AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners
FROM: Diane Lyon, City Clerk
DATE: January 13, 2022
RE: *Communications

For the Agenda of January 17, 2022

***Note: This is a Consent Agenda item and is considered as routine by the City Commission. As such, this matter shall be automatically enacted by one motion with all other Consent Agenda items unless a Commissioner or citizen requests this item be individually discussed, in which event it shall be removed from the Consent Agenda and considered and acted upon in its designated sequence on the approved Clare City Commission agenda of January 17, 2022.**

FOIA Requests & Responses: The most recent FOIA requests and responses are attached for information. SmartProcure and Open The Books-American Transparency.

Site Plans, Special Use Permits, Variance Requests & Public Notices:
None.

Attachments. As noted above.

Diane Lyon

From: kdeloian@smartprocure.com
Sent: Monday, January 10, 2022 5:23 PM
To: Diane Lyon
Subject: SmartProcure FOIA Request to Clare City For PO/Vendor Information

Good afternoon Ms. Lyon,

SmartProcure is submitting a FOIA request to Clare City for any and all purchasing records from Oct 8, 2021 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents**.** Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

Please email the information or use the following web link. There is no file size limitation:

http://upload.smartprocure.com/?st=MI&org=ClareCity

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Best Regards,
Ken Deloian
Data Acquisition Specialist
100 S MILITARY TRL STE 13
#4968
DEERFIELD BEACH, FL 33442-9991
Direct: 561-609-6943 | Fax: 561-609-6928 | Support: 954-420-9900
Email: kdeloian@smartprocure.com | www.smartprocure.com

CITY OF CLARE
202 West Fifth Street | Clare, Michigan 48617-1490
Office 989.386.7541 | Fax 989.386.4508
www.cityofclare.org

CITY HALL
Ph 989.386.7541
Fx 989.386.4508
www.cityofclare.org
Manager x102
Assessor x103
Clerk x106
Treasurer x107

DEPARTMENT OF PUBLIC WORKS
Ph 989.386.2182 or
989.386.7541 x202
Fx 989.386.4508

UTILITY BILLING
Ph 989.386.7541 x201

W/WWT PLANT
Ph 989.386.2321
Fx 989.386.2387

POLICE DEPT.
NON-EMERGENCY
Ph 989.386.2121
Fx 989.386.0440

FIRE DEPT.
NON-EMERGENCY
Ph 989.386.2151
Fx 989.386.3020

PARKS & RECREATION
Ph 989.386.7541 x213
Fx 989.386.4508

AIRPORT
Ph 989.386.0445
Fx 989.386.4508

January 13, 2021

Ms. Rachel Vogel
American Transparency
michigan@openthebooks.com
Boca Raton, FL 33497-0999

RE: **Freedom of Information Act ("FOIA") Request Response**

Your request for public record(s) under the Michigan Freedom of Information Act ("FOIA"), dated January 12, 2022, and received January 13,2021, for the following records is acknowledged and is hereby: **Granted.**

An electronic file (ie Excel, PDF, Word) of any and all employees including part-time, temporary, seasonal employees and elected officials for year of 2021 (fiscal or calendar year). Each employee record should contain the year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title.

Please forward all future requests to the attention of the FOIA Coordinator at info@cityofclare.org. Written requests may be made to the FOIA Coordinator at 202 West Fifth Street, Clare MI 48617.

A copy of this request will be kept on file for no less than one (I) year.

Diane M. Lyon

Diane Lyon, FOIA Coordinator

Where the north begins at the crossroads of Rt 10 and 127.

Clearly Clare MICHIGAN

202 West Fifth Street, Clare, Michigan 48617
www.cityofclare.org
phone: (989) 386-7541 fax: (989) 386-4508

January 11, 2022

Ken Deloian
Data Acquisition Specialist
SmartProcure
100 S. Military Trl., Ste 13 #4968
Deerfield Beach FL 33442-9991

561-609-6943
kdeloian@smartprocure.com

RE: **Freedom of Information Act ("FOIA") Request Response**

Your request for public record(s) under the Michigan Freedom of Information Act ("FOIA"), dated October 8, 2021, and received January 11, 2022 for the following records is acknowledged and your request is hereby **Granted** for the following information: any and all purchasing records from 10/08/2021 through current (01/11/2022).

The City of Clare's FOIA Procedures and Guidelines and Summary are available for review on our website at www.cityofclare.org.

If your FOIA request has been denied in whole or in part, you may do one of the following at your option:

(1) Commence an action in the circuit court to compel disclosure of the public records or information within 180 days after the governmental unit's final determination to deny your request. If the circuit court orders disclosure of all or a portion of the public record or information, you have the right to receive reasonable attorney's fees, costs, and disbursements. If the circuit court determines that the governmental unit arbitrarily and capriciously denied your request, you also have the right to receive punitive damages in the amount of $500.00. Please see MCL 12.231 *et seq.* for further information on the Freedom of Information Act.
(2) Submit to the City Manager a written appeal that specifically states the word **"appeal"** and identifies the reason(s) for reversal of the denial. Your appeal should be sent to City of Clare – City Manager, 202 West Fifth Street, Clare, MI 48617-1490.

A copy of this request will be kept on file for no less than one (1) year.

Diane Lyon, City Clerk

Diane Lyon

From: Michigan@OpenTheBooks.com
Sent: Wednesday, January 12, 2022 4:40 PM
To: Diane Lyon
Subject: New FOIA - City of Clare submitted on 01/12/2022

01/12/2022

Diane Lyon

Pursuant to the FOIA, this is a request for a copy of the following records: An electronic file (ie Excel, PDF, Word) of any and all employees including part-time, temporary, seasonal employees and elected officials for year of 2021 (fiscal or calendar year). Each employee record should contain the year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title.

The principal purpose of this is to make this information more accessible to the public and to access and disseminate information regarding the health, safety, and welfare of the general public. This request is not principally for personal or commercial benefit. Our agency is just exercising the general rights of the public. For these reasons, we are requesting a waiver of fees. If there is a charge for this service, please obtain my approval in writing prior to proceeding with request.

All documents can be e-mailed to Michigan@OpenTheBooks.com or mailed in electronic format (preferred format would be .csv or .xls). If any documents are not provided in the format specified, please provide the state or federal statutes relied upon for that decision. If any record or portion of a record responsive to this request is contained in a record or portion of a record deemed unresponsive to the request, I would like to inspect the entire document. Under the Open Records Act/Freedom of Information Act, all non-exempt portions of any partially-exempt documents must be disclosed. If any records or portions of records are withheld, please state the exemption on which you rely, the basis on which the exemption is invoked, and the name of the individual responsible for the decision.

Thank you for your prompt consideration of my request. If you have any questions, or if I can be of any assistance, please e-mail me at Michigan@OpenTheBooks.com.

Sincerely,

Rachel Vogel
American Transparency
P.O. Box 970999
Boca Raton, FL 33497-0999