



AGENDA

CITY COUNCIL SPECIAL MEETING

TUESDAY, SEPTEMBER 30, 2025, 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
CITY MANAGER

MATTHEW SUMMERS
CITY ATTORNEY

WESTON MONTGOMERY
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.

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMUNICATIONS

NOTE: Public Comments will be taken for the noticed Workshop and Discussion Item at this time.

This Special Meeting Public Communications period is the time set aside during the meeting for members of the public to address the City Council on items of City business noticed on the Special Meeting agenda.

Special Meetings of the City Council allow for public comments on noticed agenda items only, in accordance with the Brown Act. General public comments are not scheduled on Special Meeting agendas. (Calif. Gov't Code Sec. 54945.3)

DISCUSSION

1. Resolution Appointing a Voting Delegate and Alternate to the 2025 League of California Cities Annual Conference

RECOMMENDATION: Adopt the attached resolution and appoint a voting delegate and alternate for the General Assembly of the 2025 League of California Cities Conference.

[Administrative Report - League of Cal Cities 2025 Voting Delegate](#)

[Attachment A - Resolution - Voting Delegate and Alternate for League of Cal Cities 2025](#)

[Attachment B - League of Cal Cities 2025 Voting Delegate Information.pdf](#)

WORKSHOP

2. WORKSHOP | Permanent Supportive Housing Project Documents Walkthrough (611 South Montgomery Street)

RECOMMENDATION: Receive an informational presentation from DignityMoves' architect and Vice President of Construction, review and provide feedback on the project documents prior to finalizing the design for bidding, and ask clarifying questions about the project documents.

[Administrative Report - Workshop - Permanent Supportive Housing Project](#)

ADJOURNMENT

Posted September 25, 2025 at 5:00 p.m.

Weston Montgomery, Chief Deputy City Clerk

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

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

Written Comments: In order for staff to provide the City Council with written public comments timely, written/mailed 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

MEETING DATE: September 30, 2025

SUBJECT: Resolution Appointing a Voting Delegate and Alternate to the 2025 League of California Cities Annual Conference

RECOMMENDATION

Adopt the attached resolution and appoint a voting delegate and alternate for the General Assembly of the 2025 League of California Cities Conference.

DISCUSSION

The League of California Cities 2025 Annual Conference is scheduled for October 8 – 10, 2025 at the Long Beach Convention Center. At each Annual Conference, the League of California Cities convenes a General Assembly. This is an opportunity for members to consider resolutions that establish CalCities' policy. In order to vote at the General Assembly, the City Council must designate by resolution a voting delegate and alternate.

Staff recommends that the City Council appoint a voting delegate and alternate voting delegate to participate in the General Assembly and adopt the attached resolution confirming the appointments. This year, Mayor Pro Tem Lang and Council Member Whitman will be in attendance, along with City Manager Harvey (with no voting delegate role), on behalf of the City.

CITY COUNCIL GOALS ALIGNMENT

Goal No. 9 - Communication and Relationships

OPTIONS

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

FISCAL IMPACT

The adopted 2025-26 Annual Budget provides sufficient funding to support the conference registration and lodging expenses for the League of California Cities Annual Conference

Prepared by: Weston Montgomery, Chief Deputy City Clerk

ATTACHMENT(S)

- A. Draft resolution appointing a voting delegate and voting alternate.
- B. Correspondence from the League of California Cities.

CITY OF OJAI

RESOLUTION NO. 25-____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OJAI,
DESIGNATING A DELEGATE AND ALTERNATE(S) FOR THE 2025
LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE**

WHEREAS, the City of Ojai is a member of good standing of the League of California Cities; and

WHEREAS, representatives from the City will be attending the 2025 League Annual Conference in Long Beach, California, October 8-10, 2025; and

WHEREAS, each member city has a right to cast one vote on matters pertaining to League policy at the conference; and

WHEREAS, consistent with League bylaws, a city's voting delegate and alternate must be designated by City Council action; the designated individuals are identified in the online Voting Delegate Form provided to the League.

NOW, THEREFORE, the City Council of the City of Ojai, California does hereby resolve as follows:

SECTION 1. Recitals. The Recitals are true and correct and are hereby incorporated and adopted as findings and determinations by the City Council as if fully set forth herein.

SECTION 2. Designee. The City of Ojai does designate _____ as voting delegate and _____ and _____ as alternates to the 2025 League of California Cities Annual Conference.

SECTION 3. California Environmental Quality Act. The City Council's adoption of this Resolution and approval of a voting delegate and alternates is exempt from review under the California Environmental Quality Act "(CEQA)" as ministerial and categorical exemptions for general policy making and organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment under CEQA Guidelines Section 15378, subdivisions (b)(2) & (b)(5).

Section 4. Effective Date. This resolution shall be effective immediately.

SECTION 5. Certification. The City Clerk shall certify to the adoption of this Resolution as required by law.

PASSED, APPROVED AND ADOPTED THIS 30th day of September, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Andy Gilman, Mayor
City of Ojai

ATTEST:

Weston Montgomery, Chief Deputy City Clerk

APPROVED AS TO FORM:

Matthew Summers, City Attorney



Council Action Advised by September 24, 2025

DATE: Wednesday, July 16, 2025

TO: Mayors, Council Members, City Clerks, and City Managers

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference and Expo, Oct. 8-10, 2025
Long Beach Convention Center

Every year, the League of California Cities convenes a member-driven General Assembly at the [Cal Cities Annual Conference and Expo](#). The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place on Oct. 10, the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. Your appointed voting delegate plays an important role during the General Assembly by representing your city and voting on resolutions.

To cast a vote during the General Assembly, your city must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

Action by Council Required. Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

Following council action, please submit your city's delegates through [the online submission portal](#) by Wed., Sept. 24. When completing the Voting Delegate submission form, you will be asked to attest that council action was taken. You will need to be signed in to your My Cal Cities account when submitting the form.

Submitting your voting delegate form by the deadline will allow us time to establish voting delegate/alternate records prior to the conference and provide pre-conference communications with voting delegates.

Conference Registration Required. The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration is open on the [Cal Cities](#) website.



For a city to cast a vote, one voter must be present at the General Assembly and in possession of the voting delegate card and voting tool. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the voting delegate desk. This will enable them to receive the special sticker on their name badges that will admit the voting delegate into the voting area during the General Assembly.

Please view Cal Cities' [event and meeting policy](#) in advance of the conference.

Transferring Voting Card to Non-Designated Individuals Not Allowed. The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the General Assembly, they may *not* transfer the voting card to another city official.

Seating Protocol during General Assembly. At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

The voting delegate desk, located in the conference registration area of the Long Beach Convention Center in Long Beach, will be open at the following times: Wednesday, Oct. 8, 8:00 a.m.-6:00 p.m. and Thursday, Oct. 9, 7:30 a.m.-4:00 p.m. On Friday, Oct. 10, the voting delegate desk will be open at the General Assembly, starting at 7:30 a.m., but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for submitting your voting delegate and alternates by Wednesday, Sept. 24. If you have questions, please contact Zach Seals at zseals@calcities.org.

Attachments:

- General Assembly Voting Guidelines
- Information Sheet: Cal Cities Resolutions and the General Assembly

General Assembly Voting Guidelines

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.
2. **Designating a City Voting Representative.** Prior to the Cal Cities Annual Conference and Expo, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the voting delegate form provided to the Cal Cities Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the voting delegate desk in the conference registration area. Voting delegates and alternates must sign in at the voting delegate desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the General Assembly.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the credentials committee at the voting delegate desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and voting tool; and be registered with the credentials committee. The voting card may be transferred freely between the voting delegate and alternates but may not be transferred to another city official who is neither a voting delegate nor alternate.
6. **Voting Area at General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.
7. **Resolving Disputes.** In case of dispute, the credentials committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the General Assembly.

How it works: Cal Cities Resolutions and the General Assembly

Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure Cal Cities represents cities with one voice. These policies directly guide Cal Cities' advocacy to promote local decision-making, and lobby against statewide policies that erode local control.

The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how resolutions and the General Assembly work.

Prior to the Annual Conference and Expo

General Resolutions



Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance

to cities. The resolution must have the concurrence of at least five additional member cities or individual members.

Policy Committees



The Cal Cities President assigns general resolutions to policy committees where members

review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.

During the Annual Conference and Expo

Petitioned Resolutions



The petitioned resolution is an alternate method to introduce policy proposals during

the annual conference. The petition must be signed by voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.

Resolutions Committee



The Resolutions Committee considers all resolutions. General Resolutions approved¹ by either a policy committee

or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go to the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.²

General Assembly



During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, and policy committee, as well as individuals appointed by the Cal Cities president.

Voting delegates are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates—one from every member city.

Seven **policy committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, and municipal department, as well as individuals appointed by the Cal Cities president.

¹ The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.

² Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI. Sec. 5(f).



Administrative Report

TO: Honorable City Council

FROM: Ben Harvey, City Manager
Lucas Seibert, Community Development Director

MEETING DATE: September 30, 2025

SUBJECT: WORKSHOP | Permanent Supportive Housing Project Documents Walkthrough (611 South Montgomery Street)

RECOMMENDATION

Receive an informational presentation from DignityMoves' architect and Vice President of Construction, review and provide feedback on the project documents prior to finalizing the design for bidding, and ask clarifying questions about the project documents.

DISCUSSION

During the discussion regarding the Ojai Permanent Supportive Housing Project Budget and Schedule at the [September 9, 2025 City Council meeting](#), the City Council directed staff to schedule a walkthrough of project documents. This workshop fulfills City Council direction. Please note that the project plans in their entirety are not included with this agenda report. However, selected drawings that highlight important aspects of the design, or areas of City Council and/or community interest, will be provided at this workshop for City Council review and discussion.

This workshop is an opportunity for the City Council to review and discuss the project documents, and gain a deeper understanding of the proposed plans from DignityMoves' architect and Vice President of Construction. While no formal decisions will be made during this workshop, input received from the City Council may help shape the final project design details before construction documents are finalized for bid by November 7, 2025.

Architectural projects are typically developed in three major phases:

- (1) Schematic Design: the architectural stage where broad concepts are translated into preliminary design sketches, floor plans, and elevations that establish the project's basic form and layout;
- (2) Design Development: refines the schematic design by detailing the project's architectural and engineering systems, materials, and finishes; and
- (3) Construction Documents: the architectural design stage where final detailed drawings and written specifications are prepared and transform design concepts into buildable solutions. These documents form the basis for bidding and permitting, and, once incorporated into a contract, serve as legally binding instructions for the contractor to

construct the project. These documents define quality standards, ensure compliance with applicable codes, and provide the framework for construction by the contractor.

Note: each phase includes additional layers of detail and engineering.

The Planning Commission reviewed and City Council approved the schematic design on March 25 and May 27, 2025, respectively, which established the general site plan, floor and roof plans and exterior elevations of the building.

Based on the approved schematic design, DignityMoves prepared the design development drawings and specifications. On July 25, 2025 DignityMoves solicited cost estimates and feasibility reports from a set of prequalified general contractors to inform the final construction documents phase. Based on the information provided by the general contractors, DignityMoves is currently beginning the construction documents phase of the project, and will be issuing final drawings for bidding and permitting on November 7, 2025.

This workshop will involve DignityMoves presenting the current design as proposed for the construction documents phase. The workshop is intended to provide City Council with an opportunity to understand the current design in greater detail and provide feedback on the proposed design direction.

The City Council, in its discretion, may request bid alternates. Bid alternates are optional add-on or reduction items that contractors price separately from their base bid, allowing the City Council to adjust project scope up or down based on available budget after seeing all costs. This gives the Council flexibility to add features if funds allow or reduce scope if needed.

Next Steps:

- Nov. 7, 2025 – Release notice inviting bids on construction documents to the four prequalified general contractors, and submit for building permits
- Feb. 3, 2026 – Anticipated permit issuance
- Feb. 3, 2026 – Award contract
- Feb. 10, 2026 – Start construction
- Jun. 1, 2027 – Substantial completion
- Jul. 6, 2027 – Grand opening (tentative)

CITY COUNCIL GOALS ALIGNMENT

Goal No. 1 - Affordable Housing

OPTIONS

N/A; Informational Only.

FISCAL IMPACT

No impact to the development budget; informational workshop discussion.

Prepared by: Lucas Seibert, Community Development Director