



McCleary Regular City Council Meeting

Wednesday, March 26, 2025 – 6:30 PM

McCleary Community Building & Zoom Virtual Meeting

Agenda

Join Zoom Meeting

<https://us06web.zoom.us/j/82033667933>

Meeting ID: 820 3366 7933

(253) 215-8782

Call to Order/Flag Salute/Roll Call

Agenda Modifications/Acceptance

Public Comment - Agenda Items Only

Public comment is limited to a maximum of three minutes per person.

Please refrain from interrupting the speaker. Your comments should be respectful and courteous. If, at any time, the dialogue does not meet these criteria, a citizen will be asked to stop public comment.

Please note that this is for comment only, and the council or staff cannot engage in conversations with the public.

Consent Agenda

1. Claims Approval:

The following items are distributed to Councilmembers in advance for study and review, and the recommended actions will be accepted in a single motion. Any item may be removed for further discussion if requested by a councilmember.

i Approval of checks/vouchers/disbursements numbers 54372 to 54431 Including EFTs in the amount of \$120,883.57

Public Hearing

2. A Public Hearing before the City Council of the City of McCleary, Washington, to Hear Testimony For or Against the rate increase associated with the public records resolution and policy update

Presented by: Pro-Tem Mayor, Brycen Huff

Public Comment

Old Business

3. Confirmation of City Administrator: Jon Martin

Updates

4. Finance summary report attached and open for discussion.

Ordinances and Resolutions

5. Public Records Policy & Resolution

Public Comment - City Business Only

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Executive Session

Please turn off Cell Phones- Thank you

Americans with Disabilities Act (ADA) Accommodation is Provided Upon Request.

The City of McCleary is an equal opportunity provider and employer.

La ciudad de McCleary es un proveedor de igualdad de oportunidades y el empleador.

Per RCW 42.30.110 (1)(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, litigation, or potential litigation.

Adjourn

Please turn off Cell Phones- Thank you

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WARRANT/CHECK REGISTER

City Of McCleary

Time: 15:05:26 Date: 03/25

Item 1.

03/01/2025 To: 03/31/2025

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1225	03/05/2025	Claims	1		EFT Assured Data Protection	2,100.00	
1479	03/15/2025	Claims	1		EFT City of McCleary	14,460.86	FEB 2025 utility bills
1598	03/25/2025	Claims	1		EFT Department of Revenue	19,894.13	February 2025 Excise Tax
1251	03/07/2025	Claims	1	54372	A2Z Cleaning Professionals	2,846.00	FEB 25 janitorial svcs
1252	03/07/2025	Claims	1	54373	Amazon Capital Svcs.	88.20	Tv stand for council meetings
1253	03/07/2025	Claims	1	54374	Anixter Inc.	241.54	Fuse link, gray tape, violet tape
1254	03/07/2025	Claims	1	54375	Breathing Air Systems Divisions	448.00	Quarterly air test
1255	03/07/2025	Claims	1	54376	CINTAS FIRE	2,977.59	Extinguisher inspection - PW; Extinguisher Inspection - Fire Dept; Extinguisher inspection - PUD
1256	03/07/2025	Claims	1	54377	Comcast	348.40	ACCT: 8498 37 009 0143370
1257	03/07/2025	Claims	1	54378	Confederated Tribes of the Chehalis Res	450.00	NOV 24 booking and holding fees
1258	03/07/2025	Claims	1	54379	Department of Licensing	35.50	Ford Explorer 2013 - Title fees
1259	03/07/2025	Claims	1	54380	Department of Licensing		Vendor unable to accept check. Paid by credit card
1260	03/07/2025	Claims	1	54381	DiscountCell LLC	784.08	Port switch - for cameras; Wireless enclosure for cameras
1261	03/07/2025	Claims	1	54382	Express Services, Inc.	2,903.60	Office clerk, AP clerk
1262	03/07/2025	Claims	1	54383	GH EMS & Trauma Care Council	90.00	EMS books
1263	03/07/2025	Claims	1	54384	Grays Harbor Communications	1,586.17	March 2025
1264	03/07/2025	Claims	1	54385	Ingram, Zelasko & Goodwin LLP	700.00	Public Defender Contract - Acct: KCD002-000M
1265	03/07/2025	Claims	1	54386	Kelley Create	872.24	Scanner and copiers
1266	03/07/2025	Claims	1	54387	LaDue Fencing, Inc.	871.20	Fence repair at treatment plant
1267	03/07/2025	Claims	1	54388	Loomis	173.20	Cash pick ups
1268	03/07/2025	Claims	1	54389	MCI	109.55	ACCT: 08692201879
1269	03/07/2025	Claims	1	54390	May, Ersel	170.10	Medicare reimbursement
1270	03/07/2025	Claims	1	54391	Petro Card	3,641.32	Diesel for City Hall; Diesel for water plant; Diesel for fire department; Fuel
1271	03/07/2025	Claims	1	54392	Tara Dunford, CPA	3,120.00	FEB 25 CPA services
1398	03/15/2025	Claims	1	54393	ALS Environmental	246.00	2025 Quarter 1 samples
1399	03/15/2025	Claims	1	54394	ATCO International	437.20	Gloves
1400	03/15/2025	Claims	1	54395	Amazon Capital Svcs.	108.89	IPS Monitor for City Hall
1401	03/15/2025	Claims	1	54396	Cascade Columbia Distribution	602.86	Caustic Soda
1402	03/15/2025	Claims	1	54397	Cascade Natural Gas	179.21	ACCT: 334 241 0000 7
1403	03/15/2025	Claims	1	54398	Cascade Natural Gas	13.78	ACCT: 748 575 0898 5
1404	03/15/2025	Claims	1	54399	Cascade Natural Gas	13.78	ACCT: 114 241 0000 3
1405	03/15/2025	Claims	1	54400	Cintas	104.64	First aid cabinets
1406	03/15/2025	Claims	1	54401	Comcast	115.39	ACCT: 8498 37 009 0136911
1407	03/15/2025	Claims	1	54402	Comcast	29.46	ACCT: 8498 37 009 0145854
1408	03/15/2025	Claims	1	54403	Comcast	10.47	ACCT: 8498 37 009 0008664
1409	03/15/2025	Claims	1	54404	Comcast	116.17	ACCT: 8498 37 009 0035840
1410	03/15/2025	Claims	1	54405	Comcast	1,333.94	Phone/internet
1411	03/15/2025	Claims	1	54406	Department of Ecology	1,371.51	Biosolids annual permit fee
1412	03/15/2025	Claims	1	54407	EGH Fire & Rescue	10,681.53	MAR 2025 Ambulance Fee
1413	03/15/2025	Claims	1	54408	Express Services, Inc.	2,229.92	Office clerk, AP clerk
1414	03/15/2025	Claims	1	54409	Ferguson Enterprises, Inc #3007	3,838.37	Water meters and cables
1415	03/15/2025	Claims	1	54410	Gordon's Select Market	95.33	Water; Distilled water; Distilled water; Distilled water; Roof cement, putty knife; Starting fluid; Distilled water; Dish soap
1416	03/15/2025	Claims	1	54411	Grainger	229.24	Paper towels, toilet paper
1417	03/15/2025	Claims	1	54412	Gray & Osborne Inc	2,903.83	Chiller replacement project
1418	03/15/2025	Claims	1	54413	Harbor Disposal Co.	29.70	Treatment plant
1419	03/15/2025	Claims	1	54414	Harbor Disposal Co.	152.34	City of McCleary

WARRANT/CHECK REGISTER

City Of McCleary

Time: 15:05:26 Date: 03/25

Item 1.
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03/01/2025 To: 03/31/2025

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1420	03/15/2025	Claims	1	54415	Harbor Disposal Co.	824.98	City of McCleary
1421	03/15/2025	Claims	1	54416	Harbor Disposal Co.	146.11	Treatment Plant
1422	03/15/2025	Claims	1	54417	Harbor Disposal Co.	223.12	Community Center
1423	03/15/2025	Claims	1	54418	Inland Environmental Res.	2,075.91	ALKA-Mag
1424	03/15/2025	Claims	1	54419	LeMay Mobile Shredding	32.11	City Hall shredding
1425	03/15/2025	Claims	1	54420	Minuteman Press	87.40	Cards - D. Reeves
1426	03/15/2025	Claims	1	54421	Monarch	329.88	Pole mount
1427	03/15/2025	Claims	1	54422	NCL of Wisconsin	80.35	PH buffer set
1428	03/15/2025	Claims	1	54423	One Call Concepts, Inc.	3.51	Excavation notices
1429	03/15/2025	Claims	1	54424	Quick Lube	94.80	2023 Dodge oil change
1430	03/15/2025	Claims	1	54425	Right! Systems, Inc.	18,349.65	Bringing PD and city under single domain
1431	03/15/2025	Claims	1	54426	South Sound Appliance	1,600.00	Incentive for low income washer/dryer
1432	03/15/2025	Claims	1	54427	Tenelco	2,597.45	Transport biosolids
1433	03/15/2025	Claims	1	54428	Eagle C Tovar J	600.00	Pistol instructor course
1434	03/15/2025	Claims	1	54429	Vestis	69.36	Rug svcs; Rug svcs
1435	03/15/2025	Claims	1	54430	Water Management Labs Inc	62.45	Water testing
1436	03/15/2025	Claims	1	54431	Younglove & Coker	9,951.25	Prosecution; FEB 2025 services
						18,803.03	001 Current Expense
						1,568.53	102 Street Fund
						39,633.48	401 Light And Power Fund
						18,027.87	405 Water Fund
						30,085.35	407 Sewer Fund
						1,914.67	409 Storm Water Fund
						10,850.64	413 Ambulance Fund
						<u>120,883.57</u>	Claims:
						120,883.57	120,883.57

WARRANT/CHECK REGISTER

City Of McCleary

Time: 15:05:26 Date: 03/25

Item 1.
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03/01/2025 To: 03/31/2025

Page:

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
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WE, the members of the City Council of the City of McCleary Washington, DO HEREBY certify that the merchandise or services listed above have been received and that the above listed vouchers and the related checks have been reviewed and approved for the payment by the City of McCleary City Council.

DATED this _____ day of _____ 2024.

ATTEST:

X _____
Councilmember Simmons

X _____
Councilmember Huff

X _____
Councilmember Schiller

X _____
Councilmember Dahl

X _____
Councilmember Klimek

February 2025 Budget to Actual (Target = 16.7%)

001 - Current Expense

<u>Account</u>	<u>Description</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>YTD February</u>	<u>% Received/ Spent</u>	<u>Notes</u>
308	Beginning Fund Balance	294,212	212,873	254,852		
310	Property Tax	550,145	547,200	41,798	7.6%	Okay, first half due April 30
313	Sales Tax	138,760	115,600	21,988	19.0%	
316	Utility Tax	468,967	534,800	89,047	16.7%	
320	Licenses & Permits	12,606	15,200	2,349	15.5%	
330	Intergovernmental Revenues	117,792	78,200	4,337	5.5%	
340	Charges For Services	8,361	9,300	1,116	12.0%	
350	Fines & Forfeitures	33,658	39,700	3,770	9.5%	
360	Misc Revenues	65,959	135,660	23,652	17.4%	
380	Non Revenues	9,702	9,800	2,015	20.6%	
	Total Revenues	1,405,950	1,485,460	190,072	12.8%	
511	Legislative	3,066	3,221	316	9.8%	
512	Judicial	19,825	21,000	775	3.7%	
513	Executive	7,075	5,515	604	11.0%	
514	Administration	140,791	138,181	34,772	25.2%	Includes annual payment for Springbrook (\$7K) and AKTIVOV (\$2K)
515	Legal Services	55,168	77,000	8,352	10.8%	
518	Central Services	268	-	34	--	
519	General Government Services	42,134	38,570	29,375	76.2%	Includes annual WCIA payment (\$22K)
521	Law Enforcement	906,396	869,423	199,362	22.9%	Includes \$55K WCIA annual pmt
522	Fire Control	96,259	112,317	29,124	25.9%	Includes annual WCIA payment (\$21K)
523	Jail Costs	-	1,000	-	0.0%	
524	Protective Inspections	34,615	46,577	10,353	22.2%	Includes annual WCIA payment (\$6K)
528	Communications & Dispatch	23,692	27,500	3,172	11.5%	
531	Storm Water	1,885	2,030	2,027	99.8%	Annual payment to Olympic Region Clean Air
536	Cemetery	25,167	25,866	7,320	28.3%	Includes annual WCIA payment (\$3K)
538	Other Utilities	276	250	46	18.5%	
572	Libraries	5,221	9,000	925	10.3%	
576	Park Facilities	53,090	56,043	17,674	31.5%	Includes annual WCIA payment (\$10K)
580	Non Expenditures	8,691	-	(9,567)	--	
591	Debt Service	21,691	37,000	-	0.0%	
	Total Expenditures	1,445,310	1,470,493	334,665	22.8%	
	Revenues less expenditures	(39,360)	14,967	(144,593)		
508	Ending Fund Balance	254,852	227,840	110,259		
	Ending Fund Balance as % of Expenditures	18%	15%			

Current Expense - By Object	2024 Actual	2025 Budget	YTD February	% Spent	Notes
Salaries & Benefits	894,687	844,088	148,601	17.6%	
Supplies	84,868	78,175	10,742	13.7%	
Services	441,020	496,230	175,051	35.3%	Includes WCIA \$117K
Debt Service	21,691	37,000	-	0.0%	
Capital Outlay	3,044	15,000	271	1.8%	
Total	1,445,310	1,470,493	334,665	22.8%	

511 - Legislative

Description	2024 Actual	2025 Budget	YTD February	% Spent	Notes
Salaries & Benefits	2,837	2,971	316	10.6%	
Services	229	250	-	0.0%	
Total	3,066	3,221	316	9.8%	

512 - Judicial

Description	2024 Actual	2025 Budget	YTD February	% Spent	Notes
Services	19,825	21,000	775	3.7%	
Total	19,825	21,000	775	3.7%	

513 - Executive

Description	2024 Actual	2025 Budget	YTD February	% Spent	Notes
Salaries & Benefits	3,427	3,565	374	10.5%	
Supplies	16	600	-	0.0%	
Services	3,632	1,350	230	17.0%	
Total	7,075	5,515	604	11.0%	

514 - Administration

Description	2024 Actual	2025 Budget	YTD February	% Spent	Notes
Salaries & Benefits	84,540	74,881	16,687	22.3%	
Supplies	1,870	2,550	217	8.5%	
Services	54,381	60,750	17,869	29.4%	Springbrook (\$7K) and AKTIVOV (\$2K)
Total	140,791	138,181	34,772	25.2%	

515 - Legal Services

Description	2024 Actual	2025 Budget	YTD February	% Spent	Notes
Services	55,168	77,000	8,352	10.8%	
Total	55,168	77,000	8,352	10.8%	

518 - Central Services

Description	2024 Actual	2025 Budget	YTD February	% Spent	Notes
Services	268	-	34	--	
Total	268	-	34	--	

519 - General Government

Description	2024 Actual	2025 Budget	YTD February	% Spent	Notes
Services	42,134	38,570	29,375	76.2%	WCIA \$22K
Total	42,134	38,570	29,375	76.2%	

521 - Law Enforcement

Description	2024 Actual	2025 Budget	YTD February	% Spent	Notes
Salaries & Benefits	737,066	700,693	125,201	17.9%	
Supplies	65,785	57,000	7,104	12.5%	
Services	103,545	111,730	67,057	60.0%	WCIA \$55K
Total	906,396	869,423	199,362	22.9%	

522 - Fire Control

Description	2024 Actual	2025 Budget	YTD February	% Spent	Notes
Salaries & Benefits	31,809	29,017	792	2.7%	
Supplies	7,676	7,000	2,990	42.7%	
Services	53,731	61,300	25,071	40.9%	WCIA \$21K
Capital Outlay	3,044	15,000	271	1.8%	
Total	96,259	112,317	29,124	25.9%	

523 - Jail Costs

Description	2024 Actual	2025 Budget	YTD February	% Spent	Notes
Services	-	1,000	-	0.0%	
Total	-	1,000	-	0.0%	

524 - Protective Inspections

Description	2024 Actual	2025 Budget	YTD February	% Spent	Notes
Salaries & Benefits	8,537	7,497	1,120	14.9%	
Supplies	297	700	-	0.0%	
Services	25,781	38,380	9,233	24.1%	WCIA \$6K
Total	34,615	46,577	10,353	22.2%	

528 - Communications & Dispatch

Description	2024 Actual	2025 Budget	YTD February	% Spent	Notes
Services	23,692	27,500	3,172	11.5%	
Total	23,692	27,500	3,172	11.5%	

531 - Storm Water

Description	2024 Actual	2025 Budget	YTD February	% Spent	Notes
Services	1,885	2,030	2,027	99.8%	Annual payment to Olympic Region Clean Air
Total	1,885	2,030	2,027	99.8%	

536 - Cemetery

Description	2024 Actual	2025 Budget	YTD February	% Spent	Notes
Salaries & Benefits	13,350	12,851	2,056	16.0%	
Supplies	2,971	4,725	216	4.6%	
Services	8,846	8,290	5,048	60.9%	WCIA \$3K
Total	25,167	25,866	7,320	28.3%	

572 - Libraries

Description	2024 Actual	2025 Budget	YTD February	% Spent	Notes
Services	5,221	9,000	925	10.3%	
Total	5,221	9,000	925	10.3%	

576 - Park Facilities

<u>Description</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>YTD February</u>	<u>% Spent</u>	<u>Notes</u>
Salaries & Benefits	13,120	12,613	2,055	16.3%	
Supplies	6,254	5,600	215	3.8%	
Services	33,716	37,830	15,404	40.7%	WCIA \$10K
Total	53,090	56,043	17,674	31.5%	

February 2025 Budget to Actual (Target = 16.7%)

002 - Current Expense Reserve

<u>Description</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>YTD February</u>	<u>% Received/ Spent</u>	<u>Notes</u>
Beginning Fund Balance	235,018	241,181	242,614		
Misc Revenues	7,596	-	-	--	
Total Revenues	7,596	-	-	--	
Total Expenditures	-	-	-	--	
Revenues less expenditures	7,596	-	-		
Ending Fund Balance	242,614	241,181	242,614		
Percent of General Fund Expenditures	17%	16%			

February 2025 Budget to Actual (Target = 16.7%)

102 - Street Fund

<u>Description</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>YTD February</u>	<u>% Received/ Spent</u>	<u>Notes</u>
Beginning Fund Balance	12,110	33,493	44,562		
Licenses & Permits	406	-	-	--	
Intergovernmental Revenues	69,697	475,555	5,515	1.2%	Budget includes \$435K TIB grant
Misc Revenues	933	-	-	--	
Interfund Transfers	100,000	147,500	-	0.0%	
Total Revenues	171,036	623,055	5,515	0.9%	
Salaries & Benefits	37,975	37,716	6,323	16.8%	
Supplies	8,033	45,950	766	1.7%	
Services	86,878	105,254	10,663	10.1%	
Debt Service	5,698	5,700	-	0.0%	
Capital Outlay	-	435,000	-	0.0%	
Total Expenditures	138,584	629,620	17,752	2.8%	
Revenues less expenditures	32,452	(6,565)	(12,237)		
Ending Fund Balance	44,562	26,928	32,325		

February 2025 Budget to Actual (Target = 16.7%)

120 - Street Reserve

<u>Description</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>YTD February</u>	<u>% Received/ Spent</u>	<u>Notes</u>
Beginning Fund Balance	55,680	57,140	57,480		
Misc Revenues	1,800	-	-	--	
Total Revenues	1,800	-	-	--	
Total Expenditures	-	-	-	--	
Revenues less expenditures	1,800	-	-		
Ending Fund Balance	57,480	57,140	57,480		

February 2025 Budget to Actual (Target = 16.7%)

122 - Fire Levy LID Lift

<u>Description</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>YTD February</u>	<u>% Received/ Spent</u>	<u>Notes</u>
Beginning Fund Balance	211,901	211,901	211,901		
Total Revenues	-	-	-	--	
Total Expenditures	-	-	-	--	
Revenues less expenditures	-	-	-		
Ending Fund Balance	211,901	211,901	211,901		

February 2025 Budget to Actual (Target = 16.7%)

301 - Real Estate Excise Tax

<u>Description</u>	<u>2023 Actual</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>YTD February</u>	<u>% Received/ Spent</u>	<u>Notes</u>
Beginning Fund Balance	235,145	275,017	203,647	212,533		
Taxes	33,533	29,554	35,000	4,796	13.7%	
Misc Revenues	6,339	7,962	-	-	--	
Total Revenues	39,872	37,516	35,000	4,796	13.7%	
Interfund Transfers	-	100,000	147,500	-	0.0%	
Total Expenditures	-	100,000	147,500	-	0.0%	
Revenues less expenditures	39,872	(62,484)	(112,500)	4,796		
Ending Fund Balance	275,017	212,533	91,147	217,329		

February 2025 Budget to Actual (Target = 16.7%)

302 - Street Managerial Equipment Replacement

<u>Description</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>YTD February</u>	<u>% Received/ Spent</u>	<u>Notes</u>
Beginning Fund Balance	16,507	16,940	17,041		
Misc Revenues	533	-	-	--	
Interfund Transfers	-	-	-	--	
Total Revenues	533	-	-	--	
Total Expenditures	-	-	-	--	
Revenues less expenditures	533	-	-		
Ending Fund Balance	17,041	16,940	17,041		

February 2025 Budget to Actual (Target = 16.7%)

401 - Light and Power

<u>Description</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>YTD February</u>	<u>% Received/ Spent</u>	<u>Notes</u>
Beginning Fund Balance	552,644	650,245	487,565		
Intergovernmental Revenues	82,628	-	-	--	
Charges for Services	3,299,054	3,830,440	639,590	16.7%	
Misc Revenues	44,141	28,000	-	0.0%	
Total Revenues	3,425,823	3,858,440	639,590	16.6%	
Salaries & Benefits	1,350,617	1,410,868	236,077	16.7%	
Supplies	311,047	391,800	48,131	12.3%	
Power - purchased for resale	1,063,874	1,420,000	257,016	18.1%	
Services	639,038	722,783	190,909	26.4%	Includes annual WCIA \$100K
Debt Service	56,953	67,200	-	0.0%	
Capital Expenditures	69,373	-	120,916	--	2024 F550, not budgeted
Interfund Transfers	-	-	-	--	
Total Expenditures	3,490,902	4,012,651	853,050	21.3%	
Revenues less expenditures	(65,079)	(154,211)	(213,460)		
Ending Fund Balance	487,565	496,034	274,105		
Ending Fund Balance as % of Expenditures	14%	12%			

February 2025 Budget to Actual (Target = 16.7%)

304 - Light & Power Equipment Replacement

<u>Description</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>YTD February</u>	<u>% Received/ Spent</u>	<u>Notes</u>
Beginning Fund Balance	240,907	220,558	228,693		
Misc Revenues	7,786	-	-	--	
Total Revenues	7,786	-	-	--	
Capital Expenditures	20,000	-	-	--	
Total Expenditures	20,000	-	-	--	
Revenues less expenditures	(12,214)	-	-		
Ending Fund Balance	228,693	220,558	228,693		

February 2025 Budget to Actual (Target = 16.7%)

410 - Light and Power Reserve

<u>Description</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>YTD February</u>	<u>% Received/ Spent</u>	<u>Notes</u>
Beginning Fund Balance	348,402	357,539	359,663		
Misc Revenues	11,260	-	-	--	
Total Revenues	11,260	-	-	--	
Total Expenditures	-	-	-	--	
Revenues less expenditures	11,260	-	-		
Ending Fund Balance	359,663	357,539	359,663		

February 2025 Budget to Actual (Target = 16.7%)

405 - Water

<u>Description</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>YTD February</u>	<u>% Received/ Spent</u>	<u>Notes</u>
Beginning Fund Balance	478,325	730,213	703,561		
Charges for Services	1,033,459	1,117,900	157,499	14.1%	
Misc Revenues	15,983	-	-	--	
Total Revenues	1,049,442	1,117,900	157,499	14.1%	
Salaries & Benefits	400,396	375,102	68,319	18.2%	
Supplies	58,035	16,300	6,304	38.7%	
Services	240,463	375,993	85,764	22.8%	Includes WCIA \$45K
Debt Service	121,762	121,850	-	0.0%	
Capital Expenditures	3,551	-	451	--	
Total Expenditures	824,207	889,245	160,838	18.1%	
Revenues less expenditures	225,235	228,655	(3,339)		
Ending Fund Balance	703,561	958,868	700,222		
Ending Fund Balance as % of Expenditures	85%	108%			

February 2025 Budget to Actual (Target = 16.7%)

305 - Water Equipment Replacement

<u>Description</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>YTD February</u>	<u>% Received/ Spent</u>	<u>Notes</u>
Beginning Fund Balance	291,266	285,571	290,680		
Misc Revenues	9,414	-	-		--
Total Revenues	9,414	-	-		--
Capital Expenditures	10,000	-	-		--
Total Expenditures	10,000	-	-		--
Revenues less expenditures	(586)	-	-		
Ending Fund Balance	290,680	285,571	290,680		

February 2025 Budget to Actual (Target = 16.7%)

422 - Water Reserve

<u>Description</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>YTD February</u>	<u>% Received/ Spent</u>	<u>Notes</u>
Beginning Fund Balance	486,128	498,877	501,840		
Misc Revenues	15,712	-	-	--	
Total Revenues	15,712	-	-	--	
Total Expenditures	-	-	-	--	
Revenues less expenditures	15,712	-	-		
Ending Fund Balance	501,840	498,877	501,840		

February 2025 Budget to Actual (Target = 16.7%)

407 - Sewer

<u>Description</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>YTD February</u>	<u>% Received/ Spent</u>	<u>Notes</u>
Beginning Fund Balance	90,800	230,979	78,086		
Charges for Services	1,065,672	1,167,800	167,447	14.3%	
Misc Revenues	2,451	-	-	--	
Total Revenues	1,068,122	1,167,800	167,447	14.3%	
Salaries & Benefits	352,501	327,419	59,052	18.0%	
Supplies	122,969	64,000	9,949	15.5%	
Services	377,313	401,300	134,130	33.4%	Includes WCIA \$86K
Debt Service	8,512	10,000	-	0.0%	
Capital Expenditures	73,141	-	5,096	--	
Interfund Transfers	146,400	146,400	-	0.0%	
Total Expenditures	1,080,837	949,119	208,228	21.9%	
Revenues less expenditures	(12,714)	218,681	(40,780)		
Ending Fund Balance	78,086	449,660	37,305		
Ending Fund Balance as % of Expenditures	7%	47%			

February 2025 Budget to Actual (Target = 16.7%)

307 - Sewer Equipment Replacement

<u>Description</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>YTD February</u>	<u>% Received/ Spent</u>	<u>Notes</u>
Beginning Fund Balance	30,938	18,416	21,938		
Misc Revenues	1,000	-	-	--	
Interfund Transfers	-	-	-	--	
Total Revenues	1,000	-	-	--	
Capital Expenditures	10,000	-	-	--	
Total Expenditures	10,000	-	-	--	
Revenues less expenditures	(9,000)	-	-		
Ending Fund Balance	21,938	18,416	21,938		

February 2025 Budget to Actual (Target = 16.7%)

423 - Sewer Reserve

<u>Description</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>YTD February</u>	<u>% Received/ Spent</u>	<u>Notes</u>
Beginning Fund Balance	149,047	152,956	153,864		
Misc Revenues	4,817	-	-	--	
Interfund Transfers	-	-	-	--	
Total Revenues	4,817	-	-	--	
Total Expenditures	-	-	-	--	
Revenues less expenditures	4,817	-	-		
Ending Fund Balance	153,864	152,956	153,864		

February 2025 Budget to Actual (Target = 16.7%)

421 - Sewer Bond Reserve

<u>Description</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>YTD February</u>	<u>% Received/ Spent</u>	<u>Notes</u>
Beginning Fund Balance	6,453	8,422	9,557		
Misc Revenues	216	-	-	--	
Interfund Transfers	146,400	146,400	-	0.0%	
Total Revenues	146,616	146,400	-	0.0%	
Debt Service	143,512	143,700	-	0.0%	
Total Expenditures	143,512	143,700	-	0.0%	
Revenues less expenditures	3,104	2,700	-		
Ending Fund Balance	9,557	11,122	9,557		

February 2025 Budget to Actual (Target = 16.7%)

409 - Storm Water

<u>Description</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>YTD February</u>	<u>% Received/ Spent</u>	<u>Notes</u>
Beginning Fund Balance	9,299	47,454	38,259		
Charges for Services	185,619	210,525	30,853	14.7%	
Misc Revenues	403	-	-	--	
Total Revenues	186,022	210,525	30,853	14.7%	
Salaries & Benefits	102,101	97,156	17,203	17.7%	
Supplies	13,125	18,800	1,844	9.8%	
Services	31,558	46,420	14,262	30.7%	Includes WCIA \$9K
Debt Service	7,165	8,400	-	0.0%	
Capital Expenditures	3,113	-	271	--	
Total Expenditures	157,062	170,776	33,580	19.7%	
Revenues less expenditures	28,960	39,749	(2,727)		
Ending Fund Balance	38,259	87,203	35,532		
Ending Fund Balance as % of Expenditures	24%	51%			

February 2025 Budget to Actual (Target = 16.7%)

309 - Storm Equipment Replacement

<u>Description</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>YTD February</u>	<u>% Received/ Spent</u>	<u>Notes</u>
Beginning Fund Balance	20,625	21,166	21,292		
Misc Revenues	667	-	-	--	
Total Revenues	667	-	-	--	
Total Expenditures	-	-	-	--	
Revenues less expenditures	667	-	-		
Ending Fund Balance	21,292	21,166	21,292		

February 2025 Budget to Actual (Target = 16.7%)

321 - Police Equipment Replacement

<u>Description</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>YTD February</u>	<u>% Received/ Spent</u>	<u>Notes</u>
Beginning Fund Balance	4,313	4,426	4,453		
Misc Revenues	139	-	-	--	
Total Revenues	139	-	-	--	
Total Expenditures	-	-	-	--	
Revenues less expenditures	139	-	-		
Ending Fund Balance	4,453	4,426	4,453		

February 2025 Budget to Actual (Target = 16.7%)

322 - Fire Equipment Replacement

<u>Description</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>YTD February</u>	<u>% Received/ Spent</u>	<u>Notes</u>
Beginning Fund Balance	104,765	107,513	108,151		
Misc Revenues	3,386	-	-	--	
Total Revenues	3,386	-	-	--	
Total Expenditures	-	-	-	--	
Revenues less expenditures	3,386	-	-		
Ending Fund Balance	108,151	107,513	108,151		

February 2025 Budget to Actual (Target = 16.7%)

336 - Park & Cemetery Equipment Replacement

<u>Description</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>YTD February</u>	<u>% Received/ Spent</u>	<u>Notes</u>
Beginning Fund Balance	61,650	49,933	53,643		
Misc Revenues	1,993	-	-	--	
Total Revenues	1,993	-	-	--	
Capital Expenditures	10,000	-	-	--	
Total Expenditures	10,000	-	-	--	
Revenues less expenditures	(8,007)	-	-		
Ending Fund Balance	53,643	49,933	53,643		

February 2025 Budget to Actual (Target = 16.7%)

413 - Ambulance Fund

<u>Description</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>YTD February</u>	<u>% Received/ Spent</u>	<u>Notes</u>
Beginning Fund Balance	43,458	47,633	49,326		
Charges for Services	135,325	140,000	22,032	15.7%	
Misc Revenues	1,431	-	-	--	
Total Revenues	136,756	140,000	22,032	15.7%	
Salaries & Benefits	4,235	3,919	831	21.2%	
Supplies	25	200	-	0.0%	
Services	126,629	136,000	21,851	16.1%	
Total Expenditures	130,888	140,119	22,682	16.2%	
Revenues less expenditures	5,867	(119)	(649)		
Ending Fund Balance	49,326	47,514	48,676		

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF McCLEARY, WASHINGTON, RELATING TO COMPLIANCE WITH THE PUBLIC RECORDS ACT, RCW 42.56, ADOPTING A PUBLIC RECORDS POLICY AND PUBLIC RECORDS FEE SCHEDULE, AND ORDERING PUBLICATION OF THIS RESOLUTION AND THE PUBLIC RECORDS ACT RULES.

R E C I T A L S:

WHEREAS, the Public Records Act (“PRA”), Chapter 42.56 of the Revised Code of Washington (RCW) requires the City to make nonexempt public records available for inspection and copying; and

WHEREAS, RCW 42.56.040 requires the City to establish and display rules to facilitate the disclosure of public records; and

WHEREAS, the PRA requires all cities and public agencies to maintain and make available a current index of all public records; and

WHEREAS, RCW 42.56.070(4) provides that an agency need not maintain such an index if to do so would be unduly burdensome, but it must issue and publish a formal order specifying the reasons why and the extent to which compliance would be unduly burdensome or would interfere with agency operations; and

WHEREAS, the City is comprised of numerous departments, their divisions, and subdivisions, many if not all of which maintain separate databases and/or systems for the indexing of records and information; and

WHEREAS, currently, the City's public records requirements are codified in Chapter 2.72 of the McCleary Municipal Code (MMC), which was last updated in 1997; and

WHEREAS, providing copies of public records is a growing expense for taxpayers; and

WHEREAS, RCW 42.56.070(7), RCW 42.56.240(14), and RCW 42.56.120 prescribes that agencies may be reimbursed for the cost of providing copies of records; and

WHEREAS, RCW 10.97.100 and RCW 46.52.085 prescribe that law enforcement agencies may establish and collect reasonable fees for the dissemination of criminal history record information to agencies and persons and to cover the costs of furnishing copies of traffic accident reports; and

WHEREAS, RCW 42.56.070(7) requires a public hearing be held regarding adopting a fee schedule; and

WHEREAS, a public hearing was held on ***, 2025; and

WHEREAS, the City considered the fees at the meetings of ***, 2025, and ***, 2025; and

WHEREAS, the City Council wishes to adopt the Public Records Act – Policy & Procedures to replace the provisions in the McCleary Municipal Code;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF McCLEARY, WASHINGTON, DOES RESOLVE AS FOLLOWS:

SECTION I: The Public Records Rules attached as Attachment A are hereby adopted as the rules the City will follow in handling public records requests.

SECTION II: The City Clerk-Treasurer is designated as the City's Public Records Officer and thus is hereby directed to publish this Resolution and the availability of these Rules,

post and maintain the Rules on the City's website, and make them available for inspection and copying at the City Clerk-Treasurer's Office.

SECTION III: The City adopts the Public Records Fee Schedule set forth on pages 5 and 6 of Attachment A. The factors and manner used to determine actual costs for producing copies are based on studies performed by Spokane and Seattle Police Departments and further set forth on pages 5 and 6 of Attachment A.

SECTION IV: Pursuant to RCW 42.56.070(4), the City adopts the above “whereas” clauses as findings and has determined that maintaining a records index is unduly burdensome, costly, and would interfere with agency operations due to the number and complexity of records generated as a result of the wide range of City activities and office locations.

SECTION V: This resolution shall take effect and be in full force upon passage and signature hereon.

PASSED THIS _____ DAY OF _____, 2025, by the City Council of the City of McCleary, and signed in authentication thereof this _____ day of _____, 2025.

CITY OF McCLEARY:

BRYCEN HUFF, Pro-Tem Mayor

ATTEST:

, City Clerk-Treasurer

APPROVED AS TO FORM:

MADISON A. PLEASANT, City Attorney

Public Records Act – City of McCleary Procedures & Policy

The purpose of these rules is to establish the procedures the City of McCleary will follow to provide full access to public records. These procedures provide information to persons wishing to access public records of the City of McCleary and to City employees to assist members of the public in obtaining such access.

1. Public Records Officer:

General City Information: The City Clerk-Treasurer has been designated as the City's public records officer for general information requests and may be contacted at:

City of McCleary
100 South 3rd Street
McCleary, WA 98557
Phone: (360) 495-3667
Fax: (360) 495-3097
publicrecords@cityofmccleary.com

Police Records: Due to the special requirements related to the release of criminal history record information (CHRI), requests for law enforcement records and police-worn body camera records should be directed to:

McCleary Police Department
100 South 3rd Street
McCleary, WA 98557
Phone: (360) 495-3107
Fax: (360) 495-4483
pdclerk@cityofmccleary.com

Fire and Emergency Medical Services Incident records: Requests to inspect or copy records for fire and emergency medical services incidents, maintained by the City's Fire Department should be made to the City Clerk-Treasurer at:

City of McCleary
100 South 3rd Street
McCleary, WA 98557
Phone: (360) 495-3667
Fax: (360) 495-3097
publicrecords@cityofmccleary.com

Municipal Court Records: Requests to inspect or copy records maintained by the McCleary Municipal Court, should be made through the Grays Harbor District Court #1 by filling out a records request form and emailing it to dcrecords@graysharbor.us or printing and sending the completed form to:

Grays Harbor County District Court #1
Attention: Records Custodian
 102 W. Broadway Ave., Room 202
 Montesano, WA 98563:

The public records officer will oversee compliance with the Public Records Act, but another staff member may process the request. Therefore, these procedures may refer to the public records officer or designee. The public records officer will provide the fullest assistance to requestors; ensure that public records are protected from damage or disorganization; and prevent the fulfillment of public records requests from causing excessive interference with essential functions of the City of McCleary.

2. Requests for public records:

- Requestors must give reasonable notice that a request is for public records. A request using the terms “public records,” “public disclosure,” “FOIA,” or “Freedom of Information Act” (terms commonly used for federal records) is reasonable notice to the City. The requested record must also be clearly identified so the City can locate it.
- A public records request form is available but is not mandatory. The form is available online at <https://www.cityofmccleary.com/administration/page/city-public-records-request-form> under the “I Want To...” tab or the “Local Government” tab. The written request should plainly state that it is a request for public records and include the following information:
 - 1) Name and address of requestor.
 - 2) Other contact information, including telephone number and an email address (if available).
 - 3) Identification of the public records sufficient for the public records officer or designee to reasonably identify and adequately locate the records.
 - 4) The date of the request.
 - 5) Whether the request is to inspect the records or have copies provided (either paper or electronic). (See Section 7 for applicable fees).
- City staff receiving any request for public records should immediately forward the request to the public records officer of each department. The request does not need to be made on the City’s form. No email requests shall be made

except to the designated email address for the public records officer. Email requests will be deemed received on the date the email is opened and read and not the date the email is received on the City's email system.

- The public records officer, and/or designees, will maintain a log of requests as required by RCW 42.56.
- Within five (5) days of receiving the public records request, the public records officer will provide an initial response. This initial response will do one of four things:
 - 1) Provide the record;
 - 2) Acknowledge that the City received the request and provide a reasonable estimate of the time necessary to fully respond;
 - 3) Seek clarification of the request; or
 - 4) Deny the request.
- Notice to Third Parties. If a public record contains personal information that identifies an individual or organization other than the subject of the requested public record, the City may notify that individual or organization to allow the third party to seek relief pursuant to RCW 42.56.540. The City may take this into account when providing an estimate for when the records will be available. The City should also review any contracts with third parties that may contain special notice provisions. Nothing in this policy is intended to create any right to such notice.
- The City will process non-routine record requests in the order allowing the most requests to be processed in the most efficient manner.

3. Inspection of records:

After notification of availability, public records will be accessible for inspection and/or copying during the normal business hours of the City as designated in the McCleary Municipal Code Section 1.04.100. (Currently, 8:00 a.m. through 4:00 p.m. Monday through Friday, of each week, but shall not include holidays occurring during the normal business week of the City as may be established by state law or actions of City Council.)

The City shall provide space to inspect public records. The public shall not be allowed to inspect the City's records in cabinets or vaults.

The public may not remove any documents from the viewing area or disassemble or alter any document. To select a paper record for copying during an inspection, a requestor must flag the page or document by use of a non-permanent method such

as a removable adhesive note. A requestor is not to take pictures of any documents via phone.

A requestor shall indicate which documents he or she wishes the City to copy. Since copying facilities are located in “employee only” areas of City facilities, for security purposes and to avoid unreasonable disruption of operations, the City cannot offer these facilities for public use. City staff will make the requested copies or arrange for copying and the requestor will be charged in accordance with the City’s fees.

4. Failure to respond to a public records request:

If the City of McCleary does not respond in writing within five (5) business days of the receipt of the request for records, the requestor should contact the public records officer to determine the reason for the failure to respond.

If within a thirty-day (30) period after notification of availability by the City, the requestor or a representative of the requestor fails to claim or review the records; fails to pay any required deposit; or fails to make other arrangements, the public records officer may close the request; have the assembled records re-filed; and indicate to the requestor that the request has been closed and abandoned.

5. Providing records in installments:

A public records request may cover a large number of records. The public records officer may determine that it would be practical to provide access for inspection and copying in installments. If, within thirty (30) days of being notified of availability, the requestor fails to inspect the entire set of records or one or more of the installments, the public records officer or designee may stop searching for the remaining records and close the request.

6. Procedure for review of denials of requests:

Any person objecting to an initial denial or partial denial of a records request may petition in writing (including e-mail) to the public records officer for a review of that decision. The petition shall include a copy of or identify the written statement by the public records officer or designee denying the request.

The public records officer shall give the petition for review of denial and any other relevant information to the City Attorney. The City Attorney will consider the petition and either affirm or reverse the denial within five (5) business days following receipt of the petition, or within such other time as the City Attorney determines to be necessary to review the petition.

Any person may obtain a court review of denials of public records requests pursuant to RCW 42.56.550 prior to the conclusion of two (2) business days after the initial denial regardless of any internal administrative appeal.

7. Fees:

The fees set forth in this section are default fees set pursuant to RCW 42.56.120. The City finds that calculating the actual cost of providing public records would be unduly burdensome given the limited staff resources and funding to dedicate to a comprehensive study to determine actual copying costs and that conducting such a study would interfere with the City's other essential agency functions.

No fee shall be charged for the inspection of Public Records.

The City may charge one or more of the following fees for copies of public records:

- Fifteen cents (0.15) per page for photocopies of public records or printed copies of electronic public records when requested by the person requesting records; payable at the time of pick-up;
- Electronic copies of records: Free, unless more than 80 files and/or 1 GB;
- The actual cost of any digital storage media or device provided by the City;
- Cost, including taxes, actually charged by any third-party vendor used to make copies;
- Postage and shipping costs, including the cost of any containers used in shipping;
- The actual cost of Body-Worn and/or Car Camera Video Redaction is at a rate of \$6.10 per minute of video and/or audio recorded. A deposit of an estimated 10% of the total amount will be required prior to completing and providing the request.

The McCleary Police Department bases the costs of redaction on studies performed by the Spokane and Seattle Police Departments. These studies were based on staff time spent reviewing and redacting video, audio, or video and audio footage for the purposes of public records requests. Due to the Washington State Public Records Act certain images, information, and audio statements are protected from release through a public record request and therefore must be redacted prior to the release of the record.

Time Studies:

Stopwatch-style time studies were conducted to determine the amount of time it takes to redact body camera recordings including how long it takes to remove audio from an entire video, eliminate one minute of video, redact one minute of audio, and redact one minute of video.

TIME STUDY RESULTS:

Redaction Type	Video Time	Average Redaction Time
Targeted Video Redaction without Targeted Audio Redaction	1 minute per individual or object redacted	10 minutes per individual or object redacted

Estimating Redaction Costs:

Based on the results of the cost study, McCleary Police Records Personnel will calculate estimated redaction costs at the following rates:

Redaction Method	Estimated Cost Per Minute To Redact	Minutes to Redact Per Minute of Raw Footage	Estimated Cost of Redaction Per Minute of Raw Footage
Targeted Video Redaction with Targeted Audio Redaction	\$0.61 per individual or object redacted	10 minutes per individual or object redacted	\$6.10 per individual or object redacted

Reference RCW 42.56.240 (14) (f)(i) A law enforcement or corrections agency responding to a request to disclose body worn camera recordings may require any requester not listed in (e) of this subsection to pay the reasonable costs of redacting, altering, distorting, pixelating, suppressing, or otherwise obscuring any portion of the body worn camera recording prior to disclosure only to the extent necessary to comply with the exemptions in this chapter or any applicable law.

(ii) An agency that charges redaction costs under this subsection (14)(f) must use redaction technology that provides the least costly commercially available method of redacting body worn camera recordings, to the extent possible and reasonable.

(iii) In any case where an agency charges a requestor for the costs of redacting a body worn camera recording under this subsection (14)(f), the time spent on redaction of the recording shall not count towards the agency's allocation of, or limitation on, time or costs spent responding to public records requests under this chapter, as established pursuant to local ordinance, policy, procedure, or state law

8. Disclaimer of Liability:

Neither the City nor any officer, employee, official, or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon a release of Public Records if the person releasing the records acted in good faith in attempting to comply with this policy.

This policy is not intended to expand or restrict the rights of disclosure or privacy as they exist under state and federal law. Despite the use of any mandatory terms such as “shall,” nothing in this policy is intended to impose mandatory duties on the City beyond those imposed by state and federal law.

9. Exemptions:

The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. These exemptions are listed in Chapter 42.56 RCW, including the prohibition of disclosing lists of individuals for commercial purposes. In addition, documents are exempt from disclosure if any “other statute” exempts or prohibits disclosure. The following are exemptions, outside the Public Records Act, that restrict the availability of some documents held by the City of McCleary:

Washington State Statutes

RCW 2.64.111	Judicial conduct commission investigations of judges and initial proceedings
RCW 4.24.550	Information on sex offenders
RCW 4.24.601 and .611	Trade secrets and confidential research, development or commercial information re products or business methods
RCW 5.60.060	Privileged communications
RCW 5.60.070; RCW 7.07.070	Mediation records
RCW 7.68.140	Victims’ compensation claims
RCW 7.69A.030(4)	Name, address and photograph of child victim or child witness
RCW 7.69A.050	Child victims and witnesses of certain crimes – protection of address
RCW 7.75.050	Records of Dispute Resolution Centers
RCW 9.02.100	Reproductive privacy
RCW 9.41.097(2)	Mental health information re persons buying pistols or applying for CPLs
RCW 9.41.129	Concealed pistol license applications
RCW 9.73.230	Name of confidential informants in written report on wire tapping
RCW 9.51.050	Disclosing transaction of grand jury

RCW 9.51.060	Disclosure of grand jury deposition
RCW 9.73.090(1)(c)	Prohibition on disclosure of law enforcement dash cam videos until final disposition of litigation
RCW 9A.44.138	Offender registration information given to high school or institution of higher education re an employee or student
RCW 7.75.050	Records of Dispute Resolution Centers
RCW 9.02.100	Reproductive privacy
RCW 9.41.097(2)	Mental health information re persons buying pistols or applying for CPLs
RCW 9.41.129	Concealed pistol license applications
RCW 9.73.230	Name of confidential informants in written report on wire tapping
RCW 9.51.050	Disclosing transaction of grand jury
RCW 9.51.060	Disclosure of grand jury deposition
RCW 9.73.090(1)(c)	Prohibition on disclosure of law enforcement dash cam videos until final disposition of litigation
RCW 9A.44.138	Offender registration information given to high school or institution of higher education re an employee or student
RCW 9A.82.170	Financial institution records re criminal profiteering act
RCW 10.27.090	Grand jury testimony/evidence
RCW 10.27.160	Grand jury reports – release to public only by judicial order
RCW 10.52.100	Records identifying child victims of sexual assault
RCW 10.77.205	Information re victims, next of kin, or witnesses requesting notice of release of person found not guilty of a sex, violent, or felony harassment offense by reason of criminal insanity and the notice itself
RCW 10.52.100	Records identifying child victim of sexual assault
RCW 10.77.210	Records of persons committed for criminal insanity
RCW 10.97.040	Criminal history information released must include disposition, with some exceptions
RCW 10.97.050	Conviction and criminal history information
RCW 10.97.060	Deletion of certain criminal history record information, conditions
RCW 10.97.070	Disclosure of identity of suspect to victim
RCW 10.97.080	Inspection of criminal record by subject
RCW 10.97.130	Information about victims of sexual assault under age eighteen
RCW 10.101.020(3)	Information given by an accused regarding determination for indigent defense
RCW 13.34.115	Court dependency proceedings
RCW 13.40.217	Juveniles adjudicated of sex offenses – release of information
RCW 13.50.010	Maintenance of and access to juvenile records

RCW 13.50.050	Juvenile offender records
RCW 13.50.100	Juvenile/children records not relating to offenses
RCW 13.60.020	Missing children or endangered person information
RCW 18.04.405	Confidentiality of information gained by CPA
RCW 18.19.060	Notification to clients by counselors
RCW 18.19.180	Confidential communications with counselors
RCW 19.215.020	Destruction of personal health and financial information
RCW 19.34.240(3)	Private digital signature keys
RCW 19.215.030	Compliance with federal rules
RCW 26.04.175	Name and address of domestic violence victim in marriage records
RCW 26.12.170	Reports of child abuse/neglect with courts
RCW 26.23.050	Child support orders
RCW 26.23.120	Child support records
RCW 26.26.041	Uniform Parentage Act – protection of participants
RCW 26.26.450	Confidentiality of genetic testing
RCW 26.33.330	Sealed court adoption records
RCW 26.33.340	Agency adoption records
RCW 26.33.343	Access to adoption records by confidential intermediary
RCW 26.33.380	Adoption – identity of birth parents confidential
RCW 26.44.010	Privacy of reports on child abuse and neglect
RCW 26.44.031	Information related to reports of child abuse or neglect
RCW 26.44.125	Reports, reviews and hearings related to a review of abuse finding
RCW 27.53.070	Records identifying the location of archaeological sites
RCW 29A.08.720	Voter registration records – place of registration and any decision not to register to vote confidential
RCW 29A.08.710	Voter registration records – certain information exempt
RCW 35.102.145	Municipal business and occupation tax – local ordinance can protect return or tax information
RCW 36.28A.060(8)	Tactical and intelligence information provided to WASPC
RCW 39.10.470(2)	Alternative public works - trade secrets or other proprietary information submitted by bidder in connection with an alternative public works transaction if data identified and reasons stated in writing
RCW 39.10.470(3)	Alternative public works – proposals submitted by design-build finalists until notification of highest scoring finalist is made

RCW 42.23.070(4)	Municipal officer disclosure of confidential information prohibited
RCW 42.41.030(7)	Identity of local government whistleblower
RCW 42.41.045	Non-disclosure of protected information (whistleblower)
RCW 43.43.762	Contents of statewide criminal street gang database
RCW 46.52.065	State toxicologist records relating to analyses of blood samples
RCW 46.52.080	Traffic accident reports – confidentiality
RCW 46.52.083	Traffic accident reports – available to interested parties
RCW 46.52.120	Traffic crimes and infractions – confidential use by police and courts
RCW 46.52.130(2)	Abstract of driving record – limited disclosure
RCW 48.62.101	Local government insurance/risk management liability reserve funds established to settle claims
RCW 50.13.060	Access to employment security records by local government agencies
RCW 50.13.100	Disclosure of confidential employment security records allowed if identifying information deleted or with consent
RCW 51.28.070	Worker’s compensation records confidential–limited disclosure
RCW 51.36.060	Physician information on injured workers
RCW 60.70.040	No duty to disclose record of common law lien
RCW 68.50.105	Autopsy reports – confidential – limited disclosure
RCW 68.50.320	Dental identification records – available to law enforcement agencies
Ch. 70.02 RCW	Medical records – access and disclosure – entire chapter (information from HC providers)
RCW 70.05.170	Child mortality reviews by local health departments
RCW 70.24.022	Public health agency information regarding sexually transmitted disease investigations – confidential
RCW 70.24.024	Transcripts and records of hearings regarding sexually transmitted diseases
RCW 70.28.020	Local health department TB records–confidential
RCW 70.41.200	Hospital quality improvement committee records and accreditation reports
RCW 70.48.100	Jail records and booking photos
RCW 70.58.055	Birth certificates – certain information confidential
RCW 70.58.104	Vital records, research confidentiality safeguards
RCW 70.94.205	Washington Clean Air Act – confidentiality of data.
RCW 70.96A.150	Registration and other records of alcohol and drug abuse treatment programs

RCW 70.123.075	Client records of domestic violence programs
RCW 70.125.065	Records of community sexual assault program and underserved populations provider in discovery
RCW 71.05.425	Notice of release or transfer of committed person after offense dismissal
RCW 71.05.445	Release of mental health information to Dept. of Corrections
RCW 71.05.620	Access to court records related to mental health cases under chapter 71.05 RCW
RCW 71.24.035(5)(g)	Mental health information system – state, county and regional support networks – confidentiality of client records
RCW 71.34.335	Mental health treatment of minors – records confidential
RCW 71A.14.070	Records regarding developmental disability– confidentiality
RCW 72.09.345	Notice to public about sex offenders – department of corrections access to information
RCW 72.09.585	Disclosure of inmate records to local agencies – confidentiality
RCW 73.04.030	Veterans discharge papers exemption (see related RCW 42.56.440)
RCW 74.04.060	Applicants and recipients of public assistance
RCW 74.04.520	Food stamp program confidentiality
RCW 74.13.075(5)	Juvenile’s status as a sexually aggressive youth and related info
RCW 74.13.280	Children in out-of-home placements – confidentiality
RCW 74.20.280	Child support enforcement – local agency cooperation, information
RCW 74.34.095	Abuse of vulnerable adults - confidentiality of investigations and reports
RCW 82.32.330 information	Disclosure of tax
RCW 84.36.389	Confidential income data in property tax records held by assessor
RCW 84.40.020	Confidential income data supplied to assessor regarding real property

Selected Federal Confidentiality Statutes and Rules

18 USC § 2721 - 2725	Driver and License Plate Information
20 USC § 1232g	Family Education Rights and Privacy Act
23 USC § 409	Evidence of certain accident reports
42 USC 290dd-2	Confidentiality of Substance Abuse Records

42 USC § 405(c)(2)(C)(viii) (I)	Limits on Use and Disclosure of Social Security Numbers
42 USC 654(26)	State Plans for Child Support
42 USC 671(a)(8)	State Plans for Foster Care and Adoption Assistance
42 USC 1396a(7)	State Plans for Medical Assistance
7 CFR 272.1(c)	Food Stamp Applicants and Recipients
34 CFR 361.38	State Vocational Rehabilitation Services Programs
42 CFR Part 2 (2.1 - 2.67)	Confidentiality of Alcohol and Drug Abuse Patient Records
42 CFR 431.300 - 307	Safeguarding Information on Applicants and Recipients of Medical Assistance
42 CFR 483.420	Client Protections for Intermediate Care Facilities for the Mentally Retarded
42 CFR 5106a	Grants to States for Child Abuse and Neglect Prevention and Treatment Programs
45CFR 160-164	HIPAA Privacy Rule
46CFR 40.321	USCG regulations regarding confidentiality