

**CITY OF BERKLEY PUBLIC NOTICE
REGULAR CITY COUNCIL MEETING
Monday, August 4, 2025
7:00 P.M. – City Hall
248-658-3300**

**CALL 40th COUNCIL TO ORDER
APPROVAL OF AGENDA
MAYOR-LED MOMENT OF REFLECTION
PLEDGE OF ALLEGIANCE
PUBLIC COMMENT**

Comments are invited on each Agenda item when that item comes up for consideration. Matters not listed on the Agenda may be addressed at this time. Please state your name and residential city. Each speaker's remarks are a matter of public record, and the Council will not engage in a back-and-forth discussion. Any person speaking at a City Council Meeting may be called to order by the Mayor or any Council Member for failure to be germane to the business of the City or for disruptive or disorderly behavior which prevents the Council from conducting its business. There is a three-minute limit per speaker.

ORDER OF BUSINESS

Consent Agenda

1. **APPROVAL OF THE MINUTES:** Matter of [approving the minutes](#) of the 40th Regular City Council meeting on Monday, July 21, 2025.
2. **RESOLUTION NO. R-14-25:** Matter of [considering a resolution](#) to add Slows Berkley LLC dba Slow's Bar BQ Berkley located at 3087 12 Mile Rd. to the Berkley Outdoor Social Scene (BOSS) Social District.
3. **MOTION NO. M-63-25:** Matter of [nominating](#) Councilmember Steve Baker as the delegate and Mayor Pro Tem Ross Gavin as alternate to serve as the City of Berkley representative to cast the vote of the municipality at the Michigan Municipal League annual meeting.

Regular Agenda

1. **RECOGNITIONS/PRESENTATIONS:** Matter of receiving any recognitions or presentations from the Consent Agenda.
2. **MOTION NO. M-64-25:** Matter of [approving the BS&A Proposal](#) for on-site training and process/system enhancements department wide.

COMMUNICATIONS

ADJOURN

Note: The City of Berkley will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and verbal representations of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon four working days' notice to the City. Individuals with disabilities requiring auxiliary aids or services should contact the City by writing or calling: Victoria Mitchell, ADA Contact, Berkley City Hall, 3338 Coolidge Highway, Berkley, MI 48072 (1-248-658-3310).

Note: Official minutes of City Council Meetings and supporting documents for Council packets are available for public review in the City Clerk's Office during normal working hours. Anyone wishing to submit correspondence to the Council before the meeting may send an email to comment@berkleymi.gov by noon on the day of the meeting. Emails sent prior to the deadline will be a part of the meeting record but will not be read during the Council meeting.

THE REGULAR MEETING OF THE FORTIETH COUNCIL OF THE CITY OF BERKLEY, MICHIGAN WAS CALLED TO ORDER AT 7 PM ON MONDAY, JULY 21, 2025 BY MAYOR DEAN

PRESENT: Councilmember Steve Baker
Councilmember Clarence Black (attending remotely from military duty)
Mayor Pro Tem Ross Gavin
Councilmember Dennis Hennen
Councilmember Gregory Patterson
Mayor Bridget Dean

ABSENT: Councilmember Jessica Vilani

OTHER STAFF PRESENT:

City Manager Crystal VanVleck
City Attorney Ann Christ
City Clerk Victoria Mitchell
Director of Public Safety Matt Koehn
Public Safety Lt. Cory Miller
Human Resources Director Jessica Stover
Director of Communications Caitlin Flora

APPROVAL OF AGENDA

Mayor Pro Tem Gavin moved to approve the Agenda
Seconded by Councilmember Baker
Ayes: Black, Gavin, Hennen, Patterson, Baker and Dean
Nays: None
Absent: Vilani
Motion Approved.

PUBLIC COMMENT

Cinda Coon, Berkley, spoke regarding event permits and costs.

CONSENT AGENDA

Councilmember Hennen moved to approve the following Consent Agenda
Seconded by Councilmember Baker

APPROVAL OF THE MINUTES: Matter of approving the minutes of the 40th Regular City Council meeting on Monday, July 7, 2025 and the Special City Council meeting on Monday, July 7, 2025.

WARRANT LIST: Matter of approving Warrant List No. 1412.

MOTION NO. M-55-25: Matter of approving the Mayor and City Manager to enter into an Intergovernmental Agreement for Lockup Services, Animal Control Services, Use of the Berkley DPS Range, and Dispatch Services between the City of Berkley and the City of Huntington Woods for a \$6,500 fixed yearly fee for each full-time equivalent (FTE) reflected in the Michigan Commission on Law Enforcement Standards (MCOLES) Fall Semi-Annual Law Enforcement Distribution Report for the Huntington Woods Department of Public Safety. This Agreement shall be effective for a term commencing on July 1, 2025 continuing until June 30, 2029.

MOTION NO. M-56-25: Motion to approve the purchase of a Polaris Emergency Utility Task Vehicle to include emergency lights and siren for \$39,653.80 for the Department of Public Safety from Polaris Sales Inc., Medina, MN 55340, from the Vehicles Account 101-345-985-000. This purchase will utilize the Sourcewell Cooperative Contract 091024-PSI.

MOTION NO. M-57-25: Matter of approving the purchase of a 2025 Ford F150 Super Crew 4x4 Police Responder Pickup for \$49,273 for the Department of Public Safety from Lunghamer Ford, 1960 East Main Street, Owosso, MI 48867 from the Vehicles Account 101-345-985-000. This purchase will utilize the State of Michigan (240000001208) cooperative purchasing agreement.

Ayes: Gavin, Hennen, Patterson, Baker, Black and Dean
Nays: None
Absent: Vilani
Motion Approved.

REGULAR AGENDA

RECOGNITIONS/PRESENTATIONS: Matter of receiving any recognitions or presentations from the Consent Agenda.

MOTION NO. M-58-25: Matter of approving the purchase of a Rosenbauer Commander Chassis with a Pumper Body with included Dealer Supplied Items for the Department of Public Safety from Front Line Services, Inc., 8588 Carter Rd., Freeland, MI 48623 at a cost of \$1,170,000, per the Sourcewell Cooperative Purchasing Contract 113021-RSD, from the Public Improvements Fund 445-901-985-000. Of this \$1,170,000, \$540,000 is to be paid upon delivery of the chassis to the Rosenbauer Plant (FY 26/27) and the balance of \$630,000 to be paid upon delivery (FY 27/28).

Mayor Pro Tem Gavin moved to approve Motion No. M-58-25

Seconded by Councilmember Hennen

Ayes: Hennen, Patterson, Baker, Black, Gavin and Dean

Nays: None

Absent: Vilani

Motion Approved.

MOTION NO. M-59-25: Matter of approving an application for transfer of a Class C liquor license for Slows Berkley LLC, 3087 12 Mile Road, Berkley, MI.

Councilmember Patterson moved to approve Motion No. M-59-25

Seconded by Councilmember Black

Ayes: Patterson, Baker, Black, Gavin, Hennen and Dean

Nays: None

Absent: Vilani

Motion Approved.

MOTION NO. M-60-25: Matter of approving the employment contract for the Downtown Development Authority director Nate Mack.

Councilmember Baker moved to approve Motion No. M-60-25

Seconded by Councilmember Gavin

Ayes: Baker, Black, Gavin, Hennen, Patterson and Dean

Nays: None

Absent: Vilani

Motion Approved.

MOTION NO. M-61-25: Matter of approving the BPSOA tentative agreement.

Councilmember Patterson moved to approve Motion No. M-61-25

Seconded by Councilmember Hennen

Ayes: Black, Gavin, Hennen, Patterson, Baker and Dean

Nays: None

Absent: Vilani

Motion Approved.

MOTION NO. M-62-25: Matter of approving the MAPE tentative agreement and continuing the past practice of carrying the wage and healthcare terms of the MAPE contract to MERIT employees.

Councilmember Baker moved to approve Motion No. M-61-25

Seconded by Councilmember Patterson

Ayes: Gavin, Hennen, Patterson, Baker, Black, and Dean

Nays: None

Absent: Vilani

Motion Approved.

COMMUNICATIONS:

COUNCILMEMBER HENNER

- The Tree Board is on their summer hiatus. Meanwhile, you can sign up at no cost for street trees. 100 of the 200 have been claimed but they won't last long. Contact DPW or you can sign up at berkeleymi.gov/forestry.
- The Zoning Board of Appeals finally met. Their first case was a property on Coolidge between Earlmont and Edgewood that has no parking spaces. There was a request for small retail store and upstairs office. The variance was granted with the condition that the employees park either in the municipal lot here by the building, the City Hall building or at Bagger Dave's where they have a shared parking agreement. Then the Mug and Jug gas station also had their variance requests. Both were approved, one for a trash enclosure and one keeping the second existing driveway on the 12 Mile. The board held elections for officers. Sue McAlpine was reelected as chair and Andrew Creal was elected as Vice Chair and then they will have one case to hear next month.
- On Thursday last week, the Michigan Department of Civil Rights held a summit on artificial intelligence use and policy in local government. He said that he was invited as a panelist for one of the discussions and besides being able to share his knowledge, he learned a great deal that will be of practical use for us here in Berkeley.

COUNCILMEMBER BAKER

- For the Historical Committee:
 - They last met on Tuesday, July 8th.
 - Preparations continue for a historic cemetery tour at Roseland coming up on October 18th.
 - Holiday ornaments sales are brisk and especially at only \$5 each. They are going fast. If you'd like to get another one for yourself or to share with friends and family, please do so.
 - Thanked the committee volunteers who put in a lot of sweat and labor during the Art Bash, the Pride Block Party, And the Street Art Fest.
 - They have no meeting in August, but our city history lives on. Please visit the museum or their website which is berkeleyhistory.com.
- Our Downtown Development Authority met on Wednesday, July 9th.
 - Congratulated the incoming Director and said his experience and energy and leadership to this team are welcomed.

- Thanked Jennifer Finney for all that she did in her first tenure as a DDA director for us and then coming back in an interim basis to help keep things moving forward and positioning us well for further success. Thanked her and the whole team there. Hooray for the amazing Dorothea Pocket Park pilot!
- He said that your feedback on how we can make that place even more exciting and fun in the weeks and months and hopefully years and years and years to come is welcome.
- They also had discussions about the Robina placemaking initiatives and lighting up the marquee for the Berkley Cruise Fest. For that and more information, please visit downtownberkley.com.
- It was Joseph Joubert who once said, "Children are great imitators. So, give them something great to imitate." Today happens to be National Be Someone Day. National Be Someone Day challenges each of us to take even just 10 seconds to positively impact a child's life. Whether you're a parent or a mentor or a neighbor or a colleague, your actions really matter.
 - Consider how you can help a child or someone caring for a child. Offer to babysit for a stressed parent, donate school supplies, volunteer with a youth organization, or simply listen to what they have to say. Every small act of kindness really matters.
 - It's important that together we can build a place, and Berkley certainly exemplifies this, where every child knows that they matter, feel safer, and feel supported. We all have the power to be someone who makes a difference.
- Please make sure you hug somebody you love.

MAYOR PRO TEM GAVIN

- The next meeting of the Parks and Recreation Advisory Board is on August 7th at 7:00 p.m. at the Community Center.
 - The Bacon Jamboree is July 24th from 5:30 p.m. to 7:30 p.m. at Bacon Park.
 - If you have any questions, you can call 248-658-3470 or email parks@berkleymi.gov.
- For the Library Board:
 - Echoed his colleagues' comments and thanked everyone who came out and attended programming and events at the Dorothea Pocket Park where both Library and Parks and Rec had great programming and everybody that helped to make it such a smashing success.
 - The next meeting of the Library Advisory Board will be the 20th of August at 7 p.m. at the Library.

COUNCILMEMBER PATTERSON

- The Planning Commission canceled their meeting this month as they didn't have quorum.
- The Beautification Advisory Committee will meet on Wednesday, July 23rd at 6:30 p.m. in the second-floor conference room in the Public Safety building.
- Thanked the Mayor for her invitation to her Mayor's Roadshow stop at The Rind. He said that it was great to meet with some Berkley residents and new business owners.

COUNCILMEMBER BLACK

- No significant updates for the Committee for Engagement and Transparency.
- Thanked the City Manager and City Clerk and everyone behind the scenes who works hard to make it possible for him to participate. He said that he cannot tell where he is, but he guaranteed that it is no place one would want to be. These are long days and they are obviously even longer when he has these meetings.

CITY MANAGER VANVLECK

- Expanded a little bit on the Dorothea Pocket Park:
 - She said that there is a survey out there and it will continue to be available and may be tweaked a little bit to ask what you'd like to see there in the future, etc.
 - She said that they are looking at different ways to share that, including keeping the sandwich board there.

- A presentation will be shared at an upcoming meeting about what happened, what we did, and how it was received.
- She said that they have some great footage too that she thinks will be fun to share with the public.
- Some things that she said she found interesting of the responses to the survey:
 - 53% of the respondents to the survey were people who attended a specific event, but 46% were people who did not necessarily go to a specific event; they just found themselves there one day.
 - She said that they were hoping and assuming that that's how people would really like to interact with that space; somewhere as they are downtown they find a place to sit and relax and hopefully navigate around some of the businesses that they would not have originally visited. Overwhelmingly there was great feedback; people were very satisfied and they responded that they were likely to come again.
 - Questions were also asked about things like parking and whether visitors would like to see it as a permanent space. We were really trying to receive information that would help us in giving this all back to you when the decisions are being made about what we do with this in the future and how we can do it the best. So, we do anticipate seeing this again. All in all, we had a lot of wonderful events. It is outside so there were quite a few where the weather did not want to cooperate with us but alas we're in Michigan in summertime so that just kind of happens.
- Overall, she said she thinks it was a lot of fun. She said she thinks it was a great project in partnership with community members and the different departments. There were so many people and so many city staff that came together to make this happen and also so many people from the outside.

CITY ATTORNEY ANN CHRIST

- No updates.

MAYOR DEAN

- To continue the Dorothea Pocket Park activation conversation, she just wanted to thank some people:
 - First of all, our community development director, Kristen Kapelanski who applied for the grant from SEMCOG. It was a planning grant, and that's how this came to be. But it wasn't by accident. This space on Dorothea was identified in our Master Plan, which has robust engagement from residents and community members. So, the space was identified and then this planning grant came in and Director Kapelanski not only applied for it but she also was responsible for the reporting requirements. If anyone has applied for a grant or had to administer a grant, there's no such thing as free money. There are always things that if you're receiving the money that you have to do and we are grateful to do it; you don't just go, "Okay, we have the check. We're good."
 - Thanked our Parks and Recreation Department, our Downtown Development Authority, Department of Public Services, the businesses and residents who came to meetings and who gave their input about how the space should be activated.
 - She said she's sure she left someone out, so she apologized if she didn't mention you and you were there.
 - She said she truly believes that this was a collaborative effort and it brought joy to her to attend the meetings and to just see, truly see the community working together with each other, businesses, residents and city departments.
 - She said she thinks that the space was activated thoughtfully and what she liked to see is that there were programs for all ages and all different interests. She also liked seeing the space being utilized even when there was no programming and she said she thinks that that really speaks to how the space is now becoming identified.

- She said she does look forward to having a BOSS District on Coolidge because, you know, leave it to the Mayor to be like, wouldn't it be great if we could walk across the street with our margaritas. So maybe that's in our future as well.
 - As City Manager VanVleck mentioned, we will be having a presentation with some drone footage of the events.
- Thanked Senator Gary Peters for including \$385,000 toward our new firetruck in the proposed Senate budget. She said that we can't get too excited because the budget hasn't passed yet, but she is hopeful and grateful that it was recognized as a need in Berkley that they could help us with.
- As Councilmember Patterson said, she was at the Monger's and The Rind for Meet Your Mayor last Wednesday night. The best thing about Meet Your Mayor is really interacting with residents and visitors to Berkley because these are very informal; people know where she's going to be and what time. She said she about fell over when someone said, 'We made dinner reservations because you were going to be here tonight. Mostly that doesn't happen, but she said she is always available whether you come to one of these or just pick up the phone and call her.
 - She said she had great conversations with people that live here; there's a lot to love.
 - From people that come to visit Berkley she consistently hears, 'We love shopping and dining in Berkley. We wanted to buy a house in Berkley, but we couldn't. We looked high and low and we just couldn't get a house in Berkley.' So even people that don't live here secretly want to and they come to Berkley and they enjoy all the things that we have to offer. She said that if you're ever in doubt, we have a great community and we have much to be proud of.
 - She said she will let everyone know when her next stop on the Mayor's Roadshow is via Instagram and Facebook.

ADJOURNMENT:

Councilmember Patterson moved to adjourn the Regular Meeting at 7:57 p.m.
 Seconded by Mayor Pro Tem Gavin
 Ayes: Hennen, Patterson, Baker, Black, Gavin, and Dean
 Nays: None
 Absent: Vilani
 Motion Approved.

Bridget Dean, Mayor

ATTEST:

Victoria Mitchell, City Clerk

A RESOLUTION OF THE
COUNCIL OF THE CITY OF BERKLEY, MICHIGAN
APPROVING SLOW'S BAR BQ BERKLEY AS PART OF THE BERKLEY OUTDOOR SOCIAL SCENE

WHEREAS, The former restaurant, Berkley Common, at 3087 Twelve Mile Rd. was part of the Berkley Outdoor Social Scene (BOSS) Social District; and

WHEREAS, Berkley Common has vacated the space and it will be filled by Slow's Bar BQ Berkley;

NOW, THEREFORE, THE CITY OF BERKLEY RESOLVES:

SECTION 1: That the City Council approves the inclusion of Slow's Berkley LLC dba Slow's Bar BQ Berkley located at 3087 Twelve Mile Rd. in the Berkley Outdoor Social Scene (BOSS) Social District.

Introduced and passed at a Regular City Council Meeting on Monday, August 4, 2025.

Bridget Dean, Mayor

Victoria Mitchell, City Clerk



CITY OF BERKLEY
3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

MEMORANDUM

To: Mayor Dean and City Council
From: Kristen Kapelanski, Community Development Director
Date: August 4, 2025
Subject: Addition of Slow's Bar BQ Berkley to the BOSS Social District

Madam Mayor and Members of City Council,

Background

- The City Council approved the Berkley Outdoor Social Scene (BOSS) Social District on April 3, 2023.
- Anytime a business name and operator change in an approved social district, the Maintenance and Operations Plan and Social District map must be updated with the Michigan Liquor Control Commission (MLCC). City staff has updated the required paperwork.

Summary

- Berkley Common (formerly a member of the BOSS District) has closed and Slow's Berkley LLC plans to take over the space and would like to be a part of the established social district.
- Any name change or operator change in the established social district must receive local government unit approval for their social district application to the MLCC.

Recommendation

Resolution moved by Councilmember _____ and seconded by Councilmember _____ to approve the inclusion of Slow's Berkley LLC dba Slow's Bar BQ Berkley located at 3087 12 Mile Rd in the Berkley Outdoor Social Scene (BOSS) Social District.

August 4, 2025 Council Meeting

Moved by Councilmember _____ and seconded by Councilmember _____ to nominate Councilmember Steve Baker as the delegate and Mayor Pro Tem Ross Gavin as alternate to serve as the City of Berkley representative to cast the vote of the municipality at the Michigan Municipal League annual meeting.

Ayes:

Nays:

Absent:

Motion: .

June 27, 2025

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held in Grand Rapids, September 17-19, 2025. The League's **"Annual Meeting"** is scheduled for 4:30 pm on Wednesday, September 17 in the Pantlind Ballroom at the Amway Grand Plaza Hotel. The meeting will be held for the following purposes:

1. Election of Trustees. To elect five members of the Board of Trustees for terms of four years each (see #1 on page 2).
2. Policy. A) **To vote on the Core Legislative Principles document.**

In regard to the proposed League Core Legislative Principles, the document is available on the League website at <https://mml.org/resources-research/delegate/>. If you would like to receive a copy of the proposed principles by fax, please call Monica Drukis at the League at 800-653-2483.

B) If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on. (See #2 on page 2.)

In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by **August 17, 2025.**

3. Other Business. To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <https://mml.org/resources-research/delegate/> **no later than August 17, 2025.**

We love where you live.



Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

“Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary Members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative.”

1. Election of Trustees

Regarding election of Trustees, under Section 5.3 of the League Bylaws, five members of the Board of Trustees will be elected at the annual meeting for a term of four years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and “no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting.” Thus, the deadline this year for the League to receive resolutions is **August 17, 2025**. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. **Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.**

Further, “Every proposed resolution submitted to the Board of Trustees by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or a modification thereof.

We love where you live.



3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Tuesday, September 16, 2025, at the Amway Grand Hotel for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,



Donald Gerrie
President
Mayor, Sault Sainte Marie



Daniel P. Gilmartin
Executive Director & CEO

We love where you live.



August 4, 2025 Council Meeting

Moved by Councilmember _____ and seconded by Councilmember _____ to approve the BS&A Proposal for on-site training and process/system enhancements department wide.

Ayes:

Nays:

Absent:

Motion: .



MEMORANDUM

To: Mayor Dean and City Council
From: Amy Zurawski, Deputy Finance Director
Date: August 4, 2025
Subject: BS&A On-site Training & System Enhancements

Madam Mayor and Members of City Council,

Background

- Over the past several years, various departments have identified critical needs for process improvements and enhanced training, that led to a comprehensive review of our current systems and workflows over the past six months. This proposal represents our initial action in a series of efforts to address these needs, aiming to provide our employees with all the necessary tools to excel in their roles and ultimately better serve our residents.
- The Building Department requested additional training and system enhancements related to bonds and escrow in Building.net 2-3 years ago, seeking clarity on the “best practice” for setup, interaction with Accounts Payable system, proper expense assignment, processing forfeitures, applying deposits, linking third-party invoices, and the process for releasing escrow within both Building.net and AP.
- The opportunity for efficiency was identified within Accounts Payable through utilization of the systematic approval workflow where departments can directly enter invoices, which are then routed for approval to the department director and, if applicable, the City Manager.
- A substantial need for streamlining equipment rental tracking was identified for the Department of Public Works (DPW) and Parks & Recreation, aiming to integrate vehicle usage directly into daily timesheets to automate journal entries and allocate equipment usage to appropriate accounts.
- **Underutilized system capabilities** - Various departments have identified that existing BS&A software features could eliminate manual work and improve accuracy if properly implemented and staff trained.

Summary

- BS&A's On-site Training & System Enhancements proposal will deliver significant value by addressing multi-year backlog of departmental training requests and system improvements through substantial time savings, enhanced controls, improved process efficiencies and enhanced departmental and finance tracking mechanisms.
- Key enhancements include the automation of equipment rental journal entries, eliminating extensive manual tracking daily and monthly consolidation for DPW and reducing finance's manual intervention in charging appropriate funds.

- The implementation of an Accounts Payable workflow will empower departments with direct invoice entry and approval routing, further strengthening controls and enabling more effective budget tracking throughout the year.
- The Building Department will receive crucial training and system adjustments to ensure accurate and efficient management of bonds and escrow within Building.net, resolving long-standing process questions and improving integration with Accounts Payable/Finance.
- We anticipate that the full scope of allotted training days may not be entirely utilized, ensuring a cost-effective implementation of these vital improvements.

Recommendation

Motion to approve the BS&A On-site Training & System Enhancements proposal.

Resolution moved by Councilmember _____ and seconded by Councilmember _____ to approve the BS&A On-site Training & System Enhancements proposal.

Proposal to...
City of Berkley, Oakland County MI
July 28, 2025

Project Contact:
Account Executive: Joel Champ

Training

| | | | |
|--|--------|-----------------------|-------------------|
| Onsite Accounts Payable .NET Training | 3 days | Financial Management | \$3,600.00 |
| Onsite Building Department .NET Training | 2 days | Community Development | \$2,400.00 |
| Remote Payroll .NET and Timesheets .NET Training | 3 days | Personnel Management | \$3,600.00 |
| Estimated Travel Expenses for Onsite Training | | | \$3,555.00 |

| | |
|-----------------------|--------------------|
| Total Proposed | \$13,155.00 |
|-----------------------|--------------------|

Trainings are scheduled from 9am-4pm

If used for multiple entities or for more than 15 attendees, please contact BS&A for appropriate pricing.

If BS&A must perform application installations for training purposes, please contact BS&A for installation fees.

Signature constitutes an order for products and services as quoted.

Signature

Date

Please complete the following for our records:

Project Contact

Name _____

Title _____

Phone/Fax _____

Email _____

Mailing Address _____

City, State, Zip _____

