

**RESOLUTION NO. \_\_\_\_\_ (2024 SERIES)**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN LUIS OBISPO, CALIFORNIA, AMENDING ITS COUNCIL POLICIES AND PROCEDURES MANUAL**

**WHEREAS**, the City Council has adopted a certain manual entitled “Council Policies and Procedures” to define and ensure the proper conduct of the City’s business by the City Council and in compliance with State law and the City’s Charter and Ordinances; and

**WHEREAS**, the Council periodically revises its Council Policies and Procedures to ensure clarity, consistency with State law, and conformity with the City Charter and Ordinances.

**WHEREAS**, Council Members have an annual professional development budget to use towards improving their understanding of and proficiency in municipal affairs.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of San Luis Obispo as follows:

**SECTION 1.** Section 2.5 - General Procedures and Limitations – of the Council Policies and Procedures Manual is hereby amended, to add the following section that read as follows:

2.5.6 Council Volunteers – Council members may use interns/volunteers to help with various tasks related to council activities, including but not limited to research, constituent outreach, and administrative support. Interns/volunteers should not be used for any campaign-related activities. Council members have the discretion to show appreciation to their volunteers through letters of recommendation, gift cards, or through other means of supporting their professional development. Any City funds spent on intern/volunteer support will be funded through the council member’s allocated professional development budget.

**SECTION 2.** Any provision of the Council Members’ annual professional development budget towards Council Member Interns serves a public purpose in that the interns are helpful in providing necessary research, constituent outreach, and administrative support to Council Members in their official capacity.

**SECTION 3.** A copy of the Council Policies and Procedures Manual shall be maintained on file in the Office of the City Clerk, shall be distributed to all Council members and department heads and shall be available to the public online and during reasonable business hours.

**SECTION 4.** Resolution Number 11341 (2022 Series) is hereby amended and superseded to the extent inconsistent herewith.

Upon motion of \_\_\_\_\_, seconded by \_\_\_\_\_, and on the following roll call vote:

- AYES:
- NOES:
- ABSENT:

The foregoing resolution was adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Mayor Erica A. Stewart

ATTEST:

\_\_\_\_\_  
Teresa Purrington,  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
J. Christine Dietrick,  
City Attorney

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the official seal of the City of San Luis Obispo, California, on \_\_\_\_\_.

\_\_\_\_\_  
Teresa Purrington,  
City Clerk