AGENDA

Inter-Neighborhood Council Organization (INCO)

GENERAL MEMBERSHIP MEETING

Wednesday, October 7, 2015

305 West Third Street
Oxnard, CA 93030
7:00 P.M.

> "Written materials relating to an item on this agenda that are distributed to the Inter-Neighborhood Council Organization (INCO) within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at 300 West Third Street, 4th Floor, during customary business hours."

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF MINUTES Minutes of August 5, 2015.

D. GUEST SPEAKER

1. Presentation on proposed development of the drive-in property in the Five Points area.
2. Presentation on the City Wide Sidewalk Survey. (C. Daniels)
3. Presentation on proposed utility rate increase. (D. Rydberg)

E. PUBLIC COMMENTS (15 minutes/3 minutes per person)

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.

F. NEIGHBORHOOD CHAIR REPORTS

G. EXECUTIVE BOARD REPORTS

H. NEW BUSINESS

1. Discussion/action to form a nominating committee for the election of the INCO 2016 E-Board.

I. OLD BUSINESS

1. Discussion/action regarding changing the bylaws so that E-board members will assume office in December. (see attached)
2. Discussion/action to appoint a member to the Communications Subcommittee.

J. FUTURE AGENDA ITEMS

K. ADJOURNMENT

Note: City of Oxnard Website – The Inter-Neighborhood Council Organization agenda is available on the City of Oxnard Website (www.ci.oxnard.ca.us) 72 hours prior to a regular meeting and 24 hours prior to a special meeting.

> In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, you should contact Michael Cabezas at (805) 385-8390. Notification 72 hours prior to the meeting will enable the City to make reasonable accommodations to assure accessibility to the meeting.

MINUTES

Inter-Neighborhood Council Organization (INCO)
GENERAL MEMBERSHIP MEETING

Wednesday, August 5, 2015

305 West Third Street
Oxnard, CA 93030
7:00 p.m.

A. **ROLL CALL / POSTING OF AGENDA** Quorum
B. **PLEDGE OF ALLEGIANCE**
C. **APPROVAL OF MINUTES** *Len Shulman made a motion to approve the minutes of July 1, 2015. Second by Jack Villa. Motion approved.*

D. **GUEST SPEAKER**

1. Presentation on the Graffiti Action Program Neighborhood Beautification Project. (C. Hookstra) Cyndi Hookstra gave an overview of the new Neighborhood Beautification Project in which the existing standard tan color for graffiti coverage was being changed to "Oxnard Sand." The plan is to use the new color and provide more consistency throughout the neighborhoods. They are doing a test in the Hobson Park West neighborhood on 9th Street between J Street and Ventura Road. The program is expected to start in September. They are seeking support and assistance from the neighborhoods. A question and answer session followed.

2. Update on the Environmental Resources Division Materials Recycling Facility. (T. Vasquez-Housley) Todd Housely gave an update on the Environmental Resources Division. He noted that they are hitting their projected goals and on track to save two million dollars. He further noted that staffing positions are getting filled and they are working on getting their messages out to the community through the City website and other avenues of outreach. A question and answer session followed.

3. Presentation on the possibility of Council Districts in Oxnard. (M. Jones) *Mr. Jones was unable to attend the meeting*.

E. **PUBLIC COMMENTS** were taken from Larry Stein, Shirley Godwin, Karen Flock and Mark Petit.

F. **NEIGHBORHOOD CHAIR REPORTS**

Herb Smith, Sierra Linda: Thanked Supervisor Steve Bennet and the Elaine Crandall the County Mental Health Director for speaking about a hospital that the County would like to purchase to provide treatment to children who are going through a mental health crisis. He noted that the issue would also be discussed at the Planning Commission meeting and the next Board of Supervisors meeting.
Aaron Greer, Winsor North: He indicated that The Board of Supervisors would most likely vote on the acquisition of the Hospital at their next meeting and he encouraged anyone with questions, or comments, to attend. He gave the dates for their upcoming garage sale and cleanup.
Justin Glenn, River Park: Thanked the City Council for voting in favor of their neighborhood dog park. He announced the date of their cleanup.
Jack Villa, Hobson Park East: He thanked City Corps for helping out with the Friends of the Park cleanup event. He also thanked Elvira and Jenny Vega for their help. He

was very happy with the turnout for National Night out in their neighborhood. He thanked a number of staff members for their support as well as Jackie Tedeschi and Len Shulman.

Jackie Tedeschi, Southbank: She complimented the Police Department, City Staff and the Parks Department for controlling the traffic issues with regards to the Dallas Cowboys Training Camp and the surrounding neighborhoods.

Julie Pena, Oxnard Shores: Noted that their next meeting would be an election meeting and that they would also have speakers to address the problems of vacation rentals. The beat coordinator will also talk about what the police can do with regards to some of the issues that have developed with the increase in vacation rentals.

G. EXECUTIVE BOARD REPORTS

Julie Pena: Noted that she recently attended the Board of Realtors meeting and that the hot topic was vacation rentals. The Board mentioned that the County has the unincorporated part of Oxnard and they are starting a study to see what they can do about this problem. She noted that the large increase in vacation rentals is causing a nuisance in the affected neighborhoods. The stated that the city of Ventura has some ordinances in place to deal with the problem and Oxnard will soon have to address the situation as well.

Len Shulman: Noted that one of the goals of the INCO has been to increase participation and that some ideas on the matter were discussed at the February INCO retreat. He indicated that two of the ideas were currently being implemented: one was to have a community Town hall meeting, which was going to take place at the September INCO meeting, and the other was to involve more people by forming three subcommittees to discuss budget, communications and operations. He congratulated Jack Villa and Roger Poirier of Hobson Park East for putting together a very successful National Night Out. He also mentioned the memorial services for Julie Flynn.

H. New Business

1. Discussion/action on updates from the Communications Committee, Budget Committee and Operations Committee.

Jack Villa: Indicated that the Communications Committee had met 3 times so far and that he was the Chair, Aaron Greer was the vice chair and that Nancy Rahn and Violet Marquez were the other two members of the committee. He noted that they had acquired the web address for INCO.com and .org. and that they have started to create the site. The goal was to create an interactive map that would allow a person to click on it and see the relevant information for that neighborhood. The group had discussed the pros and cons of Facebook and the possibility of linking to the City and Police websites. They were planning to get the September Town Hall meeting placed in all of the newspapers.

Aaron Greer, Winsor North: He indicated that the long term goal would be to incorporate the INCO website into the City's website. He noted that they also discussed how to best define the INCO and determine what the goals of the organization should be. He believes there is an opportunity to come up with a mission statement, or goals and purpose to post for everyone to see and that posting the bylaws would help with transparency. He suggested going to the LA City website to see how they set up their neighborhood website. He further noted that they had also looked at social media, but there were some issues that needed to be worked out.

Julie Pena, Oxnard Shores: Thanked the committee for mentioning the mission statement and agreed with them regarding its importance.
Martin Remen: Stated that he, Herb Smith and Jackie Tedeschi were the members of the Budget Committee. He noted that he had contacted several people within the police department and learned that they do not track the cost in the manner which the INCO is asking for it. He worked with them to come up with a method to provide the best estimate for the costs. He indicated that they committee would continue to work with the police to get some numbers.
Herb Smith: Stated that he had made contact with the Sharon Aranda and that he is working with her to determine the costs of the various neighborhood meeting locations and the cost of the flyers.
Jackie Tedeschi: She indicated that she contacted Todd Housely and Eric Okada with regards to the cost of the neighborhood cleanups. She has been getting the figures from them and will report on them at a later date.
Justin Glenn: Noted that their mission was different the others in that they had some time constraints. He stated that the Performing Arts Center had been secured as a venue; Grace Hoffman was looking into getting City Corps sound system; they were checking with the City Communications department regarding Television coverage on the channel; they were planning to ask for an officer to provide security for the event; he was going to work with the communications department to place advertising on the Collections electronic sign; and they put together some rough ideas for an agenda. He emphasized the importance of having time limitations for comments and questions. He mentioned the idea of having a Neighborhood Council collaborative to discuss Infrastructure, Security, Public Outreach and Development with a subject matter expert from either the INCO or City staff.

The Board was planning to have a special meeting with the Operations committee to help solidify the plans for the Town Hall meeting. They noted that the objective was not to just get people complaining about problems, but to also get constructive ideas from people about what should be done in the city.

Jack Villa introduced Patricia Tom as the new chairman of Hobson Park West.

I. FUTURE AGENDAS ITEMS

J. ADJOURNMENT

Len Shulman adjourned the meeting.

3. If a member of the Executive Board resigns his or her position as a Neighborhood Council Chair, such resignation constitutes an immediate resignation from the INCO Executive Board.

4. No more than one member of the Executive Board of the same Neighborhood Council (or person who was a member of the Neighborhood Council Executive Board when elected to the INCO Executive Board) may serve on the INCO Executive Board at the same time.

5. Only a member of the Executive Board present at a meeting of the Executive Board may vote on Executive Board issues.

C. ELECTION OF THE EXECUTIVE BOARD

1. The Executive Board shall be elected at the annual election meeting of the General Membership of the INCO, which shall be held in November.

2. At the next to last General Membership meeting, which will ordinarily be in September, before the annual election meeting, the business conducted shall include calling for volunteers to serve on the Nominating Committee, appointment of the Nominating Committee by majority vote of the General Membership and announcement that at the next meeting the Nominating Committee will make nominations for the annual election of the Executive Board.

3. At the last General Membership meeting, before the annual election meeting, which will ordinarily be in October, the business conducted shall include nominations by the Nominating Committee and the consideration of additional nominations from the floor. Nominations will be accepted only of persons who are eligible to hold the office and who are present at the meeting or have notified a member of the Executive Board, or the Executive Secretary, that they will accept nomination.

4. The Executive Secretary shall prepare a notice of the annual election meeting including a statement that Executive Board members will be elected at that meeting. The Executive Secretary shall mail or e-mail this notice in sufficient time that the General Membership receives it at least seven (7) working days prior to said meeting. Failure of any person to receive notice shall not be grounds to cancel the meeting or to invalidate any vote taken at the annual election meeting.

5. At the annual election meeting in November, additional nominations from the floor may be taken. Before the vote is taken, each nominee may make a brief statement concerning his or her candidacy. Each member of the Executive Board shall be elected by majority vote of the General Members attending the meeting.

6. At the annual election meeting, the Executive Secretary shall have prepared a written ballot containing the names of the candidates for office, leaving spaces available for candidates nominated from the floor.

7. The Executive Secretary shall make certain that each person given a ballot is the authorized representative of the Neighborhood Council. If a person other than the Neighborhood Chair is representing a Neighborhood Council, that person shall present the Executive Secretary with a written, signed and dated letter from the Neighborhood Council Chair prior to the meeting being called to order.

8. Each Neighborhood Council Chair, or authorized representative, shall be handed a ballot by the Executive Secretary. The ballots will be marked and returned to the Executive Secretary.

9. The Executive Secretary and at least one other person shall, in open session, open and tally the ballots calling out the name of the person the vote is cast for and the name of the person voting and announce the results.

10. In the event of a tie between two candidates for one seat, the INCO Executive Secretary shall first recount the votes. If the result remains the same, additional votes will be taken until a candidate is elected.

11. Any general member of the INCO may challenge the vote tally by submitting a written request to the INCO Executive Secretary to review the ballots before the election meeting is adjourned.

12. The ballots shall be retained in accordance with the retention schedule adopted by the City for similar documents and be made available to any person wishing to review them, in accordance with the Public Records Act.

13. Absentee or proxy voting shall not be permitted.

14. Elected Executive Board members shall take office at the ~~first~~ last meeting held ~~after~~ before the ~~beginning~~ end of the calendar year and shall continue in office until a new Executive Board takes office at the ~~first~~ last meeting held ~~after~~ before the ~~beginning~~ end of the next calendar year.

D. TERM OF OFFICE AND RESIGNATIONS

1. Each member of the Executive Board shall serve until a successor is elected; provided, however, that resignations shall take effect earlier if the notice of resignation so states. The term of office shall be one year. If a successor is not elected at the annual election meeting, the term shall continue until a successor is elected. If the member of the Executive Board was elected to fill a position that was vacated after the annual election meeting, the term shall continue until a successor is elected at the next annual election meeting.

2. A member of the Executive Board may resign at any time by notifying the INCO Chair in writing, specifying the effective date of the resignation. Resignation from the Executive Board automatically includes resignation from all appointed positions in the INCO.

3. In the event of the resignation of the Chair, the position shall be filled in accordance with Article IV. E.2a and Article V. C

E. DUTIES

1. The duties of the Chair are to:

   a. Preside over all regular and special meetings of the General Membership and of the Executive Board.
   b. Be an ex-officio member of all standing committees.
   c. Represent the INCO before other agencies and organizations as directed by the General Membership or the Executive Board by motion and vote.

CITY OF OXNARD CALIFORNIA

Notice of Availability for Public Review and Comment

Citywide Sidewalk Survey Report

The draft citywide sidewalk survey is a study with recommendations for improving the city's pedestrian facilities in areas built before 1992. The inventory prioritizes existing and proposed pedestrian infrastructure, including video inventory of sidewalks, street trees, signs, curb ramps, and traffic calming devices; a GIS-based system to prioritize and select projects, and estimations of existing pedestrian volumes across the City. The study includes a survey for Americans with Disabilities Act (ADA) compliance for the highest concentrations of pedestrian activity such as downtown, specific city parks, schools, and public buildings. The ADA survey utilized field technicians to assess intersections, public rights of way, slopes, and widths of pedestrian ways. The report includes conceptual plans for high-priority projects, tables listing the location and cost for constructing and repairing curb ramps, sidewalks, signage, striping and other infrastructure improvements; and recommends education, encouragement, and enforcement programs. This draft citywide sidewalk survey report implements a recommendation of the City of Oxnard Bicycle and Pedestrian Facilities Master Plan (BPFMP), Section 8.2.2.

The document is available at the Oxnard Main Library at 251 South A Street, South Oxnard Branch Library at 4300 Saviers Road, Colonia Branch Library at 1500 Colonia Road, at the Development Services Department at the address below, and at the city's website http://developmentservices.cityofoxnard.org/7/76/364/

Comments on the draft citywide sidewalk survey are due by **5:00 p.m. on Thursday, November 5, 2015** to Cynthia Daniels, Project Manager, Development Services Department, 214 South C Street, Oxnard, CA 93030 or you may send an email with comments to cynthia.daniels@ci.oxnard.ca.us.

For more information, please contact:
Cynthia Daniels, Project Manager
City of Oxnard
Transportation Planning
214 South C Street, Room 307
Oxnard, CA 93030
(805) 385-7871
Fax (805) 385-3954

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