



# ADMINISTRATIVE RULES

<h2>Compensating Members of City Boards, Commissions and Advisory Committees</h2>			<b>Category:</b> Bylaws/ Rules of Procedure
			<b>Rule Sub-Category:</b> Administration
			<b>Number:</b> 300-07
<b>Effective Date:</b> April 1, 2023	<b>Supersedes:</b> N/A	<b>Rule-Making Authority:</b> Ordinance No. 978	<b>Approved By:</b>  <small>B1BEEA0A68D44DC...</small> Bristol Ellington, City Manager

- **PURPOSE:**  
The purpose of this administrative policy is to set forth how members of City Boards, Commissions and Advisory Committees will be compensated for their time and effort serving on these advisory bodies, including the rate of compensation, the frequency of payment, and any other procedures to ensure all members are equally compensated.
  
- **AFFECTED PARTIES:**
  - Shoreline Planning Commission
  - Shoreline Parks, Recreation, and Cultural Services/Tree Board
  - Shoreline City Council Salary Commission
  - Ad Hoc City Council or City Manager-Appointed Advisory Committees
  
- **DEFINITIONS:**
  - **Standing Advisory Board** – An ongoing City Council-appointed Advisory Board or Commission as identified in the Shoreline Municipal Code. As of the development of this Administrative Policy, this includes the Parks, Recreation and Cultural Services (PRCS)/Tree Board, the Planning Commission, and the City Council Salary Commission.
  - **Ad Hoc Advisory Committee** – A term or time limited Advisory Committee, typically made up of City residents, property or business owners, appointed by the City Council or City Manager to provide input or advice on a specific topic, policy issue, project or City initiative, after which the Advisory Committee disbands.
  
- **CONTEXT AND BACKGROUND:**

During the City Council's 2022 Strategic Planning Workshop, the Council directed staff to begin providing compensation for the City's Standing Advisory Boards, which at the time included the PRCS/Tree Board, the Planning Commission, and the City Council Salary Commission. The Council also provided direction to compensate City Council or City Manager-appointed Ad Hoc Advisory Committees. To implement this directive, the Council included funding for this compensation in their 2023-2024 Biennial Budget.

With the adoption of Ordinance No. 978, Shoreline Municipal Code (SMC) Chapters 2.20, 2.55, and 2.70 were amended to allow for compensation of the City's Standing Advisory Boards as provided in the City budget. This Ordinance required development of this administrative policy, including the rate of compensation, the frequency of payment, and any other procedures to ensure all members are equally compensated.

- **RULES ESTABLISHED:**

The following rules are established to provide compensation for Standing Advisory Boards and Ad Hoc Advisory Committees at the City of Shoreline:

- **Rate of Compensation**

- The rate of compensation shall be determined by the Shoreline City Council as budgeted in their biennial budget.
- The rate of compensation for Standing Advisory Boards and Ad Hoc Advisory Committees in the 2023-2024 Biennial Budget is \$50.00 per meeting.
- The rate of compensation includes all work performed for meeting preparation, meeting attendance, and any other duties that may be asked of Advisory Board/Committee members.

- **Structure of Compensation**

- If an Advisory Board/Committee meeting is held by the City, all members of the Advisory Board/Committee in attendance at the meeting or if they have an excused absence will be compensated at the determined rate of compensation. This includes regular and special meetings of the Advisory Board/Committee. This compensation is provided to Advisory Board/Committee members based on their membership of the Advisory Board/Committee and is independent of meeting attendance or preparation unless a meeting absence is not excused.
- If an Advisory Board/Committee meeting is not held/cancelled, then Advisory Board/Committee members will not be compensated for that meeting.
- The work and meetings of committees or subcommittees that may be established by Advisory Boards/Committees will not be separately compensated.
- Advisory Board/Committee members may be reimbursed for reasonable expenses incurred in service of the Advisory Board/Committee, such as travel expenses, consistent with regular City practices.

- **Frequency of Compensation**

- Standing Advisory Board members shall be compensated on a quarterly basis. Compensation will be provided on the next available City payroll date following the quarter end and following the provision of documentation showing the number of Advisory Board meetings held within the quarter by Advisory Board staff to the City's Payroll staff.
- Quarters shall be identified as follows:
  - Quarter 1 (January 1-March 31)
  - Quarter 2 (April 1 – June 30)
  - Quarter 3 (July 1 – September 30)
  - Quarter 4 (October 1 – December 31)
- Ad Hoc Advisory Committee members shall be compensated at a frequency determined by the staff of the Ad Hoc Advisory Committee. The frequency of compensation will be determined at the start of the Ad Hoc Advisory Committee's work and will be communicated at that time to Ad Hoc Advisory Committee members.

- **Format of Compensation**

- Advisory Board/Committee compensation will be a stipend at the rate set forth in the City's budget. Because this stipend is a payment rather than a wage, the City will not withhold taxes or other withholdings from this compensation.
- To receive compensation, Advisory Board/Committee members must provide the City an IRS Form W-9.
- Annually, Advisory Board/Committee members will receive from the City an IRS Form 1099 for tax and accounting purposes.
- The City will determine the format of stipend payments, such as check or direct deposit.

**Certificate Of Completion**

Envelope Id: 91B115CF1C57456BAA7C81515E65792F	Status: Completed
Subject: Complete with DocuSign: Administrative Policy 300-07 - Compensating members of City Boards and ...	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator: Heidi Costello hcostello@shorelinewa.gov
Envelopeld Stamping: Enabled	IP Address: 146.129.242.52
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	


**Record Tracking**

Status: Original 2/16/2023 2:43:47 PM	Holder: Heidi Costello hcostello@shorelinewa.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of Shoreline	Location: DocuSign

**Signer Events**

Bristol Ellington  
bellington@shorelinewa.gov  
City Manager  
City of Shoreline  
Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
B1BEEA0A68D44DC...  
Signature Adoption: Pre-selected Style  
Using IP Address: 73.109.60.98  
Signed using mobile

**Timestamp**

Sent: 2/16/2023 2:45:57 PM  
Resent: 2/17/2023 12:41:06 PM  
Viewed: 2/17/2023 12:42:11 PM  
Signed: 2/17/2023 12:42:29 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 2/17/2023 12:42:11 PM  
ID: 5d490971-8f44-4bf0-b06b-daccabb7bca0

**In Person Signer Events**

**Signature**

**Timestamp**

**Editor Delivery Events**

**Status**

**Timestamp**

**Agent Delivery Events**

**Status**

**Timestamp**

**Intermediary Delivery Events**

**Status**

**Timestamp**

**Certified Delivery Events**

**Status**

**Timestamp**

**Carbon Copy Events**

**Status**

**Timestamp**

**Witness Events**

**Signature**

**Timestamp**

**Notary Events**

**Signature**

**Timestamp**

**Envelope Summary Events**

**Status**

**Timestamps**

Envelope Sent	Hashed/Encrypted	2/16/2023 2:45:57 PM
Certified Delivered	Security Checked	2/17/2023 12:42:11 PM
Signing Complete	Security Checked	2/17/2023 12:42:29 PM
Completed	Security Checked	2/17/2023 12:42:29 PM

**Payment Events**

**Status**

**Timestamps**

**Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, City of Shoreline (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact City of Shoreline:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [clk@shorelinewa.gov](mailto:clk@shorelinewa.gov)

### **To advise City of Shoreline of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [clk@shorelinewa.gov](mailto:clk@shorelinewa.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from City of Shoreline**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [clk@shorelinewa.gov](mailto:clk@shorelinewa.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with City of Shoreline**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [clk@shorelinewa.gov](mailto:clk@shorelinewa.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Shoreline as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Shoreline during the course of your relationship with City of Shoreline.