

**WORK SESSION AGENDA
WYOMING CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS**

Monday, March 13, 2023, 5:30 P.M.

- 1) Call to Order**
- 2) Student Recognition**
- 3) Public Comment on Agenda Items (3 minute limit per person)**
- 4) 2024 Budget Overview: Public Works & Utilities & CIP**
- 5) Police Equipment Purchase**
- 6) Payment in Lieu of Taxes (PILOT)**
- 7) Boards and Commissions**
- 8) Human Resources Reorganization**
- 9) Any Other Matters**
- 10) Acknowledgement of Visitors/Public Comment (3 minute limit per person)**

Memorandum

To: John McCarter, Interim City Manager
From: Myron Erickson, PE, Director of Public Works & Utilities
Date: March 8, 2023
Re: 2024 Budget Overview

From its incorporation as a city in 1959, Wyoming has invested heavily in its infrastructure. Its street network, water distribution system, and sewer collection system were built and subsequently expanded. The original drinking water filtration plant and wastewater treatment plant have also both been significantly expanded several times. They are state of the art technologically today, with a service population of hundreds of thousands. Wyoming should be proud of these investments and its long tradition of public service excellence.

The challenge now becomes one of asset management: the long-term cost of preserving, maintaining, and replacing this infrastructure as it ages. We follow four guiding principles in our exercise of asset management. These are:

- Maintaining working capital balances of at least the minimum required. (120 days of O&M)
- Maintaining at least the minimum debt service coverage ratio. (the ratio of net revenues to debt service must be ≥ 1.25)
- Responsible annual utility rate increases. (with a net impact distributed across water and sewer)
- Continued and sufficient investment in infrastructure.

Following are some financial highlights from our major areas of service.

Streets:

Wyoming has approximately 76 centerline miles of major streets and 172 centerline miles of local streets. We anticipate an approximate 10% increase in the cost of street resurfacing for the upcoming construction season. In the current fiscal year, this cost is approximately \$200K per lane-mile, so about \$220K per lane-mile can be expected for FY24.

Capital Improvement Planning. For FY24, we are budgeting \$5M for resurfacing and an additional \$800K as our local match required to receive approximately \$1.3M in Federal and State funding for local projects, bringing the total investment to \$7.1M. This level

of investment maintains an approximate \$4M fund balance, which is prudent for emergencies or other unforeseeable circumstances.

Motor Pool:

Another area where we exercise prudence and common-sense judgment is in our motor pool. Our vehicle replacement criteria, borne out by decades of fleet maintenance experience, call for replacing a vehicle at a certain age or level of use (either miles or hours). However, as the quality of motor vehicles continues to rise, and because we keep our vehicles well maintained, we often see instances where it makes sense to keep a vehicle in service for another year or two and defer its replacement.

It's important to note that supply chain issues continue to challenge our operation. We are still waiting on 18 vehicles that were ordered in 2021 and 2022. In anticipation of this situation continuing, we will be ordering in FY24 three plow/salt trucks that are coming due for replacement in FY25.

Capital Improvement Planning. For FY24, there are 84 vehicles and pieces of equipment that meet or exceed the age or usage criteria and are eligible to be replaced. However, 61 of these are still economically serviceable and therefore their replacement is being deferred until next year, saving Wyoming approximately \$2.1 million in immediate replacement costs.

Water and Sewer Mains:

Capital Improvement Planning. Wyoming also has approximately 250 miles of both water and sewer mains. For FY24, we will invest \$4 million in water main replacement and \$250K in sewer slip-lining or rehabilitation. We are also budgeting \$160K for repairing the Wilson Ave force main, which has experienced several failures in recent years.

Note: although we budget and plan for the work, supply chain issues and material shortages remain a concern in the current economic climate and may affect the amount of this work we are able to complete in the upcoming year.

Water Treatment Plant:

The crown jewels in Wyoming's independent utility system are the utility plants themselves. At the water plant, there have been no major leaks in the 42" transmission main in the last 17 months; the 54" main hasn't required repairs since August of 2020. However, the repair of a major leak can easily run to \$250K, so proper operation of the transmission mains that avoids pressure surges is key. This will require purchasing power at different times of the day, which will impact our peak electric charge. We are budgeting accordingly and are also including rate increases we anticipate from Consumers Energy of approximately 10%.

Capital Improvement Planning. The plant's third transmission main is currently in final design while siting and easement acquisition operations are well underway. Construction on the first of three planned phases was originally to begin in late calendar year 2022 but has been postponed while we pursue State Revolving Fund (SRF) financing options, the next step of which is a public meeting. The public meeting will be held at one of City Council's regular sessions in May, likely the first. Regardless of whether we are awarded SRF financing, we will sell debt in FY24 to pay for Wyoming's 57% share of the approximate \$81.5M total cost. The difference in interest paid over the life of the debt is significant, so it makes sense to thoroughly vet the SRF option. The first payment on this debt will be budgeted for FY24 and will likely require a mid-year rate increase.

Capital Improvement Planning. The second Lake Michigan raw water intake, a further investment in redundancy and stability, is currently on hold while we settle the question of financing the third transmission main. As a reminder, the State of Michigan required us to reprioritize this project behind the construction of a third transmission main. We will come back to this capital-intensive project as we get closer to completing the first phase of the third transmission main.

Capital Improvement Planning. Major capital improvements planned for the water plant in FY24 include rehabilitation of Hook tank (\$1.3M), rapid sand filter renovation (\$400K), and a roof replacement (\$150K).

The water fund's projected working capital balance ending FY23 is \$11.1M, representing 283 days of O&M (versus 120 days required), and its debt service coverage ratio is at 1.96 (versus minimum required 1.25).

Clean Water Plant:

At the Clean Water Plant, construction is complete on an ultraviolet (UV) light disinfection system that replaced the outdated chlorine-based chemical disinfection system. This is an \$8M investment, and, as with every investment we make in the utility plants, will benefit every citizen and rate payer equally and without regard to income or socio-economic status. Although we no longer have the cost, complication, and safety concerns of a chemical feed system, the UV system will require more electrical power. We are anticipating this in our FY24 request, along with the anticipated rate increases from Consumers Energy of approximately 10%.

Capital Improvement Planning. For FY24, the Clean Water Plant is budgeting for a biosolids digester feasibility study, the upgrade of the software that runs the plant (Wonderware), and the design stage of a blower replacement project. These investments, totaling approximately \$1M, serve our goal of eliminating service disruption through stability and redundancy.

The sewer fund’s projected working capital balance ending FY23 is approximately \$10.3M, representing 222 days of O&M (versus 120 day required), and its debt service coverage ratio is at 1.95 (versus minimum required 1.25).

Water and Sewer Rate Recommendations and Impacts:

Moving from FY23 to FY24, we are planning on 8% increases on readiness-to-serve (RTS) charges for both water and sewer, and 15% increases on both water and sewer retail rates. Following this strategy, debt service coverage ratios remain healthy for both funds and the overall impact on the typical Wyoming rate payer increases by 13%.

We are also budgeting for a rate study for the upcoming fiscal year.

	<i>Ready to Serve, \$</i>	<i>Rate, \$ / HCF</i>	<i>Avg Winter Qtr Bill (est)</i>	<i>Avg Non-Winter Qtr Bill (est)</i>	<i>Impact From Previous FY</i>
Current FY23					
Water	\$24.73	\$1.61	\$52	\$87	5.4%
Sewer	\$18.50	\$3.16	\$72	\$80	1.1%
Overall			\$124	\$167	3.2%

Recommended FY24					
Water	\$26.71	\$1.85	\$58	\$99	12.7%
Sewer	\$19.98	\$3.63	\$81	\$91	13.2%
Overall			\$139	\$190	13.0%

Most communities in Michigan are experiencing the same rate pressures. A survey of water and sewer rates from 30 different communities around Michigan clearly shows the strong value Wyoming citizens continue to receive for their water and sewer dollar.

<i>Pocketbook Parameter</i>	<i>Wyoming (FY24)</i>	<i>Rank in Survey</i>
<i>Combined quarterly bill</i>	<i>\$190</i>	<i>2nd out of 30</i>
<i>Water rate</i>	<i>\$1.85 / HCF</i>	<i>4th out of 30</i>
<i>Sewer rate</i>	<i>\$3.63 / HCF</i>	<i>11th out of 30</i>

Water and Sewer Goodwill Gestures:

Wyoming offers water and sewer benefits to its residents that most communities do not, even though we are not obligated by law to offer either. Both our water line break and sewer backup programs serve to reduce health hazards by encouraging property owners to repair water leaks and clean up sewer backups as quickly as possible.

Our water service line replacement policy means that should a resident's water service line break or fail, it is replaced at no charge to the resident all the way to the meter. Every year we repair or replace approximately 140-150 residential water service lines, at a cost of approximately \$1.4M.

The water/sewer goodwill policy provides a method for assisting homeowners with the financial burden of a water or sewer event, even when the City is not legally liable. In FY22, we assisted 48 addresses with these services, spending approximately \$135,000. So far in FY23, we have assisted 38 addresses and spent approximately \$95,000.

To conclude, I hope this memo serves to demonstrate how Wyoming achieves its asset management goals, fulfills its four guiding principles, and supports Wyoming's mission of Community, Safety, and Stewardship, while giving Wyoming residents the best possible value for their dollar.

Memorandum

To: John McCarter, Interim City Manager
 From: Myron Erickson, PE, Director of Public Works & Utilities
 Date: 5 March 2023
 Re: Capital Improvement Plan Public Meeting, 2023

The City Charter requires us to hold a public meeting annually to present capital improvement plans. A budget overview is on the agenda for City Council’s March 13, 2023, work session, and we will make our public presentation on capital improvement planning for the coming few years the following day, Tuesday, March 14. Russ Henckel, Assistant Director of PW, will present details on our capital improvement plans as we plan to do them in the following construction seasons (i.e., this is not fiscal year budget information).

2023	Streets	\$5.1M Wyoming* <u>\$8.0M Fed/State</u> \$13.1M Streets
	*Note: includes \$3.0M in COW resurfacing	
	Utilities	\$3.0M Water

2024	Streets	\$5.2M Wyoming* <u>\$1.3M Fed/State</u> \$6.5M Streets
	*Note: includes \$4.5M in COW resurfacing	
	Utilities	\$3.0M Water

2025	Streets	\$5.7M Wyoming* <u>\$1.8M Fed/State</u> \$7.5M Streets
	*Note: includes \$5.0M in COW resurfacing	
	Utilities	\$4.8M Water

In addition, I will also review the following utility plant capital improvement projects at my budget presentation to Council on March 13th. As a reminder, these project amounts are budgeted for FY24:

Drinking Water Plant: \$2.1M comprising Hook tank refurbishment, filter renovation, roof replacement, Gezon HVAC upgrades, and other small items.

Clean Water Plant: \$1.5M comprising lab equipment, building improvements, a digester feasibility study, blower replacement design, and other small items.

STAFF REPORT

Date: March 6, 2023

Subject: Purchase and trade-in of Police Rifles and Less Lethal Shotguns

From: Captain Eric Wiler

Meeting Date: March 13, 2023

RECOMMENDATION:

It is recommended City Council authorize \$22,232.00 for the Department of Public Safety—Police to purchase police rifles and less lethal shotguns to replace the aging rifles and shotguns currently in our inventory. The rifles and shotguns being recommended are thirty Colt patrol rifles, Model CR6920, six Colt Commando rifles, Model R0933, for the tactical team, and thirty-six Mossberg shotguns, Model 50765, with bright orange stock and forend for less lethal applications. These rifles and shotguns would be purchased from RBA, Inc. (Phoenix Distributors), one of four companies that submitted a bid for this purchase. In addition to this purchase, the current patrol rifles, some of the current tactical team rifles, and the current shotguns in our inventory would be traded in to Phoenix Distributors for credit to be applied to the purchase of the new items.

COMMUNITY, SAFETY, STEWARDSHIP:

The Department of Public Safety – Police currently utilize patrol rifles and less lethal (12-gauge bean bag) shotguns in all patrol vehicles for response to critical incidents. Although used infrequently, patrol rifles are critical tools needed to provide safety to members of our community and our police officers during potentially life-threatening incidents such as active shooters and armed assailants. As we continue to train our officers in de-escalation tactics, less lethal 12-gauge bean bag rounds are a valuable tool in bringing about a successful resolution to a critical incident without the need for using lethal force. Additionally, our tactical team is frequently called upon to provide safety to our community by apprehending violent offenders who are armed with weapons or have a history of being armed with weapons. The response to these types of offenders by the tactical team requires special equipment, such as shorter rifles for maneuvering in tight spaces.

Trading in our current patrol rifles, shotguns, and some tactical rifles, will give us a credit to be used towards the purchase of new rifles and shotguns, thereby significantly reducing the funds needed to complete the purchase.

DISCUSSION:

The current shotguns being used by the Department of Public Safety are over 25 years old. These shotguns are well beyond their serviceable life span and are in need of replacement. The current patrol rifles and six of the tactical team rifles are 15 years old. The capital asset life cycle plan used by the Department of Public Safety indicates that the rifles and shotguns are to be replaced in 2023.

In 2018, we transitioned our shotguns from lethal weapons to less lethal impact munitions to provide our officers with an additional tool to de-escalate high-stress incidents. To quickly identify that the shotguns fire less lethal munitions instead of lethal rounds, the stocks and forends were painted bright orange. The bid for the shotguns included purchasing stocks and forends that are manufactured in a bright orange color.

On February 14, 2023, the City received three bids for police rifles and shotguns. Fifty-one invitations to bid were sent to and/or downloaded by prospective bidders.

The Department of Public Safety is requesting the bid to purchase and trade in of current equipment be awarded to RBA, Inc. (Phoenix Distributors).

BUDGET IMPACT:

This money is available in the Capital Outlay patrol operating supplies # 101-305-31500-740.000.

Thank you for your consideration.

Enclosure:
Bid Tabulation Sheet

Quantity	Item Description -Purchase	CMP Distributors			Proforce Marketing, Inc.			Vance Outdoors		
		Check if Meets Specifications	Unit Price	Total Price for Estimated Quantity	Check if Meets Specifications	Unit Price	Total Price for Estimated Quantity	Check if Meets Specifications	Unit Price	Total Price for Estimated Quantity
36	New Mossberg 590A1 12ga Shotguns. 18.5" Barrel, 6+1 Clean Out Tube, Ghost Ring Sights, Parkerized Finish, Synthetic M-LOK Forend, Model #50765	X	\$525.00	\$18,900.00	X	\$491.83	\$17,709.48	X	\$497.40	\$17,906.40
36	Hogue Orange Less Lethal Stock Set. (Stock & Forend) Model 05042.	X	\$62.50	\$2,250.00	X	\$57.75	\$2,079.00	X	\$44.50	\$1,602.00
6	New Colt Commando .223/5.56 Caliber Rifles, 11.5" Barrel, Semi/Safe/Full Auto, 4-Position Collapsible Stock, Detachable Carry Handle Or Magpul MBUS Flip Up Rear Sight, W/1-30rd Magpul Magazine. Model R0933.	X	\$1,485.00	\$8,910.00	X	\$1,023.54	\$6,141.24	X	No Bid	No Bid
30	New Colt Carbine .223/5.56 Caliber Rifles, 16.1" Step Cut Barrel, Semi/Safe Only, 4-Position Collapsible Stock, Magpul MBUS Flip Up Rear Sight, W/1-30rd Magpul Magazine. Model CR6920.	X	\$999.00	\$29,970.00	X	\$820.12	\$24,603.60	X	No Bid	No Bid
Quantity	Item Description -Trade In									
36	Used Remington 18" Model 870 12ga Shotgun W/Less Lethal Stock & Forend	N/A	\$165.00	\$5,940.00	N/A	\$205.00	\$7,380.00	N/A	\$100.00	\$3,600.00
4	Used S&W 18" M3000 12ga Shotguns	N/A	\$150.00	\$600.00	N/A	\$145.00	\$580.00	N/A	\$100.00	\$400.00
4	Used Benelli 14" M1 Super 90 12ga Shotguns	N/A	\$225.00	\$900.00	N/A	\$405.00	\$1,620.00	N/A	\$200.00	\$800.00
6	Used Colt M16A2 Commando Rifles W/Detachable Carry Handle & 1-Magazine	N/A	No Bid	No Bid	N/A	\$301.00	\$1,806.00	N/A	\$200.00	\$1,200.00
24	Used Colt LE M4 Rifles W/16.1" Step Cut Barrel & 1-Magazine	N/A	\$300.00	\$7,200.00	N/A	\$465.00	\$11,160.00	N/A	\$350.00	\$8,400.00
10	Used Armor Express Ballistic Vests	N/A	No Bid	No Bid	N/A	\$20.00	\$200.00	N/A	No Bid	No Bid
			Total Purchase Price	\$60,030.00			\$50,533.32			\$19,508.40
			Total Trade-In Value	\$14,640.00			\$22,746.00			\$14,400.00
			Cost to City after purchase and trade-in	\$45,390.00			\$27,787.32			\$5108.40*
										* Does not include patrol rifles or TACT rifles



Payment in Lieu of Taxes (PILOT)

Community and Economic Development

City of Wyoming

March 13, 2023

CED and Council

Work Sessions

March 13, 2023

PILOTS

April 10, 2023

CDBG Consolidated Plan and Annual Action Plan

May 8, 2023

Housing Needs Assessment

Regular Meetings

April 3, 2023

Introduction of PILOT projects

May 1, 2023

Annual Action Plan and Rehab Manual Adoption

Agenda



01. Introduction

What is a PILOT? How it's used as an Economic Development tool.

02. Current PILOTS

Review current PILOT project and discuss economic impact.

03. Future PILOTS

Cherry Health and Pinery Park Apartments

04. What's Next

Policy determinations.

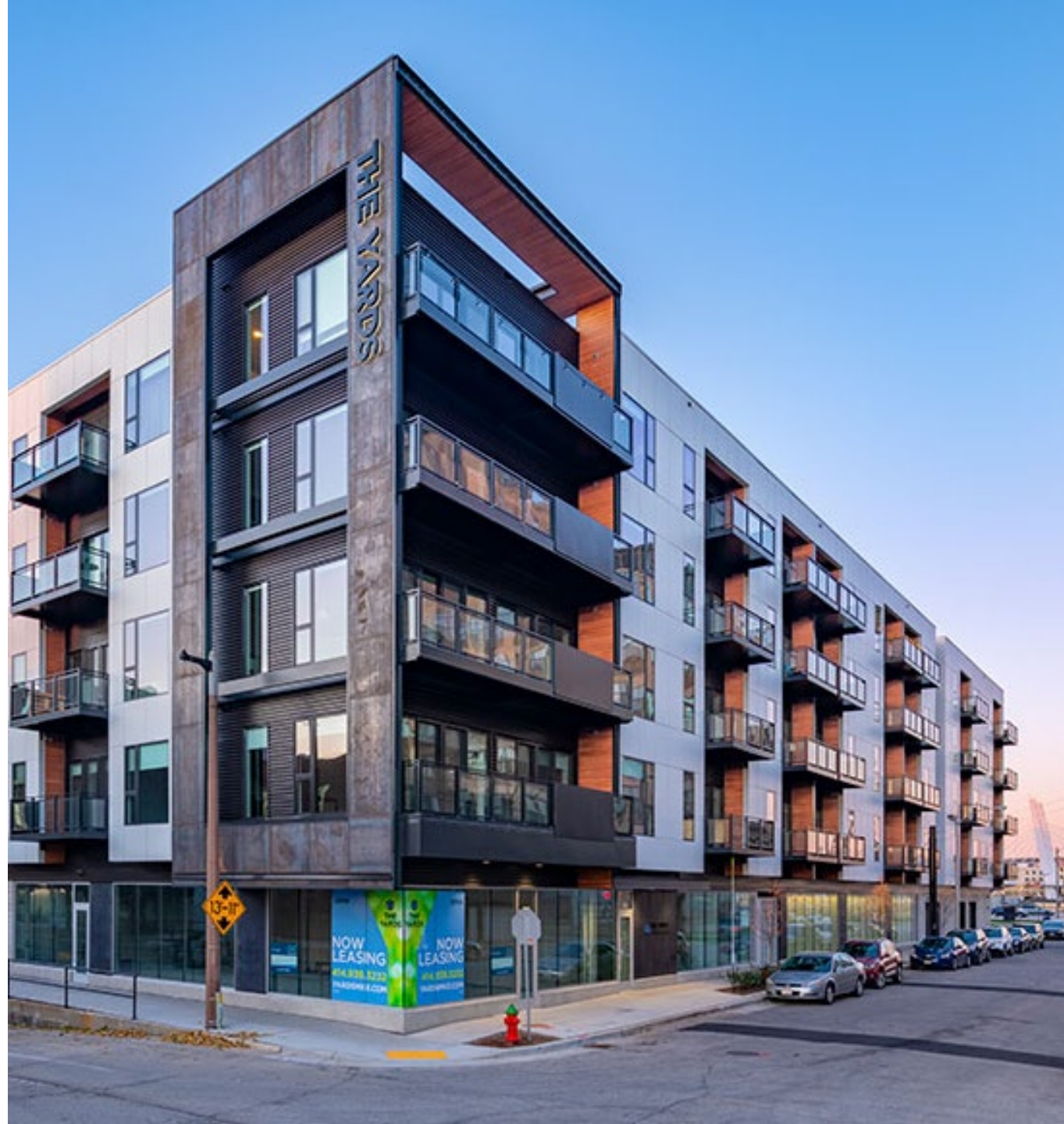
05. Questions

Follow-ups?

Introduction

Payment in Lieu of Taxes (PILOT)

- What?
 - An agreed upon payment based on a percent of total shelter rent as opposed to ad valorem property tax payments
- Why?
 - Required for certain housing developments, e.g. those financed through Michigan State Housing Development Authority (MSHDA)



Economic Development

City's Toolbox

- PA 198 Industrial Facilities Tax Exemptions
- Act 381 Tax Increment Financing (Brownfields)
- Act 255 Commercial Facilities Tax Exemption
- Payment in Lieu of Taxes



Economic Development

City's Toolbox

Limited economic development toolbox

- PILOTS used to incentivize developments that will spur and contribute to the economic prosperity of the area and bring needed affordable housing units
 - Housing Kent updated Housing Needs Assessment projects need of 34,699 housing units in Kent County
 - Including dedicated affordable units and permanent supportive housing
 - PILOTS are an effective tool for incentivizing housing developments



Economic Development

City's Toolbox

Limited economic development toolbox

- PILOTS are sometimes paired with Municipal Service Agreements (MSA)
 - separate payments made directly to a municipality to offset public service expenses generated by a new development
 - can be a percent of shelter rents or a flat fee



Economic Development

Why PILOTS?

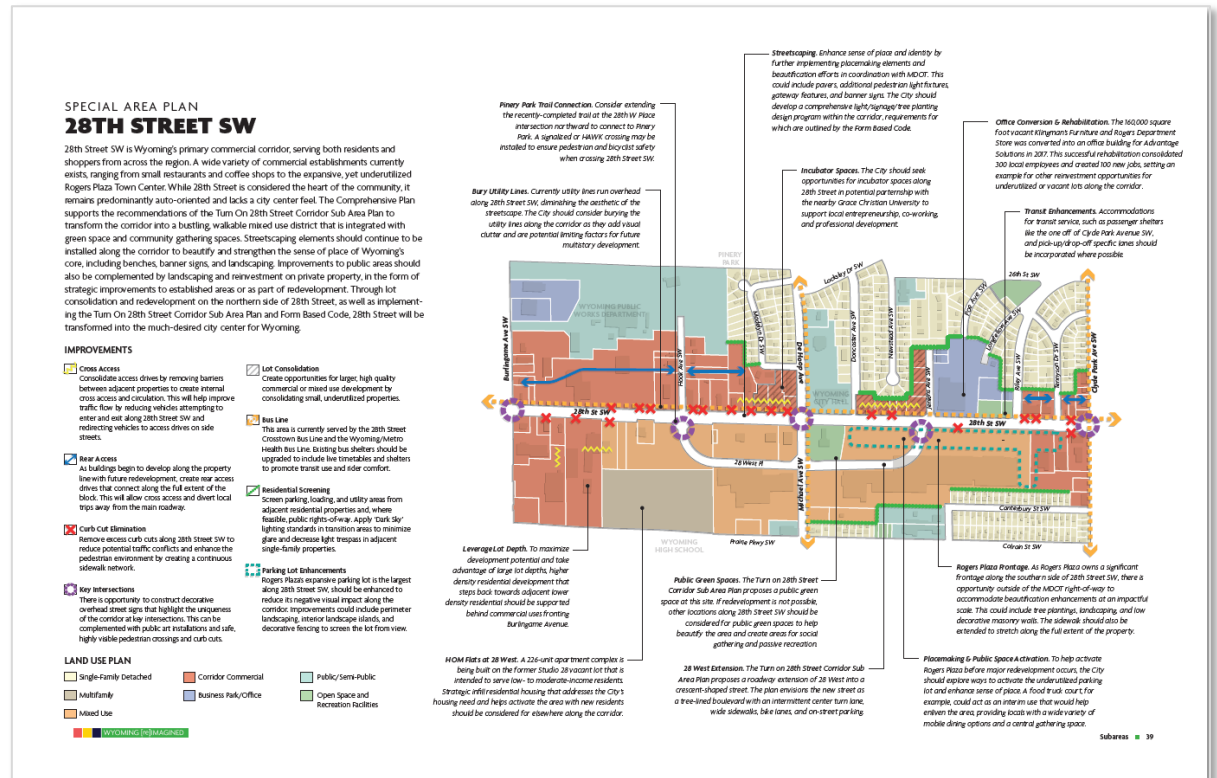
- Required if a housing project is seeking funding through the Michigan State Housing Development Authority (MSHDA)
- Make projects financially feasible for the developers
- Ensures a quality development
- Can also be used to rehabilitate/revitalize an aged structure
- Effective tool for bringing needed housing to the market and spurring economic development



Economic Development

How is a proposed PILOT evaluated?

- Scope and type of project
- Location
- Housing needs assessed
- Master Plan
- Economic gain compared to cost of incentive



Current PILOTS

Recently adopted PILOTS



Hom Flats, mixed income housing in Wyoming City Center and Union Suites at 3655 Michael Avenue.

Hom Flats at 28 West Place

Tenant Information

- 386 units
- Employers include: UM Health West; Spectrum; Wyoming Public Schools; GR Public Schools; Steelcase
- Salaries range from \$10,000 to \$140,000

Placer.ai Data – Hom Flats

- 347,000 visits (including residents)
- 194,000 visits excluding residents and employees (visitors)
- Frankie V's; Biggby; Planet Fitness; UM Health West Campus





**Projects &
What's Next**

Proposed Projects

Cherry Health and Woda Developers

- Proposed 56 unit permanent supportive housing development at Burlingame Ave SW and Prairie Parkway.

Pinery Park Apartments

- Existing 125 unit apartment building at 2300 Newstead

What's Next

Policy Guidance and Feedback

- PILOT Policy
- PILOT Priority Areas
- Other?





Questions



STAFF REPORT

Date: March 6, 2023

Subject: Board and Commission Compensation

From: Kelli A. VandenBerg, City Clerk

Meeting Date: March 13, 2023 (Work Session) and March 20, 2023 (Regular Meeting)

BACKGROUND:

The code of ordinances identifies select boards and commissions whose members are to be compensated. The compensation for these boards and commissions has not been changed since 1999. Mayor Vanderwood has asked for a review of the compensation rates of these boards and commissions.

RECOMMENDATION:

It is recommended the City Council review board and commission compensation and consider an increase in compensation for those members serving the Planning Commission, Zoning Board of Appeals, Construction Board of Appeals and the Housing Board of Appeals.

COMMUNITY, SAFETY, STEWARDSHIP:

Community – Community is served when (i) community members serve on boards and commissions, (ii) when board and commission members have needed qualifications and desired abilities and characteristics, and (iii) when boards and commissions broadly reflect the community.

Safety – These actions will have no impact on safety.

Stewardship – It is appropriate to adjust the compensation of these boards and commissions to assist in the recruitment and retention of skilled and qualified members.

DISCUSSION:

In Section 2-112, the Code of Ordinances indicates the members of the following boards and commissions will be compensated:

- (1) Board of canvassers;
- (2) Board of review;
- (3) Board of zoning appeals;
- (4) Housing board of appeals;
- (5) Planning commission.

There is further direction in this section that the compensation will be as established by council resolution.

Additionally, Section 10-433 of the Code of Ordinances addresses the Construction Board of Appeals being a compensated board with compensation determined by council resolution.

The last resolution addressing compensation for these boards and commissions was considered by the City Council in 1999. The attached compensation survey was conducted to facilitate a review of these rates and based on that survey, if council wishes to increase compensation, the Mayor has proposed the following rates:

Board/Commission	Current Rate	Proposed Rate
Board of Canvassers*	NA	NA
Board of Review	\$100/half-day; \$200/full-day	\$100/half-day; \$200/full-day
Board of Zoning Appeals	\$35/meeting	\$45/meeting
Housing Board of Appeals	\$35/meeting	\$45/meeting
Planning Commission	\$35/meeting	\$45/meeting
Construction Board of Appeals	\$25/meeting	\$35/meeting

*The local board of canvassers no longer exists; these duties are now the responsibility of the county board of canvassers.

If the City Council wants to consider an increase in compensation for these boards and commissions, the attached resolution can be presented at the next regular City Council meeting. It would be further recommended that all compensation changes coincide with the start of the next fiscal year on July 1. This will allow for these increases to be addressed in these funds through the budget process.

I look forward to discussing these with you at the City Council Work Session on Monday, March 13 and addressing any questions or concerns that you might have.

ATTACHMENT: Board and Commission Compensation Survey

Board and Commission Compensation Survey - December 2022

Board of Review		
<u>Jurisdiction</u>	<u>Rate of Pay</u>	<u>Notes</u>
Grand Haven Twp.	\$32.35/hr; minimum \$60/day	
Holland	\$160/day; \$80/partial day	No other boards
Kentwood	\$100/day	All other boards/committees are unpaid
Novi	\$30/hour	
South Haven	\$50 for March organizational mtg; \$100/day hearing appeals; \$25 for July & Dec mtgs.	No add'l pay for council to attend
Walker	\$90/day	
Wyoming	\$200/day; \$100/half-day	

Planning Commission		
<u>Jurisdiction</u>	<u>Rate of Pay</u>	<u>Notes</u>
Grand Haven Twp.	\$78.49/hr for members; \$91.58/hr for chair	
Kentwood	\$45/meeting	
Walker	\$45/meeting for members; \$50/meeting for chair	Mayor & Commission paid \$15/mtg when serving as virtue of office (city charter)
Wyoming	\$35/meeting	

Zoning Board of Appeals		
<u>Jurisdiction</u>	<u>Rate of Pay</u>	<u>Notes</u>
Grand Haven Township	\$65.42/hr for members; \$78.49/hr for chair	
Kentwood	\$40/meeting	
Walker	\$45/meeting for members; \$50/meeting for chair	
Wyoming	\$35/meeting	

Miscellaneous Boards		
<u>Jurisdiction</u>	<u>Rate of Pay</u>	<u>Notes</u>
Kentwood	\$25/meeting	Economic Development Committee
Walker	\$15/meeting	All other committee meetings
Wyoming	\$25/meeting	Construction Board of Appeals
Wyoming	\$35/meeting	Housing Board of Appeals

RESOLUTION NO. _____

RESOLUTION TO ADJUST COMPENSATION FOR VARIOUS
BOARDS AND COMMISSIONS OF THE CITY OF WYOMING

WHEREAS:

1. Section 2-112 of the City Charter and Section 10-733 of the Code of Ordinances call for board and commission compensation to be established by the City Council.
2. A compensation survey was completed to assess the compensation of Wyoming’s boards and commissions.
3. It is the desire of council to adjust the compensation of those serving on select boards and commissions.

NOW, THEREFORE, BE IT RESOLVED:

1. The compensation of members serving the following boards and commissions is established as follows, effective July 1, 2023:

<u>Board or Commission</u>	<u>Compensation</u>
Board of Review	\$100/half-day; \$200/full-day
Board of Zoning Appeals	\$45/meeting
Housing Board of Appeals	\$45/meeting
Planning Commission	\$45/meeting
Construction Board of Appeals	\$35/meeting

2. All resolutions and parts of resolutions are, to the extent of conflict with this resolution, rescinded.

Moved by Councilmember:
 Seconded by Councilmember:
 Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on March 20, 2023.

Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENT:
Board and Commission Compensation Survey

To: John McCarter, Acting/Interim City Manager
From: Kim Oostindie, Director of Human Resources
Date: February 24, 2023
Subject: Human Resources Department Reorganization

Introduction

The purpose of this memorandum is to outline a proposed reorganization of the human resources department following the resignation of Kristen Bosker, senior human resources specialist.

This proposed new organizational structure would preserve our existing positions and add an Assistant Director position. Following the same practice as Public Works and Public Safety, this Assistant Director position would be temporary until I retire. This move is critical for two main reasons:

1. **Succession Planning in Human Resources.** Emily has proved to be an exceptional leader and one that has the potential to be the next Human Resources Director. Moving her into an Assistant Director role with two Human Resource Specialists and an Administrative Assistant will provide her with more exposure at the executive level and the time to lead critical projects, such as those listed below.
2. **Provide staffing to accomplish Council priorities.** We are a people organization. Recruitment, retention, and growth of our talent is essential to the long-term success of our organization. Unfortunately, with our current staffing level, projects like outreach to schools, stay interviews, and employee development programs have taken a backseat to more urgent work such as, labor negotiations and benefit administration. With this new position, we can tackle these projects over the next several years.

Succession planning and growing talent from within, as well as continued investment in people, providing growth opportunities, and sustainable staffing are all areas identified at the 2022 City Council Retreat as items of importance. These areas were included on the 2023 Strategy Map adopted on February 6, 2023, by City Council via Resolution 27598.

The changes outlined in this memo would be cost-neutral this fiscal year and result in an estimated additional cost of \$62,200 for FY 23/24 in the General Fund. There would be no budget impact in fiscal year 22/23.

Moving Forward – Reorganization

Looking forward, we have an opportunity to create a sustainable staffing model for human resources. The Society for Human Resource Management (SHRM) analyzed 2,000 organizations and compared key HR metrics among small (1-250 employees), medium (251-1,000 employees), and large employers (1,001+ employees). In their workforce analytics report, SHRM found the HR to staff size ratio for small sized organizations averaged 3.40:100, medium sized organizations averaged 1.22:100, large sized

community • safety • stewardship

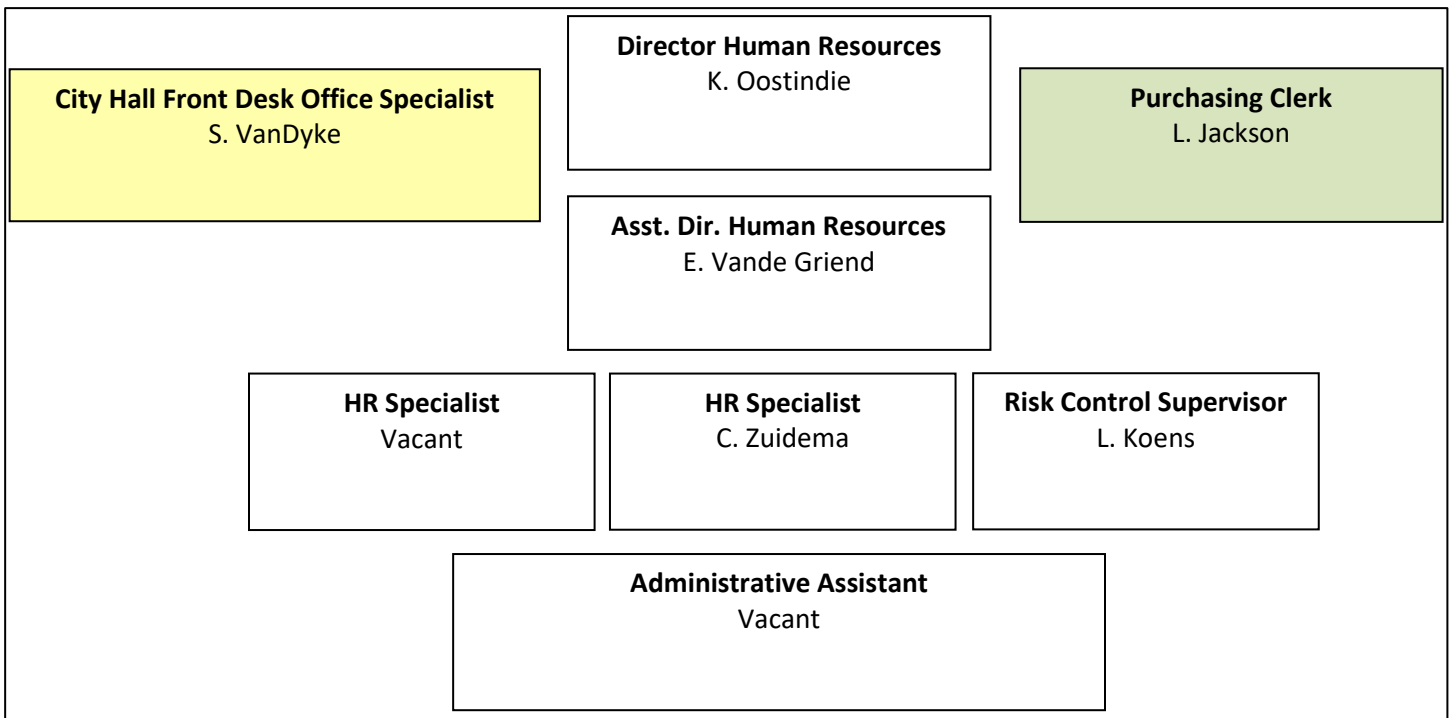
CITY COUNCIL

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Kent Vanderwood, Mayor

organizations averaged 1.03:100, and the overall average is 2.57:100. These averages do not include benefits administration or labor relations staff. For Wyoming’s approximately 380 full time employees, considering the medium sized organization average, this equates to **4.64 human resources staff, not including benefits, labor relations, and risk/safety staff.**

After significant thought and consideration, and completing a comprehensive review of human resources department functions, programs, tasks, and projects, I recommend the following structure be implemented this spring:

Human Resources **Proposed** Organization Chart – March 2023

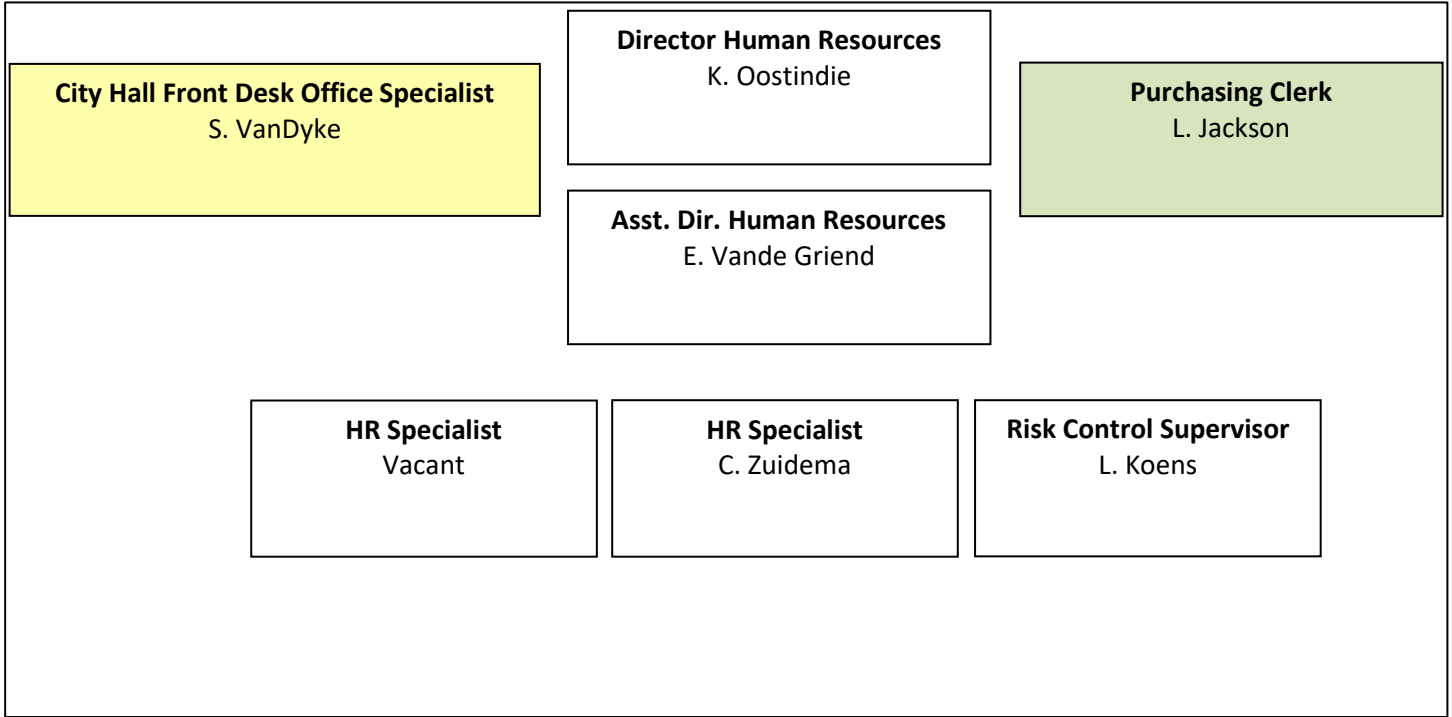


community • safety • stewardship

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Human Resources **Current** Organization Chart – March 2023



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