



City of Arlington Council Agenda Bill

Item:
NB #2
Attachment
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COUNCIL MEETING DATE:	
January 3, 2017	
SUBJECT:	
Resolution Designating City Clerk as Public Records Officer	
ATTACHMENTS:	
Draft Resolution	
DEPARTMENT OF ORIGIN	
Administration - Contact Heather Logan, 360-403-3447	
EXPENDITURES REQUESTED:	-0-
BUDGET CATEGORY:	N/A
LEGAL REVIEW:	
DESCRIPTION:	
This is a housekeeping matter. Council is requested to adopt a new resolution designating the City Clerk at the Public Records Official for the City. It also includes language allowing for the Deputy City Clerk or designee to serve in that capacity if the Clerk is unavailable.	
HISTORY:	
Resolution No. 715, designating the Assistant City Administrator as the Public Records Official for the City, was adopted in 2005.	
ALTERNATIVES	
No alternatives.	
RECOMMENDED MOTION:	
I move to approve the proposed resolution replacing Resolution No. 715 and designating a public records officer, and authorize the Mayor to sign the resolution.	

RESOLUTION NO. 2017-001

A RESOLUTION OF THE CITY OF ARLINGTON, WASHINGTON
REPLACING RESOLUTION NO. 715 AND DESIGNATING A PUBLIC
RECORDS OFFICIAL

WHEREAS, Washington State Law requires that local agencies appoint and public identify a public records officer, whose responsibility is to serve as a point of contact for members of the public in requesting disclosure of public records and to oversee the City's compliance with RCW Chapter 42.56; and

WHEREAS, the Arlington City Council has previously designated the Assistant City Administrator as the public records official and wishes to now designate a new position as the appropriate person to serve as the public records official; and

WHEREAS, the Arlington City Council has determined that the City Clerk is the appropriate person to be the public records officer for the City of Arlington;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ARLINGTON AS FOLLOWS:

Section 1. The Arlington City Clerk is hereby designated as the Public Records Officer for the City of Arlington. In the event that the City Clerk is unable or unavailable to act as the public records officer, then the Deputy City Clerk or designee shall act as the public records officer.

Section 2. The person to whom members of the public may direct requests for disclosure of public records of the City of Arlington and who will oversee the City of Arlington's compliance with the public disclosure requirements set forth by Ordinance or by State or Federal Law as now existing or as hereafter amended is:

CITY CLERK & PUBLIC RECORDS OFFICER
CITY OF ARLINGTON
238 N. OLYMPIC AVE.
ARLINGTON, WASHINGTON 98223
(360) 403-3444
www.arlingtonwa.gov/PublicRecords

Section 3. Notice of the designation of the City of Arlington's public records officer shall be made in a manner reasonably calculated to provide notice to the public of such designation. Notice shall include, but not be limited to, publication one time in the City's Official Newspaper, posting on the City's Web Site, and posting at City Hall.

Section 4. Repeal of Previous Public Records Official Designation. Resolution No. 715 is hereby repealed.

Section 5. Effective Date. This resolution will become effective immediately upon passage.

PASSED by the City Council and APPROVED by the Mayor this 3rd day of January, 2017.

CITY OF ARLINGTON

Barbara Tolbert, Mayor

ATTEST:

Kristin Banfield, City Clerk

APPROVED AS TO FORM:

Steve Peiffle, City Attorney