

CITY COUNCIL POLICY

CITY OF ROCHESTER HILLS, MICHIGAN

TITLE: COUNCIL ATTENDANCE/PER DIEM COMPENSATION POLICY

RELATES TO: ~~City Council per diem meeting compensation~~ Same as above

RESOLUTION #: ~~RES0154-2006 dated 5/03/06~~

IS THIS A NEW POLICY? Yes ~~X~~ No X

IF NO, SUPERCEDES PREVIOUS POLICY DATED: _____

Council Attendance/Per Diem Compensation Policy

The City of Rochester Hills City Council members are compensated in the form of an annual salary and per diem supplement as follows:

Base Annual Salary

Each year prior to Council's last meeting in June, the Human Resources Technical Review Committee provides a recommendation to Council for the amount of the following year's annual base salary for the Council President and Council members.

Per Diem Supplement

Each year, prior to Council's last meeting in June, the Human Resources Technical Review Committee provides a recommendation to Council for the amount of the following year's per diem supplement; and the required meeting attendance necessary (number of meetings) before the per diem compensation is applicable. **For purposes of this policy, per diem is a variable payment earned for each qualifying meeting or event.**

Applicable Per Diem Meetings

Each year, prior to Council's last meeting in June, the Human Resources Technical Review Committee recommends to Council for a list of the meetings applicable for receipt of the per diem compensation.

ARTICLE I: PURPOSE AND INTENT

Section 1. Purpose

The City Council recognizes that elected officials perform a variety of duties on behalf of the City, including legislative, representative, ceremonial and community engagement functions.

The annual salary established for the Council President and Council Members is intended to compensate members for the normal duties of elected office, including but not limited to:

- Preparation for meetings;

- Review of agenda materials and supporting documents;
- Constituent communications (via phone and email);
- Electronic Research and information gathering;
- Informal/In-person constituent meetings with residents and stakeholders;
- Routine community awareness activities; and
- Other general responsibilities associated with serving on City Council.

Per diem compensation is intended to provide additional compensation for attendance at qualifying meetings and events conducted in an official capacity on behalf of the City.

Section 2. Good Faith Standard

This policy is intended to encourage active engagement, transparency and accountability while recognizing the broad responsibilities of elected officials. Council Members are expected to apply this policy in good faith and exercise reasonable judgment when seeking per diem compensation. The City Council President shall presume good faith absent evidence to the contrary.

ARTICLE II: PER DEIM ELIGIBILITY

Section 1. General Eligibility Standard

An activity shall qualify for per diem compensation when:

- The Council Member is acting in an official capacity as a representative of the City, City Council, or an assigned governmental body.
- The activity advances a governmental, municipal, civic, community, or intergovernmental purpose; and
- A reasonable constituent would conclude that attendance serves a legitimate public purpose rather than a personal, political, or social purpose.

ARTICLE III: QUALIFYING ACTIVITIES

Section 1. City Council Meetings

The following activities are generally eligible for per diem compensation:

- Regular City Council meetings
- Special City Council meetings (*not leading to closed session*)
- Budget workshops
- Strategic Planning sessions
- Council retreats
- Closed Sessions authorized by law
- Meetings of Council-established committees

Section 2. Assigned Boards, Authorities, Commissions and Committees

Attendance at meetings of boards, authorities, commissions, committees, or subcommittees to which a Council Member has been formally appointed by:

- City Council
- The Mayor
- The Council President
- Another governmental body acting in cooperation with the City.

This includes required subcommittee meetings associated with such appointments.

Section 3. Official Representation Activities

Events at which a Council Member is requested, assigned, or reasonably expected to represent the City in an official capacity. Examples include:

- Ribbon Cuttings
- Groundbreaking ceremonies
- Veterans recognition events
- Official City celebrations
- Parade participation
- Proclamations and awards presentations
- Events attended in place of the Mayor or Council President

Section 4. Intergovernmental and Legislative Activities

Meetings involving governmental entities or organizations where City interests are discussed or advanced. Examples include:

- Michigan Municipal League (MML) events
- Oakland County governmental meetings
- Southeast Michigan Council of Governments (SEMCOG) meetings
- Legislative advocacy meetings
- Regional planning meetings
- Intergovernmental working groups
- Conferences or training approved by City Council or the Council President

Section 5. City-Sponsored or City-Supported Community Events

Community events organized, sponsored, funded, promoted, or officially supported by the City or one of its departments where Council participation supports civic engagement and public awareness. Examples include:

- Festival of the Hills
- Fire Department Open House
- Tons of Trucks
- Parks and Natural Resources events
- Museum events
- RHISE events
- Mayor's Business Council events
- Community Days of Giving events

- Similar City-supported public gatherings

Section 6. Community and Stakeholder Engagement Meetings

Meetings with organized community stakeholders where matters of municipal interest are discussed. Examples include:

- Homeowners Association meetings
- Neighborhood Association meetings
- Chamber of Commerce government affairs meetings
- Business Association meetings
- Nonprofit partner meetings
- Community forums and Town Hall meetings

ARTICLE IV: ACTIVITIES NOT ELIGIBLE FOR PER DIEM COMPENSATION

Section 1. Non-Qualifying Activities

The following activities are considered part of the routine duties compensated through the annual salary established for the Council President and Council members shall not qualify for per diem compensation:

- Review of agendas, packets, and correspondence
- Constituent emails, phone calls, and routine communications
- Informal meetings with individual residents
- Personal volunteer activities
- Political or campaign events
- Political party functions
- Purely social events
- Personal fundraising activities
- Attendance at events where no official City purpose exists
- Any activity conducted primarily for personal, business or political benefit

~~The following is a guideline list of meetings applicable for per diem compensation:~~

- ~~1. Regularly scheduled and noticed meetings of all Committees and Independent Boards & Commissions to which members are formally appointed by Council as Council's representative. (Does not include Agenda setting meetings).~~
- ~~2. Significant meetings that Council members are directed by Council or Council President to attend for legislative or policy matters on behalf of the Council or as an official representative of the City.~~
- ~~3. Significant meetings relating to legislative or policy matters of Council, Committees), or Independent Boards & Commissions, with prior approval of Council President or the Council if necessary, and communicated to Council in advance (whenever possible).~~

~~4. In general, significant meetings are those which are held “in person” and are attended for a substantial portion of the meeting; e.g. three quarters (3/4) of the meeting time.~~

~~All other meeting/functions attended by Council members are compensated as part of Council’s annual salary.~~

Historical Data:

Adopted: May 3, 2006 City Council Meeting
Amended: January 24, 2007 City Council Meeting