



AGENDA

CITY COUNCIL SPECIAL MEETING

TUESDAY, JUNE 16, 2026, 6:00 PM

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

**ADDITIONAL MEETING LOCATION - 901 PORTAL AVE, OAKLAND, CA 94610 - TO
ACCOMMODATE COUNCIL MEMBER RULE WHO IS ATTENDING THE MEETING VIA
TELECONFERENCE**

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

BETHANY BURGESS
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.

[ZOOM LINK - June 16, 2026 - Special Meeting](#)

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

DISCUSSION

**1. Options for Regulating Placement of Chairs for the Fourth of July Parade
(Council Direction)**

RECOMMENDATION:

1. Establish a policy prohibiting placement of chairs no earlier than one week prior to the parade; or
2. Direct staff to coordinate with California Department of Transportation (Caltrans) to investigate public encroachment permitting requirements and potential implementation along state-controlled segments of the parade route; or
3. Take no action regarding the early placement of chairs along the parade route, except where chair impedes sidewalk accessibility.

[Administrative Report - Options for July 4 Chair Regulations](#)

2. Introduce Ordinance No. 973 Repealing Article 2 of Chapter 3 of Title 7 of the Ojai Municipal Code Pertaining to Well Construction, Modification, and Demolition Standards (Operational Need)

RECOMMENDATION:

1. Introduce, for first reading by title only with further reading waived, Ordinance No. 973, An Ordinance of the City Council of the City of Ojai, California, Repealing Article 2 of Chapter 3 of Title 7 of the Ojai Municipal Code ("Well Construction, Modification, And Demolition Standards"), and;
2. Direct staff to return to the City Council for second reading and adoption of the Ordinance at the July 14, 2026, City Council meeting.

[Agenda Report - Repeal Well Ordinance](#)

[Attachment A - Ordinance No. 973](#)

**3. Consider Change in Council Protocols from Quarterly Rotation to Annual Rotation for Representation by Council Members at City Commission Meetings
(City Council Direction)**

RECOMMENDATION: Provide assignments or direction, including amendment in Council Protocols, from quarterly rotation to annual rotation for representation by Council Members at City Commission Meetings.

[Administrative Report - Council Representation on Commissions, Annual Rotation](#)

[Attachment A - Resolution No. 2026-12](#)

[Exhibit A - Council Protocols, Page 16 Amendment](#)

[Attachment B - Example Council Liaison Schedule](#)

ADJOURNMENT

Posted June 15, 2026 at 3:00 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 detailed instructions on how to submit.

Written Comments

[Written Public Comments 06 16 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 electrónico 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/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: June 16, 2026

SUBJECT: Options for Regulating Placement of Chairs for the Fourth of July Parade (*Council Direction*)

RECOMMENDATION

1. Establish a policy prohibiting placement of chairs no earlier than one week prior to the parade; or
2. Direct staff to coordinate with California Department of Transportation (Caltrans) to investigate public encroachment permitting requirements and potential implementation along state-controlled segments of the parade route; or
3. Take no action regarding the early placement of chairs along the parade route, except where chairs impede sidewalk accessibility.

DISCUSSION

The annual Fourth of July Parade is a longstanding community tradition that attracts residents and visitors from throughout the region. In anticipation of the event, community members often place chairs, benches, and other personal items along Ojai Avenue several weeks in advance to reserve viewing locations.

While this practice has become customary, concerns have periodically been raised regarding the use of the public right-of-way. Early placement of chairs may interfere with pedestrian access, complicate maintenance activities, and raise questions regarding equitable access to public spaces.

To address these concerns, the Council may consider the following options:

Option 1: Adopt a One-Week Placement Policy

Under this option, the City would establish a policy limiting placement of folding chairs and other similar personal items within the public right-of-way (i.e., sidewalks) to no earlier than one week before the Fourth of July Parade. This would create a clear and consistent standard for the community and help ensure that sidewalks remain accessible in the weeks leading up to the event. Where chairs impede sidewalk accessibility, they may be removed and relocated to the City Public Works Yard, where they may be claimed by their owner during normal business hours. The policy would include a recommendation that chair owners include their name and contact information on the chair. It is also recommended that the policy prohibit larger furniture such as sofas and

recliners. City Staff would work with Caltrans to ensure that any such policy is consistent with the City's agreements for Caltrans-controlled streets.

Option 2: Investigate a Permit System

Under this option, the City would work with Caltrans to determine applicable encroachment requirements and evaluate the feasibility of establishing a formal permit process for chair placement within the public right-of-way. Staff would return to City Council with findings, implementation requirements, and any associated costs. It is unknown whether Caltrans would be agreeable to establishing a permit system managed by the City.

Option 3: Take No Action

Under this option, the City would continue to allow community members to place chairs without restrictions. This maintains tradition but does not resolve concerns related to accessibility, sidewalk obstructions, or potential liability. If Council directs that the City proceed with this option, the City Attorney recommends that staff be directed to remove chairs where the City becomes aware that a particular chair impedes the accessibility of City sidewalks. Again, chairs could be relocated to the City Public Works Yard, where they may be claimed by their owner.

Each option provides a different approach to managing chair placement in advance of the parade, balancing tradition, public accessibility, and regulatory considerations. Under all three options, City Staff would work to educate residents regarding the City's requirements and consequences for violating the policy. Staff also recommends that residents include contact information with chairs so as to enable to identify the owner of any chairs that need to be removed. Staff is seeking Council direction on the preferred path forward so that appropriate policies or coordination efforts can be developed for the 2027 event. The City should coordinate with Caltrans with respect to state-controlled streets and roads.

CITY COUNCIL GOALS ALIGNMENT

Goal No. 5 - Public Safety

OPTIONS

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

FISCAL IMPACT

The fiscal impact will vary depending on the option selected by the City Council. Taking no action would have minimal to no direct cost to the City. Establishing a one-week placement policy may require staff time for monitoring, enforcement, and public outreach, which may need additional code enforcement. Coordinating with Caltrans to investigate encroachment permitting requirements may require additional staff resources, though any costs are expected to be nominal and primarily related to staff time unless further implementation measures are identified and brought back to Council for consideration. If a City-managed permit program is established, it could involve significant staff resources to track and issue permits, and code enforcement time to enforce permit requirements.

Prepared by: Norma Cervantes, Assistant to the City Manager

ATTACHMENT(S)

None



Administrative Report

TO: Honorable City Council

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

MEETING DATE: June 16, 2026

SUBJECT: Introduce Ordinance No. 973 Repealing Article 2 of Chapter 3 of Title 7 of the Ojai Municipal Code Pertaining to Well Construction, Modification, and Demolition Standards (*Operational Need*)

RECOMMENDATION

1. Introduce, for first reading by title only with further reading waived, Ordinance No. 973, An Ordinance of the City Council of the City of Ojai, California, Repealing Article 2 of Chapter 3 of Title 7 of the Ojai Municipal Code ("Well Construction, Modification, And Demolition Standards"), and;
2. Direct staff to return to the City Council for second reading and adoption of the Ordinance at the July 14, 2026, City Council meeting.

DISCUSSION

Background

In March 1990, the Council adopted Ordinance No. 671, establishing standards for well construction, modification, and demolition. The primary objective of this ordinance is to prevent contamination or pollution of the groundwater underlying the City and ensure that water drawn from wells within municipal boundaries is suitable for public use, thereby protecting the health, safety, and welfare of residents. The ordinance also aligns with the standards established by Ventura County in 1965.

Applicants seeking to construct, repair, modify, demolish, or destroy wells are required to obtain a permit. This process includes a public hearing before the Council, at which time the permit may be approved or denied.

In 1991, the Ojai Basin Groundwater Management Agency (OBGMA) was established. The OBGMA is listed as one of the exclusive local agencies under California Water Code Section 10723 with statutory authority to manage groundwater within its boundaries. OBGMA is authorized to monitor and track groundwater well use and requires an application procedure when anyone wants to construct a new well.

Since these procedures are redundant for well applicants, staff is asking Council to consider whether to repeal Article 2 of Chapter 3 of Title 7, of the Ojai Municipal Code establishing “Well Construction, Modification, and Demolition Standards” for the City of Ojai.

Recommendation No. 1 and 2

The City currently requires a separate permitting process for well construction, modification, and demolition, in addition to the review and approval required by the Ojai Basin Groundwater Management Agency (OBGMA). While OBGMA is the authority responsible for overseeing groundwater management for the Ojai Basin, including well permits, the City has maintained an additional permitting and public hearing requirement for wells within City limits. Though the City currently has the authority to regulate and permit wells, this duplicative process results in redundancy in regulatory oversight, unnecessary delays for applicants, and potential conflicting regulatory requirements.

To eliminate this duplicative process, Public Works staff recommend that the Council eliminate the City’s role in permitting activities related to groundwater wells. The City would defer to the OBGMA for permitting, monitoring, and inspecting all well-related activities.

By removing the City’s additional permitting requirements, applicants would be subject only to OBGMA oversight, simplifying the process for applicants. Public Works staff would no longer be required to process well permit applications, freeing up resources for other priority work. Since the OBGMA is already tasked with managing groundwater resources, this option ensures that well permitting is managed under a uniform framework without overlapping jurisdictional requirements.

Therefore, staff recommend introducing, for first reading by title only with further reading waived, Ordinance No. 973, An Ordinance of the City Council of the City of Ojai, California, Repealing Article 2 of Chapter 3 of Title 7 of the Ojai Municipal Code (“Well Construction, Modification, And Demolition Standards”), and; direct staff to return to the City Council for second reading and adoption of the Ordinance at the July 14, 2026, City Council meeting.

CEQA Determination

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

CITY COUNCIL GOALS ALIGNMENT

Goal No. 9 - Communication and Relationships

OPTIONS

1. Take no action, which would result in the City maintaining a permit program for construction, demolition, or modification of wells in the City; or
2. Provide direction to return with alternate recommendations.

FISCAL IMPACT

Adoption of the proposed ordinance is expected to reduce the City's administrative burden and associated costs of processing well permits, resulting in savings related to permit processing, staff time, and hearings. Though these costs are offset by the permit fees collected by the City, elimination of these requirements will allow staff to handle other, higher priority responsibilities.

Prepared by: Lindy Palmer, Public Works Director

ATTACHMENT(S)

- A. Ordinance No. 973 Repealing Article 2, Chapter 3, Title 7 of the Ojai Municipal Code Pertaining to Well Construction, Modification, and Demolition Standards

ATTACHMENT A

CITY OF OJAI

ORDINANCE NO. 973

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, REPEALING ARTICLE 2 OF CHAPTER 3 OF TITLE 7 OF THE OJAI MUNICIPAL CODE (“WELL CONSTRUCTION, MODIFICATION, AND DEMOLITION STANDARDS”).

WHEREAS, the City currently regulates well construction, modification, and demolition activities pursuant to Article 2 of Chapter 3 of Title 7 of the Ojai Municipal Code; and

WHEREAS, the Ojai Basin Groundwater Management Agency (“OBGMA”) was designated by the California legislature as the agency responsible for overseeing groundwater management within the Ojai Basin, including the review and permitting of wells; and

WHEREAS, the City’s existing permitting requirements for wells overlap the groundwater well permitting and review processes administered by OBGMA; and

WHEREAS, the City Council finds that maintaining a separate City permitting and public hearing process for wells results in duplicative regulatory oversight, unnecessary administrative burdens, and delays for applicants; and

WHEREAS, the City Council further finds that OBGMA possesses the technical expertise and regulatory authority necessary to oversee the permitting, monitoring, and inspection of wells within the Ojai Valley; and

WHEREAS, repealing the City’s separate well permitting requirements would streamline the permitting process for applicants by eliminating overlapping jurisdictional review and allowing well permitting activities to be administered under a more uniform regulatory framework; and

WHEREAS, the repeal of Article 2 of Chapter 3 of Title 7 of the Ojai Municipal Code will allow the City to redirect administrative resources toward other municipal priorities while continuing to rely on the expertise and oversight of OBGMA and Ventura County for groundwater and well regulation; and

WHEREAS, the City Council finds that repealing the City’s well permitting requirements is in the interest of efficient governance and regulatory consistency.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, DOES ORDAIN, AS FOLLOWS:

ATTACHMENT A

SECTION 1. Recitals. The above set forth recitals and findings are true and correct and incorporated herein by reference, as if set forth in full.

SECTION 2. Code Amendment. The Ojai Municipal Code is hereby amended to repeal Article 2 of Chapter 3 of Title 7 (“Well Construction, Modification and Demolition Standards”) in its entirety.

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

SECTION 4. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have adopted this Ordinance, and each section, subsection, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more sections, subsections, phrases or portions might be declared invalid or unconstitutional.

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

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

ATTACHMENT A

PASSED, APPROVED and ADOPTED this ____ day of ____, 2026.

CITY OF OJAI, CALIFORNIA

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 the foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Ojai held on ____, 2026, and adopted at a regular meeting held on _____, 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Ojai on this ____ day of _____ 2026.

Weston Montgomery, Chief Deputy City Clerk



Administrative Report

TO: Honorable City Council

FROM: Weston Montgomery, Chief Deputy City Clerk

MEETING DATE: June 16, 2026

SUBJECT: Approval of a Resolution Adopting Revisions to the City of Ojai Council Protocols to Change Council Commission Assignments from Quarterly Rotation to Annual Rotation

RECOMMENDATION

Adopt Resolution No. 2026-12 approving revisions to the City Council Protocols to change City Council advisory commission assignments from a quarterly rotation to an annual rotation and provide direction to staff regarding the method for making assignments.

DISCUSSION

The Council Protocols document outlines the practice of assigning a City Council representative, or liaison, to City advisory commissions (City Commissions). The City Council has been following a quarterly rotation and role as liaison to each of the four (4) standing City Commissions. The fifth assignment has been to the Building Appeals Board on an "as needed" basis. Following feedback received on the quarterly length of time versus Council Members' impact in the role, staff is recommending a change from a quarterly rotation to an annual rotation.

The recent creation of the Public Safety Commission will also impact this discussion. Staff is recommending Council now assign the five (5) members of the City Council to each of the five (5) City Commissions.

1. Planning Commission
2. Parks and Recreation Commission
3. Historic Preservation Commission
4. Arts Commission
5. Public Safety Commission

Two options for assignments are included in this administrative report.

1. Council may approve assignments via motion and minute order (similar to the annual Regional Boards assignments), or,
2. Council may direct the City Clerk's Office to conduct a lottery of assignments for the five (5) members of the City Council to the five (5) City Commissions. (The City Clerk's Office recently followed Council action to conduct a lottery of assignments

for selection of nominees for the inaugural Public Safety Commission, following Ordinance No. 972.)

After the initial assignment or lottery, the Clerk's Office would follow a simple rotation of the assignments with the Commissions #1-5, as listed previously in the report. The City Clerk's Office uses this numbering of Commissions as a standard for rotation and tracking purposes.

The initial year's assignment or lottery would be from July 2026 through December 2026, then rotating annually with the calendar year - to accommodate election years and the rotating leadership of the City Council.

The proposed change to the Council Protocols document is found in Exhibit A to the Resolution on page 16 of the document. The change would edit the language from a quarterly rotation of Commission Liaisons to an annual rotation.

The City Clerk's Office would continue to develop the informational sheet and track the annual rotation. An example of a quarterly rotation sheet is provided for reference.

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. Resolution No. 2026-12
- B. Example of Information Sheet re. Council Liaison Schedule

CITY OF OJAI

RESOLUTION NO. 2026-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, ADOPTING REVISIONS TO THE CITY OF OJAI COUNCIL PROTOCOLS IN ORDER TO REVISE THE TIME PERIOD FOR CITY COUNCIL COMMISSION ASSIGNMENTS

WHEREAS, pursuant to Section II.D.1 of the City of Ojai City Council Protocols City Council Members currently serve as Council representatives to City Commissions subject to a three-month rotation; and

WHEREAS, City Council has determined that longer Council assignments to City Boards and Commissions will provide greater continuity and facilitate more meaningful communication between each Board and Commission and City Council; and

WHEREAS, City Council desires to extend the period of Council assignments to City Boards and Commissions from quarterly assignments to annual assignments by modifying the Council Protocols in the manner attached hereto as Exhibit "A."

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The recitals set forth above are hereby incorporated by reference to the same extent as if restated herein.

SECTION 2. The City Council adopts the revised Council Protocols attached hereto as Exhibit "A."

SECTION 3. This Resolution shall be effective upon its approval.

PASSED, APPROVED AND ADOPTED on ____, 2026.

CITY OF OJAI, CALIFORNIA

Andy Gilman, Mayor

Date: _____

ATTEST:

Steve Quilici, City Clerk

APPROVED AS TO FORM:

Resolution No. 2026-____
Page 1 of 2

Bethany A. Burgess, City Attorney

I, Weston Montgomery, Chief Deputy City Clerk of the City of Ojai, certify that Resolution No. 2026-____ was adopted at a regular meeting held _____, 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Weston Montgomery, Chief Deputy City Clerk

City of Ojai

Council Protocols

Presented June 10, 2025,

rev. April 14, 2026





Presented June 10, 2025

Adopted by the Ojai City Council on June 10, 2025, Resolution No. 25-22

Andy Gilman, Mayor

Rachel Lang, Mayor Pro Tem, District 2

Leslie Rule, Council Member, District 1

Andrew Whitman, Council Member, District 3

Kim Mang, Council Member, District 4

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Purpose and Intent of Protocols

The residents of the City of Ojai are entitled to have fair, ethical and accountable local government. It is necessary that the public have confidence in the integrity of its government and in those who represent them. The purpose of these protocols is to set forth policies and provisions, including rules of decorum beyond those required by state law.

City Council Members bear responsibility to make decisions that are in the best interest of the City. The City Council must be independent, impartial and fair in its judgment and actions and will conduct public deliberations and processes openly, in an atmosphere of civility. All City Council deliberations shall be conducted respectfully.

Redevelopment Successor Agency

Ojai's City Council also serves as its Redevelopment Successor Agency; therefore, these protocols are intended for use by both the City Council and Redevelopment Agency Successor Agency.

I. Statutory Requirements/Regulatory Guidelines

Certain state laws and other established regulations exist which govern various responsibilities of the City Council.¹ Therefore, this protocol document is not intended to be comprehensive in scope, but contains those issues and topics generally not covered by other laws or statutes.

This document will grow to include new items as they are identified at the request of the Council. This protocol document is not intended to supersede any existing statutes or regulations, but does reiterate some requirements to increase its value as a tool for new Council Members.

These protocols may be amended by a majority vote of the Council Members. In the event of any conflict between these protocols and applicable state or federal law, the applicable state or federal law shall control.



¹ California Government Code § 54953(a).

A. The Brown Act

The Ralph M. Brown Act is a law which provides that all meetings of a legislative body, whether meetings of the City Council or its appointed commissions and committees, shall be open and public and all persons shall be permitted to attend.²

Notices of such meetings must be given 72 hours prior to the meeting for regular meetings and 24 hours prior to the meeting for special meetings.³

What is Considered a Meeting?

A "meeting" takes place whenever a quorum is present and subject matter related to the City's business is heard, discussed, or deliberated upon.⁴ The presence of more than two Council Members at any City commission meeting, a meeting of general interest to the public or a social event shall not be construed to be a violation of the Brown Act, so long as the Council Members present do not discuss, among themselves, issues within City Council jurisdiction.⁵

Non-public Meetings: Most are Prohibited under the Brown Act

The Brown Act prohibits non-public meetings, except for lawful closed sessions. It also prohibits a majority of the Council Members from using, "a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body."⁶

These prohibitions are to be kept in mind by Council Members when communicating via email. A Council Member's "reply all" to an e-mail related to City business and sent from a constituent to all Council Members, if it contains substantive discussion of the matter, could be construed as a "meeting" taking place with a quorum present outside of public view. To avoid this risk, Council Members should exercise caution when emailing the entire City Council.

B. Political Reform Act

The Political Reform Act states that public officials shall perform their duties in an impartial manner, free from bias caused by their own financial interests or the financial interests of persons who have supported them. The Political Reform Act establishes regulations regarding Conflicts of Interests and Campaign Disclosure Provisions.⁷

Ojai's City Clerk provides forms and information to assist Council Members and candidates in complying with the Political Reform Act.

² California Government Code § 54954.2(a)(1).

³ California Government Code §§ 54954.2(a)(1), 54954.2(a)(1) and 54956(a) and (c).

⁴ California Government Code § 54954.2(a)(1).

⁵ Ibid.

⁶ California Government Code § 54952.2.

⁷ California Government Code §§ 81000-91015.

C. Ojai Municipal Code

The City of Ojai Municipal Code consists of those codified ordinances pertaining to the development of the City and its environs, and of general municipal regulations and laws, together with Secondary Codes adopted by reference.

Each and all of the provisions, terms and penalties of the Code are on file in the office of the City Clerk of the City of Ojai.

D. Rosenberg's Rules of Order

Section 2-1.202 of the City of Ojai Municipal Code states that all meetings of the Council shall be conducted in accordance with Rosenberg's Rules of Order. However, no ordinance, resolution, or other action of the City Council shall be invalidated or the legality thereof otherwise affected by the failure or omission of the City Council to observe or follow such Rules.⁸

⁸ City of Ojai Municipal Code § 2-1.202.

II. Council Powers and Responsibilities

A. General Council Powers and Responsibilities

The Council acts as a body. Policy or protocols are established by a majority vote; a decision of the majority binds the Council to a course of action. No Council Member has extraordinary powers beyond those of other Members except as specified for the Mayor or Mayor Pro Tem in the Ojai Municipal Code, these protocols, or applicable law.

1. Confidential Information

Council Members shall respect the confidentiality of information concerning City property, personnel or proceedings of the City. Council Members shall not disclose confidential information without proper legal authorization or use such information to advance their personal interests or the interests of other parties.

2. Handling of Litigation

Council Members shall keep all written materials and verbal information provided to them concerning litigation in complete confidence to ensure that the City's position is not compromised. No disclosure or mention of information in these matters shall be made to anyone other than Council Members, the City Attorney, City Manager or City Clerk, or as otherwise allowed by applicable law.

3. City Council Absences

If a City Council Member is going to be absent from a City Council meeting, the Member shall notify the City Manager, who shall advise the Mayor and City Clerk.

At the beginning of each City Council meeting there will be a roll call. Any absences will be recorded and absences from the City Council meeting for that evening will be deemed approved and excused, absent an objection by a fellow Council person, which shall be seconded and voted on by the entire City Council.

B. Council Organization

1. Mayor

In November of 2014, Ojai voters approved changing the Council's leadership structure from an appointed Mayor chosen via rotation from among Council Members, to having a directly elected Mayor.

Beginning November 2016, the Mayor is elected for a two-year term. The directly elected Mayor is a Member of the City Council and has all of the powers and duties as a Council Member, in addition to the powers and duties provided for by applicable law,⁹ the Ojai Municipal Code, and these protocols.



Additional Mayoral Powers

The Mayor's additional powers and duties beyond those of a Council Member are the following:

1. The power to call a Special Meeting of the Council.¹⁰
2. The power to add items to the Council agenda without the need for concurrence by another Member of the City Council, as provided by these protocols;
3. The power to make appointments to the various City commissions and boards, subject to approval by the Council and these protocols;¹¹
4. The duty to sign ordinances, resolutions, and contracts as approved by the Council,¹² the power to administer oaths and affirmations and to acknowledge the execution of any City contract or instrument.¹³
5. In coordination with the City Manager, provide advance approval of any special projects assigned to the City requiring 10 hours of work or more. These projects may be approved by the City Manager and the Council, or by the City Manager and the Mayor.¹⁴

⁹ California Government Code §§ 40601 through 40605.

¹⁰ California Government Code §§ 54956.

¹¹ California Government Code § 40605, Ojai Municipal Code § 4-16.101 [Arts Commission], §§ 10-1.01 & 10-104 [Planning Commission], § 2-4.102 [Parks and Recreation Commission] and § 4-8.03 [Historic Preservation Commission].

¹² California Government Code §§ 36932, 40602 and 40204.

¹³ California Government Code §§ 40603 and 40604.

¹⁴ Fourth Amendment to Legal Services Agreement with Colantuono, Highsmith & Whatley, PC, Exhibit A, Scope of Services and Applicable Billing Rates, effective August 1, 2024.

2. Newly Elected Members

Even before being sworn into office, newly elected Council Members are subject to the provisions of the Brown Act. Newly elected Council Members shall not be allowed to attend closed sessions of the Council before being sworn into office.¹⁵

Staff, including the City Manager, City Clerk, and City Attorney, shall provide newly elected Council Members with an orientation sufficient to familiarize them with the following:

- Subjects covered in these protocols
- The structure and organization of the City and its Departments
- The City's operative budget and financial characteristics
- The Brown Act
- The Public Records Act
- The Political Reform Act and other conflicts of interest laws
- Tasks and procedures Council Members will need to know to conduct their work as Council Members

The City Manager will also facilitate introductory meetings for newly elected Council Members and each department head, to allow Council Members the opportunity to meet the City's management staff and to begin to understand the work of each department.

3. Installation of New Council Members

The City of Ojai holds its municipal elections in even-numbered years. The terms are staggered so that in one election year, two Council Members are elected, and three are elected the next election year. This results in stability and experience for the Council, since the Council always includes at least two experienced Members.

City elections are usually consolidated with statewide elections. After a canvass of the votes cast and certification of the results, newly elected Council Members, as well as the elected Mayor, are installed at the first regularly scheduled Council meeting in December following a Council election.

Annually in December, the City Council shall re-organize with, if appropriate, the empaneling of the elected Mayor and any new Council Members.

4. Mayor Pro Tempore

At this time the Council selects the Mayor Pro Tempore (Mayor Pro Tem). The selection of Mayor Pro Tem is discretionary by the Council.

5. Presiding Officer of Meeting

The elected Mayor is the presiding officer of the City Council and shall facilitate Council meetings. In this role, the Mayor assists the Council to focus on the agenda, discussions and deliberations. In the absence of the Mayor, the Mayor Pro Tem presides over the meeting.

¹⁵ California Government Code § 54952.1.

6. Ceremonial Representative(s)

The Mayor is the official head of the City for all ceremonial purposes. Should an individual Council Member other than the Mayor be asked to make a ceremonial presentation that Member should redirect the request to the Mayor.

In the absence of the Mayor, the Mayor Pro Tern or another Council Member appointed by the Mayor shall assume these responsibilities.

7. Seating Order

At the time of the annual Council reorganization, the Mayor shall have the prerogative to designate the seating order for the Council dais.

C. Council Communications

1. Communications Representing the Council's Position or Policy

All Council Members when representing the Council should present the Council's position or policy, even if personal opinion is different on the item or issue and there was not a unanimous vote.

A. Stating Personal or Non-representative Opinions

Council Members should use caution in stating an opinion that is contradictory to or an expansion of the Council body's views. He or she should specifically state that the Council Member is offering a personal opinion and that the statements do not represent the position of the City Council.

Council Members should also remain mindful of the fact that a Council Member speaking before another panel is an act that is political in nature, regardless of whether the Council Member speaks personally or as a representative of the Council.

Additionally, legal questions could arise if a Council Member were to fail to act as directed by the Council. For example, if a Council Member sits on another panel as a representative of the Council and fails to vote as directed by the Council.¹⁶

Please refer to Section 2, below, *Representation by Council Members for Other Agencies or Groups*, for additional information.

B. Legislative and Quasi-judicial Questions

The residents of Ojai deserve Council Members who are neutral decision-makers, make decisions based solely on the evidence in the record, and not before a case is heard in full. Therefore Council Members should use extra caution when speaking before a City commission or another agency's panel, on issues that the City Council has not yet discussed or taken a position on.

¹⁶ See California Government Code § 36813 [Council may adopt rules for its members]. A Council action, lawfully taken, to direct the vote of one of its members who sits on another body as a representative of the City is enforceable under this provision.

Generic or General Questions

If a matter is legislative and lacks an applicant with a due process right—for example, if the topic in question is generic in nature such as a general discussion about a certain type of ordinance—then the Council Member may speak freely and state his or her preferred position.¹⁷

Questions Involving a Potential Applicant or Appellant

However, if a matter is legislative or quasi-adjudicative and involves an applicant or appellant on a specific matter, then the Council Member should refrain from stating an opinion before close of the public hearing.

Doing so preserves the Council Member’s role as a neutral decision maker and ensures that his or her decision is based solely and the evidence in the record, including the entire public hearing.

The legal risk is such that a Council decision could be overturned if a biased or pre-decided Council Member participated in it.¹⁸

Tools: Speak with Caution, Recuse if Necessary

To avoid such risks, Council Members should speak cautiously, if at all, on matters involving an individual where the matter may be appealed to the Council.

If a Council Member finds him- or herself in a situation where it is imperative to take a public position, the Council Member should later recuse him- or herself from any vote on the matter once it reaches the Council. Doing so protects the City by preventing an argument of bias or pre-decision being used to challenge the Council’s decision.¹⁹

C. Legislative and Quasi-judicial Matters and Council Electronic Communications

Also in the interest of neutrality, Council Members should avoid communicating via e-mail, social media or other forms of electronic communication, on quasi-judicial questions that might eventually come before the Council.

As noted above, Council Members should stay aware of the nature of matters as they arise, and tailor their comments depending upon whether the matter is general or generic government and legislative in nature, or whether an individual’s potential due process rights might be at stake.

2. Communications Representing the Council to Other Agencies or Groups

Council Members should serve as representatives of the Council body and as such should reflect the official policies and positions of the City Council.

¹⁷ *Nasha LLC v. City of Los Angeles* (2004) 125 Cal.App.4th 470, 482 [“Quasi-legislative acts are not subject to procedural due process requirements while those requirements apply to quasi-judicial acts regardless of the guise they may take.”][citations omitted].

¹⁸ *Nasha LLC v. City of Los Angeles* (2004) 125 Cal.App.4th 470, 483-484 [Planning Commission decision overturned due to article authored by Planning Commissioner that stated negative opinion regarding a project].

¹⁹ *Nasha LLC v. City of Los Angeles* (2004) 125 Cal.App.4th 470, 482 [“Procedural due process in the administrative setting requires that the hearing be conducted before a reasonably impartial, noninvolved reviewer.”].

If a Council Member appears before another governmental agency or organization to give a statement on an issue affecting the City, the Council Member should indicate whether the Council has taken a vote on the matter, whether that position is extant, and whether the Council Member is speaking as a representative of the Council or is instead speaking as an individual Council Member.

This is particularly important if a Council Member was in the minority on a matter, to ensure that the other agency is told the majority position of the Council.

For example, say a Member of the Council were to speak before the Ventura County Transportation Commission on a transportation issue that affects residents of the City of Ojai. The Council Member should state the Council's view on the matter if the Council has adopted a majority position, in addition to stating the Council Member's views.

3. Ex Parte Communications

Ex parte communications are defined as: written or oral statements that are unilateral, which do not allow all officials to have an equal opportunity to receive the information.²⁰ This includes electronic communications, such as emails and text messages.

Council Members are expected to communicate and receive information from their constituents regarding City matters. The receipt of information alone on a matter does not necessitate recusal or disqualification from considering a matter.

Council Members may consider information from any source when evaluating legislative matters.

Council Members must base decisions on quasi-judicial matters, including the findings supporting that decision, on the information available in the record of that proceeding, such as the application, written and oral comments at the public hearing, and the staff report.²¹

Ex parte communications designed to influence an official decision or to obtain a more favored treatment or special consideration should not be encouraged by the Council.

It is the responsibility of Council Members to publicly share specific substantive information that is relevant to a matter under consideration that they have received from sources outside the decision-making process. This is particularly true for quasi-judicial



²⁰ See *English v. City of Long Beach* (1950) 35 Cal.2d 155, 158 [“Administrative tribunals which are required to make a determination after a hearing cannot act upon their own information, and nothing can be considered as evidence that was not introduced at a hearing of which the parties had notice or at which they were present.”].

²¹ See *Topanga Association for a Scenic Community v. County of Los Angeles* (1974) 11 Cal.3d 506, 511.

matters if the Council Member relies on that information derived from an ex parte source as part of the basis of a quasi-judicial decision.²²

For example, on a land-use appeal, the Council is required by law to decide based solely on the evidence in the record.²³ The Council's decision on such a quasi-adjudicative matter could be subject to litigation and over-turning if a challenger could prove the decision was made using ex parte communications as described above.

Specifically, the decision could be overturned if a challenger proved it was based on information that was not within the record and was instead acquired via an ex parte communication outside the public hearing and which all Council Members did not receive and the applicant or appellant did not have a chance to respond to.²⁴

To minimize this risk, Council Members should disclose ex parte communications on any matter subject to due process, for example, a land use permit hearing, on the record by stating, briefly, who they communicated with and a synopsis of the substance of the communication.²⁵

A. Correspondence from the Public and Ex Parte Communication

A correspondence concerning only the status of a pending matter shall not be regarded as an ex parte communication. While communication from the public to Council is encouraged, ex parte communications received by one Council Member should be shared with all Council Members and the public before or during the public discussion on the matter.

B. Tools for Ensuring Open Communication

If a Council Member is unsure about the availability of information they have received to the entire Council; the Council Member should ask that staff assist in disseminating such communications to the entire Council and to the public, via inclusion in the packet or on the dais as public communications received.

Council Members should be cautious in their replies to constituent communications sent to the entire Council, ensuring that responses from a Council Member to those communications do not inadvertently become a serial meeting with substantive discussion of a matter by a majority of the Council outside of a public meeting.²⁶

²² Compare *Todd v. City of Visalia* (1967) 254 Cal.App.2d 679, 692 [City Council members are expected to receive information from constituents regarding City issues; absent evidence that Council member relied on specific information outside the record the decision was affirmed], with *Clark v. City of Hermosa Beach* (1996) 48 Cal.App.4th 1152, 1171 [land use decision reversed, in part, because Council Members' concerns with project were raised based on information outside record and after public hearing closed, depriving applicant of chance to respond to that additional information].

²³ *Topanga Association for a Scenic Community v. County of Los Angeles* (1974) 11 Cal.3d 506, 511.

²⁴ *Clark v. City of Hermosa Beach* (1996) 48 Cal.App.4th 1152, 1171.

²⁵ See The California Municipal Law Handbook (Cal CEB) § 10.420 [Recommending disclosure of ex parte contacts and information received in quasi-judicial matters, allowing interested parties and public opportunity to comment on that information].

²⁶ California Government Code § 54952.2, subdivision (b)(1).

4. Communications Using City Stationery – Physical and Electronic

A. Definition of City Stationery, Letterhead or Logo

The City's stationery refers to the City's letterhead or simply the City logo displayed on paper or digital correspondence. The City's "letterhead" refers to a heading at the top of a correspondence that includes the City's logo and contact information. The City's logo is also sometimes used alone in correspondence.

B. Importance of City Stationery

City stationery is more than merely a means of correspondence. It is a physical and digital representation of the City or the Council. Use of the letterhead or logo connotes official City business and City endorsement.

Council Members may use City stationery if directed by the Council on a particular matter of Council business. All such correspondence using City resources and City stationery shall be copied to the full Council.

C. Personal use of City Stationery or Logo is Prohibited

No Council Member shall use City stationery or the City logo, whether in hard-copy or in electronic form, for personal business or to offer a personal endorsement of any service, product or candidate. It is also inappropriate for a Council Member to offer a letter of referral or personal reference using City stationery, except as authorized by the Council.

5. Communications Regarding Staff Performance

Any concerns by a Council Member over the behavior or work of a City employee should be directed to the City Manager privately. Council Members shall not reprimand employees directly, or communicate their concerns to anyone other than the City Manager.²⁷

²⁷ Ojai Municipal Code § 2-3.07.

D. Council Commissions and Committees

City commissioners serve as advisory bodies to facilitate public input and citizen participation in the determination of public policies. This is accomplished by formulating recommended courses of action and policy to the City Council with whom final determination rests. City commissions are established by ordinances that are part of the City of Ojai Municipal Code.²⁸

1. Representation by Council Members at City Commission Meetings

Council Members serve as Council representatives for City commissions ~~with~~ on a ~~three-month~~ an annual rotation. This provides the Council with an overview of the issues and methodologies used by City commissions to make recommendations to the Council.

Typically Council Member liaisons attend commission meetings in person but are not required to.

Council Members, in this liaison capacity, should remain neutral in any actions and should refrain from stating opinions that might influence an action or decision by the commission. Appeals of commission decisions are heard by the City Council which should remain unbiased.

Generally, no more than two Council Members should attend commission or committee meetings due to potential violations of the Brown Act. However, if more than two Council Members do attend a noticed meeting of a City commission or committee, they shall not discuss, among themselves, any subject matter under City Council jurisdiction.

2. Appointments to Commissions, Committees and Citizen Advisory Groups

City commissions, committees and citizen advisory groups are comprised of residents of the Ojai Valley and are appointed by the City Council. When a vacancy occurs or a term expires, the following steps are taken to fill the vacated seat:

- When a vacancy or term expiration occurs for City commissions, committees and citizen advisory groups or for local and regional groups for which the City fills vacancies, such as County of Ventura citizen commissions, the City Clerk department shall advertise for open positions in the local newspaper, the City's web site, and by posting notice on a bulletin board at City Hall.
- The City Clerk department shall advertise vacancies and term expirations according to the following timeline:
- For unexpected vacancies, advertisements should be posted as soon as possible, following notification of the pending vacancy.
- For vacancies due to term expiration of active commissioners or committee members, the City Clerk Department shall post as soon as possible following the meeting immediately prior to the term expiration date.

²⁸ California Government Code § 40605, Ojai Municipal Code § 4-16.101 [Arts Commission], §§ 10-1.01 & 10-2.104 [Planning Commission], § 2-4.102 [Parks and Recreation Commission] and § 4-8.03 [Historic Preservation Commission].

- The City Clerk Department will list the application deadline with the objective of providing as much lead time as anticipated to give residents time to response and for the City to obtain a reasonable applicant pool.
- Residents who desire to be considered for appointment to a commission, committee or citizen advisory group should contact the City Clerk department to receive an application or download an application from the City's website.
- Commissioners whose terms have expired will receive notification from the City Clerk department. If a commissioner wishes to be reappointed, the City Clerk department shall have the commissioner confirm this request in writing.
- The City Clerk department shall receive applications and confirm applicants meets any applicable residency requirements to fill the vacancy. The Ojai Municipal Code outlines the number of City residents and non-residents who can serve at one time on each commission.²⁹
- The City Clerk department will notify the Mayor, the City Council and pertinent commission Chair of any vacancies and number of received applications.
- Commission interviews and appointments shall be made under the applicable provisions of the Ojai Municipal Code as it reads at the time of the vacancy.
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3. City Commission and Committee Recognitions upon Leaving Office

The City of Ojai recognizes that commissioners and committee members put in long hours on a volunteer basis working in the interests of the public and the City for the betterment of the community. Some serve on their commission for years or even for decades.

It is important and appropriate that these dedicated volunteers' dedication be recognized.

Therefore, upon leaving office, the City honors commissioners and committee members who have served for certain time periods via the following:³⁰

- Commissioners and committee members who have completed less than five



²⁹ Ojai Municipal Code § 4-16.101 [Arts Commission], §§ 10-1.01 [Planning Commission], § 2-4.102 [Parks and Recreation Commission] and § 4-8.03 [Historic Preservation Commission].

³⁰ Added April 12, 2011 via City Council Resolution No. 11-15.

years of office shall be presented with a certificate of commendation.

- Commissioners and committee members who have completed at least five years but less than ten years will be presented with a proclamation.
- Commissioners and committee members who have completed at least ten years or more of service will be presented with a City tile plaque containing name, commission name, and dates of service and placement of a brass plate containing name, commission name, and dates of service on the City's "Wall of Honor."

III. City Council Meetings

Meetings of the Council are open to the public and shall be conducted in accordance with the laws of the State of California and the City of Ojai. The proceedings shall be guided by Rosenberg's Rules of Order (latest revised edition), but failure or omission to observe or follow such Rules will not deem invalid or otherwise affect the outcome or action of the City Council.³¹

Council Members shall conduct themselves in an orderly and business-like manner, to ensure that the business of the City is attended to efficiently and thoroughly, and to ensure that the integrity of the deliberative process is maintained at all times.

A. Regular Meetings

1. Time, Location and Length of Regular Meetings

Regular meetings of any statutory city council are held at times established by that council. Regular meetings of the Ojai City Council shall be held on the second and fourth Tuesdays of each month commencing at 6:00 p.m. in the City Council Chambers, located at Ojai City Hall, 401 S. Ventura Street, Ojai, California. Meetings shall be adjourned by 9:30 p.m., or upon completion of agenda matters under consideration at time for adjournment. Other meetings of the Council are not considered regular meetings.

The exception to the 9:30 p.m. adjournment rule is that closed sessions may continue past this hour. Any agenda item remaining to be considered shall be automatically continued to the next regular City Council Meeting unless otherwise directed by the City Council.³²

2. Other Locations

The Council may elect to meet at other locations within the City as practical. Any meeting held at an alternative location shall be publicized by means of a public notice printed in the local newspaper and in accordance with the Government Code.³³

3. Canceled Meetings

Any meeting of the Council may be canceled by a majority vote of the Council, or because of a lack of a quorum.

³¹ Ojai Municipal Code § 2, Ord. 212.

³² Ojai Municipal Code § 2-1.201.

³³ California Government Code § 54952.2(c).

B. Special Meetings, Emergency Meetings and other types of Council Meetings

Special meetings of the Council may only be called and held as deemed necessary by the presiding officer or a majority of the Council, pursuant to the procedures set forth in the Ralph M. Brown Act.³⁴ Emergency meetings of the Council may be called as held as deemed necessary by the Mayor, a majority of the Council, or the City Manager under the Brown Act's procedures.³⁵

1. Location during a Local Emergency

If, by reason of fire, flood or other emergency, it shall be unsafe to meet in Ojai City Hall, then Council meetings maybe be held for the duration of the emergency at such other place as may be designated by the Mayor, or if the Mayor does not so designate, by the City Manager or the Mayor Pro Tem.³⁶

2. Adjourned Meetings

The Council may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment pursuant to the procedures set forth in the Ralph M. Brown Act.^{37 38}

3. Study Sessions/Workshops

Study sessions or workshops are information-gathering opportunities the Council may set from time to time, to allow for a detailed review or discussion of a specific matter or topic.

These sessions are usually informal, though public, and may be conducted as a separate, special meeting of the Council, or as a segment of a regular meeting. Study sessions and workshops may also be held at a place other than the Council chambers.

They may be conducted jointly with another City commission or committee or another governmental agency.³⁹

Formal action is typically not taken at a study session or workshop unless the agenda indicates that action may be taken. All study session meetings are open to the public.

A study session or workshop may be called by a majority of the Council. During such sessions, Council Members may ask questions of staff. Council may also choose to hear comments from the public. Should staff be unable to answer a question, the question will be recorded by staff, so that staff might provide a written answer for submission to the Council at a later time or subsequent meeting.

C. Meeting Components

Council Meetings are the Council's primary means of conducting City business. As such, Council Members should be aware of the meeting components, from the meeting agenda to the meeting

³⁴ California Government Code § 54956.

³⁵ California Government Code § 54956.5.

³⁶ California Government Code § 54956.5.

³⁷ California Government Code § 54956.

³⁸ California Government Code §§ 54950, et seq.

³⁹ "The Brown Act," California Attorney General (2003), p. 10.

itself, so as to ensure an effective process.

1. Agenda Development, Content, Posting and Packet Distribution

The purpose of an agenda is to provide a framework within which a meeting can be conducted. An agenda for each Council Meeting is prepared by the City Manager's Department in advance of the meeting. At the beginning of the meeting the presiding officer or a majority of the Council may rearrange the order of the agenda.

The agenda packet consists of the agenda itself, which lists the business of the meeting in summary form, much like a table of contents, followed by the staff reports and attachments for each agenda item, in the order they are listed on the agenda.

Agenda Development

The City Manager determines, in consultation with the Mayor, which items are placed on the Council agenda and the timing for scheduling such items.

Staff Presentations/Reports

Staff presentations addressing agendized items should be brief - preferably not longer than 10 minutes. It is unnecessary and undesirable for staff to offer a verbal report to the Council that merely restates the information found in a staff report furnished in the Council's packet. Staff reports will contain a recommendation for the Council's consideration, except in information- only reports and reports placed on the agenda for discussion at the request of two or more members of the Council.

In order for the Council to become fully informed, contents of agendized items other than routine matters such as minutes and information-only items should, when possible, include the following information:

- A complete administrative report, which lists staff recommendations and, when possible, at least two decision options
- Commission or committee recommendations, if any
- Documentation of any required noticing
- Information on how the agenda item advances the City Council's goals, as applicable.

Requests by Council Members to Place an Item on Agenda

Should two or more City Council Members request—in writing ahead of a meeting or orally during a meeting—that an item be agendized, the City Manager will place the item on the agenda in a reasonable timeframe as staff workload permits.

Agenda Content

The agenda lists meeting activities in the order they are expected to occur. See Section 4, *Order of Business*, below for this information.

Agenda Posting

The Brown Act, California Government Code § 54-9542, requires that agendas containing a brief general description of each item of business be posted 72 hours before a regular meeting and 24 hours before a special meeting. Staff will post the agenda as required in

the Brown Act.⁴⁰

Agenda Packet Distribution

Hard-copy agenda packets are printed for the City Council and designated department representatives. A courtesy copy is also produced for the Ojai Library. Staff will deliver the Ojai Library's hard-copy; all other hard copies will be left in each Council Member's and department representative's in-box at City Hall.

Council Members and designated department representatives using electronic tablet devices may obtain an electronic link to a digital, bookmarked copy of the agenda packet from the City Clerk Department upon request.

The agenda packet is also made available to the public electronically on the City's website prior to Council meetings. Notification of the website posting is sent via e-mail to all persons who have signed up for the City's mailing list for City Council agenda notification. In addition, a hard-copy packet is placed on the front counter at City Hall that is available for review by the public.

2. Public Attendance at Meetings

As stated in the Brown Act, no meeting can be held in a facility that prohibits attendance based on race, religious creed, color, national origin, ancestry or sex, or which is inaccessible to the disabled.⁴¹

There can be no "semi-closed" meetings which some members of the public are permitted to attend as spectators while others are not; meetings are either open or closed.⁴²

Please also refer to Section D.1. below, *Addressing the Council*, for more information.

3. Closed Meetings (Closed Sessions)

Meetings may be closed only by specific authority in the Brown Act. In general, the most common purpose of a closed session is to avoid revealing confidential information that may, in specified circumstances, prejudice the legal or negotiating position of the Council or compromise the privacy interests of employees.

It is not enough that a subject is sensitive, embarrassing or controversial. Without specific



⁴⁰ California Government Code § 549542(a)(1) and 54954.2(d).

⁴¹ California Government Code § 54952.2(c)(2) and 54953(a).

⁴² Ibid.

authority in the Brown Act for a closed session, a matter must be discussed in public.⁴³

The Council may adjourn to a closed session during a meeting but more often it will attend to closed session-related business at a separate closed meeting, typically held one hour before a regular meeting.

As first step in closed session and prior to discussion of any agenda items, the City Manager or City Attorney shall provide a concise briefing to the Council detailing the legal and factual basis for convening in closed session, citing the specific exemptions under the Brown Act. Following this briefing, the Council shall vote on whether to proceed with the closed session as proposed. A majority vote is required to hold the closed session and continue any discussion.

4. Order of Business

The usual order of business for the City Council shall be as follows:

- Roll Call
- Absences
- Pledge of Allegiance
- Moment of Silence (when appropriate due to circumstances)
- Approval of the Agenda
- Presentations /Proclamations
- Public Comments (not required for Special Meetings)
- Consent Calendar
- Public Hearings
- Discussion Items
- Closed Session (if necessary)
- Reports from Council Members
- Reports from the City Managers
- Proposals for Future Agenda Items
- Adjournment

5. Scheduling Presentations by Individuals or Groups

All presentations will be calendared through the City Manager's Department. Generally, presentations shall be no more than 10 minutes unless approved in advance by the City Manager, or unless the Mayor grants additional time at the meeting. Only one presentation shall be made per meeting unless prior approval is granted by the City Manager and the Mayor.

Use of City Multi-Media Equipment

All presentations requiring multi-media use, such as PowerPoint presentations to be projected over the chambers' television monitors, must be scheduled in advance through the City Manager's Department. Presenters must provide City staff with their multi-media materials at least 24 hours in advance.

⁴³ California Government Code § 54962.

This is to ensure that meetings are conducted without unnecessary interruption and to allow enough advance time for staff to test electronic presentation materials to ensure that they play properly on City equipment.

Additionally, it is vital that staff have adequate time to transfer data securely, to protect the City's technical equipment from computer viruses and other complications, unintended or otherwise, which might arise from data-transfer devices and data from an outside source.

For this reason, it is also imperative that no impromptu requests for multi-media use be allowed during meetings.

6. Proclamations and Resolutions of Appreciation

Ceremonial in nature, proclamations are presented by the Mayor on behalf of the Council to recognize a variety of special programs, events or people. These ceremonial materials are prepared by the City Manager's Department and shall be read by the Mayor or the Mayor's designee at the appropriate time.

Upon approval by the Mayor, proclamations and/or resolutions of appreciation may be requested by other Council Members, on behalf of the Council, for presentation at venues other than at City Council meetings.

For example, if a Council Member wishes to present, on behalf of the Council, a proclamation acknowledging the volunteer work of a resident or organization at an event, the Council Member may do so with the Mayor's permission. Said proclamations or resolutions of appreciation must still be prepared by the City Manager's department.

7. Consent Calendar

In an effort to conduct more efficient meetings, City Council and commission meeting minutes and disbursements from the Finance Department are placed on the Consent Calendar.

The City Manager may also elect to place routine matters such as authorization for the City Manager or other management to sign simple agreements or contracts for services.

The Consent Calendar is generally approved in one motion, although items can be pulled from the Consent Calendar for discussion as a stand-alone item and moved to the Discussion (action) portion of the agenda at the request of Council).

Items appropriate for placement on the Consent Calendar include those that implement work programs and objectives previously approved by the Council as a part of the budget and, in some instances, final adoption of ordinances.

Matters to be set for a public hearing at a later date may also be placed on the Consent Calendar. Items of significant neighborhood or community public interest should not be placed on the Consent Calendar.

8. General Public Comments

At this point in the meeting, members of the general public are allowed to address the Council on any subject for a period of three minutes or less. Those wishing to speak should complete a Speakers Card and present it to the City Clerk prior to the meeting or before the call of the item.

The Clerk shall pass the cards to the Mayor who will recognize speakers by inviting them to the podium. Although the Council has the right to extend the speaking time of a member of the public, regulations regarding time limits should be enforced fairly, consistently, and without regard to speakers' viewpoints.

Please also refer to Section D.1. below, *Addressing the Council*, for more information.

9. Public Hearings

In general, a public hearing is an open consideration of an issue for which special notice has been given and may be required. Public hearings are generally required by state and/or local law for all quasi-judicial matters.⁴⁴

Parties with an interest at stake in the Council's decision must be granted the right to be heard before a decision is rendered by the Council. Examples of quasi-judicial matters include the issuance of discretionary land use permits and other similar actions in which a property interest is at stake and the Council is charged with applying legal standards to a specific situation. Quasi-judicial proceedings shall be conducted in accordance with the City Council Policy for Quasi-Judicial Hearings. That policy is attached to these protocols as Attachment "A".

Certain legislative acts, such as the adoption of a general or specific plan, broad policies, or zoning ordinances and related resolutions of general application, also require a public hearing.⁴⁵ In addition, certain federal and state programs require a public hearing (i.e., transit problems, Community Development Block Grant funding and law enforcement grants).⁴⁶

10. Discussion Items

At the heart of Council meetings are discussion items. These items require an action by the Council. Discussion items include a recommendation from City Staff and should include alternatives for the Council's consideration. Also, the Council may direct staff to perform or take action that is outside of or in some contradiction to a recommendation. Public comments are allowed on Discussion items.

⁴⁴ California Government Code §§ 65090, et seq. [public hearing noticing requirements]; Ojai Municipal Code § 10-2.2902 [City public hearing noticing requirements].

⁴⁵ See, e.g., California Government Code §§ 65353, 65355 [Planning Commission and City Council public hearings required for General Plan adoption and amendments], §§ 65853, et seq. [Planning Commission and City Council public hearings required for zoning ordinance amendments].

⁴⁶ See, e.g., 42 USC § 5306, subdivision (d)(5)(C) [requiring hearings for CDBG fund allocation decisions].

11. Reports from Council Members

This time is offered for verbal and/or written reports in order to inform other Council Members and the public of newsworthy events, problems or issues.

12. Report from the City Manager

This time is for the City Manager to provide verbal and/or written information to the Council and the public of newsworthy events, problems or issues.

13. Future Agenda Items

This is a time when Council Members discuss items they wish to be placed on a future agenda.

D. Meeting Conduct

To ensure a successful meeting, the following rules for orderly conduct should be followed:

1. The Public: Addressing the Council

Comments from the public are an important part of any Council meeting. Members of the public may address the Council during a public comments section of each agenda item, as well as during the Public Comments portion of the agenda, which is reserved for general comments or for comments on items not on the agenda.

The Mayor shall announce the opening of the time for public comments and then will close the public comment period. Comments are generally limited to three minutes per person, per agenda item.

Tool for Multiple Members of the Public wishing to express the Same Viewpoint

In order to expedite matters and to avoid repetitious presentations or viewpoints, whenever any group of persons wishes to address the Council on the same subject matter, it is proper for the Mayor to request that a spokesperson(s) be chosen from the group to address the Council.

If additional matters are to be presented by any other members of the group, the Mayor may limit the number of such speakers and limit the comments to information not already expressed by the group spokesperson. However, no individual wishing to address the Council shall be denied that opportunity during this portion of the meeting.

Any of the foregoing rules may be waived by majority vote of the Council Members when it is deemed that there is good cause to do so based upon the particular facts and circumstances involved.

These rules are not exclusive and do not limit the inherent power and general legal authority of the Council, or its presiding officer, to govern the conduct of the Council or Redevelopment Successor Agency for purposes of orderly and effective conduct of the affairs of the City.

2. The Council: Council Deliberations Prohibited during Public Comments

In compliance with the Brown Act, the Council may not deliberate or vote on any matter raised during Public Comments. The Mayor or any Council Member may, however, request

that the City Manager provide additional information on a matter of general interest to the full Council or the public at large.⁴⁷

3. Council Interaction with the Public

If a Council Member believes that a material misstatement of fact has been made by a person during the Public Comment portion of the agenda, the Council Member may ask the City Manager or City Attorney to correct or otherwise clarify the matter. Alternately, the Council Member may provide a direct response at that time through the Chair.

If a spontaneous response is not possible, correction or clarification may be provided at the earliest opportunity during the meeting or at the next regular meeting of the Council.

4. Council Member Procedures for Obtaining the Floor

Any Council Member wishing to speak must first obtain the floor by being recognized by the Mayor. The Mayor must recognize any Council Member who seeks the floor when appropriately entitled to do so.

5. Council Member Procedures for Motions

Making and acting on motions are the primary means by which the Council conducts its business. Council Members may make motions, second motions, vote for them, against them, abstain or recuse themselves, depending on the situation.

A. Original Motions

Motions may be made by any Council Member including the Mayor, provided that before the Mayor—acting as presiding officer—offers a motion, the opportunity to make a motion should be offered to other Council Members.

B. Seconding Motions

Any Council Member may second a motion. Before a motion can be considered, it must be seconded. A motion must be seconded before it can be discussed.

C. Abstention and Recusal

To abstain is to formally decline to vote either for or against a proposal or motion. To recuse oneself is to excuse oneself from acting on a motion because of a possible conflict of interest or lack of impartiality.

Council Members should declare their intention to abstain or recuse on an item on the agenda as soon as the agenda item is announced.

Abstention

If a Council Member intends to abstain from a decision for a reason other than a conflict of interest, then the Council Member may remain on the dais for the matter.

A Council Member may state that he or she intends to abstain from a decision due to a conflict of interest that does not require recusal. For example, a past financial relationship that is outside the purview of the Political Reform Act, but which creates the impression of a potential conflict. In this case, the Council Member should leave the dais but may remain

⁴⁷ California Government Code § 54954.2, subd. (a)(3).

in the chamber.

Recusal

A Council Member may state that he or she intends to recuse him- or herself from a decision due to a financial conflict of interest required by the Political Reform Act. In this case, the Council Member must leave the dais *and* chamber, unless a specific exception applies. For example, if the agenda item pertains to a project on which the Council Member is the applicant, the Member may speak to the Council regarding the Member's application.⁴⁸

If a Council Member must recuse from a matter due to a financial conflict of interest under the Political Reform Act and the matter is on the consent calendar, then the Council Member must recuse from voting on that item and disclose the nature of the conflict, but may remain on the dais and vote on the other consent calendar items.⁴⁹

6. Precedence of Motion

When a motion is before the City Council, no motion shall be entertained except as follows:

A. To Adjourn (not debatable)

A motion to adjourn shall be in order at any time, except as follows:

- 1) When repeated without intervening business or discussion
- 2) When made as an interruption of a Member while speaking
- 3) When the previous question has been ordered
- 4) While a vote is being taken.

A motion to adjourn "to another time" is debatable only as to the time to which the meeting is to be adjourned.

B. To Fix the Hour of Adjournment

The purpose of this motion is to set a definite time at which to adjourn. Undebatable and unamendable except as to the time set, which shall not be beyond the time and date of the next regular meeting.

C. To Table a Motion

The purpose of tabling a motion is to temporarily by-pass the subject. A motion to "lay on the table" is undebatable and shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, the matter may be "taken from the table" at any time prior to the end of the meeting, or the next regular meeting, if the item is listed on the agenda for the next regular meeting.

D. For the Previous Question

This motion is used to close debate on main motion and is undebatable. Just indicating "question" does not accomplish the same thing. If the motion fails, debate is reopened; if the motion passes, a vote on the main motion is in order.

E. To Amend (debatable only as to amendment)

This motion is made when a motion to amend an amendment is in order, but a motion to

⁴⁸ California Government Code §§ 87105; 2 Cal. Code Regs, § 18707.

⁴⁹ 2 Cal. Code Regs, § 18707, subdivision (a)(3)(A).

amend an amendment to an amendment is not.

An amendment modifying the intention of a motion is in order, but an amendment relating to a different matter shall not be in order. A substitute motion on the same subject is acceptable.

Motions to amend are voted on first, then the main motion as amended or not.

F. To Postpone to a Certain Day or Indefinitely

A motion to postpone indefinitely is fully debatable. Motions to postpone to a definite time are amendable and debatable as to propriety of postponement and time set.

G. No Explanations of Vote

Discussion or debate regarding an item must be made prior to a vote. Council Members are encouraged to express their reasoning for a position (during discussion of a matter), especially when it is contrary to a position set forth by staff. However, no Council Member may explain his or her vote or attempt to show support or objection to a vote during the voting action.

For example it is inappropriate for a voting Member to respond, "Reluctantly, Yes" or, "Yes, but I agree with the concerns voiced by Council Member X."

H. Failure to Vote

Every Member should vote unless disqualified for cause or by opinion of the City Attorney.

7. Agenda Language for Introduction and Adoption of Ordinances.

A standing motion shall be placed in the Consent Calendar as follows:

"Waiver of Reading in Full of Any and All Ordinances Listed on this Agenda and Provide that they be Read by Title Only and Directing the City Clerk to Assign an Ordinance Number Upon Successful Introduction".

Agenda Language for Recommendations for the Introduction and Adoption of Ordinances shall be as follows:

- a. Introduce an ordinance which (brief description of purpose), and ask the City Clerk to read the title of the ordinance.
- b. Adopt Ordinance No. _____.

In Closing

As stated at the beginning of this document, these protocols establish policies and provisions to help the Council conduct its business and best serve the public.

This is a living document. Should the needs of the Council change, it should not hesitate to update these protocols so that the right tools are always at hand for the Council to guide the City and effectively serve the people of Ojai.





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Current Ojai City Council Commission Liaison Schedule

***1st Quarter 2026 Rotation
January – February - March***

PLANNING COMMISSION (1 st & 3 rd Wednesday) Mayor - Gilman	PARKS & RECREATION COMMISSION (1 st Thursday) District 3 - Whitman	ARTS COMMISSION (3 rd Thursday) District 2 - Lang	HISTORIC PRESERVATION COMMISSION (2 nd Thursday) District 4 - Mang
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Building Appeals Board meets on an as-needed basis. For the 1st quarter of 2026, District 1 – Rule will serve as the liaison to the board. *(Note: A separate and distinct City Council discussion regarding the Building Appeals Board is scheduled for a future City Council meeting.)*

Council Members may provide reports regarding their assigned Commission to observe during the "Council Member's Reports" agenda item placed on every Regular Meeting agenda.



TO: Honorable City Council

FROM: Weston Montgomery, Chief Deputy City Clerk

MEETING DATE: June 16 2026

SUBJECT: Written Public Comments for Special Meeting

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 17, 2026

PUBLIC COMMENT FOR CITY COUNCIL MEETINGS

Written/mailed 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.

Weston Montgomery

From: Bill <wdmiley32@gmail.com>
Sent: Tuesday, June 16, 2026 5:09 AM
To: Andy Gilman; Kim Mang; Andrew Whitman; Rachel Lang; Leslie Rule
Cc: Ben Harvey; Norma Cervantes; Lindy Palmer; squilici; Weston Montgomery
Subject: Council meeting 6/16/26. Three agenda items.

6/16/26

To: Ojai City Council

From: Bill Miley

Subject: council special meeting 6/16/26 ...4th seating; well code removal and commission council rotation.

Hello

Agenda 1. 4th seating...

Alternative number 1, one week option for placement of chairs seems right. This gives enough "time" for location of chairs.

Limiting the type of seating structure to folding chairs, table chairs or single patio chairs is important to avoid couches and other non-suitable seating.

The idea of requiring the placement of a name and phone number on the chairs for possible contract by city public works is **not a good idea**. It places the individual open to public unsolicited calls and potential scams. This is all for purposes of returning "chairs" stored in the Public Works Yard.

If needed the city can establish a "number system" whereby residents can call get a number assigned to their name and place the number on the chair (s).

Agenda 2. City well ordinance unnecessary and withdrawn.

It served the city's purpose for years and even after the Groundwater agency was established was a reassurance the process was followed correctly and safely. Time to be retired.

Agenda 3. City Council member Commission assignments.

With current assignments changed every 3 months (?) this was new to me. Hardly enough time to even get acquainted. Annual seems good.

However, maybe there is another option...a choice selection before assignment. Before each year's assignment, each council member gets to submit their selection for

assignment by choices. Eg. My choices for liaison are first to last...(list commission names)

That way we may get a much more focused and committed liaison function.

Sincerely, Bill Miley.

Weston Montgomery

From: Weston Montgomery
Sent: Wednesday, June 17, 2026 1:30 PM
To: Weston Montgomery
Subject: RE: Voice Mail (3 minutes and 37 seconds) - VM regarding Chairs

From: +1 805-290-3223 <noreply@skype.voicemail.microsoft.com>
Sent: Friday, June 12, 2026 8:26 AM
To: Bridget Mara <Bridget.Mara@ojai.ca.gov>
Subject: Voice Mail (3 minutes and 37 seconds)

hello my name is joseph gilbert and i have a message a very important message for the city manager it has to do with those chairs that are appearing along the sidewalk downtown ohio it does present a hazard to people trying to get out of their car after parking there and to make it to the sidewalk if you know it blocks them from normal use of the sidewalk and it's unnecessary it should be only allowed like maybe 3 days or so before the parade something like that it should be more reasonable but it's there far too long you know and i don't know why the city allows it it's a hazard it's unpatriotic in a way isn't it to prove to to make a hazard there on the 4th of july sort of like disrespectful of the spirit of doing things that are in our best interest rather than doing stupid things like laying the chairs along there just doesn't make sense and it aggravates the other thing the voice that answered the phone when i called the city hall it sounds like it's generated by the computer it doesn't have a warmth of a human voice or the personality you know it it doesn't have any personality but i can tell it's spells AG to me and it goes against the host the whole perceived sought after image of ohio as a place that's not in the midst of the rat race that's you know that's not the kind of voice you want answering the phone so anyway my number is 805-290-3223 and i would appreciate a call back just to let me know that you got this message and maybe you're thinking about what i suggested here i do think there may be a legal liability of those chairs there you know the city ignoring the obvious fact that they present a hazard for people i heard that an elderly woman fell down there at some point previous year some other time because the chairs are oftentimes a whole line of them are tied together with some whatever it's a long cable or something with a lock on it or whatever they people use so that nobody can steal them because they're all you know it's too unwieldy to grab 1 you can't grab them all but what it does is it makes it impossible to walk from the curb onto the sidewalk unless you step over the thing which not everybody able to do because of their physical limitations so think about the liability to the city and the fact that we don't want to have to spend money if we don't want anybody to be injured then more important right OK hope to hear from you bye

You received a voice mail from [+1 805-290-3223](tel:+18052903223).

Thank you for using Transcription! If you don't see a transcript above, it's because the audio quality was not clear enough to transcribe.

[Set Up Voice Mail](#)

June 16, 2026

Re Agenda Item No. 2

Dear Mayor and City Council:

I strongly urge the Mayor and council to continue this item to a regularly scheduled meeting.

The question of oversight of construction or alteration of water wells within the city is a serious matter that deserves nothing less than adequate notice to the public so that they can participate in the process.

Scheduling the first reading of an ordinance at a randomly scheduled special meeting with 24 hour notice is far from the democratic, transparent process that we all want to see here in Ojai.

Thank you,

Leslie Hess
Ojai