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AGENDA

Inter-Neighborhood Council Organization (INCO) General Membership

Regular Meeting

Council Chambers, 305 West Third Street

October 1, 2025

6:00 p.m.

To join remotely, click on the link below:

<https://us06web.zoom.us/j/89904531547?pwd=mcbG68x2P8HfcWkGI2e1gZnOEgbb0y.1>

Or telephone (toll-free): (877) 853-5257

Meeting ID: 899 0453 1547

Passcode: 911653

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 3:00 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.

In compliance with the American with Disabilities Act, if you require special assistance to participate in a meeting, please contact the City Clerk's office at (805) 385-7803. Notification at least 72 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.

A. ROLL CALL/PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

1. SUBJECT: Minutes of the meeting of September 3, 2025
RECOMMENDATION: Approve.

C. PUBLIC COMMENTS

At this time, a person may address the INCO on matters within the subject matter jurisdiction of the INCO. The INCO 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: Brown Act Training
RECOMMENDATION: That the INCO general membership receive a Brown Act training from Assistant City Attorney Jason Zaragoza, followed by Q&A.
2. SUBJECT: Parade & Festival Subcommittee Update
RECOMMENDATION: That the INCO general membership receive an update from the Parade & Festival Subcommittee, followed by discussion.

E. NEIGHBORHOOD CHAIR REPORTS

Neighborhood Chairs may individually report on items of interest or concern to their neighborhoods. The INCO cannot enter into a detailed discussion or take action on any item presented during these reports.

F. REPORT OF THE EXECUTIVE SECRETARY

The Executive Secretary shall report on items of interest to the INCO occurring since the last meeting. The INCO cannot enter into detailed discussion or take action on any items presented during this report. Such items may only be referred to the Secretary for administrative action or scheduled on a subsequent agenda for discussion.

G. EXECUTIVE BOARD REPORTS

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

H. ITEMS FOR FUTURE CONSIDERATION

Members may request that items be placed on future agendas for extended discussion.

I. ADJOURNMENT

Draft MINUTES

Inter-Neighborhood Council Organization (INCO) General Membership
Wednesday, September 3, 2025

A. ROLL CALL/PLEDGE OF ALLEGIANCE

At 6:05 p.m., Chair Diana Velzy called the meeting to order.

Present were: Christopher Bissonnette, Blackstock South; Jon Huycke, Bryce Canyon North; Raini Steffen, Cabrillo; Ronald Arruejo, East Village; Roger Poirier, Hobson Park East; Robert Lucio, Kamala Park; Larry Stein, Lemonwood/Eastmont; Diana Velzy, Orchard Park; Lissa Hewitt, Oxnard Dunes; Walt Hagedohm, Oxnard Shores; Sandy Diaz, Rio Lindo; Paul Schnebelen, Riverpark; Alfonso Arroyo, Rose Park; Doug Tauber, Via Marina; Michael Gleason, West Village; Angela Whitecomb, Wilson; Brian Landers, Windsor North.

A quorum of members was present.

B. APPROVAL OF MINUTES

1. SUBJECT: Minutes of the meeting of August 6, 2025

RECOMMENDATION: Approve.

ACTION: Motion by Angela Whitecomb, seconded by Larry Stein to approve the minutes of August 6, 2025 with the correction to add “for the Tamale Festival and Holiday Parade” to item H-1 and to verify if Christopher Bissonnette was present or virtual for the meeting. Minutes approved.

C. PUBLIC COMMENTS

Larry Stein - recommend that INCO address city council to indicate that elevators in the parking structure be open for public meetings.

D. BUSINESS

1. SUBJECT: Neighborhood Quimby Projects, Community Parks, and Parks & Recreation Master Plan

RECOMMENDATION: That the INCO General Membership receive a verbal update from Public Works Staff on Neighborhood Quimby Projects, Community Parks (Sports Park, College Park, Campus Park) Progress, and the Status of the Parks & Recreation Master Plan, followed by Q&A.

Quimby Projects: Morgan Kessler, City Engineer, provided an update on active Quimby Projects. The following neighborhoods have active projects in various stages: Eastwood Park (Carriage Square), Sea View Park (Sea View Estates), Community Center Park East (Hobson Parks), Via Marina (Via Marina), and Five Points park. Steve Howlett, Assistant Public Works Director, provided background on outreach to neighborhood councils regarding the Quimby projects and neighborhood requests.

A Q&A followed, including questions regarding what Quimby funds can and cannot be used for, feedback about the benefit of a fenced area for recreational opportunities, potential for pickleball courts with these funds, and dog parks.

Community Parks: Morgan Kessler, City Engineer, provided an update on the Campus Park project, including that the city expects to put the project out to bid by the end of September, followed by a 45 day bid period.

A Q&A followed, including questions regarding the air being tested for safety, considering if relocating the dog park is an option, and how to provide feedback to the plans.

Parks & Recreation Master Plan: Assistant Director Public Works Steve Howlett provided a brief update on the status of the Parks & Recreation Master Plan, which addresses specific items and also best management practices. The Parks, Recreation & Community Services Commission reviews the master plan each year and identifies a work plan each year in collaboration with staff. Ongoing discussions related to the plan with the commission include the Five Points park, tennis/basketball court conditions, creative solutions for park space, urban forestry, and reviewing the city's sunset ordinance.

A Q&A followed, including discussion on parks being different across neighborhoods, the acquisition of Sports Park with Quimby funds, the future use of Sports Park, and the aquatic center at College Park.

2. SUBJECT: Holiday Parade & Tamale Festival INCO Participation
RECOMMENDATION: That the INCO General Membership receive an update from the Holiday Parade & Tamale Festival subcommittee, followed by Q&A.

Raini Steffen provided an update on the work that the subcommittee has done for the Holiday Parade & Tamale Festival. Raini spoke with the Downtowners regarding parade information, released mid-month. Finalizing theme and fee structure. That will be a good determining factor for us. Currently reaching out to chairs/vice chairs to see how much participation we can get. Ask anyone who's here to grab one of the committee members before you leave.

A discussion followed, including what participation from neighborhoods is expected to look like, what the intention of participation is, and if banners from neighborhood councils could be displayed.

E. NEIGHBORHOOD CHAIR REPORTS

Sandy Diaz, Rio Lindo - holding a meeting on 9/18 at the Rio Lindo cafeteria, planning to have OFD present on CERT and hoping to have the Mayor attend.

Ronald Arruejo, East Village - hosted a successful meeting last week with County Supervisor Long and Mayor Pro Tem Teran. The City Clerk will attend their next neighborhood meeting to talk about the special election coming up in November.

Roger Poirier, Hobson Park East - a District 4 meeting was held on July 17th. Wilson had a quorum and Kamala was close. He encouraged others interested in hosting those meetings to contact him for assistance.

Paul Schnebelen, Riverpark - held a meeting on 8/16 and will be holding another meeting on 10/8

Walt Hagedohm, Oxnard Shores - hosting an election meeting scheduled on September 24th at Hollywood Beach Elementary and working on wifi to see if they can hold a hybrid option. They have been very active with the airports recently.

Raini Steffen, Cabrillo - had a successful national night out event, although she was unable to attend. They are planning their election meeting in October.

Christopher Bissonnette, Blackstock South - hosted a picnic on 8/31 in the park and have an election meeting scheduled at South Oxnard Center on 9/18.

Doug Tauber, Via Marina - their next meeting is scheduled for December, date TBD.

Diana Velzy, Orchard - their next meeting is set for October 23 with the cleanup on October 25th. They might need to set up another meeting in September to discuss the playground.

Angela Whitecomb, Wilson - election meeting scheduled for October 13th, there are multiple positions available.

F. REPORT OF THE COMMISSION SECRETARY

The Executive Secretary received the INCO treasury binder from the former first Vice Chair and is passing it along to current first Vice Chair Hewitt with \$150.10.

G. EXECUTIVE BOARD REPORTS

None.

H. ITEMS FOR FUTURE CONSIDERATION

1. Presentation from successful neighborhood councils on best practices: how they keep their neighborhood active, how they run their meetings, how to activate inactive neighborhoods
2. Discussion to have INCO provide updates at City Council periodically (e.g. monthly, quarterly) on recent work they've been doing and INCO requests for Council.

I. ADJOURNMENT

Without objection, Chair Velzy adjourned the meeting at 7:57 PM

Samantha Shapiro, Secretary

Diana Velzy, Chair