



City of Rochester Hills  
AGENDA SUMMARY  
NON-FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2026-0374

**TO:** Mayor and City Council Members

**FROM:** Brooke Insana, Human Resources Director

**DATE:** August 24, 2026

**SUBJECT:** Revisions to the Council Attendance and Per Diem Compensation Policy

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**REQUEST:**

City Council is requested to consider and approve the proposed modifications to the Council Attendance and Per Diem Compensation Policy, as recommended by the Human Resources Technical Review Committee.

**BACKGROUND:**

Following a series of meetings held by the Council Policy & Procedure Technical Review Committee, proposed policy revisions were drafted to clarify meeting attendance expectations and compensation guidelines. On Monday, August 10, 2026, these changes were presented to the Human Resources Technical Review Committee (HRTTC), which recommended advancing the revised policy to City Council for further consideration.

The revised policy clearly delineates routine duties covered by base annual salary—such as agenda review, constituent communications, and routine research—from qualifying activities eligible for per diem compensation, which include official City Council meetings, appointed boards, and formal civic representation. Furthermore, it establishes explicit criteria for non-qualifying events and introduces a good-faith standard for claiming per diem compensation.

Ultimately, the primary purpose of these policy updates is to foster greater accountability and transparency in municipal leadership, ensuring and upholding the public's trust.

**RECOMMENDATION:**

The Human Resources Technical Review Committee (HRTTC) recommends that City Council accept and approve the revised Council Attendance and Per Diem Compensation Policy.

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| APPROVALS:          | SIGNATURE | DATE |
|---------------------|-----------|------|
| Department Review   |           |      |
| Department Director |           |      |
| Mayor               |           |      |
| City Clerk          |           |      |

Contract Reviewed by City Attorney ☐ Yes ☒ N/A