



**City of Rochester Hills
AGENDA SUMMARY
NON-FINANCIAL ITEMS**

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Legislative File No: 2025-0293

TO: Mayor and City Council Members

FROM: Brooke Insana, Human Resources Director

DATE: July 7, 2025

SUBJECT: Recommendation for 2026 General Adjustment for Department Directors

REQUEST:

Approval of the HR Technical Review Committee's recommendation for a 2.75% general adjustment to the salary schedule for department director positions for 2026.

BACKGROUND:

Pursuant to Section 8.8 of the City Charter of the City of Rochester Hills, City Council is required to set in the annual budget, by resolution, the annual salary for department directors, Mayor, and rates of compensation for City Council and members of Boards and Commissions. As directed by Article III of the *City Council Policy for Salaries of Department Directors and Mayor, and Per Diem Fees for City Boards and Commissions*, as amended, and authorized by resolution number 2017-0279, the Human Resources Technical Resource Committee (HRTRC) met on June 24, 2025 to discuss 2026 compensation recommendations.

In 2017, City Council authorized implementation of a unified salary schedule to include department directors as well as other non-union and union employee groups. This compensation structure is intended to maintain pay equity between employee groups, as well as to support a market-competitive, above market average pay philosophy for the City. As a result, in addition to annual adjustments to offset inflation factors and subject to satisfactory performance, directors are now eligible for annual steps within pay grades established for their respective positions.

During the June 24, 2025, HRTRC meeting, HR Director Brooke Insana briefed the committee on the City's unified salary schedule. This presentation emphasized the City's commitment to an above-market-average pay philosophy. A 2.75% general adjustment for 2026 was proposed, aligning with both the seven-year forecast budget and the previously ratified 2025-2027 GELC, Local 1984 Collective Bargaining Agreement. This adjustment aims to keep the unified salary schedule competitive with the market and maintain the internal integrity of the salary structure.

On that basis, the HRTRC reached consensus to recommend a 2.75% general adjustment to the 2026 base salary budget for directors, in addition to eligible step increases.

RECOMMENDATION:

That City Council accept the HR Technical Review Committee’s recommendation and approve a 2.75% general adjustment for department directors in 2026 in the amount of \$40,538.11, for a total base salary budget of \$1,514,651.11.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Mayor		
Deputy Clerk		

Contract Reviewed by City Attorney ☐ Yes ☒ N/A