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AGENDA
Inter-Neighborhood Council Organization (INCO) Executive Board
Special Meeting
City Council Chambers Closed Session Room - 305 W. Third Street
March 4, 2026
5:00 p.m.

To join remotely, click on the link below:

<https://us06web.zoom.us/j/86340431704?pwd=6ynPQalXSNk8FfaNBaWOc4ZO7PQa95.1>

Or telephone (toll-free): (888) 475-4499

Meeting ID: 863 4043 1704

Passcode: 117313

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

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.

B. APPROVAL OF MINUTES

1. SUBJECT: Minutes of the meeting of January 14, 2026
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: 2026 Candidate Forums
RECOMMENDATION: That the INCO Executive Board discuss the 2026 candidate forum for the June primary election.
2. SUBJECT: INCO Goals & Action Items
RECOMMENDATION: That the INCO Executive Board receive an update, followed by discussion.
3. SUBJECT: INCO Subcommittees
RECOMMENDATION: That the INCO Executive Board receive an update, followed by discussion.
4. 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, February 11, 2026

A. ROLL CALL

At 6:00 p.m., Chair Diana Velzy called the meeting to order. Present were: Chair Velzy, 1st Vice Chair Lissa Hewitt, 2nd Vice Chair Isaac Khalaf, 3rd Vice Chair Daniel Alvarez and 4th Vice Chair Doug Tauber.

Bryce Canyon North Chair Jon Huycke was present.

A quorum of members was present.

B. APPROVAL OF MINUTES

1. SUBJECT: Minutes of the meeting of January 14, 2026
RECOMMENDATION: Approve.
ACTION: Motion by Daniel Alvarez, second by Isaac Khalaf to approve the minutes. Doug Tauber abstained. Minutes were approved.

C. PUBLIC COMMENTS

None.

D. BUSINESS

1. SUBJECT: INCO Goals & Action Items
RECOMMENDATION: That the INCO Executive Board discuss previously approved 2026 goals, consider any modifications, and develop associated action items.

Goal: Increase membership at INCO general membership to 25 participants
 - E-Board members to reach out to chairs prior to meeting to invite them
 - Encourage chairs to identify a backup rep from their NC if they cannot attend
Goal: Increase involvement in INCO and the Neighborhood Council program through City events and Neighborhood Council reactivations
 - Invite students from Oxnard College to participate in INCO
 - Outreach to high schools to encourage student participation in INCO
 - Focus on reactivation for neighborhoods that have never been active, haven't been active in a while, or have incomplete e-boards
 - Organize pilot program pop-up event in the community to promote INCO and Neighborhood Councils
 - Continue to participate in City events
Goal: create a living document with the status of all Neighborhood Councils and identify the top three (3) issues facing all Neighborhood Councils
 - Develop and execute method for collecting top three issues facing all neighborhood councils; Samantha to develop Google Form with this question and send it out to Neighborhood Chairs prior to March general meeting.
Goal: update a best practices document to support Neighborhood Chairs

- Jon Huycke will lead the effort. He provided an outline, received feedback from members, and will develop a first draft of the document for the group's review.

2. SUBJECT: 2026 Candidate Forums

RECOMMENDATION: That the INCO Executive Board discuss the 2026 candidate forum for the June primary election.

Clerk Luly Lopez provided clarification on the nomination period for the June primary election (runs 2/9-3/6). February 4th date was for individuals who wanted to gather signatures in lieu of the filing fee. Luly will come to next INCO meeting to provide more information as it becomes available. She also shared that Congresswoman Brownley is retiring and the nomination period for that position will be extended an additional five days.

Ronald Arruejo will present at the March general meeting to discuss the candidate forums.

3. SUBJECT: INCO Subcommittees

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

Activation: working on activation for Terrace Estates, Fremont North, Tierra Vista, Villa Capri. Kamala Neighborhood Council may need assistance with gaining volunteers for their executive board. Isaac has a tentative lead on the Sea Air neighborhood; need to refer to bylaws for process. Lissa working on Marina West.

4. SUBJECT: INCO General Membership meeting

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

March: City Manager presentation, Candidate Forum discussion

Future meetings: Code Compliance, General Discussion on Measure O, ways to get involved in CAGs and outside groups.

E. EXECUTIVE BOARD REPORTS

Khalaf - clarification on Measure O item that city clerk brought

Tauber - appointment to Airport Advisory Commission; 2nd Wednesday of each month conflicts with e-board meetings, would like to consider rescheduling e-board meetings when possible.

F. ITEMS FOR FUTURE CONSIDERATION

1. Candidate Forum
2. Subcommittees
3. INCO General Membership Meetings
4. Follow up on action items and goals

G. ADJOURNMENT

Without objection, Chair Velzy adjourned the meeting at 7:52 PM

Samantha Shapiro, Secretary

Diana Velzy, Chair