

MINUTES

CITY COUNCIL PROCEDURES COMMITTEE

Regular Meeting
December 1, 2011

A. ROLL CALL

At 4:02 p.m., a regular meeting of the City Council Procedures Committee (Committee) convened in the City of Oxnard's Human Resources Activity Room. Mayor Pro Tem Irene G. Pinkard and Councilman Timothy B. Flynn were present. Mayor Pro Tem Pinkard presided and called the meeting to order.

City staff members present were: Alan Holmberg, City Attorney; 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 November 3, 2011.

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

C. PUBLIC COMMENTS

There were no members of the public present.

D. NEW BUSINESS

1. Subject: Review and approval of changes of the Procedures Manual – Chapter 6, 7, and part of Chapter 8, from Menlo Park template.
Action: The Committee approved portions of the template with changes. Staff was asked to prepare a draft of the Oxnard Procedures Manual.
2. Subject: Review Temple City's City Council and Commissioner Protocols Manual.
Action: The Committee discussed the Manual.

E. ADJOURNMENT

At 6:00 p.m., Mayor Pro Tem Pinkard moved that the meeting be adjourned. Councilman Flynn seconded and the motion carried unanimously.

LeAnne Daly, Recording Secretary