



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
December 1, 2011
4:00 p.m. – 6:00 p.m.

A. ROLL CALL/POSTING OF THE AGENDA

B. APPROVAL OF MINUTES

Approval of minutes from November 3, 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 6 through Chapter 8 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 January 5, 2012, at 4:00 p.m., at the City of Oxnard Human Resources Activity Room, located at 300 West Third Street, First Floor, Oxnard, California.