

CITY OF FLAT ROCK
WAYNE COUNTY, MICHIGAN

RESOLUTION

At a regular meeting of the City Council of the City of Flat Rock, Wayne County, Michigan, held in the Municipal Building of said City, on the 1st day of June, 2015, at 7:30 p.m.

PRESENT: Mayor Dropiewski, Councilmembers: Beller, Martin, Bergeron, Thomas, and Wrobel

ABSENT: Councilmember Tefend

MOTION BY: Thomas

SUPPORTED BY: Beller

WHEREAS, Public Act 563 of 2014 requires that the City establish specific written procedures and guidelines for requests under the Freedom of Information Act (FOIA), including a separate written summary informing the public on how to submit requests, how to understand the City's response to FOIA requests, deposit requirements, fee calculations, and avenues for challenging and appealing the City's denial of a request.

NOW, THEREFORE, BE IT RESOLVED that the attached Summary of FOIA Procedures and Guidelines, FOIA Procedures and Guidelines, and fee itemization form are hereby adopted by the City of Flat Rock, to be used in response to all requests under FOIA.

BE IT FURTHER RESOLVED that the Summary of FOIA Procedures and Guidelines, FOIA Procedures and Guidelines, and fee itemization form be published on the City's website.

BE IT FURTHER RESOLVED that the City Clerk shall continue to serve as the FOIA Coordinator and is authorized to designate other city employees (including employees of the Police Department) to accept and process written requests for the City's public records, approvals, and denials.

BE IT FURTHER RESOLVED that all members of the public requesting public records shall be charged a fee consistent with the Written Public Summary of FOIA Procedures and Guidelines and the City of Flat Rock FOIA Procedures and Guidelines attached to this resolution.

BE IT FURTHER RESOLVED that the City Clerk shall establish the following standard forms to be used in connection with a FOIA request. Nothing herein shall preclude a member of the public from making a verbal FOIA request or the FOIA Coordinator using such other correspondence or forms in connection with the request.

- Request for Public Records Form
- Notice to Extend Response Time Form

