



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
Regular Meeting
Human Resources Activity Room
300 West Third Street, Oxnard, California
October 6, 2011
4:00 p.m. – 6:00 p.m.

A. ROLL CALL/POSTING OF THE AGENDA

B. APPROVAL OF MINUTES

Approval of minutes from July 7, 2011, regular meeting.

C. PUBLIC COMMENTS

At this time, a person may address the Committee only on matters within the subject matter jurisdiction of the Committee, and not on the agenda. A person may speak a maximum of three (3) minutes. The period for public comments shall not exceed fifteen (15) minutes. The Committee cannot enter into detailed discussion or take action on any item raised during public comments. The item may be referred to the Committee Secretary for administrative action or scheduled for a subsequent 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.

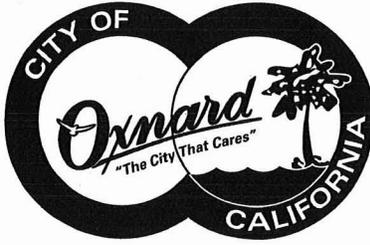
The Co- Chairpersons, with the concurrence of the Committee, may permit public comments to exceed the above stated limitations.

D. NEW BUSINESS

1. Review City of Menlo Park's Procedures Manual Chapter 5 and modify and incorporate as appropriate for use by Oxnard.

E. ADJOURNMENT

The next regular meeting of the City Council Procedures Committee will be held on November 3, 2011, at 4:00 p.m., at the City of Oxnard Human Resources Activity Room, located at 300 West Third Street, First Floor, Oxnard, California.

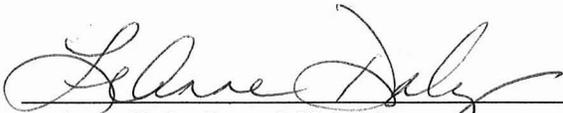


NOTICE OF REGULAR MEETING
OF THE CITY COUNCIL PROCEDURES COMMITTEE

NOTICE IS HEREBY GIVEN that a regular meeting of the City Council Procedures Committee is called to be held Thursday, October 6, 2011, at 4:00 p.m. in the City of Oxnard Human Resources Activity Room, located at 300 West Third Street, First Floor, Oxnard, California.

THE PURPOSE OF THIS MEETING IS to consider the items on the attached agenda.

DATED this 2nd day of September 2011.



LeAnne Daly, Law Office Manager
Office of the City Attorney

STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss.
CITY OF OXNARD)

AFFIDAVIT OF POSTING NOTICE

I, _____, of the City Clerk's Office, declare:

I posted the NOTICE OF REGULAR MEETING of the City Council Procedures Committee at ___:___m. at a conspicuous place near the door of the Human Resources Activity Room located at 300 West Third Street, Oxnard, California, and in the kiosk located at 305 West Third Street, Oxnard, California.

I declare under penalty that the foregoing is true and correct.

Executed this _____ day of September 2011.

Office of the City Clerk

MINUTES

CITY COUNCIL PROCEDURES COMMITTEE

Regular Meeting

July 7, 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; Michelle Téllez, Human Resources Director; Martin Erickson, Special Assistant to the City Manager; and LeAnne Daly, Law Office Manager.

B. APPROVAL OF MINUTES

Subject: Approval of the minutes of the meeting of May 5, 2011.

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

C. PUBLIC COMMENTS

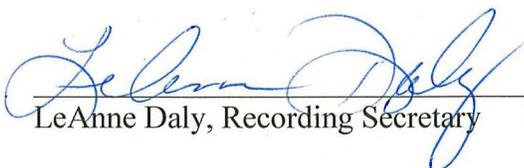
One member of the public was present, Bryan Johnson. No public comments were made.

D. NEW BUSINESS

1. Subject: Review and approval of changes of the Procedures Manual – Chapter 3 and Chapter 4, from Menlo Park template.
Action: The Committee approved portions of the template with changes.
2. Subject: Special Meeting in September.
Action: The Committee agreed to hold a special meeting in September, with the date to be decided at the regular meeting on September 4, 2011.

E. ADJOURNMENT

At 5:45 p.m., Mayor Pro Tem Pinkard moved that the meeting be adjourned. Councilman Flynn seconded and the motion carried unanimously.


LeAnne Daly, Recording Secretary