategic counsel to public agency clients in communications, community engagement and crisis response
- Engage with local government leaders and industry partners ensuring high-quality deliverables, responsive service and long-term relationship growth
- Develop and implement tailored outreach and communication strategies that align with client goals and community needs
- Support internal team development through mentorship and knowledge sharing, fostering collaboration and continuous improvement

CITY OF MALIBU – ACTING ASSISTANT CITY MANAGER/ DEPUTY CITY MANAGER 07/23-04/25

- Served as Acting City Manager and led crisis communications, recovery planning, and cross-departmental collaboration during Franklin and Palisades Fire
- Led a multi-faceted strategy to improve safety along Pacific Coast Highway, including special legislation for speed cameras, public education campaigns, and infrastructure enhancements
- Managed governmental affairs and interagency relationships to align City priorities with regional, state and federal legislation and funding priorities
- Directed community-driven land use planning for over 60 acres and managed capital projects that reflected public priorities
- Collaborated with Deputy City Attorney and key stakeholders on Malibu's school district separation strategy, supporting legal negotiations, revenue sharing and joint powers agreements

CITY OF IMPERIAL – ASSISTANT CITY MANAGER **06/13 – 07/23**

- Directed City's media strategy, launched a new website and app, and expanded "Market Days" to celebrate local culture and place-making initiatives
- Provided strategic leadership across eight departments and divisions in close collaboration with department directors, modernizing the budget system and launching a mentorship program to develop early career supervisors and strengthen employee retention
- Led the revitalization of downtown through the City's first mixed-use housing developments and spearheaded a 22-acre project that brought the first hotel, commercial space and created over 300 jobs
- Managed the City's emergency response for COVID-19, implementing emergency policies, creating a childcare health plan for essential workers and supporting business recovery
- Oversaw governmental affairs and cultivated strong relationships with regional, state and federal agencies, securing federal funding over multiple fiscal years to advance city priorities

EDUCATION

DEVRY UNIVERSITY – CHICAGO, ILLINOIS

- Bachelor of Science in Business Administration | Focus in Human Resources

CERTIFICATIONS

- Incident Command System/National Incident Management System 100/200/300
- U.S. Department of Homeland Security – FEMA MGT318 "All Hazards" Crisis Communications

CAILYN THOMPSON

TRIPEPI SMITH –BUSINESS ANALYST **09/21 – PRESENT**

- Manage projects and accounts, direct client meetings, host training and workshops and foster external relationships
- Manage communications content, including website, press releases, social media and communication assessments
- Create and oversee digital advertising campaigns, acting as one of the team's Meta experts

CITY OF CYPRESS – DAY CAMP DIRECTOR **04/19 – 09/21**

- Planned and coordinated the program's day-to-day operations
- Managed participant information, camp supply records and resource records
- Directed staff training and conducted weekly planning meetings

ST. JOHN'S UNIVERSITY – ATHLETIC ADMINISTRATION GRADUATE ASSISTANT **09/19 – 05/21**

- Assisted with the coordination and creation of game contracts for 16 NCAA Division I teams
- Supported the Deputy Athletics Director by organizing the staffing and operation of the Athletic Fueling Station
- Maintained program budgets and expense reports

ST. JOHN'S UNIVERSITY – ATHLETIC EQUIPMENT OPERATIONS INTERN **09/18 – 05/19**

- Assisted in the daily operations of equipment procurement
- Maintained inventory and assisted with the distribution of equipment for 16 NCAA Division I teams, team staff and athletics departmental staff

ST. JOHN'S UNIVERSITY – ATHLETIC EVENTS AND PROGRAMMING INTERN **09/16 – 05/19**

- Supported the Assistant Athletics Director by overseeing Division I game day operations
- Assisted with event planning and management
- Acted as site supervisor for external events

EDUCATION

ST. JOHN'S UNIVERSITY – QUEENS, NY

- Master of Business Administration in Strategic Management
- Bachelor of Science in Sport Management

CERTIFICATIONS

- Meta Certified Creative Strategy Professional 09/23
- Meta Certified Media Planning Professional 04/23
- Meta Certified Digital Marketing Associate 12/21
- Facebook Blueprint 02/22
- Sprout Social 02/22
- Hootsuite Social Marketing 09/21

SOFTWARE

- Adobe Acrobat
- Adobe Lightroom
- Concur Solutions
- Google Suite
- Microsoft Office Suite

NOLAN VOGE

TRIPEPI SMITH – VIDEOGRAPHER **06/23 – PRESENT**

- Conduct and manage photography and videography practice area in tandem with video lead
- Manage video systems for broadcast television and various venues

TRIPEPI SMITH – JUNIOR BUSINESS ANALYST **1/22 – 06/23**

EMPIRE MEDIA PRODUCTIONS – VIDEOGRAPHER, PHOTOGRAPHER **6/20 – 12/21**

- Obtained a diverse understanding of video systems in varied environments
- Trained and assisted employees throughout scenarios prominent in video production
- Directed employees to job sites and events for best outcome of media
- Participated in the production process, including setup and breakdown of equipment

PLACENTIA YORBA LINDA UNIFIED SCHOOL DISTRICT – INSTRUCTIONAL SPECIALIST VIDEOGRAPHER, PHOTOGRAPHER, SOCIAL MEDIA **08/17 – 08/20**

- Created promotional pieces, interactive virtual reality videos and commercial content for the program
- Photographed staff, faculty, alumni and students of high achievement, as well as campus events and seminars

PLACENTIA YORBA LINDA UNIFIED SCHOOL DISTRICT – DISTRICT VIDEOGRAPHER **06/18 – 08/18**

- Directed content, advertisements and interviews of staff and faculty of the district
- Represented the School District at media events to encourage attendance of the schools alongside students of other programs

EDUCATION

SAN DIEGO STATE UNIVERSITY – SAN DIEGO, CA

- Bachelor of Science in Television, Film and New Media (Production) | Minor in Theatre Arts

CERTIFICATIONS

- Drone Certification – Part 107 for Commercial Flying 08/22
- Sprout Social 02/22
- Hootsuite Social Marketing 01/22
- Dante Certification Program – Levels 1 and 2 ..... 10/20

SOFTWARE

- Adobe Creative Suite
- ATEM Software Control
- ATEM Media Express
- Cablecast Systems
- Davinci Resolve
- Final Cut Pro X
- Google Suite
- Leightronix Systems
- Microsoft Office Suite

JOSH HERNANDEZ

TRIPEPI SMITH – VIDEOGRAPHER **06/24 – PRESENT**

- Produce and direct city council broadcasts and live events
- Create original video content for clients
- Perform IT services, manage the team's software and equipment and troubleshoot technical issues
- Conduct A/V implementation, including sourcing and setting up equipment for clients
- Drone Pilot Operator

TRIPEPI SMITH – JUNIOR VIDEOGRAPHER **01/22 – 06/24**

PLACENTIA YORBA LINDA UNIFIED SCHOOL DISTRICT – LEAD AUDITORIUM TECHNICIAN **09/15 – PRESENT**

- Set up, adjusted and operated audiovisual equipment, such as Tri-caster, projectors, Yamaha CL5 and ETC
- Executed technical needs for various events, including dance shows, theater plays and choir and band concerts
- Worked with lighting, including maintenance of an ETC lighting board (Ion)
- Directed live theater production shows

PSAV – AUDIO VISUAL TECHNICIAN **12/17 – 01/22**

- Set up 10-20 rooms daily with audio visual equipment for events
- Assisted as camera operator and video lead for broadcasts and live events
- Managed inventory for various locations
- Operated audiovisual equipment, such as cameras, projectors, audio monitors and mixers and recording equipment

V-CUBE – VIDEOGRAPHER TECHNICIAN **09/16 – 01/22**

- Livestreamed and filmed corporate events
- Facilitated client discussions to coordinate event logistics and timelines
- Determined inventory needs for client events

EDUCATION

SADDLEBACK COLLEGE – MISSION VIEJO, CA

- Concentration in TV Production

CERTIFICATIONS

- Hootsuite Social Marketing 01/22
- FAA Part 107 Drone Licenses 08/22

SOFTWARE

Adobe Photoshop	Broadcast Pix	Google Suite
Adobe Premiere Pro	Cablecast/Tightrope	Leightronix
Blackmagic	DJI	Microsoft Office

MICHAEL A. GARCIA

TRIPEPI SMITH – VIDEOGRAPHER **05/25 – PRESENT**

- Operate and direct live city government programing including, City Council and Commission Meetings
- Creating original city programming
- Duties performed ranged from camera operation, video editing, live audio mixing, lighting and graphics operation

CITY OF BEVERLY HILLS – SENIOR VIDEO PRODUCTIONS SPECIALIST **01/24 – 05/25**

- Directed live City Council and Commission Meetings
- Produced and edited city-related projects for internal and external audiences

THE STROACH GROUP MEDIA (XBTV) – SENIOR VIDEO ENGINEER **12/15 – 04/21**

- Held a leadership role in IT and Engineering for the XBTV Brand under the 1ST/Technology Division of TSG
- Oversaw the successful installation and operation of 2 “REMI Style” production studios in California and Florida
- Leveraged new innovative Cellular Bonding technology in Ultra-low latency transmission for Electronic News Gathering.

EDUCATION

WEST LOS ANGELES COLLEGE, CULVER CITY – LOS ANGELES, CA

Cinematography and Film/Video Production

CERTIFICATIONS

Television Production 05/07
Film and Television Crafts 06/14
Entertainment Artists Technicians and Crafts 09/14

SOFTWARE

Adobe Premiere Pro	Davinci Resolve	OBS
Adobe After Effects	Google Suite	Wirecast
Adobe Photoshop	Microsoft Office Suite	Ross Video – Xpression
NewBlue FX	Chyron - Lyric	Blackmagic ATEM Software

DANIEL CERUTI

TRIPEPI SMITH – JUNIOR VIDEOGRAPHER **05/23 – PRESENT**

- Conduct market research to provide client insights
- Manage social media and respond to public questions
- Provide video production and editorial services

FILM INDEPENDENT – FREELANCE SCRIPT READER **03/23 – 05/23**

- Read and wrote coverage for episodic script submissions

FEIG LAW – EXECUTIVE ASSISTANT **10/22 – 04/23**

- Supported administrative efforts of a high-level entertainment lawyer, including scheduling, correspondence, finances and maintenance

SPENCER DAILY REPORTER – STAFF WRITER **10/19 – 01/20**

- Wrote informative daily articles whether it was features, breaking news, event coverage or columns
- Captured photo content for print articles
- Conducted a feature interview with Cory Booker for the 2020 presidential election

SEAWORLD – VIDEOGRAPHER **06/18 – 11/18**

- Enhanced guest experiences by recording and producing dolphin encounter videos
- Handled guest relations and customer service operations throughout the park

EDUCATION

CHAPMAN UNIVERSITY – ORANGE, CA

- Master of Fine Arts in Film Production

UNIVERSITY OF CENTRAL FLORIDA – ORLANDO, FL

- Bachelor of Arts in Interdisciplinary Studies

CERTIFICATIONS

- Hootsuite Social Marketing 05/23

SOFTWARE

- Adobe Creative Suite
- Audition
- Davinci Resolve
- Fresco
- Google Suite
- Microsoft Office Suite

CHRISTINA HAVERILLA

TRIPEPI SMITH – JUNIOR VIDEOGRAPHER 04/24 – PRESENT

- Direct full-scale video productions collaborating closely with clients for seamless execution
- Provide technical support for live streaming events, ensuring smooth broadcasts on various platforms
- Manage council chamber video recordings, including equipment setup, agenda review and post-production
- Offer photography services at events, leveraging video production skills to deliver high-quality images

MUSIC ARTIST: MICHAEL SANTA CRUZ – FREELANCE SOCIAL MEDIA MANAGER 01/24 – PRESENT

- Develop and implement social media marketing strategies to increase brand awareness and drive engagement
- Create and curate compelling content such as posts, images and videos for Instagram and TikTok
- Monitor social media trends, audience insights, and competitor activities to inform content strategy

FREELANCE VIDEOGRAPHER

- Plan and coordinate pre-production activities, including location scouting, casting and equipment setup, to ensure smooth execution of shoots while collaborating with the artist to understand the creative vision
- Operate video cameras and lighting equipment to capture high-quality footage
- Edit raw footage using DaVinci Resolve to create compelling music videos, implementing visual effects and color grading to enhance the overall impact and mood

FREELANCE PHOTOGRAPHY 01/24 – PRESENT

- Collaborate with designers and brands to capture high-quality images of their hats and clothing products
- Execute photoshoots, ensuring optimal lighting, composition and overall visual appeal
- Edit and retouch images using Adobe Photoshop and Lightroom to enhance product presentation

TWIST AND TAILOR – VIDEO EDITOR 07/23 – 02/24

- Crafted concise edits of short-form videos tailored for social media, reels, and advertisements on accounts with followings ranging from a couple thousand to nearly 150,000
- Employed DaVinci Resolve to enhance visual quality, correcting exposure, white balance, and color balance issues to achieve a cohesive and professional look across all footage
- Utilized editing techniques such as transitions, keyframes, overlays and text animations to enhance visual appeal and convey information succinctly
- Collaborated closely with the Creative Director to understand project objectives and align visual elements with creative visions and brand guidelines

EDUCATION

UNIVERSITY OF THE ARTS – PHILADELPHIA, PA

Bachelor of Arts in Film and Video

CERTIFICATIONS

Hootsuite Social Media Marketing 04/24

SOFTWARE

Adobe Creative Suite | Canva | Davinci Resolve Studio

ERVIN VELASQUEZ

TRIPEPI SMITH – JUNIOR BUSINESS ANALYST 12/24 – PRESENT

- Monitor client social media accounts using tools like Sprout Social and Google Analytics, providing regular reports on engagement trends, audience sentiment and content performance
- Assists in conducting market research and competitive analysis, identifying key trends that informed product development strategies
- Support the development of process flow diagrams and user stories for system enhancements, ensuring alignment with business goals
- Provide photography services for a variety of clients, including businesses for marketing materials, individuals for portraits and organizations for events
- Engage in client meetings to collect feedback and identify areas for improvement in operational workflows
- Design infographics and data visualizations for clients to help them present business data in an engaging and easy-to-understand manner

DESERT BLOOM MARKETING – GRAPHIC DESIGNER / SOCIAL MEDIA ASSISTANT 07/24 – 12/24

- Developed social media initiatives and create daily content on Facebook, Twitter, Instagram and emerging social platforms.
- Identified trends through assessment of competitors activities.
- Crafted visual designs and brand messaging elements for consistency across digital advertising and marketing platforms.
- Identified target audiences and developed optimization.
- Built and maintain image, brand and identity using logos and signage.
- Developed, designed, layout and produced various technical illustrations for brochures, banners and signs.

412TH MEDICAL SQUADRON – PHARMACY INFORMATICS 10/13 – 11/23

- Provided technical support to pharmacy staff for hardware and software troubleshooting, ensuring optimal performance of pharmacy management systems.
- Assisted in the configuration and setup of medication order processing and automated dispensing devices.
- Worked with the IT department to implement new technology solutions that improved the efficiency and safety of medication administration processes.

EDUCATION

LOS ANGELES FILM SCHOOL – LOS ANGELES, CA

Bachelor of Science in Graphic Design, 2023 – Current

CHARTER COLLEGE – SACRAMENTO, CA

California State Board of Pharmacy

SOFTWARE

Cerner	Epic	Pharmassist
CHCS	Sprout Social	Google Suite

Team Tripepi Smith

Ryder Todd Smith
Co-founder & President

Nicole Smith
Co-founder & CFO

Katherine Griffiths, APR
Principal, Editorial Lead

Jennifer Vaughn, APR
Principal

Jennifer Nentwig, APR
Principal

Christine Martin
Director

Melanie James
Director

Kevin Bostwick
Creative Director

Sydni Overly
Director

Mike Egan
Director

Sara Madsen
Director, Web Lead

Mark Pulone
Director

Alexis Gillam
Director, Video Lead

Creative Services

Sr. Business Analysts		
Kaitlyn Wu	Melanie Moore	Dana Sovinec
Devyn Fisher	Kalee Cummings	Peter Johnson
Kaetlyn Hernandez	Kylie Sun	Barbara Beran
Sienna Boyd		

Business Analysts		
Cailyn Thompson	Morgan Teruel	Devin Antonio
Valerie Nevarez	Kendall Lowery	Olivia Rizzuto
Abigail Romano	Amy Gallagher	Alexis Kalugin
Madeline Wilson	Hannah Wedepohl	Alyson Edwards
Mia Valenzuela		

Jr. Business Analysts		
Dominick Beaudine	Sarah Klem	Cameron Sullivan
Julia Gale	Ted Hwang	Sofia Gonzalez
Emma Catuara	Frank Applebaum	Ava Whitehorn
Talia James	Erica Chandler	Flor Porras
Benjamin Smith	Ervin Velasquez	Paris Davis
Nicole Weber	Abby Barahona	

Designers
Kjerstin Wingert (Sr.)
Sean Talbot (Sr.)
Nina Garcia (Sr.)
Jenni Wechsler
Alexis Mendez
Jenna Cousineau (Jr.)
Jessa Laboissonniere (Jr.)

Videographers
Josh Hernandez
Nolan Voge
Michael Garcia
Jeremy Camp
Daniel Ceruti (Jr.)
Audrin Baghaie (Jr.)
Christina Haverilla (Jr.)

Website Developers
Maximilian Weirauch
Kathleen Mercado (Jr.)

TRIPEPI SMITH
marketing • technology • public affairs

SINGLE SOURCE COMMUNICATIONS



VIDEO PRODUCTION SERVICES — STATE OF THE CITY

City of Ojai
Request for Proposal – Cost Proposal

May 1, 2026

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

COST PROPOSAL

We recommend the following scope of services following a Time & Materials model that allows you the flexibility to “ramp up” or “ramp down” efforts according to budget and priorities. Tripepi Smith is prepared to provide the services, at the following approximate costs. We only begin work with your written consent.

Informational Video

Deliverable	Scope	Estimate
Video Production	Planning for up to 5-minutes of video content; script writing, b-roll. Includes onsite production, manage all logistics and obtain comprehensive footage, aerial footage and interviews. Includes 2 editing drafts. Licensed music, voice-over and sound effects as necessary. Includes equipment and stock music fees.	**$13,570**
Live Streaming Services	Pre-production for live streaming; on-site operator for 1-4-hour day and equipment fee.	**$1,295**
Drone Add-On	Includes one drone operator for 1 4-hour film day and drone equipment fee.	**$2,140**

Stage Design Services

Deliverable	Scope	Estimate
Pre-Show Items	Coordination with staging, projector and lighting vendors.	**$300**
Stage Rental	Rental fee estimate for 6 4’x8’stage sections, 2 stage steps. Incudes delivery.	**$560**
Projection Rental	Rental fee estimate for 2 projectors and 2 projector screens. Includes on-site technician and delivery.	**$3,192**
Lighting Rental	Rental fee for one basic stage wash which consist of 6 Source4 lights, light frame. Includes delivery, lighting technician and setup/teardown.	**$1,525**

Day of Event Services

Deliverable	Scope	Estimate
Day Before Rehearsal	Up to 2 hours onsite coordination with City staff for rehearsal of day of event. This will be an “all hands-on deck” run through of the day of lineup and process.	**$2,145**
AV Equipment Rental	Standard AV equipment package consisting of audio mixer, mic stands, speakers, speaker stands, broadcast cameras, video switcher, power and video cabling.	**$1,440**
AV Operators	Includes 6 av operators for up to 4 hours on the day of the event and day before setup and coordination.	**$4,945**
Event Videographer	Up to 4 hours of videography service at the event capturing broll, interaction and video imagery. Includes edited event video delivery, travel and equipment fees.	**$2,085**
Event Photographer	Up to 4-hours of photography services at the event capturing interaction and event highlights. Includes delivery of edited imagery and travel fees.	**$1,435**
PowerPoint Deck	Creation of PowerPoint deck. Includes imagery, videography and graphics	**$1,170**

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.

2026-27 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	$100
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.

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	

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.

Meltwater Fee

Tripepi Smith offers a standard Meltwater package at a flat rate of $545 per month. This package includes a newsletter digest (of any frequency), up to three searches, and a monthly dashboard. Custom Meltwater solutions are also available upon request.

Website Hosting Fees

If website hosting services are required, Tripepi Smith will charge a $630 website hosting fee and a $30 Domain Registration and DNS service fee, unless otherwise specified in this proposal. Fees will be billed upon commencement of hosting services, and annually thereafter. Please note the website hosting package is limited to 10 Gigabytes of total storage. Additional storage for the site is available for a fee of $1.70 per gig per month of 10 Gigabytes of storage.

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.

Partner 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 – 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 – 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 – Digital interest stories on the people, companies and solutions that make local government in California more effective.

FlashVote: 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 – 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 – An enterprise-class, comprehensive media monitoring solution that is best combined with Tripepi Smith's analytics team.

AGREEMENT FOR CONTRACT SERVICES
BETWEEN THE CITY OF OJAI AND
TRIPEPI SMITH AND ASSOCIATES

THIS AGREEMENT FOR CONTRACT SERVICES (herein "Agreement") is made and entered into this 9th day of June, 2026 ("Effective Date") by and between the CITY OF OJAI, a California municipal corporation ("City") and Tripepi Smith and Associates, a California Corporation ("Consultant"). City and Consultant are sometimes hereinafter individually referred to as "Party" and hereinafter collectively referred to as the "Parties."

NOW, THEREFORE, the parties hereto agree as follows:

1. SERVICES OF CONSULTANT

1.1 Scope of Services. In compliance with all of the terms and conditions of this Agreement, the Consultant shall perform the work or services set forth in the "Scope of Services" attached hereto as Exhibit "A" and incorporated herein by reference. Consultant warrants that it has the experience and ability to perform all work and services required hereunder and that it shall diligently perform such work and services in a professional and satisfactory manner.

1.2 Compliance With Law. All work and services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental agency of competent jurisdiction.

1.3 Licenses, Permits, Fees and Assessments. Consultant shall obtain at its sole cost and expense such licenses, permits, and approvals as may be required by law for the performance of the services required by the Agreement.

1.4 Special Requirements. Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as Exhibit "B" and incorporated herein by this reference. In the event of a conflict between the provisions of Exhibit "B" and any other provisions of this Agreement, the provisions of Exhibit "B" shall govern.

2. COMPENSATION

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Consultant shall be compensated in accordance with the "Schedule of Compensation" attached hereto as Exhibit "C" and incorporated herein by this reference, but not exceeding the maximum contract amount of **Thirty-Five Thousand, Eight Hundred Two Dollars and No Cents** (**$35,802**) ("Contract Sum").

2.2 Invoices. Each month Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month in a form approved by City's Finance Director. By submitting an invoice for payment under this Agreement, Consultant is certifying compliance with all provisions of the Agreement. The invoice shall detail charges for all necessary and actual expenses by the following categories: labor (by sub-category), travel, materials, equipment, supplies, and subcontractor contracts. Subcontractor charges shall also be detailed by such categories. Each invoice shall be accompanied by a memorandum summarizing,

in narrative form, the work completed during the preceding month and the work anticipated to be performed in the next billing cycle; and the memorandum shall also include a list of all issues, concerns and delays and the Consultant's method of addressing said concerns. Consultant shall not invoice City for any duplicate services performed by more than one person.

City shall independently review each invoice submitted by the Consultant to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. Except as to any charges for work performed or expenses incurred by Consultant which are disputed by City, City will use its best efforts to cause Consultant to be paid within forty five (45) days of receipt of Consultant's correct and undisputed invoice; however, Consultant acknowledges and agrees that due to City warrant run procedures, the City cannot guarantee that payment will occur within this time period. In the event any charges or expenses are disputed by City, the original invoice shall be returned by City to Consultant for correction and resubmission. Review and payment by the City of any invoice provided by the Consultant shall not constitute a waiver of any rights or remedies provided herein or any applicable law.

2.3 Additional Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written order is first given by the Contract Administrator to the Consultant, incorporating therein any adjustment in (i) the Contract Sum for the actual cost of the extra work, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Consultant. Any increase in compensation of up to ten percent (10%) of the Contract Sum but not exceeding a total contract amount of Five Thousand Dollars ($5,000) or in the time to perform of up to ninety (90) days may be approved by the Contract Administrator. Any greater increases, taken either separately or cumulatively, must be approved by the City Council, unless otherwise provided in the City's purchasing ordinance. No claim for an increase in the Contract Sum or time for performance shall be valid unless the procedures established in this Section are followed.

3. PERFORMANCE SCHEDULE

3.1 Time of Essence. Time is of the essence in the performance of this Agreement.

3.2 Schedule of Performance. Consultant shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as Exhibit "D" and incorporated herein by this reference. When requested by the Consultant, extensions to the time period(s) specified in the Schedule of Performance may be approved in writing by the Contract Administrator but not exceeding thirty (30) days cumulatively.

3.3 Force Majeure. The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Consultant, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Consultant shall within ten (10) days of the commencement of such delay notify the Contract

Administrator in writing of the causes of the delay. The Contract Administrator shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the Contract Administrator such delay is justified. The Contract Administrator's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused, Consultant's sole remedy being extension of the Agreement pursuant to this Section.

3.4 Term. Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall begin on the Effective Date and continue in full force and effect until completion of the services but not exceeding one (1) year from the Effective Date, except as otherwise provided in the Schedule of Performance (Exhibit "D").

4. COORDINATION OF WORK

4.1 Representative of Consultant. Ryder Smith is hereby designated as being the representative of Consultant authorized to act on its behalf with respect to the work and services specified herein and make all decisions in connection therewith. All personnel of Consultant and any authorized agents shall be under the exclusive direction of the representative of Consultant. Consultant shall utilize only competent personnel to perform services pursuant to this Agreement. Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff and subcontractors, and shall keep City informed of any changes.

4.2 Contract Administrator. Ben Harvey, City Manager, or such person as may be designated by the City Manager is hereby designated as being the representative the City authorized to act in its behalf with respect to the work and services specified herein and to make all decisions in connection therewith ("Contract Administrator").

4.3 Prohibition Against Subcontracting or Assignment. Consultant shall not contract with any entity to perform in whole or in part the work or services required hereunder without the express written approval of the City. Neither this Agreement nor any interest herein may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of City. Any such prohibited assignment or transfer shall be void.

4.4 Independent Consultant. Neither the City nor any of its employees shall have any control over the manner, mode or means by which Consultant, its agents or employees, perform the services required herein, except as otherwise set forth. Consultant shall perform all services required herein as an independent contractor of City with only such obligations as are consistent with that role. Consultant shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City, or that it is a member of a joint enterprise with City.

5. INSURANCE AND INDEMNIFICATION

5.1 Insurance Coverages. The Consultant shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement including any extension thereof, the following policies of insurance which shall cover all elected and appointed officers, employees and agents of City:

(a) Commercial General Liability Insurance (Coverage Form ISO CGL CG 00 01 or equivalent). A policy of comprehensive general liability insurance written on a per occurrence basis for bodily injury, personal injury and property damage. The policy of insurance shall be in an amount not less than $1,000,000.00 per occurrence or if a general aggregate limit is used, then the general aggregate limit shall be twice the occurrence limit.

(b) Worker's Compensation Insurance. A policy of worker's compensation insurance in such amount as will fully comply with the laws of the State of California and which shall indemnify, insure and provide legal defense for the Consultant against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by the Consultant in the course of carrying out the work or services contemplated in this Agreement, with Employer's Liability insurance coverage limits of at least $1,000,000.00.

(c) Automotive Insurance (Coverage Form ISO CA 00 01 including "any auto" and endorsement CA 0025 or equivalent). A policy of comprehensive automobile liability insurance written on a per occurrence for bodily injury and property damage in an amount not less than $1,000,000. Said policy shall include coverage for owned, non-owned, leased, hired cars, and any other automobile.

(d) Professional Liability. Professional liability insurance appropriate to the Consultant's profession, as determined by the City's Risk Manager, provided that the limits shall be no less than $1,000,000 per claim and no less than $1,000,000 general aggregate. This coverage may be written on a "claims made" basis, and must include coverage for contractual liability. The professional liability insurance required by this Agreement must be endorsed to be applicable to claims based upon, arising out of or related to services performed under this Agreement. The insurance must be maintained for at least 5 consecutive years following the completion of Consultant's services or the termination of this Agreement. During this additional 5-year period, Consultant shall annually and upon request of the City submit written evidence of this continuous coverage.

(e) Child/Youth Protection Insurance. Child/Youth Protection Insurance providing specific coverage for claims related to child abuse, youth protection, and molestation, with a minimum limit of $1,000,000 per occurrence. This coverage shall include protection against allegations of abuse occurring during or arising as a result of Consultant's performance of services under this Agreement.

(f) Additional Insurance. Policies of such other insurance, as may be required in the Special Requirements in Exhibit "B".

(g) Subcontractors. Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

(g) Broader Coverages and Higher Limits. Notwithstanding anything else herein to the contrary, if Consultant maintains broader coverages and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverages and/or higher limits maintained by Consultant.

5.2 General Insurance Requirements.

All of the above policies of insurance shall be primary insurance and shall name the City, its elected and appointed officers, employees and agents as additional insureds and any insurance maintained by City or its officers, employees or agents may apply in excess of, and not contribute with Consultant's insurance. The insurer is deemed hereof to waive all rights of subrogation and contribution it may have against the City, its officers, employees and agents and their respective insurers. The insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention. All of said policies of insurance shall provide that said insurance may not be amended or cancelled by the insurer or any party hereto without providing thirty (30) days prior written notice by certified mail return receipt requested to the City. In the event any of said policies of insurance are cancelled, the Consultant shall, prior to the cancellation date, submit new evidence of insurance in conformance with this Section 5.1 to the Contract Administrator. No work or services under this Agreement shall commence until the Consultant has provided the City with Certificates of Insurance, additional insured endorsement forms or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by the City. City reserves the right to inspect complete, certified copies of and endorsement to all required insurance policies at any time. Any failure to comply with the reporting or other provisions of the policies including breaches or warranties shall not affect coverage provided to City.

The insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A-" or better in the most recent edition of Best Rating Guide, The Key Rating Guide or in the Federal Register, and only if they are of a financial category Class VII or better, unless such requirements are waived by the City's Risk Manager or other designee of the City due to unique circumstances.

5.3 Indemnification. To the full extent permitted by law, Consultant agrees to indemnify, defend and hold harmless the City and its officers, employees, and agents, and each of them ("Indemnified Parties"), from and against any and all actions, claims, proceedings, damages to persons or property, liabilities, losses, costs, fees (including attorneys' fees), expenses, penalties, obligations, errors, omissions or forfeitures, whether actual or threatened (herein "claims or liabilities"), that may be asserted or claimed by any person, firm or entity arising out of or in connection with: (i) the negligent performance of the work, services, operations or activities provided herein of Consultant, its officers, directors, employees, agents, subcontractors, invitees, or any individual or entity for which Consultant is legally liable ("indemnitors"); (ii) Consultant's or indemnitors' reckless or willful misconduct; (iii) Consultant's or indemnitors' negligent performance of or failure to perform any term, provision, covenant or condition of this Agreement; or (iv) Consultant's or indemnitors' violation or alleged violation of applicable law. However, the obligations set forth in the preceding sentence shall not extend to claims or liabilities occurring as a result of City's sole negligence or willful acts or omissions. Notwithstanding anything else herein, if and to the extent this Agreement provides for the performance of any "design professional" services within the meaning of California Civil Code Section 2782.8, any design professionals' indemnity hereunder shall be limited to claims and liabilities arising out of the negligence, recklessness or willful misconduct of the design professional. The obligations set forth in this section shall be binding on successors and assigns of Consultant and shall survive termination of this Agreement.

6. RECORDS, REPORTS, AND RELEASE OF INFORMATION

6.1 Records. Consultant shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies or other documents relating to the disbursements charged to City and services performed hereunder (the "books and records"), as shall be necessary to perform the services required by this Agreement and enable the Contract Administrator to evaluate the performance of such services and shall keep such records for a period of three years following completion of the services hereunder. The Contract Administrator shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records.

6.2 Reports. Consultant shall periodically prepare and submit to the Contract Administrator such reports concerning the performance of the services required by this Agreement or as the Contract Administrator shall require.

6.3 Confidentiality and Release of Information.

(a) All information gained or work product produced by Consultant in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than the City without prior written authorization from the Contract Administrator.

(b) Consultant shall not, without prior written authorization from the Contract Administrator or unless requested by the City Attorney, voluntarily provide documents, declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives the City notice of such court order or subpoena.

(c) If Consultant provides any information or work product in violation of this Agreement, then the City shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Consultant's conduct.

(d) Consultant shall promptly notify the City should Consultant be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder. The City retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with the City and to provide the City with the opportunity to review any response to discovery requests provided by Consultant.

6.4 Ownership of Documents. All studies, surveys, data, notes, computer files, reports, records, drawings, specifications, maps, designs, photographs, documents and other materials (the "documents and materials") prepared by Consultant in the performance of this Agreement shall be the property of the City and shall be delivered to the City upon request of the Contract Administrator or upon the termination of this Agreement, and Consultant shall have no

claim for further employment or additional compensation as a result of the exercise by the City of its full rights of ownership use, reuse, or assignment of the documents and materials hereunder. Moreover, with respect to any documents and materials that may qualify as "works made for hire" as defined in 17 U.S.C. § 101, such documents and materials are hereby deemed "works made for hire" for the City.

7. ENFORCEMENT OF AGREEMENT AND TERMINATION

7.1 California Law. This Agreement shall be interpreted, construed and governed both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Ventura, State of California. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Central District of California, in the County of Los Angeles, State of California.

7.2 Disputes; Default. In the event that Consultant breaches any requirement of this Agreement or otherwise fails to perform the services in accordance with this Agreement, Consultant shall be considered in default. In the event Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of default and the City may give notice to Consultant of the default and the reasons for the default. The notice shall include the timeframe in which Consultant may cure the default. This timeframe is presumptively thirty (30) days, but may be extended, if circumstances warrant and in the City's reasonable discretion. During the period of time that Consultant is in default, the City shall hold all invoices and shall, when the default is cured, proceed with payment on the invoices. If Consultant does not cure the default, the City may take necessary steps to terminate this Agreement under this Article upon provision of notice in writing stating the termination date and without providing any further opportunity to cure. Any failure on the part of the City to give notice of the Consultant's default shall not be deemed to result in a waiver of the City's legal rights or any rights arising out of any provision of this Agreement.

7.3 Legal Action. In addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. Notwithstanding any contrary provision herein, Consultant shall file a statutory claim pursuant to Government Code §§ 905, *et. seq.,* and 910, *et. seq.*, in order to pursue any legal action under this Agreement.

Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

7.4 Termination Prior to Expiration of Term. This Section shall govern any termination of this Contract except as specifically provided in the following Section for termination for cause. The City reserves the right to terminate this Contract at any time, without cause, upon thirty (30) days' written notice to Consultant. In addition, Consultant may terminate this Agreement if and only if all of the following criteria are met: (i) City is in default under the

terms of this Agreement; (ii) Consultant has given City 30 days' written notice (or longer, if circumstances warrant) of the default and the reasons for the default; and (iii) City has failed to cure the default within said cure period. Upon receipt of any notice of termination, Consultant shall immediately cease all services hereunder except such as may be specifically approved by the Contract Administrator. Except where the Consultant has initiated termination, the Consultant shall be entitled to compensation for all services rendered prior to the effective date of the notice of termination and for any services authorized by the Contract Administrator thereafter in accordance with the Schedule of Compensation or such as may be approved by the Contract Administrator. In the event the Consultant has initiated termination, the Consultant shall be entitled to compensation only for the reasonable value of the work product actually produced hereunder, but not exceeding the compensation provided therefore in the Schedule of Compensation Exhibit "C". In the event of City's termination without cause pursuant to this Section, the City need not provide the Consultant with the opportunity to cure pursuant to Section 7.2.

7.5 Termination for Default of Consultant. If termination is due to the failure of the Consultant to fulfill its obligations under this Agreement, City may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and the Consultant shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to the Consultant for the purpose of set-off or partial payment of the amounts owed the City as previously stated.

8. MISCELLANEOUS

8.1 Covenant Against Discrimination. Consultant covenants that, by and for itself, its heirs, executors, assigns and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry, or other protected class in the performance of this Agreement. Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry, or other protected class

8.2 Non-liability of City Officers and Employees. No officer or employee of the City shall be personally liable to the Consultant, or any successor in interest, in the event of any default by the City, for any amount which may become due to the Consultant or to its successor or for breach of any obligation of the terms of this Agreement.

8.3 Notice. Any notice, demand, request, document, consent, approval, or communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the City, to the City Manager and to the attention of the Contract Administrator (with her/his name and City title), City of Ojai, 401 South Ventura Street, Ojai, California 93023 and in the case of the Consultant, to the person(s) at the address designated on the execution page of this Agreement. Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

8.4 Integration; Amendment. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time by the mutual consent of the parties by an instrument in writing.

8.5 Severability. In the event that part of this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

8.6 Waiver. No delay or omission in the exercise of any right or remedy by non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

8.7 Attorneys' Fees. If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which any be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees, whether or not the matter proceeds to judgment.

8.8 Interpretation.

The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

8.9 Counterparts.

This Agreement 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 Agreement.

8.10 Warranty & Representation of Non-Collusion. No official, officer, or employee of City has any financial interest, direct or indirect, in this Agreement, nor shall any official, officer, or employee of City participate in any decision relating to this Agreement which may affect his/her financial interest or the financial interest of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any State or municipal statute or regulation. The determination of "financial interest" shall be consistent with State law and shall not include interests found to be "remote" or "noninterests" pursuant to Government Code Sections 1091 or 1091.5. Consultant warrants and represents that it has not paid or given, and will not pay or give, to any third party including, but not limited to, any City official,

officer, or employee, any money, consideration, or other thing of value as a result or consequence of obtaining or being awarded any agreement. Consultant further warrants and represents that (s)he/it has not engaged in any act(s), omission(s), or other conduct or collusion that would result in the payment of any money, consideration, or other thing of value to any third party including, but not limited to, any City official, officer, or employee, as a result of consequence of obtaining or being awarded any agreement. Consultant is aware of and understands that any such act(s), omission(s) or other conduct resulting in such payment of money, consideration, or other thing of value will render this Agreement void and of no force or effect.

Consultant's Authorized Initials _____

8.11 Corporate Authority. The persons executing this Agreement 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 Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties.

[**SIGNATURES ON FOLLOWING PAGE**]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement 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:

Tripepi Smith & Associates

By:_____
Name: Ryder Todd Smith
Title: Co-founder & Principal

By:_____
Name:
Title:
Address:

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

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

COUNTY OF VENTURA

On _____, 2026 before me, _____, personally appeared _____, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____

OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

CAPACITY CLAIMED BY SIGNER

☐ INDIVIDUAL
☐ CORPORATE OFFICER
_____
TITLE(S)

☐ PARTNER(S) ☐ LIMITED ☐ GENERAL
☐ ATTORNEY-IN-FACT
☐ TRUSTEE(S)
☐ GUARDIAN/CONSERVATOR
☐ OTHER_____
_____

SIGNER IS REPRESENTING:
(NAME OF PERSON(S) OR ENTITY(IES))
_____
_____

DESCRIPTION OF ATTACHED DOCUMENT

_____
TITLE OR TYPE OF DOCUMENT

_____
NUMBER OF PAGES

_____
DATE OF DOCUMENT

_____
SIGNER(S) OTHER THAN NAMED ABOVE

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

COUNTY OF VENTURA

On _____, 2026 before me, _____, personally appeared _____, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____

OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form

CAPACITY CLAIMED BY SIGNER

☐ INDIVIDUAL
☐ CORPORATE OFFICER
_____
TITLE(S)

☐ PARTNER(S) ☐ LIMITED ☐ GENERAL
☐ ATTORNEY-IN-FACT
☐ TRUSTEE(S)
☐ GUARDIAN/CONSERVATOR
☐ OTHER_____
_____

SIGNER IS REPRESENTING:
(NAME OF PERSON(S) OR ENTITY(IES))
_____
_____

DESCRIPTION OF ATTACHED DOCUMENT

_____
TITLE OR TYPE OF DOCUMENT

_____
NUMBER OF PAGES

_____
DATE OF DOCUMENT

_____
SIGNER(S) OTHER THAN NAMED ABOVE

EXHIBIT "A"

SCOPE OF SERVICES

EXHIBIT "B"

SPECIAL REQUIREMENTS
(Superseding Contract Boilerplate)
(new text shown in ***bold italics***, deleted text in ~~strikethrough~~)

EXHIBIT "C"

SCHEDULE OF COMPENSATION

EXHIBIT "D"

SCHEDULE OF PERFORMANCE

I. Consultant shall perform all Services timely in accordance with the following schedule:

II. The Contract Administrator may approve extensions for performance of the Services in accordance with Section 3.2.

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**

MEETING DATE: **June 9, 2026**

SUBJECT: **Award of Contract for Communications and Social Media Services Contract for Fiscal Year 2026-2027 *(Operational Need)***

RECOMMENDATION

Authorize the City Manager to execute a one-year contract, with the option to extend for up to two additional one-year periods, for the amount of $106,680 per year (subject to annual escalation), with Tripepi Smith & Associates for Communications and Social Media Services for Fiscal Year (FY) 26-27, based on their proven experience with the City, competitive pricing, and compliance with the City's purchasing policy.

DISCUSSION

The City of Ojai issued a Request for Proposals (RFP) for Communications and Social Media Services for FY26-27, seeking a partner to support strategic communications, public engagement, social media management, media relations, creative services, bilingual outreach, analytics/reporting, and staff training. Eight proposals were received from qualified firms, each offering a range of services and pricing structures.

Purchasing Policy Rationale

The City's purchasing policy requires that contracts be awarded through a competitive process, with evaluation based on qualifications, experience, scope, and overall value and not solely on lowest price. The policy further stipulates that the selected vendor must best meet the City's operational needs and provide the best value for public funds. This process ensures transparency, fairness, and stewardship of City resources.

Proposal Evaluation

Proposals were evaluated based on:

- Qualifications and Experience
- Scope of Services
- Approach and Integration
- Cost and Fiscal Impact
- Compliance with Purchasing Policy
- Familiarity with the City of Ojai

Comparative Table of Proposals

Firm Name	Firm Location	Years of Experience	Total Proposal Cost (Annual)
Tripepi Smith & Assoc.	Orange County, CA	20+	$106,680 (base retainer)
Redwood Resources (RSCA)	Culver City, CA	15+	$179,256
JPW Communications	Carlsbad, CA	10+	$82,800–$223,680 (tiered)
Priority PR	Los Angeles, CA	20+	$84,000
Communications LAB	Orange/Pasadena, CA	13+	$79,200 (base, est.)
Convergent Comm.	National (Boston, MA)	25+	$95,000–$385,000 (tiered)
Lucky Break PR	Los Angeles, CA	15+	$195,000
Pegasus Studios	Ventura County, CA	23+	Project-based (not full scope)

*Note: Some firms provided tiered or project-based pricing; table reflects base or most relevant annual cost for full-scope services where available.

Rationale for Selecting Tripepi Smith & Associates

- **Organizational Familiarity:** Tripepi Smith has supported Ojai's communications since 2024, including establishing the City's quarterly newsletter, expanding social media presence, and providing ongoing content and design support. Their team is already familiar with Ojai's internal processes, staff preferences, and community expectations, which allows for a seamless transition to a new contract and reduces risk of service disruption.
- **Proven Results:** Tripepi Smith has demonstrated measurable results for Ojai, such as increased social media engagement, successful outreach campaigns, and effective communications. Their institutional knowledge enables them to deliver communications that are both efficient and impactful.
- **Continuity and Efficiency:** Their established relationship with City staff and understanding of Ojai's brand, voice, and key issues ensures continuity, minimizes onboarding time, and maximizes efficiency.
- **Comprehensive Scope:** Tripepi Smith offers a full suite of services, including strategic planning, media relations, social media management, creative services, bilingual outreach, analytics/reporting, and staff training.
- **Competitive Pricing:** Their base retainer ($8,890/month, $106,680/year) is among the most cost-effective for a full-scope offering, providing excellent value for the City.
- **Purchasing Policy Compliance:** The selection process was competitive and transparent, and the recommendation is based on best value, organizational fit, and the ability to meet the City's unique needs, as required by the City's purchasing policy.

CITY COUNCIL GOALS ALIGNMENT

Goal No. 9 - Communication and Relationships

OPTIONS

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

FISCAL IMPACT

The recommended contract with Tripepi Smith & Associates will result in an annual expenditure of $106,680 for FY 26-27, funded through the City Manager's Communications Consulting Services budget line item. Any additional work, significant changes to the contract, or increases in contract value will be brought back to City Council for review and approval prior to authorization. This ensures ongoing Council oversight and fiscal responsibility. If extended, additional expenditures will occur in future years subject to an annual cost adjustment.

Prepared by: Norma Cervantes, Assistant to the City Manager

ATTACHMENT(S)

A. Professional Services Agreement – Tripepi Smith
B. Tripepi Smith Proposal
C. Tripepi Smith Cost File

AGREEMENT FOR CONTRACT SERVICES
BETWEEN THE CITY OF OJAI AND
TRIPEPI SMITH AND ASSOCIATES

THIS AGREEMENT FOR CONTRACT SERVICES (herein "Agreement") is made and entered into this 1ST day of July, 2026 ("Effective Date") by and between the CITY OF OJAI, a California municipal corporation ("City") and Tripepi Smith and Associates, a California Corporation ("Consultant"). City and Consultant are sometimes hereinafter individually referred to as "Party" and hereinafter collectively referred to as the "Parties."

NOW, THEREFORE, the parties hereto agree as follows:

1. SERVICES OF CONSULTANT

1.1 Scope of Services. In compliance with all of the terms and conditions of this Agreement, the Consultant shall perform the work or services set forth in the "Scope of Services" attached hereto as Exhibit "A" and incorporated herein by reference. Consultant warrants that it has the experience and ability to perform all work and services required hereunder and that it shall diligently perform such work and services in a professional and satisfactory manner.

1.2 Compliance With Law. All work and services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental agency of competent jurisdiction.

1.3 Licenses, Permits, Fees and Assessments. Consultant shall obtain at its sole cost and expense such licenses, permits, and approvals as may be required by law for the performance of the services required by the Agreement.

1.4 Special Requirements. Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as Exhibit "B" and incorporated herein by this reference. In the event of a conflict between the provisions of Exhibit "B" and any other provisions of this Agreement, the provisions of Exhibit "B" shall govern.

2. COMPENSATION

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Consultant shall be compensated in accordance with the "Schedule of Compensation" attached hereto as Exhibit "C" and incorporated herein by this reference, but not exceeding the maximum contract amount of One Hundred Six Thousand Six Hundred Eighty Dollars and Zero Cents ($106,680.00) per year ("Contract Sum").

2.2 Invoices. Each month Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month in a form approved by City's Finance Director. By submitting an invoice for payment under this Agreement, Consultant is certifying compliance with all provisions of the Agreement. The invoice shall detail charges for all necessary and actual expenses by the following categories: labor (by sub-category), travel, materials, equipment, supplies, and subcontractor contracts. Subcontractor charges shall also be detailed by such categories. Each invoice shall be accompanied by a memorandum summarizing,

in narrative form, the work completed during the preceding month and the work anticipated to be performed in the next billing cycle; and the memorandum shall also include a list of all issues, concerns and delays and the Consultant's method of addressing said concerns. Consultant shall not invoice City for any duplicate services performed by more than one person.

City shall independently review each invoice submitted by the Consultant to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. Except as to any charges for work performed or expenses incurred by Consultant which are disputed by City, City will use its best efforts to cause Consultant to be paid within forty five (45) days of receipt of Consultant's correct and undisputed invoice; however, Consultant acknowledges and agrees that due to City warrant run procedures, the City cannot guarantee that payment will occur within this time period. In the event any charges or expenses are disputed by City, the original invoice shall be returned by City to Consultant for correction and resubmission. Review and payment by the City of any invoice provided by the Consultant shall not constitute a waiver of any rights or remedies provided herein or any applicable law.

2.3 Additional Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written order is first given by the Contract Administrator to the Consultant, incorporating therein any adjustment in (i) the Contract Sum for the actual cost of the extra work, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Consultant. Any increase in compensation of up to ten percent (10%) of the Contract Sum but not exceeding a total contract amount of Five Thousand Dollars ($5,000) or in the time to perform of up to ninety (90) days may be approved by the Contract Administrator. Any greater increases, taken either separately or cumulatively, must be approved by the City Council, unless otherwise provided in the City's purchasing ordinance. No claim for an increase in the Contract Sum or time for performance shall be valid unless the procedures established in this Section are followed.

3. PERFORMANCE SCHEDULE

3.1 Time of Essence. Time is of the essence in the performance of this Agreement.

3.2 Schedule of Performance. Consultant shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as Exhibit "D" and incorporated herein by this reference. When requested by the Consultant, extensions to the time period(s) specified in the Schedule of Performance may be approved in writing by the Contract Administrator but not exceeding thirty (30) days cumulatively.

3.3 Force Majeure. The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Consultant, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Consultant shall within ten (10) days of the commencement of such delay notify the Contract

Administrator in writing of the causes of the delay. The Contract Administrator shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the Contract Administrator such delay is justified. The Contract Administrator's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused, Consultant's sole remedy being extension of the Agreement pursuant to this Section.

3.4 Term. Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall begin on the Effective Date and continue in full force and effect until completion of the services but not exceeding one (1) year from the Effective Date, except as otherwise provided in the Schedule of Performance (Exhibit "D"). The Agreement may be extended for up to two additional, one-year periods in the sole discretion of the City.

4. COORDINATION OF WORK

4.1 Representative of Consultant. Ryder Smith is hereby designated as being the representative of Consultant authorized to act on its behalf with respect to the work and services specified herein and make all decisions in connection therewith. All personnel of Consultant and any authorized agents shall be under the exclusive direction of the representative of Consultant. Consultant shall utilize only competent personnel to perform services pursuant to this Agreement. Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff and subcontractors, and shall keep City informed of any changes.

4.2 Contract Administrator. Ben Harvey, City Manager, or such person as may be designated by the City Manager is hereby designated as being the representative the City authorized to act in its behalf with respect to the work and services specified herein and to make all decisions in connection therewith ("Contract Administrator").

4.3 Prohibition Against Subcontracting or Assignment. Consultant shall not contract with any entity to perform in whole or in part the work or services required hereunder without the express written approval of the City. Neither this Agreement nor any interest herein may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of City. Any such prohibited assignment or transfer shall be void.

4.4 Independent Consultant. Neither the City nor any of its employees shall have any control over the manner, mode or means by which Consultant, its agents or employees, perform the services required herein, except as otherwise set forth. Consultant shall perform all services required herein as an independent contractor of City with only such obligations as are consistent with that role. Consultant shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City, or that it is a member of a joint enterprise with City.

5. INSURANCE AND INDEMNIFICATION

5.1 Insurance Coverages. The Consultant shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement including any extension thereof, the following policies of insurance which shall cover all elected and appointed officers, employees and agents of City:

(a) Commercial General Liability Insurance (Coverage Form ISO CGL CG 00 01 or equivalent). A policy of comprehensive general liability insurance written on a per occurrence basis for bodily injury, personal injury and property damage. The policy of insurance shall be in an amount not less than $1,000,000.00 per occurrence or if a general aggregate limit is used, then the general aggregate limit shall be twice the occurrence limit.

(b) Worker's Compensation Insurance. A policy of worker's compensation insurance in such amount as will fully comply with the laws of the State of California and which shall indemnify, insure and provide legal defense for the Consultant against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by the Consultant in the course of carrying out the work or services contemplated in this Agreement, with Employer's Liability insurance coverage limits of at least $1,000,000.00.

(c) Automotive Insurance (Coverage Form ISO CA 00 01 including "any auto" and endorsement CA 0025 or equivalent). A policy of comprehensive automobile liability insurance written on a per occurrence for bodily injury and property damage in an amount not less than $1,000,000. Said policy shall include coverage for owned, non-owned, leased, hired cars, and any other automobile.

(d) Professional Liability. Professional liability insurance appropriate to the Consultant's profession, as determined by the City's Risk Manager, provided that the limits shall be no less than $1,000,000 per claim and no less than $1,000,000 general aggregate. This coverage may be written on a "claims made" basis, and must include coverage for contractual liability. The professional liability insurance required by this Agreement must be endorsed to be applicable to claims based upon, arising out of or related to services performed under this Agreement. The insurance must be maintained for at least 5 consecutive years following the completion of Consultant's services or the termination of this Agreement. During this additional 5-year period, Consultant shall annually and upon request of the City submit written evidence of this continuous coverage.

(e) Child/Youth Protection Insurance. Child/Youth Protection Insurance providing specific coverage for claims related to child abuse, youth protection, and molestation, with a minimum limit of $1,000,000 per occurrence. This coverage shall include protection against allegations of abuse occurring during or arising as a result of Consultant's performance of services under this Agreement.

(f) Additional Insurance. Policies of such other insurance, as may be required in the Special Requirements in Exhibit "B".

(g) Subcontractors. Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

(g) Broader Coverages and Higher Limits. Notwithstanding anything else herein to the contrary, if Consultant maintains broader coverages and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverages and/or higher limits maintained by Consultant.

5.2 General Insurance Requirements.

All of the above policies of insurance shall be primary insurance and shall name the City, its elected and appointed officers, employees and agents as additional insureds and any insurance maintained by City or its officers, employees or agents may apply in excess of, and not contribute with Consultant's insurance. The insurer is deemed hereof to waive all rights of subrogation and contribution it may have against the City, its officers, employees and agents and their respective insurers. The insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention. All of said policies of insurance shall provide that said insurance may not be amended or cancelled by the insurer or any party hereto without providing thirty (30) days prior written notice by certified mail return receipt requested to the City. In the event any of said policies of insurance are cancelled, the Consultant shall, prior to the cancellation date, submit new evidence of insurance in conformance with this Section 5.1 to the Contract Administrator. No work or services under this Agreement shall commence until the Consultant has provided the City with Certificates of Insurance, additional insured endorsement forms or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by the City. City reserves the right to inspect complete, certified copies of and endorsement to all required insurance policies at any time. Any failure to comply with the reporting or other provisions of the policies including breaches or warranties shall not affect coverage provided to City.

The insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A-" or better in the most recent edition of Best Rating Guide, The Key Rating Guide or in the Federal Register, and only if they are of a financial category Class VII or better, unless such requirements are waived by the City's Risk Manager or other designee of the City due to unique circumstances.

5.3 Indemnification. To the full extent permitted by law, Consultant agrees to indemnify, defend and hold harmless the City and its officers, employees, and agents, and each of them ("Indemnified Parties"), from and against any and all actions, claims, proceedings, damages to persons or property, liabilities, losses, costs, fees (including attorneys' fees), expenses, penalties, obligations, errors, omissions or forfeitures, whether actual or threatened (herein "claims or liabilities"), that may be asserted or claimed by any person, firm or entity arising out of or in connection with: (i) the negligent performance of the work, services, operations or activities provided herein of Consultant, its officers, directors, employees, agents, subcontractors, invitees, or any individual or entity for which Consultant is legally liable ("indemnitors"); (ii) Consultant's or indemnitors' reckless or willful misconduct; (iii) Consultant's or indemnitors' negligent performance of or failure to perform any term, provision, covenant or condition of this Agreement; or (iv) Consultant's or indemnitors' violation or alleged violation of applicable law. However, the obligations set forth in the preceding sentence shall not extend to claims or liabilities occurring as a result of City's sole negligence or willful acts or omissions. Notwithstanding anything else herein, if and to the extent this Agreement provides for the performance of any "design professional" services within the meaning of California Civil Code Section 2782.8, any design professionals' indemnity hereunder shall be limited to claims and liabilities arising out of the negligence, recklessness or willful misconduct of the design professional. The obligations set forth in this section shall be binding on successors and assigns of Consultant and shall survive termination of this Agreement.

6. RECORDS, REPORTS, AND RELEASE OF INFORMATION

6.1 Records. Consultant shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies or other documents relating to the disbursements charged to City and services performed hereunder (the "books and records"), as shall be necessary to perform the services required by this Agreement and enable the Contract Administrator to evaluate the performance of such services and shall keep such records for a period of three years following completion of the services hereunder. The Contract Administrator shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records.

6.2 Reports. Consultant shall periodically prepare and submit to the Contract Administrator such reports concerning the performance of the services required by this Agreement or as the Contract Administrator shall require.

6.3 Confidentiality and Release of Information.

(a) All information gained or work product produced by Consultant in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than the City without prior written authorization from the Contract Administrator.

(b) Consultant shall not, without prior written authorization from the Contract Administrator or unless requested by the City Attorney, voluntarily provide documents, declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives the City notice of such court order or subpoena.

(c) If Consultant provides any information or work product in violation of this Agreement, then the City shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Consultant's conduct.

(d) Consultant shall promptly notify the City should Consultant be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder. The City retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with the City and to provide the City with the opportunity to review any response to discovery requests provided by Consultant.

6.4 Ownership of Documents. All studies, surveys, data, notes, computer files, reports, records, drawings, specifications, maps, designs, photographs, documents and other materials (the "documents and materials") prepared by Consultant in the performance of this Agreement shall be the property of the City and shall be delivered to the City upon request of the Contract Administrator or upon the termination of this Agreement, and Consultant shall have no

claim for further employment or additional compensation as a result of the exercise by the City of its full rights of ownership use, reuse, or assignment of the documents and materials hereunder. Moreover, with respect to any documents and materials that may qualify as "works made for hire" as defined in 17 U.S.C. § 101, such documents and materials are hereby deemed "works made for hire" for the City.

7. ENFORCEMENT OF AGREEMENT AND TERMINATION

7.1 California Law. This Agreement shall be interpreted, construed and governed both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Ventura, State of California. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Central District of California, in the County of Los Angeles, State of California.

7.2 Disputes; Default. In the event that Consultant breaches any requirement of this Agreement or otherwise fails to perform the services in accordance with this Agreement, Consultant shall be considered in default. In the event Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of default and the City may give notice to Consultant of the default and the reasons for the default. The notice shall include the timeframe in which Consultant may cure the default. This timeframe is presumptively thirty (30) days, but may be extended, if circumstances warrant and in the City's reasonable discretion. During the period of time that Consultant is in default, the City shall hold all invoices and shall, when the default is cured, proceed with payment on the invoices. If Consultant does not cure the default, the City may take necessary steps to terminate this Agreement under this Article upon provision of notice in writing stating the termination date and without providing any further opportunity to cure. Any failure on the part of the City to give notice of the Consultant's default shall not be deemed to result in a waiver of the City's legal rights or any rights arising out of any provision of this Agreement.

7.3 Legal Action. In addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. Notwithstanding any contrary provision herein, Consultant shall file a statutory claim pursuant to Government Code §§ 905, *et. seq.,* and 910, *et. seq.*, in order to pursue any legal action under this Agreement.

Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

7.4 Termination Prior to Expiration of Term. This Section shall govern any termination of this Contract except as specifically provided in the following Section for termination for cause. The City reserves the right to terminate this Contract at any time, without cause, upon thirty (30) days' written notice to Consultant. In addition, Consultant may terminate this Agreement if and only if all of the following criteria are met: (i) City is in default under the

terms of this Agreement; (ii) Consultant has given City 30 days' written notice (or longer, if circumstances warrant) of the default and the reasons for the default; and (iii) City has failed to cure the default within said cure period. Upon receipt of any notice of termination, Consultant shall immediately cease all services hereunder except such as may be specifically approved by the Contract Administrator. Except where the Consultant has initiated termination, the Consultant shall be entitled to compensation for all services rendered prior to the effective date of the notice of termination and for any services authorized by the Contract Administrator thereafter in accordance with the Schedule of Compensation or such as may be approved by the Contract Administrator. In the event the Consultant has initiated termination, the Consultant shall be entitled to compensation only for the reasonable value of the work product actually produced hereunder, but not exceeding the compensation provided therefore in the Schedule of Compensation Exhibit "C". In the event of City's termination without cause pursuant to this Section, the City need not provide the Consultant with the opportunity to cure pursuant to Section 7.2.

7.5 Termination for Default of Consultant. If termination is due to the failure of the Consultant to fulfill its obligations under this Agreement, City may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and the Consultant shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to the Consultant for the purpose of set-off or partial payment of the amounts owed the City as previously stated.

8. MISCELLANEOUS

8.1 Covenant Against Discrimination. Consultant covenants that, by and for itself, its heirs, executors, assigns and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry, or other protected class in the performance of this Agreement. Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry, or other protected class

8.2 Non-liability of City Officers and Employees. No officer or employee of the City shall be personally liable to the Consultant, or any successor in interest, in the event of any default by the City, for any amount which may become due to the Consultant or to its successor or for breach of any obligation of the terms of this Agreement.

8.3 Notice. Any notice, demand, request, document, consent, approval, or communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the City, to the City Manager and to the attention of the Contract Administrator (with her/his name and City title), City of Ojai, 401 South Ventura Street, Ojai, California 93023 and in the case of the Consultant, to the person(s) at the address designated on the execution page of this Agreement. Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

8.4 Integration; Amendment. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time by the mutual consent of the parties by an instrument in writing.

8.5 Severability. In the event that part of this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

8.6 Waiver. No delay or omission in the exercise of any right or remedy by non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

8.7 Attorneys' Fees. If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which any be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees, whether or not the matter proceeds to judgment.

8.8 Interpretation.

The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

8.9 Counterparts.

This Agreement 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 Agreement.

8.10 Warranty & Representation of Non-Collusion. No official, officer, or employee of City has any financial interest, direct or indirect, in this Agreement, nor shall any official, officer, or employee of City participate in any decision relating to this Agreement which may affect his/her financial interest or the financial interest of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any State or municipal statute or regulation. The determination of "financial interest" shall be consistent with State law and shall not include interests found to be "remote" or "noninterests" pursuant to Government Code Sections 1091 or 1091.5. Consultant warrants and represents that it has not paid or given, and will not pay or give, to any third party including, but not limited to, any City official,

officer, or employee, any money, consideration, or other thing of value as a result or consequence of obtaining or being awarded any agreement. Consultant further warrants and represents that (s)he/it has not engaged in any act(s), omission(s), or other conduct or collusion that would result in the payment of any money, consideration, or other thing of value to any third party including, but not limited to, any City official, officer, or employee, as a result of consequence of obtaining or being awarded any agreement. Consultant is aware of and understands that any such act(s), omission(s) or other conduct resulting in such payment of money, consideration, or other thing of value will render this Agreement void and of no force or effect.

Consultant's Authorized Initials _____

8.11 Corporate Authority. The persons executing this Agreement 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 Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties.

[**SIGNATURES ON FOLLOWING PAGE**]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement 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:

Tripepi Smith & Associates

By:_____
Name: Ryder Todd Smith
Title: Co-founder & Principal

By:_____
Name:
Title:
Address:

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

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

COUNTY OF VENTURA

On _____, 2026 before me, _____, personally appeared _____, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____

OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

CAPACITY CLAIMED BY SIGNER

☐ INDIVIDUAL
☐ CORPORATE OFFICER
_____
TITLE(S)

☐ PARTNER(S) ☐ LIMITED ☐ GENERAL
☐ ATTORNEY-IN-FACT
☐ TRUSTEE(S)
☐ GUARDIAN/CONSERVATOR
☐ OTHER_____
_____

SIGNER IS REPRESENTING:
(NAME OF PERSON(S) OR ENTITY(IES))
_____
_____

DESCRIPTION OF ATTACHED DOCUMENT

_____
TITLE OR TYPE OF DOCUMENT

_____
NUMBER OF PAGES

_____
DATE OF DOCUMENT

_____
SIGNER(S) OTHER THAN NAMED ABOVE

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

COUNTY OF VENTURA

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Signature: _____

OPTIONAL

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_____
TITLE(S)

☐ PARTNER(S) ☐ LIMITED ☐ GENERAL
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☐ GUARDIAN/CONSERVATOR
☐ OTHER_____
_____

SIGNER IS REPRESENTING:
(NAME OF PERSON(S) OR ENTITY(IES))
_____
_____

DESCRIPTION OF ATTACHED DOCUMENT

_____
TITLE OR TYPE OF DOCUMENT

_____
NUMBER OF PAGES

_____
DATE OF DOCUMENT

_____
SIGNER(S) OTHER THAN NAMED ABOVE

EXHIBIT "A"

SCOPE OF SERVICES

EXHIBIT "B"

SPECIAL REQUIREMENTS
(Superseding Contract Boilerplate)
(new text shown in ***bold italics***, deleted text in ~~strikethrough~~)

EXHIBIT "C"

SCHEDULE OF COMPENSATION

1. See Consultant's Proposal.

2. Consultant may request in writing an annual increase in the hourly rates and retainer fees for all resources on the annual anniversary of the Effective Date. Such increase shall not exceed the greater of 5% or the annual change in the Consumer Price Index for All Urban Consumers, All Items, U.S. City Average, published by the U.S. Bureau of Labor Statistics.

EXHIBIT "D"

SCHEDULE OF PERFORMANCE

I. Consultant shall perform all Services timely in accordance with the following schedule:

II. The Contract Administrator may approve extensions for performance of the Services in accordance with Section 3.2.

TRIPEPI SMITH
marketing • technology • public affairs

SINGLE SOURCE COMMUNICATIONS



COMMUNICATION AND SOCIAL MEDIA SERVICES

City of Ojai
Request for Proposals

May 31, 2026

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 Request for Proposals for Communication and Social Media Services. 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 its communication efforts since 2024. As an essential extension of your in-house team, our partnership has successfully established the City's quarterly newsletter, significantly expanded your social media presence and positioned Ojai as a trusted source of information. Our comprehensive partnership maximizes staff capacity through social media management, graphic design, website development, content updates providing a dedicated resource for enhanced communications. Because we are intimately familiar with your team's preferred workflow, we are able to hit the ground running and continue delivering seamless, high-quality service.

No other communications firm in California can match Tripepi Smith's public agency client depth and diversity. We gain insights from the breadth of our work and share that knowledge with over 250+ public agency clients, which yields key advantages:

1. **Certifications in Industry-Standard Platforms:** Our team possesses a deep understanding of social media and digital platforms, evidenced by our certifications from industry leaders like Meta, YouTube, Twitter and Meltwater. This expertise sets us apart from many public affairs firms.
2. **Breadth of Expertise:** The breadth of Tripepi Smith's team — from policy to videography to graphic design — is rare. The result: we have an ability to tell a complete story across all mediums, all within our one team.
3. **A Deep Understanding of Local Issues:** Tripepi Smith's work with over 250 public agencies and municipal partners benefits each client as we translate practical field experience into outreach strategies tailored to their unique circumstances. Moreover, we are known for our mastery of the art of local government communications. We make civic matters relatable and engaging for stakeholders, from constituents to elected officials to legislators and more.
4. **Robust Quality Assurance Practices:** With thousands of successful projects delivered, Tripepi Smith has integrated a robust system of tools and workflows. Whether managing deliverables within our own team or subcontractors, our iterative review procedures ensure clients receive high-quality, high-impact work products.
5. **24/7 Access:** Though we have a set number of hours proposed in our contract, Tripepi Smith is available to our clients 24 hours per day. There is no "bad time" to call or email us, and our response will be immediate and engaged on the issue at hand.

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 the right 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 the City of Ojai and to make the statements below on behalf of the firm. This proposal is valid for 90 days from the date of submission.

Regards,



Ryder Todd Smith

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

Ryder@TripepiSmith.com • (626) 536-2173 • 27702 Crown Valley Parkway, D4#139, Ladera Ranch, CA, 92694

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

FIRM QUALIFICATIONS

ABOUT 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 allow us to apply the appropriate resource to the appropriate tasks; this allows us to execute work faster and reduce engagement costs.

Tripepi Smith's in-house team of over 70 full-time professionals are all 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 media, all within our in-house team.

Firm Structure and Financial Matters

Tripepi Smith was founded in 2000 and incorporated in 2002 as a California S Corporation and will be celebrating our 25th anniversary in 2027 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 25 years of public agency marketing and communications experience to the table.

Office Locations

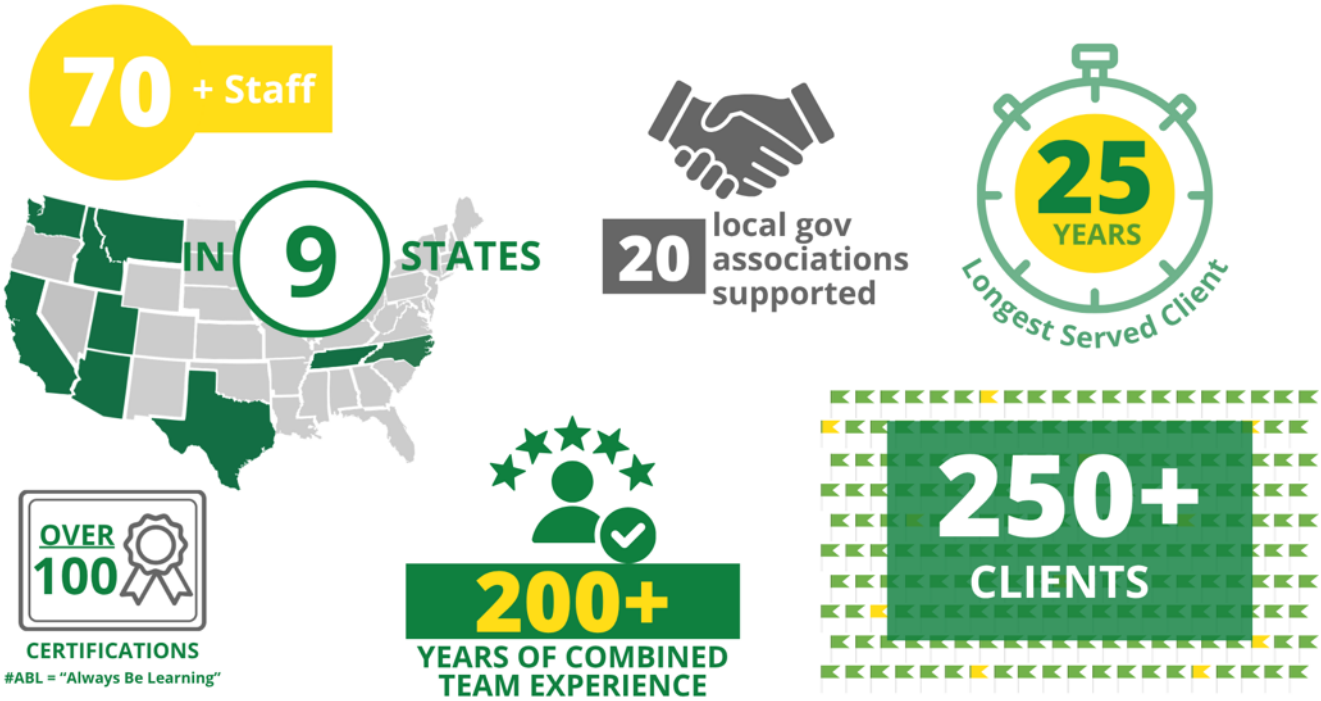
Since early 2017, Tripepi Smith has operated in a completely virtual office environment. Being virtual enhances operational resilience and grants us access to a flexible and diverse workforce. The team — composed of policy wonks, creative message developers, broadcast specialists, videography experts,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

Contact Information

Email: RFP@TripepiSmith.com

Phone: (626) 536-2173

Mail: 27702 Crown Valley Parkway, D4#139, Ladera Ranch, CA, 92694



Partial Client Roster

We have a network of 250+ 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 Aliso Viejo
City of American Canyon
City of Atascadero
City of Azusa
City of Baldwin Park
City of Bellflower
City of Benicia
City of Burlingame
City of Claremont
City of Coronado
City of Cotati
(City of) Culver City
City of Cupertino
(City of) Daly City
City of Danville
City of Duarte
City of El Cerrito
City of Encinitas
City of Fountain Valley
City of Foster City
City of Fullerton
City of Gilroy
City of Grover Beach
City of Hawaiian Gardens
City of Hayward
City of Healdsburg
City of Hercules
City of Huntington Beach
City of Indian Wells
City of Irvine
City of La Cañada Flintridge
City of La Palma
City of La Puente
City of La Verne
City of Laguna Hills
City of Laguna Niguel
City of Lake Forest
City of Lakeport
City of Lancaster
City of Livermore
City of Lomita
City of Lynwood
City of Malibu
City of Manhattan Beach
City of Manteca
City of Martinez
City of Menifee
City of Millbrae
City of Morgan Hill
City of Murrieta
City of Napa
City of Ojai
City of Orinda
City of Pacifica
City of Palm Desert
City of Palmdale
City of Paramount
City of Pico Rivera
City of Pismo Beach
City of Placentia
City of Pomona
City of Rancho Mirage
City of Rancho Palos Verdes
City of Riverbank
City of Rohnert Park
City of Rolling Hills Estates
City of San Clemente
City of San Leandro
City of Santa Ana
City of Santa Clarita
City of Santa Paula
City of Saratoga
City of Stanton
City of South Gate
City of South Pasadena
City of Tracy
City of Vallejo
Costa Mesa Sanitary District
Del Paso Manor Water District
West County Wastewater District
Independent Cities Association
Independent Cities Finance Authority
Institute for Local Government
League of California Cities
Municipal Management Association of Northern California
Municipal Management Association of Southern California
Orange County City Manager Association
San Gabriel Valley City Managers' Association
Claremont McKenna College

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

- **Strategic Development, Research, Surveys, Messaging**
- **Social Media Management**
- **Web and Social Media Strategy, Optimization (SEO), Metrics**
- **Web Hosting and Support**
- **Email Campaigns**
- **Relations**
  (Media, Stakeholders, Public, Government)
- **Support and Training for Events, Presentations and Virtual Gatherings**
- **Digital, Print, Radio, Out-of-Home Advertising**
- **Staff Training**
  (Media, Social Media, Photo, Brand Implementation)
- **Association Management Services**

Creative Services

- **Full-Service Graphic Design for Digital, Print and Outdoor**
- **Brand and Logo Development**
- **Content Creation**
  (Writing, Editorial, Thought Leadership)
- **Output Services**
  (Digital Distribution, Print Management, Mail Management)
- **Illustration and Information Graphics**
- **Photography**
- **Videography, Broadcasting, Podcasting, Drone**
- **Event Production, Technical and AV Support**
- **Animation and Motion Graphics**
- **Web Design and Implementation**



"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

Project Understanding and Communication Tools

Tripepi Smith has experience in all facets of the City of Ojai's requests outlined with the RFP. Our team will augment in-house City staff capacity by providing ongoing and as needed support, offering dedicated resources, professional judgement and timely assistance across all service areas. We will continue to work closely with City staff to ensure accuracy, consistency and alignment with City priorities and communication goals.

Our proposed communication strategy for Ojai focuses on intentional community building through local, arts-based content and short-form video. A recent campaign featuring a local artist's claymation video and a $97.89 Meta boost demonstrated the effectiveness of this approach, reaching over 10,900 people and generating significant engagement among the 25–44 age demographic. This effort directly contributed to a 384% increase in Instagram followers, a 48% increase on Facebook, and nearly 90 downloads or redownloads of the My Ojai app.

To reach all demographics, the strategy bridges digital and print media by aligning the quarterly Outlook newsletter with digital storytelling. Currently, the city can reach approximately 32% of its 7,500 residents via verified Nextdoor households. Recommendations for continued growth include adding reels and press releases to the retainer, alongside increased social media monitoring to maintain proactive community engagement.

We will accomplish these goals through on-going retainer support services and as-needed communications tools which further support consistent strategic messaging, public engagement and content development. Our general workflow to providing these services is highlighted below.

On-Going Retainer Services

Project Management

Tripepi Smith begins all 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.

Regular check-in calls with the City are a primary communication method for Tripepi Smith, as they provide a forum to coordinate our efforts with staff and sustain momentum on projects. Dependent upon project need, Tripepi Smith will continue to schedule a recurring, weekly call — up to 60 minutes — that will include designated lead(s) for our engagement. These calls will generally focus on trends, new issues or

concerns that need to be communicated to us, identification of major themes or ideas to address in the coming weeks, a general review of city staff, tools in place and platforms that we need access to in order to effectively jump into and call to action. We 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 processes and tools allow for enhanced collaboration and expedite the production process.

Strategic Planning Meetings/Sessions

Tripepi Smith will continue to facilitate triannual strategic planning sessions with key City stakeholders, including the Executive Team and department leadership as appropriate. These meetings bring together leaders throughout the organization to:

1. Reflect on communications wins and lessons learned picked up in the previous four months
2. Create a plan for outreach in the coming months. 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

Drawing on our experience working with the City, Tripepi Smith will tailor the communications planning process to Ojai's established practices, priorities and internal culture. Rather than starting from scratch, our process builds on institutional knowledge, existing tools and lessons learned.

Press Release & News Article Creation

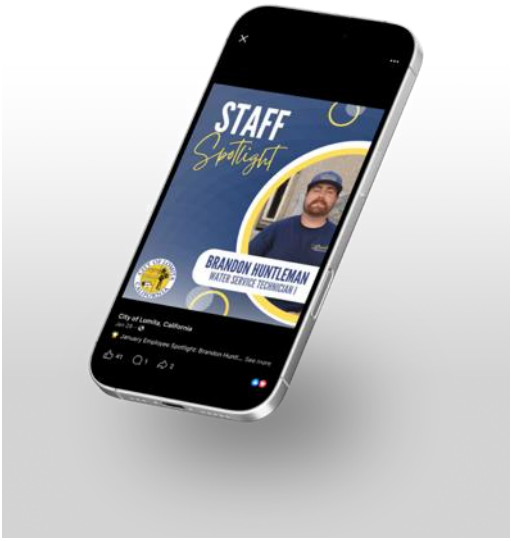
Tripepi Smith has already partnered with Ojai staff to develop and distribute multiple press materials this last year that are accurate, clear and aligned with City priorities. Building on this experience, we will continue to craft press releases and news articles — typically up to 500 words — that elevate the City's story while maintaining the professionalism and tone expected by Ojai's leadership and residents. We are recommending that the City publish one press release or news article per month to effectively enhance the City's voice.

Our process emphasizes collaboration and efficiency and includes:

- Message development informed by City context and Council direction
- Coordination with subject matter experts to ensure accuracy
- Drafting, editing, and approval management
- Distribution to media outlets and City-owned platforms

Social Media Management and Content Development

Over the last year and half, Tripepi Smith has developed social media content and digital placements, aligning with Ojai's voice, brand standards and community expectations. We have also been the City's partner for timely website updates, comprehensive media monitoring and quarterly newsletter creation



As a firm we are particularly proud of our involvement in these achievements for the City of Ojai

- Continued success of the Quarterly Ojai Outlook Newsletter
- Successful post boosting implementation and tangible results from our "My Ojai App" campaign where we focused on getting people to the City's website, drawing 1,574 people directly to the myOjai webpage and encouraging them downloading the app, all within a $97.89 investment
- Drafting and publishing the CARE Act dedicated webpage
- And so much more!

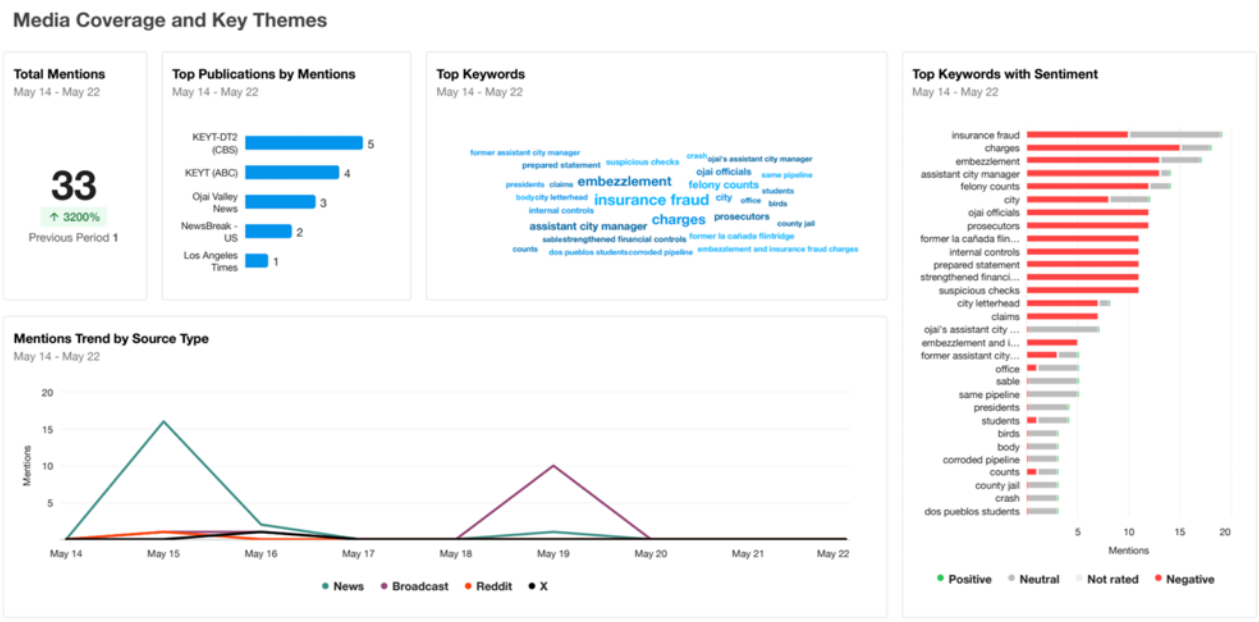
As your trusted partner, we will continue to follow our collaborative and consistent approach to Digital and Social Media Services following the proven framework below.

- **Content Creation:** Our content creation process includes planning, fact-checking, graphic coordination, editing, and scheduling across platforms including Facebook, Instagram, X, LinkedIn, and Nextdoor. Content will be produced in both English and Spanish languages.
- **Monitoring:** Tripepi Smith will monitor Ojai's social media site inboxes three days a week for customer service opportunities, mainly responding to questions.
- **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 Metrics and Analytics Reporting

Tripepi Smith currently provides ongoing measurement and reporting support for the City of Ojai and understands the importance of clear, actionable insights—rather than data for data's sake. Our monthly metrics and analytics reports are designed to help our team and City staff quickly understand what is working, where adjustments may be needed and how communications efforts are supporting broader City goals.

Each month, we provide a concise summary of key performance indicators (KPIs) across the City's controlled communication channels, including social media reach, posting frequency, engagement, audience growth, media mentions and more.



Quarterly Ojai Outlook Newsletter

Based on our understanding of your requested scope and our prior experience in newsletter production, Tripepi Smith proposes the following steps to achieve your newsletter goals:

Step 1: Questionnaire, Content Compilation and Creation

To ensure your newsletter consistently features high-quality content, Tripepi Smith will employ a two-pronged approach:

- **Quarterly Content Gathering:** We'll develop and send you a questionnaire each quarter to gather information and potential topics for the upcoming newsletter.
- **Flexible Content Integration:** Recognizing that you may provide content in various formats, from full-length articles to topic ideas, our team is prepared to handle all contributions seamlessly. We can also write or design original content that reflects your unique voice and priorities.

Building on our successful experience, Tripepi Smith proposes managing content development, creation and routing through Google Docs. This platform has proven to be an efficient and user-friendly solution for real-time collaboration. We provide regular reports on open rates, click-throughs, and engagement trends, along with recommendations for continuous improvement.

Step 2: Copy Editing & Review

Once we've compiled or created all the content for each newsletter, our team will meticulously copyedit and proofread. We'll scrutinize the content for grammar, spelling, clarity, consistency and accuracy to ensure each message shines.

Before moving on to design, you'll receive the content for your review and approval. This step typically minimizes—or altogether eliminates—reworking later in the process.

Step 3: Design & Layout

Once the content is approved, our design team gets to work! They'll thoughtfully design each newsletter edition, using their creative expertise to create layouts that visually enhance the content and highlight key messages and calls to action.

Our Graphic Artist will take the lead, weaving together the copy with captivating visuals. They'll also craft key graphics or art pieces as needed to further elevate the design. Throughout the process, our experienced Senior Graphic Designer will provide guidance and support. This collaborative approach ensures both top-notch quality and a cost-effective workflow.

Accessibility for All: Tripepi Smith is committed to creating accessible newsletters for everyone. Our designers are trained on ADA (Americans with Disabilities Act) standards and ensure all PDFs are exported with the proper tags. These tags allow assistive technologies, like screen readers, to accurately interpret and convey the content to users with visual impairments.

Step 4: Final Review & Approval

Once the design is complete, we'll send you the final newsletter for your review and approval. Since you've already approved the content, this step focuses on the visuals and article placement. Our team will be happy to promptly address any revisions until you're completely satisfied with the final product.

As-Needed Communication Tools

Tripepi Smith remains available to the City of Ojai to carry out additional support services on an as needed basis through an array of communication tools. Our general workflow to providing these services is highlighted below.

Strategic Communication Services

Effective communication and informed participation are key to the successful delivery of City services. From policy education to capital improvement projects, Tripepi Smith offers comprehensive strategic communications support to achieve your agency's outreach and engagement goals for any initiative. During regular check-in calls the team will be available to lend strategic guidance, but here may be initiatives which require greater planning. Through a dedicated strategy tailored to your target audience, our team can help you leverage a robust communications toolset to garner interest and participation.

Our strategic communications services include:

- Creating and executing strategic and crisis communications plans
- Developing talking points
- Developing and distributing internal and external surveys
- Developing and managing a dedicated website
- Executing phone and email outreach
- Engaging stakeholders in focus groups
- Placing digital and print advertisements
- Writing and distributing public service announcements

On-Call Strategic Communications Advice, Media/Government Relations & Crisis Communications

Having worked closely with City staff, Tripepi Smith understands the importance of timely, thoughtful guidance when sensitive or time-critical issues arise. There may be cases where Ojai needs advice on stakeholder outreach, communication efforts and public engagement initiatives. While the proposed project team can advise on such matters during regular check-in calls, there may be instances when a separate, longer discussion is needed.

Additionally, there may be instances when a serious, emergency issue arises, warranting collaboration among the proposed project team throughout the crisis management period and over our engagement. This includes responding to emergencies through coordinated communications efforts with key external stakeholders. Tripepi Smith will remain available 24/7 to support you through such instances, typically kicking discussions off in a virtual meeting, collaborating in a living workspace and emailing, texting or calling with updates as progress happens.

Media Training

Tripepi Smith offers staff training in a range of communications areas, including social media, photography, general cablecast, PDF compression, virtual platforms, brand implementation and media training. These trainings are generally held virtually, but can also be conducted in-person, either way, the goal is to further autonomize your team and give them the necessary communication training specific to the experiences and environments likely encountered by Ojai. Your staff would coordinate outreach to appropriate staff about the session date(s). Our team handles everything else including project management, curriculum preparation, scenario development, custom training resource preparation, training facilitation and interview editing and distribution (if conducted).

Writing, Editorial Service, Thought Leadership

Our years of experience producing well-crafted language for clients have honed our thought leadership in streamlining the writing process. Tripepi Smith staff will remain available to proofread and copy edit staff content, whether press releases, website news articles or external-facing emails as needed. Copy editing will review spelling and grammar, as well as ensure consistency with Ojai's Style Guide parameters.

Public Meeting Facilitation

Tripepi Smith can facilitate a comprehensive public engagement process to gather valuable feedback on your initiative. This process can include in-person workshops, targeted focus groups, and/or virtual workshops. These meetings will ensure you receive a well-rounded perspective from key stakeholders and diverse community voices. We partner with your staff to manage all aspects of the engagement process, including:

- **Participant Recruitment:** We will leverage staff recommendations, email lists and open calls to ensure a representative group.
- **Coordination:** We will identify suitable venues and dates for the meetings, develop agendas, create presentations and craft discussion questions.
- **Facilitation:** Our experienced team can lead productive discussions, though your legal counsel may advise it be City Staff. In such cases, we can work with City staff to prepare them for the meetings and provide backend logistical support.
- **Analysis:** We will analyze the feedback and provide a written report summarizing key insights.

Expanding Reach with Livestreaming & Workshop Recordings

Tripepi Smith can help expand engagement opportunities by livestreaming select workshops. This allows those unable to attend in person to participate virtually. We can also record the workshops for future reference. These recordings will be edited to include relevant slides and closed captions, ensuring accessibility for all viewers.

Ensuring Inclusive Engagement: Interpretation Services

Tripepi Smith can help secure interpretation services for the public engagement process. While we don't provide spoken interpretation services directly, we partner with established subcontractors based on location and language needs. Often, agencies have preferred interpretation vendors. If you have one, we'd be happy to collaborate with them. If not, Tripepi Smith can source a qualified vendor and manage the billing process.

The cost of interpretation services varies depending on the format (live vs. virtual vs. written translation) and the scope of the project. To streamline costs and ensure interpreter availability, most cities mimic public hearing standards by offering interpretation services for common languages if requested at least 72 hours in advance of an event.

Tripepi Smith will incorporate clear language in all communication materials, informing participants about the availability of translation and interpretation services with proper notice. This strategy balances cost-effectiveness while promoting inclusivity and participation from non-English speakers.

Virtual Meetings

Tripepi Smith can also facilitate or support logistics for virtual workshops to gather public feedback, extending the reach of your outreach efforts. Virtual meetings eliminate geographic barriers, allowing anyone with internet access to participate. Additionally, these sessions can be easily recorded and posted to your website for future reference. This makes them a valuable tool to supplement in-person events, increasing potential for greater community engagement. Tripepi Smith will handle all aspects of these workshops, including coordination, technical setup and facilitation.

Ensuring Inclusive Engagement: Interpretation Services for Zoom

Should the City desire, Tripepi Smith can record virtual workshops in additional languages. Each language will require its own Zoom Room. We will staff each one to monitor the interpretation and save a recording.



"The City Council placed a high priority on hearing from as many stakeholders as possible. Tripepi Smith has deep experience with high-profile public engagement matters, and they were a critical partner in gathering extensive community feedback and helped highlight important policy viewpoints that better informed the ordinance review process. They also structured effective community workshops and moderated them in a way that maximized the civic engagement process for all parties."

Erik Sund
City Manager, City of Big Bear Lake

Stakeholder Roundtable

Tripepi Smith can schedule a meeting, up to two-hours, virtually, with designated community leaders and/or key stakeholders. This meeting will create a flexible platform to discuss the project's overall outreach strategy, provide strategic insight and recommendations to the overall approach in an informal structure. A stakeholder roundtable can be useful in developing collaborative discussions with community groups such as the Ojai Chamber of Commerce, Ojai Valley Women's Club and the Historic Preservation Commission.

Community Feedback

To gather valuable feedback from key stakeholders and diverse community voices, Tripepi Smith can create, distribute and provide analysis on Google Forms which can help guide the decision-making process on your initiatives. Thus, providing Ojai with another effective means for quickly and easily obtaining community input.

Website Support

Residents, businesses, vendors, investors and partners rely on public agency websites for key information and resources. Tripepi Smith has firsthand experience supporting Ojai's website content needs and understands the internal capacity challenges that can arise.

Old information can linger too long. New information does not land on the website in a timely fashion. Sometimes new features are rolled out from the website company, but your staff is not trained to implement the new features. Finally, keeping staff up to speed on how to use the website content management system takes a lot of time and for most of them, it is a low priority in their job.

Our team of content management specialists knows how to use the tools and technologies of common local government website platforms used today. Now you have a single partner to help you manage the website and support in-house staff in making sure your website is an up-to-date and effective tool for communicating with your stakeholders.

Digital Advertising

Digital advertising significantly scales the distribution variable of our axiom: *Content x Distribution = Impact*. Once we've honed in on your message, we leverage a mix of digital ad placements to drive community awareness of and interest in our subject matter. Throughout a campaign, we typically track ad performance metrics to optimize placements.

Our outreach plans prioritize the "organic reach" that comes with distribution via existing agency platforms, such as newsletters, websites and social media channels. Generally, organic reach refers to the number of people who see a post without the use of paid promotion or advertising.

Only then do we layer on "paid reach" tactics, such as digital advertising, to target audiences. In most cases, we leverage geo-targeting (digital advertising based on geographic location) across YouTube, Meta (Facebook/Instagram), X (Twitter), Nextdoor and Google. The placements themselves typically consist of a combination of marketing copy, animated videos, social media posts and/or curated collateral. All placements link back to a cornerstone webpage or website where people can find more information and resources.

Graphic Desing and Outreach Materials

During our time supporting the City, Tripepi Smith has developed a strong understanding of Ojai's visual standards, audience expectations and accessibility requirements. Our team has also meet condensed timelines ensuring the City's message reaches its audience at the right time. Our design services and project team will continue to build upon this foundation to produce materials like Budget Books, fact sheets, flyers and other outreach collateral in a visually compelling, on brand, easy to understand manner that is consistent with City style standards. We also offer in-house Spanish translation for design and outreach materials.

Our diverse design team, from seasoned creative directors to detail-oriented technicians, illustrators, color experts and data visualization specialists, ensures we can tackle projects of every scale. Moreover, we've honed an expertise in inspiring action among residents through daily collaboration with a wide range of public agencies. This translates to impactful visuals that grab attention, effectively communicate your message in a clear and engaging way and also inform the public. As public agency engagement specialists, accessibility is a cornerstone of every project that we undertake.

Our graphic design work spans:

- New logos, logo modernization, sub-logos, branding (guidelines & templates), campaigns
- Brochures, guides, newsletters, reports
- Animated visuals for social media, video and web
- PDF, accessibility, ADA compliance
- PPT, presentations, meeting materials
- Stationery, business cards, templates
- Social media, web banners, email
- Infographics, financials, instructions
- Posters, banners, signage
- Conference materials, booths, swag



Photography and Videography

With experience spanning a variety of multimedia projects, including videography, photography, drone, event coverage, event production or a combination thereof, Tripepi Smith's talented in-house photographers understand the impact of photography of the City's iconic sites.



Photography

The adage, "a picture is worth a thousand words," rings true, especially for local governments whose communications are most impactful when representing the communities in which they serve.

Our team contains experts in multiple format outputs, which ensures that your photos will be compatible across your distribution platforms.

We provide photography services for:

- Portraiture (Studio and environmental)
- Architecture
- Behind-the-Scenes
- Events (Ribbon cuttings, tree lightings, summer activities, concerts and more)
- Conferences & Networking Events
- Fine Arts Shows/Gatherings
- Graduation Events
- Groundbreaking Ceremonies
- Promotional
- Keynote/Presentation Speakers
- Stock Imagery (Including drone)

Videography

Our in-house animators, videographers, editors, drone operators and A/V technicians form our robust, in-house video team, who share over a decade's worth of experience producing video products for both public and private agencies. Our approach is grounded in reliability, technical excellence and a clear understanding of the agency's standards, facilities and public-facing responsibilities. Our team is highly skilled in every aspect of video production, from planning and shooting to editing and final delivery.

Photography and Videography sessions would be broken down into the following general three phases:

1. **Pre-Production:** Identifying key messages, goals, shot list, define interviews, questions and other important details.
2. **Production:** This is where we execute our work onsite at the locations identified in pre-production, capture any necessary audio, obtain interviews, capture b-roll and more.
3. **Post-Production:** This is where our work consists of editing photography or video footage, editing photos captured, clean up audio, balance color correction. We send a review file where you can provide feedback and edits.

Our team can work closely with your staff to support a wide range of communication needs. From State of the City, PSAs, community event recaps like the Libby Bowl Concert Series, Lavendar Festival and Ojai Day. We can also continue to produce short "Reel" videos for the City.

Drone Enhancements

Tripepi Smith provides complete drone services for public agencies that mitigate risk, shift liabilities and provide on-demand services for your drone needs. Our FAA-certified drone operators capture compelling video and photos that showcase sites, event magnitude and unique perspectives that can support key messages and be used on an array of communication tools.



Animated Video

Tripepi Smith has talented in-house animators who bring your ideas to life through short-form video storytelling. Whether you need to inform stakeholders about a complex concept or promote an evergreen program that can be used for years to come, Tripepi Smith can be your partner in animated video creation. Our team is equipped to handle all aspects of the process, from providing creative direction to executing overall project management and everything in between.

"Summer Streetfest is a festive concert series that our community looks forward to each year. Tripepi Smith's video production services helped to capture meaningful moments and showcase a cherished community event."

Kristen Smith
Recreation Manager, City of Bellflower

PROJECT TEAM

Ojai's dedicated project team will remain unchanged and consistent throughout the duration of our engagement. **Director Alexis Gillam** will provide strategic oversight and crisis communications support, rooted in her 12 years of providing city management, public engagement and strategic communications. Alexis will serve as account manager, closely monitoring the quality and performance of work product and will serve as the primary liaison to City Staff. **Business Analyst Kendall will** serve as project manager, leading the day-to-day operations, managing deliverables, ensuring all work products align with City priorities, timelines and budget. **Junior Business Analysts Ted Hwang and Nicole Weber** will provide social media and content support to the project. 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.

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.



Alexis Gillam

Director

Location: Boise, ID | Role: Account Manager

Alexis Gillam is an experienced local government leader with over 12 years of experience in City Management, public engagement and strategic communications. She has led major efforts in economic development, placemaking, legislative advocacy, and emergency response. While serving in Malibu, she directed crisis communications and supported recovery and rebuild efforts during the Broad, Franklin and Palisades Fires. She also led a multi-agency strategy to improve safety along Pacific Coast Highway including public education, special legislation and infrastructure. She guided the Malibu Community Lands Project, a citywide engagement initiative to determine future uses for over 60 acres of public land. In Imperial, she oversaw cross-departmental operations, led capital projects and secured state and federal funding to support community priorities. Alexis was recently recognized by Engaging Local Government Leaders (ELGL) as one of the Top 100 Local Government Influencers in the United States.

She earned her bachelor's degree in business administration from Devry University while working full-time and building a career in city management. After more than a decade on the city management track, Alexis made the intentional decision to shift her career to prioritize starting a family while continuing to serve the public good. Her new role with Tripepi Smith allows her to stay rooted in the work she believes in, supporting local governments, while creating space for a more balanced life. She is grateful that her passion for services allows her to live out her values, leading with purpose, guided by faith and creating opportunities for others to thrive.

Her clients include the City of Ojai, City of Rancho Palos Verdes, City of Rolling Hills, City of La Cañada Flintridge, City of Camarillo, Town of Yucca Valley and City of San Bernardino.



Kendall Lowery
Business Analyst

Location: Los Angeles, CA | Role: Project Manager

Kendall Lowery is a capable analyst and communicator with a wide range of skills, including content strategy, writing and website management. With a bachelor's degree in economics and writing & rhetoric from Scripps College, Kendall is passionate about crafting concise, informative and accessible communication. 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 webpage developer.

Kendall is a certified Hootsuite Social Marketing Professional and Public Entity Claims Professional. Her clients include the City of Ojai, Clean Energy Alliance and the California JPIA.



Ted Hwang
Junior Business Analyst

Location: Santa Clarita, CA | Role: Content Development and 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, San Gabriel Valley City Managers Association, the City of Ojai, Patterson Irrigation District and MCE.



Nicole Weber
Junior Business Analyst

Location: Huntington Beach, CA | Role: Content Development and Project Support

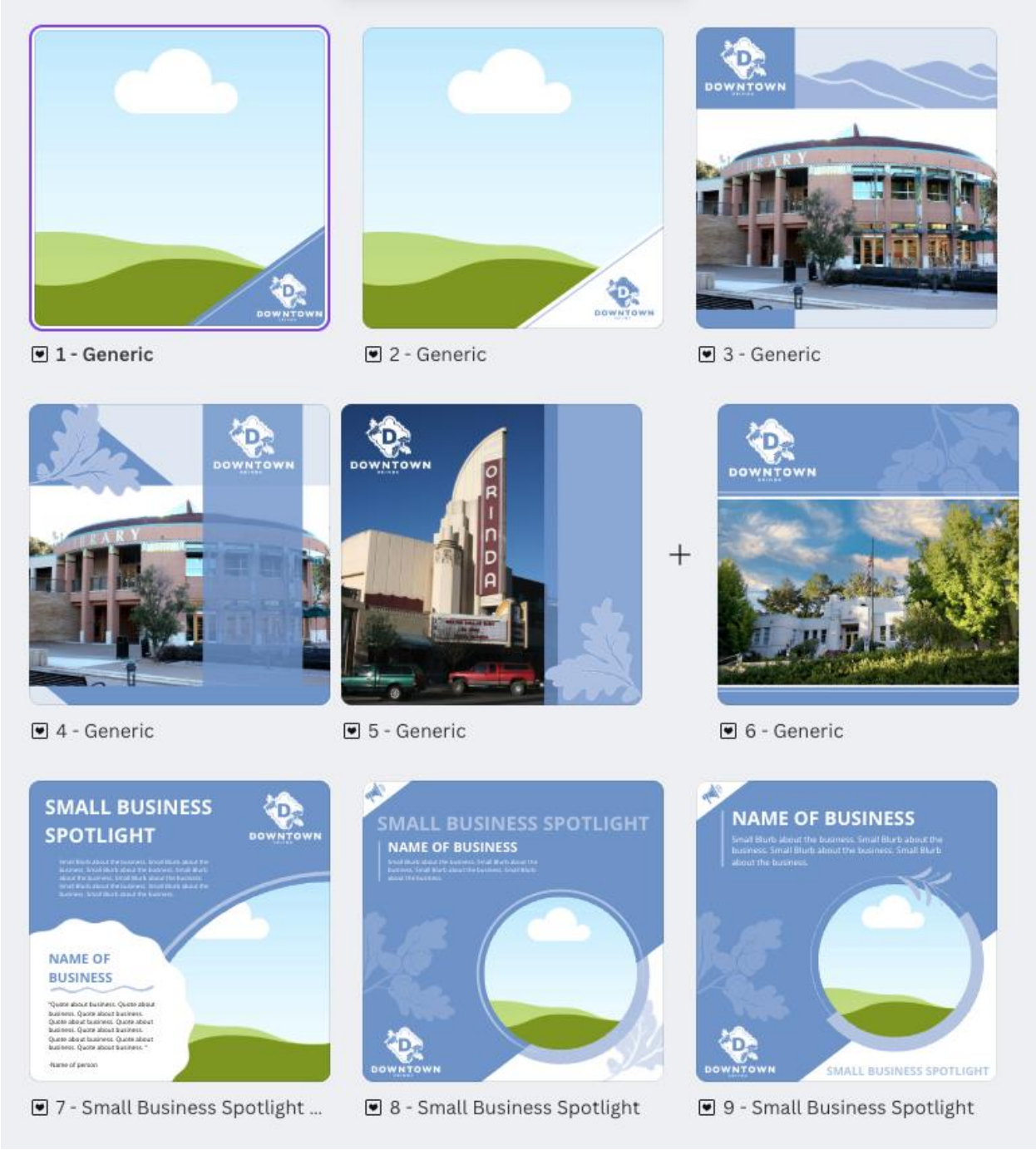
Nicole is a problem-solver and creative strategist with a passion for data-driven storytelling. She recently graduated from the University of California, Berkeley, earning a degree in sociology along with a Graduate Certificate in Business and Entrepreneurship. On campus, Nicole was a writing tutor and a five-year varsity member of the rowing team. At Tripepi Smith, she leverages her collaborative mindset, technological skills and sociological insight to positively impact clients and communities. Her experience with media, website development and analytics, combined with her academic training, allows her to craft accessible and curated content across platforms for clients.

Nicole's clients include the City of Paramount, City of Ojai, City of Salinas, City of Calabasas, City of Renton and City of Berkeley.

Please see the Appendix for full resumes of key personnel and Organizational Chart. You can learn more about our individual backgrounds and qualifications at www.TripepiSmith.com/Our-Team.

SAMPLES OF WORK

Social Media Graphics



Canva Templates for Downtown Orinda Small Business Campaign



City of Tracy: Economic Development Social Graphics

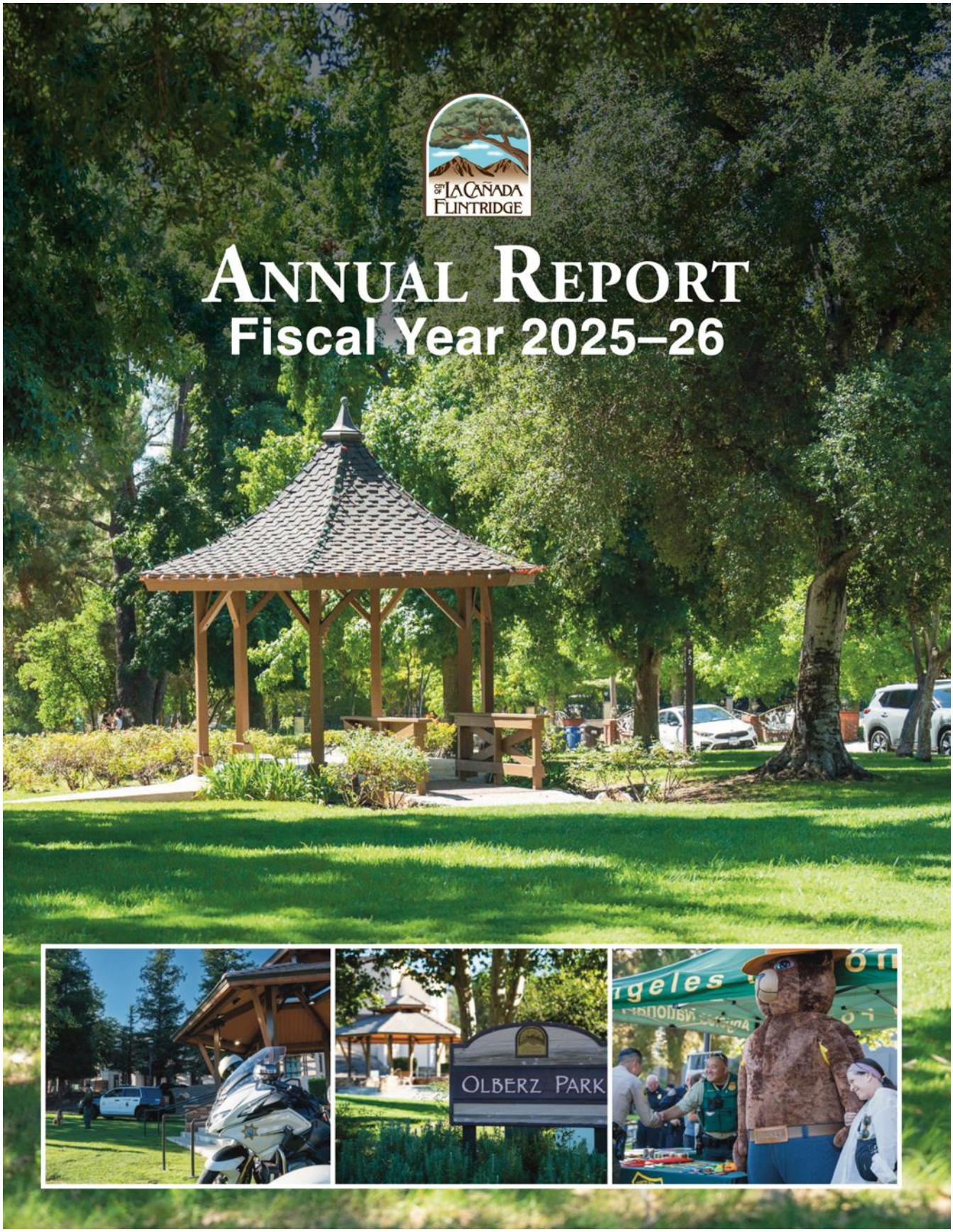


City of Tracy: Economic Development Social Graphics



City of Tracy: Economic Development Social Graphics

Print Publication with Graphic Desing and Written Content Creation





Policy and Executive Management Department

Department's Top Five Highlights for 2025–26

1. **Eaton Fire Response and After-Action Review** Coordinated emergency response and completed an AAR to strengthen future preparedness
2. **Advanced Strategic Plan Implementation** Defined priorities and next steps to guide long-term City initiatives
3. **Enhanced Crisis Communication** Developed a Crisis Communication Plan to improve public safety messaging
4. **Strengthened Public Safety Coordination** Expanded regional collaboration to align emergency preparedness efforts with creation of the Emergency Preparedness Coordinating Committee (EPCC)
5. **Formalized School District Partnership** Established a new agreement to improve coordination and joint safety efforts

Public Safety and Emergency Management

The City made significant strides in strengthening public safety and emergency management at both the staff and community levels, with a focus on preparedness, training, engagement and coordinated response. Efforts included expanding emergency response training, enhancing communication and outreach and reinforcing strategic partnerships with regional public safety agencies. The City also continued to support the work of its Public Safety Commission, which plays an important role in reviewing safety issues, providing community input and advising on emergency preparedness initiatives.



Public Safety Initiatives

The City has actively worked to involve and educate the public through a variety of outreach and engagement efforts:

Initiated the development of a **Citywide Evacuation Plan**, aimed at creating a comprehensive, operationally sound and legally compliant framework to support evacuation decision-making, coordination and public communication in response to the City's identified hazards, including wildfire, wind, seismic and flooding risks.

Establishment of a **No Parking During Red Flag Warning Program** and made program advancement focusing on community education and outreach to increase awareness of high fire risk conditions, improve preparedness and reinforce safety actions during extreme weather events.

Established a **Fire Hardening Rebate Program** to support homeowner installation of ember-resistant vents, providing a streamlined permitting and rebate process to reduce wildfire risk and improve community resilience.

Launched a new **home hardening webpage and educational video** to provide residents with accessible guidance on wildfire risk reduction measures, including practical steps to strengthen homes and improve community resilience.

Launched a new **Emergencies webpage** to enhance community safety and preparedness, providing residents with centralized access to preparedness resources and, during major incidents, transforming into a live dashboard with real-time, verified emergency updates.

Continued to build upon the revitalized **Neighborhood Watch Program** by expanding resident participation, strengthening ongoing communication between neighborhoods and public safety staff, and enhancing engagement through regular outreach, Captain coordination and targeted efforts in areas of higher safety concern.

Eaton Fire and Wind Event: Post Incident Progress Report

In the year following the Eaton Fire and Wind Event, the City has advanced a broad range of post-incident improvements focused on emergency management, public communication, governance and interagency coordination, including:

- Strengthening internal emergency operations structure, including formalized EOC procedures, expanded trained staff, improved communication platforms and enhanced field response capacity.
- Enhancing public communication systems through a Crisis Communication Plan, standardized emergency messaging cadence, improved evacuation messaging and expanded public education tools.
- Improving governance and public safety coordination by consolidating emergency management under the City Manager's Office with enhanced operational authority and a clearer decision-making structure.
- Expanding community preparedness and outreach through forums, CERT training, preparedness events, home hardening initiatives and wildfire resilience outreach.
- Strengthening coordination with regional partners through improved liaison roles, standardized operational updates and expanded mutual aid collaboration frameworks.
- Advance an Emergency Operations Plan (EOP) update and implementation support effort to build upon After-Action Report findings, which will include updating the EOP to reflect lessons learned from the Eaton Fire and January 2025 wind event, aligning procedures with identified improvement actions and providing optional consultant support for community engagement and implementation planning.



Safety Technology and Law Enforcement Support



Expanded deployment of Flock Safety cameras to enhance investigative capabilities and support ongoing crime prevention efforts throughout the City.



Continued coordinated operations with the Crescenta Valley Sheriff's Department, building on prior efforts with sustained proactive enforcement focused on burglary prevention and public safety.



Expanded law enforcement support efforts addressing e-bike safety through coordinated education, enforcement and outreach initiatives in partnership with the Crescenta Valley Sheriff's Department, focusing on safe riding practices, compliance with applicable laws and improved community awareness to reduce incidents and enhance public safety.



Expanded the City's digital citation platform to improve efficiency in parking enforcement processing, enhance data tracking capabilities and streamline resident permit and citation management.



Enhanced traffic safety around school zones through targeted enforcement, improved coordination with law enforcement partners and expanded safety measures to promote safe driving and protect students during peak travel times.



Staff-Level Preparedness

The City continued to strengthen internal emergency readiness through expanded training, exercises and interagency coordination, including:

- Continued expansion of ICS and Cal OES training participation, supported by ongoing tracking systems to monitor staff readiness and training completion.
- Maintained and refined quarterly emergency exercises, incorporating lessons learned to improve response coordination and operational effectiveness.
- Built upon joint agency training efforts, including continued participation in statewide preparedness initiatives such as the Great ShakeOut.
- Continued implementation of the Weed Abatement Program, supporting ongoing fire prevention and vegetation management efforts.

Hazard Mitigation and Planning

- Continued implementation and integration of the FEMA-approved Local Hazard Mitigation Plan, using updated risk data to guide mitigation priorities and long-term resilience planning.
- Currently collaborating with FEMA on reimbursement for the 2025 Eaton Fire/Straightline Wind event, with $403,474.19 received to date.

Community-Level Preparedness

The City has actively worked to involve and educate the public through a variety of outreach and engagement efforts:

Establishment of the **Emergency Preparedness Coordinating Committee (EPCC)** strengthened partnerships with local organizations, nonprofits, and faith-based groups to broaden distribution of emergency preparedness and public safety information across diverse community networks.

Hosted **Community Preparedness Day** focused on wildfire readiness, bringing residents together with public safety partners for interactive education, emergency preparedness resources and hands-on demonstrations to strengthen household preparedness and community resilience.

Continued hosting of **Town Halls and public outreach events** focused on emergency preparedness, Red Flag conditions and safety program updates, while promoting resident tools and resources.

Expanded integration of preparedness messaging into City events, increasing visibility of safety resources across festivals and community gatherings.

Built upon the **Citywide School Forum** by strengthening coordination with schools and childcare providers on emergency planning and response alignment.

Continued delivery of the **CERT program**, maintaining public participation in structured, hands-on emergency response training.

Communication

Over the past year, the City has continued to strengthen communication efforts to better inform and engage the community. Since July 1, 2025, these efforts have been supported by the City Council's Communication Subcommittee, comprised of two Council Members and City staff, and include the following key initiatives:



- Developed a comprehensive **Crisis Communication Plan** to strengthen the City's emergency messaging framework, ensuring clear, timely, and coordinated public information during critical incidents and enhancing overall community safety and preparedness.
- Launched a **monthly communications report to City Council** to provide regular updates on outreach efforts, engagement metrics and key messaging initiatives across City platforms.
- Implementation of the **City's Communication Strategic Plan**, ensuring communication efforts align with evolving community needs and best practices.
- **Advancing a comprehensive redesign of the City's website**, with a strong focus on implementing updated ADA accessibility standards and improving overall usability.
- Built on a successful pilot by continuation of **bi-monthly advertisements** to enhance visibility of City services, aligning with community feedback and Age-Friendly survey results, identifying print as a key information source for older adults.
- **Established and implemented internal policies** to ensure timely, accurate community updates and consistent messaging across City events, programs and guidelines.
- **Expanded community feedback** efforts through FlashVote surveys, increasing resident input on a wide range of City topics and laying the groundwork for a structured annual engagement program.

These efforts reflect the City's commitment to transparency, accessibility and responsiveness in public communication.



Community Engagement Participation

Advanced community engagement efforts across City programs and initiatives by coordinating outreach activities, public meetings and survey tools. Expanded opportunities for resident input to support more transparent and inclusive decision-making. Strengthened communication pathways to ensure community feedback was consistently incorporated into City planning and services.

Risk Management

Risk Management plays a key role in supporting the safety, sustainability, and long-term maintenance of City infrastructure and assets, helping to ensure systems are properly maintained, risks are identified and mitigated and City operations remain resilient and reliable over time.

- Coordinated and developed policies supporting field staff training, including operational safety protocols, standardized procedures and ongoing training.
- Provided staffing, coordination and logistical support for Citywide training sessions and external agency trainings hosted in the City's Mixed-Use facility.
- Collaborated with Joint Use partners to support shared use of District fields and ensure safe, efficient facility operations.
- Advanced ADA compliance efforts through trail assessments, transition planning and digital accessibility improvements to reduce liability exposure and improve public access.
- Attendance at Risk Management Academy trainings to strengthen risk oversight and best practices in the City.
- Conducted claims trend analysis to identify recurring risks and recommend preventative measures.





Strategic Plan

Led the development and implementation of the City's Strategic Plan, aligning departmental priorities with Council goals and community needs. Coordinated across departments to establish performance measures, track progress and support data-driven decision-making. Regularly monitored and updated objectives to reflect evolving City priorities and ensure continued alignment.

Public Safety Commission

The Public Safety Commission is responsible for evaluating the community's public safety needs and making recommendations to the City Council. As part of their responsibilities, the Commission monitors crime data and evaluates the level and effectiveness of law enforcement services provided by the Los Angeles County Sheriff's Department. In addition, the Commission reviews the Los Angeles County Fire Department's activities and evaluates service and equipment needs. The Commission provides valuable guidance on the City's emergency preparedness efforts and goals.

Emergency Preparedness Coordinating Committee

The Emergency Preparedness Coordinating Committee (EPCC) is a standing advisory body to the City Council that promotes communication, coordination and preparedness planning among local government agencies, educational institutions, utility providers and community organizations to enhance the City's readiness and resilience to emergencies and disasters. The Committee focuses on preparedness, planning, public education and stakeholder collaboration and does not engage in operational emergency response.

Grant Management

Managed the identification and pursuit of grant funding opportunities to support key City programs and projects, ensuring compliance with all reporting and performance requirements. This year, a consultant was selected to assist in strengthening grant research, application development and administration processes. Continued collaboration with departments helped align funding opportunities with City priorities and improve overall grant capacity and outcomes.



Administration Department

Department's Top Five Highlights for 2025–26

1. **Improved recreational amenities** by adding a shade structure and a pedestrian gate to the Pickleball facilities
2. **Upgraded the City's agenda management** and broadcasting system for public meetings
3. **Strengthened the City's Network** with enhanced cybersecurity protection measures
4. **Assisted the Community Development and Public Works Departments** in implementing an online Construction and Demolition portal for permit applicants to submit required information electronically
5. **Continued supporting the Parks and Recreation Commission** with biannual facilities permitting

Municipal transparency, records management and legislative administration

The City Clerk's Office continues to provide essential support to the City Council, the public and City departments through transparent legislative administration, records management and election coordination. This year, the office delivered key operational improvements, enhanced digital systems and maintained a high standard of service in support of City governance.



Election Administration

Successfully administered the nomination period for the June 2, 2026, General Municipal Election, which included two City Council seats. The election will be conducted in accordance with all legal and procedural requirements, ensuring a fair and accessible democratic process.

Public Records & Transparency

Streamlined Public Records Act (PRA) requests using an automated workflow in Laserfiche, improving response times and tracking.

Enhance records accessibility by continuing to use the SECURE system for digital recordation and transitioning Statement of Economic Interests filings to DocuSign, increasing efficiency and ease of use for filers.

Enhanced transparency and support for the public by preserving and maintaining access to Council agendas, minutes, ordinances and resolutions.

Commission Support

Managed recruitment and appointment processes for several City Commission unscheduled vacancies, ensuring open access and community engagement in civic service.

Coordinated the annual orientation for City Commissions and Committees in collaboration with the City Attorney's Office. The orientation covered a range of topics, including the Brown Act (Open Meeting Laws), the California Public Records Act (PRA), conflicts of interest and ethics training, the roles of commissioners, staff, and the City Council, code of ethics and municipal code provisions.



Legislative Administration

- Prepared and published City Council agendas and minutes, ensuring that all legal notices were properly posted and disseminated.
- Maintained the Municipal Code, overseeing timely codification of legislative updates and Council actions.
- Provided comprehensive meeting support, from room setup and technology to minute-taking and post-meeting documentation, ensuring seamless facilitation of Council and Commission proceedings.

Records Management

- Improved records retention and compliance tracking through continued refinement of Laserfiche systems and workflows.
- Oversaw the City's records management program, including the archiving, lawful destruction and digital organization of official City records.
- Supported departmental compliance, offering training and tools to improve records handling and digitalization across all departments.

Parks and Recreation



The Parks and Recreation Division continues to serve as a central hub for community wellness, recreation and oversight of City facilities. This year's highlights include:

Event Programming

- Hosted the annual Music in the Park Concert Series at Memorial Park.
- Hosted a seasonal park event, a Pasadena Humane Society adoption event and an inaugural Community Preparedness Day at Olberz Park.
- Partnered with the YMCA to offer "Spring into Wellness" fitness classes.

Facility Permitting and Enhancements

- Issued 71 Lanterman Auditorium permits, 53 park permits and 101 fields/court permits for a total of 225 permits.
- Added a shade structure and pedestrian gate to support growing interest in Pickleball.

Special Events

- Managed the Hometown Heroes and Gold Star Heroes recognition programs.
- Supported the Policy and Executive Management Department with large-scale community events with logistics and planning, including Fiesta Days, YMCA Run, Thanksgiving Day Run and various neighborhood block parties for a total of 13 special events.

Information Technology

The Information Technology Program includes managing the City's hardware, software, subscriptions, licenses, cybersecurity and professional services to increase efficiency for City services and staff.

Operations Stats	FY 25-26	FY 24-25	FY 23-24
Parking Permits (300 permanent, 285 guest, and 30 temporary) were processed and issued to residents for time limit parking restricted areas	804 *(274 permanent, 530 guest, 0 temporary)*	684 *(232 permanent, 445 guest, 7 temporary)*	615
General Liability Claims (filed and processed by staff)	12	14	14
Field/courts permits processed & issued	101	73	80
Music-in-the-Park concerts (Memorial and Olberz Park) **and Movie-in the-Park** (Memorial Park)	16* Concerts 1 Movie **one is part of fiesta days*	16* Concerts 1 Movie **one is part of fiesta days*	14* Concerts 1 Movie **one concert rained out*
Issues of the Community Newsletter (LCF Vista)	6	4	4
Issues of the Community ENewsletter (LCF Bulletin)	12	12	7
Cable television/Internet service complaints received & resolved. (Years before 2020 only included cable television complaints)	0	5	33
Sign and Banner Posting Permit applications (Caltrans parking lot)	27	30	30
Film permits and still photography permits were issued (Revenue generated)	50 *$19,700*	45 *$16,904*	25 *$2,650*
Online service requests/complaints/ inquiries (Received via Citizen Problem Reporter and the City's website)	681	712	795
Alert LCF messages sent to the community. (Quarterly test messages sent)	4	8 *(4 LIVE alerts due to Eaton Fire)*	4
Public Records Act Requests (processed by staff)	490 *as of April 6, 2026*	574	615



Community Development Department

Department's Top Five Highlights for 2024–25

1. **Established the Sustainability and Resilience Commission to make recommendations to the City Council to implement the 2024 Climate Action and Adaptation Plan,** ensure all members of the community have a voice on projects to reduce emissions and policies/programs to protect and prepare the community for environmental impacts, including wildfires, earthquakes, floods and drought.

2. **Adoption of the 2025 Local Guidelines for the Implementation of the California Environmental Quality Act** and 2025 Transportation Study Guidelines for Vehicle Miles Traveled and Level of Service Assessment.

3. **Issued 34 building permits for new housing units, including the completion of 46 Accessory Dwelling Units (ADUs)** supporting the City's commitment to expanding diverse housing options.

4. **Carried out several hearings with the Planning Commission on the Zoning Code Update**, a comprehensive effort to modernize land use regulations and reflect the City's evolving goals and community needs. A recommendation from the Planning Commission to the City Council on adoption of the Zoning Code Update is anticipated in May 2026.

5. With Kimley-Horn as the consultant, **the City has undertaken the first update since 2013 of the Open Space and Conservation Elements of the General Plan.**





Entitling, permitting and inspecting development projects.

The Community Development Department plays a vital role in shaping the City's built environment while ensuring safety, compliance and thoughtful land use.

Planning Division: Oversees residential, commercial and institutional development projects by processing entitlement applications for review and approval by the Director of Community Development, Design Commission, Administrative Hearing Officer and Planning Commission.

Building & Safety Division: Reviews building plans, issues construction permits and conducts inspections to ensure projects meet all applicable safety and building code standards.

Code Enforcement Division: Investigates complaints and works proactively to ensure compliance with the City's municipal codes, helping to maintain neighborhood integrity and quality of life.



Code Enforcement: **Code Cases**



Building Permits Issued	FY 25-26	FY 24-25	FY 23-24
Building – Residential	680	713	751
Building – Non-Residential	36	32	36
Grading	18	29	23
Electrical	470	421	471
Mechanical	188	225	233
Plumbing	220	229	271
Pool	35	42	44
Demolition	25	27	39
PV Solar	230	139	147
Energy Storage System	150	84	75

Advanced planning (General Plan, Zoning Code, Downtown Village Specific Plan)



General Plan Implementation and Long-Range Planning

The Community Development Department is committed to ensuring that the City's development policies align with State mandates and the City Council's direction. Key efforts include:

- Implementing the General Plan, including the Housing Element, to guide the City's growth, development and sustainability goals.
- Updating and maintaining long-range planning documents, such as the Zoning Code and Downtown Village Specific Plan (DVSP), to ensure compliance with State law and to reflect the evolving needs of the community.



Business license and Community Development Support

Business License Division: Issues licenses and permits to businesses operating within the City, ensuring compliance with local regulations and facilitating smooth business operations.

Community Development Block Grants (CDBG): Provides residential rehabilitation grants to low-income property owners, supporting the upkeep and improvement of homes and enhancing neighborhood stability.



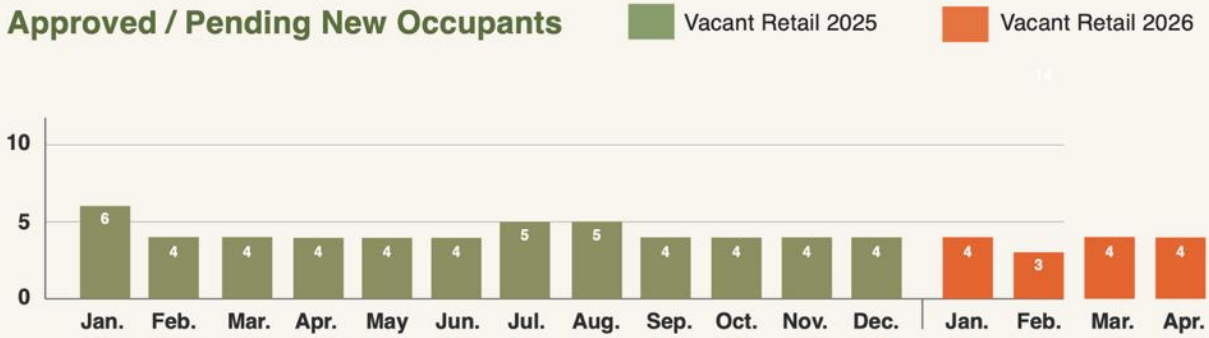
Support to the Planning Commission and Design Commission.

Planning Approval by Authority	Actual FY 23-24	Actual FY 24-25	Actual FY 25-26
Director	673	660	686
Design Commission	36	14	12
Admin Hearing Officer	10	11	7
Planning Commis-sion	28	26	27

Vacant Retail / Office



Approved / Pending New Occupants



Vacancy / Adjusted Ratio





Finance Department

Department's Top Five Highlights for 2024–25

1. **Completed the FY 2024-25 Annual Comprehensive Financial Report (ACFR) Audit,** maintaining compliance with government accounting standards
2. **Published the FY 2024-25 Popular Annual Financial Report (PAFR) Audit,** providing a simplified, accessible summary of a government's financial condition and results for the general public
3. **Received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting** — the highest form of recognition in governmental accounting and financial reporting
4. **Developed and delivered the FY 2025-26 Budget on schedule,** ensuring timely fiscal planning aligned with City priorities
5. **Implemented internal process improvements to enhance efficiency,** accuracy and departmental workflows continuously

Manage the City's financial resources, including budgeting, accounting, payroll, financial reporting, audits, revenue management and long-term financial planning to ensure fiscal stability and transparency.



The Finance Department is responsible for maintaining the City's financial integrity and long-term fiscal health.

The department's core functions include:

- Developing and managing the annual budget, aligning financial planning with City priorities.
- Overseeing all accounting operations, including accounts payable, receivable and payroll processing.
- Preparing financial reports and coordinating the Annual Comprehensive Financial Report (ACFR) audit to ensure transparency and accountability.
- Managing the City's investment portfolio in accordance with State laws and best practices.
- Ensuring compliance with all applicable State and federal financial regulations.
- Providing financial analysis and guidance to City departments to support informed decision-making.
- Overseeing revenue collection, grant reporting and maintaining strong internal controls to safeguard public funds.

Provide financial support and guidance to other departments, ensuring effective resource allocation and fiscal accountability.



In addition to its core responsibilities, the Finance Department provides crucial support by delivering timely, accurate financial services to all City departments. These efforts promote operational efficiency, informed decision-making and fiscal transparency. Key support functions include:

- Coordinating with departments on budget monitoring, adjustments and forecasts.
- Assisting with long-term Capital Improvement Plan (CIP) development and tracking.
- Managing procurement processes and vendor payments to ensure timely and compliant transactions.
- Administering assessment districts and overseeing debt service obligations.
- Ensuring adherence to local, State and federal financial regulations.

By performing these functions, the Finance Department helps safeguard the City's financial integrity and supports effective service delivery across all programs.

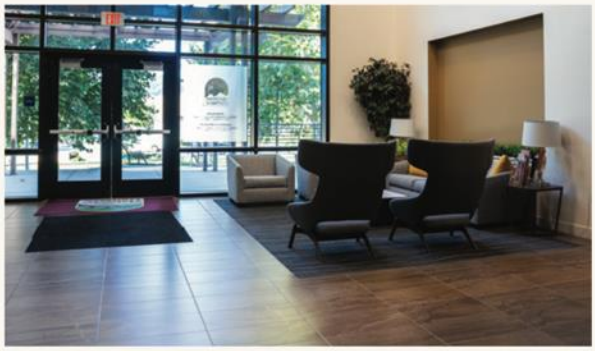
Enhance public trust and engagement by promoting transparency and accountability.

The Finance Department's tertiary role centers on promoting transparency, public engagement and regulatory compliance. These responsibilities reinforce the City's commitment to good governance and fiscal accountability. Key activities include:

- Publishing timely financial documents, including the Annual Comprehensive Financial Report (ACFR), Budget Book and regular financial updates.
- Responding to public inquiries and California Public Records Act (CPRA) requests, ensuring accessibility and openness.
- Maintaining compliance with all state and federal reporting requirements, including audits and grant reporting.

Through these efforts, the department fosters community trust, strengthens accountability and supports an informed and engaged public.

Oversee purchasing and vendor payments, process special tax and assessment district levies, assist with grant compliance and support other departments with financial analysis and reporting. Additionally, Finance provides administrative support for City commissions such as the Investment and Financing Advisory Committee (IFAC).







Public Works Department

Department's Top Five Highlights for 2025–26

1. **Estimated to complete construction on 15 CIP Projects** and advance 14 into the design phase
2. **Launched Clean Power Alliance services in the City** and served as the point of contact for residents and businesses for the transition of electricity generation services from Southern California Edison to Clean Power Alliance
3. **Completed GIS mapping of the City's stormwater infrastructure** to enable streamlined management of stormwater facitilies
4. **Hosted the City's first Earth & Arbor Day Sustainability Celebration** that included a tree planting, compost giveaway, kids activities and informational booths
5. **Improved pedestrian and traffic signal equipment throughout the City**, including one new signalized pedestrian crossing, two upgraded signalized pedestrian crossing equipment and three upgraded traffic signals

Manage public infrastructure and public-right-of-way (PROW) in the City, including delivery of CIP Projects, environmental compliance, transportation services and disaster response and recovery efforts.

The department's primary duties include:

Management of public infrastructure
- Street maintenance
- Roadway drainage
- Traffic signals
- Streetlights
- Stripping and marking
- Traffic engineering
- Curbs, gutters and sidewalks
- Bridges
- Sewers
- Drainage and catch basins
- Utilities

Management of PROW
- Encroachment agreements and permits
- Operations and maintenance services
  - ROW Engineering maintenance
  - Landscaping & irrigation
  - City Trees
- Trails maintenance

Parks & Fields Maintenance
- Landscaping & irrigation
- Buildings
- Play equipment & courts

Delivery of CIP Projects
- Design
- Construction
- Inspection
- Construction management

Environmental Compliance
- National pollutant discharge and elimination system
- Solid waste compliance

Transportation Services
- Transit services
- EV charging stations

Facilities Maintenance

Disaster Response and Recovery Efforts
- Clear PROW

Customer Service and Incident Response

Customer Service and Incident Response statistics are general information statistics related to how the public engages the Department on issues or concerns. It does not include emails and other direct outreach.

Phone Calls	Citizen Reporter App	Online Reporting	Over-the-Counter/ In-Person
4,150	70	135	180

Transit Statistics

A summary of Ridership on Fixed Route Transit & Dial-A-Ride Services through March 2026.

LCF Shuttle Line 33	Glendale Beeline Line 3	LCF Shuttle Line 34
18,908	29,982	9,232

Summer Beach Bus program riders	Residents newly registered for the Dial-A-Ride program.	Dial-A-Ride
170 Trips	41 (Through April 2026)	1,365

PROW Engineering Maintenance Services

Street Repairs	Street Inspections	Sign Repair/ Replacement Service Requests	Traffic Signals Service Requests
45	35	55	40

PROW and Trail Maintenance

Maintenance Services are provided by City contractors who are overseen by various Public Works staff. Maintence services includes pothole repair, street sweeping and other miscellaneous work on City infrastructure.

Graffiti/Vandalism Removal	Street Sweeping *(Centerline Miles)*	Landscaping/Vegetation
25	3,270 (Through March 2026)	40

Litter/Debris/Bulky Item	Trails	Other
45	55	100

PROW Trees Services *(through April 2026)*

PROW Trees Trimmed	PROW Trees Sprayed	PROW Trees Removed	PROW Trees Planted
4,035	1,525	50	25

Engineering Services

Engineering Services fall into two categories: response driven and request driven. Response-related issues are identified by Public Works Staff and/or contractors. Request-related items are generated from applications, such as encroachment or transportation permits.

Public Works Traffic Studies	Encroachment Permits	Encroachment Agreements
2	218	1

Transportation Permits	Permit Inspections	Drainage Issues
44	111	1

Solid Waste

A summary of total tons collected by the City's waste haulers and the percentage diverted from landfills.

	Waste	Recycling	Organics	% Diversion
Residential	7,970	2,195	6,240	51%
Commercial	4,900	640	1,990	35%
Construction and Demolition (C&D)	1,095	3,875	3,335	87%

C&D Projects Approved: 70

C&D Projects Forfeited: 10

Capital Improvement Projects

Total Expenditures

Construction: approximately **$4.99 million**

Consultant design and project management: approximately **$521,350**

Consultant construction management and inspection services: approximately **$560,000**

Project Phase	Completed	In-Progress
Design	15	14
Construction	14	11

The department's responsibility also includes utility coordination and overseeing the Public Works and Traffic Commission.

Responsibilities include:

- Utility Coordination for CIP projects.
- Leading public hearings for parking restrictions and tree removals as part of the Public Works and Traffic Commission.



The department's tertiary role surrounds private development review.

Notably, the department reviews plans for private construction projects encroaching on PROW.

Duties include but are not limited to:

- Responding to service requests from the public.
- Providing commissioner support.
- Monitoring public works budgets and expenditures, including special funds (local measures, grants, federal and State funds).
- Facilitating interdepartmental coordination.
- Coordinating with Caltrans, Metro and neighboring cities on larger-scale projects.

Graphic Design: Banners





Metrics Report



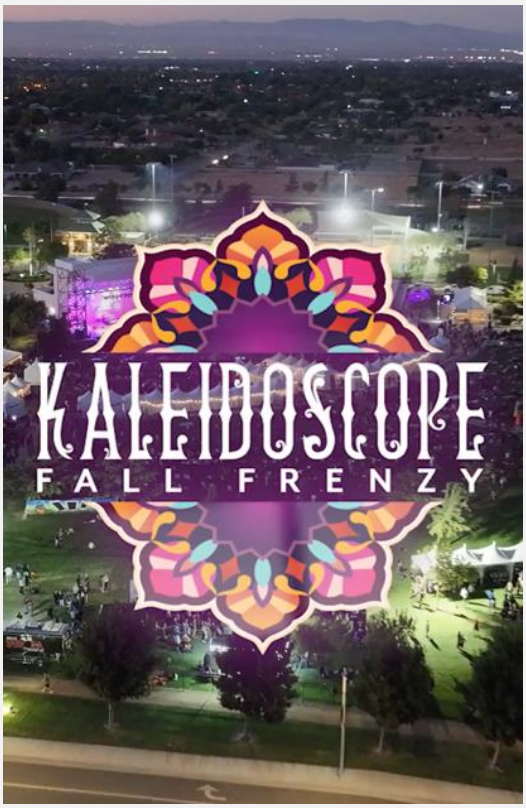
Stock Photography



Videography

Event Videos

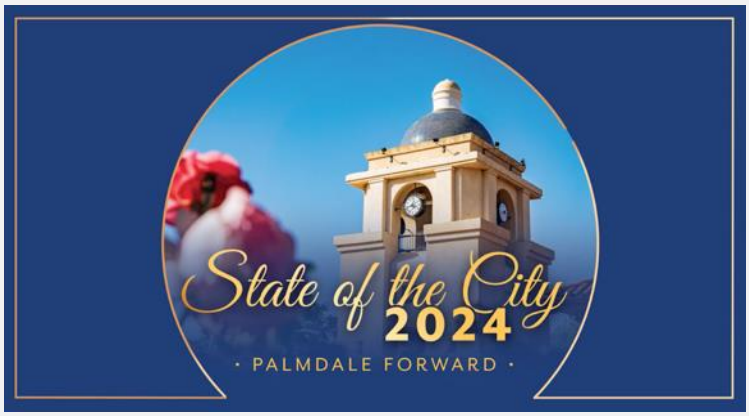
Tripepi Smith often attends special events to capture video footage and b-roll for recap videos, reels and future promotional videos. Our videographers can produce videos in both horizontal and vertical orientations. **Watch our vertical video showcase here.**



City of Palmdale Kaleidoscope Reel



City of Palmdale National Night Out Recap

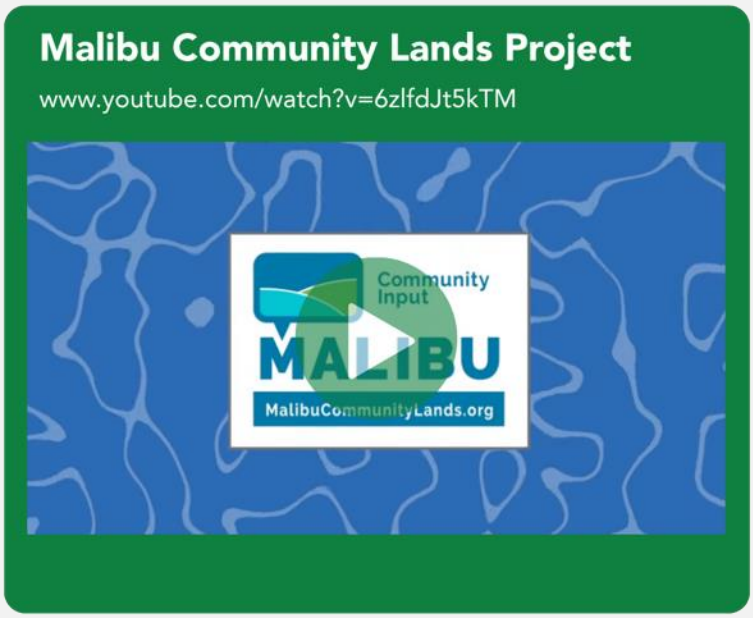


City of Palmdale State of the City

Animated Videos

Please click the videos for a brief showcase of aniamted video work.

CITY OF MALIBU
COMMUNITY LANDS OUTREACH & ENGAGEMENT



Strategic Impact

10,135 POPULATION

9,821 VIEWS

PROJECT GOALS

The project aimed to facilitate meaningful dialogue among community members and collect insightful feedback to help ensure the future use of each of the five lands aligns with the long-term needs and aspirations of the entire Malibu community.

ABOUT THE PROJECT

In 2024, the City executed a community engagement effort on the future use of five City-owned lands. Tripepi Smith developed an Outreach and Engagement Plan and facilitated all outreach and engagement activities.

MCE



Strategic Impact

348 ENGAGEMENTS

35,303 VIEWS

PROJECT GOALS

The ongoing campaign's main priority is to promote the MCE's internship program and encourage talented Bay Area students interested in the clean energy space to apply.

ABOUT THE PROJECT

Tripepi Smith supports the campaign with video editing and social media content creation, including application updates and deadline reminders, and leveraging current trends to spotlight MCE's working culture and ongoing recruitment.

REFERENCES

Town of Atherton

2022 to Present

Contact:

Anthony Suber, Deputy City Manager/City Clerk
650-752-0529
ASuber@ci.atherton.ca.us
80 Fair Oaks Lane, Atherton, CA 94027

City of La Cañada Flintridge

2014 to Present

Contact:

Arabo Parseghian, Director of Administrative Services
818-823-1897
AParseghian@lcf.ca.gov
One Civic Center Drive, La Cañada Flintridge, CA 91011

City of Indian Wells

2018 to Present

Contact:

Micaela Wilkey, Management Analyst
760-346-2489
MWilkey@IndianWells.com
44-950 El Dorado Drive, Indian Wells, CA 92210



"Tripepi Smith helped our community sustain traditions through adaptation and trying something new. They are a flexible and innovative partner that helps LCF stay LCF."

Arabo Parseghian
Assistant City Manager, City of La Cañada Flintridge

APPENDIX: RESUMES

ALEXIS GILLAM

TRIPEPI SMITH – DIRECTOR **08/04 – PRESENT**

Provide strategic counsel to public agency clients in communications, community engagement and crisis response

Engage with local government leaders and industry partners ensuring high-quality deliverables, responsive service and long-term relationship growth

Develop and implement tailored outreach and communication strategies that align with client goals and community needs

Support internal team development through mentorship and knowledge sharing, fostering collaboration and continuous improvement

CITY OF MALIBU – ACTING ASSISTANT CITY MANAGER/ DEPUTY CITY MANAGER 07/23-04/25

- Served as Acting City Manager and led crisis communications, recovery planning, and cross-departmental collaboration during Franklin and Palisades Fire
- Led a multi-faceted strategy to improve safety along Pacific Coast Highway, including special legislation for speed cameras, public education campaigns, and infrastructure enhancements
- Managed governmental affairs and interagency relationships to align City priorities with regional, state and federal legislation and funding priorities
- Directed community-driven land use planning for over 60 acres and managed capital projects that reflected public priorities
- Collaborated with Deputy City Attorney and key stakeholders on Malibu's school district separation strategy, supporting legal negotiations, revenue sharing and joint powers agreements

CITY OF IMPERIAL – ASSISTANT CITY MANAGER **06/13 – 07/23**

Directed City's media strategy, launched a new website and app, and expanded "Market Days" to celebrate local culture and place-making initiatives

Provided strategic leadership across eight departments and divisions in close collaboration with department directors, modernizing the budget system and launching a mentorship program to develop early career supervisors and strengthen employee retention

Led the revitalization of downtown through the City's first mixed-use housing developments and spearheaded a 22-acre project that brought the first hotel, commercial space and created over 300 jobs

Managed the City's emergency response for COVID-19, implementing emergency policies, creating a childcare health plan for essential workers and supporting business recovery

Oversaw governmental affairs and cultivated strong relationships with regional, state and federal agencies, securing federal funding over multiple fiscal years to advance city priorities

EDUCATION

DEVRY UNIVERSITY – CHICAGO, ILLINOIS

Bachelor of Science in Business Administration | Focus in Human Resources

CERTIFICATIONS

Incident Command System/National Incident Management System 100/200/300

U.S. Department of Homeland Security – FEMA MGT318 "All Hazards" Crisis Communications

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 02/24
Hootsuite Social Marketing 01/23
Sprout Social 01/23

SOFTWARE

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

TED HWANG

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

- Manage internal marketing efforts, including managing social media, creating and publishing news releases and e-newsletters, coordinating conference and networking event plans, overseeing partner relations and more
- Write articles and press releases for local government agencies and private 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

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 technology

EDUCATION

UNIVERSITY OF CALIFORNIA, BERKELEY – BERKELEY, CA

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

CERTIFICATIONS

Hootsuite Social Marketing 01/25
Sprout Social 01/25

SOFTWARE

Microsoft Office Suite	Hootsuite	Canva
Google Suite		

TRIPEPI SMITH
marketing • technology • public affairs

SINGLE SOURCE COMMUNICATIONS



COMMUNICATION AND SOCIAL MEDIA SERVICES

City of Ojai
Request for Proposals – Cost File

May 31, 2026

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

COST PROPOSAL

The City of Ojai has requested a fixed set of deliverables and an array of potential add-on services. As a result, we have broken down the cost proposal into a combination of Retainer and Time & Materials elements. Each element offering a unique set off benefits:

- Retainer: Sustains outreach momentum by ensuring a set of recurring deliverables at a set monthly cost, usually for a period of at least 12 months. We have highlighted some key recommendations to the retainer structure which are not currently within the existing retainer.
- Time & Materials: Allows flexibility to “ramp up” or “ramp down” efforts according to budget and priorities.

Tripepi Smith is prepared to deliver on each element in our proposal at the following costs. recommends carrying out services following a combination

Retainer Services

Service/Deliverable	Scope
Outgoing Project Management & Strategy Discussion	Conduct weekly, 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**. Recommend reducing the quantity of social media posts to a monthly average of 18 posts and supplement with the development of two “reel” videos to be distributed on social platforms**
Press Release, Media Advisory, Public Statement	**Recommend adding to the existing retainer: 1 press release, media advisory or public statement up to 750 words per month. Includes research, drafting and distributing.**
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
Monthly Retainer Total	**$8,890**

Time & Materials Services

Service/Deliverable	Scope	Estimate
Website Content Management	Ongoing content updates to the City website. Excludes content creation, website layout, page or structural changes.	Range based upon needs: $710 - $2,000+
Stock Video Shoot	One videographer for a full-day (8 hours) onsite. Includes pre-production, production and post-production, review, final file delivery and travel costs.	$5,400
Stock Photo Shoot	One photographer for a full-day (8 hours) onsite photo shoot, post shoot image processing, review and final delivery.	$4,300
Digital Ads	Creation and posting of up to 6 digital ads. Excludes advertising fees.	$1,250
Graphic Design	Flyer	$1,700
(excludes print and mailing fees)	Brochure	$1,750
	Banner	$1,560
	Postcard/Door Hanger	$1,050
	Infographics	$890
Social Media Ad Campaign	Planning and facilitation of a one-time social media ad campaign. Includes creation and posting of up to 10 social media posts and ad metrics. Excludes digital advertising fees.	$3,400
On-Call Strategic & Crisis Communications Advice	Includes 1 hour strategy meeting with a Director and Business Analyst followed by a detailed action item list for both the City and Tripepi Smith.	$640
Media Training	Up to 2-hour virtual training session for 1-2 City staff or key stakeholders on best practices for Social Media, Photography/Videography, Story Development etc.	$2,905
Community Workshop/Town Hall	Planning and facilitation of up to one virtual town hall or community workshop. Includes creation of PPT deck and pre-event coordination meeting with the City.	$5,030
Google Form Survey	Creation and virtual distribution of outreach surveys. Includes summary findings.	$1,180

Should the City of 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.

2026-27 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.

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 $7,500 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.

Meltwater Fee

Tripepi Smith offers a standard Meltwater package at a flat rate of $545 per month. This package includes a newsletter digest (of any frequency), up to three queries, and a monthly dashboard. Custom Meltwater solutions are also available upon request.

Website Hosting Fees

If website hosting services are required, Tripepi Smith will charge a $630 website hosting fee and a $30 Domain Registration and DNS service fee, unless otherwise specified in this proposal. Fees will be billed upon commencement of hosting services, and annually thereafter. Please note the website hosting package is limited to 10 Gigabytes of total storage. Additional storage for the site is available for a fee of $1.70 per gig per month of 10 Gigabytes of storage.

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.

Partner 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 – 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 – 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 – Digital interest stories on the people, companies and solutions that make local government in California more effective.

FlashVote: 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 – 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 – An enterprise-class, comprehensive media monitoring solution that is best combined with Tripepi Smith's analytics team.

TO: **Honorable City Council**

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

MEETING DATE: **June 9, 2026**

SUBJECT: **Written Public Comments**

The attached public comments were submitted to the City Clerk prior to 3:00 p.m. the date before the meeting (referenced above) and are being posted to the City's website for public access.

Posted: June 8, 2026

PUBLIC COMMENT FOR CITY COUNCIL MEETINGS

Written/emailed public comments must be submitted no later than 3:00 p.m. on the day before the meeting.

The City encourages public participation. Members of the public who wish to make public comments may do so in person at the meeting, comment live via telewebinar software, or submit written public comments in advance of the meeting. Written public comment emails should be sent to cityclerk@ojai.ca.gov.

Communications to the City Council are public records and will become part of the City's electronic records, which are accessible through the City's website. Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to the City Council, will become part of the public record. If you do not want your e-mail address or any other contact information to be made public, you may deliver communications to the City Clerk's Office at 401 S Ventura St, Ojai Ca, 93023, or you may email the comment as an attached PDF to the email and request in the email to only include the attachment. If you do not want your contact information included in the public record, please do not include that information in your communication.

As a government agency, the City of Ojai is subject to the California Public Records Act (Government Code § 6250 et seq.). Please be advised that all communications submitted to City officials and staff are subject to public disclosure under the California Public Records Act. There are limited exceptions that allow the City to redact personal information under the California Public Records Act. If you have concerns regarding privacy, please do not include your personal identifying information, such as your name, e-mail, phone number, and home address in your correspondence to the City, including, but not limited to, public comment.

To the Honorable Mayor and Members of the Ojai City Council
Re: Improper Application of CEQA Categorical Exemption and Failure to Conduct Required Environmental Review for Alterations to a State-Listed Historic Resource

I am submitting this statement regarding the City's approval of a project involving the installation of a walk-in freezer, large electrical equipment, fencing, ductwork, and related commercial infrastructure on the public Arcade Plaza adjacent to a contributing structure in the Downtown Ojai Historic District, a district listed on the California Register of Historical Resources. It is my belief that the Council is being asked to approve this project in violation of CEQA (California Environmental Quality Act).

The City staff's determination that this project qualifies for a CEQA categorical exemptions is legally and factually incorrect. The project is a discretionary action affecting a historic resource and therefore requires environmental review under the California Environmental Quality Act ("CEQA"). Categorical exemptions are not relevant for historic resources, as shown in this document.

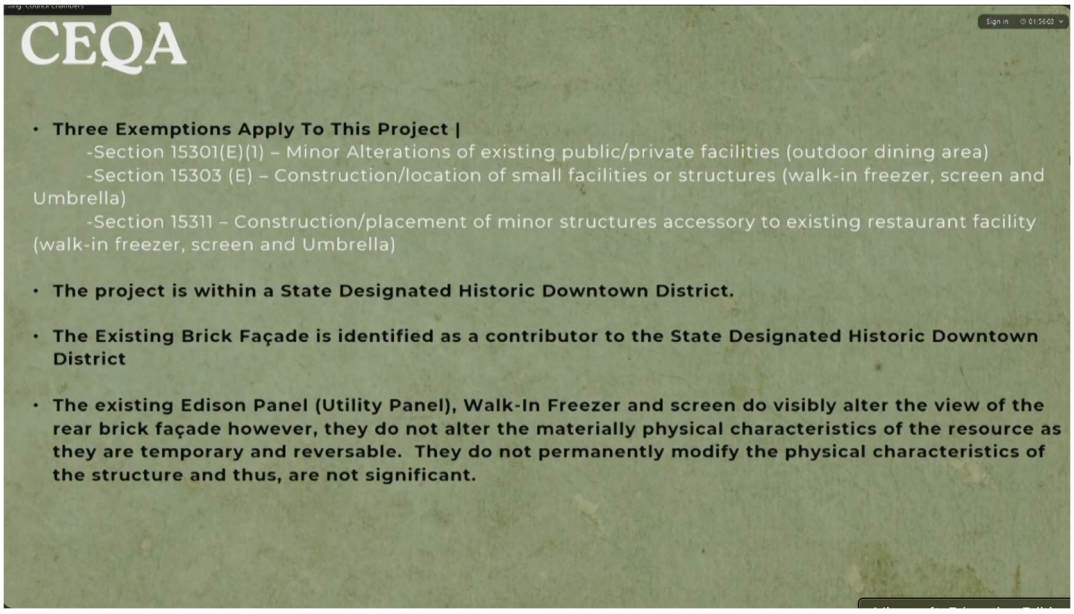
The City Planner stated during the Planning Commission hearing that:

"There has been no material information presented that justifies an environmental study…."

However, the City's own presentation established facts that not only justify review, but trigger CEQA review under the "fair argument" standard.

1. The City's Own Findings Demonstrate Potential Impacts to a Historic Resource

Here is the slide on CEQA that was part of staff's overview of the project at the Planning Commission meeting, May 20th, 2026:



The Planning Department's presentation (above) acknowledges:

- The project is located within a State-listed historic district.
- The brick façade of the structure is a character-defining feature of the Downtown Ojai Historic District.
- The proposed freezer, electrical panel, fencing, and associated improvements would visibly alter the façade and visual setting of the building.

These findings alone provide substantial evidence supporting a fair argument that the project could cause a significant impact to a historic resource. Under CEQA, that is well above the threshold to require environmental review.

The listing of 3 CEQA categorical exemptions and the assertion that the alterations and additions are not significant because they are potentially reversible are not a factual part of CEQA or its guidelines. Presenting them misrepresents the law--to the Planning Commission, the Council and the public. This will be discussed further below.

NOTE: CEQA does not require proof of actual harm before review occurs. It only requires substantial (factual) evidence supporting a fair argument that a project *may* have a significant effect on the environment, including historical resources. This the city has done, as has the HPC and the Planning Commission.

2. The City Incorrectly Treated the Project as Categorically Exempt

The Planning Director asserted that because categorical exemptions existed, no CEQA Initial Study was required. That interpretation directly conflicts with CEQA.

Categorical exemptions **do not apply** when a project may impact a historic resource. CEQA Guidelines §15300.2 expressly provides exceptions to categorical exemptions where:

- A project may impact a historical resource;
- Unusual circumstances exist, such as a sensitive area;
- Cumulative impacts may occur; or
- Significant environmental effects are possible.

Once there is any evidence that a historic resource could be impaired, the *exception* applies and the City must conduct environmental review regardless of any potential exemptions.

The City appears to have reversed the required CEQA process by first applying exemptions and refusing to investigate possible impacts any further. CEQA requires the opposite approach. If a project may affect a historic resource, the agency must study the impacts before determining whether an exemption can be applied.

3. The Project Is Discretionary — Not Ministerial

The City initially approved the project as a ministerial action. That was incorrect.

The project involves discretionary approval through a Conditional Use Permit and includes permanent installations attached to a historic commercial property and its associated plaza setting. The City exercised judgment and discretion regarding placement, design, screening, fencing, and operational use.

Because the project is discretionary, CEQA review is mandatory.

The City cannot avoid CEQA obligations by incorrectly characterizing discretionary approvals as ministerial. Nor can they "fix" their error by improperly exempting the project from CEQA.

4. CEQA Protects Historic Settings and Indirect Impacts — Not Just Demolition or Alterations of the building itself.

The City further asserted in the above slide that the proposed alterations are "temporary and reversible," and therefore not significant.

That assertion has no basis in CEQA law.

Historic impacts under CEQA are not limited to demolition or direct destruction of historic fabric. Courts and preservation guidance recognize that indirect impacts may materially impair a historic resource, including:

- Obstruction of character-defining views;
- Introduction of incompatible utilities and structures;
- Alteration of scale and spatial relationships;
- Visual degradation of a historic setting;
- Encroachment on historic open space; and
- Physical additions incompatible with the resource's historic character.

As noted in Los Angeles historic preservation guidance:

"When assessing material impairment, agencies cannot solely look at direct destruction. The analysis must also cover indirect impacts … introducing new, incompatible architectural elements and scale in the immediate vicinity … that would physically degrade the integrity or setting of the historic building."

The proposed eight-foot fencing, mechanical equipment, electrical infrastructure, ductwork, and freezer installation materially alter the visual environment of the historic Arcade Plaza and obstruct significant character-defining features of the contributing building.

These are classic CEQA historic resource concerns.

5. "Reversible" Does Not Mean CEQA-Compliant

The Planning Department argued that the additions are reversible and therefore insignificant.

That is not the law.

The Secretary of the Interior's Standards do permit certain reversible alterations, but only when they are also compatible, appropriate, and non-destructive to the historic resource and its setting.

An incompatible addition does not become lawful merely because it could someday be removed. In this case, there is no agreement that the violations will ever be removed; in fact they will be enshrined in the deed by the CUP.

The Secretary of the Interior's Standards and CEQA

The Standards which are used to determine if a project will have a significant impact on a historic property are the Secretary of the Interior's Standards. If any one of the Standards is not met, the project could have a significant impact and needs to be studied and reviewed. The proposed installations fail multiple Secretary of the Interior's Standards, including:

Standard 1

Historic properties should require minimal change to defining characteristics.

The project substantially alters the defining characteristics of the historic building and plaza environment.

Standard 2

Historic character shall be retained and preserved.

The project obstructs historic façades, alters the open plaza setting, and converts a public historic space into a service-oriented commercial utility area.

Standard 5

Distinctive historic features shall be preserved.

The project visually impacts the brick façade, windows, roofline, interior mural, and the spatial openness of the setting—the Arcade Plaza.

Standard 9

New additions shall be compatible with the massing, scale, and historic integrity of the property and environment.

Large commercial appliances, fencing, ductwork, and utility infrastructure are incompatible with the historic district and the plaza setting.

Standard 10

New work must be removable without impairing integrity.

This standard does not override Standards 1 through 9. Reversibility alone does not establish compatibility or legal compliance. It certainly does not exempt the alterations from CEQA.

6. No Historic Analysis Has Been Conducted

Despite the City's assertions, there has been:

- No Initial Study;
- No analysis under the Secretary of the Interior's Standards;
- No Historic Resource Assessment;
- No evaluation of cumulative impacts;
- No study of the Arcade Plaza as a contributing historic setting;
- No expert review of visual or contextual impacts.

The City has instead relied entirely on unsupported conclusions from staff. Both the Planning Commission and the Historic Preservation Commission agree that the project degrades the environment so carefully preserved around Ojai's most historic buildings.

CEQA requires substantial evidence, not assumptions. Substantial evidence does not include conjecture or opinions.

7. Substantial Evidence Supporting Review Already Exists

Substantial evidence supporting environmental review already exists in the record, including:

- The City's own admissions regarding the historic nature of the property;
- Public testimony from dozens of residents;
- Historic documentation prepared by the State of California;
- Reports and analysis submitted by local historian Craig Walker;
- The visible and physical nature of the proposed installations themselves.

Returning to the slide presented by staff at the May 20 Planning Commission meeting:

The only things not correct on the slide are: 1. There are three categorical exemptions for the project. In fact, there are none because the historic exception applies, 2. "Temporary and Reversible" is not an exemption from CEQA review, or render the impacts insignificant, and 3. CEQA evaluation is only required for direct impacts to the building itself. Indirect impacts to the setting and environment are just as much a part of CEQA historical review.

8. CEQA Exists to Inform the Public Before Decisions Are Made

CEQA's purpose is not to stop projects. Its purpose is to ensure that decision-makers and the public understand environmental impacts before approvals are finalized.

The City's refusal to conduct even the most basic environmental review undermines public transparency, weakens historic preservation protections, and violates mandatory State law.

The City Council cannot cure earlier procedural errors by continuing to disregard CEQA requirements.

If mistakes were made in processing this project, the lawful remedy is compliance with CEQA — not further avoidance of review.

Requested Action

I respectfully request that the City Council:

1. Rescind the improper categorical exemption determination;
2. Acknowledge that the project is discretionary and subject to CEQA. Stop piecemealing various sub-projects to avoid reviewing the project as a while;
3. Acknowledge the planning department's misrepresentations of the facts and the law: 1. The proposed alterations are "temporary" and "reversible" (not proven); because of that, they are insignificant and don't require further study (not the law); 2. The existence of potential categorical exemptions eliminates the need for an Initial Study or any other study to determine if a historic resource will be impacted by the project (the opposite is true).
4. Require preparation of an Initial Study evaluating impacts to historic resources;
5. Refer the matter to an independent, qualified historic preservation professional and the Historic Preservation Commission since current staff have the appearance of a conflict of interest.
6. Ensure full public factual review before any final approvals proceed.

Ojai has long valued its historic character and environmental stewardship. Compliance with CEQA is not merely a procedural obligation — it is essential to preserving the integrity, identity, and historic resources of the community for future generations.

Weston Montgomery

From: Debby Swetek <dswetek@yahoo.com>
Sent: Saturday, June 6, 2026 1:06 PM
To: City Clerk
Subject: Appeal on Planning Commission Denial

Mayor and Council Members,

Thank you for your service.

You should be standing in support of our Planning Commissions 5-0 vote on removing the hideous looking and noisy freezer that covers our historic Arcade building.

We all know that “someone” made an error by not checking with the HPC, Planning Commission nor the council before giving the OK for any permits.

WHY IS Gilman putting this on the agenda? 😡 WHY should the council appeal this and not the applicant? 🤔 Our Planning Commission turned down 5-0 vote not to approve the outdoor freezer behind the The Arcade at old Monte Grappa. WHAT IS THE POINT OF OUR PLANNING COMISSION? It’s noisy, covers up historic building and is against city codes. But Gilman is catering to $$$$$$$$$. This is wrong!!

No more directors exemption, and no City Manager produced directions for economic reasons...We have a process that no one gets to go around the rules and codes.

This is more wasted time. The answer is remove that non permitted freezer . The applicant has options. Move it behind his Pub. Stand with our Planning Commissions team and stop catering to money!! If there is law suit? So be it… Money well spent protecting Historical Property. Better spent than the other law’s suits pending!!

Sincerely,
Debby Russell-Swetek

Weston Montgomery

From: Bill <wdmiley32@gmail.com>
Sent: Monday, June 8, 2026 5:41 AM
To: Weston Montgomery
Subject: Council meeting 6/9/26

6/8/26
To:Ojai City Council
From: Bill Miley
Subject: Council meeting 6/9/26 multiple agenda items

Hello.

1. Agenda item 8…draft budget for 2026/7

I participated in the recent Finance Committee meeting. I understand the budget and its reserves. I support this proposal.

2. Agenda item 11…Planning Department request for appeal. Weird! (After i wrote this i reread the Administrative Memo and noticed the Mayor had requested this be agendized)
I am very confused by this administrative write-up. It goes against all I know about the Appeals Process. It also lacks key information on what the Planning Commissioners listed as their reasons for denying the permits. It did not even include their conclusion and their vote. So, what is going on here. There is no applicant appealing this denial as I read this report.
Since there is no statement by the mayor reasoning why he did this… only guesses are available. Like…He is advocating for the applicant? He wants the refrigerator there? What are his reasons? He should have spoken as a citizen at the Planning Commission meeting.
Asking the council whether they agree with the planning commissioners should only be the applicant's legal or administrative right.

This administrative report is very weak in logic, lack of facts, inappropriate in protocol and confusing "as hell". Unless the applicant appeals, i see no reason for this to be on the agenda. Both the Historical Preservation Commission and Planning Commission questioned its elements, wanted more study and Planning said no. No City staff member or elected official should have authority to over-ride city commissions. Has hubris seeped in here?

3. Agenda item 14… Media services contract…proposed with Tripepi Smith

I have lobbied over the last year for the city council to produce an Annual Report of the City of Ojai for the benefit of our residents. A video production or series of such would be good. This proposed contract would start the process. I have looked at the samples included showing several "State of the City" films. Exactly what i believe our city needs. This company, which I supported before looks great.

Weston Montgomery

From: Leslie Hess <walkthecats22@gmail.com>
Sent: Monday, June 8, 2026 10:59 AM
To: City Clerk
Subject: Item 11: Farm to Table Restaurant Freezer

Dear Mayor Gillman, and City Council Members:

Thank you for serving the city. The Ojai community appreciates your diligence in protecting Ojai.

Please do not agree to challenge the planning commission's decision not to allow an 8' x 7' walk-in freezer on our historic building. Additionally, a boarded-over window, a large cylinder stored on the brick wall, and a gigantic seating area, out of proportion with the back of the arcade, are not acceptable.

In addition to ruining an historic building, this is public space and monetizing it for personal gain is wrong.

There is a technical aspect of this agenda item that I do not understand. Were I to want to appeal a planning commission decision, could I forego the fee, speak to Mayor Gilman and Mr. Harvey, and have it put on the agenda so that the city can appeal the proposed project for me? That would be much easier (for me).

There are two options proposed on the staff report: do nothing, or provide alternative direction to staff. There must be another option to stop another appeal from the business owner on this inappropriate and insulting project.

Also, I could not find the public comments from the HPC meeting. I looked through the agenda and could not find where they were stashed. It would be nice if the city council had access to written comments from previous meetings.

Thank you,

Leslie Hess

Ojai

Weston Montgomery

From: Chelsea Sutula <chelsea@sespe.org>
Sent: Monday, June 8, 2026 1:32 PM
To: City Clerk
Subject: Agenda item 8 - comments on budget

Greetings Mayor and Council,

At the last city council meeting I requested a broadening of the exemption on Ojai's 3% gross receipts tax for medical cannabis consumers, in light of the federal government's decades-overdue recognition of the medical uses of cannabis.

After watching the budget and finance committee meeting from June 2 and hearing the discussion about how the city is approaching the GANN appropriations limit, I'm requesting a total rollback of this tax altogether, which Council has the power to do anytime.

As your own budget reflects, the $175,000 coming from this cannabis gross receipts tax annually is quite small relative to Ojai's overall revenue picture. It's a drop in the bucket for Ojai.

However, as a small business still struggling with extreme over-taxation at the federal level, this tax represents **over $6000 a month** I could invest in my company, my staff, my city.

Please consider how much money this struggling industry has already added to the city's reserves, the headroom you need to stay under the GANN appropriations limit, and vote to rollback this discriminatory sin tax!

Thank you for your consideration,

Chelsea Sutula
Owner/CEO
(she/her)

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408 Bryant Circle, Unit C
Ojai CA, 93023
C10-0000028-LIC

Our Grass is Greener