



MICHIGAN

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

MONDAY, MARCH 9, 2026, 5:30 P.M.

- 1) Call to Order**
- 2) Public Comment on Agenda Items (3 minute limit per person)**
- 3) Deputy Fire Chief Swearing-In Ceremony**
- 4) Tax Abatement and Brownfield TIF Plan – Leedy Manufacturing’s Request**
- 5) FY 2027 Personnel Requests**
- 6) FY 2027-2032 Capital Improvement Plan**
- 7) Any Other Matters**
- 8) Acknowledgement of Visitors/Public Comment (3 minute limit per person)**

The City of Wyoming, including the City Council, is committed to ensuring all persons have access to all its programs, services, and activities, including any public meetings. The City Council will coordinate with city staff to ensure the City Council fulfills that commitment for its programs, services, and activities, including public meetings. Accommodations to enable virtual meeting attendance and participation can usually be made if a request is received at least 5 hours before the meeting time. Other accommodations may require more time.

Special Accommodations – Persons with impairments or disabilities needing accommodations to participate in the meeting or persons who need language interpretation services may contact the city clerk at either Clerk_info@wyomingmi.gov or 616.530.7296 at least 36 hours before the meeting to make arrangements for appropriate accommodation.

Acomodaciones Especiales – Personas que deseen asistir a esta reunión y necesitan acomodación para participar, como servicios de interpretación, deben comunicarse con la Oficina del Administrador de la Ciudad al 616.530.7296 o Clerk_info@wyomingmi.gov al menos 36 horas antes de la reunión para hacer arreglos para el alojamiento apropiado.

AUTHORIZED POSITIONS

Proposed for Fiscal Year 2027

For City Council Work Session: March 9, 2026

MULTIPLE FUNDS: 1.0 FTE

Finance Department: **Grant Administrator**

In support of long-term fiscal sustainability, the City can diversify revenue sources through a more aggressive pursuit of grant funding. Grants are an opportunity to receive one-time funding for the various projects in the City's new capital improvement plan, allowing recurring funding sources to be used to support daily operations.

A recent assessment of finance functions by an outside firm recommended centralizing the grants administration function within the Finance Department to align with best practices and provide improved grant-related technical assistance to departments. This position would be responsible for grant research and identification, city-wide facilitation of departmental grant planning and submission of applications, compliance review and reporting.

This position would be funded by the grant revenue received and charged to the various departments receiving grants through time tracking and cost allocation. The City currently receives grants for Parks and Recreation, Police, Fire, Community Development Block Grant (CDBG), District Court, and the City Center project.

PENSION/OPEB FUNDS: 1.0 FTE (pending budget approval by Retirement Board)

Finance Department: **Accounting Specialist II**

As the number of retirees and beneficiaries receiving benefits from the City's defined-benefit (pension) plan has grown, there are now more members drawing benefits than current active employees.

Historically, the City has allocated 1.5 full-time equivalents (FTEs) to payroll and benefits administration for both active employees and defined-benefit plan members. In 2025, the Finance Department shifted workloads to dedicate another 1.0 FTE to support payroll and benefits administration and implement identified process improvement opportunities. Even with the allocation of additional support, the Finance Director has spent 45% of her time on payroll and benefits improvement projects and the Accountant continues to exceed her scheduled hours every week. The City is also kicking off an enterprise resource planning system (ERP) bid which will address the lack of a human resources information system (HRIS). This multi-year project will require significant leadership and support from the Finance Director and Accountant.

This position would be responsible for payroll and benefits administration related to the City's defined-benefit plan tasks, such as retiree benefit rate change notifications and implementation, annual cost-of-living increases for applicable retirees, completing pension estimates for employees considering retirement, meeting with employees transitioning to retirement to prepare all necessary paperwork, preparing final pension calculations for new retirees, reconciling retiree benefits to carrier data, preparing documentation for retirees as requested (such as pension verification letters), working with family members and beneficiaries when a retiree passes away, preparing annual 1099-Rs and other tax-compliance items.

This position would be funded by both the Pension Fund and Retiree Health Trust Fund.

SEWER AND WATER FUNDS: 1.0 FTE

Wastewater and Drinking Water Plants: Information Technology Supervisor

This position would provide support to both the Wastewater and Drinking Water Plants. The technology, communications, cybersecurity, and data needs of the Utility Plants have grown exponentially over the last couple decades. This will continue at an accelerated pace as more technology is integrated into treatment plant processes and regulatory compliance and with the numerous upcoming capital projects. This complexity and volume are best addressed with a dedicated staff person with a utilities-specific focus. This person would self-direct their workflow and would participate in staff meetings, project planning/progress meetings, budget processes, and other management team functions.

This position would be responsible for tasks that include:

- Acting as a liaison with the IT Department.
- Partnering with plant staff to triage SCADA/networking needs or issues.
- Participating in evaluation, implementation, and response to cybersecurity efforts and programs.
- Supporting data management via understanding of department specific programs.
- Understanding and coordinating hardware and software needs and deployment.
- Interfacing with contractors related to current and upcoming capital projects.
- Supporting and troubleshooting critical communications and data systems in the customer communities.
- Providing input for budgeting and capital planning.

This position will be funded by both the Sewer Fund and Water Fund.