

CITY OF WYOMING, MICHIGAN  
Minutes of City Council Work Session  
Monday, April 8, 2019

PRESENT: Councilmembers Bolt, Burrill, DeKryger, Postler (5:37 p.m.) and Mayor Poll

ABSENT: Postema and Vanderwood

STAFF: Balfourt, Dooley, Holt, Oostindie, Rynbrandt, Sall, Smith, Vande Griend and VandenBerg

**1. Call to Order**

Mayor Pro Tem Bolt called the meeting to order at 5:31 p.m. in the Council Chambers.

**2. Student Recognition**

None.

**3. Public Comment on Agenda Items**

None.

**4. Mission and Vision Statement Roll Out**

Vande Griend discussed the efforts of Council and staff to develop the mission and vision statements during the summer of 2018. Since that time, the City Manager has asked Vande Griend and Jennifer Stowell to work on the roll out of this information to staff. Vande Griend discussed how the community, safety and stewardship concepts are being featured each day this week and an employee lunch has been planned for Thursday. Information is being shared via email, a dedicated Instagram account and on information stations throughout city buildings, with special giveaways to incentivize participation.

In addition to the roll out, Vande Griend, Stowell and the rest of the mission roll out team will work to maintain awareness and excitement about community, safety and stewardship. Social media efforts will continue, the idea of a dedicated celebration week is being developed and efforts are underway to revise the staff report to focus on these mission concepts.

Postler arrived at 5:37 p.m.

Vande Griend noted departments can integrate this in many ways and supplement social contracts at the department level. Vande Griend noted the various staff who are currently part of the social media team. This group will rotate to allow other staff the opportunity to participate.

**5. 2019-20 Budget Review**

**a. Community Services**

Rynbrandt outlined the departments and service areas of community services and reviewed the dedicated fund areas of building inspections, parks and recreation and the

library. Other community service areas fall under the general fund which will be presented by the City Manager.

Rynbrandt reviewed the building inspections fund areas, including construction permitting, code enforcement and rental inspections programs. Support is also provided to various boards and commissions. Rynbrandt noted revenues are generated from licenses and fees and are estimated at \$1.4M for the 2020 budget. Community Development Block Grant funds also contribute approximately \$55,000 to code enforcement activities. No general fund dollars are used to support the building inspections fund.

Rynbrandt explained expenditures are primarily personnel services and total approximately \$1.3M for all areas of building inspections. Council recently approved a budget amendment that authorized use of the building inspections fund balance to be applied to the City's OPEB liability in the 2019 fiscal year. Overall, revenues compared to expenditures is very flat.

Rynbrandt shared building inspections data points, noting staff activities and volumes of code enforcement, rental programs, and construction permitting.

Rynbrandt next outlined the service areas within Parks and Recreation, including administration and registration services, park facilities, WSC, general recreation and TEAM 21, as well as support of various boards and commissions. This service area is supported by a dedicated millage and the majority of the fund comes from the dedicated parks millage, which is expected to total approximately \$3.2M in 2020. Rynbrandt noted grant funds, including TEAM 21 funds are not included in the budget until those funds are received. Rynbrandt also noted a recent transfer of \$150,000 from the capital revolving fund into the parks and recreation fund related to the Ideal Park project. This was done to ensure there was sufficient cash flow in the fund to support the initiation of this project.

Rynbrandt noted the parks and recreation fund is expected to have revenues of \$5.6M for 2019 and \$3.9M for 2020. Expenditures for 2020 are expected to be approximately \$3.9M. Rynbrandt noted that from the dedicated millage, only \$29,720 is now available to be attributed to capital projects. This was anticipated and this is why voter approval was sought to allow the use of the library millage for parks capital projects. This fund total reflects a deficit in 2019, which was planned and related to the redevelopment of Ideal Park.

Rynbrandt provided the Parks and Recreation 2018 Impact Report and reviewed several data points detailed in the report. Rynbrandt also noted various capital projects that are planned in 2020, which total just over \$260,000.

Rynbrandt briefly discussed the library fund, noting recent capital projects totaling just under \$40,000 and revenues of approximately \$900,000. These funds will be used to assist with the bonding of the projects at Jackson Park and Gezon Park.

Rynbrandt briefly commented on the areas of facilities, planning and community development, noting the significant effort in planning that will soon begin with the master planning process.

Council held a brief discussion about the fees attributed to the various inspection activities and the staff needed to perform the associated inspections.

**b. General Fund**

Balfourt presented information on the general fund, beginning with information on the current millage rate, noting no changes are currently proposed.

Balfourt explained the 2020 budget shows a tax revenue increase of 5.6% over the 2019 budget. Federal grants are not included in the budget, but state grants, including state shared revenue, are included. Balfourt also noted an increase in interest revenues. On the expense side, the majority of the increase is related to personnel and related benefits associated with 7 added positions.

Balfourt reviewed the 2019 amended budget with the estimated budget, noting the ending position initially reflected a deficit of \$700,000 and now reflects a surplus of \$700,000. This can be attributed to additional revenues from personal property tax disbursements and state shared revenue, as well as personnel vacancies and the related savings in wages and fringe benefits.

Balfourt noted general fund highlights, including two technology items that will be recurring costs. Balfourt reviewed some items that have not been included in the budget. These items have been ongoing requests from departments and Council will need to consider whether they should be included in the 2020 budget.

Holt noted the total price of these items is approximately \$500,000. Holt detailed the items being requested, including paving of the Fire Training Center parking lot, garage roof replacement at the District Court, pistol range target system upgrades and Council Chamber audiovisual upgrades. Many of these items have been in place for many years. Holt recommends adding these items to the budget.

Council held brief discussion about these items and was supportive of including them in the 2020 budget.

Balfourt explained there are a total of 8 full time equivalent positions being added to the 2020 budget. These positions have been outlined in a memo from the City Manager.

Balfourt presented the five year forecast for the general fund, considering current service levels. Assumptions are included in the budget document provided to Council. The target fund balance is 15% of expenditures and the general fund is expected to reach that level in 2024 based on this forecast. Balfourt provided historic budget results, noting the city consistently comes in 4-5% below budget.

Holt discussed the deficit presented in the 2020 budget and noted the consistent historical outcomes of being 4-5% below budget. The positions being added in the 2020 budget are being proposed based on this trend. This 4-5% has never been budgeted in this way, so this is a new approach. Holt noted the added positions and briefly described the intended purpose of these additions.

Balfourt provided an overview of state revenue sharing and personal property reimbursements and also discussed insurance, pension, OPEB and the Capital Projects Revolving funds. These are provided for informational purposes. All of these funds have a healthy fund balance. The 2020 budget includes fully funding the pension plan annual required contribution and for the first time, the 2020 budget includes fully funding the annual recommended contribution for OPEB for all funds.

Balfourt briefly discussed other funds with dedicated millages. These include transfer funds of public safety, fire and police funds which are transferred to the general fund to help fund police and fire expenses. Other dedicated funds include major street debt funds, water and sewer bond reserve funds, water and sewer capital reserve funds, the sidewalk fund and the yard waste fund.

Holt discussed items of note during the last 10 years, including revenue losses and organizational and operational changes. Despite the revenue losses, flat staffing levels and increases in population and calls for service, staff continues to provide quality services. There are still challenges ahead. Holt will share a document with detailed information on these changes.

Holt explained the budget public hearing will occur on May 6 and final budget review will be held on May 13. The component unit budgets will also be presented on May 13, including the Downtown Development Authority, Brownfield Redevelopment Authority, Greater Wyoming Community Resource Alliance and the Grand Valley Regional Biosolids Authority. The final budget will be presented to the City Council for consideration on May 20, along with the Streets and Utilities Capital Improvement Plan.

## **6. Redemption of Series 2009 Bonds**

Dooley noted this topic was covered briefly during the review of the street and utility budget discussion. Dooley noted the payments that would need to be made over the next several years and the potential savings if these bond payments are made early.

Council supported moving this item forward to an upcoming City Council meeting.

## **7. Any Other Matters**

None.

## **8. Acknowledgement of Visitors/Public Comment**

None.

## **9. Adjournment**

The meeting adjourned at 7:18 p.m.

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Kelli A. VandenBerg, City Clerk