

**CITY OF BERKLEY PUBLIC NOTICE
REGULAR CITY COUNCIL MEETING
Monday, July 7, 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, June 16, 2025.
2. **MOTION NO. M-53-25:** Matter of [approving the Statements of Work](#) for Civic Plus integrated meetings software, implementation, and training. This is an approved budgeted item of \$18,200 from account 101-215-986-000.

Regular Agenda

1. **RECOGNITIONS/PRESENTATIONS:** Matter of receiving any recognitions or presentations from the Consent Agenda.
2. **MOTION NO. M-54-25:** Matter of [authorizing the Mayor to execute a contract](#) between SMART and the City of Berkley for Fiscal Year 2026 for Municipal Credit and Community Credit funds in order to provide public transportation services for the period of July 1, 2025 to June 30, 2026.
3. **RESOLUTION NO. R-13-25:** Matter of [approving the City Council Rules](#) and Order of Procedure.

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, JUNE 16, 2025 BY MAYOR DEAN

PRESENT: Councilmember Steve Baker Councilmember Dennis Hennen
 Councilmember Gregory Patterson Councilmember Jessica Vilani
 Councilmember Clarence Black (attending remotely from Fort Bliss, TX on military duty)
 Mayor Bridget Dean

ABSENT: Mayor Pro Tem Ross Gavin

OTHER STAFF PRESENT:

City Manager Crystal VanVleck
City Attorney Dan Christ
City Clerk Victoria Mitchell
Deputy City Manager of Public Services Shawn Young
Community Development Director Kristen Kapelanski
Finance Director Carl Johnson
Parks & Recreation Director Dan McMinn
Deputy City Clerk Rachel Patterson
Assistant to the City Manager Charlaune Stevenson

APPROVAL OF AGENDA

Councilmember Patterson moved to approve the Agenda
Seconded by Councilmember Vilani
Ayes: Hennen, Patterson, Vilani, Baker and Dean
Nays: None
Absent: Gavin
Councilmember Black had technical difficulties and was unable to vote.
Motion Approved.

PUBLIC COMMENT

Don Callihan and Sue Richardson, members of the Berkley Historical Committee, explained a new Museum membership program.

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, June 2, 2025.

WARRANT LIST: Matter of approving Warrant List No. 1411.

MOTION NO. M-45-25: Matter of appointing members to boards and commissions.

MOTION NO. M-46-25: Matter of appointing Deputy City Manager for Public Services Shawn Young as the City of Berkley's representative and Superintendent of Public Works Adam Wozniak as the alternate representative to the Southeastern Oakland County Resource Recovery Authority (SOCRRA) Board of

Trustees for the fiscal year ending on June 30, 2026; and instruct the City Clerk to send a copy of this motion to the SOCRRRA Board.

MOTION NO. M-47-25: Matter of appointing Deputy City Manager for Public Services Shawn Young as the City of Berkley's representative and Superintendent of Public Works Adam Wozniak as the alternate representative to the Southeastern Oakland County Water Authority (SOCWA) Board of Trustees for the fiscal year ending on June 30, 2026; and instruct the City Clerk to send a copy of this motion to the SOCWA Board.

MOTION NO. M-48-25: Matter of approving the utilization of a WRC contract with additional City of Berkley specifications for water service line material verification work related to the TMF grant.

PROCLAMATION NO. P-22-25: Matter of proclaiming July 2025 as Parks and Recreation month in the City of Berkley.

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

Nays: None

Absent: Gavin

Councilmember Black had technical difficulties and was unable to vote.

Motion Approved.

REGULAR AGENDA

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

MOTION NO. M-49-25: Matter of authorizing the amendment of the 2024/25 budget as presented.

Councilmember Hennen moved to approve Motion No. M-49-25

Seconded by Councilmember Baker

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

Nays: None.

Absent: Gavin

Motion Approved.

MOTION NO. M-50-25: Matter of approving the assessing services proposal from WCA Assessing.

Councilmember Vilani moved to approve Motion No. M-50-25

Seconded by Councilmember Patterson

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

Nays: None.

Absent: Gavin

Motion Approved.

MOTION NO. M-51-25: Matter of considering PSU-01-25 special land use request for 4162 Twelve Mile Road, 4150 Twelve Mile Road, and 4138 Twelve Mile Road for the operation of a gas station/convenience store with an accessory restaurant counter in the Gateway District on the north side of Twelve Mile Road between Greenfield Road and Ellwood Avenue under the condition that they obtain a variance from the ZBA or the applicant adjusts the site plan.

Councilmember Hennen moved to approve Motion No. M-51-25

Seconded by Councilmember Vilani

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

Nays: None

Absent: Gavin

Motion Approved.

MOTION NO. M-52-25: Matter of accepting the Boards & Commissions Handbook.

Councilmember Baker moved to approve Motion No. M-52-25

Seconded by Councilmember Patterson

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

Nays: None

Absent: Gavin

Motion Approved.

COMMUNICATIONS:

COUNCILMEMBER BLACK

- Explained that he was attending remotely from Fort Bliss, Texas.
- No updates from the Committee for Engagement & Transparency.
- Thanked everyone that reached out to him to wish him and his team a successful deployment.
- He stated that he looks forward to the opportunity to be a part of Council sessions virtually as he is able. Thanked City Clerk Mitchell, Chief Innovation Officer Lisica and City Manager VanVleck for assisting him with attending meetings virtually.

COUNCILMEMBER HENNEN

- The Tree Board will meet next Monday, June 23rd.
- After the drought of no meetings, the Zoning Board of Appeals now has four cases to hear. Two of them are the special land uses that were heard tonight.
 - Their next meeting will be on Monday, July 14th at 7 PM.
- Stated that he had the opportunity to attend the SEMCOG General Assembly last week at the Detroit Zoo. He said that it was fun to see the new projects that they have going on.

COUNCILMEMBER BAKER

- The Historical Committee met last week, on June 10th. Thanked the volunteers that make that committee great and those who were able to attend and represent at the Art Bash.
 - If you didn't get a chance to see them there they will they will be back at the Pride event on June 22nd.
 - As mentioned earlier during citizen comments they're ramping up a Friends of the Berkley Historical Museum.
 - They're rolling out some new sales items; they were well received at Art Bash and hopefully there'll still be some stock left for the Pride event.
 - There's work underway now for a cemetery tour this fall; they're targeting Saturday, October 18th at Roseland Park. The last time the Committee did this volunteers dressed up in character for the various persons by which grave they stood and had stories to tell about them and their role in Berkley and the region. More news to come as we get closer on that.
 - Learn about that and all sorts of other cool stuff at berkleyhistory.com.
- The DDA met the very next day, June 11th. Thanked those volunteers and especially Donna Dirkse, operator owner of the Neighbor Shoppe. She's been on the board for a long time but this meeting was her last. She's refocusing on priorities and adjusting to work on her business even that much more; she brought a strong, stable voice to the DDA and helped with lots of cool things. He stated that they're very grateful for Donna's service.
 - The maintenance work is complete on the theater marquee and they're considering options for when and how to light it up.
- Stated that as many have heard the Farmer's Market remains paused for now; they're working to tie up all the loose ends.
- The kickoff event for the Dorothea Pocket Park is on Saturday, June 21st. Find more information at berkleymi.gov/dorothea to see an incredible schedule of events throughout June and into July.
 - If you have an idea of something you'd like to do, something fun you want to just set up like a Euchre night or something cool there, or if you have a band and you want to come

play, go to berkleymi.gov/dorothea and get in touch with us there. And also downtownberkeley.com.

- Oscar Handlin once wrote “Once I thought to write a history of the immigrants in America. Then I discovered that the immigrants were American history.” You may not know that this month is National Immigrant Heritage Month. We honor the strength, resilience, and dreams of immigrants who continue to shape our communities and enrich our cultures. In times of uncertainty and challenge their stories remind us of the power of hope, perseverance, and belonging. Let us stand in solidarity, uplifting immigrant voices, recognizing their contributions, and advocating for a future rooted in dignity, compassion, and justice. Every journey matters. Every voice belongs. Together let's build a world where all feel safe, valued, and truly at home.
- Please hug somebody you love. In these days of authoritarian dictator wannabes, a hug could really help somebody feel just a little bit safe and have a little bit of comfort.

COUNCILMEMBER VILANI

- From the Environmental Advisory Committee, the next meeting is this Thursday, June 19th at 6:30 PM on the second floor of the Public Safety Building.
- Extended a big thank you to all the volunteers of who helped work the bike corral at this past weekend's Art Bash, providing that safe space to keep your bikes and supporting our walkable community.
- From the Berkley Area Chamber:
 - You can get your free copies of the Berkley Has Heart book right now and also vote in the annual photography contest. Congratulated all the finalists. Hopefully you got a chance to check them out at the fair, lots of great photos in there showcasing our city.
 - The Berkley Chamber is also still seeking volunteers. Your entire family can get involved at all of our events; head to the website to learn more information about that.
- She said she is looking forward to this Sunday's Pride Festival here in Berkley. Please come say hello, she'll be working the afternoon session of the merch booth.

COUNCILMEMBER PATTERSON

- The Planning Commission hasn't met since last City Council meeting, no updates.
- Thanked the volunteers from the Beautification Advisory Committee that helped clean up City Hall, the Public Safety Building, and the Friends Park. It looks great; they spread it out over a couple days and really had a lot of volunteers out to help.
- Stated that he and Mayor Dean were invited to talk last week at the Michigan Dental Association for “Pizzas and Politics” with the pediatric dentistry residents of Children's Hospital Michigan talking about advocacy and how to get involved. Wishing them all well. It was a splendid night; there were other elected officials there, including State Rep Price as well as some of the county commissioners.

CITY MANAGER VANVLECK

- As Councilmember Baker stated, the Dorothea Pilot Pocket Park is kicking off.
 - You may have already seen it, DPW is hard at work this weekend doing the things that they needed to do to close it down safely using some very large cement planters. You've seen a couple of other things if you've passed by there, including a shade sail and some bistro lighting.
 - We will be finalizing over the next few days, actually our summer campers are going to put the finishing touches on it with paint on Wednesday the 18th. It will have a soft opening on the 19th. There will be yoga class out there Thursday, June 19th at 3:45 PM Sign up for that where you would register for classes normally. It's free but please sign up just so they can keep control of the numbers.
 - Stated that there will be a kickoff event from 1 to 4 PM. on June 21st.
 - At berkleymi.gov/dorothea residents can find a running list of the events and the dates. It's robust and it continues to build as we finalize some of the things.
 - Also visit the City's Facebook page to see the different events that are taking place. The final party will be a a summer block club party hosted by the DDA on July 19th.

- If you have any ideas or you want to participate and you're not sure how, just reach out to us and let us know.
- The City will be having a dedication ceremony for Mayor Fraser before our next meeting, July 7th at 5:30 PM, at the gazebo behind City Hall and we will be honoring her dedication to the building of that gazebo with a plaque. Anyone from the public's invited, especially anyone who knew and honored the Mayor please feel free to attend.

CITY ATTORNEY CHRIST

- Stated that Council will recall that one of the cases against the City of Berkley is a challenge to a denial of a use variance regarding the property at 2114 West 11 Mile Road. The Oakland Circuit Court judge upheld the Zoning Board's denial of that use variance. They appealed it to the Michigan Court of Appeals. Last week the Court of Appeals notified the parties that the plaintiff challenger has not perfected its appeal. It's now on a very short window where the briefing has to happen or the party may be subject to involuntary dismissal of its appeal. Said that he will continue to keep Council apprised of any developments in the case but that's where it stands right now.

MAYOR DEAN

- Said that she and Councilmember Hennen, along with about 20 other city employees, attended the North American Annual Active Assailant Conference last week and had the opportunity to learn and hear from law enforcement and other experts in the field as well as the Mayor and City Manager from Highland Park, Illinois where an active shooter opened fire on their Fourth of July parade a few years ago.
 - It was a difficult conference in some ways but necessary; being prepared is something that you can do by being proactive, knowing what the roles and responsibilities are.
 - Hearing from Sarah Peck from United on Guns and the DART program through the Sheriff's Office, everything that's been learned has now been put into documents so that she and other elected officials will know what to do in the event of. She said that it's great information to have and that she sincerely hopes we never have to use it.
- Stated that she had two stops on the Mayor's Road Show last week. She said she was at Amici's Kitchen and Living Room on Thursday and the Chop Shop on Saturday morning. She said that if you ever wonder if you're living in the best city, just hang out and just start talking to people. There was so much love for Berkley in both of those places—even from people that don't live here. She said she even got a couple comments like "I don't live in Berkley but I would love to live here." Every single person that she spoke with could not say enough good about our city. Residents did have questions, thoughtful questions, and she answered them to the best of her ability.
 - After visiting the Chop Shop, she went to the Art Bash and again the weather was perfect. It seemed like there was a bigger footprint this year, way more vendors. She said she wanted to acknowledge the work of Public Safety and DPW for those events along with all the volunteers and the Chamber. It takes so many people to make these events happen and not only do they happen in Berkley but she thinks we set the bar.
- She shared that she had her first experience with the Berkley Outdoor Social Scene (BOSS); she and a friend had lunch at Mongers outside and split a glass of wine. She said that what she loved was that she experienced it in action: you got your cup, you knew where you could walk around. It was good and she thinks people are utilizing it and that's really what you want at the end of the day.
- Mayor Pro Tem Gavin is under the weather so she gave his update for the Parks & Recreation Advisory Board:
 - The first concert in the park is at Oxford Park on June 26th at 7:00 PM and the featured entertainment will be Sonic Freeway. So, make sure you mark your calendars or set a reminder if you don't want to miss it.
- Pointed out that we received 1.04 million dollars of HUD reimbursement for the whole HVAC system that was put in. She said that she thinks it's really important to note that the city has

received, between both state and Federal, 1.8 million dollars to do these improvements and we are very grateful. She said that they've been put to much needed and good use in Public Safety.

- Extended a warm welcome to Dispatcher Andy Bowitz; Andy brings a wealth of experience having served a dedicated career as a firefighter after joining the US Air Force in 1996. He is also a Berkley resident. She said that she knows that it takes a special person to do dispatch; you have to be calm.
- And lastly, she said she will be attending in her role on the Board of Trustees for the Michigan Municipal League Workers Comp Fund their strategic planning and quarterly meeting this week. She said that she'll be bringing back more information and it's just a great opportunity.
 - Councilmember Hennen will be there as well, he's on the Board of Trustees for MML.

ADJOURNMENT:

Councilmember Patterson moved to adjourn the Regular Meeting at 8:13 PM

Seconded by Councilmember Vilani

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

Nays: None

Absent: Gavin

Motion Approved.

Bridget Dean, Mayor

ATTEST:

Victoria Mitchell, City Clerk

July 7, 2025 City Council Meeting

Moved by Councilmember _____ and seconded by Councilmember _____ to approve the Statements of Work for Civic Plus integrated meetings software, implementation, and training. This is an approved budgeted item of \$18,200 from account 101-215-986-000.

Ayes:

Nays:

Absent:

Motion:



MEMORANDUM

To: Mayor Dean and City Council
From: Victoria Mitchell, City Clerk

Date: *July 7, 2025*
Subject: Civic Plus Software Purchase

Madam Mayor and Members of City Council,

Background

- The Clerk's Office does all of its City Council support, including the creation and dissemination of meeting packets, manually.
- The lack of an automated process costs the employees more time to create inconsistent products.
- The Clerk's Office currently routes all documents to department heads, the city attorney, and the city manager manually, including follow-up for due date compliance.
- The Clerk's Office currently takes all minutes manually without an automated process.
- The City's current website does not have the space to store multiple years of agendas and meeting packets. Civic Plus will host these documents in a format similar to our MuniCode, allowing all city stakeholders to view multiple years of council documents. This provides greater transparency and fewer requests to the Clerk's Office by the public and staff.
- Stakeholders may sign up for alerts, notifying them when agendas and packets are posted.
- The software package integrates with our MuniCode. Passed ordinances will immediately post to the pending ordinance section of our Code upon Council passage with one button click.
- Beginning July 1st, the Clerk's Office took over complete management of our Boards & Commissions. The software will be able to assist employees in managing this new workload from application through orientation.
- Civic Plus will create customizable templates, provide training, and offer support.
- The Clerk's Office will begin the process immediately with the design phase, and the entire process through implementation will take 14-16 weeks.
- This item is a planned purchase, and funds are included in the 2025-26 budget.
- The City Attorney reviewed the Statements of Work.

Summary

- The Clerk's Office seeks approval of the budgeted purchase for the Civic Plus Meeting Management and Boards & Commissions Software Suite.
- This purchase was discussed and approved during the 2025-26 budget process.

- Implementation will allow for greater efficiencies in the Clerk's Office and a more transparent and comprehensive document experience for all end users.

Recommendation

Matter of approving the Statements of Work for Civic Plus integrated meetings software, implementation, and training. This is an approved budgeted item of \$18,200 from account 101-215-986-000.



agenda and meeting
management

SELECT

Select Pro with Premium Implementation



Company Overview

CivicPlus History

CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.



Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and CRM, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

EXPERIENCE

25+ Years
10,000+ Customers
850+ Employees

RECOGNITION

Inc. 5000 11-time Honoree
GovTech 2024 Top 100 Company
Stevie® Awards Multiple Global Awards for Service Excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 10,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.

Primary Office

302 S. 4th Street, Suite 500, Manhattan, KS 66502

Toll Free: 888.228.2233 | Fax: 785.587.8951

civicplus.com



civicplus.com

Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



Features & Functionality

Select Solution

CivicPlus' Select software is the fastest, most intuitive way to streamline the entire agenda management process—from creating agenda items to managing live meetings. It provides time-saving automation while allowing clerks to balance these conveniences with manual controls and overrides. Internal collaboration with Select is easy with customized workflows, version tracking, and built-in communication tools.

Our Pro package includes the most frequently used functionality to manage your agendas and meetings. You'll be able to seamlessly create agendas with the ability to assign an item status and use configurable workflows to help manage your internal processes. Built-in integrations and a suite of APIs make working with other internal applications easy. Select's user-defined roadmap ensures that the product will continue to grow and adapt as transparency requirements and compliance expectations change.



Fully Integrated, Cloud-Based Software Suite

- » User-friendly, modern interface
- » Unlimited users
- » Unlimited storage
- » Highly configurable to your agenda and meeting management processes
- » Adaptable permission settings
- » Confidential attachments
- » Enhanced Analytics for Data Visibility
- » Field-level versioning
- » Single sign-on via the CivicPlus Platform
- » Integrated code of ordinances
- » Secure Cloud-Based Hosting
- » Automatic Updates
- » Customer-Defined Roadmap
- » Built-in integrations with Dropbox, Microsoft's One Drive, Google Drive, Laserfiche, Zoom, and API availability (additional fees may apply)



Agenda Management

FLEXIBLE, PERSONALIZED DESIGNS

Standardized designs throughout the system provide consistency and clarity to agendas, packets, staff reports, and minutes.

EFFICIENTLY MANAGE AGENDA PACKETS OF ANY SIZE

The software compiles your items and all the legislation, memorandums, or supporting documentation into a bookmarked PDF packet quickly and easily, no matter the size of the packet. Create multiple packet versions instantly to include or exclude specific attachments for your different internal and external users. Last-minute changes to the agenda or packet can be made and published with minimal effort.

Administrators choose what they publish to the public, internal users, and elected or appointed officials and when the information goes out. Automated email notifications can be enabled so all users, both internal and external, know when the meeting documents are published.

CONVENIENT, ANYTIME AGENDA MODIFICATIONS

Changes to the agenda can be made at any time by administrators without affecting global configurations or settings. Drag-and-drop reordering allows you to move items and automatically rennumbers everything on the agenda. One-touch copy and move functions enable you to duplicate or move agenda items from meeting to meeting, eliminating the need for duplicate data entry.

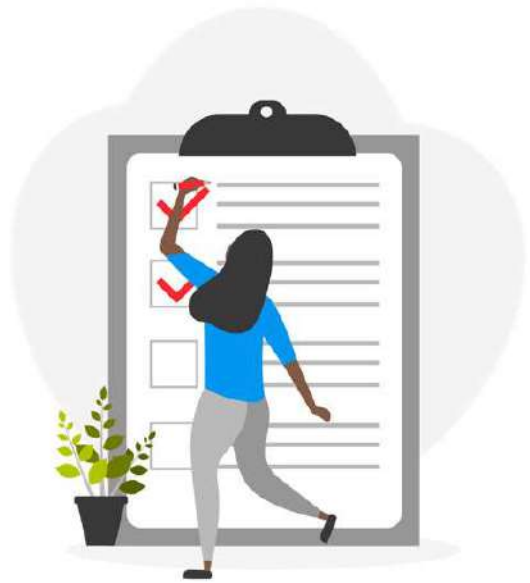
Item Management

CREATE AGENDA ITEMS AND STAFF REPORTS IN SECONDS

An easy-to-use item entry allows staff members to enter agenda items, upload attachments, and collaborate with each other to make items meeting ready. Configurable field types and our embedded text editor ensure that you are capturing all the information needed for Select to generate staff reports. Automated PDF file conversion and built-in integrations with Microsoft's OneDrive and Google Drive simplify the inclusion of supporting documentation and attachments.

MANAGE THE MEETING READINESS OF ITEMS

Update item statuses (approved, in-progress, tabled, etc.), assign tasks to staff members to update item content and attachments, leave comments on items, and be notified when changes are made to items.



AUTOMATE YOUR APPROVALS PROCESS

The workflow engine streamlines the routing of your agenda items, automates notifications, and gives full transparency to collaborators as it passes through the approval process. As contributors change items, the system tracks revisions, keeping them visible within the item fields and on the item timeline. In-app messaging and task assignments keep everyone in the loop and agenda prep moving forward.

CUSTOM TAGS TO GROUP LIKE AGENDA ITEMS

Administrators can set up tags that can be used by staff when creating their agenda items for improved searching and reporting. Associate like content with pre-defined tags relevant to your community.

Board Portal

FLEXIBLE ACCESS

Your officials can choose how to access meeting content—helping them work better, faster. Efficiently deliver packets of any size by paper, email, Dropbox, Google Drive, or post to the Board Portal. It is optimized for all devices, including desktops, laptops, and tablets. No separate application required.

A PERSONAL MEETING REPOSITORY

Give officials a personal, secure location to review and take notes on all meeting content, including agendas, supporting documents, minutes, and media.

FIND WHAT YOU NEED-FASTER

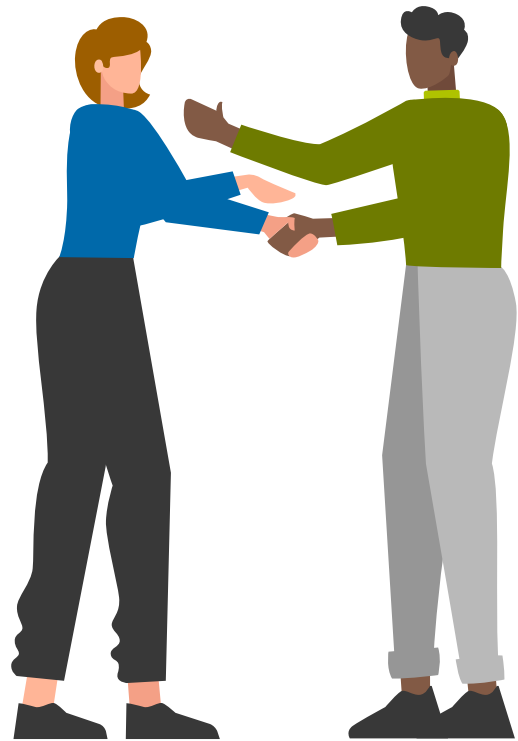
Agenda and Meeting Management Select automatically indexes published meeting content with Board Portal search functionality, so it is easy for officials to find information quickly. Our full-text search tool empowers officials to locate published meeting content by searching a keyword, date range, and more. An item summary view allows officials to see the motions, votes, and any comment or discussion on the item that was recorded in the meeting minutes in an intuitive display, preventing a manual search through full minutes documents.



Public Resident Portal

FEATURES

- Resident portal to embed on any webpage gives access to all meeting content on a single page
- PDF downloads of Agenda, Packet, Minutes, Notices, and Other pertinent meeting documents
- HTML agenda view hyperlinks attachments within the meeting agenda for direct access to specific documents
- Full-text search and filtering options
- Email notifications
- Social sharing
- Mobile-responsive
- Custom branding
- Side-by-side agenda and video display with optional CivicPlus Media live streaming and on-demand video service (additional fees apply)
- Optional Motions and Vote minutes display updates the HTML agenda view to allow residents to quickly see the final disposition of agenda items without having to read full minutes documents
- Integrated live or on-demand video with timestamps to easily jump to desired content (additional fees apply)
- Optional public commenting forum
- Easily jump to past, current, upcoming events with an embedded calendar and continuous scrolls



CONTENT ACCESSIBILITY

It's not enough to be transparent by publishing your agendas and other meeting documents online. Your meeting content must be accessible to all members of the public.

Closed captioning is also available with our CivicPlus Media service for live streaming and on-demand video. Additional fees apply for CivicPlus Media and closed captioning.

CONTENT TRANSPARENCY

Build public trust with access to fully searchable meeting content, including legislative decisions and public meeting videos. Meet municipal transparency requirements while keeping residents engaged and informed.



Minutes Module

AUTOMATED MINUTES SETUP

A fully-integrated Minutes module will automatically migrate all your agenda content. No manual pre-meeting minutes setup or agenda import is required. Move from the meeting agenda to the Minutes module with a single click.

KEEP UP WITH THE MEETING ACTION

Meetings move fast. Select's cloud-based platform allows you to move quickly through your agenda items, recording official actions and discussion, without having to wait for the system to catch up. The clean, intuitive interface gives single-screen access to all your meeting controls.



SPEAKER MANAGER

Speakers can be added to the discussion at any time during the live meeting, while the built-in speaker timer helps keep meetings running efficiently.

EASY, INTUITIVE MINUTES-TAKING

While in your live meeting, use the Minutes module to capture critical meeting actions from a single screen with a clean and intuitive user interface. Take roll and manage attendance, record motions and votes, enter speaker information, and record comments or discussion to be brought into your minutes document.

If using CivicPlus Media's integrated video streaming and video-on-demand service, you can also create timestamps for the accompanying video during the live meeting. Additional fees apply.



The Civic Experience Platform

Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized resident interactions. Benefit from our Civic Experience Platform with:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs
- A centralized data store with robust data automation and integration capabilities

CIVICPLUS PORTAL

CivicPlus Portal empowers residents to be more engaged and informed about progress in your community. With a single username and password, residents can watch a public meeting recording, submit a public works request, pay a utility bill, or register for an upcoming event. The result is more engaged and informed voters and fewer phone calls, walk-ins, or emails to your department asking how to find documents or submit records requests.

INTEGRATION HUB

Integration Hub is a tool that can help you unify your disparate cloud-based solutions and your CivicPlus solutions, assemble powerful workflows, and set up complex automations—without the need for a developer. With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus solutions or with third parties (for an additional fee) saving your staff's valuable time.

Integrated Code of Ordinances & Web

As the only local government software provider with an integrated agenda and meeting management, codification, and municipal website solution offering, our suite allows for digital transformation of the entire legislative process - from the start of the agenda process to the final online publishing of the newly adopted legislation.

If you are also a customer of CivicPlus' codification services, the cutting-edge integration between your meetings and agenda management and code of ordinances reduces the manual steps associated between your agenda management and codification processes. As an example, you can send ordinances directly to CivicPlus for codification by our team of legal editors. When pushed from Select, this uncodified legislation will be visible on the landing page of our Online Code Hosting platform nearly instantaneously. You can also take this to the next level by integrating our Municipal Website solutions with our Online Code Hosting solution, allowing for one-stop search capabilities. With this integration, the public can instantly access your code, meetings, packets, and agendas in one simple search straight from your municipal website.



EXAMPLES OF MEANINGFUL CIVIC EXPERIENCE INTEGRATIONS

The following are examples of integrations between the CivicPlus Agenda and Meeting Management Select with other CivicPlus solutions and tools. If you have yet to experience all that CivicPlus can provide, please reach out for additional information and a quote.

Municipal Websites Central (Web Central)	<ul style="list-style-type: none"> • Set-up a workflow to post in Web Central's News Flash once you've published your meeting documents. • Automatically add agenda or minute files to Web Central's Document Center to be displayed on your website after they are published in Select. • Meeting information and dates are automatically integrated to the Web Central's Calendar. • Meeting files are automatically included in the website's search results.
Codification	<ul style="list-style-type: none"> • Send adopted ordinances to the Codification Legal Team in one click. • Send ordinances straight to your online code portal as "Adopted and Not Yet Codified". • Instantly link your online code to the meeting content produced within Select.
CivicPlus Media	<ul style="list-style-type: none"> • Share high-definition, on-demand video or live video feeds of your meetings directly from Select and CivicPlus Media, seamlessly integrated with your meeting agendas and equipped with clear bookmarking and navigation.
Integration Hub	<ul style="list-style-type: none"> • Third-party integrations examples include integrations with Zoom, Webex, and GoToMeetings, and with Laserfiche, Google Drive, Dropbox, and other APIs.







Implementation

Project Timeline

14 – 16 Weeks

While every implementation is unique, the following timeline can provide you with information about the different implementation stages and what you can expect at each stage.

PHASE 1: INITIATE 	<ul style="list-style-type: none">• Project Kickoff and communication including timeline, deliverables, and an implementation questionnaire to capture details for your configuration
PHASE 2: ANALYZE	<ul style="list-style-type: none">• Design Review meeting to review and discuss needs for proposed Agenda, Minutes, and Item/Staff Report designs• Obtain internal approvals on proposed designs and send in final approval
PHASE 3: DESIGN & CONFIGURE 	<ul style="list-style-type: none">• Configuration of designs• Configuration of up to 10 boards• Configuration of up to 10 meeting types• Configuration of up to 10 approval workflows• Configuration of up to 1 item/staff report
PHASE 4: OPTIMIZE	<ul style="list-style-type: none">• Virtual consulting session(s) to review current processes and documents and discuss desired goals, best practices, and configuration options• Configuration is completed and handed off for review, testing, and feedback• Configuration adjustments made per submitted feedback
PHASE 5: EDUCATE 	<ul style="list-style-type: none">• Live, virtual training sessions are conducted within configured site
PHASE 6: LAUNCH 	<ul style="list-style-type: none">• First Live Meeting and System Launch• Access to live chat features, Technical Support and introduction to Live Care



Implementation Approach

Implementation & Support Experience Designed for You

The Select Implementation Team has experience and expertise to help administrations of any size transform the entire meeting management process. We know implementation can't be a one size fits all solution and offer flexible packages designed to meet your desired outcomes.

Our Premium Implementation Package is the perfect fit for transforming complex agenda and meeting processes. Have CivicPlus create original designs that meet the specific needs of your Agendas, Minutes, and Item/Staff Reports. A dedicated and knowledgeable Implementation Team will manage your project from end-to-end—consulting and collaborating with your team to build confidence navigating the system, configuring the system to automate your process, and delivering live virtual training to your users.

Beyond implementation, your users will feel empowered by our in-application support tools, a full online help center, as well as phone, email, and live chat support with members of the dedicated, award-winning Technical Support team.

CONSULTING

Up to Two Hours of Virtual Consultation

During this consulting session, your implementation consultant will be reviewing your submitted project questionnaire with your key project staff. The implementation consultant will review your agenda, minutes, and item/staff report designs and discuss the configurations that will be made to ensure your workflows match your current agenda and meeting processes.

DESIGN CONFIGURATIONS

We will configure the following consistent with your branding and content needs:

- One original Agenda Design with both four Section Designs and four Item Designs per Agenda Design
- One original Minutes Design with two Discussion Designs
- One original Item/Staff Report Design with up to 32 fields; eight system defaults, eight text boxes, eight check boxes, and eight date fields

Additional design configurations and approval workflows can be purchased as needed. For no additional cost, Approval Workflows can be created from scratch and Meeting Types can be duplicated and modified—while still making use of existing designs—by administrative users at any time using Help Center resources.

TRAINING

Up to Four Hours of Virtual Training

Your implementation consultant will guide user groups through live, virtual training sessions using your custom configured Agenda and Meeting Management Select solution. We recommend no more than 20 users per session. Individual sessions are either 30 or 60 minutes in duration.



Continuing Services

Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available 8 a.m. – 6 p.m. CST to assist with any questions or concerns regarding technical functionality and usage of Web Central.

CivicPlus Technical Support will provide a toll-free number as well as an online email support system for users to submit technical issues or questions. If the customer support specialist is unable to assist with the question or issue, the three-tier escalation process will begin to report issues to our product engineering team for resolution.

Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

Support at a Glance

- Technical support engineers available 8 a.m. – 6 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone and email
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)



AWARD-WINNING

Over the past six years, CivicPlus Technical Support has been recognized by the globally respected Stevie® Awards for Sales and Customer Service. CivicPlus has been honored with three Gold Stevie® Awards, six Silver Stevie® Awards, and eight Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer

Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 1,000 Employees and 100 or More Employees, Most Valuable Response by a Customer Service Team (COVID-19), Best Customer Satisfaction Strategy, Remote Customer Service Innovation of the Year, and Achievement in Customer Experience. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.



CONTINUING PARTNERSHIP

We won't disappear after your solution is launched. You'll be assigned a dedicated customer success manager who will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.

MAINTENANCE

CivicPlus is proactive in identifying any potential system issues and often corrects issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Regular review of site logs, error messages, servers, router activity, and the internet in general
- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Operating system patches
- Testing and development

Hosting & Security

Redundant power sources and internet access ensure consistent and stable connections. We invest over 1.0M annually to ensure we adapt to the ever-changing security landscape while providing maximum availability. CivicPlus' extensive, industry-leading process and procedures for protecting and hosting your site are unparalleled.

CLOUD-HOSTING WITH AZURE

The infrastructure is fully hosted within the Azure Cloud environment using their Infrastructure as a Service (IaaS) model. Using a mix of Azure Virtual Machines and Storage Accounts, all processing and data storage is done within this environment. All users need is a web browser to access and utilize the application. Your system is monitored 24/7/365 with a 99.9% guaranteed up-time (excluding maintenance). Additional details regarding our hosting and security services can be provided upon request.

DISASTER RECOVERY

Agenda and Meeting Management Select utilizes Azure's Site Recovery Services and Geographically Redundant Storage Accounts (GRS) to provide disaster recovery between Azure regions. All data is written to a GRS account, which creates copies of that data in data centers across multiple Azure regions, so access to the data is always available. Site Recovery Services allows us to quickly spin up and failover to clones of our Azure Virtual Machines.



Disclaimer

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. Subject to the terms of the final controlling agreement, CivicPlus requires its standard Master Services and Solutions and Service Terms to be incorporated and linked in the final agreement. For reference, the CivicPlus standard Master Services and Solutions and Service Terms can be found online at civicplus.help/hc/en-us/sections/. We look forward to developing a mutually beneficial contract with you.

Optional Enhancements

LIVE MEETING MANAGER

Live Meeting Manager enhances live meetings by integrating the board portal with audience display pages, offering a unified experience with efficient controls. It features automations to engage participants through in-chamber displays, electronic voting with one-click, and real-time updates of the current item. The system allows easy display of speaker details, board member requests, and chairperson controls for managing the meeting. Additionally, it automatically bookmarks video timestamps to agenda items, making it easier for viewers to access specific discussion topics.

CIVICPLUS MEDIA: LIVE STREAMING & ON-DEMAND VIDEO

Increase resident engagement and participation by sharing high-definition live video feeds of your meetings directly from Select and CivicPlus Media. Stream up to three concurrent live proceedings and seamlessly integrate all video content directly into your meeting agendas. Videos feature clear bookmarking and navigation so viewers can quickly find discussions of interest. Viewers can watch videos from any device with no software or application downloads necessary. Integrated closed captioning and translation services are available at an additional cost.

BOARDS & COMMITTEES MODULE

The Boards and Committees module tracks vacancies, applications, and appointments. Interactive dashboards give you quick access to actionable information. Easily manage rosters and generate communications using customized templates. Store system-generated communications and other necessary documentation at the board or individual member level. Track training and other internal requirements.



BOARD APPLICATIONS

The Board Applications solution powered by CivicPlus' Process Automation and Digital Services solution offers a digital platform to streamline the recruitment, vetting, and appointment of local government board members. This solution includes an online portal for residents to apply for board positions, eliminating the need for paper submissions. The Board Applications solution simplifies the recruitment and management of board members by allowing administrators to promote open positions and enabling residents to apply online from any device, securely storing all personal data. It ensures transparent communication with customizable email templates, notifies administrators of new applications, and facilitates digital review and selection by board committees. The solution supports remote collaboration with features for managing meeting schedules, member rosters, and vacancies, and offers reporting, analytics, and advanced search functionality to streamline board operations and inform strategic decisions.

Additionally, the optional addition of the Power Automate Connector integrates with Office 365 products to automate routine tasks, enhancing efficiency.

CUSTOM IDENTITY PROVIDER (IDP) INTEGRATION

CivicPlus offers IdP integration capabilities, which means you'll benefit from easier integration between your CivicPlus solutions and your favorite third-party solutions. Provide single sign-on (SSO) functionality to streamline managing and supporting user credentials and identify management solutions. CivicPlus IdP partners include Microsoft's Entra ID (formerly Azure AD), Microsoft's Active Directory Federation Services (AD FS) versions 3.0, 4.0, and 5.0, and Okta.

LASERFICHE INTEGRATION

With a third-party integration in Integration Hub you can route data to Laserfiche's cloud-hosted solution.

HISTORICAL FILE IMPORT

As part of your implementation project, we will import a specified number of meetings to your new system. Choose an import with or without videos in increments of up to 500, 500-750, or 750+ meetings.

The process includes indexing your imported agendas for keyword searching and retrieval. You and your residents will still have access to this historical information with increased functionality. Historic meeting documents imported into Select by your implementation consultant will be optimized for character recognition to improve complete text search, and accessibility for screen reading assistive devices.

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-95657-1

3/14/2025 9:27 AM

7/11/2025

Client:

City of Berkley, MI

Bill To:

BERKLEY CITY, MICHIGAN

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Gabby Bond		gabriel.bond@civicplus.com		Net 30

Discount(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	AMM: Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -1,868.42

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	AMM Select: Pro Premium Implementation	Pro Premium Implementation; Includes config. of up to 10 meeting types, up to 10 boards, 1 approval workflow per meeting type, 4 hrs of training, and 2 hrs of consulting; Includes 1 original agenda, 1 original minutes, and 1 original staff report design	USD 3,900.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee	USD 6,300.00

List Price - Initial Term Total	USD 12,068.42
Total Investment - Initial Term	USD 10,200.00

Annual Recurring Services (Subject to Uplift)	USD 6,300.00
Initial Term	Beginning at signing and ending 6/30/2026, Renewal Term 7/1 each calendar year
Initial Term Invoice Schedule	100% invoiced on 7/1/2025
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Total Investment – Initial Term to be prorated based on signature date.

Acceptance of Quote # Q-95657-1

The undersigned has read and agrees to the Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-95934-1

3/18/2025 4:37 PM

7/11/2025

Client:

City of Berkley, MI

Bill To:

BERKLEY CITY, MICHIGAN

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Gabby Bond		gabriel.bond@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Process Automation: Board Application + Power Automate Setup Fee	Process Automation: Board Application + Power Automate Setup Fee	USD 1,000.00
1.00	Process Automation: Board Applications Setup Fee	Process Automation: Board Applications Setup Fee - 20 Standard Boards	USD 1,000.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Process Automation: Board Application + Power Automate Annual Fee	Process Automation: Board Application + Power Automate Annual Fee	USD 1,500.00
1.00	Process Automation: Board Applications Annual Fee	Process Automation: Board Applications Annual Fee - 20 Standard Boards	USD 4,500.00

Total Investment - Initial Term	USD 8,000.00
Annual Recurring Services (Subject to Uplift)	USD 6,000.00

Initial Term	12 Months Beginning at Signing
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

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Acceptance of Quote # Q-95934-1

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For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

July 7, 2025 City Council Meeting

Moved by Councilmember _____ and seconded by Councilmember _____ to authorize the Mayor to execute a contract between SMART and the City of Berkley for Fiscal Year 2026 for Municipal Credit and Community Credit funds in order to provide public transportation services for the period of July 1, 2025 to June 30, 2026.

Ayes:

Nays:

Absent:

Motion:

MEMORANDUM

To: Mayor Dean and City Council
CC: Crystal VanVleck, City Manager
Carl Johnson, Finance Director
From: Dan McMinn, Parks and Recreation Superintendent

Date: June 26, 2025
Subject: FY 2026 SMART Municipal and Community Credit Contract

Madam Mayor and Members of City Council,

Background

Berkley Parks and Recreation, in partnership with SMART Transportation, offers van transportation service for Berkley residents over the age of 50, retired or semi-retired in an effort to get riders to doctors appointments, the grocery store, salons and more. Attached is a copy of the annual renewal contract for Municipal and Community Credit funds from SMART, along with the required exhibits and an EEOC Report A Form. As indicated in the FY 2026 contract, the City of Berkley is eligible to receive \$14,221.00 in Municipal Credit Funds and \$30,282.00 in Community Credit Funds.

Summary

- Renewal contract for Fiscal Year 2026 – July 1, 2025 – June 30, 2026.
- The City of Berkley would be eligible to receive up to \$14,221 in Municipal Credits and \$30,282.00 in Community Credits. The Municipal Credit amount stayed the same and the Community Credit increased slightly. These funds help off-set the cost of the transportation program.
- The Senior Transportation service provided by Berkley Parks and Recreation is an invaluable program that allows seniors in Berkley the ability to get to and from appointments, shopping trips and other miscellaneous errands.
- The program services anyone over the age of 50, retired or semi-retired, with a lot of our riders coming from the Oxford Park Towers senior living community. The service is primarily designed for senior citizens and persons who are handicapped.
- We currently have three (3) buses all equipped with wheelchair ramps. We have been approved to replace our 2015 Champion 13 passenger diesel bus through the Mobility 4 All 5310 Grant program sponsored by the Regional Transit Authority.
- The buses are also used for senior outings which promote community and exploring new opportunities that participants may not be able to do on their own.

Recommendation

Based on the fact that funding from SMART has helped provide many years of transportation services within the community, I recommend the approval of this contract.

Matter of authorizing the Mayor to execute a contract between SMART and the City of Berkley for Fiscal Year 2026 for Municipal Credit and Community Credit funds in order to provide public transportation services for the period of July 1, 2025 to June 30, 2026.

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT FOR FY2026

I, BRIDGET DEAN, as the MAYOR of the City of Berkley (hereinafter, the “Community”) hereby apply to SMART and agree to the terms and conditions herein, for the receipt and expenditure of **Municipal Credits** available for the period July 1, 2025 through June 30, 2026 (Section 1 below), and **Community Credits** available for the period July 1, 2025 to June 30, 2026 (Section 2 below); and further agree that the **Municipal and Community Credits Master Agreement** between the parties is incorporated herein by reference. A description of the service the Community shall provide hereunder is set forth in **Exhibit A**, and the operating budget for that service is set forth in **Exhibit B**, both of which are attached hereto and incorporated herein.

1. The Community agrees to use **\$14,221** in **Municipal Credit** funds as follows:

- | | | |
|-----|--|-------------------------------------|
| (a) | Transfer to _____
<small>TRANSFeree COMMUNITY</small> | Funding of: \$ _____ |
| (b) | Van/Bus Operations
(Including Charter and Taxi services) | At the cost of: \$ <u>14,221.00</u> |
| (c) | Services Purchased from SMART
(Including Tickets, Shuttle Services/Dial-a-Ride) | At the cost of: \$ _____ |
| (d) | Services Purchased from Subcontractor | At the cost of: \$ _____ |

(NAME OF SUBCONTRACTOR)
(See attached Subcontractor Service Agreement)

Total \$14,221

SMART intends to provide Municipal Credit funds under this contract to the extent funds for the program are made available to it by the Michigan Legislature pursuant to Michigan Public Act 51 of 1951. Municipal Credit funds made available to SMART through legislative appropriation are based on the State’s approved budget. In the event that revenue actually received is insufficient to support the Legislature’s appropriation, it will result in an equivalent reduction in funding provided to the Community pursuant to this Contract. In such event, SMART reserves the right, without notice, to reduce the payment of Municipal Credit funds by the amount of any reduction by the legislature to SMART. All Municipal Credit funding must be spent by June 30, 2028; all funds not spent by that date will revert back to SMART pursuant to Michigan Public Act 51 of 1951, for expenditure consistent with Michigan law and SMART policy.

2. The Community agrees to use **\$30,282** in **Community Credit** funds available as follows:

- | | | |
|-----|--|-------------------------------------|
| (a) | Transfer to _____
<small>TRANSFeree COMMUNITY</small> | Funding of: \$ _____ |
| (b) | Van/Bus Operations
(Including Charter and Taxi services) | At the cost of: \$ <u>30,282.00</u> |
| (c) | Services Purchased from SMART
(Including Tickets, Shuttle Services/Dial-a-Ride) | At the cost of: \$ _____ |
| (d) | Capital Purchases | At the cost of: \$ _____ |

(e) Services Purchased from Subcontractor

At the cost of: \$ _____

(NAME OF SUBCONTRACTOR)

(See attached Subcontractor Service Agreement)

Total \$30,282

To the extent that this Contract calls for a payment of funds directly from SMART to a subcontractor, Community hereby acknowledges that it is the party entitled to receive such funds and is affirmatively authorizing and directing SMART to pay such funds directly to the subcontractor on its behalf. Capital purchases permitted with Community Credits are subject to applicable state and federal regulations, and SMART policy, including procurement guidelines. When advantageous, SMART may make procurements directly. Reimbursement for purchases made by Community requires submission of proper documentation to support the purchase (i.e. purchase orders, receiving reports, invoices, etc.). Community Credit dollars available in FY 2026, may be required to serve local employer transportation needs per the coordination requirements set forth in the aforementioned Master Agreement. All Community Credit funds must be spent by June 30, 2030; any funds not spent by that date may revert back to SMART for expenditure consistent with SMART policy.

The Parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. The Parties agree that the electronic signatures appearing on this Agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. Without limitation, "electronic signature" shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

This Agreement shall be binding once signed by both parties.

**SUBURBAN MOBILITY AUTHORITY
FOR REGIONAL TRANSPORTATION**

CITY OF BERKLEY

Signature

Signature

Printed Name

BRIDGET DEAN

Printed Name

Title

MAYOR

Title

Date

Date

EXHIBIT A

PROJECT DESCRIPTION

Overall Project Description (Provide a descriptive narrative):

The City of Berkley operates a transportation service for residents who need assistance with rides to medical appointments, shopping trips, salons and other destinations. The buses are also used to provide transportation for senior group outings.

Service Area (Provide geographic boundaries):

Rides must originate within the City of Berkley limits. Boundaries are 8 mile and 16 mile (N/S) and Lahser and John R (E/W)

Service Times (Provide days and hours of service):

Operating hours are 8:30 am – 4:00 pm, Monday through Friday. Evening and weekend transportation is available for certain city sponsored events, activities and meetings.

Eligible User Groups (Users eligible to use the service):

Transportation services are available for residents of Berkley who are disabled and/or 50 years of age or older.

The buses used for group outings are open to any one from Berkley or the surrounding areas no matter the age.

Fare Structure: (Cost to use service)

Fares for the service are a suggested donation of \$3 for a one-way trip and \$5 for round trip service.

Service Mode (Describe the amount and type of vehicles available, and whether they are wheelchair lift-equipped):

3 Vehicles all equipped with wheelchair lifts

2015 Champion 13 Passenger Diesel Bus

2020 Ford 9 Passenger Transit Van

2024 Glaval Universal 13 Passenger Bus

EXHIBIT B

PROJECT OPERATING BUDGET

Municipality: City of Berkley

Contract Period: July 1, 2025 through June 30, 2026

Account Number: 48203

OPERATING EXPENSES:

Administrative Wages/Salary: *(All employees other than drivers and dispatchers)*

(10% max. of MC & CC funds) \$4,450.00

Driver Wages \$27,000.00

Fringe Benefits \$2,500.00

Gasoline & Lubricants \$6,443.00

Vehicle Insurance \$3262.00

Parts, Maintenance Supplies \$7,000.00

Mechanic Wages \$10,000.00

Fringe Benefits \$2,500.00

Dispatch Wages \$10,000.00

Other (Specify) \$550.00 (Cell Phone)

Other (Specify) _____

Other (Specify) _____

Sub-Total (Operating Expenses) \$73,705

PURCHASED SERVICE:

Taxi Service _____

Charter Service _____

SMART Bus Tickets _____

SMART Shuttle Service _____

SMART Dial-A-Ride _____

Other (Specify) _____

Sub-Total (Purchased Service) _____

CAPITAL EQUIPMENT:

(Only list purchases to be made with Community Credits)

Computer Equipment _____

Software _____

Vehicle _____

Maintenance Equipment _____

Other (Specify) _____

Sub-Total (Capital Equipment) _____

**TOTAL EXPENSES Operating Expenses,
Purchased Service, and Capital Equipment: \$73,705**

EXHIBIT B, continued (Page 2)

REVENUES:

Municipal Credit Funds	<u>\$ 14,221</u>
Community Credit Funds	<u>\$ 30,282</u>
Specialized Services Funds	<u>\$ 23,202</u>
General Funds	<u></u>
Farebox Revenue	<u>\$6,000</u>
In-Kind Service	<u></u>
Special Fares (Contracted Service)	<u></u>
Other (Specify)	<u></u>

TOTAL REVENUE:

\$73,705

(Note: *TOTAL EXPENSES* must equal *TOTAL REVENUE*)

Suburban Mobility Authority for Regional Transportation

EEO COMPLIANCE REPORT A

COMMUNITY PARTNERSHIP FORM

Agency/Community Information

Program Type: Community Partnership Program (CPP) ☒ Specialized Service ☐ New Freedom ☐ JARC ☐ 5310 ☐

Name of Agency/Community: City of Berkley Parks and Recreation

Address: 2400 Robina

City: Berkley

State: MI

Zip: 48072

Agency/Community Data

1) Has your agency/community completed in excess of \$1,000,000 in

DOT federally-funded contracts from SMART in the past year?

Yes ☐ No ☒

2) Does your agency/community employ over fifty (50) transit related employees?

Yes ☐ No ☒

If the answers to the previous two questions were both "Yes", Please forward

your agency's/community's Affirmative Action plan to the address below:

Buhl Building
535 Griswold Street, Suite 600
Detroit, MI 48226

Attn: EEO Coordinator

Have all subcontractors been informed of their responsibility to file an EEO Compliance Report A form? Yes ☐ No ☐ N/A ☒

Drug and Alcohol Testing Program Requirements

Does your agency/community have a DOT Drug and Alcohol testing program for

Safety-sensitive employees? (Vehicle operators, dispatchers, mechanics and armed security)

Yes ☒ No ☐

Name of drug and alcohol testing manager? Jessica Stover

Title: Director of Human Resources

Phone Number: 248.658.3350

Ext:

Email: jstover@berkleymi.gov

Please Proceed to Employment Data Section on Back

Suburban Mobility Authority for Regional Transportation

EEO COMPLIANCE REPORT A

COMMUNITY PARTNERSHIP FORM

Employment Data

Report **ONLY** employees directly involved in the operation of your non-emergency transportation program. Including permanent, temporary, or part-time employees. Enter the appropriate figures in the spaces below relating to each employee's race and gender.

Job Classification	Total				Race													
					Minority													
					White		African American		Hispanic		Asian		Pacific Islander		American Indian		Multi Race	
	Employees	Male	Female	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials/Managers	1	1			1													
Professionals	1		1			1												
Technicians																		
Office and Clerical Staff																		
Craftsmen (Skilled)	2	2			2													
Operators (Semi-Skilled)	2	2			2													
Laborers (Unskilled)																		
Service Workers																		
Journey Workers																		
Apprentices																		
Total	6																	

Certification

How was this information obtained? Visual Survey: Yes ☐ No ☐ Employment Records: Yes X No ☐

Name of Authorizing Official (Print): Dan McMinn

Title: Parks and Recreation Superintendent

Signature:

Date:

Contact person for report: Dan McMinn

Title: Parks and Recreation Superintendent

Telephone: 248.658.3470

Ext:

Email: dmcminn@berkleymi.gov

A RESOLUTION
of the 40th Council of the City of Berkley,
Michigan designating the time and place of
City Council Meetings and its Rules and
Order of Procedure

WHEREAS, Section 4.6 of the City Charter requires that the Council shall determine its own rules and order of business and shall keep a journal of all of its proceedings in the English language, which shall be signed by the mayor and the clerk and shall be available for inspection to the public at all reasonable times.

NOW, THEREFORE, THE CITY OF BERKLEY RESOLVES:

SECTION 1:

That the Council will generally conduct its regular meetings on the first and third Monday at 7:00 p.m. in City Hall at 3338 Coolidge Highway, (248-658-3300), or remotely in accordance with the Michigan Open Meetings Act, MCL 15.261 et seq. When the first or third Monday is not available, the meeting will be moved to the subsequent Monday. A special work session will take place before every regular meeting ~~at 5:30 p.m.~~ when needed at a to-be-determined location.

SECTION 2:

Except where in conflict with these rules, Federal or State law, the City Charter, or City ordinance, Robert's Rules of Order (current revision), will govern the conduct of meetings.

SECTION 3:

Regular Council meeting agendas must include the following, in the order that best suits the needs of each meeting, and posted accordingly:

- Call to Order
- Approval of Agenda
- Mayor-led Moment of Reflection
- Pledge of Allegiance
- Public Comment
- Order of Business
- Consent Agenda
 - Approval of Minutes
 - Approval of Warrants
- Regular Agenda
- Communications
- Council Closed Session (if any)
- Adjourn

At the Mayor's discretion, a moment of reflection may be observed at the beginning of Council meetings.

Consent Agenda in this sense includes any item or resolution which is of a routine or recurring nature. If a Councilmember requests to have any item removed from the Consent Agenda, the matter will be moved to the Regular Agenda for discussion or deliberation. All items on the Consent Agenda must be read by title without debate. One motion must be given for the Consent Agenda and a roll call vote must be taken. Resolutions or proclamations honoring individual citizens for personal outstanding accomplishments must also be included in the Consent Agenda. After the passage of the Consent Agenda, the mayor at their discretion, may have the entire resolution read.

The regular meeting agenda is prepared by the Mayor in consultation with the City Manager and City Attorney. One city councilmember chosen on a rotating basis will attend the agenda meeting along with the City Clerk. A consensus of a minimum of three councilmembers is required to put forth an item for a work session agenda. The request must be presented 10 days before the meeting.

SECTION 4:

The City Clerk must keep minutes of every Council Meeting, whether open or closed, showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, all roll call votes taken at the meeting, and the purpose for which a Closed Session is held. Minutes of a Closed Session are to be retained for one year and are not available to the public unless ordered disclosed by a court. In addition, all audio and video recordings of Council Meetings, as well as meetings of the Planning Commission and the Zoning Board of Appeals, must be placed in the City's record retention file the next business day after the approval of the official minutes.

SECTION 5:

The following rules are hereby established not only to affirm the rights of the public to address the meeting and to fully participate in the democratic process, but also to facilitate the orderly and efficient conduct of Council business:

1. At a point on the Council agenda designated for public comment, any person may address the meeting for a reasonable period of time about items not on the agenda. The Mayor may set reasonable limits on the length of citizen comments.
2. Any person addressing the meeting ~~must~~ is encouraged to identify the city in which they reside and, if that person wishes a reply to any question, must leave their full name, address and phone number with the City Clerk before leaving the meeting or via email to clerk@berkleymi.gov if attending an electronic meeting.
3. No person may make any statements or comments or distribute any materials designed to announce or promote or oppose their candidacy or the candidacy of another for political office.
4. No person may make any personal attack against a candidate, the Mayor, or any Councilmember or City employee that is defamatory, that disrupts the order of the meeting, or that is unrelated to the manner in which the subject(s) performs their duties.

5. Irrespective of Robert's Rules of Order, the Mayor, acting as presiding officer of the Council, has the same rights, responsibilities and power of discussion as other Councilmembers.
6. No new items may be taken up for discussion on the regular agenda after 10:00 p.m.
7. At any point during the meeting, the Mayor may allow ~~citizen-public~~ comments on any issue on the agenda. The Mayor may set reasonable limits on the length of ~~citizen-public~~ comments.
8. All Regular and Special Meetings of the Council must be open to the public, and all persons are permitted to attend any meeting that is not a closed session.
9. Upon a two-thirds roll call vote of the members of Council elected and serving, a Closed Session may be held to consider the purchase or lease of real property, to consult with the City's attorney on specific pending litigation, to review applications or appointments to a public office where the candidate requests confidentiality, to consider complaints or charges against a public officer, employee, or individual agent when the named person requests a closed hearing, for strategy and negotiations when connected with a collective bargaining process; and for any other permissible purpose under and in accordance with the Michigan Open Meetings Act.
10. The Council will continue to cablecast its regular meetings to further inform local residents of City government issues, activities, and events.

SECTION 6:

Filling of Vacancies for Boards and Commissions

- ~~1. Requests will be made in local news media, social media, and the city website inviting qualified people to make applications to the city manager. Applications are due 10 business days before the meeting in which the appointment will be considered. The vacancy must be posted at least 10 business days before the application deadline.~~
- ~~2. Recommendations from the pool of applicants will be requested from the city council liaison and the officers of the board or commission where the vacancy exists. The recommendations must be provided to the city manager five business days before the meeting in which the appointment will be considered.~~

~~Each Councilmember may provide a ranked list of their choices for each vacancy from the list of applicants. The choices must be given privately to the City Manager at least three business days before the meeting in which the appointment will be considered.~~

- ~~3. At the next regular meeting, or a special meeting called for that purpose, the City Manager must present a slate of candidates for the vacancies based on the recommendations from Councilmembers. Council may vote on the slate as a whole, or any Councilmember may~~

~~ask that a vacancy be considered separately from the slate. Any individual receiving four or more "yes" votes will be considered appointed.~~

1. Vacancies will be advertised on the City's website, social media, and other forms of media if needed to allow notification. The application process is detailed in the Boards & Commissions Handbook, and applications are due 45 days before the special meeting where applicants will be interviewed. The vacancy must be posted at least 10 business days before the application deadline.
2. The City Council will conduct Bi-annual interviews except for Boards or Commissions needing members to meet quorum and Boards with specific membership requirements. Applicant interviews and appointee selection will take place during a City Council Special Meeting, 30 days before the appointments are confirmed at a subsequent Regular City Council meeting. In the case of reappointments, additional consideration will be given, including attendance, completion of education requirements (if applicable), and member contributions to the activities of the Board. Each Board's Council Liaison will make a recommendation regarding member reappointments.
3. At the next Regular or Special meeting called for that purpose, the Clerk's Office will provide a motion including the slate of candidates for the vacancies based on the applicants chosen during the preceding Special Meeting held to interview and select upcoming boards and commissions members. Any individual receiving four or more "yes" votes will be considered appointed.

SECTION 7:

Vacancies in the office of City Councilmember must be filled pursuant to Sections 3.6, 3.7 and 13.5 of the City Charter through the following procedure:

1. The City Clerk must publish and post notice of the City Council vacancy and the procedure and deadline for applying. City Council will accept applications from eligible candidates for 5 business days, or such other time as Council may prescribe, in order to complete the appointment process to fill the Council vacancy within the 30 days mandated by the City Charter.
2. The candidates applying are to be narrowed down to a list of finalists.
 - a. If 5 or fewer candidates apply, all are considered finalists.
 - b. If more than 5 candidates apply, each Councilmember may nominate up to 2 candidates. Nominations are to be provided to the City Manager. Each candidate receiving at least one nomination becomes a finalist.Finalists will be invited to the next City Council meeting to make a presentation and/or be interviewed by Council. A special meeting may be held for this purpose.
3. At its next meeting, which may be a special meeting, Council must appoint 1 of the candidates to fill the Council vacancy. Each City Councilmember may nominate 1 candidate for appointment. No second to any nomination is required, nor is it necessary for a Councilmember to nominate a candidate if the Councilmember's preferred nominee has already been nominated.
4. A roll call vote must be conducted, and each Councilmember must vote among the nominees. A nominee who receives the vote of 4 or more of the Councilmembers currently holding office must be declared appointed. If no nominee receives 4 votes of the Councilmembers currently holding office and there are more than 2 nominees, then the nominee who receives the fewest votes will be dropped, and another vote must be taken among the remaining nominees. This process will continue until a nominee receives the vote of 4 or more of the Councilmembers currently holding office.

SECTION 8:

The Daily Tribune will be the official newspaper for the publication of notices and of proceedings and ordinances of the Council, as may be required by the law or by City Charter.

SECTION 9:

The City Attorney is designated to act as a parliamentarian for the City Council.

SECTION 10:

Flagstar Bank is the designated official depository of City funding pursuant to Section 9.7 of the City Charter.

SECTION 11:

This resolution supersedes all existing resolutions, orders, rules, and orders of procedures insofar as they may be inconsistent herewith.

SECTION 12:

The City Clerk must post a copy of this resolution in City Hall and two other public and conspicuous places within the City.

SECTION 13:

Code of Ethics for Government Service applies to City Council as well as administrative officials appointed by Council.

Preamble

A code of ethics for government service calls upon public servants to treat their office as a public trust. It often takes extraordinary moral courage to do what is right. The strength and value of a code of ethics are found in its capacity to inspire voluntary commitment to higher moral standards than law or custom. By doing so, public servants inspire and justify confidence and faith in government.

**ANY PERSON
IN GOVERNMENT SERVICE SHOULD:**

1. Put loyalty to the highest moral principles and to country above loyalty to persons, party, or government department.
2. Uphold the Constitution, laws, and regulations of the United States and of all governments therein and never be a party to their evasion.
3. Give a full day's labor for a full day's pay; giving earnest effort and best thought to the performance of duties.
4. Seek to find and employ more efficient and economical ways of getting tasks accomplished.
5. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.
6. Make no private promises of any kind binding upon the duties of office, since a government employee has no private word which can be binding on public duty.
7. Engage in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of governmental duties.

8. Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.
9. Expose corruption wherever discovered.
10. Express themselves – in both spoken and written communications – in a manner becoming of a City of Berkley official or representative and maintain a constructive tone that may not reasonably be construed as demeaning, harassing, accusatory, untruthful, or disrespectful.
11. Uphold these principles, ever conscious that public office is a public trust.

SECTION 14:

Pursuant to Sec 3.5 of the City Charter, resignations of elected officers must be made in writing and filed with the Clerk. At its next regular meeting following receipt thereof by the Clerk, Council must act upon the resignation. Any resignation accepted in this manner must be filed within 30 days of its acceptance, pursuant to Sec 3.5 of the City Charter and Section 7 of these rules.

A resignation filed with the City Clerk may be rescinded by filing a statement in writing with the City Clerk before Council accepts the resignation.

SECTION 15:

Electronic Meetings

Electronic participation of a City Councilmember will be permitted only when required by the Open Meetings Act.

SECTION 16:

Councilmember seating and liaison positions are determined by the mayor in consultation with each councilmember.

Introduced and Passed at a Regular City Council Meeting on Monday, July 7, 2025.

Bridget Dean, Mayor

Attest:

Victoria Mitchell, City Clerk



MEMORANDUM

To: Mayor Dean and City Council
From: Victoria Mitchell, City Clerk

Date: *July 7, 2025*
Subject: City Council Rules & Order of Procedure

Madam Mayor and Members of City Council,

Background

- An update of the 40th City Council Rules and Order of Procedure was anticipated following the acceptance of the new Boards & Commissions Handbook during the June 16, 2025 City Council meeting.
- The City Council Rules & Order of Procedure, specifically Section 6, requires an update to align with the new appointment process detailed in the Boards & Commissions Handbook's policies and procedures.
- Section 6 was completely repealed and replaced with the new process as outlined in the Boards & Commissions Handbook.
- This change marks the beginning of Phase II of the Boards & Commissions update process.
- Minor revisions were also made to the Rules and Order of Procedure to enhance clarity and clean up wording.
- The revised draft document was reviewed by the City Attorney and provided to the Council on June 23rd for input.

Summary

- A revised version of the 40th City Council Rules and Order of Procedure is before Council tonight for approval.
- Changes include replacing Section 6 with the newly accepted Boards & Commissions appointment process, along with minor wording cleanup.

Recommendation

Matter of approving the City Council Rules and Order of Procedure.