

**CITY OF GOLD BAR, WASHINGTON  
RESOLUTION NO. 15-01**

**A RESOLUTION OF THE CITY OF GOLD BAR,  
WASHINGTON FOR AMENDING THE CITY'S PUBLIC  
RECORDS PROCESSING PROCEDURES.**

**WHEREAS**, the Gold Bar Resolution 10-14 provided for a Public Records Request processing procedure in accordance with RCW 45.26.040; and

**WHEREAS**, the Resolution provided for 12 hours per month of staff time to process Public Records Requests; and

**WHEREAS**, at the time of the Resolution, the City office staff available to process such requests was a full time City Clerk/Treasurer, a full time Utilities Clerk, a halftime Officer Clerk, and a retired person as a full time Mayor; and

**WHEREAS**, today the City office staff consists of a full time Office Manager, a part time City Clerk/Treasurer, and a Mayor who cannot be available on a full time basis; and

**WHEREAS**, this represents a reduction in City office staff from 2.5 full time Equivalent (FTE) to 1.4 FTE plus the reduction in the Mayor's contribution;

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Gold Bar, Washington as follows:

1. The City will change the allocation of time to respond to Public Records Requests from 12 hours per month to 8 hours per month plus additional hours as required for overhead support of the function;
2. Implementation of these changes will start upon approval of this Resolution and are expected to take place over the next few months.
3. The City will continue to process Public Records Requests in accordance with the Public Records Act (RCW 42.56), the Model Rules (WAC 44-14), and case law.

RESOLVED this 20th day of January, 2015.

ATTEST/AUTHENTICATED:

  
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Lisa Stowe, City Clerk/Treasurer

APPROVED:

  
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Linda Loen, Mayor