

RESOLUTION NO. 1138

CITY OF LACEY

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LACEY RELATED TO THE LACEY CITY COUNCIL POLICIES AND PROCEDURES MANUAL.

WHEREAS, on June 9, 2011, the Lacey City Council adopted the Lacey City Council Policies and Procedures Manual to standardize the process for implementing current and new Council practices, procedures, and policies; and

WHEREAS, Advisory Board Stipend Programs endeavor to remove barriers to civic participation by offsetting incurred expenses for participating on City advisory boards, e.g., travel costs, parking costs, internet costs, childcare costs, etc.; and

WHEREAS, an Advisory Board Stipend Program meets the Lacey Work Plan: 2022 to 2024 goal of “Enhance communication & engagement efforts;” and

WHEREAS, an Advisory Board Stipend Program meets the Lacey Communications Plan: 2022 to 2027 goal of “Create relationships and continue to build capacity with historically underrepresented communities to ensure barriers to participation are eliminated allowing individuals to participate in decisions that impact the community, as desired;” and

WHEREAS, the Commission on Equity, an advisory board to the Lacey City Council, started the review of an Advisory Board Stipend program in early 2023; and

WHEREAS, the Planning Commission, Historical Board, Parks, Culture, and Recreation Board, and Lacey Youth Council, all advisory boards to the Lacey City Council, also reviewed the Advisory Board Stipend Program throughout the winter of 2023; and

WHEREAS, on April 24, 2023, the Commission on Equity recommended the adoption of an Advisory Board Stipend Program to the Lacey City Council; and

WHEREAS, on June 5, 2023, the Community Relations Committee reviewed the Advisory Board Stipend Program; and


WHEREAS, on July 27, 2023, the Lacey City Council reviewed the Stipend Advisory Board Program.

WHEREAS, staff proposed to incorporate the Advisory Board Stipend Program policy in a new section of the Lacey City Council Policies and Procedures Manual, Section 2.17, Advisory Board Stipend Program.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, that the Lacey City Council Policies and Procedures Manual shall be updated to include a new Section 2.17, "Advisory Board Stipend Program," as set forth in **Exhibit A**.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, this 5th day of October, 2023.

LACEY CITY COUNCIL

By 
Mayor

Attest:

DocuSigned by:

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City Clerk

Approved as to form:

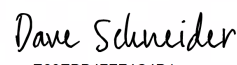
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City Attorney

Exhibit A

2.17 Advisory Board Stipend Program

This program is to offset incurred expenses for participating on City advisory boards, e.g., expenses incurred for travel, parking, internet, childcare, etc. These necessary expenses may present barriers to participation for community members.

This program is not compensation or payment for services but is a nominal fee to cover expenses that are necessarily incurred incidental to the volunteer activity performed by advisory board members.

Advisory board members remain volunteers and are not employees of the City.

Definitions

“Meetings” mean all regularly or special scheduled advisory board public meetings and joint public meetings between the advisory board and the City Council. “Meetings” do not include informal discussion or planning sessions with City staff. “Meetings” do not include engagement activities.

“Opt-in” means the voluntary enrollment of an advisory board member in the Advisory Board Stipend Program. To opt-in, advisory boards members would have to complete all necessary forms as determined by the City Manager. Advisory board members will have the ability to opt-in within 60 days of appointment or annually from January 1 to February 28.

Budget Appropriation

This program is dependent on receiving funding through the budget process. If unfunded, Section 2.17 is not in effect.

Program Scope

This program applies to the following advisory boards:

- A. Board of Park Commissioners
- B. Civil Service Commission
- C. Commission on Equity
- D. Historical Commission
- E. Law Enforcement Officers & Fire Fighters (Disability Board)
- F. Library Board
- G. Planning Commission
- H. Youth Council
- I. Lodging Tax Committee
- J. Ad hoc advisory boards or task forces created by the Lacey City Council

This program does not apply to City Councilmembers or current City employees serving on any of the above listed advisory boards.

Stipends Amounts

Advisory board members must opt-in to the program to receive the following stipends:

- A. \$50 per meeting attended per person, whether virtually or in-person.
- B. Lacey Youth Council members serving as Youth Representatives to the Library Board, Commission on Equity, Parks, Culture and Recreation Board, and Historical Board will receive \$50.00 per Library Board, Commission on Equity, Parks, Culture and Recreation Board, and Historical Board attended, whether virtually or in-person.
- C. No advisory board member may receive more than \$500.00 annually (from January to December) as part of this program.

The City shall provide stipends to advisory board members at an interval determined by the City Manager's Office, but distributed no fewer than four (4) times annually. All stipends will comply with applicable federal tax requirements.

Benchmarks

The City shall determine reporting metrics for this program and provide an annual review of the program to the Lacey City Council. Due to advisory board term lengths and various term limits, impacts of the program may not be discernable immediately.

Implementation

The City Manager's Office will work with the City Clerk's Office, advisory board staff liaisons, and the Finance Department to establish a reporting process for the program, including the development of an attendance verification system to document meeting attendance.