



City of the Village of Clarkston
375 Depot Rd
Clarkston, Michigan 48346
City Council Regular Meeting
06 28 2021

This meeting is being held pursuant to Public Act 254, which was adopted by the legislature on December 22, 2020, allowing virtual meetings to continue upon a local Declaration of Emergency, which was adopted by the Clarkston City Council on March 30, 2021 to continue virtual meetings until June 30, 2021.

You may join the meeting from your computer, tablet or smartphone using the following link: <https://global.gotomeeting.com/join/583644205> Or you may call-in using the following phone number and access code: (408) 650-3123 , Access Code: 583-644-205

1. Call To Order
2. Pledge Of Allegiance
3. Roll Call
Mayor Haven, Avery, Bonser, Casey, Kneisc, Luginski, Wylie
4. Approval Of Agenda - Motion
5. Public Comments:
Individuals have the opportunity to address the City Council on subjects not on the Agenda, limiting their comments to three minutes. Alternatively, public comments may be emailed to City Manager Jonathan Smith @ smithj@villageofclarkston.org or City Clerk Jennifer Speagle @ speaglej@villageofclarkston.org and they will be read out loud during this time. If preferred, comments may be stated or submitted anonymously.
6. FYI:
 - 6.a. Planning Commission Public Hearing 07 19 2021
Planning Commission will hold a Public Hearing regarding Short Term Rentals (STR's) on July 19th, 2021 starting @ 7:00 pm

Documents:

[FYI PLANNING COMMISSION PUBLIC HEARING 07 19 2021 06 28 2021.PDF](#)
 - 6.b. City Of The Village Sign Auction

Documents:

[FYI STREET SIGN AUCTION.PDF](#)

6.c. CIDL Vote For The Best

Documents:

[FYI CIDL VOTE FOR THE BEST.PDF](#)

6.d. Clarkston Area Farmers Market

Documents:

[CLARKSTON FARMERS MARKET 2021.PDF](#)

7. City Manager Report

Documents:

[CITY MGR REPORT 06 28 2021.PDF](#)

8. Motion Acceptance Of The Consent Agenda As Presented
Minutes and Treasurer's Report

Minutes

Final 05 24 2021

Draft 06 14 2021

Treasurer's Report 06 28 2021

Documents:

[06 28 2021 CONSENT AGENDA.PDF](#)

9. Old Business

9.a. Resolution: 2021-2022 FY Budget

Documents:

[RESOLUTION 2021-2022 FY BUDGET 06 28 2021.PDF](#)

10. New Business

10.a. Discussion/Motion: Policies And Procedures Manual Updates

Documents:

[DISCUSSION MOTION POLICY AND PROCEDURE MANUAL UPDATE 06 28 2021.PDF](#)

11. Adjourn

Only those matters that are on the agenda are to be considered for action.

PUBLIC NOTICE

CITY OF THE VILLAGE OF CLARKSTON
Artemus M. Pappas Village Hall
375 Depot Rd.
Clarkston MI 48346

PLANNING COMMISSION MEETING and PUBLIC HEARING
July 19, 2021, starting at 7:00 PM

The Planning Commission of the City of the Village of Clarkston will hold a Regular Meeting and Public Hearing on Monday, July 19, 2021, starting at 7:00 PM at the Clarkston Village Hall located at 375 Depot Road, Clarkston, MI to consider the following:

Amend Article 2, Definitions, Article 11, Village Commercial District and Article 14, General Provisions and Exceptions of the City of the Village of Clarkston Zoning Ordinance. The purpose of the proposed amendments is to add short-term rental as a permitted use in the VC, Village Commercial District and to create a new section in Article 14 that establishes short-term rental regulations. Specifically, the following sections Article 2, Article 11 and Article 14 are proposed to be modified:

- Section 2.01 Add definition for short-term rental
- Section 11.01 Principal Permitted Uses to add short-term rental as a permitted use
- Section 14.14 New section to establish short-term rental regulations

Members of the public may participate or comment in this Public Hearing in four ways:

1. Attend in-person at the Clarkston Village Hall conference room located at 375 Depot Road, Clarkston, MI 48346
2. Attend virtually using the link <https://global.gotomeeting.com/join/837821581>
3. Attend via phone by calling [\(571\) 317-3112](tel:5713173112) and entering access code 837-821-581
4. Submit written comments to the City Clerk at speaglej@villageofclarkston.org until 3:00 PM the day of the hearing

Persons with questions may call the City Office at (248) 625-1559 or email the City Clerk at speaglej@villageofclarkston.org. Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's Office at least 48 hours prior to the meeting.

This notice is in compliance with PA 267 of 1976 (as amended) Open Meetings Act, MCLA 41.72 (2)(3) and the Americans with Disabilities Act (ADA).

Jennifer Speagle, City Clerk



City of the Village of Clarkston Sign Auction

Bid on a piece of Clarkston history!

Now that the new street name signs dot Clarkston's landscape, the city is auctioning off the old ones online. Enjoy this rare opportunity to own a piece of Clarkston history!

Bid on your favorite street signs until noon on June 30th.

****Additional traffic signs will be added during the first week of bidding, so be sure to check back!****

Highest bidders can pay by cash, check or credit card at city hall during office hours July 1 or July 6. Can't drop in then? Phone city hall at 248.625.1559 to pay by credit card and to schedule other pick-up arrangements. Shipping within the continental United States is available for an additional \$15 for each street name sign. (Larger signs will cost more to ship.)

All funds go back to the city to purchase any remaining signs and posts.

Happy bidding!

Hello Everyone!

The Clarkston Independence District Library has been nominated for the WDIV Vote 4 the Best competition. We've won two years in a row. Wouldn't it be great to make it three! There's a lot of great competition on the list, so we need your help!

The Library category is under Arts and Entertainment. You can vote once per hour through July 9th.

Here's the quick, direct link to vote for CIDL:

<https://www.clickondetroit.com/vote-4-the-best/2021/06/17/vote-4-the-best-voting-has-begun/#/gallery/276703875>

We're sharing this on social media to let our community's library lovers know, but you can help by sharing this link with your friends and neighbors, and also by voting yourself.

Thanks so much!

Julie





**COME JOIN US FOR THE
2021 MARKET SEASON ON**

**SATURDAYS June 19-October 9th
9 am to 1 pm**

**We are located in the Renaissance High School
parking lot, 6558 Waldon Road, Clarkston, Mi.
248-505-6848**

clarkstonareafarmersmarket@gmail.com

**Like us on Facebook and visit our website at:
www.clarkstonareafarmersmarket.com**

**LIVE MUSIC EVERY SATURDAY, LOCAL VENDORS
So come on out and support us!!!!!!!**

City of the Village of Clarkston
City Manager Report
June 28, 2021

City Sign Sale

There has been great interest in the online sale of the old city street signs! Bidding opened last week and extends through Wednesday, June 30th at noon on the auction site BiddingOwl (<http://biddingowl.com/clarkston>). Old traffic signs, such as STOP signs and No Parking Signs, are also now being added to the auction. All proceeds of the auction will be used to purchase new black sign poles for the Phase II signs (speed limit, parking, and other utility signs). Our thanks to the Sign Committee for all their efforts to make this sale a success!

City In-Person Meetings Resuming July 1st

As a reminder, starting July 1st, all City meetings will return to in-person meetings at the City Hall building. This will include meetings of City Council, Planning Commission, Zoning Board of Appeals, Historic District Commission, and all committee meetings. With this change, Independence Television will resume in-person video-recordings of all Council meetings. I am also working on the technical components that will allow us to continue virtual / remote participation for people other than voting members.

A Few Additional Reminders...

1. There will NOT be a Clarkston 4th of July parade this year due to COVID.
2. The regular Planning Commission Meeting on July 6th has been rescheduled to Monday, July 19th, which will also serve as a Public Hearing for a new ordinance to ban Short-Term Rentals in residential districts.
3. Church Street will reopen to vehicular traffic starting Wednesday, July 7th.
4. Candidates interested in running for one of the 3 Council seats in the November 2nd election must obtain a petition form from the City Office and return it with no less than 20 qualifying signatures by July 20, 2021.

Local Road Improvement Program Grant

I am pleased to announce that my application for a grant under the Oakland County Board of Commissioners Local Road Improvement Program (LRIP) was approved last week in the amount of \$3,050. These funds will be added to budgeted funds for road patching and crack fill on E. Washington, E. Church and Buffalo.

Lock Your Car Doors!

Residents and visitors are encouraged to lock their car doors after credit cards and other valuables were stolen from a vehicle parked in the Depot Road parking lot today, in broad daylight. The City is assisting the Oakland County Sheriff catch the perpetrator with the help of our City Hall security camera system.

Respectfully submitted, **Jonathan Smith, City Manager, June 24, 2021**



City of the Village of Clarkston
Artemus M. Pappas Village Hall
375 Depot Road
Clarkston, Michigan 48346
City Council Regular Meeting Minutes
05 24 2021 Final **Minutes**

5/24/2021 - Minutes

1. Call To Order
@ 7:00 PM By Mayor Haven
2. Pledge Of Allegiance
3. Roll Call
Haven, Bonser, Casey, Kneisc, Luginski and Wylie - Present all calling in from Clarkston Mi. Avery - Absent.
4. Approval Of Agenda - Motion
Motion by Wylie Second by Casey to approve the Agenda as presented. Haven, Bonser, Casey, Kneisc, Luginski, Wylie - Yes Motion Carries.
5. Public Comments:
by Chet Pardee
6. FYI: Class Of 2021 Commencement Cruise
7. FYI: Public Notices
ZBA hearing for 29 S Holcomb on 06 03 2021
8. City Manager Report
Jonathan Smith discussed the recent issues with groups of kids in Depot Park.
9. Motion Acceptance Of The Consent Agenda As Presented
Motion by Wylie Second by Bonser to approve the Consent Agenda as presented. Haven, Bonser, Casey, Kneisc, Luginski, Wylie - Yes Motion Carries.
10. Old Business
 - 10.a. Discussion/Motion Access To Middle Lake From White Lk Rd
Jonathan Smith to bring proposals with pricing on fencing and signage to future Council meeting.
 - 10.b. Motion: HDC Nomination
Motion by Haven Second by Bonser to nominate Rob Hauxwell to the HDC finishing out John Nantau's term ending June 30th 2021 and continuing on through June 30th of 2023. Haven, Bonser, Casey, Kneisc, Luginski, Wylie - Yes Motion Carries.
11. New Business
 - 11.a. Resolution: Category B Road Grant FY 23
Motion by Wylie Second by Kneisc to authorize Jonathan Smith to apply for \$54,8450.00 in funding through MDOT from the Transportation Economic Development Category B Program to resurface Miller Rd from Holcomb to Glenburnie. Haven, Bonser, Casey, Kneisc, Luginski, Wylie - Yes. Motion Carried.

11.b. Resolution: Budget Amendment

Motion by Wylie Second by Bonser to authorize the City Treasurer to complete a Budget Amendment in the amount of \$4,700.00. \$3,000.00 Realigning Construction Loan Payment budget from New Lease Space (construction loan payment) budget to the City Hall Interest Expense budget. \$1,600.00 Realigning excess DPW Leave & Holiday Pay budget to DPW Labor - Dump Truck budget. \$100.00 Realigning excess DPW Winter Maintenance Salary budget to DPW Unemployment Insurance (SUTA) budget. Haven, Bonser, Casey, Kneisc, Luginski, Wylie - Yes Motion Carries.

12. 21/22 FY Budget Public Hearing

12.a. Public Hearing Call To Order
By Mayor Haven @ 8:13pm

12.b. Presentation Of The Draft 21/22 FY Budget And CIP
By City Manager Jonathan Smith.

12.c. Public Comments:
By Chet Pardee

12.d. Close Of Public Hearing
@ 9:30

13. Adjourn

Motion by Bonser Second by Wylie to Adjourn at 9:31 pm. Haven, Bonser, Casey, Kneisc, Luginski, Wylie - Yes Motion Carries.

Respectfully Submitted by Jennifer Speagle, City Clerk.



City of the Village of Clarkston
Artemus M. Pappas Village Hall
375 Depot Road
Clarkston, Michigan 48346
City Council Regular Meeting Minutes
06 14 2021 **Draft Minutes**

6/14/2021 - Minutes

1. Call To Order

@ 7:04 by Mayor ProTem Wylie.

2. Pledge Of Allegiance

3. Roll Call

Avery, Bonser, Kneisc Wylie - Present all calling in from Clarkston. Due to Technical Difficulties Mayor Haven joined in (from Clarkston) @ 7:09pm, Gary Casey joined (in route to Clarkston form Auburn Hills) @ 7:12pm . Due to conflicting schedule Joe Luginski joined in @ 7:26 PM (from Clarkston).

4. Approval Of Agenda - Motion

Motion by Kneisc Second by Avery to accept the Agenda with the removal of 10a RPDD Planning Commission Recommendation to Council. Haven, Avery, Bonser, Casey, Kneisc, Wylie - Yes. Luginski - Absent. Motion Carries.

5. Public Comments:

By Chet Pardee

6. FYI:

6.a. Vaccine Clinics

@ Groveland Fire Dept. June 15th 9am -1pm and Springfield Fire Station # 2 on June 17th from 3pm - 7pm.

6.b. 41st Annual Concerts In The Park

Started Friday June 11th and will run every Friday until July 16th. No restrictions and no need to obtain tickets for entry.

7. Sheriff Report For May 2021

8. City Manager Report

9. Motion Acceptance Of The Consent Agenda As Presented

Motion by Wylie Second by Avery to accept the Consent Agenda as presented. Haven, Avery, Bonser, Casey, Luginski, Wylie - Yes. Kneisc - Did not vote due to technical difficulties. Motion Carries.

10. Old Business

10.a. RPDD Proposal

Removed from Agenda during Agenda Approval.

10.b. Short Term Rentals

Discussion provided by Ben Carlisle, summarizing the current direction of the Planning Commission. The Planning Commission will next make final refinements to the proposed ordinance, hold a Public Hearing and return to Council.

10.c. Discussion: Mains Street Speed Data

Discussion with CJ Savik and Glenn Gualdoni.

10.d. Discussion In Person Meetings

With all state wide Pandemic rules lifted the City of Clarkston will let the local Covid State of Emergency expire on June 30th and all committee and commission meetings will go back to in person beginning July 1st.

10.e. Resolution: Paid Parking And Parking Enforcement

Motion by Avery Second by Casey That Paid Parking in the Main & Washington lot will resume July 1st, 2021 and parking Enforcement throughout the City will resume July 15th. Haven, Avery, Bonser, Casey, Kneisc, Luginski, Wylie - Yes Motion Carries.

11. New Business

11.a. Resolution: Millage Rate

Motion by Avery Second by Luginski to Resolve that the City Council authorizes City Treasurer Gregory Cote to proceed with the printing of the July 2021 tax bills, assuming the Millage Rate of 5.7115 plus 4.9766 mills for debt retirement. Haven, Avery, Bonser, Casey, Kneisc, Luginski, Wylie - Yes. Motion Carried.

11.b. Discussion: November 2nd, 2021 Election Updates

Clerk Jennifer Speagle discussed November 2021 Election deadlines.

11.c. Resolution: Budget Amendment

Motion by Wylie Second by Casey that the City of the Village of Clarkston hereby authorized the City Treasurer to complete a Budget Amendment in the Amount of \$1,800.00 (\$1,300.00 realigning excess Workman's Compensation budget to the Clerk Publications budget and \$500.00 realigning excess Technology & Internet Expense budget to DTE Street Lighting budget) Haven, Avery, Bonser, Casey, Kneisc, Luginski, Wylie - Yes Motion Carries.

12. Adjourn

Motion by Wylie Second by Avery to adjourn @ 8:58pm. Haven, Avery, Bonser, Casey, Kneisc, Luginski, Wylie. Motion Carried.

Respectfully Submitted by Jennifer Speagle, City Clerk.

DRAFT

Treasurer's Report

I. Revenue/Expenditure Actual vs. Budget as of 05/31/2021 General Fund 101

II. Revenue/Expenditure Actual vs. Budget as of 05/31/2021 Major Roads Fund 202

III. Revenue/Expenditure Actual vs. Budget as of 05/31/2021 Local Roads Fund 203

IV. Revenue/Expenditure Actual vs. Budget as of 05/31/2021 Capital Projects Fund 401

TREASURER'S DOCUMENTS FOR MEETING - NEW BUSINESS:*VI. Invoices for review*

Carlisle Wortman -

Monthly Retainer (June 2021)

\$ -

2021 Planning Consultation

\$ -

Sub Total

\$ -

HRC -

MS4 Permit Assistance

\$ -

Professional

\$ -

Sub Total

\$ -

Tom Ryan-

Court/Prosecution

\$ -

Professional Services

\$ -

\$ -

Sub total Invoices for review

\$ -

VII. Other Checks for Review

\$ -

\$ -

\$ -

Total Other Checks for Review

\$ -

Grand Total

\$ -

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
PERIOD ENDING 05/31/2021

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 05/31/2021	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET			
Fund 101 - GENERAL						
Revenues						
Dept 000 - GENERAL						
101-000-102.000	CURRENT TAX REVENUES	540,750.00	540,750.00	543,971.98	(3,221.98)	100.60
101-000-445.000	INTEREST & PENALTY REVENUES	1,182.00	1,182.00	243.29	938.71	20.58
101-000-452.000	CABLE TV REVENUES	13,219.00	13,219.00	10,914.64	2,304.36	82.57
101-000-452.001	IN-KIND FEES/PEG FEES AT&T	6,699.00	6,699.00	3,701.30	2,997.70	55.25
101-000-477.000	PERMIT FEES	28,062.00	28,062.00	17,138.00	10,924.00	61.07
101-000-478.000	DOG LICENSES REVENUE	1,662.00	1,662.00	955.25	706.75	57.48
101-000-501.000	COMM DEV BLOCK GRANT - CDBG	8,000.00	8,000.00	7,000.00	1,000.00	87.50
101-000-502.000	P - GRANTS	0.00	0.00	2,544.84	(2,544.84)	100.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE-PP	2,642.00	2,642.00	681.15	1,957.85	25.90
101-000-574.001	STATE REVENUE SHARING/SALES TAX	85,428.00	85,428.00	60,277.00	25,151.00	70.56
101-000-574.002	STATE LIQUOR CONTROL COMM	3,775.00	3,775.00	3,494.15	280.85	92.56
101-000-580.000	ENHANCED ACCESS REVENUE SHARING	546.00	546.00	738.56	(192.56)	135.27
101-000-606.000	DISTRICT COURT REVENUE	9,784.00	9,784.00	1,410.71	8,373.29	14.42
101-000-626.000	BANNER REVENUES	2,000.00	2,000.00	800.00	1,200.00	40.00
101-000-664.000	INTEREST EARNED	3,524.00	3,524.00	1,503.31	2,020.69	42.66
101-000-666.000	DIVIDENDS AND REBATES	1,500.00	1,500.00	1,005.00	495.00	67.00
101-000-667.000	GAZEBO RENTALS	1,000.00	1,000.00	3,725.00	(2,725.00)	372.50
101-000-668.000	EQUIPMENT RENTAL	24,884.00	24,884.00	19,337.33	5,546.67	77.71
101-000-671.000	MISCELLANEOUS INCOME	2,000.00	2,000.00	8,760.15	(6,760.15)	438.01
101-000-671.001	SPECIAL EVENTS REVENUE	1,500.00	1,500.00	0.00	1,500.00	0.00
101-000-673.000	SALE OF ASSETS	0.00	0.00	294.00	(294.00)	100.00
101-000-699.390	TRANSFER IN FROM FUND BALANCE	139,101.00	208,101.00	0.00	208,101.00	0.00
Total Dept 000 - GENERAL		877,258.00	946,258.00	688,498.66	257,759.34	72.76
TOTAL REVENUES						
		877,258.00	946,258.00	688,498.66	257,759.34	72.76
Expenditures						
Dept 101 - COUNCIL						
101-101-703.000	COUNCIL & MAYOR SALARIES	7,750.00	7,750.00	0.00	7,750.00	0.00
101-101-955.000	MISC EXPENSE	308.00	308.00	406.64	(98.64)	132.03
101-101-958.000	DUES & CONFERENCES	4,100.00	4,100.00	4,667.52	(567.52)	113.84
Total Dept 101 - COUNCIL		12,158.00	12,158.00	5,074.16	7,083.84	41.74
Dept 215 - CLERK						
101-215-703.001	CLERK SALARY	28,000.00	28,000.00	26,219.96	1,780.04	93.64
101-215-726.000	SUPPLIES	150.00	150.00	224.00	(74.00)	149.33
101-215-901.000	PUBLICATIONS	2,150.00	2,150.00	2,846.90	(696.90)	132.41
101-215-958.000	DUES & CONFERENCES	500.00	500.00	168.40	331.60	33.68
Total Dept 215 - CLERK		30,800.00	30,800.00	29,459.26	1,340.74	95.65
Dept 223 - AUDIT						
101-223-805.000	AUDIT FEES	11,100.00	11,100.00	10,800.00	300.00	97.30
Total Dept 223 - AUDIT		11,100.00	11,100.00	10,800.00	300.00	97.30
Dept 247 - BOARD OF REVIEW						
101-247-900.000	BOARD OF REVIEW PUBLICATIONS	50.00	50.00	0.00	50.00	0.00
Total Dept 247 - BOARD OF REVIEW		50.00	50.00	0.00	50.00	0.00
Dept 253 - TREASURER						
101-253-703.002	TREASURER SALARY	30,000.00	30,000.00	26,153.92	3,846.08	87.18
101-253-726.000	SUPPLIES	1,261.00	1,261.00	924.88	336.12	73.34
101-253-800.000	BANK FEES	1,200.00	1,200.00	275.00	925.00	22.92
101-253-853.000	COMPUTER SUPPORT	3,500.00	3,500.00	2,140.00	1,360.00	61.14
Total Dept 253 - TREASURER		35,961.00	35,961.00	29,493.80	6,467.20	82.02
Dept 257 - ASSESSOR						
101-257-804.000	ASSESSING - OAKLAND COUNTY	8,000.00	8,000.00	7,847.89	152.11	98.10
Total Dept 257 - ASSESSOR		8,000.00	8,000.00	7,847.89	152.11	98.10
Dept 262 - ELECTIONS						
101-262-701.000	ELECTION FEES/PER DIEM	2,000.00	2,850.00	2,830.00	20.00	99.30
101-262-726.000	SUPPLIES	1,000.00	1,320.00	1,736.40	(416.40)	131.55
101-262-901.000	PUBLICATIONS	400.00	400.00	0.00	400.00	0.00
Total Dept 262 - ELECTIONS		3,400.00	4,570.00	4,566.40	3.60	99.92
Dept 264 - ADMINISTRATIVE						
101-264-701.002	ADMIN ASSISTANT SALARY	12,000.00	12,000.00	13,294.00	(1,294.00)	110.78
101-264-703.003	CITY MANAGER SALARY	38,000.00	38,000.00	34,923.11	3,076.89	91.90
101-264-727.000	OFFICE SUPPLIES	3,600.00	3,600.00	3,964.43	(364.43)	110.12
101-264-805.001	PROFESSIONAL & CONTRACTUAL SERVICES	2,000.00	2,000.00	2,560.00	(560.00)	128.00
101-264-850.000	TELEPHONE EXPENSE	8,000.00	8,000.00	7,059.28	940.72	88.24
101-264-851.000	WEBSITE MAINTENANCE	350.00	350.00	0.00	350.00	0.00
101-264-852.000	TECHNOLOGY/INTERNET EXPENSE	12,000.00	12,000.00	5,348.11	6,651.89	44.57
101-264-860.000	MILEAGE/CONFERENCE	1,000.00	1,000.00	422.99	577.01	42.30
101-264-890.000	GRANT WRITING	4,000.00	330.00	0.00	330.00	0.00
101-264-941.000	RICOH COPIER LEASE	2,500.00	2,500.00	2,229.15	270.85	89.17
101-264-955.000	DOG LICENSES FEES	1,000.00	1,000.00	643.75	356.25	64.38
Total Dept 264 - ADMINISTRATIVE		84,450.00	80,780.00	70,444.82	10,335.18	87.21
Dept 265 - BUILDING AND GROUNDS						
101-265-705.000	BUILDING MAINTENANCE LABOR	4,500.00	4,500.00	6,116.00	(1,616.00)	135.91

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
PERIOD ENDING 05/31/2021

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 05/31/2021	AVAIL. BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET			
101-265-705.001	BUILDING MAINTENANCE O/T LABOR	200.00	200.00	510.00	(310.00)	255.00
101-265-706.000	VILLAGE GROUNDS PARK LABOR	29,000.00	29,000.00	16,390.00	12,610.00	56.52
101-265-706.001	DPW-VILL GROUNDS OT PARK LABOR	100.00	100.00	1,130.63	(1,030.63)	1,130.63
101-265-726.004	SUPPLIES-VH BUILDING	3,400.00	3,400.00	3,179.07	220.93	93.50
101-265-728.000	PARK MATERIALS	20,000.00	20,000.00	18,862.01	1,137.99	94.31
101-265-818.000	RUBBISH COLLECTION	700.00	700.00	680.23	19.77	97.18
101-265-920.000	DETROIT EDISON-VH	1,864.00	1,864.00	2,348.69	(484.69)	126.00
101-265-921.000	CONSUMERS ENERGY-VH	1,544.00	1,544.00	1,063.90	480.10	68.91
101-265-923.000	DTE UPPER PARKING LOT	2,234.00	2,234.00	1,878.78	355.22	84.10
101-265-923.001	DTE DEPOT PARK	238.00	238.00	125.47	112.53	52.72
101-265-924.000	SEWER & WATER-VH	684.00	684.00	696.49	(12.49)	101.83
101-265-931.000	BUILDING MAINTENANCE-VH	1,000.00	1,000.00	1,710.18	(710.18)	171.02
101-265-934.000	MILL POND ASSESSMENT	165.00	165.00	117.23	47.77	71.05
101-265-935.000	STORM WATER DISCHARGE PERMIT	800.00	800.00	500.00	300.00	62.50
101-265-956.000	WATER LEVEL CONTROL	100.00	100.00	107.35	(7.35)	107.35
101-265-957.000	CDBG DISBURSEMENTS	8,000.00	8,000.00	7,000.00	1,000.00	87.50
101-265-961.001	PROPERTY INSURANCE	950.00	950.00	800.00	150.00	84.21
101-265-961.003	GENERAL LIABILITY INSURANCE	4,514.00	4,514.00	4,113.00	401.00	91.12
101-265-961.004	PROPERTY INSURANCE-OPEN SPACES	910.00	910.00	702.00	208.00	77.14
Total Dept 265 - BUILDING AND GROUNDS		80,903.00	80,903.00	68,031.03	12,871.97	84.09
Dept 266 - ATTORNEY						
101-266-803.000	LEGAL FEES	30,000.00	64,000.00	46,867.50	17,132.50	73.23
101-266-803.001	LEGAL SETTLEMENTS	0.00	35,000.00	35,000.00	0.00	100.00
Total Dept 266 - ATTORNEY		30,000.00	99,000.00	81,867.50	17,132.50	82.69
Dept 281 - WATERSHED COUNCIL						
101-281-956.002	CLINTON RIVER WATERSHED EXPENSES	815.00	815.00	315.00	500.00	38.65
Total Dept 281 - WATERSHED COUNCIL		815.00	815.00	315.00	500.00	38.65
Dept 301 - POLICE						
101-301-802.000	LAW ENFORCEMENT	127,380.00	127,380.00	96,329.62	31,050.38	75.62
Total Dept 301 - POLICE		127,380.00	127,380.00	96,329.62	31,050.38	75.62
Dept 336 - FIRE						
101-336-802.001	FIRE PROTECTION - IND TWP	150,894.00	150,894.00	114,568.38	36,325.62	75.93
Total Dept 336 - FIRE		150,894.00	150,894.00	114,568.38	36,325.62	75.93
Dept 371 - BUILDING INSPECTION						
101-371-703.004	BLDG INSPECTORS' SALARIES	11,000.00	11,000.00	6,890.00	4,110.00	62.64
101-371-809.000	BLDG DEPT PROFESSIONAL FEES	18,000.00	18,000.00	15,000.00	3,000.00	83.33
Total Dept 371 - BUILDING INSPECTION		29,000.00	29,000.00	21,890.00	7,110.00	75.48
Dept 441 - DPW						
101-441-709.000	HEALTH INSURANCE	10,000.00	8,288.00	3,541.64	4,746.36	42.73
101-441-710.000	DPW LEAVE & HOLIDAY PAY	3,700.00	2,100.00	1,920.00	180.00	91.43
101-441-711.001	DPW WAGES FOR TASTE OF CLARKSTON	1,200.00	1,200.00	0.00	1,200.00	0.00
101-441-711.006	DPW WAGES FOR CONCERTS IN THE PARK	200.00	200.00	0.00	200.00	0.00
101-441-711.007	DPW WAGES FOR ART IN THE VILLAGE	150.00	150.00	0.00	150.00	0.00
101-441-720.000	PHYSICAL EXPENSE	300.00	300.00	289.88	10.12	96.63
101-441-750.000	DPW SUPPLIES	2,000.00	2,000.00	1,930.20	69.80	96.51
101-441-850.001	TELEPHONE EXPENSE - DPW	900.00	900.00	825.00	75.00	91.67
101-441-932.001	EQUIPMENT MAINTENANCE	1,000.00	1,000.00	542.92	457.08	54.29
101-441-940.004	NEW LEASE SPACE	21,637.00	18,637.00	18,637.13	(0.13)	100.00
Total Dept 441 - DPW		41,087.00	34,775.00	27,686.77	7,088.23	79.62
Dept 446 - HIGHWAY, STREETS, BRIDGES						
101-446-704.001	DPW LABOR-PICKUP TRUCK	250.00	250.00	773.78	(523.78)	309.51
101-446-704.002	DPW LABOR-DUMP TRUCK	400.00	2,000.00	1,825.00	175.00	91.25
101-446-704.003	DPW LABOR-LOADER	0.00	0.00	257.50	(257.50)	100.00
101-446-704.004	DPW LABOR-TRACTOR	400.00	400.00	1,395.45	(995.45)	348.86
101-446-704.005	DPW LABOR-SWEEPER	0.00	0.00	272.00	(272.00)	100.00
101-446-704.007	DPW LABOR-LIFT	100.00	100.00	15.00	85.00	15.00
101-446-726.005	SUPPLIES	100.00	100.00	99.32	0.68	99.32
101-446-817.001	TREE TRIMMING & MAINTENANCE	5,000.00	5,000.00	5,140.00	(140.00)	102.80
101-446-860.001	MILEAGE/CONFERENCE/TRAINING	250.00	250.00	300.00	(50.00)	120.00
101-446-861.001	MATERIAL & OUTSIDE LABOR-PICKUP TRUCK	500.00	500.00	352.10	147.90	70.42
101-446-861.004	MATERIAL & OUTSIDE LABOR-LIFT	750.00	750.00	169.70	580.30	22.63
101-446-861.007	MATERIAL & OUTSIDE LABOR-DUMP TRUCK	800.00	800.00	761.73	38.27	95.22
101-446-862.000	FUEL & OIL FOR EQUIPMENT	4,500.00	4,500.00	2,032.37	2,467.63	45.16
101-446-961.005	EQUIPMENT INSURANCE	3,024.00	3,024.00	3,326.58	(302.58)	110.01
101-446-970.001	DPW EQUIPMENT	4,000.00	4,000.00	3,555.58	444.42	88.89
Total Dept 446 - HIGHWAY, STREETS, BRIDGES		20,074.00	21,674.00	20,276.11	1,397.89	93.55
Dept 448 - STREET LIGHTING						
101-448-926.000	DTE STREET LIGHTING	11,000.00	13,500.00	12,487.24	1,012.76	92.50
Total Dept 448 - STREET LIGHTING		11,000.00	13,500.00	12,487.24	1,012.76	92.50
Dept 721 - PLANNING						
101-721-717.000	PLANNING COMMISSION	2,000.00	2,000.00	2,344.90	(344.90)	117.25
101-721-810.001	ENGINEERING SERVICES	14,500.00	14,500.00	12,317.50	2,182.50	84.95
101-721-811.000	PLANNER FEES	6,500.00	6,500.00	6,767.50	(267.50)	104.12
Total Dept 721 - PLANNING		23,000.00	23,000.00	21,429.90	1,570.10	93.17
Dept 723 - HISTORIC DISTRICT						
101-723-956.003	HISTORIC DIST COMMISSION EXP	3,000.00	3,000.00	1,962.00	1,038.00	65.40
Total Dept 723 - HISTORIC DISTRICT		3,000.00	3,000.00	1,962.00	1,038.00	65.40

06/23/2021

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
PERIOD ENDING 05/31/2021

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 05/31/2021	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET			
Dept 851 - INSURANCES						
101-851-961.002	ERRORS & OMISSIONS INSURANCE	6,357.00	8,069.00	8,069.00	0.00	100.00
Total Dept 851 - INSURANCES		6,357.00	8,069.00	8,069.00	0.00	100.00
Dept 862 - EMPLOYER MEDICARE AND SOCIAL SECURITY						
101-862-715.000	CITY FICA EXPENSE	11,000.00	11,000.00	9,942.34	1,057.66	90.38
Total Dept 862 - EMPLOYER MEDICARE AND SOCIAL SECURITY		11,000.00	11,000.00	9,942.34	1,057.66	90.38
Dept 870 - UNEMPLOYMENT INSURANCE						
101-870-719.000	CITY SUTA MESC EXPENSE	3,000.00	3,000.00	2,254.43	745.57	75.15
Total Dept 870 - UNEMPLOYMENT INSURANCE		3,000.00	3,000.00	2,254.43	745.57	75.15
Dept 871 - WORKERS COMPENSATION						
101-871-722.000	WORKMAN'S COMPENSATION	2,561.00	2,561.00	1,245.00	1,316.00	48.61
Total Dept 871 - WORKERS COMPENSATION		2,561.00	2,561.00	1,245.00	1,316.00	48.61
Dept 906 - DEBT SERVICE						
101-906-995.006	INTEREST EXPENSE - GF - CITY HALL	0.00	3,000.00	3,000.00	0.00	100.00
Total Dept 906 - DEBT SERVICE		0.00	3,000.00	3,000.00	0.00	100.00
Dept 999 - TRANSFERS OUT						
101-999-999.203	TRANSFER OUT TO LOCAL STREETS	6,966.00	6,966.00	0.00	6,966.00	0.00
101-999-999.401	TRANSFER OUT TO CAPITAL PROJECT FUND	144,302.00	144,302.00	0.00	144,302.00	0.00
Total Dept 999 - TRANSFERS OUT		151,268.00	151,268.00	0.00	151,268.00	0.00
TOTAL EXPENDITURES		877,258.00	946,258.00	649,040.65	297,217.35	68.59
Fund 101 - GENERAL:						
TOTAL REVENUES		877,258.00	946,258.00	688,498.66	257,759.34	72.76
TOTAL EXPENDITURES		877,258.00	946,258.00	649,040.65	297,217.35	68.59
NET OF REVENUES & EXPENDITURES		0.00	0.00	39,458.01	(39,458.01)	100.00

06/23/2021

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
PERIOD ENDING 05/31/2021

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 05/31/2021	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET			
Fund 202 - MAJOR STREET						
Revenues						
Dept 000 - GENERAL						
202-000-574.000	STATE SHARED REVENUES	70,430.00	70,430.00	55,381.79	15,048.21	78.63
Total Dept 000 - GENERAL		70,430.00	70,430.00	55,381.79	15,048.21	78.63
TOTAL REVENUES						
		70,430.00	70,430.00	55,381.79	15,048.21	78.63
Expenditures						
Dept 451 - NON-WINTER						
202-451-703.005	SALARIES - NON-WINTER MAINTENANCE	12,000.00	12,000.00	10,300.82	1,699.18	85.84
202-451-703.008	SALARIES - NON-WINTER O/T MAINT	200.00	200.00	268.28	(68.28)	131.14
202-451-726.001	SUPPLY & MTL - NON-WINTER MAINT	1,839.00	1,839.00	2,643.73	(804.73)	143.76
202-451-775.000	TOOLS - NON-WINTER MAINTENANCE	400.00	400.00	328.97	71.03	82.24
202-451-776.000	CRACK FILL - MAJOR RD - NON-WINTER	3,000.00	3,000.00	0.00	3,000.00	0.00
Total Dept 451 - NON-WINTER		17,439.00	17,439.00	13,541.80	3,897.20	77.65
Dept 452 - TRAFFIC						
202-452-777.000	TRAFFIC SERVICES	2,000.00	2,000.00	1,056.75	943.25	52.84
202-452-945.000	EQUIPMENT RENTAL	7,500.00	7,500.00	9,001.25	(1,501.25)	120.02
202-452-966.000	STATE TRUNKLINE OVERHEAD	234.00	234.00	0.00	234.00	0.00
Total Dept 452 - TRAFFIC		9,734.00	9,734.00	10,058.00	(324.00)	103.33
Dept 453 - WINTER						
202-453-703.006	SALARIES - WINTER MAINTENANCE	11,000.00	10,900.00	9,094.68	1,805.32	83.44
202-453-703.009	SALARIES - WINTER MAINT O/T	4,000.00	4,000.00	2,284.73	1,715.27	57.12
202-453-726.002	SUPPLIES & MTL - WINTER MAINT	500.00	500.00	516.07	(16.07)	103.21
202-453-775.001	SMALL TOOLS - WINTER MAINT	200.00	200.00	39.99	160.01	20.00
202-453-778.000	SIDEWALK - SALT - WINTER	250.00	250.00	363.44	(113.44)	145.38
202-453-778.001	SALT - WINTER MAINTENANCE	6,500.00	6,500.00	6,810.31	(310.31)	104.77
202-453-945.001	EQUIPMENT RENTAL - WINTER	14,000.00	14,000.00	3,672.03	10,327.97	26.23
Total Dept 453 - WINTER		36,450.00	36,350.00	22,781.25	13,568.75	62.67
Dept 862 - EMPLOYER MEDICARE AND SOCIAL SECURITY						
202-862-715.000	CITY FICA EXPENSE	2,100.00	2,100.00	1,679.05	420.95	79.95
Total Dept 862 - EMPLOYER MEDICARE AND SOCIAL SECURITY		2,100.00	2,100.00	1,679.05	420.95	79.95
Dept 870 - UNEMPLOYMENT INSURANCE						
202-870-719.000	CITY SUTA MESC EXPENSE	500.00	600.00	508.19	91.81	84.70
Total Dept 870 - UNEMPLOYMENT INSURANCE		500.00	600.00	508.19	91.81	84.70
Dept 999 - TRANSFERS OUT						
202-999-999.203	TRANSFER OUT TO LOCAL STREETS	4,207.00	4,207.00	0.00	4,207.00	0.00
Total Dept 999 - TRANSFERS OUT		4,207.00	4,207.00	0.00	4,207.00	0.00
TOTAL EXPENDITURES						
		70,430.00	70,430.00	48,568.29	21,861.71	68.96
Fund 202 - MAJOR STREET:						
TOTAL REVENUES		70,430.00	70,430.00	55,381.79	15,048.21	78.63
TOTAL EXPENDITURES		70,430.00	70,430.00	48,568.29	21,861.71	68.96
NET OF REVENUES & EXPENDITURES		0.00	0.00	6,813.50	(6,813.50)	100.00

06/23/2021

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
PERIOD ENDING 05/31/2021

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 05/31/2021	AVAILABLE BALANCE	% BDT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET			
Fund 203 - LOCAL STREET						
Revenues						
Dept 000 - GENERAL						
203-000-574.000	STATE SHARED REVENUES	23,477.00	23,477.00	19,271.53	4,205.47	82.09
203-000-699.101	TRANSFER IN FROM GENERAL FUND	6,966.00	6,966.00	0.00	6,966.00	0.00
203-000-699.202	TRANSFER IN FROM MAJOR ROAD FUND	4,207.00	4,207.00	0.00	4,207.00	0.00
Total Dept 000 - GENERAL		34,650.00	34,650.00	19,271.53	15,378.47	55.62
TOTAL REVENUES						
		34,650.00	34,650.00	19,271.53	15,378.47	55.62
Expenditures						
Dept 451 - NON-WINTER						
203-451-703.005	SALARIES - NON-WINTER MAINTENANCE	4,000.00	4,000.00	3,809.93	190.07	95.25
203-451-703.008	SALARIES - NON-WINTER O/T MAINT	100.00	100.00	99.22	0.78	99.22
203-451-726.001	SUPPLY & MTL - NON-WINTER MAINT	500.00	500.00	749.39	(249.39)	149.88
203-451-775.000	TOOLS - NON-WINTER MAINTENANCE	200.00	200.00	145.75	54.25	72.88
203-451-776.001	LOCAL CRACK FILL	3,000.00	3,000.00	0.00	3,000.00	0.00
Total Dept 451 - NON-WINTER		7,800.00	7,800.00	4,804.29	2,995.71	61.59
Dept 452 - TRAFFIC						
203-452-945.000	EQUIPMENT RENTAL	5,000.00	5,000.00	2,340.65	2,659.35	46.81
203-452-966.000	STATE TRUNKLINE OVERHEAD	100.00	100.00	0.00	100.00	0.00
Total Dept 452 - TRAFFIC		5,100.00	5,100.00	2,340.65	2,759.35	45.90
Dept 453 - WINTER						
203-453-703.006	SALARIES - WINTER MAINTENANCE	4,800.00	4,800.00	3,363.82	1,436.18	70.08
203-453-703.009	SALARIES - WINTER MAINT O/T	1,500.00	1,500.00	845.03	654.97	56.34
203-453-726.002	SUPPLIES & MTL - WINTER MAINT	100.00	100.00	100.00	0.00	100.00
203-453-775.001	SMALL TOOLS - WINTER MAINT	100.00	100.00	37.80	62.20	37.80
203-453-778.000	SIDEWALK - SALT - WINTER	250.00	250.00	363.44	(113.44)	145.38
203-453-778.001	SALT - WINTER MAINTENANCE	2,000.00	2,000.00	2,518.88	(518.88)	125.94
203-453-945.001	EQUIPMENT RENTAL - WINTER	12,000.00	12,000.00	4,323.40	7,676.60	36.03
203-453-955.001	MISC EXPENSE - WINTER MAINT	100.00	100.00	0.00	100.00	0.00
Total Dept 453 - WINTER		20,850.00	20,850.00	11,552.37	9,297.63	55.41
Dept 862 - EMPLOYER MEDICARE AND SOCIAL SECURITY						
203-862-715.000	CITY FICA EXPENSE	650.00	650.00	621.04	28.96	95.54
Total Dept 862 - EMPLOYER MEDICARE AND SOCIAL SECURITY		650.00	650.00	621.04	28.96	95.54
Dept 870 - UNEMPLOYMENT INSURANCE						
203-870-719.000	CITY SUTA MISC EXPENSE	250.00	250.00	187.99	62.01	75.20
Total Dept 870 - UNEMPLOYMENT INSURANCE		250.00	250.00	187.99	62.01	75.20
TOTAL EXPENDITURES						
		34,650.00	34,650.00	19,506.34	15,143.66	56.30
Fund 203 - LOCAL STREET:						
TOTAL REVENUES						
		34,650.00	34,650.00	19,271.53	15,378.47	55.62
TOTAL EXPENDITURES						
		34,650.00	34,650.00	19,506.34	15,143.66	56.30
NET OF REVENUES & EXPENDITURES						
		0.00	0.00	(234.81)	234.81	100.00

06/23/2021

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
 PERIOD ENDING 05/31/2021

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 05/31/2021	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET			
Fund 401 - CAPITAL PROJECT FUND						
Revenues						
Dept 000 - GENERAL						
401-000-699.101	TRANSFER IN FROM GENERAL FUND	144,302.00	144,302.00	0.00	144,302.00	0.00
401-000-699.231	TRANSFER IN FROM PARKING FUND	100,000.00	100,000.00	0.00	100,000.00	0.00
Total Dept 000 - GENERAL		244,302.00	244,302.00	0.00	244,302.00	0.00
TOTAL REVENUES						
		244,302.00	244,302.00	0.00	244,302.00	0.00
Expenditures						
Dept 265 - BUILDING AND GROUNDS						
401-265-727.000	CITY HALL / DPW BUILDING	8,352.00	8,352.00	2,639.30	5,712.70	31.60
401-265-728.000-FY17FRIEND	FRIENDS OF DEPOT PARK	6,000.00	6,000.00	837.10	5,162.90	13.95
Total Dept 265 - BUILDING AND GROUNDS		14,352.00	14,352.00	3,476.40	10,875.60	24.22
Dept 446 - HIGHWAY, STREETS, BRIDGES						
401-446-817.000	TREE PLANTING	1,000.00	1,000.00	0.00	1,000.00	0.00
401-446-819.000	STREET SIGNS & POSTS	26,000.00	26,000.00	27,249.00	(1,249.00)	104.80
Total Dept 446 - HIGHWAY, STREETS, BRIDGES		27,000.00	27,000.00	27,249.00	(249.00)	100.92
Dept 901 - CAPITAL OUTLAY						
401-901-805.001	PROFESSIONAL & CONTRACTUAL SERVICES	3,000.00	3,000.00	2,265.78	734.22	75.53
401-901-970.005	SIDEWALK REPAIR	12,000.00	12,000.00	0.00	12,000.00	0.00
401-901-970.006	RESURFACING OF ROADS	76,000.00	76,000.00	20,040.97	55,959.03	26.37
401-901-970.007	SAFETY CROSSWALK PAINT/TAPE	4,000.00	4,000.00	0.00	4,000.00	0.00
401-901-970.010	STREET LIGHT EXPANSION	7,000.00	7,000.00	0.00	7,000.00	0.00
401-901-970.011	DPW TRUCKS & LARGE EQUIPMENT	1,750.00	1,750.00	648.95	1,101.05	37.08
401-901-970.012	NEW DEPOT PARK GAZEBO	69,500.00	69,500.00	0.00	69,500.00	0.00
401-901-970.013	OFFICE FURNITURE	3,200.00	3,200.00	0.00	3,200.00	0.00
401-901-970.014	SECURITY SYSTEMS AND CAMERA	8,500.00	8,500.00	0.00	8,500.00	0.00
401-901-970.015	ELECTRONIC SPEED CONTROL & MAINT.	12,000.00	12,000.00	9,554.06	2,445.94	79.62
401-901-970.016	CITY CLOCK REPAIR	6,000.00	6,000.00	0.00	6,000.00	0.00
Total Dept 901 - CAPITAL OUTLAY		202,950.00	202,950.00	32,509.76	170,440.24	16.02
TOTAL EXPENDITURES						
		244,302.00	244,302.00	63,235.16	181,066.84	25.88
Fund 401 - CAPITAL PROJECT FUND:						
TOTAL REVENUES		244,302.00	244,302.00	0.00	244,302.00	0.00
TOTAL EXPENDITURES		244,302.00	244,302.00	63,235.16	181,066.84	25.88
NET OF REVENUES & EXPENDITURES		0.00	0.00	(63,235.16)	63,235.16	100.00
TOTAL REVENUES - ALL FUNDS						
		1,226,640.00	1,295,640.00	763,151.98	532,488.02	58.90
TOTAL EXPENDITURES - ALL FUNDS						
		1,226,640.00	1,295,640.00	780,350.44	515,289.56	60.23
NET OF REVENUES & EXPENDITURES		0.00	0.00	(17,198.46)	17,198.46	100.00

City of the Village of Clarkston

375 Depot Road
Clarkston, Michigan 48346

Resolution - 2021-2022 FY Budget

WHEREAS, A Finance Committee made up Mayor Eric Haven, Councilmen Al Avery and Joe Luginski, City Manager Jonathan Smith and Treasurer Greg Cote' met in February 2021 to begin preparation of the 2021-2022 FY Budget Proposal and have been meeting regularly since, and;

WHEREAS, a draft Budget Proposal, included in the attached General Appropriations Act, was presented to City Council in a Budget Public Hearing on May 24, 2021, and;

WHEREAS, the City Millage rate, per the Michigan Headlee Amendment of 1978, has been reduced from 12.3124 to 12.1141 and then further reduced to 11.4231 per the CID Library Millage Reduction Agreement, and;

WHEREAS, the City total Taxable Value will increase from \$46.6M to \$48.6M effective July 1st per the Oakland County Assessor and Michigan's Proposal "A" of 1994, which caps growth at 5% or the rate of inflation, whichever is less, and;

WHEREAS, under the proposal, the Projected General Fund Revenue will be \$742,605 and the Projected General Fund Expenditure will be \$813,312, thereby reducing the Fund Balance from \$196,226 (estimated) to \$125,519, or 16.6% of Expenditures, and;

WHEREAS, the Budget Proposal includes a comprehensive 5-year Capital Improvement Plan (CIP) reviewed by the Planning Commission for the years 2022-2023 through 2026-2027, identifying 21 prioritized projects and the proposed funding sources, and;

NOW THEREFORE, BE IT RESOLVED that the City of the Village of Clarkston hereby approves the 21-22 FY Budget Proposal, including the General Appropriations Act and 5-year Capital Improvement Plan, and authorizes the City Manager and Treasurer to implement the budget effective July 1, 2021.

Avery	Bonser	Casey	Haven	Kneisc	Luginski	Wylie	Totals
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain
<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent

Resolution is Adopted

Resolution is Defeated

Jennifer Speagle, City Clerk

June 28, 2021

Date

City of the Village of Clarkston

Oakland County, Michigan

GENERAL APPROPRIATIONS ACT

2021-2022 FISCAL YEAR

SECTION 1: *Title* - This resolution shall be known as the City of the Village of Clarkston 2021-2022 Fiscal Year General Appropriations Act.

SECTION 2: *Public Hearing on the Budget* – Pursuant to MCLA 141.412 and 141.413, notice of a public hearing on the proposed budget was published on May 8, 2020 and a public hearing on the proposed budget was held on May 24, 2021 as part of a Regular City Council Meeting.

SECTION 3: *Millage Levy* – The City of the Village of Clarkston Council shall cause to be levied and collected the general property tax on all real and personal property within the City upon the current tax roll an allocated millage not to exceed 11.4231 mills for city operations (12.1141 max allowable millage less 0.691 library millage reduction).

SECTION 4: *Adoption of budget by Fund and Department* – The City of the Village of Clarkston Council adopts the 2021-2022 fiscal year budgets for the various funds by Fund and Department (see Section 7 for details). City officials responsible for the expenditures authorized in the budget may expend City funds up to, but not exceeding, the total appropriation authorized for each Budget Department.

SECTION 5: *Payment of Bills* – Pursuant to MCLA 41.75, all claims, bills and invoices submitted to the City exceeding \$500 shall be approved by the City of Village of Clarkston Council prior to being paid. The City Manager and Treasurer may pay certain bills prior to approval by the City Council to avoid late penalties, service charges, and interest and payroll in accordance with the approved salaries and hourly rates adopted in this appropriations act. A list of claims requiring approval by the City Council (as well as urgent claims exceeding \$500 and already paid, per the previous sentence) shall be presented at the next Council meeting.

SECTION 6: *Authorized salary and hourly rates* – The current and proposed wages are as follows:

Position / Employee	2020/2021 FY Budget			2021/2022 FY Proposed Budget			Percent Change	Comments
	Annual (straight-time)	Weekly Work Hours	Hourly Wage	Annual (straight-time)	Weekly Work Hours	Hourly Wage		
City Manager, Jonathan Smith	\$38,000	44	16.61	\$40,000	44	17.48	5.3%	Ongoing effort to reach competitive salary levels based on annual MML Salary Study
City Treasurer, Greg Cote	\$30,000	25	23.08	\$25,000	25	19.23	-16.7%	Workload shift to Administrative / Treasurer Assistant
City Clerk, Jennifer Speagle	\$28,000	35	15.38	\$30,000	35	16.48	7.1%	Ongoing effort to reach competitive salary levels based on annual MML Salary Study
Treasurer Assistant, Evelyn Bihl	\$12,000	20	11.54	\$15,000	20	14.42	25.0%	Workload shift from Treasurer
DPW Supervisor, James Turner	\$41,600	40	20.00	\$43,680	40	21.00	5.0%	Ongoing effort to reach competitive salary levels based on annual MML Salary Study
DPW Laborer, Carson Danis	\$23,400	32	15.00	\$24,180	32	15.50	3.3%	Ongoing effort to reach competitive salary levels based on annual MML Salary Study
Total	\$173,000			\$177,860			2.8%	Overall 2.8% increase year-over-year

SECTION 7: *Estimated Revenues and Expenditures* – The estimated revenues and expenditures for each of the budget funds and departments within the City of the Village of Clarkston are as follows:

CITY OF THE VILLAGE OF CLARKSTON

Proposed Fiscal Year 2021-2022 Operational Budget

	2020-2021 APPROVED BUDGET	2021-2022 PROPOSED BUDGET	PERCENT CHANGE	EXPLANATION OF SIGNIFICANT CHANGES
Fund 101 - GENERAL				
REVENUE				
CURRENT TAX REVENUES	540,750	554,000	2.5%	Projected 2.5% Taxable Value increase
INTEREST & PENALTY REVENUES	1,182	1,120	-5.2%	
CABLE TV REVENUES	13,219	13,511	2.2%	
IN-KIND FEES/PEG FEES AT&T	6,699	6,073	-9.3%	
PERMIT FEES	28,062	28,593	1.9%	
DOG LICENSES REVENUE	1,662	1,000	-39.8%	
COMM DEV BLOCK GRANT - CDBG	8,000	8,000	0.0%	Per CDBG
P- GRANTS	0	2,000	0.0%	
LOCAL COMMUNITY STABILIZATION SHARE-PP	2,642	1,173	-55.6%	3 Year Average
STATE REVENUE SHARING/SALES TAX	85,428	83,594	-2.1%	Per SEMCOG State Revenue Sharing site
STATE LIQUOR CONTROL COMM	3,775	3,565	-5.6%	
ENHANCED ACCESS REVENUE SHARING	547	626	14.4%	
DISTRICT COURT REVENUE	9,784	4,500	-54.0%	Run Rate - 25% Discount
BANNER REVENUES	2,000	2,458	22.9%	
INTEREST EARNED	3,524	1,577	-55.2%	3 Year Average
DIVIDENDS AND REBATES	1,500	1,000	-33.3%	MML Dividend
GAZEBO RENTALS	1,000	1,557	55.7%	
EQUIPMENT RENTAL	24,884	25,329	1.8%	
MISCELLANEOUS INCOME	2,000	2,000	0.0%	
SPECIAL EVENTS REVENUE	1,500	929	-38.1%	Reduced due to COVID-19
TRANSFER IN (from FUND BALANCE)	139,101	70,707	-49.2%	
TOTAL REVENUE	\$877,258	\$813,312	-7.3%	

CITY OF THE VILLAGE OF CLARKSTON

Proposed Fiscal Year 2021-2022 Operational Budget

	2020-2021 APPROVED BUDGET	2021-2022 PROPOSED BUDGET	PERCENT CHANGE	EXPLANATION OF SIGNIFICANT CHANGES
Fund 101 - GENERAL, continued				
APPROPRIATIONS				
COUNCIL	\$12,158	\$12,158	0.0%	
CLERK	\$30,800	\$32,425	5.3%	Ongoing effort RE: Competitive Salaries
AUDIT	\$11,100	\$10,800	-2.7%	
BOARD OF REVIEW	\$50	\$50	0.0%	
TREASURER	\$35,961	\$30,100	-16.3%	Workload shift to Administrative Assistant
ASSESSOR	\$8,000	\$8,000	0.0%	
ELECTIONS	\$3,400	\$2,723	-19.9%	Only local elections in 2021
ADMINISTRATIVE	\$84,450	\$86,950	3.0%	Ongoing effort RE: Competitive Salaries
BUILDING & GROUNDS	\$80,903	\$91,401	13.0%	Every 5th Year MS4 Inspection Costs
LEGAL FEES	\$30,000	\$30,000	0.0%	
WATERSHED COUNCIL (CRWC)	\$815	\$825	1.2%	
LAW ENFORCEMENT	\$127,380	\$133,749	5.0%	Anticipated 5%+ increase
FIRE PROTECTION	\$150,894	\$158,439	5.0%	Anticipated 5%+ increase
CODE ENFORCEMENT	\$0	\$7,000	0.0%	Proposal to hire a contract Code Enforcement Offic
BUILDING INSPECTION	\$29,000	\$29,000	0.0%	
DPW	\$41,087	\$36,637	-10.8%	
HIGHWAYS, STREETS, BRIDGES	\$20,074	\$21,725	8.2%	
STREET LIGHTING	\$11,000	\$12,200	10.9%	DTE run rate plus 5%
PLANNING & ENGINEERING	\$23,000	\$25,000	8.7%	Planned Planning Commission projects
HISTORIC DISTRICT COMMISSION	\$3,000	\$2,500	-16.7%	
INSURANCE & BONDS	\$6,357	\$7,628	20.0%	Expected 20% increase
EMPLOYER MEDICARE & SOCIAL SEC.	\$11,000	\$11,880	8.0%	
UNEMPLOYMENT INSURANCE	\$3,000	\$3,000	0.0%	
WORKMAN'S COMPENSATION	\$2,561	\$2,817	10.0%	Expected 10% increase
TRANSFER OUT (to 203 & 401)	\$151,268	\$56,305	-62.8%	
TOTAL APPROPRIATIONS	\$877,258	\$813,312	-7.3%	
NET OF REVENUES/APPROPRIATIONS	\$0	(\$0)	0.0%	
Fund 202 - MAJOR STREET				
REVENUE				
STATE SHARED REVENUES	\$70,430	\$76,330	8.4%	MDOT Estimate
TRANSFERS IN (from 101 GENERAL FUND)	\$0	\$0	0.0%	
TOTAL REVENUE	\$70,430	\$76,330	8.4%	
APPROPRIATIONS				
NON-WINTER	\$17,439	\$17,089	-2.0%	
TRAFFIC	\$9,734	\$9,734	0.0%	
WINTER	\$36,450	\$37,350	2.5%	
EMPLOYER MEDICARE & SOCIAL SEC.	\$2,100	\$2,100	0.0%	
UNEMPLOYMENT INSURANCE	\$500	\$500	0.0%	
TRANSFER OUT (to 203 LOCAL STREET)	\$4,207	\$9,557	127.2%	Transfer excess 202 funds to 203
TOTAL APPROPRIATIONS	\$70,430	\$76,330	8.4%	
NET OF REVENUES/APPROPRIATIONS	\$0	\$0	0.0%	

CITY OF THE VILLAGE OF CLARKSTON

Proposed Fiscal Year 2021-2022 Operational Budget

	2020-2021 APPROVED BUDGET	2021-2022 PROPOSED BUDGET	PERCENT CHANGE	EXPLANATION OF SIGNIFICANT CHANGES
Fund 203 - LOCAL STREET				
REVENUE				
STATE SHARED REVENUES	\$23,477	\$25,443	8.4%	MDOT Estimate
TRANSFER IN (from 101 GENERAL FUND)	\$6,966	\$1,305	-81.3%	Back into this amount to balance budget
TRANSFER IN (from 202 MAJOR STREET)	\$4,207	\$9,557	127.2%	Transfer excess 202 funds to 203
TOTAL REVENUE	\$34,650	\$36,305	4.8%	
APPROPRIATIONS				
Dept 451 - NON-WINTER				
NON-WINTER	\$7,800	\$8,700	11.5%	
TRAFFIC	\$5,100	\$5,100	0.0%	
WINTER	\$20,850	\$21,870	4.9%	
EMPLOYER MEDICARE & SOCIAL SEC.	\$650	\$375	-42.3%	
UNEMPLOYMENT INSURANCE	\$250	\$260	4.0%	
TOTAL APPROPRIATIONS	\$34,650	\$36,305	4.8%	
NET OF REVENUES/APPROPRIATIONS	\$0	\$0	0.0%	
Fund 401 - CAPITAL PROJECT FUND				
REVENUE				
TRANSFER IN (from 101 GENERAL FUND)	\$144,302	\$55,000	-61.9%	
TRANSFER IN (from 236 PARKING FUND)	\$100,000	\$0	-100.0%	For roads, sidewalks and parking lots only
TOTAL REVENUE	\$244,302	\$55,000	-77.5%	
APPROPRIATIONS				
BUILDING & GROUNDS	\$14,352	\$12,800	-10.8%	Not done in 2021FY
HIGHWAY, STREETS, BRIDGES	\$31,000	\$7,400	-76.1%	Partially done in 2021FY
PROFESSIONAL & CONTRACTUAL SERVICES	\$3,000	\$2,000	-33.3%	Infrastructure repairs
REPAIR & RESURFACING OF ROADS	\$76,000	\$8,000	-89.5%	From General Fund (no Parking Funds available)
SIDEWALK REPLACEMENT	\$12,000	\$8,000	-33.3%	\$0
REPAIR & RESURFACING OF PARKING LOTS	\$0	\$0	0.0%	
STREET LIGHT EXPANSION	\$7,000	\$0	-100.0%	\$0
COMPUTER HARDWARE UPGRADES	\$0	\$0	0.0%	
DPW TRUCKS & LARGE EQUIPMENT	\$1,750	\$2,000	14.3%	New truck in 23/24
DEPOT PARK GAZEBO & PATHWAYS	\$69,500	\$6,000	-91.4%	Repair of gazebo, new pathways/ramp
OFFICE FURNITURE	\$3,200	\$2,000	-37.5%	\$0
PARKING KIOSK	\$0	\$0	0.0%	
SECURITY SYSTEM & CAMERAS	\$8,500	\$6,800	-20.0%	Depot park in 21/22, downtown in 22/23
EAST ALLEY STORM DRAIN REPAIRS	\$0	\$0	0.0%	
NEW DEPOT PARK PLAYGROUND EQUIPMENT	\$0	\$0	0.0%	
ELECTRONIC SPEED CONTROLS, MAIN & MILLER	\$12,000	\$0	-100.0%	Completed in 2021 FY
CONSTRUCT PERMANENT DISPLAYS CITY CULTUR	\$0	\$0	0.0%	
HISTORIC MARKERS / TOUR SOFTWARE	\$0	\$0	0.0%	
CITY CLOCK REPAIR	\$6,000	\$0	-100.0%	
TOTAL APPROPRIATIONS	\$244,302	\$55,000	-77.5%	
NET OF REVENUES/APPROPRIATIONS	\$0	\$0	0.0%	
TOTAL OF ALL FUNDS (101, 202, 203, 401)				
TOTAL REVENUE	\$1,226,640	\$980,947	-20.0%	
TOTAL APPROPRIATIONS	\$1,226,640	\$980,947	-20.0%	
NET OF REVENUES/APPROPRIATIONS	\$0	(\$0)	0.0%	

SECTION 8: *Specific Appropriations* – Following are the significant appropriations for the 21-22 FY: \$8,000 for Road Repaving, \$8,000 for Sidewalk Repairs and Replacements, \$7,800 for an Enclosed Outdoor Secure Storage Area behind City Hall, \$6,800 for Depot Park Security Cameras, and \$6,000 for Depot Park Pathways.

SECTION 9: *Periodic Financial Reports* – The City Treasurer shall provide monthly reports to the City Council at the Council meetings showing the fiscal year to date revenues and expenditures compared to the budgeted amounts in the various funds of the City.

SECTION 10: *Budget Monitoring* – Whenever it appears to the City Manager, Treasurer, Clerk, Mayor, or Council that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures will exceed an appropriation, the City Manager or Treasurer shall present to the City Council recommendations to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both.

SECTION 11: *Council Adoption* – Motion made by Council member _____, seconded by Council member _____ to adopt the forgoing resolution and General Appropriations Act. Upon roll call vote, the following voted:

ROLL CALL

AYES:

NAYS:

ABSENT:

ABSTAIN:

RESOLUTION DECLARED ADOPTED this 28th day of June, 2021.

Jennifer Speagle

Clerk, City of the Village of Clarkston

CITY OF THE VILLAGE OF CLARKSTON

CAPITAL IMPROVEMENT PLAN (CIP)

#	CATEGORY	COMMENTS	2021-2022	CAPITAL IMPROVEMENT PLAN YEARS					Priority (Urgent, Important, Desirable)	Funding Source (City, Parking, Grants,
			PROPOSED BUDGET	2022-2023 Request	2023-2024 Request	2024-2025 Request	2025-2026 Request	2026-2027 Request		
1	CITY HALL / DPW BUILDING	DPW Storage space behind City Hall in 20/21	\$7,800	\$0	\$0	\$0	\$0	\$0	Desirable	City
2	FRIENDS OF DEPOT PARK	Ongoing repairs of Depot Park features	\$5,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	Desirable	City
3	TREE PLANTING	Replace dead or damaged City trees	\$1,600	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	Desirable	City
4	STREET SIGNS & POSTS	Replace secondary sign posts in 21/22, maintenance thereafter	\$2,800	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	Desirable	City
5	SAFETY CROSSWALK PAINT/TAPE	Ongoing effort	\$3,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	Important	City
6	ENGINEERING SERVICES	For Boardwalk project	\$0	\$0	\$0	\$20,000	\$50,000	\$20,000	Desirable	Grants, Donations
7	PROFESSIONAL & CONTRACTUAL SERVICES	General Infrastructure repairs	\$2,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	Important	City
8	REPAIR & RESURFACING OF ROADS	Per the RAMP Report filed 2019	\$8,000	\$92,000	\$94,000	\$80,000	\$80,000	\$80,000	Important	Parking
9	SIDEWALK REPLACEMENT	Critical replacements in 21/22, maintenance thereafter	\$8,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	Important	Parking
10	RESURFACING OF PARKING LOTS	Resurface Washington lot in 22/23, Depot lot in 23/24	\$0	\$30,000	\$52,000	\$0	\$0	\$0	Important	Parking
11	MAIN STREET STREETLIGHT EXPANSION	Study in 22/23, N. Main in 23/24, S. Main in 24/25	\$0	\$7,000	\$75,000	\$75,000	\$0	\$0	Desirable	Grants, Donations
	COMPUTER HARDWARE UPGRADES	Replace/Upgrade hardware every 3 years	\$0	\$8,000	\$0	\$0	\$9,000	\$0	Important	City
13	DPW TRUCKS & LARGE EQUIPMENT	Misc. equipment upgrades, new truck in 23/24	\$2,000	\$2,000	\$70,000	\$12,000	\$2,000	\$2,000	Important	City, Grants
14	DEPOT PARK GAZEBO & PATHWAYS	Repair or Reconstruct, add ADA accessible pathways and ramp	\$6,000	\$0	\$0	\$2,000	\$0	\$0	Desirable	City, Grants, Donations
15	OFFICE FURNITURE	Conference Room table & chairs in 20/21, office desks in 22/23 (LISED)	\$2,000	\$0	\$0	\$0	\$3,000	\$0	Desirable	City
16	PARKING KIOSK	Two units in Depot lot in 22/23; replace Wash. unit in 24/25	\$0	\$16,000	\$0	\$9,000	\$0	\$0	Desirable	City, Donations
17	SECURITY SYSTEM & CAMERAS	Depot Park in 21/22; Downtown in 22/23	\$6,800	\$6,000	\$0	\$0	\$0	\$3,000	Important	City
18	SEWER & STORM DRAIN REPAIRS	East Alley Storm Drain Repair	\$0	\$19,400	\$2,000	\$0	\$0	\$0	Important	City
19	DEPOT PARK PLAYGROUND EQUIPMENT	Replace damaged or broken equipment	\$0	\$0	\$2,000	\$5,000	\$0	\$0	Desirable	City, Donations
20	PERMANENT CULTURAL & ART DISPLAYS	Per Master Plan	\$0	\$10,000	\$0	\$10,000	\$0	\$0	Desirable	Grants, Donations
21	HISTORIC MARKERS / TOUR SOFTWARE	Per Master Plan	\$0	\$0	\$0	\$0	\$0	\$0	Desirable	Grants, Donations
TOTAL			\$55,000	\$213,400	\$318,000	\$236,000	\$167,000	\$128,000		

CITY OF THE VILLAGE OF CLARKSTON

375 DEPOT ROAD, CLARKSTON MI 48346

POLICIES AND PROCEDURES MANUAL

AMENDED BY THE CITY COUNCIL

June 28, 2021

Eric Haven, Mayor

Sue Wylie, Mayor Pro-Tem

Al Avery

Ed Bonser

Gary Casey

Jason Kneisc

Joe Luginski

Jonathan Smith, City Manager

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PREFACE

This manual outlines the general personnel policies and procedures of the City of the Village of Clarkston. It is a reference for both supervisors and employees. Proper use of this information will ensure consistent application of City policies and procedures throughout the workforce and eliminate the need for individual decisions on matters already determined.

These policies and procedures will be reviewed every 3 years unless additional review is warranted. All personnel are invited to make suggestions for additions or revisions by contacting the City Manager.

These policies are intended to be consistent with Title VII of the Civil Rights Act of 1964 (race, color, religion, national origin or sex); the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967 (age); the Vocational Rehabilitation Act of 1973 (handicap); the Americans with Disabilities Act (ADA) of 1990 (handicap); the Employee Retirement Income Security Act (ERISA) (pension and employee benefits); the Equal Pay act of 1963 (prohibits pay differential based on sex); the Immigration Reform and Control Act (IRCA) of 1986; Executive Order 11246 (race, color, religion, sex, or national origin); Executive order 11141 (age); the Fair Labor Standards Act (FLSA) (minimum wage and overtime pay); the Occupational Safety and Health Act (OSHA) (safety matters); the Family and Medical Leave Act (FMLA) of 1993, ALL AS AMENDED; The Elliott-Larsen Civil Rights Act (race, color, religion, national origin, age, sex, marital status, height and weight); the Michigan Handicappers' Civil Rights Act (handicap); Michigan Whistleblower's Protection Act; the Michigan Wage Payment Act (MCLMA Section 408.471) (wages and benefits); the Polygraph Protection Act of 1981 (restrictions on the use of polygraphs); as well as any Constitutional provisions of the State of Michigan or of the United States. The Policies and procedures in this manual do not constitute a legal contract and do not modify any of the at-will employment relationship between the employee and the City.

Section 1: PURPOSE OF THIS MANUAL

The general purpose of this manual is to introduce employees to the policies and procedures that guide actions concerning personnel matters for the City of the Village of Clarkston. This manual is also intended to serve as a mechanism for promoting favorable employee relations by providing information to employees regarding their employment with the City.

City Employees are responsible for becoming familiar with these policies as well as the policies, procedures, processes and protocols specific to his/her operational area and observing them always.

SECTION 2: SEVERABILITY

This manual is not a contract of employment either expressed or implied. It is a general publication and as such it is possible that a conflict may arise between an item in this manual and an item in a contract, insurance plan document or other legal document or statutory provision. If such a discrepancy arises, the provisions contained herein do not replace or supersede the terms of any other legal document or provision which may take precedence, in which case the applicable provision(s) of the subject agreement shall govern.

In all other areas, these policies should be referred to as guidance in personnel policy matters. The policies contained herein shall govern regardless of past practices or former policies. A conflict in one area does not nullify the other items in this manual.

SECTION 3: DISTRIBUTION AND UPDATES

The City of the Village of Clarkston expressly reserves the right to amend or modify any of the items contained in this manual at any time at its sole discretion. Substantive changes will be communicated in writing to employees, and the City will make reasonable effort to ensure employees are provided with a notice of change. However, employees are ultimately responsible for remaining abreast of the City's policies, procedures and rules.

Each employee of the City will receive a copy of this manual and will be required to review it in its entirety and sign for its receipt. Employees are expected to insert written updates into their manual document to ensure their manual remains up to date. If there are questions regarding the manual or any other matter, please discuss them with your supervisor or contact the City Manager.

SECTION 4: CITY GOVERNANCE

The City Manager serves and answers to the Council in accordance with the City Charter. Per the City Charter, the City Manager assumes the roles and responsibility for all employee personnel issues and employee over-site for the City. The Manager is fully authorized to execute all personnel matters on behalf of the City including, but not limited to, hiring, evaluations, disciplinary actions, salary adjustments, termination of employment, and entering into employment contract services according to standards and policies approved and adopted by the Council.

The number of employees in each department is subject to change according to the needs of the community and budgetary constraints. The primary departments in the City are as listed:

1. Administration
2. Streets, Park & Buildings (to be named the Department of Public Works, or D.P.W.)

The number of employees are determined on the merits and needs of each department. In determining the needs of each department, the Department Head and City Manager shall meet with the City Council to make a final determination. No determination for new full-time employment shall be approved unless the City Council has first approved the department's size and job description.

The Department Head and City Manager may determine the needs for seasonal and temporary employment without the consent of the City Council, provided the department's budget permits the adjustment. In the event seasonal or temporary employment is necessary and the budget does not support the change, the Department Head with the assistance of the City Manager shall first receive budget approval from the City Council prior to the start on any temporary or seasonal employment.

The Mayor may appoint a Personnel Committee consisting of three Council members with one position as the Mayor. Its purpose is to study and make recommendations to the City Council regarding personnel policies and employment practices in the City.

SECTION 5: APPLICATION AND HIRING PROCESS

1. Applications for employment will be made available at the City Administrative Offices and D.P.W. offices.
2. Completed applications for employment shall be filed with the City Clerk and shall be maintained in an active file status for a period of one year. Applications may be removed from the files and destroyed after one year.
3. Interviews will generally be conducted by the City Manager and the Department Head with recommendations being submitted to the City Council. The City council makes all final decisions regarding hiring of all full-time employees.
4. Physical examinations are required along with random drug testing based on the nature of the work to be performed. Failure to meet the medical standards for a specific job may be cause for rejection of an applicant. The City Council will not fail or refuse to hire, recruit or promote an individual because of a disability or handicap condition that is unrelated to the job or position, nor will the City Council fail or refuse to hire, recruit or promote an individual on the basis of physical examination that are not directly related to the job or position, nor will the City Council fail or refuse to hire, recruit or promote an individual on the basis of physical examinations that are not directly related to the requirements of the specific job. Physical examinations for employment shall be paid by the City.

SECTION 6: HIRING OF RELATIVES

It is the policy of the Clarkston City Council that no person shall be employed by and/or placed under the direct supervision of a relative by blood or marriage.

SECTION 7: RE-EMPLOYMENT OF FORMER EMPLOYEES

Former employees may apply for positions with the City. If hired, however, their status will be the same as a new employee relative to vacation time, sick time, probation, etc.

SECTION 8: CLASSIFICATION OF EMPLOYEES

A full-time employee is an employee who is scheduled to work year-round, forty hours per week, not including holidays and vacation time.

A part time hourly employee is an employee who is scheduled to work an average of not more than 30 hours per week, not including holidays and vacation time.

A seasonal employee is one who is employed on a temporary basis either full time or part time to help with workloads of a temporary nature. Temporary classified positions not to exceed one year of staffing, may be requested as needed but must be reviewed for classification appropriateness and funding availability prior to posting. Requests should include the beginning and ending dates of expected staffing.

SECTION 9: EMPLOYEE ORIENTATION

Upon receiving notification that an applicant has accepted an employment offer, the Department Head will provide the proper orientation process for the new employee to obtain an understanding of and concurrence with the policies and procedures of the City.

In addition to the basic orientation conducted by the Department Head, it is important that the new employee's immediate supervisor cover the following items:

1. Duties and responsibilities, performance standards, and performance appraisal procedures
2. Working hours, office routine and procedures
3. Introductions to all other personnel
4. Explanation of the organizational structure and its relationship to other City functions
5. Familiarization of the new employee with the City limits, buildings and facilities

SECTION 10: PROBATIONARY PERIOD

New employees will be placed on probation for a period of six months. After three months the immediate supervisor will make a written evaluation of the employee's performance followed by a conference with the employee about the evaluation. One copy of the evaluation signed by the employee will be placed in their personnel file. After six months the same procedure will be followed. A decision will be made by the City Manager and the Department Head as to whether

the employee should be retained. Raises will not be given during any probationary period nor will any raises given be retroactive for any period of probation.

SECTION 11: HOURS OF WORK

The City offices are open from 9:00 a.m. to 5:00 p.m. Monday through Thursday. The DPW Department is open 9:00 a.m. to 5:00 p.m. Monday through Friday. Department Heads will establish work hours for their employees. Hourly-paid employees shall receive overtime pay (1 and 1/2 times the regular pay rate) for work exceeding 8 hours per day.

SECTION 12: TARDINESS

Employees are expected to be at their work stations ready to begin work at whatever hour they have been scheduled to work. They are also expected to continue until their work day has ended. Excessive unexcused tardiness or early leaving will result in a reprimand for the first offense, loss of a minimum of fifteen minutes pay for a second offense, or suspension without pay for a third offense. The length of suspension will be at the discretion of the employee's immediate Department Head. "Excessive" is defined as more than once in a given two-month period. Excessive unexcused tardiness or leaving early is cause for dismissal.

SECTION 13: ABSENCES

An employee who is absent from work or fails to return from vacation or other leaves of absence without first obtaining the approval of the City Manager may be considered as having resigned from their position after 3 scheduled work days, at the City Manager's discretion.

Absences without permission will not be tolerated. In the event of an emergency, employees are obligated to notify the Department Head at the earliest possible moment.

SECTION 14: LAYOFFS AND UNEMPLOYMENT COMPENSATION

A layoff shall be defined as a reduction in the work force and shall mean an employee laid off for a period of seven or more consecutive scheduled work days.

All employees shall be laid off according to the seniority they hold in their respective job classifications and recalled in reverse order provided they possess the ability needed to perform the job.

An employee being considered for a layoff will be given at least ten days written notice by the Department Head responsible for that employee.

Employees who voluntarily terminate employment or are discharged because of misconduct connected with work or who stop work because of a labor dispute or who quit work to go to school may be subject to disqualification under the unemployment compensation laws of Michigan.

Supervisory personnel shall indicate in writing the exact reason for terminating an employee.

SECTION 15: HOLIDAYS

Full-time and salaried employees who have been employed by the City for at least 30 days shall be eligible for twelve paid holidays pursuant to the following restrictions.

The employee must work the preceding work day before the holiday and the succeeding work day after the holiday unless the employee is on approved vacation time or excused by the Department Head.

Should one of the recognized holidays fall within an employee's vacation, the vacation period shall be extended by an additional day for each holiday if the employee so chooses.

Should one of the recognized holidays fall on a Saturday or Sunday the employee shall receive the work day off closest to the recognized holiday.

Recognized holidays in the City of Clarkston are as follows:

New Year's Day	Martin Luther King, Jr Day
President's Day	Good Friday
Memorial Day	Juneteenth
July 4 th	Labor Day
Veteran's Day	Thanksgiving Day and Day After
Christmas Eve and Christmas Day	

SECTION 16: VACATIONS

Full time and salaried employees will be eligible for vacation with pay according to the following schedule:

After One Year	One Week (5 Days)
After Two Years	Two Weeks (10 Days)
After Five Years	Three Weeks (15 Days)
After Ten Years	Four Weeks (20 Days)

Vacations may not be taken until earned. Time off for vacations are to be approved by the Department Head or City Manager. Eligible employees may carry-over up to 5 vacation days into the next calendar year. Employees will not receive vacation pay in lieu of vacation time.

If an employee resigns or is discharged for any reason other than embezzlement or becomes disabled or dies, the employee or their estate will receive payment for all their remaining eligible vacation time.

SECTION 17: SICK AND DISABILITY LEAVE

Full time and salaried employees will receive six days sick leave time per year accruing at the rate of 1/2 day per month commencing from the date of hiring. Eligible employees may carry-over up to 2 sick days into the next calendar year. Upon separation, accrued sick leave will not be paid for.

It is understood that sick days are not to be considered as additional vacation or holiday time. It is to be taken only when some illness or injury prevents the employee from performing their job duties. The Department Head or City Manager may require a physician's statement at any time regarding injury or illness.

SECTION 18: ON THE JOB INJURY/ILLNESS (WORKERS COMPENSATION)

An employee who has been injured on the job or contracted an occupational disease while working as a City employee must notify his or her supervisor as soon as possible after the incident. If the injury or illness comes within the provisions established by law, the injured employee may be entitled to receive benefits under the Workers Compensation Act.

The injured/ill employee is responsible for notifying his or her supervisor immediately. If the supervisor cannot be reached, the employee should contact the City Manager immediately.

The supervisor of the injured/ill employee is responsible for determining the nature of the incident and its cause. The employee is required to be treated at a clinic designated by the City.

SECTION 19: MILITARY LEAVE

The City of Clarkston shall abide by the provisions of the Selective Service Act and its judicial interpretation with respect to leaves of absence due to military service including National Guard duty.

SECTION 20: JURY DUTY

If any employee is ordered and reports for jury duty, that employee shall be paid by the City at the rate of the difference between their straight time pay and the jury duty pay for each day of jury duty that the employee would have been scheduled to work. Compensation shall only be paid if the employee gives prior notice to the Department Head/City Manager and presents proper evidence as to the jury duty performed.

SECTION 21: FUNERAL LEAVE

Employees are eligible for paid leave of one to three days immediately following the death of any of the following people:

- | | | |
|--|------------------------|--------|
| Son or Daughter | Grandchild | Parent |
| Grandparent | Brother | Sister |
| Mother or Father in law | Son or Daughter in law | |
| Other persons deemed appropriate by the City Manager | | |

Additional bereavement time may be authorized at the discretion of the City Manager.

SECTION 22: HEALTH INSURANCE

The City of Clarkston shall make available a health insurance medical benefit plan for all full-time employees. The City will pay a prescribed amount of the premium with the employee paying the remaining balance.

SECTION 23: PENSION PLAN

The City does not currently support employee retirement or pension plans. An optional employee savings retirement plan is, however, available through employee payroll deduction. The City does not contribute to this savings plan.

SECTION 24: GRIEVANCE OR PROBLEM-SOLVING PROCEDURES

The City of Clarkston recognizes that employees and supervisors may have differences that could require prompt and appropriate resolution of a complaint. The City is committed to the establishment and operation of an internal complaint process within the framework of the entire City.

It is the intent of the City to resolve all complaints at the lowest level of supervision and as expeditiously as possible. Employees are encouraged to discuss problems with their supervisor in an informal way before filing an official complaint. To this end the City acknowledges an "open door" policy intended to encourage free discussion between employees and their supervisors to produce prompt resolution of concerns, conflicts or complaints.

All employees who have a problem or complaint shall first discuss the matter with their Department Head. If after meeting with the Department Head the problem remains unresolved, the employee may ask for a hearing with the City Manager. If still unresolved, the employee may request a hearing before the City Council in a closed session.

SECTION 25: WORK RULES

Political Activity. The City of Clarkston recognizes the importance of the democratic process and encourages an employee's participation in it. However, any political activities an employee chooses to participate in must be done on his or her own time and must not interfere with their City duties and responsibilities.

Telephone Communications. The City of Clarkson recognizes that there are times when personal communications must be made to and from employees by phone. It is important for all employees to recognize the use of personal and privately owned cellular telephone for all telephone calls is a privilege which must not be abused. Personal telephone communications may be limited by the Department Head or City Manager.

With respect to employee use of City owned communication devices including telephones their use should be restricted to official business, communications of an emergency nature or as defined and limited by the Department Head or City Manager.

Gifts and Gratuities. The acceptance of gifts for City services is strictly prohibited. The acceptance of money is specifically prohibited.

Discipline. Proper discipline and standards of conduct are necessary to protect the health and safety of all employees, to maintain uninterrupted services and to protect the City's goodwill and property.

Pandemics. During a wide-spread pandemic recognized by the State of Michigan, the City Manager is authorized to issue temporary work rules and/or operational changes to ensure safety of the staff and visitors.

SECTION 26: TERMINATION OF EMPLOYMENT

At will employees may be discharged at any time when it is deemed in the best interest of the City. Contract employees may be let go at any time after their contract has expired when it is deemed in the best interest of the City. Department Heads are responsible for the dismissal of their direct charges after consultation with the City Manager. Department Heads will be dismissed by the vote of the City Council.

Exception to this procedure are as follows:

An employee may be subject to immediate termination of employment for a violation of any of the following:

1. Negligent act which results or could result in the injury or possible injury or loss of life of a person or persons.
2. Falsely stating or making claims of injury.
3. Malicious damage of City property or equipment
4. Unlawful or improper conduct during working hours or non-working hours which would affect the employee's relationship to his or her job, fellow employees, Department Head, or City officials, The City or City Official's goodwill or reputation in the community or effectiveness with the public.
5. Misuse or improper use of authority or responsibilities in any City position
6. Falsification of any document or application
7. Misconduct
8. Immoral or indecent conduct
9. Fighting or striking another person
10. Any conviction of a felony
11. Any theft
12. Possession or use of alcoholic beverages or illegal drugs during hours of employment including reporting to work under the influence of any alcohol or illegal drug
13. Restricting or interfering with others in the performance of their job or engaging in any interruption of work
14. Misappropriation of public funds, materials, equipment or property
15. Insubordination to a Department Head, City Manager or City Official
16. Threatening, intimidating or coercing other employees, Department Heads, City Manager or City Official

SECTION 27: EXAMPLES OF MISCONDUCT

1. Major chargeable accident when on City business after a full investigation (employee may be subject to a non-driving status)
2. Minor chargeable accident when on City business after a full investigation (\$1000 or less damage)
3. Failure to file a written report of all accidents with the Department Head, or the City Manager prior to the end of the workday provided the employee is judged capable of making such a report
4. Violating any safety rules or practices or engaging in any act or conduct which creates a safety hazard
5. Failure to wear or use required safety equipment or apparel
6. Unsafe or reckless use of City vehicles, equipment or apparel
7. Failure to report a suspension or revocation of a driver's license or a physical or mental condition that impairs the ability to use vehicles or equipment to perform City work
8. Failure to report mechanically defective condition of equipment or vehicles upon knowledge of same
9. Failure to report a personal injury prior to the end of the work day provided the employee is judged capable of making a report
10. Unauthorized use of any City equipment, vehicle, building furnishings or materials
11. Careless use or abuse of City property, vehicles, buildings, furnishings, or materials
12. Tardiness or unexcused absenteeism
13. Abuse of or fraudulent use of paid or unpaid sick leave or approved absence days
14. Absent without cause or leaving early without permission
15. Improper grooming or appearance
16. Failure to wear uniform or proper safety equipment
17. Wearing improper apparel on the job
18. Disrespectful or improper conduct in dealing with the public
19. Falsifying records or reports
20. Gambling, horseplay, or interfering with fellow employees, Department Heads, City Manager or City Officials
21. Sleeping during work hours
22. Unfit condition for work
23. Solicitations or conducting personal business without permission during work hours
24. Neglect of job duties or responsibilities, or loafing
25. Failure to follow work routines or work priorities as designated or instructed

SECTION 28: DRIVING RECORD STANDARDS

Any applicant for employment or promotion with the City of the Village of Clarkston must meet minimum driving record standards. Applicants having any of the following record violations are automatically disqualified from employment consideration (including promotion) in jobs requiring driving a City vehicle to conduct City business.

Failure of current employees to meet these minimum standards will result in a hearing to determine the employee's employment related driving status. The employee's Department Head and the City Manager will conduct the hearing jointly.

1. Any conviction of manslaughter, negligent homicide or any other felony in connection with the operation of a vehicle
2. Any conviction of operating under the influence of liquor, driving while impaired or operating under the influence of drugs within the last four years
3. Failure to take a blood alcohol test
4. Conviction of driving while his/her license is suspended, revoked or denied with the last four years
5. Loss of driving privileges due to his/her license being suspended, revoked or denied within the last two years
6. Accumulation of eight or more points within the last two years
7. Conviction of three or more moving violations within the last two years
8. Two or more accidents within the last two years which show applicant/employee at fault or primarily at fault
9. Conviction or reckless driving within the last two years
10. Citation, warning or other indication of texting while driving
11. Any combination of violations, accidents, etc., which indicate a poor attitude, unsatisfactory driving skills or general inability to maintain a safe driving record
12. Holders of CDLs will adhere to MDOT Model Commercial Driver's License Manual, item 1.2.2 – Alcohol, Leaving the scene of an accident and Commission of a Felony

SECTION 29: CONFIDENTIALITY OF PERSONNEL RECORDS

The purpose of this policy is to state the City's personnel policy regarding the maintenance and release of personnel related information.

All records supporting personnel actions taken which concern your employment are part of your official personnel file. The official personnel file contains employee records and documents including but not limited to employee history records, service rating, personnel action notices, benefit and compensation forms, formal counseling, and disciplinary action notices. Information stored in the City automated payroll system is considered part of the official personnel file. A copy of your initial personnel file will be forwarded to the office of the City Manager.

You have access to your own official personnel file for periodic review at reasonable intervals throughout the calendar year. Official personnel files are contained in the City offices. To review your file, a written request must be provided to the Office of the Clerk at least two days prior to the desired review date. The review will take place in the Office of the Clerk during normal working hours with authorized supervision in accordance with the appropriate provisions of authorized supervision in accordance with the appropriate provisions of the Bullard-Plawecki employee Right to Know Act. On rare occasions an employee may request a copy of his or her personnel file. In such cases the employee may be asked to pay for the cost of copying the file.

SECTION 30: CODE OF EMPLOYEE ETHICS

1. Use of Clarkston vehicles and equipment shall only be used within the City limits for City authorized purpose; use of vehicles and equipment outside of the City limits is only allowed when specifically required for City authorized work (i.e. deliveries, material pickup, fueling, repairs, etc.)
2. All City vehicles and equipment shall be returned to the proper place in the City at the end of each work day unless emergency conditions occur that do allow the timely return
3. It is the policy of the City of Clarkston that all officials and employees must avoid conflicts between their private interests and those of the general public whom they serve; all officials and employees of the City shall strive to separate their roles as private citizens from their roles as public servants
4. Because every citizen is entitled to have complete confidence in the integrity of his or her government, each individual employee or advisor of government must help to earn and honor that trust through his/her integrity and conduct in all official duties and actions
5. Employees must avoid any action that might result in or give the appearance of:
 - a. Using their public positions for private gain
 - b. Giving unlawful preferential treatment to anyone
 - c. Losing objectivity or impartiality
 - d. Making a governmental decision outside of official channel, or
 - e. Adversely affecting the public's confidence in government
5. Employees shall only use City property for its intended purpose
6. Employees shall not:
 - a. Participate in gambling, betting, or lotteries on City property
 - b. Intentionally subject another to mistreatment or to arrest, detention, search, seizure, dispossession, assessment, or lien that they know is unlawful
 - c. Make a terroristic threat or threat of retaliation against another employee, supervisor, or manager
 - d. Intentionally deny or impede another in the exercise or enjoyment of any right, privilege, power, or immunity knowing their conduct is unlawful
 - e. Intentionally subject another to sexual harassment
 - f. Illegal or improper dumping of toxic or polluting substances, garbage, trash, debris or other items in any manner that poses a risk to the health, safety, and welfare to the residents of the City or surrounding communities
8. Employees shall not do any of the following:
 - a. Employees shall not have any interest or engage in any business activity or employment that conflicts with the performance of their duties for the City
 - b. Employees shall not have either directly or indirectly any financial or other personal interest in any contract or subcontract in connection with a department project if authorized in their official capacity to take part in negotiating, making, accepting, or approving such contract or subcontract or performing any duty for the City in connection with such contract or subcontract

- c. Employees shall not solicit, accept, or agree to accept an honorarium in consideration for services that the employee would not have been requested to provide but for the employee's official position or duties; this does not apply to transportation, meals, and lodging expenses in connection with a conference or similar event when allowed by law.
- d. Employees shall not accept other employment or engage in business or professional activities that could require or cause them to reveal confidential information acquired through their official position
- e. Employees shall not accept other employment or compensation that could hinder their independence of judgment in the performance of their official duties
- f. Employees shall not make personal investments that create or could reasonably be expected to create a substantial conflict between their personal interests and public interest
- g. Employees shall not use official information that is not available to the public for the purpose of furthering their own private interests
- h. Employees shall not take part in any personal or business financial transaction that relies on information obtained through their official position
- i. Employees shall not misapply anything of value belonging to the City that has come into their custody or possession by virtue of their employment
- j. Employees shall not accept, solicit, or agree to accept any benefit, gift, favor, or service that might influence them in the performance of their duties
- k. Employees shall not solicit, accept, or agree to accept any benefit, gift, favor, or service that they know is being offered for the purpose of influencing their official conduct or for having performed official duties in favor of another
- l. Employees shall not solicit, accept, or agree to accept any benefit, gift, or favor from a person who is regulated by the City
- m. Employees shall not offer, confer, or agree to confer on another person or solicit, accept, or agree to accept from another person any benefit as consideration for the recipient's decision, opinion, recommendation, vote, or other exercise of discretion or for a violation of a duty imposed by law on an employee
- n. Employees who are or will be witnesses in an official proceeding shall not solicit, accept, or agree to accept any benefit on the understanding that the employee will lie, withhold evidence, or fail to appear at the hearing
- o. Employees shall not solicit, accept, or agree to accept any benefit from a person interested in any contract, payment, claim, or transaction involving the exercise of the employee's discretion

SECTION 31: REPORTING VIOLATIONS OF LAW

Employees shall report any suspected violations of law by the City to their immediate supervisor or City Manager upon becoming aware of same. No employee shall be harassed, terminated, suspended, or otherwise discriminated against for exercising their rights as citizens. Some of these rights are:

- a. Right and/or duty to report violations of the law
- b. Right to file a Workers Compensation claim
- c. Right to file a grievance
- d. Right to file a charge of alleged discrimination

It is a violation of State law for a State or local governmental body to suspend or terminate the employment of or otherwise discriminate against a public employee who reports a violation of law to an appropriate law enforcement authority if the employee report is made in good faith.

SECTION 32: EMPLOYEE ATTIRE

Employees are expected to dress in appropriate and professional attire at all times for the job they are performing. Office employees shall wear business casual attire. DPW employees are required to wear approved uniforms, supplied by the City. DPW employees are also granted a \$125/year allowance for work boots.

SECTION 33: DRUG FREE WORK ENVIRONMENT

The City of Clarkston will provide a drug free workplace in compliance with Public Law 100-690, Title V, Subtitle D of the Drug Free Workplace Act of 1988. The unlawful manufacture distribution, dispensing, possession or use of alcohol or a controlled substance is prohibited on the premises of the any City Building, office or property including all sub-offices and field office locations. This same prohibition applies to City employees while operating any vehicle belonging to the City. Any employee who violates this prohibition will be subject to disciplinary action up to and including termination. All employees as a condition of employment will comply with this policy.

As a condition of employment, each employee will abide by the terms of the Drug Free Workplace policy and notify the City through his or her immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Upon notice of a violation of this Section, the City shall take appropriate personnel action against such employee up to and including termination and/or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program selected by the employee and approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.

Staff identified as being subject to regulations under the Omnibus Transportation Act of 1991 and regulations promulgated thereby will be notified of those regulations and how they will be enforced within the City.

Smoking of any kind is strictly prohibited in the City offices, DPW garage, City vehicles/equipment or in other areas where smoking could be dangerous due to fire or other hazards.

SECTION 34: RELATIONSHIP OF PERSONNEL POLICY AND PROCEDURES MANUAL

The policies and procedures in the manual do not constitute a legal contract and do not modify the at-will employment relationship between the employee and the City.

SECTION 35: SOCIAL MEDIA USAGE

This section covers employee personal use of social media affecting the workplace and/or the City's ability to perform its public mission. The City recognizes the role that social media plays in the personal lives of some employees. However, the personal use of social media can have bearing on employees in their official capacity as they are held to a high standard by the community. Engaging in prohibited speech outlined in this policy may provide grounds for discipline and may be used to undermine or impeach an officer's testimony in legal proceedings.

1. Employees shall not post comments or other speech that negatively impacts the City's ability to serve the public
2. Employees may not post privileged information or represent the City
3. Employees may not use their City e-mail address to register a personal account on social media

SECTION 36: EMPLOYEE ACKNOWLEDGMENT RECEIPT

The skills and talents each employee contributes to the City of Clarkston are an integral part of setting the standard for the excellent service we demand of ourselves and which our citizens expect from us. It is our hope that your employment with the City of Clarkston will provide satisfaction to you professionally and that you will find avenues and opportunities to enhance your career and working enjoyment.

I acknowledge that I have received and read these employment policies. I understand that I am bound by the policies and procedures described in this handbook and in consideration for my employment, I agree to follow them.

Printed Name: _____

Signature: _____

Dated: _____