

Gig Harbor City Council Meeting



January 26, 1998

7:00 P.M., CITY HALL COUNCIL CHAMBERS

AGENDA FOR GIG HARBOR CITY COUNCIL MEETING
January 26, 1998 - 7:00 p.m.

CALL TO ORDER:

APPOINTMENT OF MAYOR PRO TEM:

APPROVAL OF MINUTES:

CORRESPONDENCE / PROCLAMATIONS:

1. Department of Veteran's Affairs – WWII Memorial.

OLD BUSINESS:

1. First Reading of Ordinance – Disclosure of Financing during Elections.
2. Second Reading of Ordinance - Accepting Donations from the Morris Foundation.

NEW BUSINESS:

1. Official Newspaper Bid.
2. Special Occasion Liquor License – Peninsula Neighborhood Association.
3. New Liquor License Application – Memory Lane Recreation Center.

PUBLIC COMMENT/DISCUSSION:

COUNCIL COMMENTS:

STAFF REPORTS:

1. Ray Gilmore, Planning Director – Sign Code Hearing before the City Council.
2. Dave Rodenbach, Finance Director – Quarterly Report.

ANNOUNCEMENTS OF OTHER MEETINGS:

Sign Code Public Hearing – Wednesday, February 11th, 6:00 p.m. at City Hall.

APPROVAL OF BILLS:

ADJOURN:



City of Gig Harbor. The "Maritime City."

3105 JUDSON STREET
GIG HARBOR, WASHINGTON 98335
(253) 851-8136

TO: CITY COUNCILMEMBERS
FROM: MAYOR GRETCHEN WILBERT
SUBJECT: APPOINTMENT OF MAYOR PRO TEM
DATE: JANUARY 22, 1998

INFORMATION/BACKGROUND

It has been my custom to annually pass among the Councilmembers the opportunity to share some time in the capacity of Mayor Pro Tem.

Councilmember Ekberg has served in this capacity this past year and has earned a thank you in appreciation for his time and dedication.

It is time to pass the honor on to a Councilmember who has served on the Council for several years and who was recently selected by Council to fill Council position number six.

RECOMMENDTION

I recommend that Councilmember Marilyn Owel serve as Mayor Pro Tem for the year 1998 and until another Mayor Pro Tem is elected.

DRAFT

REGULAR GIG HARBOR CITY COUNCIL MEETING OF JANUARY 13, 1998

(Meeting postponed from the 12th due to weather conditions)

PRESENT: Councilmembers Ekberg, Young, Platt, Picinich, Markovich and Mayor Wilbert.

CALL TO ORDER: 7:06 p.m.

SWEARING IN CEREMONY: Mayor Wilbert introduced Judge Marilyn Paja, who performed the Oath of Office for Derek Young, Steve Ekberg, John Picinich, and Mayor Wilbert.

INTRODUCTION OF APPLICANTS FOR NEW COUNCIL POSITIONS:

Mayor Wilbert explained that due to the two new annexations and the certified increase in the population, the city was required to appoint two new members to the Council. She added that eight persons had sent in letters of interest for the position, and that these eight were present in the audience. She introduced seven of the eight persons to Council and invited them to each give a short presentation on why they would like to serve on the City Council. The interested persons who spoke were Robert Aulerich, Nanette Bullough, Robert Dick, Kenneth Drew, Bruce Gair, Marilyn Owel, and Mark Robinson. Richard O'Neill could not be present at the meeting, but the Mayor read a letter submitted by him.

After the presentations, Mayor Wilbert thanked the presenters and asked Mark Hoppen, City Administrator to explain the procedure in which the two new members would be appointed. Mr. Hoppen explained that statute requires Council to make a selection for position number six, then after that person takes the oath, the newly appointed Councilmember would participate in the selection for position number seven. He added that this would occur toward the end of new business.

APPROVAL OF MINUTES:

MOTION: Move approval of the minutes of the December 8, 1997 as presented.
Platt/Ekberg - unanimously approved

CORRESPONDENCE/PROCLAMATIONS: None scheduled.

OLD BUSINESS:

1. Second Reading -- Ordinance Establishing Compensation for the Municipal Court Judge.
Mark Hoppen explained that this was the second reading of an ordinance establishing the level of compensation for Municipal Court Judge for a base salary of \$1,300 per month with

an \$80 per hour limit for hours outside the general court docket.

MOTION: Move adoption of Ordinance No. 781 as presented.
Platt/Picinich – unanimously approved.

2. Second Reading of Ordinance – Acceptance of Private Streets and Utilities. Howard Jensen, Legal Counsel, presented this ordinance designed to provide criteria for the city to accept private streets and utilities for public use and to allow Council to review each request on a case-by-case basis. Councilmember Picinich asked if this ordinance addressed John Holmaas’ concerns. Mr. Hoppen explained that this ordinance needed to be in place before the Avalon Woods’ concerns were addressed. He added that this issue would be brought back at a later date.

MOTION: Move to adopt Ordinance No. 782.
Picinich/Ekberg -unanimously approved.

3. Second Reading of Ordinance – Planning Commission Recommendation – Amendment to Chapter 17.72 (Parking Standards for Multifamily Residential). Steve Osguthorpe, Planning Associate, explained that there were no comments at the first reading of this ordinance, but that Carol Morris, Legal Counsel, had a few minor suggestions to modify the ordinance before the second reading, which had been made.

MOTION: Move to adopt Ordinance No. 783.
Ekberg/Platt – unanimously approved.

NEW BUSINESS:

1. Pierce County Boating Safety Agreement. Mitch Barker, Chief of Police, presented this agreement and explained that the City was eligible to receive a portion of the vessel registration fees collected by the State of Washington.

MOTION: Move to authorize the Mayor to sign the Boating Safety Agreement to accept the amount of \$7,619.26.
Picinich/Platt – unanimously approved.

2. Job Description – Public Works Project Engineer. Mark Hoppen explained that this was a request for Council to include this description for Public Works Project Engineer to the City’s job descriptions.

MOTION: Move we include the Public Works Project Engineer job description in the City of Gig Harbor Job Descriptions.
Markovich/Picinich – unanimously approved.

3. First Reading of Ordinance – Proposed Revision to the Sign Code. Ray Gilmore, Planning Director, introduced this first reading of a recommendation from the Planning Commission for changes to the City Sign Code Section 17.80 of the GHMC. He added that as a recommendation from the Planning Commission, it is a legislative action and not a public hearing. He advised that after going reviewing the changes, Council could hold their own public hearing. He said he would briefly give an overview of the changes, representing seven months of Planning Commission work. He added that there had been twelve public hearings on the proposed changes and that there were twelve major issue areas addressed, plus one miscellaneous area. He gave highlights of the summary of the changes and answered Council's questions.

Councilmember Markovich said he would like an opportunity for further review of the changes. He said he was in favor of conducting another public hearing before deciding to adopt the recommendations. Councilmember Picinich agreed and said that Council should hold as many hearings as necessary to hear all the issues. Councilmember Markovich added that his intent was not to rehash the issues that had already been addressed by the Planning Commission. He said that he wanted to conduct one public hearing with guidelines to limit the time that would be expended on this issue.

Councilmember Young asked if one public meeting would be sufficient to accept enough comment. Ray Gilmore explained that Council could make a decision on the recommendation before them at a second reading without any additional information, but that Council had voiced a desire for an additional public hearing. He added that there were also constraints due to public notice requirements.

Councilmember Ekberg said that he agreed that they needed to give the public adequate time to give input, but not to redo the seven months of the Planning Commission's work. He asked that parameters be developed for a meeting and to encourage written comment on the issue. Ray Gilmore was asked to develop guidelines for the public hearing to be brought back at the next Council meeting for consideration. Mayor Wilbert said that the recordings of the Planning Commission proceedings would be available for review.

MOTION: Move we schedule a public hearing on Wednesday, February 11th, 6:00 p.m. at City Hall.
Picinich/Young – unanimously approved.

4. First Reading of Ordinance – Proposed Revisions to Chapter 17.98 Redefining the Design Review Process. Steve Osguthorpe, Planning Associate, explained that a number of the proposed changes to the Sign Code rely heavily on the City's Design Manual and the design review process. He explained that the Planning Commission drafted amendments to chapter 17.98 of the GHMC redefining the design review process to allow the Design Review Board to consider design criteria specified in the zoning code, including the sign code. He added

that these amendments would also provide a process for review of other site plans. This will return for a second reading at a later date.

5. Consultant Services Agreement – TIB Grants. Wes Hill, Public Works Director, explained that this will be the last year that the City will be eligible for the Small Cities Account program which is available only to agencies with less than 5,000 population. Because there are insufficient staff resources to perform the necessary review, preparation and follow-up to apply for various grants, he recommended that Council approve a consultant services agreement with Skillings-Connolly, to assist the city in an effort to secure grant assistance for upcoming projects.

MOTION: Move to authorize the Mayor to execute the Consultant Services Contract with Skillings-Connolly, Inc. in an amount not to exceed three-thousand one-hundred twenty-six dollars and twenty cents (\$3,126.20).
Platt/Picinich – unanimously approved.

6. 1998 Renewal – Pierce County Emergency Management Services. Mark Hoppen introduced this renewal for emergency management services at \$.60 per capita. He explained that the most notable portion of the contract was the workplan attached as Exhibit ‘A’. He added that he was involved in the development of a regional plan and said he was positive about the services being provided.

MOTION: Move we approve renewal of the Pierce County Emergency Management Services Contract.
Picinich/Ekberg – unanimously approved.

7. First Reading of Ordinance – Disclosure of Financing during Elections. Howard Jensen introduced this ordinance that would require campaign financing consistent with state law. Councilmember Picinich asked for clarification on two sections of the ordinance. Mr. Jensen explained (L) and (N) of the ordinance and said he would make changes to them before the next reading.

Councilmember Markovich asked how this item came to be on the agenda. Councilmember Young explained during the last council meeting that the subject was brought up by Mark Robinson and himself and that Councilmember Ekberg had asked staff to research the subject. Councilmember Picinich added that he too had concerns on the subject. Councilmember Markovich said that he had recently been involved in an election and the reporting requirements are not easy, thus the reason for the exemption for small cities to not put a significant burden on citizens. This item will return for further discussion at the second reading.

8. Ordinance – Accepting Donations from the Morris Foundation. Dave Rodenbach, Finance

Director, explained that the city had recently received a donation in the amount of \$25,000 from the Morris Foundation for the enhancement of the City Parks for new real estate acquisitions and/or capital improvements. He added that it was required to be adopted by ordinance because of the stipulation that the funds be used in specific areas. He asked that Council pass this ordinance in one reading to save time.

Councilmember Ekberg said he would prefer to bring this back for a second reading as he did not see the need for passage in one reading. Councilmember Markovich asked for clarification of the priority request that the donation be used for new park benefits in conjunction with the Gig Harbor Historical Society in an effort to secure property within the city. Mark Hoppen explained that if the Historical Society makes an offer on property within the six to twelve month time frame stipulated, these funds would be applied to that purchase because of the benefit to the city through a conservation easement and park system. He added that the Morris Foundation was attempting to benefit both the Historical Society and the city's park systems and that if an offer was not made within the time frame mentioned, the money would be used elsewhere.

Councilmember Platt asked if this request would become a priority over all other parks projects. Mr. Hoppen explained that only these particular funds would be a priority for this use and would not affect any other plans for property acquisition.

MOTION: Move for adoption of Ordinance No. 784 accepting the \$25,000 from the Morris Foundation.
Picinich / No second was made. The motion died.

Councilmember Markovich asked for a further clarification regarding the conditions attached to the funds.

MOTION: Move for adoption of Ordinance No. 784 accepting the \$25,000 from the Morris Foundation.
Picinich/Young --

Councilmember Ekberg said that there is a set procedure of two readings to allow for discussion and because there is nothing that constitutes an emergency in this ordinance, he would like this to be a first reading. Mayor Wilbert suggested inviting Mr. Morris to come to the next meeting to give clarification. Councilmember Platt agreed and added that he would like to hear from Mr. Morris regarding this benevolent gift and to thank him.

AMENDED MOTION: To make this the first reading of the ordinance and to invite Mr. Morris to come to the next meeting to answer any questions.
Ekberg/Picinich -- unanimously approved.

9. Resolution – Hotel-Motel Tax Changes. Dave Rodenbach explained that changes in the 1997 Legislature broadened the permitted uses for Hotel-Motel Taxes to include spending on tourism-related facilities. He said that one of the requirements brought about by the change was to form a lodging tax advisory committee to review, comment and provide recommendations to Council concerning changes of the tax and how the funds are spent. He explained the composition of the committee and read the names of the persons who volunteered to serve. Mayor Wilbert read the committee names as follows:

Wade Perrow, Sue Braaten, Cathy Franklin, and Mary Jackson, representing the businesses required to collect the tax. Donna Lormor, Chris Erlich, Shirley Tomasi, and Marie Sullivan, persons involved in activities authorized to be funded.

MOTION: Move to adopt Resolution No. 509.
Platt/Ekberg – unanimously approved.

10. Reappointment of the Building Code Advisory Board Members. Ray Gilmore explained that this is an established board whose members had volunteered to serve another term. He recommended approval of the Resolution re-appointing Mr. Tom Bates, Mr. Al Mitchell, and Mr. Jim Zuzy to another term.

MOTION: Move to approve Resolution No. 510 as presented.
Platt/Young – unanimously approved.

11. Liquor License Assumption – Spiros Pizza. No action taken.
12. Change of Corporate Officers – Harvester Restaurant. No action taken.
13. New Liquor License Application – Harbor Arco, AM/PM Mini Mart. Mayor Wilbert requested that a letter be sent to the Liquor Board informing them that this business had not yet been built.
14. Liquor License Renewals – Gourmet Essentials; Harbor Inn. No action taken.

It was discussed and Council decided to move the Public Comment/Discussion portion of the meeting before the final item of New Business to appoint new Councilmembers.

PUBLIC COMMENT:

Phil Arenson – 6750 Kimball Drive. Mr. Arenson said he was concerned about the procedures for allowing public comment during the readings of ordinances. He asked why during some readings

of Ordinances, the Mayor asked if there were any public comments, yet on the first reading of the sign code ordinance, no public testimony was allowed. He asked that a fixed parameter on how and when the public could spend on an issue be put into place. Mayor Wilbert addressed his concerns and Howard Jensen, Legal Counsel, explained that on issues that had not had a previous public hearing, the first reading was considered a time for any public comment.

Wade Perrow -- 911 No. Harborview Drive. Mr. Perrow thanked the Police Department for their patrol efforts in the newly annexed areas, and the Public Works Department for their help. He asked for an update on the progress of the East-West Road.

Wes Hill and Mark Hoppen explained that representatives from the Department of Transportation, Council and staff met on-site and will be meeting again several times to work out details of costs and design of the interchange.

NEW BUSINESS: (continued)

15. Appointment of Council Members to Vacant Positions. Mayor Wilbert asked for a motion to go into Executive Session in order to appoint a Councilmember to the vacant position number six.

MOTION: Move to go into Executive Session at 9:05 p.m. for approximately 30 minutes to appoint a Councilmember to the vacant position number six.
Picinich/Platt – unanimously approved.

MOTION: Move to return to regular session at 9:24 p.m.
Picinich/Platt – unanimously approved.

MOTION: Move to appoint Marilyn Owel to City Council position No. 6.
Picinich/Platt – unanimously approved.

Judge Marilyn Paja administered the oath of office to Ms. Owel and she joined the Councilmembers at their table.

MOTION: Move to go into Executive Session at 9:26 p.m. for approximately 30 minutes to appoint a Councilmember to the vacant position number seven.
Platt/Picinich – unanimously approved.

MOTION: Move to return to regular session at 9:44 p.m.
Platt/Picinich – unanimously approved.

MOTION: Move to appoint Robert Dick to City Council position No. 7.
Markovich/Platt – unanimously approved.

Judge Marilyn Paja administered the oath of office to Mr. Dick and he joined the Councilmembers at their table.

Mayor Wilbert thanked all the applicants and said how impressed the Councilmembers were at the quality and qualifications of the people who volunteered to serve their city.

MAYOR'S REPORT: None scheduled.

COUNCIL COMMENTS: None.

STAFF REPORT:

Mitch Barker, Chief of Police – GHPD Stats. Chief Barker gave a brief presentation on recent activities in the department and offered to answer questions.

ANNOUNCEMENT OF OTHER MEETINGS:

1. Welcome to City Hall Workshop for New Councilmembers – January 22nd, 8:00 a.m. – 4:30 p.m. in Fife.
2. Sign Code Public Hearing – February 11th, 6:00 p.m. at City Hall.

APPROVAL OF BILLS:

MOTION: Move approval of checks #19257 through #19369 in the amount of \$187,604.51.
Platt/Young - unanimously approved.

APPROVAL OF PAYROLL:

MOTION: Move approval of December payroll checks #15089 through #15220 in the amount of \$232,381.56.
Young/Platt - unanimously approved.

ADJOURN:

MOTION: Move to adjourn at 9:50 p.m.
Platt/Picinich - unanimously approved.

Cassette recorder utilized.
Tape 478 Both Sides.
Tape 479 Both Sides.
Tape 480 Side A 000 – 128.

Mayor

City Clerk

Washington State World War II Memorial

PO Box 41150
Olympia, WA 98504-1150
1-800-562-2308



FUND RAISING COMMITTEE

The Honorable Gary Locke
Governor
Honorary Chair

Patrick H. Brady
Medal of Honor

Robert E. Bush
Medal of Honor

The Honorable Slade Gorton
U. S. Senator

The Honorable Patty Murray
U. S. Senator

The Honorable Dan Evans
Former Governor

The Honorable Booth Gardner
Former Governor

The Honorable Mike Lowry
Former Governor

The Honorable Albert D.
Rosellini
Former Governor

The Honorable John
Spellman
Former Governor

The Honorable Brad Owen
Lieutenant Governor

The Honorable Ralph Munro
Secretary of State

The Honorable Brian Sonntag
State Auditor

The Honorable Terry
Bergeson
*Superintendent of Public
Instruction*

The Honorable Robert
Graham
State Auditor Emeritus

The Honorable Don Benton
State Senator

The Honorable Bob Oke
State Senator

The Honorable Tim Sheldon
State Senator

The Honorable Sid Snyder
State Senator

The Honorable Steve Conway
State Representative

The Honorable Paul Zellinsky
State Representative

Maj. Gen. Gregory Barlow
Adjutant General

STAFF

Richard Kirk
Chair

Jack Colman

Betty Des Jarlais

John Des Jarlais

January 13, 1998

City Council
City of Gig Harbor
3105 Judson St.
Gig Harbor, WA. 98335

Greetings:

On behalf of the Washington State World War II Memorial Committee, I am pleased to submit this letter of request to the City of Gig Harbor for a \$5,000 contribution in support of the Washington State World War II Memorial.

The memorial is inspired by themes from the first stanza of Katherine Lee Bates' song "America the Beautiful." Designed by artist Simon Kogan of Olympia, it educates the viewer about battles fought and sacrifices made to ensure democracy for the entire world. "Children of the State of Washington: The Product of the Sacrifice"---is the theme. It is for our children that men and women served and sacrificed to secure peace and freedom over fifty years ago, and it is for our children that we strive to preserve that peace today.

This memorial is not about glorifying war. It is about **teaching** our state's young people and future generations about what took place, where it took place and then try to answer why it took place, so they---our leaders of tomorrow---may work to avoid another world war.

Who We Are

The Washington State World War II Memorial Committee was created by 1995 legislation enacted by the Washington State Legislature that authorized the memorial. The committee is chaired by John M. King, Director of the Washington State Department of Veterans Affairs and is comprised of the veteran and community volunteers. The individuals on the

committee represent a variety of veterans service organizations including the Veterans of Foreign Wars, American Legion, Disabled American Veterans, Military Order of the Purple Heart, American G.I. Forum and American Ex-Prisoners of War.

SUPPORTED BY

Veterans of Foreign Wars
American Legion
American Ex-Prisoners of War
American GI Forum

The Chosin Few
AMVETS
American Merchant Marine Veterans
Military Order of the Purple Heart

Disabled American Veterans
Marine Corps League
Vietnam Veterans of America
Paralyzed Veterans of America

City of Gig Harbor
January 13, 1998
Page 2

World War II Memorial Progress

More than two years of work by the committee and numerous volunteers has resulted in the selection of a site and design. As of , January 7, 1998 nearly \$96,000.00 has been received in contributions as part of a statewide grassroots campaign.

The Goal

During the next weeks and months, Washington citizens, businesses and government entities are being asked to contribute to this extremely worthwhile and long overdue project. They will give not so much to build a monument, but to preserve the memories of men and women who have long since left us. Above all, they will give to teach our youth about the cost of war. The goal is to dedicate the memorial on November 11, 1998.

The enclosed brochure provides more information about the memorial. The goal is to raise \$650,000 for this project to cover construction, maintenance and preservation.

The Washington State World War II Memorial is being built because "***We Must Remember.***"

Thank you for your favorable consideration. I look forward to hearing from you. For more information please contact Adolfo Capestany at (360) 709-5233.

Sincerely,



Richard L. Kirk (Lt. Col. USA-Ret)
Chairman
Fund Raising Campaign

Enclosures



City of Gig Harbor. The "Maritime City."

3105 JUDSON STREET
GIG HARBOR, WASHINGTON 98335
(253) 851-8136

TO: MAYOR WILBERT AND CITY COUNCIL
FROM: MARK HOPPEN, CITY ADMINISTRATOR *MH*
**SUBJECT: SECOND READING OF ORDINANCE - DISCLOSURE OF FINANCING
DURING ELECTIONS**
DATE: JANUARY 19, 1998

INFORMATION/BACKGROUND

Municipalities with fewer than 5000 registered voters have the option to require disclosure of campaign financing consistent with state law. Legal Counsel has crafted the attached ordinance to require campaign finance disclosure for elections for local office within the City of Gig Harbor. The ordinance is consistent with Washington state law and the requirements of the Washington state Public Disclosure Commission.

Council member Picinich asked that paragraphs L and N of the proposed ordinance be clarified. Legal Counsel has complied with this directive.

Information pertinent to campaign disclosure is attached, including sample forms which may require submittal should the Council choose to adopt state public disclosure requirements.

POLICY CONSIDERATIONS

The Public Disclosure Commission requires notice of the adoption of disclosure statutes through an ordinance, a resolution or other official action from a city with fewer than 5000 registered voters in order to apply campaign finance disclosure requirements to the jurisdiction.

FISCAL CONSIDERATIONS

None.

RECOMMENDATION

Staff recommends approval of the ordinance at this reading.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF GIG HARBOR, WASHINGTON, RELATING TO THE DISCLOSURE OF FINANCING FOR ELECTION CAMPAIGNS, REQUIRING THAT CANDIDATES FOR CITY OFFICE COMPLY WITH CERTAIN STATUTORY FILING, REPORTING AND DISCLOSURE PROVISIONS FOR THE FINANCING OF ELECTION CAMPAIGNS; ADOPTING SECTIONS 42.17.020, 42.17.040, 42.17.050, 42.17.060, 42.17.067, 42.17.070, 42.17.080, 42.17.090, 42.17.095, 42.17.100, 42.17.105, 42.17.110, 42.17.120, 42.17.125, 42.17.128, 42.17.130 AND 42.17.135 RCW BY REFERENCE; AND ADDING NEW SECTIONS 2.12.100 AND 2.12.105 TO THE GIG HARBOR MUNICIPAL CODE.

WHEREAS, the City Council wishes to make candidates and political committees accountable to the citizens; and

WHEREAS, certain statutory provisions in chapter 42.17 RCW make candidates and political committees accountable through campaign finance disclosure; and

WHEREAS, these statutory provisions do not currently apply to candidates or political committees in the City of Gig Harbor because the City contains fewer than 5000 registered voters as of the date of the most recent election; and

WHEREAS, pursuant to RCW Section 42.17.405, the City Council may adopt the statutes by reference through an ordinance, resolution or other official action; NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. A new Section 2.12.100 is hereby added to the Gig Harbor Municipal Code, which shall read as follows:

2.12.100 Campaign Financing -- Obligation of Political

Candidates and Committees to Comply with Requirements of GHMC 2.12.105. The provisions of GHMC 2.12.105 and the statutes adopted by reference therein, shall apply to all election campaigns other than for precinct committee officer; and for a federal elective office.

Section 2. A new Section 2.12.105 is hereby added to the Gig Harbor Municipal

Code, which shall read as follows:

2.12.105 Disclosure -- Campaign finances adopted.

The following state statutes are specifically adopted by reference and incorporated herein as if set forth in full. Brief summaries of each provision are provided for reference purposes only, are not intended to amend any of the statutory provisions, and should not be relied upon as a full description of the requirements contained in any statutory provision.

- A. **RCW 42.17.020 Definitions.**
- B. **RCW 42.17.040 Obligation of political committees to file statement of organization.** [Requiring a statement of organization for every political committee, setting deadlines for filing of the statement, describing the contents of such statement and identifying the manner in which such statement must be filed.]
- C. **RCW 42.17.050 Treasurer -- Depositories.** [Requiring each candidate to designate and file the names and addresses of his/her treasurer and bank, describing the manner of filing and the prohibitions on support of political candidates by political committees and exceptions thereto.]
- D. **RCW 42.17.060 Deposit of contributions -- Investment of campaign funds, qualifications -- Unidentified contributions -- Cash contributions.** [Describing the manner in which a treasurer shall deposit contributions in bank accounts, the methodology for keeping and identifying such accounts, prohibitions on the use of accumulated unidentified contributions and acceptance of cash

contributions.]

- E. **RCW 42.17.065 Filing and reporting by continuing political committee.** [Describing the manner in which a continuing political committee shall file reports, the contents of such reports and required bookkeeping.]
- F. **RCW 42.17.067 Fund-raising activities -- Alternative reporting method.** [Describing the manner in which certain fund-raising activities may be reported, the contents of such report, and the manner of filing.]
- G. **RCW 42.17.070 Expenditures -- Authorization of and restrictions on.** [Describing the manner in which a candidate or political committee may make expenditures of funds, and the necessary record-keeping requirements.]
- H. **RCW 42.17.080 Candidates' and treasurers' duty to report contributions and expenditures.** [Describing the manner in which a report of contributions must be filed by a candidate or political committee, the timeframes for such reporting and continued reporting, and the necessary record-keeping requirements.]
- I. **RCW 42.17.090 Contents of report.** [Listing all of the necessary elements of the report required by RCW 42.17.080.]
- J. **RCW 42.17.095 Disposal of surplus funds.** [Describing the manner in which a candidate or political committee supporting or opposing a candidate may dispose of surplus funds.]
- K. **RCW 42.17.100 Special reports -- Independent expenditures.** [Defining "independent expenditures," which are not required to be reported pursuant to RCW 42.17.060, 42.17.080 or 42.17.090, and describing the method for filing an initial report of such expenditures.]
- L. **RCW 42.17.105 Special reports, late contributions or totals over five hundred dollars -- Certain late contributions prohibited.** [Requiring campaign treasurers to prepare special reports when a contributor gives a candidate more than five hundred dollars during a special reporting period, defining the term "special reporting

periods," describing the acceptable methods for filing a special report, and prohibiting certain late contributions.]

- M. **RCW 42.17.110 Commercial advertisers -- Documents and books open for public inspection -- Delivery of copies to commission upon request.** [Requiring commercial advertisers of political advertising to maintain certain records for public inspection, describing the type of records, the contents of the records, and requiring such advertisers to provide copies of such information under certain circumstances.]
- N. **RCW 42.17.120 Identification of contributions and communications.** [Prohibiting contributors from concealing their identity, and prohibiting the concealment of campaign expenditures.]
- O. **RCW 42.17.125 Personal use of contributions -- When permitted.** [Describing the circumstances in which certain contributions may be expended for an individual's personal use.]
- P. **RCW 42.17.128 Use of public funds for political purposes.** [Prohibiting the use of public funds to finance campaigns for state or local office.]
- Q. **RCW 42.17.130 Forbids use of public office or agency facilities in campaign.** [Prohibiting the use of public office or agency facilities in campaigns, describing the activities which constitute exceptions.]
- R. **RCW 42.17.135 Earmarked contributions.** [Describing the manner in which a candidate or political committee receiving a contribution earmarked for the benefit of another candidate or political committee must report the contribution and provide notification.]

Section 3. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 4. Pursuant to RCW 35A.12.140, a copy of all the statutes set forth in Section 2 of this ordinance shall be filed in the office of the City Clerk for examination by the public.

Section 5. Pursuant to RCW 42.17.405, the City Clerk shall mail a copy of this ordinance to the Public Disclosure Commission after adoption.

Section 6. This ordinance shall take effect and be in full force five (5) days after publication of an approved summary consisting of the title.

APPROVED:

MAYOR, GRETCHEN A. WILBERT

ATTEST/AUTHENTICATED:

CITY CLERK, MOLLY TOWSLEE

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

BY _____

FILED WITH THE CITY CLERK: 1/7/98
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO. _____

SUMMARY OF ORDINANCE NO.

of the City of Gig Harbor, Washington

On the ____ day of _____, 199__, the City Council of the City of Gig Harbor, passed Ordinance No. _____. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE CITY OF GIG HARBOR, WASHINGTON, RELATING TO THE DISCLOSURE OF FINANCING FOR ELECTION CAMPAIGNS, REQUIRING THAT CANDIDATES FOR CITY OFFICE COMPLY WITH CERTAIN STATUTORY FILING, REPORTING AND DISCLOSURE PROVISIONS FOR THE FINANCING OF ELECTION CAMPAIGNS; ADOPTING SECTIONS 42.17.020, 42.17.040, 42.17.050, 42.17.060, 42.17.067, 42.17.070, 42.17.080, 42.17.090, 42.17.095, 42.17.100, 42.17.105, 42.17.110, 42.17.120, 42.17.125, 42.17.128, 42.17.130 AND 42.17.135 RCW BY REFERENCE; AND ADDING NEW SECTIONS 2.12.100 AND 2.12.105 TO THE GIG HARBOR MUNICIPAL CODE.

The full text of this Ordinance will be mailed upon request.

DATED this ____ day of _____, 199__.

CITY CLERK, MOLLY TOWSLEE



PUBLIC DISCLOSURE COMMISSION

711 CAPITOL WAY RM 403
PO BOX 40908
OLYMPIA WA 98504-0908
(360) 753-1111

Starting Off on the Right Foot

(Answers to Questions Frequently Asked
by First-Time Candidates)

March 1997

■ Which Candidates Have to File Disclosure Reports?

Candidates running for state office must file personal financial affairs statements and campaign disclosure reports. Local office candidates in jurisdictions of under 1,000 registered voters as of last year's general election have no reporting requirements. Those in jurisdictions of 1,000 or more registered voters as of last year's general election must file financial affairs statements. Local office candidates in jurisdictions of 5,000 or more registered voters, or covering an entire county, must also file campaign disclosure reports. Take note that it's the number of voters in a jurisdiction that matters, not the number of voters in a candidate's district. Your county elections officials can tell you how many voters were in each jurisdiction as of last year's general election.

■ What Starts the Whole Process?

Becoming a candidate. And, according to the disclosure law, you become a candidate when you: raise or spend money for your campaign, reserve space or purchase advertising to promote your candidacy, authorize someone else to do any of these activities for you, state publicly that you're seeking office, or file for office, whichever happens first.

■ Once I Become a Candidate, Then What?

Within two weeks of the date you become a candidate, do the following: 1) Fill out a personal Financial Affairs Statement (Form F-1) and mail it to PDC (persons who have a current F-1 on file with PDC need not re-file); and 2) Fill out the Candidate Registration form (Form C-1) and mail the original to PDC and a copy to your county auditor. (In King County, send copy to the Division of Records and Elections.) City of Seattle candidates also file a copy of their C-1 and F-1 with the City Clerk.

■ Where Do I Get Copies of Blank Forms and Instruction Manuals?

Call PDC (360/753-1111) or order materials in the space provided on the C-1. County auditors (King County: Div. of Records & Elections) also stock PDC forms, manuals and brochures.

■ I Suspect There's More to This Reporting . . . Am I Right?

Probably, it depends on how much you're going to raise and spend on your campaign.

If you choose Mini Reporting (because during the course of your campaign you're raising and spending no more than \$500 in addition to your filing fee and you won't accept more than \$200 from any contributor besides yourself), the C-1 and the F-1 are the only PDC reports you have to file. Be sure to obtain a copy of the Mini and Abbreviated Reporting Manual and read it carefully.

If you choose Abbreviated Reporting (because you're going to raise and spend \$2,000 or less, including the amount of your filing fee, and you won't accept more than \$200 from any contributor besides yourself), you only have to file one additional report, PDC Form ABB C-4, by the 10th of the first month following the election. Be sure to obtain a copy of the Mini and Abbreviated Reporting Manual and read it carefully.

If you're going to raise and spend over \$2,000 to get elected (or less than that, but you want to accept more than \$200 from one or more donors), you fall into the Full Reporting category and you'll be filing frequent contribution and expenditure reports (Forms C-3 and C-4, respectively). Be sure to obtain a copy of the Local and Judicial Office Candidates manual or the State Executive & Legislative Candidates manual, depending on the office you're seeking. Both you and your treasurer should read the manual carefully.

■ When are Contribution and Expenditure Reports Due?

C-3 Contribution Reports: Before July 1, candidates fill out a C-3 report for each bank deposit made and file the reports with their periodic C-4 reports. Beginning July 1, on each Friday, campaigns must file C-3 reports of the bank deposits made during the previous 7 days. Since contributions must be deposited within 5 business days of receipt, active campaigns will make at least one week deposit and, on Fridays, file a C-3 report for each deposi...

C-4 Summary Reports: This report, along with its attached schedules, summarizes the campaign's financial activity and shows itemized expenditures; it's due:

From January through July, if a campaign has over \$200 in contribution or expenditure activity during a month, a C-4 report is filed by the 10th of the following month; During August through December, C-4 reports are due 21 and 7 days before the primary and general elections, even if there was little or no activity to report. Primary losers will also file on October 10. General election candidates will file an additional C-4 on December 10. Obtain a copy of the 1997 Key Reporting Dates for Candidates.

All PDC reports are considered filed as of the postmark date or the date they are hand-carried to the PDC office.

■ Where Do I File PDC Reports?

The personal financial affairs statement (F-1) is, in most cases, filed only with PDC in Olympia. Send the original of all campaign disclosure reports (the "C" series) to PDC; provide a copy of these campaign reports to your county auditor. (King County: Div. of Records and Elections). By local ordinance, City of Seattle candidates also file copies of "C" reports and their F-1 statement with the City Clerk.

■ Must I Have a Separate Campaign Account?

Yes. By law, candidates must open a separate campaign account in a bank, credit union or savings and loan institution. However, candidates using Mini Reporting have been permitted to use their personal checking or savings account for campaign purposes. They must be prepared, though, to allow anyone to review their check book register during the eight days before the election when campaign records are open for public inspection.

■ May I Serve as My Own Treasurer?

Yes. However, candidates using Full Reporting are strongly encouraged to enlist the aid of a treasurer who has the time and energy necessary to keep detailed, accurate records and file frequent reports. Your treasurer does not need to be a professional accountant.

■ From Whom May I Accept Contributions?

Generally, contributions from individuals, corporations, unions and other organizations are permitted. Candidates for legislative and state executive office have special contributor restrictions. By federal law, no foreign corporations or citizens (unless they have green cards) may contribute to or spend funds on behalf of U.S. candidates. A candidate may personally finance his/her entire campaign. Local restrictions may apply to candidates seeking some county and city offices. Check

with your county auditor. (King County: Division of Records & Elections.)

■ Is There a Maximum Contribution Amount?

State law sets contribution limits on donations to legislative and state executive office candidates as well as bona fide political party and caucus political committees. See instruction manuals for details. Also, during the 21 days before the general election, no contributor (except the state committee of the Democrats and the Republicans) may give more than a total of \$50,000 to a state-wide office candidate or \$5,000 to any other candidate or political committee. This limit also applies to a candidate's contributions to his or her own campaign. Candidates must not accept contributions that exceed their respective limits. Additional local restrictions may apply to candidates seeking local office.

■ Is There an Expenditure Limit?

Although Mini and Abbreviated reporting have expenditure maximums, no other expenditure limit exists in state law. If you're running for local office, check with your local elections officials regarding any local expenditure limit.

■ Must I Identify All Contributors?

Anyone who gives you more than a total of \$25 during the course of your campaign in monetary and in-kind contributions must be identified by name and full address. Plus, if an individual gives you a total of \$100 or more, you must also show this person's occupation and the name, city and state of his or her employer.

■ May I Be Reimbursed for the Personal Funds I Spend on My Campaign?

A candidate's contributions to his or her own campaign must first be reported as loans in order to be eligible for repayment. If you loan your campaign over \$3,500 per election, however, you may only be repaid up to \$3,500 for primary election loans and \$3,500 for general election loans. If you keep receipts or other detailed records concerning out-of-pocket expenses, the campaign may reimburse you as long as it does so promptly.

■ Are There Laws Governing Political Ads?

Yes. Get a copy of the "Political Advertising" brochure dated March, 1997, or refer to the section on Political Advertising in your instruction manual.

Call PDC at (360) 753-1111 for assistance!

Are Disclosure Reports Required?

Are you a candidate? Have you solicited contributions or made expenditures (including placing orders)? Reserved space, facilities or broadcasting time? Authorized another to do any of these activities for you? Or, have you publicly announced your candidacy or filed for office?



Are you a candidate:

- for federal office;
- in a town or district that had fewer than 1,000 registered voters as of the last general election;
- for precinct committee officer; or
- for an office in a district where voters must own property or have other special qualifications (e.g., irrigation, diking, or flood control)?



Are you a candidate in a town or taxing district that does not include the entire county and that had fewer than 5,000 registered voters as of the last general election? (Check with county elections office.)



File a financial affairs report (Form F-1) within two weeks of becoming a candidate.



During your election campaign will you spend:

\$0 to \$500 (& receive \$200 or less from any donor)	\$501 to \$2000	Over \$2000
USE MINI REPORTING: File Forms F-1 and C-1 within two weeks of becoming a candidate. No other reports are required.	USE ABBREVIATED REPORTING: File Forms F-1 and C-1 within two weeks of becoming a candidate. File a Summary of Contributions and Expenditures (Form ABB C-4) on 12/10/97. That's all.	USE FULL REPORTING: File Forms F-1 and C-1 within two weeks of becoming a candidate. File C-3 and C-4 reports according to the Full Reporting Schedule included in this pamphlet.
(Obtain Mini/Abbreviated or Full Campaign Reporting Instructions from your county elections office or PDC.)		



Relax. No reports are required.



Relax, you don't have to file state reports. [Federal candidates check with the Federal Election Commission (FEC) 1-800-424-9530.]



File a financial affairs statement (Form F-1) within two weeks of becoming a candidate. No other reports are required.

Reports Required Summary

Option	F-1	C-1	C-3	C-4
MINI	Yes	Yes	No	No
ABBREVIATED	Yes	Yes	No	Yes ABB C-4 due 12/10/97
FULL	Yes	Yes	Yes	Yes
See Full Reporting Schedule				

F-1 is due within two weeks of becoming a candidate.

C-1 is due within two weeks of becoming a candidate.

Send Reports To:

F-1 PDC
C-1, C-3 & C-4 PDC and County Elections Office

1997 Full Reporting Schedule

- C-3 All contributions must be deposited within 5 business days of receipt; fill out a C-3 for each deposit. Prior to July 1 C-3 may be sent with C-4; after July 1 mail C-3s weekly on Friday.
- C-4 With initial C-1 report if contribution were received or expenditures made.
- C-4 Due by the 10th of each month if no other C-4 is required during that month and if contributions or expenditures are over \$200 since last C-4.
- C-4 Aug. 26 21 days before primary
- C-4 Sept. 9 7 days before primary
- C-4 Oct. 10 Post-primary report (See note below)
- C-4 Oct. 14 21 days before general
- C-4 Oct. 28 7 days before general
- C-4 Dec. 10 Post-general report

Dates shown are for 1997 primary and general elections only. Candidates participating in special elections file C-4 reports 21 and 7 days before and on the 10th of the first month following the election.

NOTE: The post primary report is not required from candidates who will be in the general election.

Political Advertising

The law requires that campaign advertising meet requirements for sponsor identification, political party affiliation and truthfulness. Detailed information is contained in campaign reporting instructions and the brochure on political advertising.

Generally, political ads, whether broadcast or printed, must identify the sponsor of the ad. In partisan campaigns, all ads and signs must show the candidate's political party.

It is a violation for a person to sponsor political advertising that contains a false statement of material fact.

Contribution Limits

A candidate for state executive or legislative office must limit contributions received to the amounts shown:

Source of Contribution	To State Executive Candidate	To Legislative Candidate
Individual	\$1,100 ¹	\$550 ¹
Union or Business	1,100 ¹	550 ¹
Political Action Committee	1,100 ¹	550 ¹
State Party Central Com.	.55/voter ²	.55/voter ²
County Party Central Com.	.28/voter ³	.28/voter ⁴
Legislative District Com.	.28/voter ³	.28/voter ⁴
Minor Party Committee	.55/voter ²	.55/voter ²
Caucus Political Com.	.55/voter ²	.55/voter ²

- ¹ Separate limit for primary election and general election.
- ² Limit for election cycle (i.e., from start of candidate's campaign through Nov. 30 of election year).
- ³ All county central committees and legislative district committees share a combined limit per candidate of \$.28 per registered voter during the election cycle.
- ⁴ A legislative district committee and the county central committees in that district may only give to candidates in their jurisdictions and they share one limit of \$.28 per registered voter for the election cycle.

Candidates for local offices are not limited by state law regarding amounts that may be accepted. Unless limited by local ordinance, contributions in any amount may be accepted from contributors.

However, no candidate may accept:

- anonymous contributions in excess of \$300 per year or 1% of all contributions received in a year, whichever is greater.
- more than \$5,000 from one source (except the state party committee) during the last 21 days before a general election. (\$50,000 limit for a supreme court candidate.)

Keeping Books

The key to campaign finance reporting is up-to-date, detailed records of each contribution and expenditure.

Report all campaign income (contributions, loans, candidate's personal funds, etc.) and expenditures (including orders you have placed). Your records should consist of bank deposit slips, bank statements, receipts, cancelled checks, etc.

You must keep your records for five years from the date of the election.

Explanation of Reports

Financial Affairs Report (PDC F-1). Used by candidates to indicate some personal and business financial relationships and property holdings. It shows citizens what personal financial interests might conflict with service as an elected official. However, in most cases, filing this report gives candidates the opportunity to show that no conflict of interest potential exists.

Campaign Finance Reports (PDC forms C-1, C-3, C-4). Required from candidates and political committees. All candidates and committees not exempt from reporting register with PDC and their county elections office by filing a registration statement (C-1 or C-1pc).

When completing the C-1, you will choose which of three reporting options will be used during the campaign. This choice is based on how much money you plan to raise and spend. During the campaign most candidates must periodically report campaign contributions and expenses.

Forms and Instructions

Available from county election offices or PDC
Mini-Abbreviated Campaign Reporting Instructions and Forms

Full Reporting Campaign Instructions:

- State Executive & Legislative Candidates
- Local and Judicial Office Candidates
- Political Committees

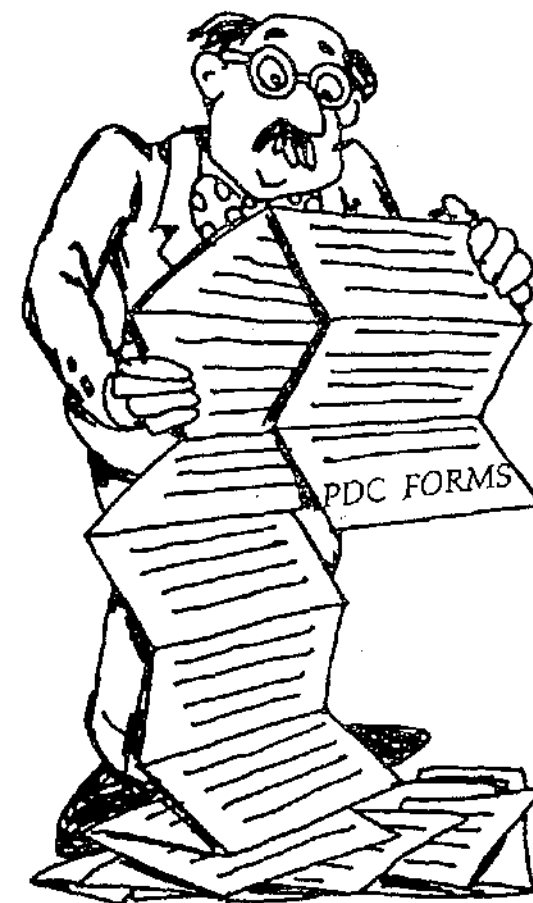
Full Reporting Forms:

- C-1 - Registration Statement
- C-3 - Cash Receipts
- C-4 - Receipts & Expenditure Summary
- Schedule A - Cash Receipts and Expenditures
- Schedule B - In-kind Contributions, Orders Placed, Debts
- Schedule C - Corrections
- Schedule L - Loans
- Special Report E - Earmarked Contribution Report
- Attachment Au - Auction Report

Special Reporting Forms:

- C-5 - Out-of-State and Federal PACs
- C-6 - Independent Campaign Expenditures
- C-7 - Special Political Expenditures
- F-1 - Financial Affairs Statement

Candidate's Campaign Reporting Pocket Guide



PUBLIC DISCLOSURE COMMISSION
 711 CAPITOL WAY RM 403
 PO BOX 40908
 OLYMPIA WA 98504-0908
 (360) 753-1111

March 1997

Summary of Campaign Disclosure Reports

PDC Form	What it Contains	When it's Due*
F-1 Financial Affairs Statement	Sources of income, real estate transactions, bank accounts, stocks, debts owed, business holdings and business customers.	Within 2 weeks of becoming a candidate. (Incumbents who have a current report on file with PDC do not need to file another F-1 statement.)
C-1 Candidate Registration	Office sought, reporting option, committee officers, treasurer's name, time and place for public inspection of records.	Within 2 weeks of becoming a candidate.
C-3 Cash Receipts, Monetary Contributions	Names of contributors, amounts, addresses, occupation, employer.	Bank deposits must be made weekly. Complete a C-3 for each deposit and file the C-3 reports as follows: For primary and general elections --Between July and general election day, file weekly on Fridays. For special elections --During last 4 months before election, file weekly on Fridays. Other Periods --File with C-4 reports.
Schedule L (Part 1)	Name and address of contributor (lender), amount of loan, interest rate, repayment schedule.	
Attachment Au	Names and addresses of contributors donating and purchasing auction items.	
C-4 Receipts and Expenditure Summary	Total contributions and expenditures for campaign.	<ul style="list-style-type: none"> • Same day as C-1 if contributions were received or expenditures made before registering; • 10th of each month to cover preceding calendar month (or period since last C-4) if over \$200 in contributions or expenditures; • 21 days before primary and general; • 7 days before primary and general; and • 10th of first month after election (candidates who are in the general do <u>not</u> file the post-primary report).
Schedule A	Itemized expenses, contribution totals for period.	
Schedule B	In-kind contributions, pledges, orders placed.	
Schedule C Schedule L (Parts 2-4)	Corrections, adjustments. Details regarding loan payments and loans forgiven and outstanding.	

Other Reports

- C-5** Contributions and Expenditures by Out-of-State Committees is used by political committees domiciled outside Washington State to report contributions made to in-state candidates and committees. This report must be filed by the out-of-state committee within ten days of the contribution's receipt.
- C-6** Independent Expenditures is used by persons making campaign expenditures of \$100 or more that are not made to, or in conjunction with, a candidate or political committee.

* File Campaign Disclosure Reports ("C" series) with PDC and your county elections office. Reports are considered filed as of postmark date.

**REGISTRATION:
 CANDIDATES/CANDIDATE COMMITTEE**

C1	(11/93)	P O B O X T R A K R E C O R D S D I V I S I O N	PDC OFFICE USE

Candidate's Name (Do not abbreviate. Include candidate's full name.)
 John A. "Jack" Jones, Jr.

Candidate's Committee Name (Do not abbreviate.)
 Jones for City Council

Mailing Address
 123 Miller Way

City Anyplace County Grassland Zip 98000-0000

1. What office are you running for? Legislative District, County or City Position No. Do you now hold this office?
 City Council Anyplace 2 Yes No

2. Political party (if partisan office) Independent 3. Date of general or special election November 6, 199x

4. How much do you plan to spend during your entire election campaign, including the primary and general elections? Based on that estimate, choose one of the reporting options below.
 If no box is checked you are obligated to use Option III, Full Reporting. See instruction manuals for information about reports required and changing reporting options.
 Option I MINI REPORTING In addition to my filing fee of \$ _____, I will raise and spend no more than \$500, including charges for the voters pamphlet. I will accept no more than \$200 in the aggregate from any contributor except myself.
 Option II ABBREVIATED REPORTING I will raise and spend no more than \$2,000, including my filing fee and charges for the voters pamphlet. I will accept no more than \$200 in the aggregate from any contributor except myself.
 Option III FULL REPORTING I will use the Full Reporting System. I understand frequent, detailed reports are required.

5. Campaign Telephone Number: (509) 555-1313
 Campaign Fax Number: (509) 555-1414

6. Treasurer's Name and Address (Candidates may be treasurer.) (List deputy treasurers on attached sheet.) Daytime Telephone Number
 Michael Kennedy (509) 555-1212

7. Committee's Principal Officers. List name, address and title.
 Carol Jean Jones, Manager, 123 Miller Way, Anyplace, WA 98000-0000
 George Anthony, Finance Chair, 400 Main Street, Anyplace, WA 98000-0000
 Karen Lynn, Volunteer Coordinator, 42 Second Avenue, Anyplace, WA 98000-0000

8. Campaign Bank or Depository Branch City
 Anyplace Savings and Loan Oak Creek Mall Anyplace

9. Related or Affiliated Political Committees. List name, address and relationship.
 People for Responsible Government, PO Box 85, Anyplace, WA 98000-0000; Sharing Advertising

10. Campaign records are to be open for public inspection the last eight days before election. (Two hours daily between 8 AM - 3 PM, Monday - Friday.) Show location and hours below:
 Street Address (Do not use a Post Office Box Number) Hours
 123 Miller Way 9:00 a.m. -- 11:00 a.m.

11. CERTIFICATION:
 I certify that this report is true, complete and correct to the best of my knowledge.
 Candidate's Signature Date 3/1/199X

John A. Jones, Jr

Please advise us about which forms and instructions you need. Remember, candidates must file a Financial Affairs Statement (F-1) unless a current one is already on file with PDC. Check all boxes which apply.

I already have financial affairs and campaign disclosure forms and instructions.
 I am using Mini Reporting and, therefore, do not need the other campaign disclosure forms. In addition, I have already filed my Financial Affairs Statement and need no additional F-1 forms.
 I will obtain all forms and instructions from my county elections office.
 I want PDC to mail me: the F-1 instruction booklet (which includes forms) the appropriate campaign disclosure forms and instructions.

DISTRIBUTION OF THIS REPORT:
 ORIGINAL — Public Disclosure Commission
 COPY — County Elections Dept. (Auditor)
 COPY — Your own records
 (Note: City candidates contact City Clerk to see if local filing is required.)



CASH RECEIPTS MONETARY CONTRIBUTIONS

C3

(11/93)

FOR OFFICE USE

MARK
DATE
RECEIVED

Candidate or Committee Name (Do not abbreviate. Use full name.)

John A. "Jack" Jones, Jr.

Mailing Address

123 Miller Way

City

Anyplace, WA

Zip

98000-0000

Office Sought (candidate)

City Council

1. MONETARY CONTRIBUTIONS DEPOSITED IN ACCOUNT

Date Received	Please type or print clearly in ink.	Amount	Total
5/18/9X	a. Anonymous	34.12	84.12
5/14/9X	b. Candidate's personal funds deposited in the bank (include candidate loans in 1c)	500.00	564.85
5/15/9X	c. Loans, notes, security agreements. Attach Schedule L	5,000.00	
5/17/9X	d. Miscellaneous receipts (interest, rentals, auctions, other). Attach explanation (auction \$1,215) (refund \$10)	1,225.00	
5/15/9X	e. Small contributions \$25.00 or less not itemized and number of persons giving 4 (persons)	80.00	

2. CONTRIBUTIONS OVER \$25.00

Date Received	Contributor's Name, Address, City, State, Zip	Contributions of \$100 or more: * Employer's Name, City and State	PAID	GEN	Amount	Aggregate Total*
5/15/9X	Receipts from low-cost fund raiser (neighborhood pot luck)				200.00	
5/15/9X	Maureen Kennedy PO Box 711 Olympia, WA 98500				20.00	70.00
5/15/9X	Sally Perkins 200 140th Avenue South Beachview, WA 98000	Chamber of Commerce Bestview, WA			75.00	150.00
5/16/9X	XYZ Inc. 400 B Avenue Bend, WA 98000				100.00	500.00
5/16/9X	United Workers Union 100 K St., Monaco, RI				100.00	100.00
<input type="checkbox"/> Check here if additional pages are attached					Sub-total Amount from attached pages 7,334.12 0	*See Reverse For Details

3. TOTAL FUNDS RECEIVED AND DEPOSITED OR CREDITED TO ACCOUNT

Sum of parts 1 and 2 above. Enter this amount in line 1, Schedule A to C-1.

7,334.12

4. Date of Deposit

5/19/9X

I certify that this report is true and complete to the best of my knowledge

Treasurer's Signature

Michael Kennedy

Date

5/19/9X

Treasurer's Daytime Telephone No.: (509) 555-1212

**SUMMARY, FULL REPORT
 RECEIPTS AND EXPENDITURES**

C4	PDC OFFICE USE
	(397)

Candidate or Committee Name (Do not abbreviate. Include full name)

John A. "Jack" Jones, Jr.

Mailing Address: 123 Miller Way
 City: Anyplace

Zip + 4 98000-0000	Office Sought (Candidates) City Council
Report Period Covered From (last C-4) May 1, 199X	To (end of period) May 31, 199X
Final Report? Yes ___ No <u>X</u>	

*For PACs, Parties & Caucus Committees: During this report period, did the committee make an **independent expenditure** (i.e., an expense not considered a contribution) supporting or opposing a state or local candidate?

*See reverse side. Yes ___ No ___

RECEIPTS

1. Previous total cash and in kind contributions (From line 8, last C-4) (if beginning a new campaign or calendar year, see instruction booklet) \$ 6,244.29
2. Cash received (From line 2, Schedule A) 12,140.19
3. In kind contributions received (From line 1, Schedule B) 1,977.25
4. Total cash and in kind contributions received this period (Line 2 plus 3) 14,117.44
5. Loan principal repayments made (From line 2, Schedule L) (100.00)
6. Corrections (From line 1 or 3, Schedule C) (refund) - 10.00
Show + or (-) +105.00
7. Net adjustments this period (Combine line 5 & 6) Show + or (-) -5.00
8. Total cash and in kind contributions during campaign (Combine lines 1, 4 & 7) 20,356.73
9. Total pledge payments due (From line 2, Schedule B) 400.00

EXPENDITURES

10. Previous total cash and in kind expenditures (From line 17, last C-4) (if beginning a new campaign or calendar year, see instruction booklet) 3,085.14
11. Total cash expenditures (From line 4, Schedule A) 3,403.96
12. In kind expenditures (goods & services) (From line 1, Schedule B) 1,977.25
13. Total cash and in kind expenditures made this period (Line 11 plus line 12) 5,381.21
14. Loan principal repayments made (From line 2, Schedule L) (100.00)
15. Corrections (From line 2 or 3, Schedule C) (refund) -10.00
Show + or (-) +80.00
16. Net adjustments this period (Combine lines 14 & 15) Show + or (-) -30.00
17. Total cash and in kind expenditures during campaign (Combine lines 10, 13 and 16) 8,436.35

CANDIDATES ONLY

	Won	Lost	Unopposed	Name not on ballot
Primary election	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General election	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Treasurer's Daytime Telephone No.:
 (509) 555-1212

CASH SUMMARY

18. Cash on hand (Line 8 minus line 17) 11,920.38
(Line 18 should equal your bank account balance(s) plus your petty cash balance.)
19. Liabilities: (Sum of loans and debts owed) (16,050.00)
20. Balance (Surplus or deficit) (Line 18 minus line 19) (4,129.62)

CERTIFICATION: I certify that the information herein and on accompanying schedules and attachments is true and correct to the best of my knowledge.

Candidate's Signature <i>John A Jones</i>	Date 6-9-9X	Treasurer's Signature <i>Michael Kennedy</i>	Date 6-9-9X
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City of Gig Harbor. The "Maritime City."

3105 JUDSON STREET
GIG HARBOR, WASHINGTON 98335
(253) 851-8136

TO: MAYOR WILBERT AND CITY COUNCIL
FROM: DAVID RODENBACH *DR*
DATE: JANUARY 20, 1998
**SUBJECT: ORDINANCE ACCEPTING A DONATION FROM THE MORRIS
FOUNDATION FOR THE PURPOSE OF ENHANCING CITY PARKS**

BACKGROUND

The Morris Foundation donated \$25,000 to the City.

In order to accept a donation, the City must pass an ordinance accepting the donation and terms and conditions. This ordinance accepts the donation and accompanying terms.

The Morris Foundation requests the donation be used for enhancement of the City Parks – either for new real estate acquisitions and/or capital improvements to existing parks. The Morris Foundation has made a priority request that the donation be used for new park benefits in conjunction with the Gig Harbor Historical Society and their efforts to secure property within City boundaries. After one year the donation will be used for improvements to existing City parks.

The donation has been receipted and placed in the Property Acquisition Fund, No. 109.

RECOMMENDATION

Staff recommends adoption of the ordinance.

THE MORRIS FOUNDATION
P.O. Box 401
Gig Harbor, WA 98335
(253) 857-5555

December 19, 1997

City of Gig Harbor
ATTN: Mayor Gretchen Wilbert
P.O. Box 145
Gig Harbor, WA 98335

RE: The Morris Foundation--1997 Qualified Distribution

Dear Gretchen,

The Morris Foundation was formed in December of 1995, at the direction of Thomas G. Morris Sr. Its primary purpose is to receive and invest funds--and to distribute the earnings on these funds to tax exempt organizations that qualify under Section 501(c) (3) of the Internal Revenue Code.


For the year 1997, the City of Gig Harbor is eligible for a \$25,000 total donation--for the enhancement of the City Parks--for either new real estate acquisitions and/or capital improvements to new parks within City limits. Our only priority request within these parameters would be that the funds be utilized for new Park benefit in conjunction with the Gig Harbor Historical Society and their efforts to secure property within City boundaries. This priority request is hereby withdrawn in the event the Historical Society is unable to acquire property in the City within the next six (6) to twelve (12) months.

Enclosed is our check in the amount of \$25,000.00.

Please send us a letter confirming your acceptance of this donation, consistent with its intended use as described in paragraph two above.

Thank you.

Sincerely,


David R. Morris, Secretary/Director

C: Thomas G. Morris, President of the Board of Directors
C: Thomas G. Morris, Jr., Director

1980

THOMAS G. MORRIS
2809 HARBORVIEW DRIVE (206) 858-3850
GIG HARBOR, WA 98335

19-57
1250 145

DATE December 18, 1997

PAY
TO THE
ORDER OF

City of Gig Harbor

\$ 25,000⁰⁰

Twenty Five thousand dollars & 00/100

DOLLARS 



KeyBank National Association
Gig Harbor, Washington 98335
1-800-KEY2YOU

FOR

Morris Foundation

Thomas Morris ^{MP}

⑈001980⑈ ⑆125000574⑆ 0045367596⑈

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF GIG HARBOR, WASHINGTON, ACCEPTING A DONATION OF TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) FROM THE MORRIS FOUNDATION FOR THE PURPOSE OF ENHANCING CITY PARKS, AND INCLUDING SUCH DONATION IN THE CITY'S PROPERTY ACQUISITION FUND.

WHEREAS, pursuant to RCW 35.21.100, the City of Gig Harbor may accept any donations of money by ordinance, and may carry out the terms of the donation, if the same are within the powers granted to the City by law; and

WHEREAS, the City has received a check in the amount of Twenty-Five Thousand Dollars (\$25,000.00) from the Morris Foundation, to be used for the purpose of City park enhancement, as further described in the letter from David R. Morris, dated December 19, 1997, attached to this Ordinance as Exhibit A; now, therefore,

THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, DO
ORDAIN AS FOLLOWS:

Section 1. **Acceptance of Donation.** The City Council hereby accepts the Twenty Five Thousand Dollar (\$25,000.00) donation from the Morris Foundation, subject to the following terms of the donation, as expressed in Exhibit A: the donation is to be used for the enhancement of the City Parks -- for either new real estate acquisitions and/or capital improvements to new parks within the City limits.

Section 2. **Priority Request.** The City Council shall use its best efforts to implement the Morris Foundation's "priority request," which is to use the donation for new Park benefits in conjunction with the Gig Harbor Peninsula Historical Society and their efforts to secure

property within the City boundaries.

Section 3. Termination of Priority Request. The City Council acknowledges that the Morris Foundation's priority request, as described in Section 2 above, is withdrawn in the event the Gig Harbor Peninsula Historical Society is unable to acquire property in the City within the six (6) to twelve (12) month period following passage of this Ordinance.

Section 4. Finance Director to Acknowledge Acceptance in Letter. As requested by the Morris Foundation, the Finance Director is hereby directed to send a copy of this Ordinance confirming the City's acceptance of the donation, for the uses described in the letter attached hereto as Exhibit A. The Finance Director shall deposit the donation in the City's Property Acquisition Fund, and shall earmark the funds to be used for the purposes described in this ordinance.

Section 5. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 6. Effective Date. This ordinance shall take effect and be in full force five (5) days after publication of an approved summary consisting of the title.

APPROVED:

MAYOR, GRETCHEN A. WILBERT

ATTEST/AUTHENTICATED:

CITY CLERK, MOLLY TOWSLEE

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

BY _____

FILED WITH THE CITY CLERK: 1/6/98
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO. _____

SUMMARY OF ORDINANCE NO. _____
of the City of Gig Harbor, Washington

On _____, 1998, the City Council of the City of Gig Harbor, Washington, approved Ordinance No. _____, the summary of text of which is as follows:

**AN ORDINANCE OF THE CITY OF GIG HARBOR,
WASHINGTON, ACCEPTING A DONATION OF TWENTY-
FIVE THOUSAND DOLLARS (\$25,000.00) FROM THE
MORRIS FOUNDATION FOR THE PURPOSE OF
ENHANCING CITY PARKS, AND INCLUDING SUCH
DONATION IN THE CITY'S PROPERTY ACQUISITION
FUND.**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GIG HARBOR:

The full text of this ordinance will be mailed upon request.

APPROVED by the City Council at their regular meeting of _____, 1998.

BY: _____
Molly M. Towslee, City Clerk



City of Gig Harbor. The "Maritime City."

3105 JUDSON STREET
GIG HARBOR, WASHINGTON 98335
(253) 851-8136

TO: MAYOR WILBERT AND CITY COUNCIL
FROM: MARK HOPPEN, CITY ADMINISTRATOR
SUBJECT: OFFICIAL NEWSPAPER BID
DATE: JANUARY 21, 1998

INFORMATION

In accordance with Gig Harbor City Ordinance Chapter 1.20, the City shall solicit bids for the City's "official newspaper."

The attached bids from the Peninsula Gateway and the Tacoma News Tribune are the only bids received. The bid proposals comply with the published call for bids, and the prices and services received from both newspapers have been reasonable.

The Gateway bid provides column width of two inches at a cost of \$7.00 per column inch. The News Tribune bid converts to an 1 1/4" column width at a cost of \$24.21 on Monday-Friday and \$27.90 on Saturday/Sunday.

RECOMMENDATION

I recommend that the City Council award the bid to the lowest responsible bidder, the Peninsula Gateway.

The Peninsula
Gateway
Serving Gig Harbor and The Key Peninsula

Mark E .Hoppen
City Administrator
3105 Judson Street
Gig Harbor WA 98335

January 16, 1998

Dear Mr Hoppen,

This letter is the bid by The Peninsula Gateway, Inc to continue as the "official newspaper" for the City of Gig Harbor.

The current rate is .50 cents per agate inch. There are 14 agate lines per inch which computes to a rate of \$7.00 per column inch.

Rate .50¢ per agate inch

Type size: 6 point

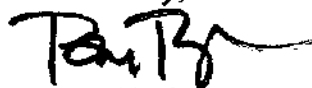
Column width: 2 inches

The Gateway is a newspaper of general circulation in the City of Gig Harbor. Over 11,500 households receive The Gateway each week through the U.S. Postal Service and newsstand outlets. The Gateway holds a second class mailing permit from the U.S. Postal Service.

The Peninsula Gateway, Inc is a business located inside the city limits of Gig Harbor. We employ more than 40 full time and part-time employees and are fully self-contained including a 7 unit web press which prints the newspaper.

The advertising representative for the city will be either Donna Natucci or Tom Taylor.

Sincerely,



Tom Taylor
Publisher

BID - OFFICIAL NEWSPAPER
Page 2

Thank you for your consideration of this proposal.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lester Havard".

Lester Havard
Advertising Sales Manager
(253) 597-8619

News Tribune Circulation

ZIP Code	City	Daily Circulation	Sunday Circulation
98335	Gig Harbor	5,023	6,059
98332	Gig Harbor	946	1,238
98329	Gig Harbor	832	1,107
98333	Fox Island	444	564
98349	Lakebay	377	495
98303	Anderson Island	151	199
98351	Longbranch	111	146
98394	Vaughn	78	96
Total		7,962	9,904

RECEIVED

JAN 12 1998

WASHINGTON STATE LIQUOR CONTROL BOARD-License Services
1025 E Union - P O Box 43075
Olympia WA 98504-3075

CITY OF GIG HARBOR

TO: MAYOR OF GIG HARBOR

January 8, 1998

SPECIAL OCCASION # 090615

CLASS: J

PENINSULA NEIGHBORHOOD ASSOCIATION
3803 HARBORVIEW DR
GIG HARBOR, WA 98335

DATE: FEBRUARY 7, 1998

TIME: 6PM TO 10PM

PLACE: GIG HARBOR YACHT CLUB - 8209 STINSON AVE, GIG HARBOR

CONTACT: CARMELA MICHELI - 253-851-3099

SPECIAL OCCASION LICENSES

- * G License to sell beer on a specified date for consumption at specific place.
- * J License to sell wine on a specific date for consumption at a specific place.
 Wine in unopened bottle or package in limited quantity for off premises consumption.
- * K Spirituous liquor by the individual glass for consumption at a specific place.

If return of this notice is not received in this office within 20 days (10 days notice given for Class I) from the date above, we will assume you have no objection to the issuance of the license. If additional time is required please advise.

1. Do you approve of applicant? YES NO
2. Do you approve of location? YES NO
3. If you disapprove and the Board contemplates issuing a license, do you want a hearing before final action is taken? YES NO

<u>OPTIONAL CHECK LIST</u>	<u>EXPLANATION</u>	
LAW ENFORCEMENT	_____	YES <u> </u> NO <u> </u>
HEALTH & SANITATION	_____	YES <u> </u> NO <u> </u>
FIRE, BUILDING, ZONING	_____	YES <u> </u> NO <u> </u>
OTHER:	_____	YES <u> </u> NO <u> </u>

If you have indicated disapproval of the applicant, location or both, please submit a statement of all facts upon which such objections are based.

DATE SIGNATURE OF MAYOR, CITY MANAGER, COUNTY COMMISSIONERS OR DESIGNEE



RETURN TO: WASHINGTON STATE LIQUOR CONTROL BOARD
License Division - 1025 E. Union, P.O. Box 43075
Olympia, WA 98504-3075
(360) 664-0012

RECEIVED

JAN 22 1998

DATE: 1/20/98

TO: CITY OF GIG HARBOR

CITY OF GIG HARBOR

RE: NEW APPLICATION

License: 080840 - 2E County: 27
Tradename: MEMORY LANE RECREATION CENTER
Loc Addr: 6712 38TH AVE NW
GIG HARBOR WA 98335

APPLICANTS:
MEMORY LANE RECREATION CENTER L L C

Mail Addr: PO BOX 492
GIG HARBOR WA 98335-0492

TALLMAN SR, JAMES O 11-05-31 534-30-5780
TALLMAN, DIAN M 06-29-38 533-34-9501

Phone No.: 253-858-8444 SCOTT WAGNER

Classes Applied For:

H Spirituous liquor by individual glass and/or beer and wine on premises

As required by RCW 66.24.010(8), you are notified that application has been made to the Washington State Liquor Control Board for a license to conduct business. If return of this notice is not received in this office within 20 DAYS from the date above, it will be assumed that you have no objection to the issuance of the license. If additional time is required you must submit a written request for an extension of up to 20 days. An extension of more than 20 days will be approved only under extraordinary circumstances.

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Do you approve of applicant ? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you approve of location ? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If you disapprove and the Board contemplates issuing a license, do you want a hearing before final action is taken? | <input type="checkbox"/> | <input type="checkbox"/> |

If you have indicated disapproval of the applicant, location or both, please submit a statement of all facts upon which such objections are based.


DATE

SIGNATURE OF MAYOR, CITY MANAGER, COUNTY COMMISSIONERS OR DESIGNEE



City of Gig Harbor. The "Maritime City"

DEPARTMENT OF PLANNING & BUILDING SERVICES
3125 JUDSON STREET
GIG HARBOR, WASHINGTON 98335
(253) 851-4278

TO: MAYOR WILBERT AND CITY COUNCIL
FROM:  PLANNING-BUILDING DEPARTMENT
DATE: JANUARY 22, 1998
SUBJECT: REPORT TO COUNCIL - SIGN CODE HEARING BEFORE THE CITY COUNCIL

In response to the City Council's request for the staff to develop guidelines or procedures for a public hearing on the proposed sign code revisions, staff has reviewed notes taken at previous Planning Commission meetings in order to determine what the issues were at the previous worksession/hearings and have identified what the comments were at the final public hearing before the Planning Commission. The issues under consideration by the Planning Commission included the following:

1. Master sign plans.
2. Window signs.
3. National brand product or logo signs.
4. Freeway visibility of signage.
5. Amortization.
6. Illumination restrictions on internally illuminated signs.
7. Inflatable displays.
8. Allowable wall signage.
9. Portable signs.
10. Real Estate Signs.
11. Reader Boards.
12. Sign Areas.
13. Miscellaneous Items. (Clarification of terms, format, and general housekeeping items);
and

The Planning Commission spent considerable time addressing each of these items in an effort to address concerns expressed by both the business and residential community. It should be noted, however, that, while the process invited input from any interested party, the actual number of individuals who chose to be involved was limited. As stated in the previous staff memo to the City Council dated January 12, 1998, the only received input came from the following individuals:

Representing the Gig Harbor Area Business Community:

Dave Morris, Jim Pasin, Phil Arenson, Lois Eyrse, Don Huber, Gene Gazabat, Mark

Kahley, Peter Stanley, Steve Peacock, Patricia Lewallen, Gaye Nelson, Tim Potter, Anne Scott, Jim Boge, Wade Perrow

Representing Gig Harbor Area Residents

Michael O'Connor, Tom Morfee, Tom Brooks, Hank Searle, Annette Brooks, Burt Talcott,

Non-local Commentators

Robert J. Claus, Alan Weinstein, Heidi Hudson

Only 8 individuals testified at the public hearing on December 4th. Most of them agreed that the proposed changes would result in a better sign code, but few from the business community were satisfied with the final product. Two individuals continued to insist that the proposed code would be arbitrary and capricious. Except for general comments like this, the only specific comments received pertained to freeway visibility and allowances for balloons.

One of the most difficult aspects of any hearing on a legislative matter is that some testimony received is not specific to a particular issue or section of the code. It would be to Council's advantage to emphasize the need for specifics during the public hearing. Because this is a legislative matter, the public hearing is essentially an open record hearing. Staff suggests that the Council give preference to written comments received prior to the hearing and to use the public testimony portion of the hearing as supplemental to any written testimony received. Although the City Council made it clear that they did not wish to have comments on every minute detail of the sign code, legal counsel Carol Morris has indicated that it would not be prudent to limit the *content* of public input.

The City Council may wish to limit comments to 3 minutes for individuals or 5 minutes for individuals representing a larger group.



City of Gig Harbor. The "Maritime City."

3105 JUDSON STREET
GIG HARBOR, WASHINGTON 98335
(253) 851-8136

TO: MAYOR WILBERT AND CITY COUNCIL
FROM: DAVID RODENBACH, FINANCE DIRECTOR *DR*
DATE: JANUARY 21, 1998
SUBJECT: QUARTERLY FINANCE REPORTS

The quarterly financial reports for the fourth quarter of 1997 are attached.

Total resources, including all revenues and beginning cash balances, are 86% of the annual budget. Annual revenues, excluding cash balances, are at 77% of the annual budget while expenditures are at 46%.

General Fund revenues (excluding beginning balance) are 99% of the annual budget. Property and B & O taxes exceeded expectations by \$136,000 and \$47,000, while sales taxes fell short of budget by \$61,000. Intergovernmental revenues fell short of budget by \$147,000, most of this due to timing of grant reimbursements which will occur in 1998.

General Fund expenditures (excluding ending fund balance) are at 83% of budget. All departments are within budget, as amended. The parks department expended only 28% of its budget. This is mostly due to projects which were not accomplished as planned for 1997.

Street revenues are only 15% and expenditures 14% of budget because projects budgeted at \$3.5 million and related revenues have not yet started. Property taxes were \$136,000 more than expected.

1997 Hotel-Motel taxes came in at \$16,000, while expenditures were \$1,300.

The Park Acquisition Fund is holding \$1,350,000 in bond proceeds pending closing of the Henderson Bay Property Purchase. Also, two Federal Home Loan Bank 1.5 year bonds with coupons of 6.02% and 6.055% were purchased for \$100,000 and \$200,000. It is anticipated we will hold these bonds until maturity (June 1999) at which time the balance for the Henderson Bay Property will be due.

Water, Sewer and Storm revenues are 102%, 92% and 80% of budget (excluding beginning fund balance). Sewer and Storm revenues did not quite reach expectations due to delays in several projects which would have increased revenues. Water expenditures (excluding ending fund balance) are 84% of budget while Sewer and Storm expenditures are 80% and 86% of budget.

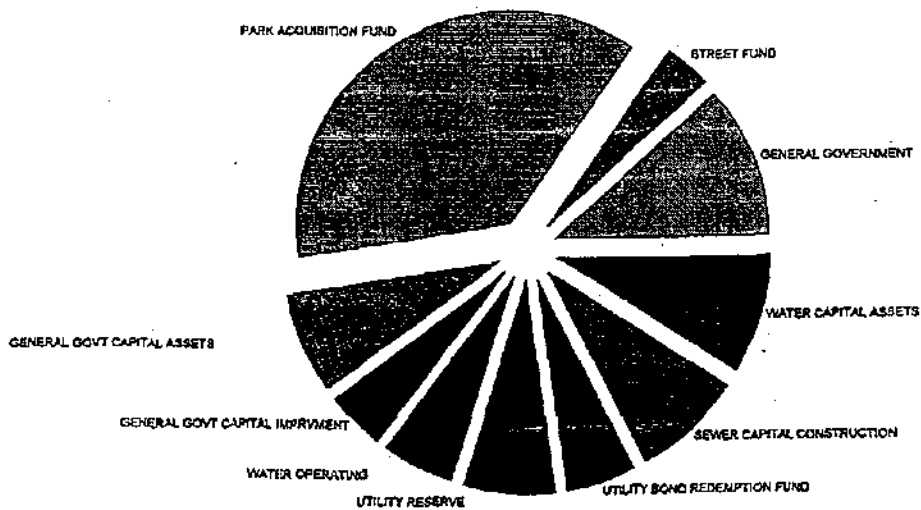
CITY OF GIG HARBOR
CASH AND INVESTMENTS
YEAR TO DATE ACTIVITY
AS OF DECEMBER 31, 1997

FUND NO.	DESCRIPTION	BEGINNING BALANCE	REVENUES	EXPENDITURES	OTHER CHANGES	ENDING BALANCE
001	GENERAL GOVERNMENT	\$823,100	\$3,172,697	\$3,141,105	(\$43,715)	\$810,977
101	STREET FUND	282,357	585,818	602,637	(12,063)	253,475
105	DRUG INVESTIGATION FUND	13,467	666	857	(1,466)	11,831
107	HOTEL-MOTEL FUND	4,399	16,710	1,300	-	19,809
109	PARK ACQUISITION FUND	682,058	1,968,413	38,927	-	2,611,544
200	'78 GO BONDS - FIRE	7,702	212	7,914	-	0
201	'75 GO BONDS - SEWER	5,103	236	5,339	-	0
203	'87 GO BONDS - SEWER CONSTR	38,389	213,083	98,556	(85)	152,832
208	91 GO BONDS - SOUNDVIEW DRIVE	6,756	110,672	117,261	(86)	79
301	GENERAL GOVT CAPITAL ASSETS	450,098	83,677	-	-	533,775
305	GENERAL GOVT CAPITAL IMPRVMEN	236,081	71,879	-	-	307,960
401	WATER OPERATING	386,580	652,216	648,538	(5,237)	385,020
402	SEWER OPERATING	65,477	864,802	843,285	(16,355)	70,639
407	UTILITY RESERVE	474,937	23,761	-	-	498,697
408	UTILITY BOND REDEMPTION FUND	300,085	481,962	480,008	64,828	366,866
410	SEWER CAPITAL CONSTRUCTION	574,229	291,309	290,466	5,310	580,383
411	STORM SEWER OPERATING	48,865	216,861	248,858	(2,314)	16,554
420	WATER CAPITAL ASSETS	406,475	371,386	139,226	(216)	638,419
605	LIGHTHOUSE MAINTENANCE TRUST	3,434	149	788	(205)	2,590
631	MUNICIPAL COURT	-	51,152	51,152	-	-
801	CLEARING CLAIMS	-	-	-	-	-
		<u>\$4,809,592</u>	<u>\$9,179,682</u>	<u>\$6,716,218</u>	<u>(\$11,606)</u>	<u>\$7,261,451</u>

COMPOSITION OF CASH AND INVESTMENTS
AS OF DECEMBER 31, 1997

	MATURITY	RATE	BALANCE
CASH ON HAND			\$300
CASH IN BANK		1.49%	95,095
LOCAL GOVERNMENT INVESTMENT POOL		5.57%	6,374,476
STUDENT LOAN MKT ASSN. (SALLY MAE)	06/01/98	6.10%	491,580
FEDERAL HOME LOAN BANK	06/16/99	6.02%	100,000
FEDERAL HOME LOAN BANK	06/24/99	6.06%	200,000
			<u>\$7,261,451</u>

Ending Cash Balances By Fund No.

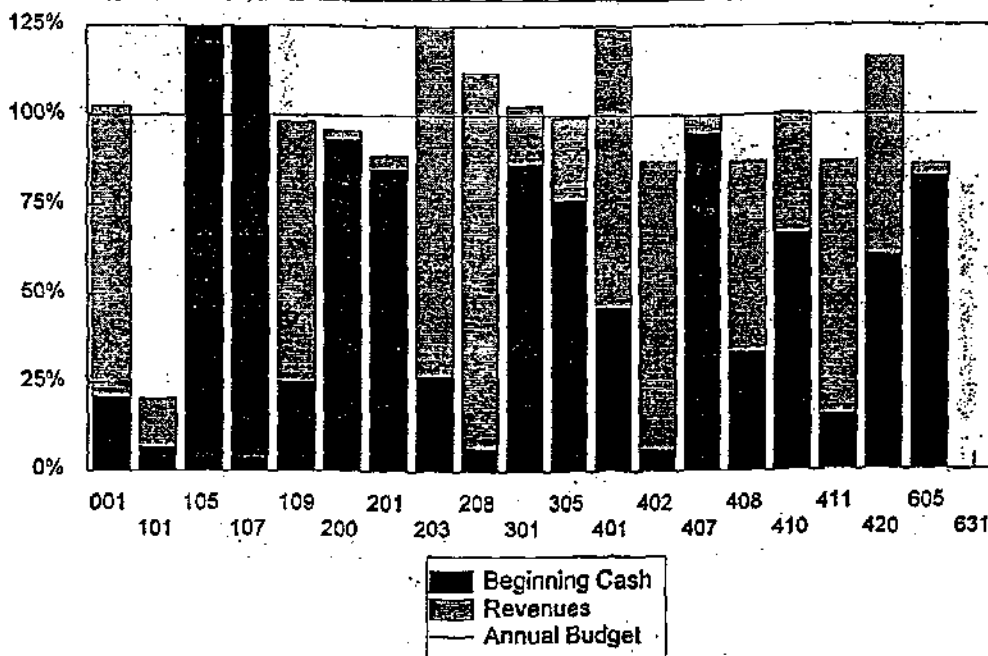


Smaller balances are excluded from chart

CITY OF GIG HARBOR
 YEAR-TO-DATE RESOURCE SUMMARY
 AND COMPARISON TO BUDGET
 FOR PERIOD ENDING DECEMBER 31, 1997

FUND NO.	DESCRIPTION	ESTIMATED RESOURCES	ACTUAL Y-T-D RESOURCES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT	\$3,896,821	\$3,995,797	(\$98,976)	102.54%
101	STREET FUND	4,212,574	868,175	3,344,399	20.61%
105	DRUG INVESTIGATION FUND	8,200	14,153	(5,953)	172.60%
107	HOTEL-MOTEL FUND	3,500	21,109	(17,609)	603.12%
109	PARK ACQUISITION FUND	2,700,000	2,650,471	49,529	98.17%
200	'78 GO BONDS - FIRE	8,250	7,914	336	95.93%
201	'75 GO BONDS - SEWER	6,000	- 5,339	661	88.98%
203	'87 GO BONDS - SEWER CONSTR	143,200	251,473	(108,273)	175.61%
208	91 GO BONDS - SOUNDVIEW DRIVE	105,000	117,428	(12,428)	111.84%
301	GENERAL GOVT CAPITAL ASSETS	520,000	533,775	(13,775)	102.65%
305	GENERAL GOVT CAPITAL IMPROVEMENT	310,000	307,960	2,040	99.34%
401	WATER OPERATING	838,100	1,038,796	(200,696)	123.95%
402	SEWER OPERATING	1,065,744	930,280	135,464	87.29%
407	UTILITY RESERVE	500,000	498,697	1,303	99.74%
408	UTILITY BOND REDEMPTION FUND	896,786	782,047	114,739	87.21%
410	SEWER CAPITAL CONSTRUCTION	860,000	865,538	(5,538)	100.64%
411	STORM SEWER OPERATING	307,000	267,726	39,274	87.21%
420	WATER CAPITAL ASSETS	671,000	777,861	(106,861)	115.93%
605	LIGHTHOUSE MAINTENANCE TRUST	4,150	3,583	567	86.34%
631	MUNICIPAL COURT	.	51,152	(51,152)	NA
		\$17,056,325	\$13,989,274	\$3,067,051	82.02%

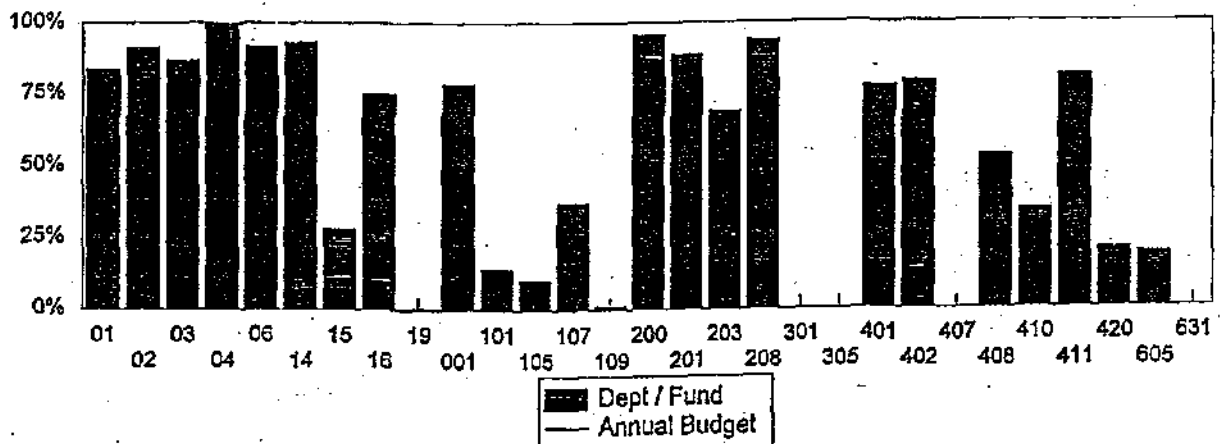
Resources as a Percentage of Annual Budget



**CITY OF GIG HARBOR
YEAR-TO-DATE EXPENDITURE SUMMARY
AND COMPARISON TO BUDGET
FOR PERIOD ENDING DECEMBER 31, 1997**

FUND NO.	DESCRIPTION	ESTIMATED EXPENDITURES	ACTUAL Y-T-D EXPENDITURES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT				
01	NON-DEPARTMENTAL	\$951,464	\$798,332	\$153,132	83.91%
02	LEGISLATIVE	19,000	17,397	1,603	91.56%
03	MUNICIPAL COURT	248,395	216,025	32,370	86.97%
04	ADMINISTRATIVE/FINANCIAL	505,450	503,508	1,942	99.62%
06	POLICE	1,120,647	1,030,189	90,458	91.93%
14	COMMUNITY DEVELOPMENT	354,622	331,014	23,608	93.34%
15	PARKS AND RECREATION	560,550	156,874	403,676	27.99%
16	BUILDING	117,000	87,766	29,234	75.01%
19	ENDING FUND BALANCE	119,693	-	119,693	-
001	TOTAL GENERAL FUND	3,996,821	3,141,105	855,716	78.59%
101	STREET FUND	4,212,574	602,637	3,609,937	14.31%
105	DRUG INVESTIGATION FUND	8,200	857	7,343	10.45%
107	HOTEL-MOTEL FUND	3,500	1,300	2,200	37.15%
109	PARK ACQUISITION FUND	2,700,000	38,927	2,661,073	1.44%
200	'78 GO BONDS - FIRE	8,250	7,914	336	95.93%
201	'75 GO BONDS - SEWER	6,000	5,339	661	88.98%
203	'87 GO BONDS - SEWER CONSTR	143,200	98,556	44,644	68.82%
208	91 GO BONDS - SOUNDVIEW DRIVE	125,000	117,261	7,739	93.81%
301	GENERAL GOVT CAPITAL ASSETS	520,000	-	520,000	-
305	GENERAL GOVT CAPITAL IMPROVEM	310,000	-	310,000	-
401	WATER OPERATING	838,100	648,538	189,562	77.3%
402	SEWER OPERATING	1,065,744	843,285	222,459	79.13%
407	UTILITY RESERVE	500,000	-	500,000	-
408	UTILITY BOND REDEMPTION FUND	896,787	480,008	416,779	53.53%
410	SEWER CAPITAL CONSTRUCTION	850,000	290,466	559,534	34.17%
411	STORM SEWER OPERATING	307,000	248,858	58,142	81.06%
420	WATER CAPITAL ASSETS	671,000	139,226	531,774	20.75%
605	LIGHTHOUSE MAINTENANCE TRUST	4,150	788	3,362	19.00%
631	MUNICIPAL COURT	-	51,152	(51,152)	NA
		\$17,166,326	\$6,716,218	\$10,450,108	39.12%

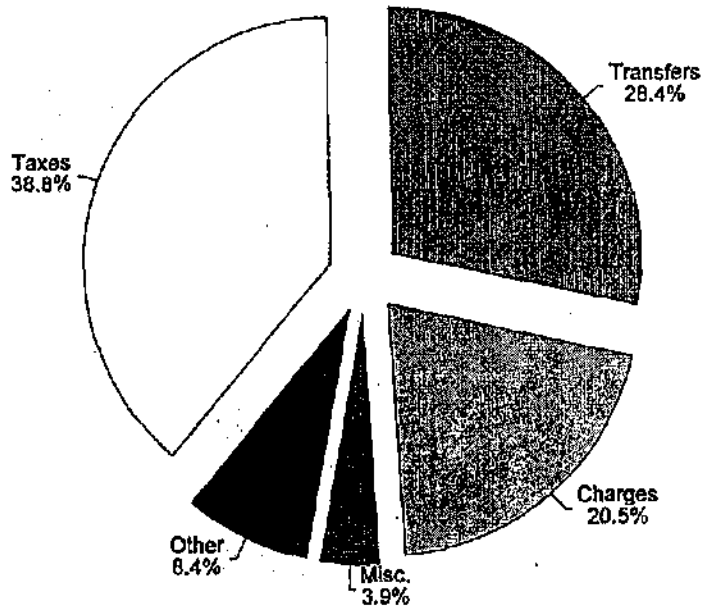
Expenditures as a Percentage of Annual Budget



**CITY OF GIG HARBOR
YEAR-TO-DATE REVENUE SUMMARY
BY TYPE
FOR PERIOD ENDING DECEMBER 31, 1997**

<u>TYPE OF REVENUE</u>	<u>AMOUNT</u>
Taxes	\$3,562,497
Licenses and Permits	146,736
Intergovernmental	238,954
Charges for Services	1,884,163
Fines and Forfeits	69,018
Miscellaneous	361,883
Non-Revenues	312,196
Transfers and Other Sources of Funds	2,604,235
Total Revenues	9,179,682
Beginning Cash Balance	4,809,592
Total Resources	\$13,989,274

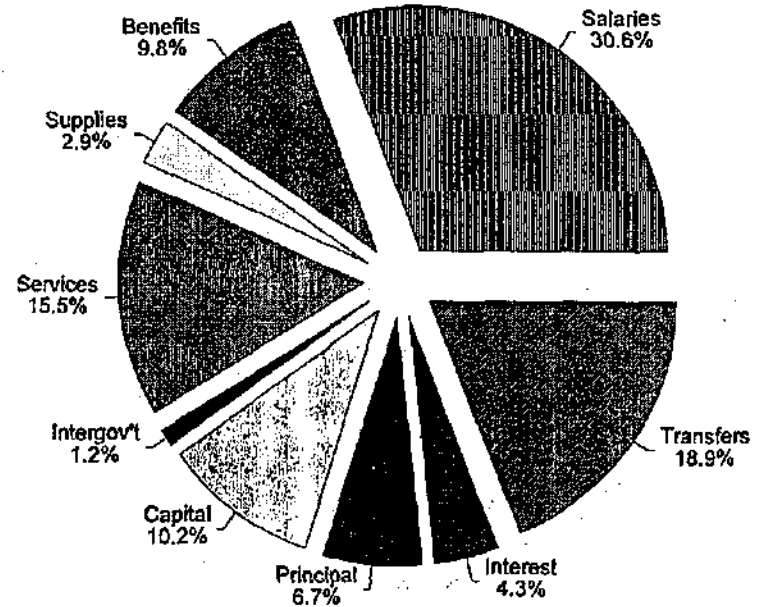
Revenues by Type - All Funds



**CITY OF GIG HARBOR
YEAR-TO-DATE EXPENDITURE SUMMARY
BY TYPE
FOR PERIOD ENDING DECEMBER 31, 1997**

<u>TYPE OF EXPENDITURE</u>	<u>AMOUNT</u>
Wages and Salaries	\$2,053,979
Personnel Benefits	654,848
Supplies	196,276
Services and Other Charges	1,040,755
Intergovernmental Services and Charges	77,574
Capital Expenditures	687,985
Principal Portions of Debt Payments	447,501
Interest Expense	290,077
Transfers and Other Uses of Funds	1,267,223
Total Expenditures	6,716,218
Ending Cash Balance	7,261,451
Total Uses	\$13,977,669

Expenditures by Type - All Funds



CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
BY FUND TYPE
AS OF DECEMBER 31, 1997

	GENERAL GOVERNMENT	SPECIAL REVENUE	DEBT SERVICE	TOTAL GOVERNMENTAL	PROPRIETARY	FIDUCIARY	ACCOUNT GROUPS	TOTAL ALL FUND TYPES
ASSETS								
CASH	\$15,674	\$50,604	\$2,248	\$68,525	\$26,871	-	-	\$95,396
INVESTMENTS	799,003	3,690,380	150,664	4,640,047	2,526,009	-	-	7,166,056
RECEIVABLES	19,664	13,142	6,736	39,542	2,487,929	-	-	2,527,471
FIXED ASSETS	-	-	-	-	11,717,494	-	5,765,376	17,482,870
OTHER	-	-	-	-	24,883	-	1,260,964	1,285,848
TOTAL ASSETS	\$834,342	\$3,754,125	\$159,647	\$4,748,114	\$16,783,186	-	\$7,026,341	\$28,557,641
LIABILITIES								
CURRENT	4,741	(1,422)	5,000	8,319	1,355,375	5,022	-	1,368,716
LONG TERM	8,810	8,810	4,516	22,136	3,171,090	-	1,260,964	4,454,190
TOTAL LIABILITIES	13,551	7,388	9,516	30,455	4,526,465	5,022	1,260,964	5,822,906
FUND BALANCE:								
BEGINNING OF YEAR	789,196	1,663,913	54,998	2,508,108	12,294,301	-	5,765,376	20,567,785
Y-T-D REVENUES	3,172,697	2,727,332	933,742	6,833,771	2,904,297	-	-	9,738,068
Y-T-D EXPENDITURES	(3,141,103)	(644,509)	(838,608)	(4,624,220)	(2,650,381)	-	-	(7,274,601)
ENDING FUND BALANCE	820,790	3,746,737	150,132	4,717,659	12,256,721	(5,022)	5,765,376	22,734,734
TOTAL LIAB. & FUND BAL.	\$834,341	\$3,754,125	\$159,648	\$4,748,114	\$16,783,186	-	\$7,026,341	\$28,557,640

CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF DECEMBER 31, 1997

	SPECIAL REVENUE FUNDS								TOTAL SPECIAL REVENUE
	001 GENERAL GOVERNMENT	101 STREET	105 DRUG INVESTIGATION	107 HOTEL- MOTEL	109 PARK ACQUISITION	301 GENERAL GOVT CAPITAL ASSETS	305 GENERAL GOVT CAPITAL IMP	605 LIGHTHOUSE MAINTENANCE	
CASH	\$15,674	\$3,751	\$174	\$291	\$33,977	\$7,846	\$4,527	\$38	\$50,604
INVESTMENTS	799,003	249,724	11,657	19,518	2,577,567	525,929	303,433	2,552	3,690,380
RECEIVABLES	19,664	13,142	-	-	-	-	-	-	13,142
FIXED ASSETS	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-
TOTAL ASSETS	\$834,341	\$266,616	\$11,831	\$19,809	\$2,611,544	\$533,775	\$307,960	\$2,590	\$3,754,125
LIABILITIES									
CURRENT	\$4,741	(\$1,422)	-	-	-	-	-	(\$0)	(\$1,422)
LONG TERM	8,810	8,810	-	-	-	-	-	-	8,810
TOTAL LIABILITIES	13,551	7,388	-	-	-	-	-	(0)	7,388
FUND BALANCE:									
BEGINNING OF YEAR	789,196	276,047	12,002	4,399	682,058	450,098	236,081	3,229	1,663,913
Y-T-D REVENUES	3,172,697	585,818	686	16,710	1,968,413	83,677	71,879	149	2,727,332
Y-T-D EXPENDITURES	(3,141,103)	(602,637)	(857)	(1,300)	(38,927)	-	-	(788)	(644,509)
ENDING FUND BALANCE	820,790	259,229	11,831	19,809	2,611,544	533,775	307,960	2,590	3,746,737
TOTAL LIAB. & FUND BAL.	\$834,341	\$266,616	\$11,831	\$19,809	\$2,611,544	\$533,775	\$307,960	\$2,590	\$3,754,125

CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF DECEMBER 31, 1997

DEBT SERVICE

	200 78 GO BONDS FIRE	201 75 GO BONDS SEWER	203 87 GO BONDS SEWER CONST	208 91 GO BONDS SOUNDVIEW DR	TOTAL DEBT SERVICE
CASH	\$0	(\$0)	\$2,246	\$1	\$2,248
INVESTMENTS	0	0	150,586	78	150,664
RECEIVABLES	-	-	6,736	-	6,736
FIXED ASSETS	-	-	-	-	-
OTHER	-	-	-	-	-
TOTAL ASSETS	\$0	\$0	\$159,568	\$79	\$159,647
LIABILITIES					
CURRENT	-	\$5,000	-	-	\$5,000
LONG TERM	-	-	4,516	-	4,516
TOTAL LIABILITIES	-	5,000	4,516	-	9,516
FUND BALANCE:					
BEGINNING OF YEAR	7,702	103	40,525	6,668	54,998
Y-T-D REVENUES	212	236	213,083	110,672	933,742
Y-T-D EXPENDITURES	(7,914)	(5,339)	(98,556)	(117,261)	(838,608)
ENDING FUND BALANCE	(0)	(5,000)	155,053	79	150,132
TOTAL LIAB. & FUND BAL	(\$0)	-	\$159,568	\$79	\$159,647

CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF DECEMBER 31, 1997

	PROPRIETARY							TOTAL PROPRIETARY
	401 WATER OPERATING	402 SEWER OPERATING	407 UTILITY RESERVE	408 89 UTILITY BOND REDEMPTION	410 SEWER CAP. CONST.	411 STORM SEWER OPERATING	420 WATER CAP. ASSETS	
CASH	\$3,848	(\$657)	\$1,550	\$3,947	\$8,531	\$268	\$9,384	\$26,871
INVESTMENTS	379,322	69,447	497,148	362,919	571,852	16,286	629,035	2,526,009
RECEIVABLES	79,272	113,002	1,550	2,228,803	50,387	14,915	-	2,487,929
FIXED ASSETS	1,821,886	6,777,504	-	-	2,545,514	572,590	-	11,717,494
OTHER	-	-	-	24,883	-	-	-	24,883
TOTAL ASSETS	\$2,284,329	\$6,959,297	\$500,247	\$2,620,553	\$3,176,283	\$604,058	\$638,419	\$16,783,186
LIABILITIES								
CURRENT	\$8,063	\$28,003	-	\$422,530	\$895,860	\$889	\$30	\$1,355,375
LONG TERM	18,939	74,391	-	3,068,000	-	9,761	-	3,171,090
TOTAL LIABILITIES	27,002	102,394	-	3,490,530	895,860	10,650	30	4,526,465
FUND BALANCE:								
BEGINNING OF YEAR	2,263,568	6,861,556	476,487	(617,586)	2,279,708	624,308	406,260	12,294,301
Y-T-D REVENUES	652,216	864,802	23,761	481,962	291,309	218,861	371,386	2,904,297
Y-T-D EXPENDITURES	(648,538)	(843,285)	-	(480,008)	(290,466)	(248,858)	(139,226)	(2,650,381)
ENDING FUND BALANCE	2,257,327	6,856,903	500,247	(869,977)	2,280,423	593,409	638,389	12,256,721
TOTAL LIAB. & FUND BAL.	\$2,284,329	\$6,959,296	\$500,247	\$2,620,553	\$3,176,283	\$604,058	\$638,419	\$16,783,186

CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF DECEMBER 31, 1997

	FIDUCIARY			ACCOUNT GROUPS	
	631 MUNICIPAL COURT	820 GENERAL FIXED ASSET GROUP	900 GENERAL L-T DEBT GROUP	TOTAL ACCOUNT GROUPS	
CASH	-	-	-	-	-
INVESTMENTS	-	-	-	-	-
RECEIVABLES	-	-	-	-	-
FIXED ASSETS	-	5,765,376	-	5,765,376	-
OTHER	-	-	1,260,964	1,260,964	-
TOTAL ASSETS	-	\$5,765,376	\$1,260,964	\$7,026,341	-
LIABILITIES					
CURRENT	-	-	-	-	-
LONG TERM	-	-	1,260,964	1,260,964	-
TOTAL LIABILITIES	-	-	1,260,964	1,260,964	-
FUND BALANCE:					
BEGINNING OF YEAR	-	5,765,376	-	5,765,376	-
Y-T-D REVENUES	-	-	-	-	-
Y-T-D EXPENDITURES	-	-	-	-	-
ENDING FUND BALANCE	-	5,765,376	-	5,765,376	-
TOTAL LIAB. & FUND BAL.	-	\$5,765,376	\$1,260,964	\$7,026,341	-