

**RESOLUTION NO. 1**

A RESOLUTION OF THE EDMONDS TRANSPORTATION BENEFIT DISTRICT (“TBD”) RELATING TO PUBLIC RECORDS; DESIGNATING A PUBLIC RECORDS OFFICER; ESTABLISHING PUBLIC RECORD PROCEDURES TO BE FOLLOWED PURSUANT TO THE PUBLIC RECORDS ACT.

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WHEREAS, the state legislature amended the public records statutes during the 2005 legislative session and subsequently recodified the Public Disclosure Act at chapter 42.56 RCW, now referred to as the Public Records Act (the “Act”); and

WHEREAS, the Edmonds Transportation Benefit District (“TBD”) desires to designate a public records officer; and

WHEREAS, the TBD desires to establish public records procedures for consistency with the Act; NOW, THEREFORE,

THE MEMBERS OF THE BOARD OF THE TRANSPORTATION BENEFIT DISTRICT OF THE CITY OF EDMONDS, WASHINGTON, DO RESOLVE AS FOLLOWS:

Section 1. Establishing Records Officer. The TBD Public Records Officer shall be designated as follows:

A. The City of Edmonds city clerk is hereby designated as the public records officer of the TBD, subject to the City Council providing a similar designation in chapter 3.65 of the Edmonds City Code. Contact information for the city clerk is to be made available to the public in a manner reasonably calculated to provide notice of whom to request public records from, such as posting such contact information at City Hall or on the city’s internet website.

B. All persons desiring to inspect or receive a copy of any public record of the TBD must make their request to the city clerk on forms specified by the city clerk.

Section 2. Responses or Denial of a Request. The TBD shall adhere to the following procedures when responding to a public record request under RCW 42.56:

A. Responses to requests for public records shall be made promptly and pursuant to guidelines established in chapter 42.56 RCW. Within five business days of receiving a written public record request, the TBD must respond by either:

1. Providing the record;
2. Acknowledging that the TBD has received the request and providing a reasonable estimate of the time the TBD will require to respond to the request; or
3. Deny the public record request. Denials must be accompanied by a written statement of specific reasons therefor.

B. Public records may be made available on a partial or installment basis as records that are part of a larger set of requested records are assembled or made ready for public inspection or disclosure. Additional time required to respond to a request may be based on the need to clarify the intent of the request, to locate and assemble the information request, to notify third persons or agencies affected by the request, or to determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request. The TBD may ask the requestor to clarify what information the requestor is seeking. If the requestor fails to clarify the request, the TBD need not respond to it.

Section 3. Certain personnel and other records exempt. The TBD adopts by reference the exemptions from public disclosure contained in chapter 42.56 RCW, including any future amendments thereto or recodification thereof, along with any other exemption provided by law, including but not limited to those exemptions set forth in “Public Records Act for Washington Cities and Counties,” Municipal Research and Services Center, Report No. 61, Revised November 2009, a copy of which shall be maintained in the office of the City Clerk.

Section 4. Copying fees. The following copying fees shall be assessed by the TBD when responding to requests for public records:

A. No fee shall be charged for the inspection of public records. Any person who requests a copy of any public record from the city clerk shall pay to the city clerk or a designee of the city clerk a photocopying charge. The charges for copying shall be 0.15 cents per page.

B. The city clerk may require a deposit in an amount not to exceed ten percent of the estimated cost of providing copies for a request. If public records are made available on a partial or installment basis, the applicable fees shall be due and payable for each part of the request as it

is provided. If an installment of a records request is not claimed or reviewed, the TBD shall not be obligated to fulfill the balance of the request.

RESOLVED this 7<sup>th</sup> day of February, 2012

EDMONDS TRANSPORTATION BENEFIT DISTRICT

  
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BOARD PRESIDENT, STROM PETERSON