



# Rochester Hills

## Minutes - Draft

### Council Policy and Procedure Technical Review Committee

*Council Members: Jason Carlock, Theresa Mungoli, and Marvie Neubauer  
City Clerk Leanne Scott*

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Friday, July 24, 2026

2:30 PM

1000 Rochester Hills Drive  
Conference Room #130

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## CALL TO ORDER

*Clerk Scott called the Council Policy and Procedure Technical Review Committee meeting to order at 2:40 p.m.*

## ROLL CALL

**Present** 4 - Jason Carlock, Theresa Mungoli, Marvie Neubauer and Leanne Scott

## Others Present:

*Shira Arunchunaikani, International Academy Student, Okma Campus  
Bhargav Kore, International Academy Student, Okma Campus*

## APPROVAL OF MINUTES

**2026-0330** Approval of Minutes - Council Policy and Procedure Technical Review Committee - May 22, 2026

**Attachments:** [05222026 Draft Minutes.pdf](#)  
[Resolution \(Draft\).pdf](#)

**Approved as Presented.**

**Aye** 4 - Carlock, Mungoli, Neubauer and Scott

**Resolved**, that the Minutes of the Council Policy and Procedure Technical Review Committee held on May 22, 2026 be approved as presented.

## CITY COUNCIL RULES OF PROCEDURE

*The Committee Members discussed updating the Council Attendance/Per Diem Compensation Policy to better align with current Council roles, commitments and responsibilities. They highlighted the fact that Council Members receive an annual salary of approximately \$7,500 (and approximately \$9,500 for the Council President), paid in monthly increments. They also shared that historically, per diem pay was set at \$60 per meeting after attending 32 meetings, but the Human Resources Technical Review Committee (HRTTC) previously reduced that threshold to 10 meetings and increased the rate to \$70 per meeting. The Members noted that the Council Attendance/Per Diem Compensation Policy was adopted in 2006 and is outdated, fails to account for current meeting volumes, and lacks clarity on which events qualify*

*for additional compensation beyond standard salary expectations.*

*To eliminate confusion, the group proposed rephrasing 'per diem' to 'non-salaried pay' and establishing clearer category definitions. President Carlock presented a framework that assigned ordinary duties-such as agenda preparation, packet review, and general constituent outreach-to base salary, while reserving additional compensation for official representation events, assigned boards and commissions, and intergovernmental meetings. The Members agreed that campaign activities, purely social gatherings, personal political events, and basic constituent emails or phone calls should be explicitly listed as non-eligible for extra pay.*

*As next steps, the Group agreed to formalize these recommendations for review by HRTRC before submitting them to the full City Council for adoption, aiming for completion by September 2026. A meeting of the HRTRC the week of August 10, 2026 will be requested.*

*To address the concern regarding what should be recorded on the upcoming time sheet submissions for the month of July, members decided to follow past submission practices which will be subject to final review and approval by the Council President. Additionally, administrative staff will assist with reformatting time sheets and clarifying calendar event designations once those items have been clearly defined and adopted.*

## **ANY OTHER BUSINESS**

*Clerk Scott shared the ordering procedures for any official City apparel.*

## **NEXT MEETING DATE**

*- Friday, July 31, 2026 at 3:00 p.m.*

## **ADJOURNMENT**

*There being no further business before Council, it was moved by Neubauer and seconded by Mungioli to adjourn the meeting at 4:00 p.m.*