

**CITY OF PROSSER, WASHINGTON
RESOLUTION NO. 12-1401**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PROSSER NAMING A NEW ALTERNATE PUBLIC RECORDS
OFFICER IN THE ABSENCE OF THE CITY CLERK/PUBLIC
RECORDS OFFICER TO ACT IN HER STEAD, OR IF SHE IS
UNAVAILABLE, HER DESIGNEE**

Whereas, the Washington State Public Disclosure Act requires the City to identify a public records officer whose responsibility is to act as the person responsible for accepting and overseeing public records requests, and

Whereas, the City Council has determined that City Clerk is the appropriate person to be the public records officer for the City of Prosser, and

Whereas, the City Council has determined that the Police Records Clerk would be the appropriate person to act as the public records officer for the City of Prosser in the event the City Clerk is unable or unavailable to act as the public records officer for the City of Prosser, and if she is unavailable, her designee,

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF PROSSER
DOES HEREBY RESOLVE AS FOLLOWS:**

1. The City Clerk is hereby designated as the Public Records Officer for the City of Prosser. In the event that the City Clerk is unable or unavailable to act as the public records officer, then the Police Records Clerk shall be the acting Public Records Officer for the City of Prosser, and if she is unable or unavailable, then her designee shall act as the public records officer.
2. The person to whom members of the public may direct requests for disclosure of public records of the City of Prosser and who will oversee the City of Prosser'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:

RACHEL SHAW
CITY OF PROSSER CITY CLERK
CITY HALL
601 7th STREET
PROSSER, WASHINGTON 99350
(509)786-2332

Or if she is unable or unavailable to act:

CHRISTY MENDOZA
CITY OF PROSSER POLICE RECORDS CLERK
CITY HALL
601 7th STREET
PROSSER, WASHINGTON 99350
(509)786-2332

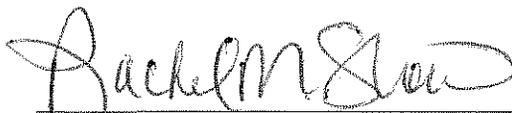
3. Notice of the designation of the City of Prosser's public records officer shall be made in a manner reasonably calculated to provide notice to the public of such designation. Notice shall include, but not be limited to, publication one time in the City's Official Newspaper, posting on the City's Web Site, and Posting at City Hall. If the Police Records Officer's designee is acting as the City's public records officer, then notice of that designation shall be posted on the City's Web Page and in City Hall, in lieu of publication.

PASSED THIS 25th DAY OF September, 2012.

APPROVED:


MAYOR PAUL WARDEN

ATTEST:


RACHEL SHAW, CITY CLERK



APPROVED AS TO FORM:


HOWARD SAXTON, CITY ATTORNEY