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## **DDA ACTION SUMMARY SHEET**

**MEETING DATE:** August 20, 2024

**TOPIC** Resolution Establishing FOIA Policy and Appointment of Coordinator

### **BACKGROUND BRIEF:**

The DDA was recently informed that it would be preferred by the Village if we acted as our own Public Body for purposes of the Freedom of Information Act. This arose from attempts to coordinate a FOIA response regarding the EV Charging stations near Children's Park.

### **FINANCIAL IMPACT:**

The DDA is only incurring additional time for the Executive Director to act as the coordinator and respond to requests. There will be fees charged to the public for the FOIA response that will be added to the revenue side of the budget. We may prefer to add a new revenue GL line for this purpose.

### **RECOMMENDED MOTION:**

Move to approve and adopt a RESOLUTION ESTABLISHING FREEDOM OF INFORMATION ACT (FOIA) POLICIES, PROCEDURES AND GUIDELINES FOR THE LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY and to further APPOINT THE EXECUTIVE DIRECTOR OF THE LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY AS THE FOIA COORDINATOR.