



Rochester Hills

Agenda Report

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File Number: 2005-0345

File Number: 2005-0345 **File Type:** Policy **Status:** To Council
Version: 5 **Reference:** **Controlling Body:** City Council
Regular Meeting
Requester: **Cost:** **Introduced:** 05/17/2005
File Name: City Council Timesheets **Final Action:**

Title: City Council Policy for Attendance/Per Diem Compensation

Notes: RES0016-2006

Code Sections:

Indexes: Policy

Sponsors:

Attachments: Agenda Summary.pdf, FINAL DRAFT Policy.pdf, 030706 AIS - DRAFT 3 Policy.pdf, 020706 AIS - DRAFT 2 Policy.pdf, 010406 Referral from CC.pdf, 010406 CC Reg Mtg DRAFT Min EXERPT.pdf, 122805 Agenda Summary.pdf, 110205 Agenda Summary.pdf, 080205 AIS - DRAFT 1 Policy.pdf, AIS Minutes.pdf, 102705 Resolution Ver 2.pdf

Agenda Date:

Agenda Number:

Enactment Date:

Enactment Number:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Administration and Information Services Committee	05/17/2005	Discussed				
	Notes:	<i>The Committee consensus was to discuss this matter further at the June AIS meeting.</i>					
1	Administration and Information Services Committee	06/07/2005	Discussed				
	Notes:	<i>Chairperson Holder distributed information related to Council time sheets. The Committee discussed the pros and cons of methods used to determine what should be counted as a "paid meeting" after reaching 32 meetings which included the following:</i>					
		<i>* References were made to the discussions held by Council at their May 23, 2001 Regular Meeting, including the resolution regarding the guideline of what meetings were eligible for compensation.</i>					
		<i>* The Committee noted that in 2003, Council directed the Council President to review Council time sheets and use discretion to determine what meetings were eligible for compensation due to some attendance issues at that time.</i>					
		<i>* Chairperson Holder noted that each time sheet is signed by the individual Council member</i>					

thereby holding them responsible and accountable for information listed on their time sheets.

The Committee consensus was that the Council President should discuss any questionable meetings listed on an individual's time sheet with that member first, and if an agreement can not be reached, the Council President and the individual member should bring it to the AIS Committee for discussion.

As Council President, Ms Hill stated that she would schedule this item for further discussion at a future Council meeting or work session.

- 1 Administration and Information Services Committee 08/02/2005 Discussed

Notes: Chairperson Holder distributed copies of a draft policy provided by Ms. Hill regarding Council Attendance/Per Diem Compensation [electronically attached to file #2005-0345] for review. The draft policy was designed with the intent to clarify what types of meetings that Council receives per diem compensation and to obtain agreement by all Council members. The draft policy outlined the following:

- * Base Annual Salary
- * Per Diem Supplement
- * Applicable Per Diem Meetings

The consensus was to discuss this matter further at the September AIS meeting.

- 1 Administration and Information Services Committee 09/27/2005 Postponed

Notes:

- 1 Administration and Information Services Committee 10/04/2005 Approved and Referred City Council Regular Meeting Pass

Notes: Ms. Hill briefly recapped the purpose of the draft policy regarding Council Attendance/Per Diem Compensation. The consensus of the Committee was to recommend that it be moved forward to City Council for further discussion.

Aye: Hill, Dalton and Verschueren
Absent: Holder and Kirksey

- 2 City Council Regular Meeting 11/02/2005 Discussed

Notes: The Consensus of Council was to postpone further discussion and consideration of this matter until after the November election when the new Council members could participate.

- 3 City Council Regular Meeting 01/04/2006 Referred by Resolution Administration and Information Services Committee Pass

Notes: Ms. Holder expressed her belief that the current policy regarding Council per diem pay is adequate and requires no revisions.

President Rosen noted that it was his impression that the suggested changes before Council actually relax and broaden the parameters of the current policy. He further stressed, "Any good payroll system needs some sort of a way to have someone finally authorize payment." He indicated his willingness to fulfill that need.

Ms. Holder made a motion to have the Administration & Information Services (AIS) Committee examine this issue, the suggested policy changes and the reasons these changes were suggested and that the Committee's evaluation be brought back before Council within the timeframe of three months. She noted that, although this issue had been previously

reviewed at AIS, two members of Council were joining the Committee for the first time.

Mr. Barnett specifically noted for the benefit of the AIS Committee that he takes issue with a prohibition of pay for ad hoc committee meetings, as a great deal of work is done at that level. He specifically noted the work on the leaf burning, solid waste hauler and local roads issues. He also indicated that the policy suggestions regarding the ". . . meetings up to four additional . . ." is confusing and requires clarification.

Aye: Ambrozaitis, Barnett, Duistermars, Holder, Raschke, Rosen and Yalamanchi

3 Administration and Information Services Committee 02/07/2006 Discussed

Notes: The Committee commenced discussion regarding the Council Attendance/Per Diem Compensation Draft Policy and noted the following:

* Council Members are compensated for meetings to Boards & Commissions in which they are formally appointed to as a representative of the City.

* Council Members can be compared to "exempt employees". An exempt employee has a greater role and responsibility for the work that needs to be accomplished however long it takes. The perception of the amount of work it takes to get the job done is different for each member. The salary is paid based on the job that needs to be done, not by how much time an individual puts into the work he/she does.

* The current Council attendance sheet is a list of meetings and committees that qualify for compensation.

* It is a good practice for the Council President to review attendance sheets submitted by Council members similar to supervisors who review department employees' time cards.

The Committee consensus was to include the following suggestions as DRAFT 2 for discussion at the March AIS meeting:

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

1. Regularly scheduled and noticed meetings of all Committees (except Ad-Hoc 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 the Council, Committees (except Ad-Hoc Committees), or Independent Boards & Commissions, with prior approval of Council President or the Council if necessary, and communicated to Council in advance (whenever possible).

(In general, significant meetings are those which are held "in person" and last longer than one (1) hour).

4 Administration and Information Services Committee 03/07/2006 Approved and Referred City Council Regular Meeting Pass

Notes: The Committee commenced discussion regarding Draft 2 of the Council Attendance/Per Diem Policy and suggested the following changes regarding the section that speaks of the guideline list of meetings applicable for per diem compensation:

* Number 1 and number 3 should include ad-hoc committees for per diem compensation because an extensive amount of work may be done at that committee level and may require more than four (4) ad-hoc committee meetings.

* Number 4 should reflect that significant meetings are those held "in person" and are attended for a substantial portion of the meeting; e.g. three-quarters (3/4) of the meeting time. The goal is to better explain that a member cannot expect to be compensated for being in attendance for five (5) or ten (10) minutes of the meeting.

The Committee questioned whether the Council attendance form should reflect the Cemetery Committee as an ad-hoc Committee.

The Committee agreed that if a Council member has any question regarding per diem compensation for a particular or unusual meeting, he/she is encouraged to seek input by email or phone call to the Council President. This would help to foster good communication between Council members.

The consensus of the Committee was to make the changes as discussed and forward a Draft 3 to a future City Council meeting along with the other Council policy changes that the AIS Committee is currently reviewing.

Aye: Holder, Kinker, Rosen and Verschueren
Absent: Duistermars

Text of Legislative File 2005-0345

..Title

City Council *Policy for Attendance/Per Diem Compensation*

..Body

Resolved that the Rochester Hills City Council concurs with the recommendation of the Administration & Information Services Committee and adopts the *City Council Attendance/Per Diem Compensation Policy* as presented.