

Via email to: smbisio@gmail.com

Susan Bisio
P.O. Box 1303
Clarkston, MI 48347

Re: FOIA Records Request dated February 8, 2026

Ms. Bisio,

In response to your 8-part Freedom of Information (FOIA) request to the City of the Village of Clarkston dated February 8, 2026, please be aware that all 8 parts are being **denied on the basis that the requested records do not exist. While there have been two verbal discussions relative to the possibility of creating a Deputy City Manager position, no documents currently exist nor have the required approvals from City Council been initiated. The Clerk's email signature block reflecting in error the title of Deputy City Manager has since been corrected.**

With this submission, this FOIA request is now considered complete and closed. Because it took less than 15 minutes to identify and locate the requested records, there will be no charge under the FOIA for these public records.

The Village's FOIA Procedures and Guidelines can be found [here](#) and the written FOIA summary [here](#).

In the event you are not satisfied with this response you have the right to submit a written appeal under MCL 15.240 to the FOIA Coordinator that specifically states the word "appeal" and identifies the reason or reasons for the appeal.

Sincerely,

Jonathan Smith

City Manager, City of the Village of Clarkston
375 Depot Road, Clarkston MI 48346
Email: smithj@villageofclarkston.org
Office: (248) 625-1559
Cell: (248) 909-3380

City: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

City of the Village of Clarkston, Oakland County
375 Depot Road
Clarkston, MI 48346
Phone: 248-625-1559

Denial Form
FOIA# B03052024

Notice of Denial of FOIA Request
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Date Received: 02/08/2026

Date of This Notice: 02/10/2026

Date discovered in junk/spam folder: _____

Check if received via: ☒ Email ☐ Other Electronic Method

Date delivered to junk/spam folder: _____

Name	SUSAN BISIO			Phone
Firm/Organization				Fax
Street	PO BOX 1303			Email
City	CLARKSTON	State	MI	Zip 48347
				SMBISIO@GMAIL.COM

Note: A copy of the City's FOIA policies are available at: <http://villageofclarkston.org/2150/Freedom-of-Information-Act-Requests>

Request for: ☒ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis
Delivery Method: ☐ Will pick up ☐ Will make own copies onsite ☐ Mail to address above ☒ Email to address above
☐ Deliver on digital media provided by the city: _____

1. All documents that establish the office or position of "deputy city manager."
2. All documents proposing the establishment of the office or position of "deputy city manager."
3. All documents showing that Guillen holds the title of "deputy city manager."
4. All documents authorizing Guillen to use the title "deputy city manager" in her official government email communications or otherwise.
5. All documents that establish or propose any increased pay rate for Guillen in the position of "city clerk/deputy city manager" (if it's different than the July 1, 2025 salary increases established in the city's 2025-2026 budget for the clerk position).
6. All communications discussing an appointment, placement, or promise of the placement or appointment of Guillen into the "deputy city manager" position.
7. If there are no records supporting Guillen's placement or appointment into a "deputy city manager" position, all documents relating to any action the city has taken or intends to take to correct Guillen's public misrepresentation of her position with the city.
8. All text messages from a personal or business cell phone discussing Items #1 through #7 above.

☒ **All** OR ☐ **Part** of your request for records has been denied. Please refer to this form for an explanation. If you have any questions regarding this denial, contact Jonathan Smith, City Mgr./Clerk at 248-625-1559 or smithj@villageofclarkston.org

Reason for Denial:

☐ **1. Exempt from Disclosure:** This item is exempt from disclosure under FOIA Section 13, Subsection _____ (insert number), because: _____

☒ **2. Record Does Not Exist:** This item does not exist under the name provided in your request or by another name reasonably known to the city. This form certifies that the public record does not exist under the name given.

☐ **3. Redaction:** A portion of the requested record had to be separated or deleted (redacted) as it is exempt under FOIA Section 13, Subsection _____ (insert number), because: _____

A brief description of the information that had to be separated or deleted: _____

Notice of Requestor's Right to Seek Judicial Review

You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the city board or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the court determines that the city has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys' fees and damages as provided in MCL 15.240. Appeal forms are available at the City's office or at: <http://villageofclarkston.org/2150/Freedom-of-Information-Act-Requests>

Signature of FOIA Coordinator:

Date: