



Written materials relating to an item on this agenda that are distributed to the City Council Procedures Committee within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at the City Clerk's Office, 305 West Third Street during customary business hours. The agenda is available on the City of Oxnard web site at www.ci.oxnard.ca.us.

AGENDA

City Council Procedures Committee
Special Meeting
Human Resources Activity Room
300 West Third Street, Oxnard, California
April 21, 2011
5:00 p.m. – 6:00 p.m.

A. ROLL CALL/POSTING OF THE AGENDA

B. APPROVAL OF MINUTES

1. **SUBJECT:** Approval of the minutes of March 3, 2011, meeting.

C. PUBLIC COMMENTS

At a special meeting, members of the public may comment only on matters on the agenda.

A person wishing to speak about an item on the agenda should do so during consideration of the particular agenda item. Public comments for each agenda item shall be limited to three (3) minutes per person and fifteen (15) minutes total.

The Co- Chairpersons, with the concurrence of the Committee, may permit public comments to exceed the above stated limitations.

D. NEW BUSINESS

1. Review staff's changes to City of Menlo Park's Procedures Manual Mission Statement and Chapter 1.
2. Review City of Menlo Park's Procedures Manual Chapter 2 and half of Chapter 3 and adapt as appropriate for use by Oxnard.

E. ADJOURNMENT

The next meeting of the City Council Procedures Committee will be held on May 5, 2011, at 5:00 p.m., at the City of Oxnard Human Resources Activity Room, located at 300 West Third Street, First Floor, Oxnard, CA.