



CITY OF BEND

ADVISORY BODY STIPEND PROGRAM

Policy No. ADM 2022-6

Bend Code Chapter 1.30.005 provides for 'City Manager Authority to Adopt Administrative Regulations, Policies and Guidelines.' All regulations, policies and guidelines adopted by the City Manager shall be consistent with the City of Bend Charter, the Bend Code, and council ordinances.

The following policy conforms to the above stated standards.

Authorized by City Manager:

DocuSigned by:
Eric King
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Eric King, City Manager

Dated: 5/20/2024

Reviewed by Legal Counsel:

DocuSigned by:
Mary Winters
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Mary Winters, City Attorney

Dated: 5/20/2024

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1. Purpose: The purpose of this Policy is to define the parameters of the City's Advisory Body Stipend Program. The Stipend Program is meant to offset incurred expenses of participating in City advisory committees, to recognize the benefit the City of Bend receives from the expertise and participation of committee members and recognize the costs members incur to participate in City advisory committee meetings. The stipend is not compensation for time and committee members remain volunteers and not employees of the City. No benefits of employment accrue to volunteer members of City advisory committees, by virtue of this Stipend Program or otherwise.

2. Qualifications and restrictions

A. Amount. The stipend amount shall be \$40 per meeting for eligible members of committees as discussed below. This amount is an estimation of costs incurred by committee members to participate in committee meetings considering mileage reimbursement rates, parking costs, prorated internet costs, etc. When setting this amount, factors such as per hour rate, meeting duration, or any other calculation that ties the amount to productivity or deliverables do not apply.

B. Eligibility. All members of permanent and temporary City Council advisory bodies and permanent City Manager advisory bodies will receive a per meeting stipend unless this Policy is terminated or revised. Committee members may serve on and receive stipends for participation in multiple City advisory bodies but will stay in compliance with other restrictions. Alternates, ex officio, or other non-voting members are not eligible for the stipend. Committees to which this Policy applies are listed in Appendix A, which may be updated from time to time with approval of the City Manager.

C. Restrictions. Each committee member will receive a stipend of \$40 per meeting they attend, whether virtually or in-person. "Meetings" include regularly scheduled committee meetings and subcommittee meetings authorized by the committee. "Meetings" do not include any gathering of committee members not authorized or directed by the committee, and do not include informal discussion or planning sessions with City staff or City Council. "Meetings" do not include a committee member's voluntary participation at a City Council meeting, whether a quarterly check-in or other City Council meeting. Each committee member's annual stipend amount shall not exceed \$500 regardless of how many advisory bodies they serve on.

D. Opting out. Advisory body members have the option to opt out of receiving a stipend. They can opt back in to receive a stipend at any point as long as they are a member of a permanent City advisory body.

E. Tax Liability. Committee members are responsible for their own income tax liability and reporting.

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3. Process

A. Tracking. Staff liaisons supporting permanent City advisory bodies are responsible for tracking meeting attendance. Staff will regularly report on attendance to ensure compliance with this Policy.

B. Notification. Staff liaisons are responsible for ensuring that no one committee member receives stipends in excess of \$500 in any one calendar year. Staff will notify members receiving a stipend in advance when they are close to meeting the \$500 annual cap for their participation. If the cap is exceeded, staff liaisons will notify the committee member and a member of the Finance Department, to determine if the City has an income tax reporting obligation to the member.

C. Distribution. Committee members who opt into the stipend program will select payment distribution method during the enrollment process. Payment methods include: direct deposit to a bank account, a mailed check, or a preloaded, one-time use cash card. Additional documentation may be required from the committee member to receive a direct deposit or mailed check.

4. Other benefits. Committee members remain eligible for other technical support from the City, including mobile hot spots, parking passes, or other physical items that may support a committee member's participation in their committee. Staff liaisons are responsible for discussing additional support the City can offer to committee members.



APPENDIX A

City Advisory Bodies

City Council Advisory Bodies

Affordable Housing Advisory Committee (AHAC)

Bend Economic Development Advisory Board (BEDAB)

Budget Committee

Core Area Advisory Board (CAAB)

Environment and Climate Committee (ECC)

Human Rights and Equity Commission (HREC)

Landmarks Commission

Planning Commission (PC)

Transportation Bond Oversight Committee (TBOC)

City Manager Advisory Bodies

City of Bend Accessibility Advisory Committee (COBAAC)