

## MINUTES

### CITY COUNCIL PROCEDURES COMMITTEE

Special Meeting

May 5, 2011

#### A. ROLL CALL

A special meeting of the City Council Procedures Committee (Committee) was scheduled to convene at 4:00 p.m. in the City of Oxnard's Human Resources Activity Room. At 4:00 p.m., Mayor Pro Tem Pinkard was present. Councilman Timothy P. Flynn was absent. Accordingly, the meeting could not be convened. Discussion concerning the procedures manual took place.

Councilman Flynn arrived at 5:10 p.m. and the meeting convened. Mayor Pro Tem Pinkard presided and called the meeting to order.

City staff members present were: Alan Holmberg, City Attorney; Michelle Téllez, Human Resources Director; Martin Erickson, Special Assistant to the City Manager; Christina Aerenlund, Public Information Officer; and LeAnne Daly, Law Office Manager.

#### B. APPROVAL OF MINUTES

Subject: Approval of the minutes of the meeting of April 21, 2011.

Action: Mayor Pro Tem Pinkard moved approval. Councilman Flynn seconded and the motion carried unanimously.

#### C. PUBLIC COMMENTS

One member of the public was present, Bert Perello. No public comments were made.

#### D. NEW BUSINESS

1. Subject: Change regular meeting time to 4:00 p.m. – 6:00 p.m.

Action: Mayor Pro Tem Pinkard moved approval. Councilman Flynn seconded and the motion carried unanimously.

2. Subject: Review and approval of changes of the Procedures Manual – Chapter 3, from Menlo Park template.

Action: The Committee approved portions of the template with changes.

#### E. ADJOURNMENT

At 6:05 p.m., Mayor Pro Tem Pinkard moved that the meeting be adjourned. Councilman Flynn seconded and the motion carried unanimously.

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LeAnne Daly, Recording Secretary