

POLICY TITLE: STIPEND FOR ADVISORY BODY MEMBERS

POLICY STATEMENT:

This policy pertains to all meetings of the advisory bodies and is established to recognize the value of a representative government by reducing the barriers to public engagement by providing a stipend for which members may opt-in to receive a stipend upon adhering to the criteria and procedures stated herein. Receipt or waiver of stipend will not affect eligibility or selection for appointments.

This policy will go into effect as of January 1, 2025, or for the Planning Commission and Board of Building Appeals, once the respective ordinance allows, whichever is later. The stipend program will run on a fiscal year cycle, and only for which there is an appropriation, until the budget is expended.

Section 1 – Eligibility Criteria

Stated below are the criteria to be met in order to be eligible for a stipend:

1. The members of each board, commission, and committee, as outlined in Council Policy Section 5, will be eligible to receive a \$75.00 stipend for each public meeting they attend pursuant to their duties, if they opt in to receive the stipend.
2. The stipend shall not be paid to City employees or employees of other public agencies who serve on City commissions, committees, and boards as part of their official duties.
3. This includes regular meetings and special meetings where:
  - a. the meeting must contain an actionable item, general business, and/or presentation of agenda materials of at least 1 (one) hour;
  - b. a quorum must be established;
  - c. meeting minutes must be taken;
  - d. no payment will be provided for cancelled meetings (no quorum) or those less than 60 (sixty) minutes
4. No member shall opt-in for simultaneous stipends.

Section 2 – Opt-in or Waiver of Stipend

Stated below are procedures to be followed in order to opt-in to receive the stipend:

1. After a member has been appointed, a staff liaison will send the City of Santa Cruz Advisory Body Stipend Form for selection of stipend opt-in or waiver, and submittal of corresponding documents needed to process the stipend.

2. Members receiving a stipend must complete and submit the W-9 Form in order to be registered as a payee of City of Santa Cruz in the City's vendor system, and also a Vendor ACH form to receive electronic payments.
3. Payments will be disbursed on a quarterly basis, contingent upon scheduled meetings and attendance.
4. Travel, meeting and conference expenditures explained in Council Policy 5.13 are not included as part of the \$75.00 per public meeting stipend.
5. The City may issue an IRS Form 1099 for stipend payments totaling \$600 or more annually. Stipend payments may be taxable income. Please consult your tax professional for more information.

### Section 3 – Payment of Stipend

Stated below are procedures for the staff liaison to follow in order to pay out the stipend:

1. After a member has been appointed, a staff liaison will send the City of Santa Cruz Advisory Body Stipend Form for selection of stipend opt-in or waiver to the member, and track receipt of the completed Stipend Form, W-9, and Vendor ACH Form.
2. A staff liaison from each board, commission, and committee shall track attendance for payment of the stipend in accordance with Section 1.
3. Quarterly, the staff liaison shall complete a Claim Form with the attendance backup and submit in accordance with the current Accounts Payable process.
4. Staff Liaison shall keep all documentation organized and in accordance with the City's retention policies.

AUTHORIZATION: Adopted by Resolution No. NS-30,375 on August 27, 2024