



City Council
SPECIAL MEETING AGENDA

Tuesday, October 22, 2024, 12:00 p.m.

Council Hearing Room, 990 Palm Street, San Luis Obispo

SPECIAL MEETING OF THE CITY COUNCIL

This Special Meeting will not stream to the City's website, YouTube Channel, or Channel 20. Attendees of City Council or Advisory Body meetings are eligible to receive one hour of complimentary parking; restrictions apply, visit Parking for Public Meetings for more details.

INSTRUCTIONS FOR PUBLIC COMMENT:

Public Comment prior to the meeting (must be received 3 hours in advance of the meeting):

Mail - Delivered by the U.S. Postal Service. Address letters to the City Clerk's Office at 990 Palm Street, San Luis Obispo, California, 93401.

Email - Submit Public Comments via email to emailcouncil@slocity.org. In the body of your email, please include the date of the meeting and the item number (if applicable). Emails will not be read aloud during the meeting.

Voicemail - Call (805) 781-7164 and leave a voicemail. Please state and spell your name, the agenda item number you are calling about, and leave your comment. Verbal comments must be limited to 3 minutes. Voicemails will not be played during the meeting.

**All correspondence will be archived and distributed to councilmembers, however, submissions received after the deadline may not be processed until the following day.*

Public Comment during the meeting:

Meetings are held in-person. To provide public comment during the meeting, you must be present at the meeting location. Verbal comments must be limited to 3 minutes and may only address items listed on the agenda.

1. CALL TO ORDER

Mayor Erica A. Stewart will call the Special Meeting of the San Luis Obispo City Council to order.

2. PUBLIC COMMENT FOR ITEMS ON THE AGENDA ONLY

Public Comment will only be accepted for items listed on the agenda.

3. CITY COUNCIL DISCUSSION ITEMS

- 3.a DISCUSSION ON NEW COUNCIL MEMBER ONBOARDING 5**
(Estimated time: 40 minutes)

Council will discuss the plan for new Council Member onboarding.

- 3.b DISCUSSION ON COUNCIL SUBCOMMITTEE LIAISON 7**
ASSIGNMENT PROCESS (Estimated time: 40 minutes)

Council will discuss the process for assigning subcommittee liaisons.

- 3.c FEEDBACK ON PILOT PROGRAM TO MOVE COUNCIL**
SUBCOMMITTEE LIAISON REPORTS ON REGULAR MEETING
AGENDAS (Estimated Time: 10 minutes)

Council will provide feedback on if they want to amend the Council Policies and Procedures Manual to continue the pilot program, which would permanently change where the Council Subcommittee Liaison Reports are listed on Regular Meeting Agendas.

4. ADJOURNMENT

The next Regular Meeting of the City Council has been *rescheduled* to **November 12, 2024 at 5:30 p.m. in the Council Chambers** at City Hall, 990 Palm Street, San Luis Obispo. Council approved rescheduling the November 5th Regular Meeting on November 14, 2023, during their annual review of the 2024 Council Meeting Calendar.

LISTENING ASSISTIVE DEVICES for the hearing impaired - see the Clerk.

The City of San Luis Obispo wishes to make all of its public meetings accessible to the public. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the City Clerk's Office at (805) 781-7114 at least 48 hours before the meeting, if possible. Telecommunications Device for the Deaf (805) 781-7410.

City Council meetings are televised live on Charter Channel 20 and the City's YouTube Channel: www.youtube.com/CityofSanLuisObispo. Agenda related writings or documents provided to the City Council are available for public inspection in the City Clerk's Office located at 990 Palm Street, San Luis Obispo, California during normal business hours, and on the City's website <https://www.slocity.org/government/mayor-and-city-council/agendas-and-minutes>. Persons with questions concerning any agenda item may call the City Clerk's Office at (805) 781-7114.



Office of the City Council

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Item 3a

October 14, 2024

To: City Council
From: Vice Mayor Pease
Subject: New Council Member Onboarding

In coordination with regular staff on-boarding, this optional program provides orientation and support to newly elected members to the City Council through direct communication with council members and/or mayor who currently hold office.

1. Go-to Resource: In addition to any individual meetings requested among elected members, pair each newly elected member(s) with a current member as a go-to resource and coordinator for the topics listed below. Plan on 3-4 check-ins during the first few months and as needed throughout the first year.
2. Brown-bag Orientation: Consider an informal brown-bag meeting in December of the election year, to answer council-specific questions and share key strategies.
3. Topics: Throughout the first few months, provide orientation on the following topics, as needed:
 - a. Internal Meetings: Preparation for meetings and expectations for participation
 - i. Agenda Review
 - ii. 2-2-1's
 - iii. City Manager Monthly's
 - iv. Closed Sessions
 - v. Rotating Meetings (SCLC, City/Cal Poly, Mayor's Advisory)
 - b. Council Meetings: Tips for effective council meetings
 - i. Questions to staff ahead of time
 - ii. Connecting with one other member on specific items
 - iii. Strategies and tips during meetings
 - c. Liaison Reports: Purpose and expectations
 - d. Scheduling:
 - i. Working with the clerk's office; coordinating multiple calendars
 - ii. Calendaring Committee and Liaison meetings
 - iii. Expectations for attending outside events

- e. Interns/Volunteers – tasks, pro & cons, logistics
 - f. Cal Cities: Expectations for participation and opportunities for involvement
 - i. Annual Conference; New Member Orientation
 - ii. Channel Counties Division events
 - iii. Webinars and online meetings
 - iv. Legislative Policy Committees, caucuses
 - g. Council Subcommittee Assignments
 - i. Review list prior to selecting preferences, to discuss workload and expectations
 - ii. Check-in after assignments are made to provide any additional background or information
 - h. Constituent Communication: Share tips and practices for communications
 - i. Email responses, staff responses and inbox management
 - ii. Setting up meetings or phone calls
 - iii. Social media, newsletters, other independent/coordinated outreach
4. Resources
- a. Cal Matters
5. Update: Review and update on-boarding process approximately 6 months after the election cycle.



October 14, 2024

To: City Council

From: Teresa Purrington, City Clerk

Subject: Council Subcommittee Liaison Appointment Process

At the August 27th Special City Council meeting, Council requested that a discussion regarding the Council Subcommittee Liaison Appointment process be added to the next special City Council meeting scheduled for October 22, 2024.

To assist with the discussion, staff is providing the sections from the Council Policies and Procedures Handbook that cover this topic:

6.1 COUNCIL LIAISON SUBCOMMITTEE MEMBERS

6.1.1 APPOINTMENTS TO COUNCIL SUBCOMMITTEES

Subcommittee liaisons to advisory bodies are selected annually by the full Council, usually in December. The Mayor and Vice Mayor shall submit recommendations to the full Council, rotating nominations for Council Member Subcommittees, thereby ensuring an opportunity for each member to serve as liaison at least once on each advisory body, when possible. When terms of office do not allow each member to serve once, members with greatest seniority shall have first right of selection.

6.2 COUNTY OR REGIONAL REPRESENTATION

Annually, the Mayor shall make appointments to a variety of County and/or regional committees and boards. One member of the Council shall serve as a voting representative and one member shall serve as an alternate. (See 6.6.2 for appointment procedures.) Voting delegates shall reflect the majority view of the Council as a whole, rather than their own personal opinions.