



Agenda Memo

Crest Hill, IL

Meeting Date: 10-14-24
Submitter: Deputy Chief Ryan Dobczyk
Department: Police Department
Agenda Item: Approval request for citywide software FOIA implementation

Summary: The City of Crest Hill, especially the Police Department, has seen an increase in the number of FOIA (Freedom of Information Act) requests in recent years. Currently, the Police Department has or is fulfilling approximately 280 FOIA requests this year. The Police Department completed approximately 290 FOIA requests in 2023. The city (non-police) completed an estimated 203 FOIA's in 2023 and are currently at 167. We expect to see an increase in FOIA's due to the implementation of body cams and with the Lake Michigan Water Project. We have received 3 proposals from online FOIA management software companies. We are requesting approval of 1 of the 3 proposals to have one city wide FOIA portal to manage all of the city's FOIA requests. This would prove to be beneficial and would provide transparency to the residents. It would also be more efficient for city employees while creating more accountability via an audit trail.

Recommended Council Action: Approve a proposal from 1 of 3 FOIA managements software companies.

Financial Impact: \$7047 to \$8841

Funding Source: General Fund

Budgeted Amount: None

Cost: \$7047 to \$8841

Attachments: 3 Proposals from Civic Plus, Granicus/Gov QA, and Just FOIA

Spreadsheet with comparisons of 3 different companies

