Written materials relating to an item on this agenda that are distributed to the legislative bodies within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection on the City of Oxnard website. Commission agendas are available on the City of Oxnard website 7 days prior to regular meetings, at www.oxnard.org/city-meetings

oxnard neighborhood councils

AGENDA
Inter-Neighborhood Council Organization (INCO) Executive Board
Regular Meeting
City Council Chambers Closed Session Room - 305 W. Third Street
October 8, 2025
6:00 p.m.

To join remotely, click on the link below:
https://us06web.zoom.us/j/88396471151?pwd=hyZ00kspiEMG2bZMZbS1ZcDkx6SdhU.1
Or telephone (toll-free): (877) 853-5257
Meeting ID: 883-9647-1151
Passcode: 667146

If you wish to speak during public comments or a particular item on the agenda, please sign on by following the Zoom call in using the information listed above. Once the presiding officer calls for public speakers, over the phone, press *9 to raise your hand, or if online, click the raised hand icon in the Zoom interface to inform the presiding officer you would like to speak during the public speaking section for that particular item on the agenda.

In accordance with Assembly Bill 2449, members of the legislative body may meet in-person or remotely. To participate remotely, sign on by following the Zoom call in using the information listed above.

YOU MAY PARTICIPATE IN THE MEETING IN THE FOLLOWING WAYS:

1. ATTEND THE MEETING AT THE LOCATION LISTED ABOVE OR VIA ZOOM

2. EMAIL COMMENTS OR REQUESTS TO SPEAK BEFORE THE MEETING
   a. Submit a request to speak no later than 2:00 p.m. on the day of the meeting by contacting the INCO Executive Secretary Samantha Shapiro at (805) 385-7447 or samantha.shapiro@oxnard.org. Please indicate the agenda item number in the subject line.

3. PROVIDING PUBLIC COMMENTS REMOTELY DURING THE MEETING
   a. To provide a public comment during the meeting dial (877) 853-5257 and enter the Meeting ID and Passcode listed above as the Zoom details for this meeting. When the Chair announces the particular item on the agenda you want to speak on, press *9 to raise your hand. Once called on, press *6 to unmute your phone.
   b. Public comments on agenda items will be taken following any presentation of the item. After the item is announced, members of the public may register or otherwise be recognized for the purpose of providing public comment. The presiding officer shall limit public comments to three minutes.

A. ROLL CALL

B. APPROVAL OF MINUTES

1. SUBJECT: Minutes of the meeting of August 13, 2025
   RECOMMENDATION: Approve.

C. PUBLIC COMMENTS
At this time, a person may address the Executive Board on matters within the subject matter jurisdiction of the Executive Board. The Executive Board cannot enter into a detailed discussion or take any action on any items presented during public comments at this time. Such items may only be referred to the Executive Secretary for administrative action or scheduled on a subsequent agenda for discussion. Public comments on items on the agenda will be considered at the time of consideration of the agenda item. The presiding officer shall limit public comments to three minutes.

D. BUSINESS

1. SUBJECT: INCO Budget
   RECOMMENDATION: That the INCO Executive Board discuss projected INCO-related expenses and begin developing a proposed budget for FY 2027.

2. SUBJECT: INCO Subcommittees
   RECOMMENDATION: That the INCO Executive Board receive an update, followed by discussion.

3. SUBJECT: INCO General Membership Meeting
   RECOMMENDATION: That the INCO Executive Board discuss and set the agenda for the next INCO General Membership meeting.

E. EXECUTIVE BOARD REPORTS
The Executive Board may individually report on items of interest or concern. The INCO Executive Board cannot enter into a detailed discussion or take action on any item presented during these reports.

F. ITEMS FOR FUTURE CONSIDERATION
Members may request that items be placed on future agendas for extended discussion.

G. ADJOURNMENT

Draft MINUTES
Inter-Neighborhood Council Organization (INCO) Executive Board Meeting
Wednesday, August 13, 2025

A. ROLL CALL

At 6:07 p.m., Chair Diana Velzy called the meeting to order in the Closed Session conference room. Present were Chair Velzy, 3rd Vice Chair Bissonnette, and 4th Vice Chair Tauber. A quorum of members was present.

Lemonwood Neighborhood Council Chair Larry Stein attended the meeting.

B. APPROVAL OF MINUTES

1. SUBJECT: Minutes of the meeting of July 9, 2025
RECOMMENDATION: Approve.
ACTION: Motion by Doug Tauber, second by Chris Bissonnette to approve the minutes with the correction to the July meeting date. Approved.

C. PUBLIC COMMENTS

None.

D. BUSINESS

1. SUBJECT: Discussion on INCO Subcommittee Requirements
RECOMMENDATION: That the INCO Executive Board receive information on INCO subcommittee (standing and ad hoc) requirements from Assistant City Attorney Jason Zaragoza, followed by discussion.

   Assistant City Attorney Jason Zaragoza shared general information about standing and ad hoc committees. The INCO bylaws state that committees can be 3 or 5 members only, with the chair serving as an ex-officio member. He advised against standing committees due to Brown Act requirements and recommended the use of ad hoc committees for specific limited term projects to research. He shared that the bylaws were last updated in 2015 and recommended reviewing and updating these. A discussion followed.

2. SUBJECT: INCO Subcommittees
RECOMMENDATION: That the INCO Executive Board receive an update, followed by discussion.

   Parade/Tamale Festival: Chair Velzy and Larry Stein briefly discussed this subcommittee, including a question about the cost for the Tamale Festival participation and getting confirmation from neighborhoods interested in participating to reach the minimum 15 per the INCO general membership vote. The group discussed a timeframe for the INCO general membership to take a vote and determine participation.
   Activation: Chair Velzy mentioned activation efforts for various neighborhoods, including Marina West, Mar Vista and Diamond Bar Neighborhoods. Larry Stein volunteered to assist with Diamond Bar.

3. SUBJECT: INCO General Membership Meeting
RECOMMENDATION: That the INCO Executive Board discuss and set the agenda for the next INCO general membership meeting.

The Executive Board discussed the following topics for future meetings, in order of preference for the September meeting:

1) Update on Quimby Funds in both individual neighborhood parks and larger community parks (Sports Park, Campus Park, College Park) and the status of the Parks & Recreation Master Plan from Steve Howlett, Public Works Assistant Director
2) Brown Act & Robert's Rules of Order Presentation from Jason Zaragoza, Assistant City Attorney
3) Update on wells and water treatment - Tim Beaman

They also requested to add an item on the September meeting for an update from the Parade/Tamale Festival subcommittee.

E. REPORT OF THE COMMISSION SECRETARY

The Executive Secretary reported that the September INCO e-board meeting will be rescheduled to September 3rd at 5 p.m. immediately before the general membership meeting.

F. EXECUTIVE BOARD REPORTS

None.

G. ITEMS FOR FUTURE CONSIDERATION

None.

H. ADJOURNMENT

Without objection, Chair Velzy adjourned the meeting at 7:02 PM

Samantha Shapiro, Secretary

Diana Velzy, Chair