

GIG HARBOR CITY COUNCIL MEETING

JANUARY 13, 1992

7:00 p.m., City Hall Council Chambers

AGENDA FOR GIG HARBOR CITY COUNCIL MEETING
JANUARY 13, 1992

*Approval
of up to \$200 to
Dr Kinsland
\$1*

PUBLIC COMMENT/DISCUSSION:

CALL TO ORDER:

PUBLIC HEARINGS:

7:00

1. Utility Local Improvement District No. 3.

APPROVAL OF MINUTES:

7:41

1. Minutes of November 25, 1991.
2. Minutes of December 9, 1991.
3. Minutes of special meeting January 6, 1992.

CORRESPONDENCE:

7:42

1. Attorney General response to 1990 audit examination report.

OLD BUSINESS:

7:43

1. Ordinance for annexation on ANX91-02: Rainwater/Higgins - 2nd reading.

7:45

2. Ordinance for annexation on ANX91-06: Richardson - 2nd reading.

NEW BUSINESS:

7:46

1. Final plat approval - Ackerman Subdivision (SUB91-02).

7:48

2. Final plat approval - Regatta Subdivision (SUB90-01).

*Tabled to
Jan 27.*

8:00

3. Appeal of Hearing Examiner's decision - VAR91-24: Jerkovich.

Tabled until applicant is here. - Next mtg.

8:03

4. Resolution amending personnel policies - job description for Assistant Municipal Court Clerk.

5. Appointment of Building Code Advisory Board members.

6. Purchase of new water meters for the Shore Acres water system.

8:17

7. Olympic Interchange commitment letter for improvements.

8:20

8. Personal services contract - Dave Gago.

9. Personal services contract - Diane Jenks.

10. Liquor license renewals - Drohan Corporation and Nash Towers.

11. Transfer of liquor license - Hy Iu Hee Hee.

DEPARTMENT MANAGERS' REPORTS:

1. Police: Monthly activity report.

COUNCIL COMMITTEE REPORTS:

1. Appointments of councilmembers to committees:
 - a) Public Works - Frisbie, ~~English~~ English
 - b) Finance - Mark, Corbett
 - c) Public Health and Safety - ~~Mike~~ Nick

MAYOR'S REPORT:

1. City Administrator/Clerk review process., Interviews (Exec Session)

ANNOUNCEMENTS:

APPROVAL OF PAYROLL:

Warrants #6566 through #6671 in the amount of \$147,934.00.

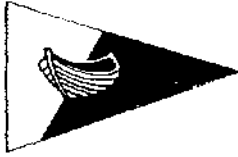
APPROVAL OF BILLS:

Warrants #8243 through #8323 in the amount of \$62,466.02.

EXECUTIVE SESSION:

1. Ellsworth lawsuit.
2. Personnel issues.

ADJOURN:



City of Gig Harbor. The "Maritime" City."

3105 JUDSON STREET • P.O. BOX 145
GIG HARBOR, WASHINGTON 98335
(206) 851-8136

TO: MAYOR WILBERT AND CITY COUNCIL
FROM: BEN YAZICI, PUBLIC WORKS DIRECTOR *BY*
SUBJECT: ULID NO. 3
DATE: JANUARY 10, 1992

Attached is the ordinance forming the Utility Local Improvement District (ULID) No. 3 and ordering the construction of a sanitary sewer line between the Peninsula High School campus and the city.

In response to the petition, the council passed a resolution in November, 1992 stating the intention to order the improvements and the formation of the ULID, set forth the boundaries, and stated the nature and extent of the improvements.

Since then, a preliminary assessment roll has been prepared and notices to affected property owners have been sent. We have met with the property owners and have reviewed their respective assessments. The property owners are all in agreement with their assessments.

The council had indicated some concerns at the November meeting regarding the city's responsibility in the event property owners failed to make their assessment payments and what could be done to mitigate the city's liability. We have met with our bond counsel, Ms. Cynthia Weed, and she has included the following provisions in the Ordinance to minimize the city's liability:

1. Each property owner must provide to the city a waiver of notice of foreclosure.
2. Each property owner must grant the city a deed of trust.
3. Any property owner whose property value is less than two times the ULID assessment must provide a letter of credit.

Ms. Weed will be available at the meeting to answer any questions you may have.

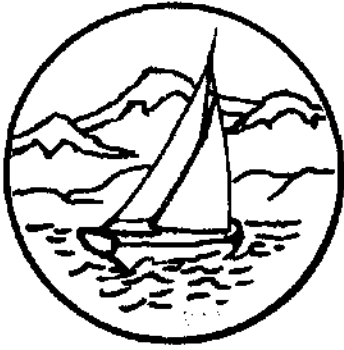
Before the second reading of the Ordinance, I will have to check with the Pierce County Assessor's office to determine the assessed valuation of each property and to find out

ULID No. 3

Page 2

whether or not there is any existing assessments/liens on these properties. If there are any liens on a property and/or if the value of the property is less than two times the ULID No. 3 assessment, then the property owner will have to provide the city with a letter of credit.

At the Monday night meeting I will provide you information regarding the history and description of this project.



PENINSULA SCHOOL DISTRICT

14015-62nd Ave. N.W. Gig Harbor, WA. 98335

(206) 857-6171

January 10, 1992

Mayor Gretchen Wilbert, and
Gig Harbor City Council
3105 Judson Street
Gig Harbor, WA 98335

Dear Mayor Wilbert and Members of the Council:

It has been a pleasure to work with you and the city staff and administration in the formation and preparation of the proposed Utility Local Improvement and District (ULID). This effort to develop a Purdy-Gig Harbor sewer system began more than a year ago after meetings with the Pierce County Planning Staff and Councilman Paul Cyr. The meetings were concerned with plans to construct additions to and modernize Peninsula High School and construct a new transportation center in Purdy.

The future environmental protection of the Burley Lagoon/Minter area is the prime mover in the design development of a sewer system for the district's Purdy Campus to Gig Harbor. The sewer system has now received strong approval and support from the state Department of Ecology and the state and county Health Departments, the Pierce County Planning Commission, and the City Council.

Our partnership with the City of Gig Harbor was initiated in July of this past year with your approval of our request for service by signing the Utility Extension and Capacity Agreement in September. Our joint application to the Boundary Review Board received approval in November, 1991. I have enclosed the project timelines for your reference. I am pleased that we are continuing to stay on schedule.

The Peninsula School District is supportive of the provisions drafted by your Board Council. The Bond Ordinance provides substantial security to the city's utility and this project. These protections include the waiver of notice of foreclosure and the issuance of a letter of credit.

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Mayor Wilbert and Council
Purdy-Gig Harbor Sewer ULID

We believe this ULID provides a significant opportunity for the community, school district, and the City of Gig Harbor to protect the environment and enhance the city's utility system. Your support and the assistance of the city staff have been exceptional. We value and appreciate this project and partnership.

Sincerely,



John W. Armenia, Ph.D
Deputy Superintendent

JWA/slb

cc: Tom Hulst
Board of Directors
Paul Cyr
ULID Partners

JANUARY 18, 1991

PRELIMINARY PROJECT TIMELINE

SANITARY SEWER EXTENSION

PENINSULA SCHOOL DISTRICT/PURDY CAMPUS

- BEGIN MASTER PLANNING AND INITIAL PARTNERSHIP AGREEMENTS Nov 1990
- BEGIN PROJECT DESIGN JAN 1991
- COMPLETE MASTER PLANNING AND INITIAL PARTNERSHIP AGREEMENTS JUN 1991
- COMPLETE PROJECT DESIGN OCT 1991
- BEGIN AGENCY REVIEW Nov 1991
- COMPLETE AGENCY REVIEW APR 1992
- RELEASE PROJECT FOR BIDDING APR 1992
- OPEN BIDS MAY 1992
- START CONSTRUCTION JUN 1992
- FINAL COMPLETION JUN 1993
- FUTURE ULID AND LATE COMER CONNECTIONS JUL 1993
TO ?

Burr Lawrence Rising + Bates Architects P.S.
Architecture, Planning & Interiors

1111 Fawcett, Suite 201
Tacoma, Washington 98402-2012
(206) 627-5599

GIG HARBOR NORTH ULID FORMATION TIMETABLE

November 18, 1991

- 1) ULID petitions submitted Nov. 20, 1991
- 2) Resolution to form ULID Nov. 25
- 3) Notice of hearing Dec. 11, 18
- 4) Preliminary assessment hearing &
Ordinance authorizing creation of
ULID - 1st reading Jan. 13, 1992
- 5) Ordinance authorizing creation of
ULID - 2nd reading Jan. 27
- 6) 30 day protest period Feb. 27
- 7) ULID created by Ordinance published
& effective March 4
- 8) Selection of engineering firm March 9
- 9) Interim financing - BANS March 25
- 10) Design & contract document preparation
completed July 1
- 11) Construction bids accepted August 19
- 12) Bid award August 24
- 13) Construction begins Sept. 15
- 14) Construction completed Mar. 15, 1993
- 15) Final assessment determination May 1
- 16) Public hearing confirming assessment
roll May 24
- 17) Sell bonds June 15

ORDINANCE NO. _____

AN ORDINANCE of the City of Gig Harbor, Washington, ordering certain local improvements and creating a utility local improvement district; providing for the payment of the cost of such improvements by special assessments; and authorizing payment of such assessments into a revenue bond fund of the City.

WHEREAS, on November 25, 1991, the City Council of the City of Gig Harbor, Washington (the "City") adopted Resolution No. 366 declaring its intention to order certain local improvements within the City and to create a utility local improvement district; and

WHEREAS, a hearing was held on January 13, 1992 after notice as provided by law, and after discussion of the proposed improvements and due consideration thereof and of all objections thereto, the Council has determined to order the local improvements described below and to create a utility local improvement district; and

WHEREAS, estimates of the costs and expenses of the proposed improvements, a description of the boundaries of the utility local improvement district, a statement of what portion of the costs and expenses of the improvements would be borne by the property within the proposed district, a statement in detail of the local improvement assessments outstanding and unpaid against property in the proposed district and a diagram showing the lots, tracts and parcels to be benefited and other information pertaining to the proposed district, have been filed with the City Clerk and certified to the City Council;

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

Section 1. The City shall acquire, construct and install the following sewer improvements within the following described areas of the City: a sewer utility collection system extending from and including the Wood Hill pump station to the City's sewer treatment plant including the construction of force mains and sewer gravity lines and the upgrading of existing sewer lines on Burnham Drive. The foregoing improvements are hereafter referred to as the "Improvements." The above-described trunk and lateral sewers shall be installed complete with all necessary manholes, lampholes, wyes, ties, side sewers and other appurtenances necessary to the proper operation of the sewer system. The undertaking of the Improvements shall be subject to the conditions specified therefor in Section 4.

Section 2. The preliminary plans and specifications for the Improvements, as prepared by the City Engineer, and now on file in the Office of Public Works, are hereby adopted and approved. The Improvements, when completed, shall be in accordance with said plans, the provisions of this ordinance and any other ordinances as may hereafter be adopted in connection herewith; provided, however, that changes in detail of such plans that do not significantly alter the scope or costs of the Improvements will not require further approval.

Section 3. There is hereby established a utility local improvement district of the City to be known as "Utility Local Improvement District No. 3" (herein referred to as "ULID No. 3"). The boundaries of ULID No. 3 shall be as described in Exhibit A attached hereto and incorporated herein by this reference.

It is hereby found that the above-described boundaries embrace as nearly as practicable all the property specially benefited by the Improvements.

Section 4. The total cost and expense of the Improvements and all work necessary in connection therewith and incidental thereto is estimated to be \$1,627,923, of which 100% shall be borne by and assessed against the property within ULID No. 3 specially benefited by the Improvements. Assessments shall be made against the property within ULID No. 3 in accordance with the special benefits accruing to such property as a result of the Improvements. In order to provide additional security for the payment of assessments to be levied within ULID No. 3, the following conditions are imposed upon the ULID No. 3. Prior to commencing any work on the Improvements within ULID No. 3, and within 90 days of the final approval of this ordinance, the following conditions are required to be satisfied:

A. Each of the property owners within ULID No. 3 shall execute a waiver to the two-year foreclosure period for the payment of delinquent assessments in form satisfactory to the Director of Public Works;

B. The owners of any property that may be subject to farm and agricultural land exemptions pursuant to RCW 84.34.310 shall have filed waivers of such exemptions in form satisfactory to the Director of Public Works; and

C. The Director of Public Works shall be furnished with evidence that the assessed value (or appraised value) of each parcel of property subject to assessment within ULID No. 3 is equal to at least two times the proposed assessment against such property or in lieu thereof, with a letter of credit issued by a banking institution in an amount equal to at least 10% of the proposed assessment. The letter of credit shall be maintained until the value (assessed or appraised) of the property meets the foregoing limitations.

Section 1. Upon completion of the Improvements, an assessment roll shall be prepared and, after notice and hearing in the manner provided by law, an assessment roll shall be confirmed. Assessments not paid within the 30-day prepayment period provided by law shall be payable in installments and the City shall issue revenue bonds payable from such unpaid installments. The number of years said installments shall run, the dates of payment of the same and the rate of interest that the unpaid installments shall bear shall be as hereafter fixed by ordinance. Such assessments shall be paid into the City's revenue bond fund heretofore created for the payment of water and sewer revenue bonds of the City and shall be used solely for the

payment of the revenue bonds hereafter to be issued to defray the cost of the Improvements to be constructed in ULID No. 3.

Section 2. Effective Date. This ordinance shall be effective from and after the date of its final passage and publication as provided by law.

INTRODUCED on _____, 1992 and PASSED by the Council of the City of Gig Harbor, Washington, at a regular meeting thereof held this ____ day of _____, 1992.

CITY OF GIG HARBOR, WASHINGTON

By _____
Mayor

ATTEST:

City Clerk

CLERK'S CERTIFICATE

I, the undersigned, the duly chosen, qualified, and acting Clerk of the City of Gig Harbor Washington, and keeper of the records of the Council of the City (herein called the "Council"), DO HEREBY CERTIFY:

1. That the attached Ordinance No. ____ (herein called the "Ordinance") is a true and correct copy of an ordinance of the City, introduced on _____, 1992 and finally passed at a meeting of the Council held on the ____ day of _____, 1992, and duly recorded in my office.

2. That said meetings were duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of such meetings was given; that a quorum was present throughout the meetings and a legally sufficient number of members of the Council voted in the proper manner for the passage of the Ordinance; that all other requirements and proceedings incident to the proper passage of the Ordinance have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City this ____ day of _____, 1992.

City Clerk

[SEAL]

LID044 92/01/10

	R1C		R2C	
21	22	23	24	25
26	27	28	29	30
31	32	33	34	35
36	37	38	39	40
41	42	43	44	45
46	47	48	49	50
51	52	53	54	55

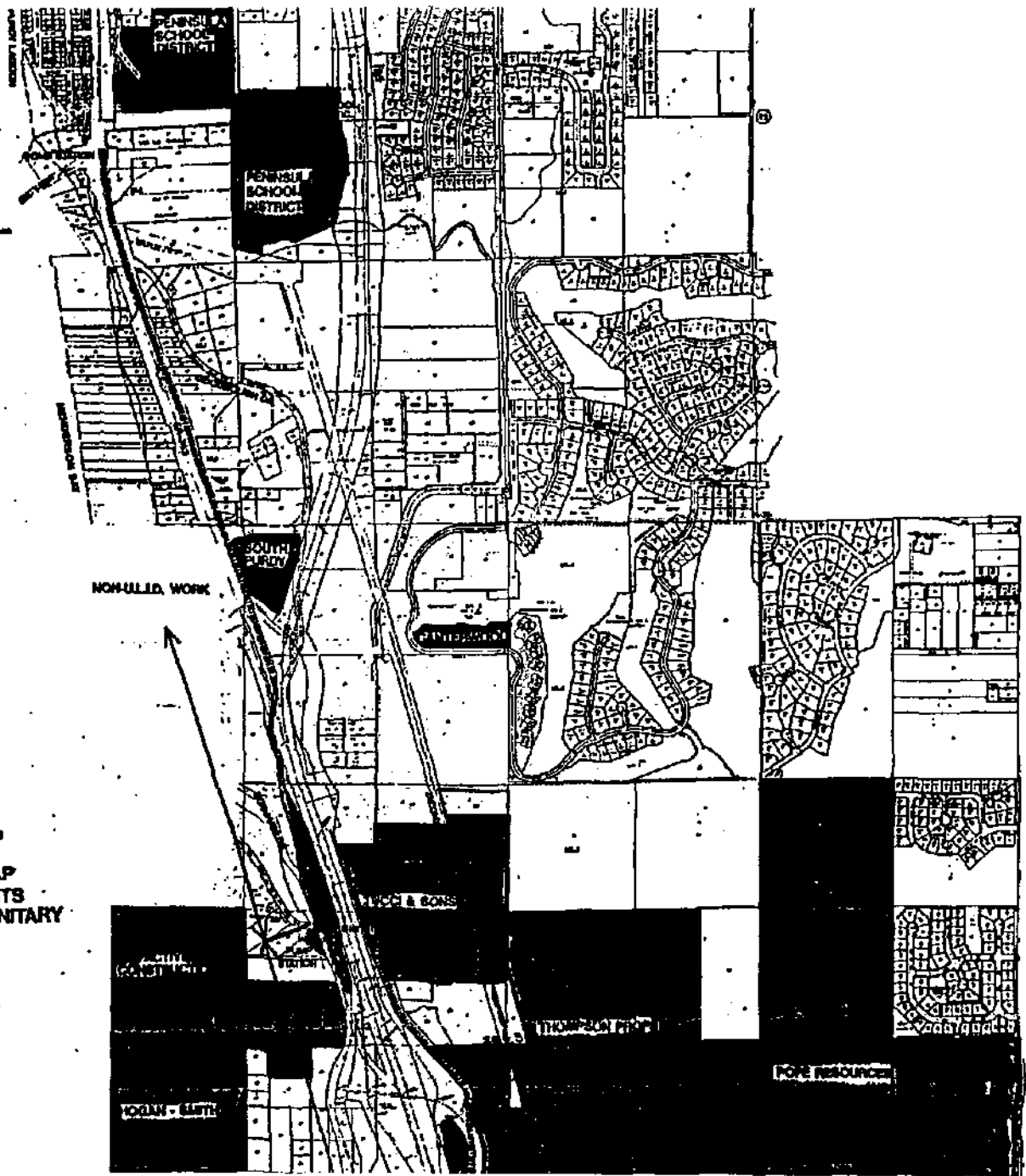


EXHIBIT "A"
ASSESSMENT MAP
U.L.D. PARTICIPANTS
PROPOSED PURDY SANITARY
SEWER SYSTEM
NOV. 21, 1991

- Legend
- GRAVITY SEWER
 - FORCE MAIN



EXHIBIT B

LEGAL DESCRIPTION FOR GIG HARBOR NORTH:

The Southwest Quarter and the Northwest Quarter of the Southeast Quarter of Section 30;

The Northeast Quarter and the East Half of the Southeast Quarter of the Northwest Quarter; the Northeast Quarter, the Northwest Quarter, the Southwest Quarter, and the North Half of the Southeast Quarter of the Northeast Quarter; the Northwest Quarter of the Southeast Quarter of Section 31;

All within Township 22 North, Range 2 East, WM, Fierce County.

EXHIBIT C

Thompson Properties Four

NOV 19 '91 10:41 THOMPSON PROPERTIES

P. 3/6

EXHIBIT C

Thompson Properties Four

Gig Harbor 34 Acres

The land referred to in this policy is situated in the State of Washington, County of Pierce and is described as follows:

PARCEL "A":

The South half of the Northwest quarter of the Northwest quarter of Section 31, Township 22 North, Range 2 East of the Willamette Meridian, in Pierce County, Washington.

EXCEPT that portion thereof conveyed to the City of Tacoma for power transmission line by Warranty Deed recorded August 13, 1923 under Auditor's No. 678953.

PARCEL "B":

The North half of the Northwest quarter of the Northwest quarter of Section 31, Township 22 North, Range 2 East of the Willamette Meridian, in Pierce County, Washington.

EXCEPT the East half of the East half thereof.

ALSO EXCEPT the following described property:

Beginning at the Northwest corner of Section 31, Township 22 North, Range 2 East of the Willamette Meridian; thence East on the North line thereof, a distance of 54 feet; thence South $14^{\circ}49'$ East on the East line of that certain property conveyed to the City of Tacoma by Warranty Deed recorded July 14, 1923 under Auditor's No. 675775, a distance of 679 feet to the South line of the North half of the Northwest quarter of the Northwest quarter of said Section 31; thence West on said South line, a distance of 238 feet to the West line of said Section 31; thence North on said West line 666 feet to the point of beginning.

PARCEL "C":

The East half of the Northeast quarter of Government Lot 1 in Section 31, Township 22 North, Range 2 East of the Willamette Meridian, in Pierce County, Washington.

EXHIBIT C

Thompson Properties Four

Gig Harbor 12 Acres

The Northeast quarter of the Northeast quarter of Section 36, Township 22 North, Range 1 East of the Willamette Meridian, in Pierce County, Washington.

EXCEPT Primary State Highway No. 14.

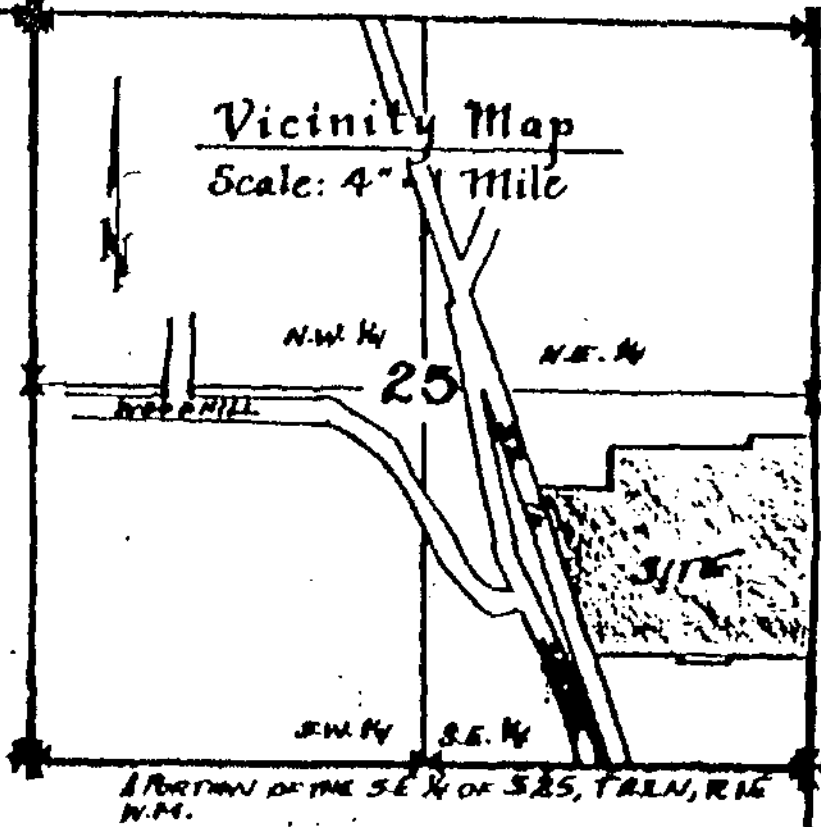
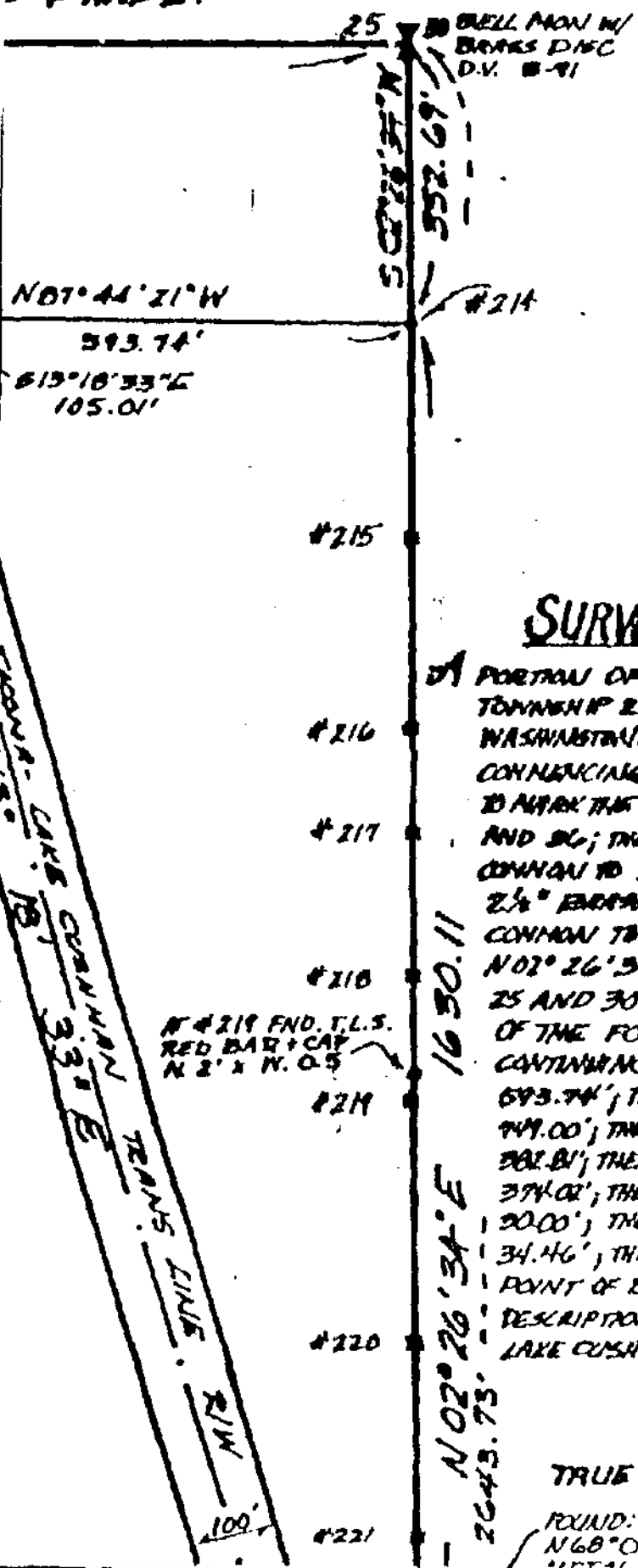
ALSO EXCEPT that portion conveyed to the State of Washington for State Road No. 16 MP 8.34 to MP 18.87 Narrows Bridge to Olympic Drive, as described in Deed recorded under Auditor's No. 2397369.

ALSO EXCEPT Gig Harbor-Longbranch-Purdy-Kitsap County Road.

ALSO EXCEPT Schmel County Road.

In Pierce County, Washington.

ACT AT PAGE TO, FOR
 WHERE CORNER OF SEC.
 25. THIS BEARS A
 N REED RECORD DISTANCE
 3 & 4 AND 5.



SURVEYED BOUNDARY DESCRIPTION

A PORTION OF THE SOUTHWEST QUARTER OF SECTION 35 TOWNSHIP 23 NORTH, RANGE 1 EAST, N.M., PIERCE COUNTY, WASHINGTON, MORE SPECIFICALLY DESCRIBED AS FOLLOWS: COMMENCING AT A 2 1/2 BRASS DISC SET BY TROON LIGHT TO MARK THE QUADRE CORNER COMMON TO SECTIONS 35 AND 36; THENCE SOUTH 87°30'41" EAST ALONG THE LINE COMMON TO SECTIONS 25 AND 36, 2630.56 FEET TO A 2 1/2 BRASS DISC SET BY W. E. D. N. R. TO MARK THE CORNER COMMON TO SECTIONS 25, 30, 31 AND 36; THENCE N02°26'34"E ALONG THE LINE COMMON TO SECTIONS 25 AND 30, 660.93' TO THE TRUE POINT OF BEGINNING OF THE FOLLOWING DESCRIBED PARCEL; THENCE CONTINUING N02°26'34"E 1630.11; THENCE N07°44'21"W 593.74'; THENCE S13°18'33"E, 105.01'; THENCE N07°44'21"W 749.00'; THENCE S02°28'14"N, 209.90'; THENCE N07°51'14"W 302.81'; THENCE S15°31'06"E 464.94'; THENCE S41°34'57"E 374.02'; THENCE S05°34'34"E, 533.10'; THENCE S04°25'34"N 200.00'; THENCE S05°34'34"E, 188.04'; THENCE N33°55'34"E 34.46'; THENCE S05°34'34"E, 533.63' TO THE TRUE POINT OF BEGINNING AND THE TERMINUS OF THIS DESCRIPTION. EXCEPTING 6.58 TR AVENUE NW AND TACOMA LAKE CUSHMAN TRANSMISSION LINE R.O.W.

#219 FND. T.L.S. RED BAR + CAP N 2' x N. O.S.

TRUE POINT OF BEGINNING

ROUND: 1/2" IRON PIPE; LOT BOARD N68°08'02"W 0.91' SET METAL CORNER

~~XXXXXXXXXX~~

<p>012225-3-056 SW-25-22-01</p>	<p>S 1/2 OF SW OF NE OF SW SEC 25 AKA TR 4 OF SURVEY #1582 EASE OF RECORD OUT OF 3-041 SEC K-2452 SJ JW</p>
<p>012225-3-008 SW-25-22-01</p>	<p>W 1/2 OF W 1/2 OF SE OF SW</p>
<p>012225-3-018 SW-25-22-01</p>	<p>S 1/2 OF SE OF NE OF SW</p>
<p>012225-3-020 SW-25-22-01</p>	<p>E 3/4 OF SE OF SW LESS E 30 FT OF E 1/2 OF W 1/2 OF SE OF SW</p>
<p>012225-4-021 SE-25-22-01</p>	<p>COM SW COR OF SE TH S 88 DEG 55 MIN 20 SEC E 707 FT TH N 01 DEG 04 MIN 40 SEC E 165 FT TO POB TH CONT N 01 DEG 04 MIN 40 SEC E 100 FT TH S 88 DEG 55 MIN 20 SEC E 100 FT TH S 01 DEG 4 MIN 40 SEC W 100 FT TH N 88 DEG 55 MIN 20 SEC W 100 FT TO POB EASE OF RECORD SE G E 9525</p>
<p>012225-4-037 SE-25-22-01</p>	<p>BEG 165 FT N OF SW COR OF SE TH N 231 FT TH E 648 FT TH S 100 FT TH E 43024 FT ML TO CL GHLB CO RD TH SELY ALG SD CL TO FT E OF BEG TH W 1000 FT ML TO BEG EXC THAT POR THEREOF LY E OF FOLL DESC LI COM SW COR OF SE TH E ALG S LI OF SE 707 FT TH N 01 DEG 04 MIN 40 SEC E 165 FT TO POB TH CONT N 01 DEG 04 MIN 40 SEC E 131 FT TO TERM OF SD LI EASE OF RECORD SEG C 3275</p>

012225-4-038 SE-25-22-01	BEG 165 FT N AND 807 FT E OF SW COR OF SE TH N 100 FT TH W 100 FT TH N 31 FT TH E TO W LI OF PROP DEEDED TO STATE OF WASH FOR STATE HWY #16 UNDER AUD FEE #2400280 TH SLY ALG SD WLY LI TO PT E OF BEG TH W TO BEG EASE OF RECORD SEG G 3275
012225-4-057 SE-25-22-01	W 707 FT OF S 165 FT OF SW OF SE SEC 25 TOG/W EASE OUT OF 4/045 SEG K0984 TK TP PP
012225-4-058 SE-25-22-01	S 165 FT OF SW OF SE LY WLY OF SR #16 EXC W 707 FT OUT OF 4/045 SEG K0984 TK TP PP
012225-4-075 SE-25-22-01	PARCEL "A" OF DBLR 85-08-09-0127 DESC AS FOLL BEG AT A PT 640 FT E AND 296 FT N OF SW COR OF SE TH N 115 FT THE E TO A PT ON C/L OF GIG HARBOR LONGBRANCH CO RD FORMERLY STATE HWY #14 (BURNHAM DR NORTHWEST) TH SELY ALG SD C/L TO APT E OF POB TH W 430.24 FT TO POB LE SS GIG HARBOR LONGBRANCH CO RD ALSO EXC THAT POR DEEDED FOR STATE RD #16 NARROWS BRIDGE TO OLYMPIC DR RECORDD UNDER AFN 2393221 OUT OF 4-056 AND 4-005 SEG W-1249 SG ES
012225-4-076 SE-25-22-01	PARCEL "B" OF DBLR 85-08-09-0127 DES AS FOLL BEG ON W LI OF SE ATA PT 396 FT N OF SW COR OF SW OF SE TH E 640 FT TH N 15 FT TH E TO W LI A H BURNHAM CO RD TH NWLY ALGSD RD TO S LI OF A TR CYD TO EDWARD F BAHR BY DEED #10136 AFN 1201192 TH W ALG SD LI TO W LI OF SE TH S ALG SD LI TO POB OUT OF 4-005 AND 4-056 SEG W 1249 SG ES

EXHIBIT F

012236-1-051 NE-36-22-01	N 330 FT OF W 410 FT OF E 1070 FT OF NW OF NE EASE OF REC SEG G 6470 TP
012236-2-000 NW-36-22-01	NE OF NW 20

EXHIBIT E

91 MED 13:24 UNSTRUCTURED CONSTRUCTION FILE TO 2000

CHICAGO TITLE INSURANCE COMPANY

A.L.T.A. COMMITMENT
SCHEDULE A
(Continued)Order No.: 81884
Your No.: PURDY REALTYLEGAL DESCRIPTION - WYNWOOD -

PARCEL A:

THAT PORTION OF THE WEST HALF OF THE SOUTHEAST QUARTER OF SECTION 25, TOWNSHIP 22 NORTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN LYING EAST OF THE EAST LINE OF THE GIG HARBOR-LONGBRANCH COUNTY ROAD AND LYING WEST OF THE WEST LINE S.R. #16 (FORMERLY STATE HIGHWAY #14).

EXCEPT THAT PORTION CONVEYED TO THE STATE OF WASHINGTON BY DEED DATED JULY 11, 1957 AND RECORDED JULY 24, 1957 UNDER AUDITOR'S FEE NO. 1792762.

ALSO EXCEPT THE SOUTH 10 RODS THEREOF.

ALSO EXCEPT THE FOLLOWING DESCRIBED TRACT OF LAND:

COMMENCING AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF SECTION 25, TOWNSHIP 22 NORTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN; THENCE SOUTH 89 DEGREES 34 MINUTES 17 SECONDS EAST 1316.25 FEET ALONG THE SOUTH LINE OF SAID SOUTHEAST QUARTER TO THE WESTERLY RIGHT OF WAY PRIMARY STATE HIGHWAY NO. 14; THENCE NORTH 17 DEGREES 38 MINUTES WEST 1489.35 FEET ALONG SAID RIGHT OF WAY LINE TO THE TRUE POINT OF BEGINNING FOR THIS DESCRIPTION; THENCE CONTINUE NORTH 17 DEGREES 38 MINUTES WEST 250 FEET ALONG SAID RIGHT OF WAY LINE; THENCE SOUTH 72 DEGREES 22 MINUTES WEST TO THE EAST RIGHT OF WAY LINE OF THE GIG HARBOR-LONGBRANCH COUNTY ROAD; THENCE SOUTHEASTERLY ALONG SAID EAST RIGHT OF WAY LINE, 250 FEET, MORE OR LESS, TO A POINT SOUTH 72 DEGREES 22 MINUTES WEST FROM THE TRUE POINT OF BEGINNING; THENCE NORTH 72 DEGREES 22 MINUTES EAST 159 FEET TO THE TRUE POINT OF BEGINNING.

ALSO EXCEPT THAT PORTION THEREOF CONVEYED TO THE STATE OF WASHINGTON BY INSTRUMENT RECORDED UNDER PIERCE COUNTY AUDITOR'S FEE NO. 2418698.

PARCEL B:

COMMENCING AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF SECTION 25, TOWNSHIP 22, NORTH RANGE 1 EAST OF THE WILLAMETTE MERIDIAN, PIERCE COUNTY, WASHINGTON; THENCE 89 DEGREES 34 MINUTES 17 SECONDS EAST 1316.25 FEET ALONG THE SOUTH LINE OF SAID SOUTHEAST QUARTER TO THE WESTERLY RIGHT-OF-WAY LINE OF PRIMARY STATE HIGHWAY #14; THENCE NORTH 17 DEGREES 38 MINUTES WEST 1489.35 FEET ALONG SAID RIGHT-OF-WAY LINE TO THE TRUE POINT OF BEGINNING FOR THIS DESCRIPTION; THENCE CONTINUING NORTH 17 DEGREES 38 MINUTES WEST 150.00 FEET ALONG SAID RIGHT-OF-WAY LINE; THENCE SOUTH 72 DEGREES 22 MINUTES WEST 168 FEET, MORE OR LESS, TO THE EAST RIGHT-OF-WAY LINE OF THE GIG HARBOR LONGBRANCH COUNTY ROAD; THENCE SOUTHEASTERLY ALONG SAID EAST RIGHT OF WAY LINE 150 FEET, MORE OR LESS, TO A POINT SOUTH 72 DEGREES 22 MINUTES WEST FROM THE TRUE POINT OF BEGINNING;

EXHIBIT C

CHICAGO TITLE INSURANCE COMPANY

ALTA COMMITMENT
SCHEDULE A
(Continued)

Order No.: 81884
Your No.: PURDY REALTY

LEGAL DESCRIPTION - *WYNWOOD - (Cont.)*

THENCE NORTH 72 DEGREES 22 MINUTES EAST 159 FEET TO THE TRUE POINT OF BEGINNING.

PARCEL C:

COMMENCING AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF SECTION 25, TOWNSHIP 22 NORTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN; THENCE SOUTH 89 DEGREES 34 MINUTES 17 SECONDS EAST 1316.25 FEET ALONG THE SOUTH LINE OF SAID SOUTHEAST QUARTER TO THE WESTERLY RIGHT OF WAY LINE OF PRIMARY STATE HIGHWAY NO. 14; THENCE NORTH 17 DEGREES 38 MINUTES WEST 1639.35 FEET ALONG SAID RIGHT OF WAY LINE TO THE TRUE POINT OF BEGINNING FOR THIS DESCRIPTION; THENCE CONTINUE NORTH 17 DEGREES 38 MINUTES WEST 100.00 FEET ALONG SAID RIGHT OF WAY LINE; THENCE SOUTH 72 DEGREES 22 MINUTES WEST TO THE EAST RIGHT OF WAY LINE OF THE GIG-HARBOR LONGBRANCH COUNTY ROAD; THENCE SOUTHEASTERLY ALONG SAID EAST RIGHT OF WAY LINE, 100.00 FEET TO A POINT SOUTH 72 DEGREES 22 MINUTES WEST FROM THE TRUE POINT OF BEGINNING; THENCE NORTH 72 DEGREES 22 MINUTES EAST TO THE TRUE POINT OF BEGINNING.

TOGETHER WITH A NON-EXCLUSIVE EASEMENT FOR INGRESS AND EGRESS OVER AND ACROSS A STRIP OF LAND 30 FEET IN WIDTH, CONTIGUOUS TO THE WESTERLY LINE OF PRIMARY STATE HIGHWAY NO. 14 AND RUNNING FROM THE NORTHERLY LINE OF THE TRACT COVEYED TO WILLIAM W. SHERROD AND ESTERH J. SHERROD, HUSBAND AND WIFE, BY DEED RECORDED OCTOBER 24, 1966 UNDER PIERCE COUNTY AUDITOR'S FEE NO. 2166322, TO THE EXISTING DRIVEWAY FROM PRIMARY STATE HIGHWAY NO. 14 ADJACENT TO THE SOUTHERLY LINE OF THE TRACT COVEYED TO SHERROD AND WIFE BY DEED RECORDED JULY 9, 1965 UNDER PIERCE COUNTY AUDITOR'S FEE NO. 2107989.

SITUATE IN THE COUNTY OF PIERCE, STATE OF WASHINGTON.

ALSO PIERCE COUNTY PARCEL # 01-22-25-8-004

LEGAL DESCRIPTION

ALL THAT SECTOR OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTERS AND THAT PORTION OF BOWENHURST LOT 1 IN SECTION 25, TOWNSHIP 22 NORTH, RANGE 12 EAST OF THE 10TH TWP. MERIDIAN OF THE WESTERN LINE OF THE HARRIS-LEONARD TRACT, PUNON, KUSTOP COUNTY, WARD (OLD STATE HIGHWAY NO. 14) AND ADJACENT PORTIONS OF THE PORTIONS OF SOME OF THE TRACTS HIGHWAY NO. 14, IN FIERCE COUNTY, WASHINGTON.

EXCEPT THE STRIP HIGHWAY ALONG NORTH OF THE NORTH LINE OF THE ABOVE DESCRIBED PARCEL.

ALSO EXCEPT THAT PORTION ADJACENT TO THE STATE OF WASHINGTON ON DEED DATED OCTOBER 15, 1971 UNDER PLATINGS REF. NO. 2716623.

SITUATE IN FIERCE COUNTY, WASHINGTON.

SOUTH Parcel 8 PAGES -

EXHIBIT 1

Memo to: Tom Semon
From: Eva Jacobson

Date: November 20, 1991

RE: Legal description for Canterwood participation in ULID

LOTS 1 THROUGH 8, INCLUSIVE OF CANTERWOOD REPLAT A OF CANTERWOOD
REPLAT A & B, RECORDED JULY 30, 1990 UNDER RECORDING NUMBER
9007300358, WHICH IS A REPLAT OF LOT 22 OF CANTERWOOD DIVISION
FIVE UNDER RECORDING NUMBER 8905170206, IN PIERCE COUNTY,
WASHINGTON.



RECORD OF SURVEY

A PORTION OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF
SECTION 24, TOWNSHIP 22 NORTH, RANGE 1 EAST, W.M.
PIERCE COUNTY, WASHINGTON

LEGAL DESCRIPTION

PARCEL A

BEGINNING ON THE NORTH AND SOUTH LINE THROUGH THE CENTER OF SECTION 24, TOWNSHIP 22 NORTH, RANGE 1 EAST OF THE W.M. IN PIERCE COUNTY, WASHINGTON, AT A POINT 344 FEET SOUTH OF THE NORTH QUARTER CORNER OF SAID SECTION, THENCE CONTINUING ON SAID CENTER LINE SOUTH 300 FEET, THENCE SOUTH 89° 04' WEST 1000 FEET, THENCE NORTH 104 FEET, THENCE SOUTH 89° 04' WEST 197.00 FEET TO THE EASTERN LINE OF THE RIGHT OF WAY OF THE PUNY PITSP COUNTY ROAD, THENCE ON SAID LINE OF SAID NORTH 113° EAST 400.00 FEET, THENCE NORTH 89° 04' EAST 1102.00 FEET TO THE POINT OF BEGINNING.

EXCEPT THAT PORTION THEREOF CONVEYED TO LEANOR PAROLA, BY DEED DATED DECEMBER 10, 1931 AND RECORDED DECEMBER 10, 1931 UNDER AUDITOR'S NO. 184044S.

EXCEPT THAT PORTION THEREOF CONVEYED TO STATE OF WASHINGTON FOR PRIMARY STATE HIGHWAY NO. 18, HANNOYS BRIDGE TO PUNY, BY DEED DATED AUGUST 20, 1937 AND RECORDED SEPTEMBER 23, 1937 UNDER AUDITOR'S NO. 178718R.

PARCEL B

THE SOUTH HALF OF THE NORTH HALF OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 24, TOWNSHIP 22 NORTH, RANGE 1 EAST OF THE W.M. IN PIERCE COUNTY, WASHINGTON.

EXCEPT THAT PORTION THEREOF TAKEN FOR PRIMARY STATE HIGHWAY NO. 18, BY SLEWIS EDITIONS AND SA, 1938 UNDER PIERCE COUNTY SUPERIOR COURT CASE NO. 134441.

ALSO EXCEPTS A PARCEL OF LAND IN THE NORTHWEST QUARTER OF SECTION 24, TOWNSHIP 22 NORTH, RANGE 1 EAST OF THE W.M. 1340 NORTHWEST OF THE COMMON CORNER AND MONUMENTED BOUNDARY, ACCORDING TO BOUNDARY LINE AGREEMENT RECORDED UNDER AUDITOR'S NO. 181318I, AND 91 CLARIFICATION OF SAID BOUNDARY LINE AGREEMENT BY INSTRUMENT RECORDED JANUARY 8, 1963 UNDER AUDITOR'S NO. 189300L, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF THE NORTHWEST QUARTER OF SAID SECTION 24, THENCE NORTH 89° 04' WEST A DISTANCE OF 791.00 FEET ALONG THE NORTH BOUNDARY OF SAID SECTION 24; THENCE SOUTH 89° 04' WEST A DISTANCE OF 344.10 FEET TO A CONCRETE MONUMENT REFERRED TO IN SAID BOUNDARY LINE AGREEMENT AND THE TRUE POINT OF BEGINNING; THENCE NORTH 89° 04' WEST A DISTANCE OF 19.30 FEET TO THE SOUTH BOUNDARY LINE OF THE NORTH HALF OF THE NORTH HALF OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 24; THENCE ALONG SAID SOUTH BOUNDARY LINE NORTH 89° 04' WEST A DISTANCE OF 304.14 FEET; THENCE SOUTH 89° 04' WEST A DISTANCE OF 24.50 FEET TO A SECOND CONCRETE MONUMENT REFERRED TO IN SAID BOUNDARY LINE AGREEMENT; THENCE NORTH 89° 04' EAST A DISTANCE OF 308.14 FEET, MORE OR LESS, ALONG SAID AGREED AND MONUMENTED BOUNDARY LINE TO THE TRUE POINT OF BEGINNING.

EXCEPT THE WEST 100 FEET THEREOF.

ALSO EXCEPTS THAT PORTION THEREOF CONVEYED TO PIERCE COUNTY, A POLITICAL SUBDIVISION, FOR ROAD OF WAY, FOR PUNY LAKE, BY DEED RECORDED UNDER AUDITOR'S NO. 18190731A, RECORDS OF PIERCE COUNTY, WASHINGTON.

PARCEL C

THE EAST 794 FEET OF THE NORTH HALF OF THE NORTH HALF OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 24, TOWNSHIP 22 NORTH, RANGE 1 EAST OF THE W.M. IN PIERCE COUNTY, WASHINGTON.

EXCEPT THE NORTH 30 FEET THEREOF FOR PUNY-CRENSHAW COUNTY ROAD, ALSO.

EXCEPT THAT PORTION THEREOF CONVEYED TO PIERCE COUNTY, FOR ADDITIONAL RIGHT OF WAY FOR 164TH STREET NORTHWEST, AND 82ND AVENUE NORTHWEST, BY DEED RECORDED UNDER AUDITOR'S NO. 18190731A, RECORDS OF PIERCE COUNTY, WASHINGTON.

PARCEL D

THE SOUTH 330 FEET OF THE WEST HALF OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 24, TOWNSHIP 22 NORTH, RANGE 1 EAST OF THE W.M. IN PIERCE COUNTY, WASHINGTON.

EXCEPT THAT PORTION THEREOF CONVEYED TO WILLIAM HENNING AND FRANK HENNING, HUSBAND AND WIFE, BY DEED DATED SEPTEMBER 24, 1962 AND RECORDED OCTOBER 23, 1962 UNDER AUDITOR'S NO. 189559Y, RECORDS OF PIERCE COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

BEGINNING AT THE CENTER OF THE NORTHEAST QUARTER OF SECTION 24, TOWNSHIP 22 NORTH, RANGE 1 EAST OF THE W.M. THENCE WEST PARALLEL WITH THE NORTH BOUNDARY OF SAID QUARTER SECTION 880 FEET, THENCE NORTH PARALLEL WITH THE EAST BOUNDARY OF SAID QUARTER SECTION 300 FEET TO A POINT OF BEGINNING; THENCE NORTH PARALLEL WITH THE EAST BOUNDARY OF SAID QUARTER SECTION 30 FEET; THENCE WEST PARALLEL WITH THE SOUTH BOUNDARY OF SAID QUARTER SECTION 800 FEET; THENCE SOUTH PARALLEL WITH THE EAST BOUNDARY OF SAID QUARTER SECTION 30 FEET; THENCE EAST PARALLEL WITH THE NORTH BOUNDARY OF SAID QUARTER SECTION 800 FEET TO THE POINT OF BEGINNING.

ALSO EXCEPT THAT PORTION THEREOF, CONVEYED TO PIERCE COUNTY, WASHINGTON, FOR RIGHT OF WAY FOR 138TH AVENUE NORTHWEST, BY DEED RECORDED OCTOBER 10, 1962 UNDER AUDITOR'S NO. 184657J, RECORDS OF PIERCE COUNTY, WASHINGTON.

PARCEL E

THE SOUTH 330 FEET OF THE EAST HALF OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 24, TOWNSHIP 22 NORTH, RANGE 1 EAST OF THE W.M. IN PIERCE COUNTY, WASHINGTON.

EXCEPT THAT PORTION THEREOF CONVEYED TO STATE OF WASHINGTON FOR S.R. 18, HANNOYS BRIDGE TO OLYMPIC DRIVE, BY DEED DATED AUGUST 17, 1937 AND RECORDED DECEMBER 14, 1937 UNDER AUDITOR'S NO. 184281R.

PARCEL F

THE NORTH 823 FEET OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 24, TOWNSHIP 22 NORTH, RANGE 1 EAST OF THE W.M. IN PIERCE COUNTY, WASHINGTON.

EXCEPT THAT PORTION THEREOF CONVEYED TO STATE OF WASHINGTON FOR S.R. 18, HANNOYS BRIDGE TO OLYMPIC DRIVE, BY DEED DATED AUGUST 17, 1937 AND RECORDED DECEMBER 14, 1937 UNDER AUDITOR'S NO. 184281R.

PARCEL G

THE EAST 704 FEET OF THE SOUTH 485 FEET OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 24, TOWNSHIP 22 NORTH, RANGE 1 EAST OF THE W.M. IN PIERCE COUNTY, WASHINGTON.

EXCEPT THAT PORTION THEREOF CONVEYED TO MAURICE ELKJORE, A SINGLE WOMAN, BY DEED RECORDED DECEMBER 4, 1913 UNDER AUDITOR'S NO. 253193I, RECORDS OF PIERCE COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

THE PORTION OF THE EAST 704 FEET OF THE SOUTH 485 FEET OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 24, TOWNSHIP 22 NORTH, RANGE 1 EAST OF THE W.M. LYING SOUTH OF THE BREAM OF AN UNNAMED STREAM FLOWING THROUGH SAID PROPERTY.

EXCEPT PORTION CONVEYED TO STATE OF WASHINGTON FOR S.R. NO. 18.

EXCEPT PORTION APPROPRIATED BY THE CITY OF TACOMA FOR TRANSMISSION LINE UNDER PIERCE COUNTY SUPERIOR COURT CASE NO. 181341.

ALSO EXCEPTS THAT PORTION THEREOF CONVEYED TO STATE OF WASHINGTON FOR PRIMARY STATE HIGHWAY NO. 18, HANNOYS BRIDGE TO OLYMPIC DRIVE, BY DEED DATED AUGUST 17, 1937 AND RECORDED DECEMBER 14, 1937 UNDER AUDITOR'S NO. 184281R.

PARCEL H

THAT PORTION OF THE FOLLOWING DESCRIBED PROPERTY LYING NORTH OF THE BREAM OF A STREAM FLOWING IN A WESTERN DIRECTION THROUGH THE FOLLOWING DESCRIBED PROPERTY:

CORNER CORNER AT THE NORTHWEST CORNER OF THE SOUTH 485 FEET OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 24, TOWNSHIP 22 NORTH, RANGE 1 EAST OF THE W.M. IN PIERCE COUNTY, WASHINGTON, THENCE EAST PARALLEL WITH THE SOUTH LINE OF SAID SUBDIVISION, 350 FEET TO THE TRUE POINT OF BEGINNING; THENCE EAST PARALLEL WITH THE SOUTH LINE OF SAID SUBDIVISION, 344 FEET, MORE OR LESS, TO INTERSECT A LINE RUNNING PARALLEL WITH AND 104 FEET WEST OF THE EAST LINE OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 24; THENCE ON SAID PARALLEL LINE SOUTH TO THE NORTH LINE OF RIGHT OF WAY OF CUSHMAN-TACOMA TRANSMISSION LINE; THENCE WEST ALONG THE NORTHERLY LINE OF SAID CUSHMAN-TACOMA TRANSMISSION LINE, TO A POINT SOUTH OF THE TRUE POINT OF BEGINNING; THENCE NORTH TO THE TRUE POINT OF BEGINNING.

PARCEL I

BEGINNING AT THE NORTHWEST CORNER OF THE SOUTH 485 FEET OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 24, TOWNSHIP 22 NORTH, RANGE 1 EAST OF THE W.M. IN PIERCE COUNTY, WASHINGTON, THENCE EAST PARALLEL WITH THE SOUTH LINE OF SAID SUBDIVISION, 350 FEET; THENCE SOUTH TO THE NORTHERLY LINE OF THE CUSHMAN-TACOMA TRANSMISSION LINE, CONVEYED TO THE CITY OF TACOMA; THENCE WEST ALONG THE NORTHERLY LINE OF SAID TRANSMISSION LINE TO THE WEST LINE OF THE NORTHEAST QUARTER OF SAID SECTION 24; THENCE NORTH TO THE POINT OF BEGINNING.

PARCEL J

THE NORTH 150 FEET OF THE WEST 430 FEET OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 24, TOWNSHIP 22 NORTH, RANGE 1 EAST OF THE W.M. IN PIERCE COUNTY, WASHINGTON.

EXCEPT THAT PORTION THEREOF CONVEYED TO STATE OF WASHINGTON FOR S.R. 18, HANNOYS BRIDGE TO OLYMPIC DRIVE, BY DEED DATED AUGUST 17, 1937 AND RECORDED DECEMBER 14, 1937 UNDER AUDITOR'S NO. 184281R AND 184281I, RESPECTIVELY.

GIG HARBOR NORTH
ULID BUDGET

I. Expenditures

<u>Items</u>	<u>Amount</u>
Engineering	157,750
Construction	1,120,175
Change Orders/Contingency	141,758
WSST (7.8%)	98,432
Construction Management, Inspections	70,000
Easements	10,000
Administration Costs	10,000
SUBTOTAL	<u>\$1,608,115</u>

Bond Costs (interim, final)	45,000
Bond Attorney's Fees	5,000
Interest Expense (\$144,000 - \$102,000)	42,000
Miscellaneous	10,000
	<u>1,710,115</u>

Less:

Preliminary engineering - Sitts & Hill, Peck & Associates	<u><58,170></u>
	<u>\$1,651,945</u>

II. Revenues:

Bond Anticipation Notes	1,651,945
Washington State Dept. of Corrections ULID Preliminary Assessments	<u><24,022></u>
	<u>\$1,627,923</u>

ULID NO. 3 PRELIMINARY ASSESSMENT ROLL

Participants	Flow (gpd)/ERUs (%)	Assessment
Peninsula School Dist.	101,000/437 ERUs (12.6%)	\$ 267,394
Pope Resources	296,000/1281 ERUs (37%)	224,179
Thompson Properties	150,000/649 ERUs (18.7%)	462,314
Tucci and Sons	127,000/550 ERUs (15.9%)	391,426
Active Construction	12,000/52 ERUs (1.5%)	36,985
Dept. of Natural Res.	25,000/108 ERUs (3.1%)	77,052
Wynwood Center	5,000/22 ERUs (0.6%)	15,410
South Purdy Associates	10,000/43 ERUs (1.2%)	30,821
Canterwood (Lorigon)	75,000/325 ERUs (9.4%)	122,342
	801,000/3,467 ERUs (100%)	\$1,627,923

REGULAR GIG HARBOR CITY COUNCIL MEETING OF NOVEMBER 25, 1991

PRESENT: All present.

PRESENTATION:

1. Korean War Veterans' Memorial.
Jean Belcher and Al Rasmussen requested council contribute to the memorial. They presented an artist's drawing of the memorial which is to be placed on the capitol grounds in Olympia.

CALL TO ORDER: 7:22 p.m.

PUBLIC HEARING.

1. 1992 City Budget.

MOTION: To take public comment, but hold comments until other business has been completed.
Frisbie/Perrow - unanimously approved.

There was no public input.

MINUTES:

MOTION: To approve the minutes of the meeting of November 12, 1991.
Davis/English - approved by a vote of 4 - 0 with Davis abstaining.

CORRESPONDENCE:

1. Pierce County notice of public meetings adopting fish and wildlife habitats and wetlands management regulations.

OLD BUSINESS:

1. Resolution regarding utility service extension.

MOTION: To approve Resolution #333.
Frisbie/English - unanimously approved.

2. Reconsideration of Personnel Policy.
The mayor requested that this item be postponed until a later date. The council asked that she present in writing what it was she wanted to modify.

NEW BUSINESS:

1. 1992 Property Tax Levy Ordinance - 1st reading.

2. 1992 Police Guild Agreement and City Employees' Salary Adjustment.

MOTION: To table this item until after the approval of the 1992 budget.
Frisbie/Davis - unanimously approved.

3. Utility System Financial Overview.
City Administrator Mike Wilson was unable to prepare information on this item prior to the meeting.

4. Hearing Examiner report and recommendation on SDP90-02: Frisbie/Allen boat moorage expansion.
(Councilmember Frisbie left the room for discussion of this item.)

Planning Director Ray Gilmore explained the request for additional moorage slips at Lucca's Landing Marina.

MOTION: To accept the recommendation of the Hearing Examiner and approve Resolution #334.
Davis/English -

Discussion followed centered on the applicants installing public access to the waterfront in the form of a boardwalk.

Dick Allen, applicant, was available to answer questions from council and explained that he was not interested in the installation of a public boardwalk across his property.

MOTION: To table this item until the meeting of December 9, 1991.
Davis/English - unanimously approved.

5. Resolution authorizing the public works director to approve projects.

MOTION: To approve Resolution #335.
Perrow/English - unanimously approved.

6. Request for sewer capacity - Purdy area properties.
Mr. Wilson explained the request for the extension of sewer services to properties in the Purdy area.

Dave Morris, applicant for Purdy Realty, provided information on the properties involved in the request.

Dr. John Armenia, representing the Peninsula School District, spoke in favor of the sewer capacity request.

MOTION: To table this item until the applicant can return to the council with an executed contract.
Frisbie/Hoppen - motion was defeated by a vote of 2 - 3 with Davis, English, and Perrow against.

MOTION: To approve the request subject to the standard sewer capacity contract being completed and returned to council for approval.
Davis/Perrow - unanimously approved.

7. Resolution to form Gig Harbor North ULID.
Mr. Wilson presented the resolution and provided information regarding the area involved.

Both Dr. Armenia and Tom Semon were available to answer questions pertaining to the Peninsula School District's involvement in the ULID.

MOTION: To approve Resolution #336.
Davis/Perrow - approved by a vote of 4 - 1 with Frisbie voting against.

MOTION: To include language in the ULID to either waive the two consecutive years of failure to pay to allow the city to pursue foreclosure and to require additional security to protect the assets of the utility.
Frisbie/English - unanimously approved.

8. Expansion of sewer utility capacity - Department of Corrections.

MOTION: To approve the contract with the Department of Corrections.
Frisbie/Davis - unanimously approved.

MOTION TO AMEND ORIGINAL MOTION:

All utility facilities within Department of Corrections' property shall be DOC maintained.

Frisbie/Davis - unanimously approved.

9. Creek identification signs.

MOTION: To approve the expenditure of approximately \$60 for three creek identification signs.
Perrow/Frisbie - unanimously approved.

10. New liquor license application - Gig Harbor Yacht Club.
No action taken.

11. Transfer of liquor license application - Golden Dragon Restaurant.
No action taken.

1992 CITY BUDGET

Joe Boconegra, speaking as a live-aboard resident, suggested a marine patrol of some kind was necessary to eliminate problems in the harbor.

The hearing was closed when there was no further public input.

MOTION: To approve the 1992 budget - Ordinance #612.
Davis/English - unanimously approved.

MOTION TO AMEND ORIGINAL MOTION:
To approve the 1992 salary schedule.
Perrow/English - unanimously approved.

MOTION TO AMEND ORIGINAL MOTION:
To eliminate the one-half time assistant court/police clerk and not approve the addition of a half-time assistant court clerk.
Frisbie/ - motion died for lack of a second.

MOTION TO AMEND ORIGINAL MOTION:
To add to the Administration program, a capital facilities planning element to the comprehensive plan in conjunction with the public works department, planning, and

finance, to develop a plan which is a requirement under the state's growth management act.

Davis/English - unanimously approved.

MOTION TO AMEND ORIGINAL MOTION:

To prepare a budget for the fixed asset inventory and bring any other items in the finance department up to date.

Davis/Frisbie - unanimously approved.

MOTION TO AMEND ORIGINAL MOTION:

To not approve an accounting clerk unless the staff can show the need after all items have been brought up to date.

Frisbie/Davis - unanimously approved.

MOTION TO AMEND ORIGINAL MOTION:

To authorize the mayor to spend up to \$25,000 for contract labor to assist the finance department in getting the books in order.

Frisbie/Hoppen - unanimously approved.

MOTION TO AMEND ORIGINAL MOTION:

Regarding salaries and benefits: The City of Gig Harbor intends to attract and retain high quality people to work for the city by providing competitive salaries and benefits. We intend to keep our salaries and benefits in the upper quartile of a sample of comparable cities.

English/Davis - approved by a vote of 3 - 2 with Perrow and Frisbie voting against.

MOTION TO AMEND ORIGINAL MOTION:

To delete the Marine Services objective and related capital from the police department and fund up to \$5,000 for a committee to be brought together to study the need for a marine service program.

Davis/Frisbie - unanimously approved.

MOTION TO AMEND ORIGINAL MOTION:

To authorize the expenditure of \$10,000 for the preparation of a wetlands map for the city.

Davis/Frisbie - unanimously approved.

MOTION TO AMEND ORIGINAL MOTION:

To retain the position of a new planning/
building assistant but review and modify the
job description to be that of an associate
planner.

Davis/ - motion died for lack of a second.

MOTION TO AMEND ORIGINAL MOTION:

To not approve the addition of a permanent
assistant, but retain the current staffing
levels and hire temporary assistance as
needed.

Frisbie/Perrow - unanimously approved.

MOTION TO AMEND ORIGINAL MOTION:

To approve the expenditure of \$500 toward the
Korean War Veterans' Memorial.

Frisbie/Hoppen - unanimously approved.

MOTION TO AMEND ORIGINAL MOTION:

To spread across the entire public works
department, \$16,000 for the auto-CAD system.

Frisbie/Davis - approved by a vote of 4 - 1
with Perrow voting against.

MOTION TO AMEND ORIGINAL MOTION:

All adjustments to the budget be taken out of
the capital outlay fund, Fund #301.

Frisbie/Davis - unanimously approved.

To eliminate objective #2 of the Street
Operating Fund (Kimball Drive project).

Frisbie/Davis - unanimously approved.

MOTION TO AMEND ORIGINAL MOTION:

To add back into the budget \$80,000 to create
an underground vault for the light company
conduit for undergrounding of power lines at
a later date on Soundview Drive and create a
committee to study, in conjunction with the
power company, the possibility of
undergrounding all power lines in the city.

Davis/English - approved by a vote of 3 - 2
with Perrow and Frisbie voting against.

MOTION TO AMEND ORIGINAL MOTION:

To have a council-initiated LID to pay the costs for undergrounding the Soundview Drive power lines.

Frisbie/Perrow - defeated by a vote of 2 - 3 with Davis, Hoppen, and English voting against.

MOTION TO AMEND ORIGINAL MOTION:

Need to remind Pierce County every three months of the city's commitment to the east-west traffic arterial from Swede Hill Road interchange to Peacock .

Perrow/Davis - unanimously approved.

MOTION TO AMEND ORIGINAL MOTION:

To amend objective #10 in the street operating fund to say "... proposed improvements including basic curbs, gutters, sidewalks, storm drainage and pavement overlay in 1992. The cost of installation of any additional amenities such as pavers or planters shall be borne by the property owner."

Perrow/Frisbie - approved by a vote of 4 - 1 with English voting against.

MOTION TO AMEND ORIGINAL MOTION:

To delete item #12 in the street operating fund to pave the city shop area.

Perrow/English - defeated by a vote of 1 - 4 with Frisbie, Davis, Hoppen, and English voting against.

MOTION TO AMEND ORIGINAL MOTION:

To add into objective #3 in the risk management fund to videotape/inventory all sidewalks in the city.

Davis/Frisbie - unanimously approved.

To review the costs of longshore/harbor patrol insurance as it relates to the marine services needs of the city.

Perrow/Frisbie - unanimously approved.

MOTION TO AMEND ORIGINAL MOTION:

To delete Fund #206.

Frisbie/Davis - unanimously approved.

MOTION TO AMEND ORIGINAL MOTION:

To delete Fund #106.

Frisbie/Davis - unanimously approved.

MOTION TO AMEND ORIGINAL MOTION:

To reconsider the \$80,000 funding for Soundview Drive installation of an underground vault for the power company.

Frisbie/Perrow - motion withdrawn.

MOTION TO AMEND ORIGINAL MOTION:

To fund the \$80,000 for Soundview Drive improvements from the capital asset fund #301 from the ending fund balance.

Davis/English - approved by a vote of 3 - 2 with Frisbie and Perrow voting against.

MOTION: To bring the Police Guild contract back to the table.

Frisbie/Davis - unanimously approved.

MOTION: To approve the Police Guild contract except Section 3, Article 5 but wording to be included instead which says that salaries for the second and third years will be negotiated.

Frisbie/Davis - unanimously approved.

BILLS:

MOTION: To approve payment of warrants #8038 through #8118, for \$53,786.65.

Building Official Steve Bowman expressed thanks to City Administrator Mike Wilson for many years of service to the city and wished him well in future endeavors.

EXECUTIVE SESSION:

MOTION: To go into executive session for the purpose of discussing a personnel issue at 11:50 p.m.
Frisbie/English - unanimously approved.

ADJOURN:

MOTION: To adjourn at 12:00 p.m.
Davis/English - unanimously approved.

Cassette recorder utilized.

Tape 257 Both sides

Tape 258 Both sides

Tape 259 Both sides

Mayor

REGULAR GIG HARBOR CITY COUNCIL MEETING OF DECEMBER 9, 1991

PRESENT: Councilmembers Frisbie, Hoppen, English, Perrow, and Mayor Wilbert.

ABSENT: Councilmember Davis.

CALL TO ORDER: 7:08 p.m.

PUBLIC HEARINGS: None scheduled.

MINUTES: There were no minutes available of the meeting of November 25, 1991. They will be ready at the next meeting of the council.

CORRESPONDENCE:

1. Tacoma/Pierce County Health Department report on shellfish in the south sound.

OLD BUSINESS:

1. Hearing Examiner report and recommendation on SDP91-02: Walt Williamson.
Planning Director Ray Gilmore provided the council with background information on the request.

Walt Williamson was available to answer questions of council regarding the new office space.

Ron Ray commented on the parking situation, and stated that the marina parking had not been a problem.

MOTION: To table this item until the applicant can resolve three issues: 1) parking concerns, 2) landscaping, and 3) public access to the waterfront.
Frisbie/Hoppen - unanimously approved.

2. Hearing Examiner report and recommendation on SDP91-03: Lucca's Landing.
(Councilmember Frisbie left the room for discussion and vote on this item.)

MOTION: To remove this item from the table for discussion.
Perrow/English - unanimously approved.

(This motion made at the meeting of November 25, 1991.)
MOTION: To accept the recommendation of the Hearing Examiner and approve Resolution #334.
Davis/English - unanimously approved.
(Councilmembers voting: Hoppen, English, Perrow.)

Mr. Gilmore provided council with information regarding the requirement for public access to the waterfront and explained that the city Shoreline Master Program did not impose this requirement for marinas.

3. 1992 Property Tax Levy Ordinance - 2nd reading.

MOTION: To adopt Ordinance #613.
Perrow/English - unanimously approved.

NEW BUSINESS:

1. Water utility extension request: Vonnegut.
Public Works Director Ben Yazici explained the request for water service to an address outside the city limits.

MOTION: To approve the request with a minimum water line size of 8" and the final line placement to be determined by the Public Works Director.
Frisbie/Perrow - unanimously approved.

2. Sewer connection request: Perkins.
Mr. Yazici explained the request for sewer service.

Mr. Dan Perkins was available to answer questions.

Council took no action on this request.

3. Hearing Examiner report and recommendation on SDP91-04: Millville Marina.
(Councilmember Frisbie left the room for discussion and vote on this item.)

Mr. Gilmore explained the request to construct additional moorage slips.

Ron Ray, applicant, answered questions of council.

MOTION: To accept the recommendation of the Hearing Examiner and approve Resolution #337.
Perrow/English - unanimously approved.

4. Ordinance for annexation on ANX91-02: Rainwater/Higgins - 1st reading.
5. Ordinance for annexation on ANX91-06: Richardson - 1st reading.
6. Request for time extension - SPR89-14: Davenport.
Mr. Gilmore explained the request for a time extension for construction of the Gig Harbor Motel.

Dennis Davenport, applicant, spoke in favor of the request.

MOTION: To approve the request.
Frisbie/English - unanimously approved.

7. Gig Harbor North utility extension and capacity agreement.
Mr. Yazici explained the request.

MOTION: To approve the preparation of agreements for the Gig Harbor North properties.
English/Frisbie - unanimously approved.

8. 1991 budget emergency ordinance.
Finance Officer Connie Leonard explained the transfers from various departments.

MOTION: To adopt Ordinance #614.
Frisbie/English - unanimously approved.

9. Ordinance establishing position of City Administrator - 1st reading.
10. Resolution amending personnel policies - job descriptions.

MOTION: To approve Resolution #338 establishing the job description for the Associate Planner.
Frisbie/Perrow - unanimously approved.

11. Soundview Drive/Hunt Street design.
Mr. Yazici provided information on the project and recommended INCA Engineers for the design services.

MOTION: To approve a contract with INCA Engineers in the amount of \$64,988.17.
English/Frisbie - approved by a vote of 3 - 0 with Perrow abstaining.
12. Harborview Drive overlay project request for time extension.
Mr. Yazici explained the need for the time extension in completion of this project.

MOTION: To approve the request.
Perrow/English - unanimously approved.
13. Change order for well #6.

MOTION: To approve the change order for the purchase of a larger pump.
Frisbie/English - unanimously approved.
14. Resolution regarding social security coverage.
Finance Officer Connie Leonard explained the need for the resolution to cover all councilmembers and part-time employees under the social security system.

MOTION: To approve Resolution #339.
Frisbie/English - unanimously approved.
15. Agreement for Public Health Service.
Mayor Wilbert presented the information regarding the agreement with the Tacoma/Pierce County Health Department.

MOTION: To approve the agreement.
Frisbie/Hoppen - unanimously approved.
16. Amendment to Gray and Osborne contract.

MOTION: To approve the amendment to the contract for an estimated cost of \$24,944.00.
Frisbie/English - unanimously approved.

DEPARTMENT MANAGERS' REPORTS:

1. Police:

Police Chief Denny Richards provided council with information on the police department's activities for the month of November.

MAYORS REPORT:

Mayor Wilbert explained the process she was using in determining the candidates for the City Administrator position. She announced that she had received 84 applications.

ANNOUNCEMENTS:

Oaths of office will be administered to new councilmembers on December 27, 1991.

PAYROLL:

MOTION: To approve payment of warrants #6450 through #6561 in the amount of \$127,371.65.
Perrow/English - unanimously approved.

BILLS:

MOTION: To approve payment of warrants #8119 through #8175 in the amount of \$20,159.63.
Perrow/English - unanimously approved.

EXECUTIVE SESSION:

MOTION: To go into executive session for the purpose of discussing the Noel claim for damages, the Ellsworth lawsuit, and personnel issues.
(9:03 p.m.)
Frisbie/English - unanimously approved.

MOTION: To return to regular session.
Frisbie/Perrow - unanimously approved.

MOTION: To deny the Noel claim and forward it to the city's insurance carrier.
Perrow/Frisbie - unanimously approved.

MOTION: To have the city's attorney, Wayne Tanaka, study the Tarabochia/Ancich case and return with a recommendation on January 13, 1992.
Frisbie/Hoppen - unanimously approved.

MOTION: In the case of Mike Wilson's final payroll, that the city prepare a check for vacation leave in the amount of 634 hours, sick leave of 594 hours at 25%, at his current rate of salary, and his December salary.
Frisbie/Perrow - unanimously approved.

MOTION: That the request for comp time be reviewed by the mayor and the city attorney.
Perrow/Frisbie - unanimously approved.

MOTION: To adjourn at 10:10 p.m.
Frisbie/English - unanimously approved.

Cassette recorder utilized.
Tape 260 Both Sides.
Tape 261 Side A 000 - 292.

Mayor

SPECIAL GIG HARBOR CITY COUNCIL MEETING OF JANUARY 6, 1992

PRESENT: Councilmembers Bob Frisbie, Corbett Platt, Mark Hoppen, Nick Markovich, and Mayor Gretchen Wilbert.

ABSENT: Councilmember John English.

CALL TO ORDER: 7:10 p.m.

EXECUTIVE SESSION:

MOTION: To go into Executive Session for the purpose of discussing a personnel issue and land acquisition.
Frisbie/Hoppen - unanimously approved.

MOTION: To return to regular session.
Frisbie/Markovich - unanimously approved.

ADJOURN:

MOTION: To adjourn at 8:55 p.m.
Frisbie/Hoppen - unanimously approved.

Mayor



City of Gig Harbor. The "Maritime" City."

3105 JUDSON STREET • P.O. BOX 145

GIG HARBOR, WASHINGTON 98335

(206) 851-8136

TO: CITY COUNCILMEMBERS
FROM: GRETCHEN WILBERT, MAYOR
SUBJECT: 1990 AUDIT REPORT REVIEW BY ATTORNEY GENERAL
DATE: JANUARY 10, 1992

I'm pleased to say the attorney general accepts our responses to reconcile the findings in the 1990 audit.

You will note no action will be taken with the understanding that the matters noted in the schedule of findings will be subject to review in subsequent examinations.

The fixed asset accounting is well underway by Gabe Handley. Diane Jenks has been reconstructing the LID 99902 account. She has nearly completed the reconciliation of 2.a. and has found most of the \$28,124 difference that existed between the detailed subsidiary accounts and the control account.

I'm pleased with the performance of Ms. Handley and Ms. Jenks. This effort may cost us extra dollars now, but should serve us well in the future with an efficient bookkeeping system.

My ultimate goal will be for us to present to the auditor a complete record eliminating the excessive time the auditor needs to spend in Gig Harbor.

Thank you for supporting our effort.



RECEIVED

JAN - 6 1992

CITY OF GIG HARBOR

Ken Eikenberry

ATTORNEY GENERAL OF WASHINGTON

HIGHWAYS LICENSES BUILDING • PB 71 • OLYMPIA WA 98504-8071

January 3, 1992

The Honorable Gretchen Q, Wilbert
3105 Judson Street
P.O. Box 145
Gig Harbor, WA 98335

RE: Report No. 53844
City of Gig Harbor
Pierce County
1/1/90 - 12/31/90
A.G. No. 9115744

Dear Mayor Wilber:

The office of the State Auditor, Division of Municipal Corporations, has filed the above-referenced examination report with this office pursuant to RCW 43.09.260. The matters specifically referred to the Attorney General appear on pages M-2 - M-6, copies of which are attached for your reference.

I have examined your response at pages M-3 - M-6 of the report, and am satisfied that it adequately answers the Auditor's findings. Therefore, we will close our file on this examination without taking any action, with the understanding that the matters noted in the schedule of findings will be subject to review in subsequent examinations.

Please feel free to contact me if you have any questions.

Sincerely,

GREGORY J. TRAUTMAN
Assistant Attorney General
(206) 586-1912

king

Enclosure

c: State Auditor (2)

CITY OF GIG HARBOR
Pierce County, Washington
Thirtieth Audit
January 1, 1990 Thru December 31, 1990

Schedule Of Findings

1. Fixed Asset Accounting Should Be Improved

The city does not maintain complete fixed asset detail ledgers for its water/sewer utility or its storm drainage utility. In addition, the city does not take a comprehensive annual physical inventory of its fixed assets and has yet to establish a written depreciation policy. Despite assurances from city officials in the past, fixed asset accountability and accounting remains a concern.

The *Budgeting, Accounting and Reporting System (BARS)* manual, Volume 1, Part 3, Chapter 7 states that:

Accountability for fixed assets is required of all local governments, regardless of size.

It further states:

Fixed asset accounting is required for cities . . . and for any governmental enterprise (such as an airport or water utility) . . . if operating revenues exceed half a million dollars.

Further, generally accepted accounting principles dictate fixed asset and related depreciation accounting.

On the comparative balance sheets for the water/sewer and storm drainage utilities for December 31, 1990, net fixed assets are 69.9 percent and 64.3 percent, respectively, of total assets. Without detailed records, the accuracy of these material balance sheet accounts cannot be determined. In addition, accuracy of related depreciation expense cannot be determined.

The lack of detailed records has been mentioned to management since the 1984 audit, however, the city has not yet provided resources to develop adequate records and controls over fixed assets. We consider the lack of detailed records a material weakness in the city's internal control structure.

We recommend the city:

- a. Complete the detailed list of fixed assets and reconcile this list to the general ledger control accounts.
- b. Provide resources for a comprehensive physical inventory of all fixed assets in its possession.

- c. Develop a policy for depreciation of utility fixed assets.

Auditee's Response

Detailed ledgers for the water/sewer and storm drainage utilities will be established and normal depreciation schedules utilized. A physical inventory of General Fund Assets is planned and procedures for maintaining this will be established. While the inventory is to our advantage, this process may not be accomplished in its entirety in 1992.

2. Accounts Receivable Accounting Should Be Improved

During our audit we noted that subsidiary ledgers were not reconciled to the general ledger control accounts.

The city maintains subsidiary ledgers for utility receivable accounts and Local Improvement District (LID) assessment receivable accounts. The control account is the general ledger. The following material weaknesses were noted in our review of the control reconciliation process:

- a. The water/sewer comparative balance sheet includes \$1,187,368 of assessments receivable for LID 99902. The subsidiary ledgers show a balance of \$1,173,969. We have been unable to determine why a difference of \$13,339 exists between the detailed subsidiary accounts and the control account. Combined with the 1989 difference, there is a total unexplained difference for both years of \$28,124.
- b. The 1990 utility subsidiary ledgers were reconciled to the general ledger at December 31, 1990. However, the differences between the accounts were not investigated and explained. In addition, monthly reconciliations as recommended in previous audits are not being performed.

Without an accurate accounting and reconciliation of subsidiary ledgers to the general ledger control accounts, errors in the city's financial system are perpetuated, customer billings may not be correct, and financial statements are prepared incorrectly.

Management has been advised of the need to perform reconciliations and investigate adjustments in each of the last 4 audits and has yet to implement this recommendation.

We recommend the city establish procedures to reconcile the subsidiary ledger to the general ledger control accounts on a monthly basis. We also recommend the discrepancies between subsidiary ledgers and control accounts be investigated.

Auditee's Response

We will attempt to reconstruct the 99902 LID and reconcile the discrepancy/adjustment. Procedures will be initiated for monthly reconciliation of all accounts.

3. Annual Report Should Be Accurately Prepared

The City of Gig Harbor prepares cash basis financial statements for its governmental funds and accrual basis financial statements for its water/sewer and storm drainage

utilities. A schedule of long-term debt is also presented for supplemental information.

The following weaknesses or errors were noted in our review of the city's financial statements:

a. On the schedule of long-term debt:

For the leases, the amounts presented in the 1990 "amount that came due this period" do not agree to the accounts payable vendor history or the permanent file amortization table. The first lease shows \$12,514 paid in 1990, while the contract shows a beginning balance of \$5,216 and the entire amount due in 1990. The second lease shows \$2,511 as coming due in 1990, when actually \$7,543 came due leaving an ending balance of \$22,059. Based on these discrepancies, ending debt is overstated \$5,032.

b. On the comparative balance sheet - water/sewer utility:

(1) The account, "other current receivables" is overstated by \$205,403. The current portion of this receivable is \$32,036 and the long-term debt portion is \$207,697. Also, \$1,294 of this receivable is not reported in the 1990 statements.

(2) Bonds payable (long-term portion) is overstated by \$50,000.

(3) Approximately \$13,898 of interest payable on bonds was not accrued for year end.

(4) Ending fund equity on the comparative balance sheet of \$8,219,329 differs from ending fund equity on the statement of revenues and changes in fund equity of \$8,253,344.

c. On the comparative statement of revenues and changes in fund equity - water/sewer utility:

(1) Interest expense is overstated by \$93,019.

(2) Prior period correction of \$29,626 is not explained in the notes to the financial statements.

(3) Insurance and personnel expense in the amounts of \$21,560 and \$4,000, respectively, were reported as transfers out when actually they were expenses of the Water/Sewer Fund.

d. On the statement of cash flows - water/sewer utility:

(1) Cash flows from operating activities are not identified as such.

(2) Detail of cash at year end is incorrect as it includes \$11,350 in investments.

(3) If petty cash is included, cash per the financial statements does not reconcile to the statement of cash flows.

(4) Net operating transfers out of \$25,560 is in error; these should have been reported as expenses.

e. On the statement of cash flows - storm drainage utility:

A transfer of \$40,650 from the General Fund was treated as contributed capital in the comparative statement of revenues and changes in fund equity and an operating transfer in the statement of cash flows.

f. The notes to the financial statements contained numerous errors or omissions which required adjustments to reflect actual financial information.

RCW 43.09.200 authorizes the State Auditor to prescribe a system of accounting and reporting for local governments. This is done in the BARS manual provided to the city. RCW 43.09.230 as well as generally accepted accounting principles require annual financial reports be accurate and complete.

Without accurate financial statements, the public is not adequately informed of the results of operation of the city. Also, compliance with bond covenants cannot be determined and significant additional audit time and expense are incurred.

Although this type of finding has occurred in 4 of the previous 6 audits, it appears the city staff has not yet become sufficiently familiar with generally accepted accounting principles and BARS reporting requirements.

We recommend the city establish procedures to ensure that the financial statements are prepared accurately and completely.

Auditee's Response

This will be done.

4. The City Should Prepare The Annual Street Report Accurately

The 1990 street report contains the following errors:

- a. Revenues are overstated by \$2,784 and understated by \$46,053.
- b. Expenditures in the amount of \$24,134 are not supported by the financial records.

RCW 35.21.260 states:

The governing authority of each city and town on or before March 31st of each year shall submit such records and reports regarding street operations in the city or town to the secretary of transportation on forms furnished by him to compile an annual report thereon.

When inaccurate street reports are submitted, the Washington State Secretary of Transportation and any other parties relying on these reports make decisions based upon inaccurate data.

The supporting financial records were adjusted after the street report was prepared and the street report was not revised to reflect the changes.

We recommend the city prepare and submit accurate street reports that are supported by financial records in good form.

Auditee's Response

While we do not feel the errors were material to those relying upon the report, the city will prepare and submit accurate street reports supported by financial data.

5. The City Should Reconcile Bank Accounts

We reviewed the treasurer's account and related bank statements for 1990 through July 1991 and found reconciliations are not being performed. During this period, it appears the only reconciliation was for the December 31, 1990, balance.

The Category 2 BARS manual, Volume 1, Part 3, Chapter 1, page 16 lists internal control standards which define the minimum level of quality acceptable for internal control systems. Specific Standard No. 6, "Access to and Accountability for Resources," requires a periodic comparison of the asset with the recorded accountability to determine whether the 2 agree.

On February 8, 1990, the city was notified it had been overcharged \$1,554.64 by the bank. The city would have lost the money if the bank had not caught this error. Errors such as this should be detected by city personnel through the performance of monthly reconciliations.

The finance director maintains reconciliations were being performed, however, review of the city's records indicate this is not the case.

We recommend the city perform monthly reconciliations of all bank accounts and retain adequate documentation of the performance of such reconciliations.

Auditee's Response

The city will initiate and follow procedures to assure monthly reconciliation.




City of Gig Harbor. The "Maritime" City."

3105 JUDSON STREET • P.O. BOX 145

GIG HARBOR, WASHINGTON 98335

(206) 851-8136

TO: Mayor Wilbert and City Council

FROM:  Ray Gilmore

DATE: January 8, 1992

SUBJ.: Ordinances for the Adoption of Two Annexations :
ANX 91-02 (Higgins/Rainwater) and ANX 91-06
(Richardson). -- Second Reading.

Attached for your consideration are two ordinances which adopt two annexations previously accepted by the City Council: ANX 91-02, approved July 22, 1991 (Res. 319) and ANX 91-06, approved September 9, 1991 (Res. 326). Both were approved by Council following a public hearing and were the subject of a first reading of the ordinance on December 9, 1991.

Both have been reviewed by the Pierce County Boundary Review Board and both have been waived from formal B.R.B. review.

This constitutes the final reading and adoption of the annexation ordinances. Five days after publication of the ordinance, the properties will be officially annexed.

CITY OF GIG HARBOR

ORDINANCE NO.

AN ORDINANCE ANNEXING TO AND INCORPORATING WITHIN THE CITY OF GIG HARBOR CERTAIN UNINCORPORATED TERRITORY LYING CONTIGUOUS TO THE CITY OF GIG HARBOR.

WHEREAS, it has been determined that the best interest and general welfare of the City of Gig Harbor would be served by the annexation of certain real property as described in "Exhibit A" to this ordinance, and;

WHEREAS, the annexation of the property is a reasonable extension of the west city boundary in this area, and;

WHEREAS, the annexation proposal is consistent with the criteria for annexations in accordance with Chapter 36.93.180 as the property is bordered on the north by a public street (Rosedale Street), and;

WHEREAS, the proposed annexation is in compliance with the Urban Area Agreement as entered into between Pierce County and the City of Gig Harbor, and;

WHEREAS, the proposed zoning designation of R-1 (low density single family) is consistent with the City of Gig Harbor Comprehensive Plan which designates this planning area as urban low density residential, and,;

WHEREAS, the petitioners agree to assume their pro-rata share of the City's bonded indebtedness.

NOW, THEREFORE, the city council of the City of Gig Harbor ORDAINS as follows:

Section 1. The real property described in this ordinance as "Exhibit A" is hereby annexed into the City of Gig Harbor and is accorded a zoning designation of R-1 (low density single family residential).

Ordinance No.
Page 2

Section 2. This ordinance shall be in full force and take effect five (5) days after publication, according to law.

PASSED by the City Council of the City of Gig Harbor, Washington, and approved by its Mayor at a regular meeting of the council on this ___ day of _____, 1991.

Gretchen Wilbert, Mayor

ATTEST:

City Administrator

Filed with the City Clerk: 12/6/91
Passed by the City Council:
Date Published:
Effective Date:

EXHIBIT A

October 14, 1991
File #15685

LEGAL DESCRIPTION

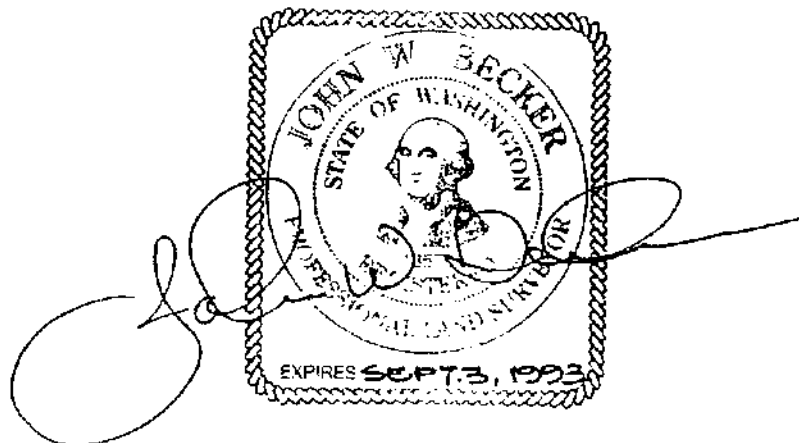
for

HIGGINS-RAINWATER ANNEXATION

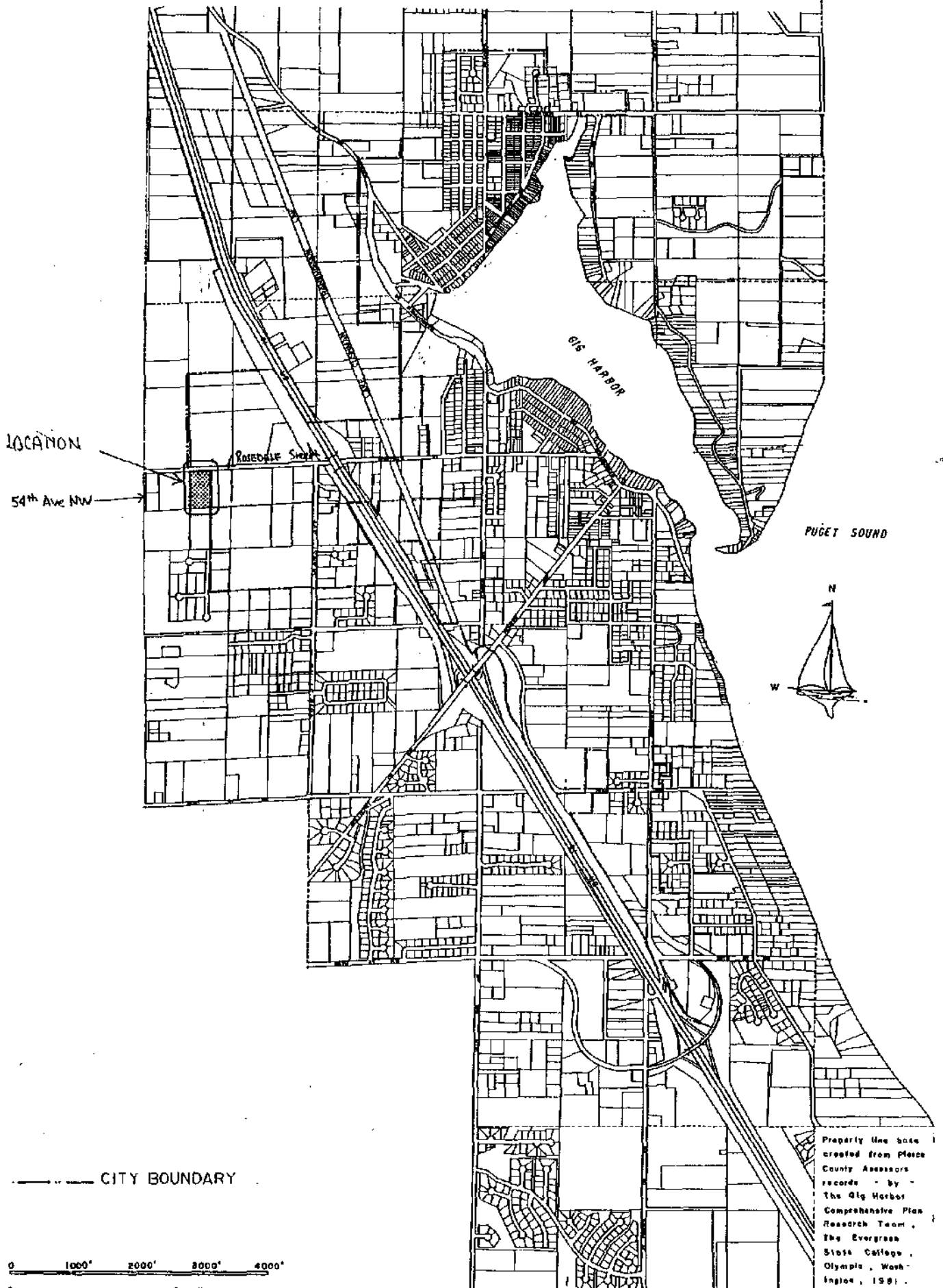
THE WEST HALF OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 7, TOWNSHIP 21 NORTH, RANGE 2 EAST, WILLAMETTE MERIDIAN.

TOGETHER WITH THAT PORTION OF THE SOUTH 30.00 FEET OF THE WEST HALF OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 6, TOWNSHIP 21 NORTH, RANGE 2 EAST, WILLAMETTE MERIDIAN, PIERCE COUNTY, WASHINGTON LYING EASTERLY OF THE FOLLOWING DESCRIBED LINE:

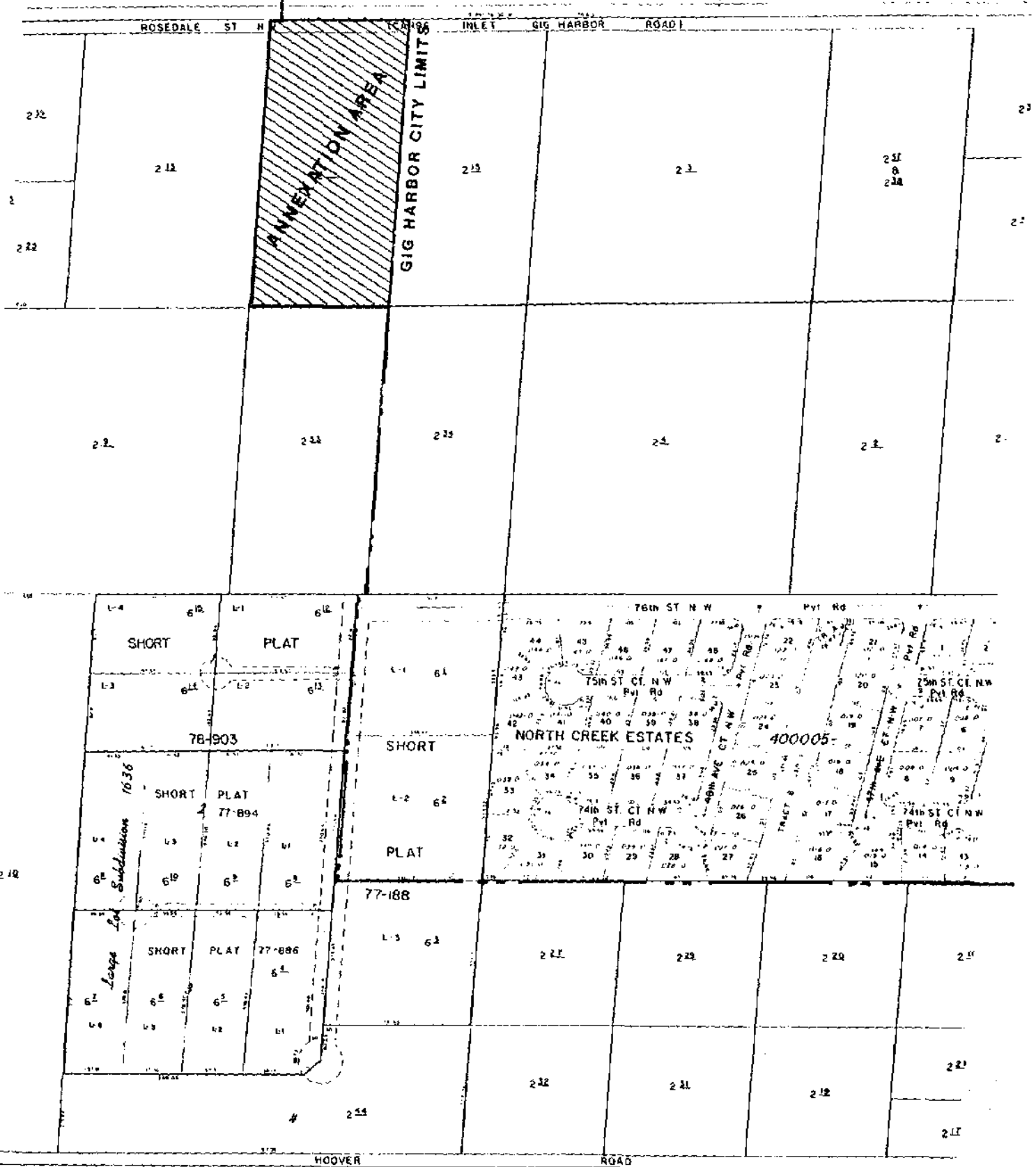
COMMENCING AT THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF SECTION 6, TOWNSHIP 21 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN; THENCE EAST ALONG THE SOUTH LINE OF SAID SUBDIVISION 670.00 FEET TO THE POINT OF BEGINNING; THENCE NORTH 1,530.00 FEET, MORE OR LESS, TO INTERSECT THE NORTH LINE OF THE SOUTH 1,530.00 FEET OF THE SOUTHWEST QUARTER OF SAID SECTION 6, AT A POINT 605.00 FEET EAST OF THE WEST LINE OF SAID SOUTHWEST QUARTER AND TERMINUS OF THIS LINE.



ANNEXATION 91-02 - HIGGINS/RAINWATER



CITY OF GIG HARBOR AND VICINITY



NW 7 T21N R2
 ROAD 3 SCHOOL 101

CITY OF GIG HARBOR

ORDINANCE NO.

AN ORDINANCE ANNEXING TO AND INCORPORATING WITHIN THE CITY OF GIG HARBOR CERTAIN UNINCORPORATED TERRITORY LYING CONTIGUOUS TO THE CITY OF GIG HARBOR.

WHEREAS, it has been determined that the best interest and general welfare of the City of Gig Harbor would be served by the annexation of certain real property as described in "Exhibit A" to this ordinance, and;

WHEREAS, the annexation of the property is a reasonable extension of the north city boundary in this area, and;

WHEREAS, the annexation proposal is consistent with the criteria for annexations in accordance with Chapter 36.93.180 as the property is accessed by a public street (Sutherland) and city utility services are immediately available to the east, and;

WHEREAS, the proposed annexation is in compliance with the Urban Area Agreement as entered into between Pierce County and the City of Gig Harbor, and;

WHEREAS, the proposed zoning designation of R-1 (low density single family) is consistent with the City of Gig Harbor Comprehensive Plan which designates this planning area as urban low density residential, and,;

WHEREAS, the petitioners agree to assume their pro-rata share of the City's bonded indebtedness.

NOW, THEREFORE, the city council of the City of Gig Harbor ORDAINS as follows:

Section 1. The real property described in this ordinance as "Exhibit A" is hereby annexed into the City of Gig Harbor and is accorded a zoning designation of R-1 (low density single family residential).

Ordinance No.
Page 2

Section 2. This ordinance shall be in full force and take effect five (5) days after publication, according to law.

PASSED by the City Council of the City of Gig Harbor, Washington, and approved by its Mayor at a regular meeting of the council on this ____ day of _____, 1991.

Gretchen Wilbert, Mayor

ATTEST:

City Administrator

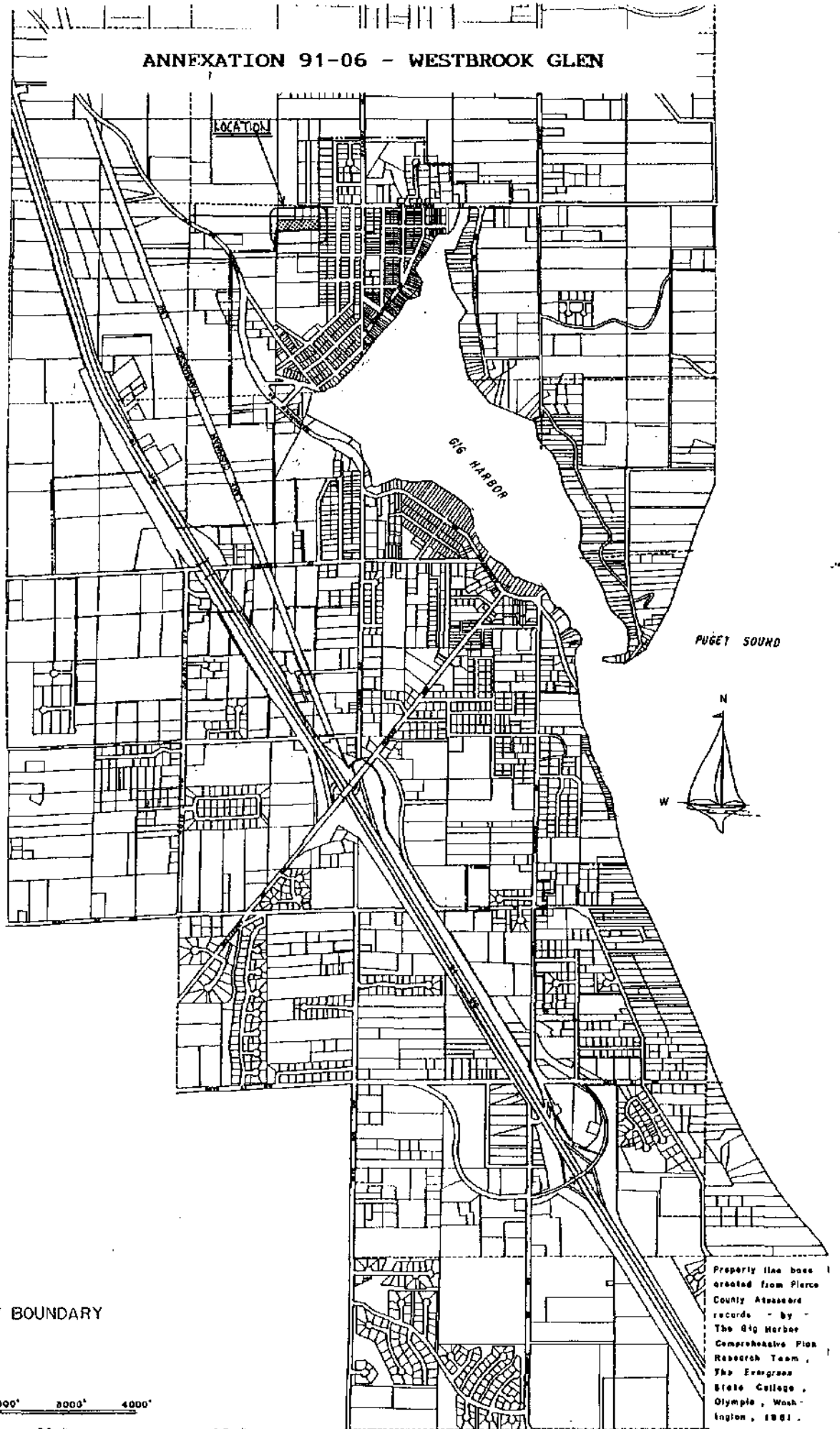
Filed with the City Clerk: 12/6/91
Passed by the City Council:
Date Published:
Effective Date:

EXHIBIT "A"

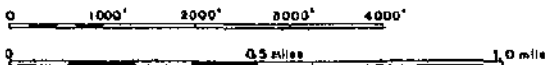
LEGAL DESCRIPTION

The South half of the North half of the North 10 acres of the West half of the Northeast Quarter of the Northeast Quarter of Section 6, Township 21 North, Range 2 East W.M.; EXCLUDING any portion within Woodworths' Addition to Gig Harbor, all in Pierce County, Washington.

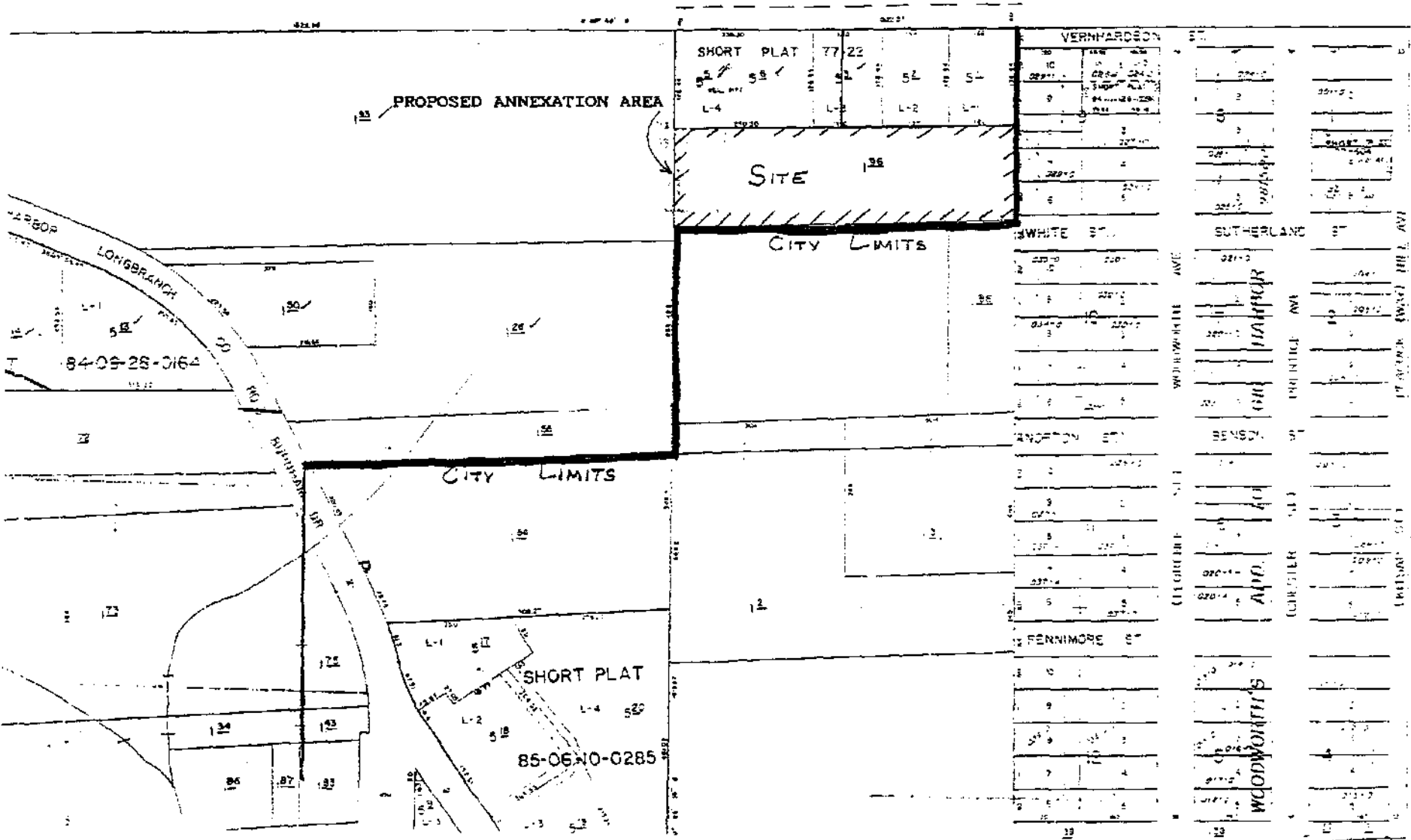
ANNEXATION 91-06 - WESTBROOK GLEN



----- CITY BOUNDARY



CITY OF GIG HARBOR AND VICINITY



PROPOSED ANNEXATION AREA

SHORT PLAT 77/22
L-4 5B L-2 5B L-1 5B

VERNHARDSON

SITE

CITY LIMITS

WHITE ST.

SUTHERLAND

84-09-28-0164

CITY LIMITS

SHORT PLAT

85-06-10-0285

FENIMORE ST.

WOODMONT'S

CURRIER AVE

WOODMONT'S HILL AVE




City of Gig Harbor. The "Maritime" City."

3105 JUDSON STREET • P.O. BOX 145

GIG HARBOR, WASHINGTON 98335

(206) 851-8136

TO: Mayor Wilbert and City Council
FROM:  Ray Gilmore
SUBJ.: Final Plat -- Ackmerman Subdivision (SUB 91-02)
DATE: January 8, 1992

Submitted for your final approval is the plat of Mr. Elmer Ackerman for a two lot subdivision off of Chinook Avenue. The preliminary plat was approved in August of 1991 (Resolution 321, August 12, 1991).

The final plat has been reviewed by the City departments of Planning, Public Works and Finance for compliance with applicable codes and standards. Additionally, on-site inspections have been performed by the City Fire Marshal and Fire District 5 to assure adequacy of fire protection facilities. Fire protection facilities are installed and are fully operational.

The subdivision complies with the City Comprehensive plan and zoning code and all required public facilities have been installed as per plans approved by the Department of Public Works.

1911

JOHN J. HANSEN & SONS, INC. (PLAT 11)

PLAT WITH REFERENCE TO PLAT 11

(CENT)

PLAT 11

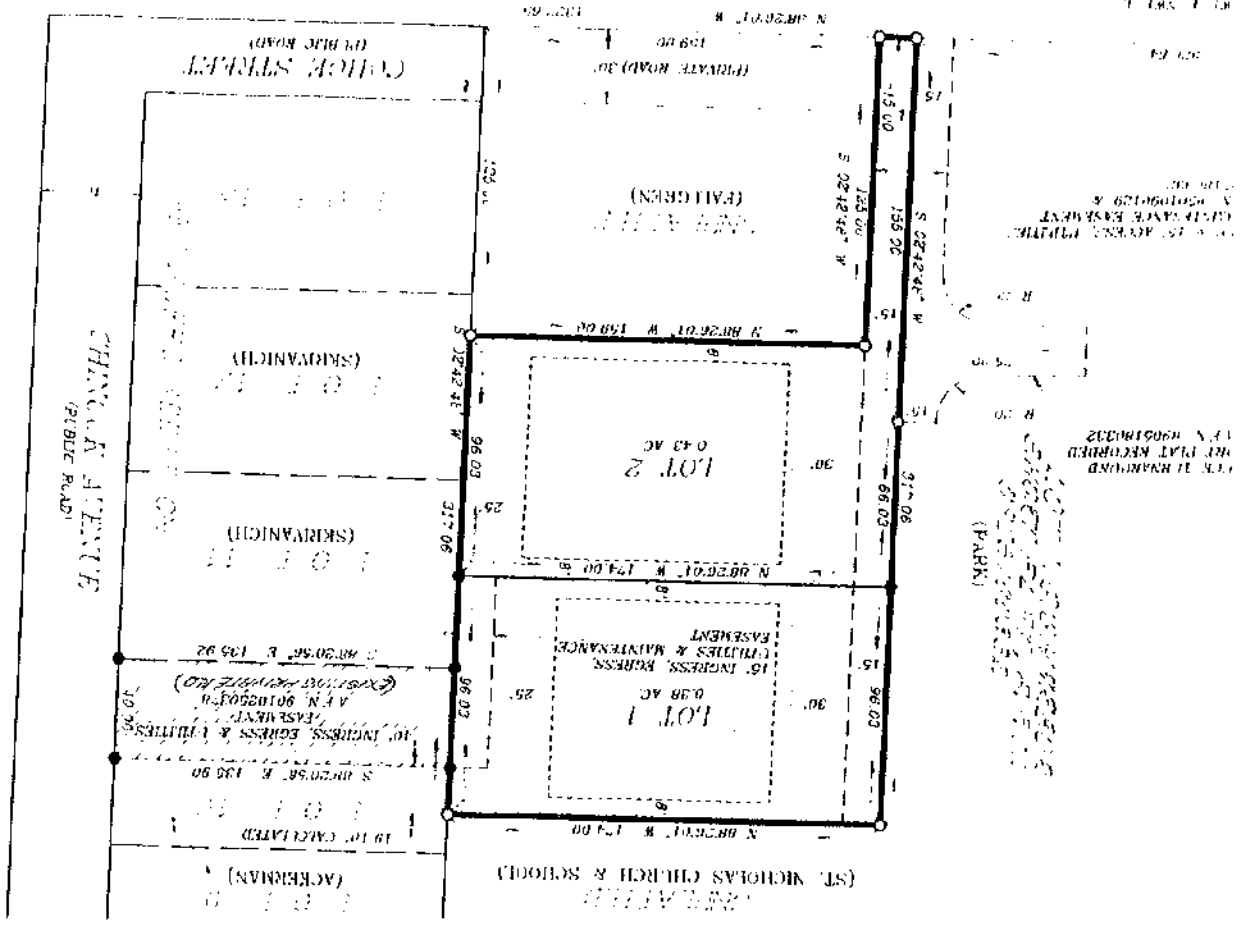
20. EGRESS, EGRESS, EGRESS & MAINTENANCE EASEMENT A.T.N. 900920501

15. EGRESS, EGRESS, EGRESS & MAINTENANCE EASEMENT A.T.N. 900920501

15. EGRESS, EGRESS, EGRESS & MAINTENANCE EASEMENT A.T.N. 900920501

PLAT 11 RECORDED IN PLAT 900920502

NE CORNER AND EASEMENT A.T.N. 900920501





City of Gig Harbor. The "Maritime" City."
3105 JUDSON STREET • P.O. BOX 145
GIG HARBOR, WASHINGTON 98335
(206) 851-8136

TO: Mayor Wilbert and City Council
FROM: *RG* Ray Gilmore
SUBJ.: *D* Final Plat -- Regatta Subdivision (SUB89-01)
DATE: January 8, 1992

Submitted for your final approval is the plat of Regatta subdivision, which is located on Stinson Avenue. The preliminary plat was approved in March of 1990 (Resolution 277, March 26, 1990).

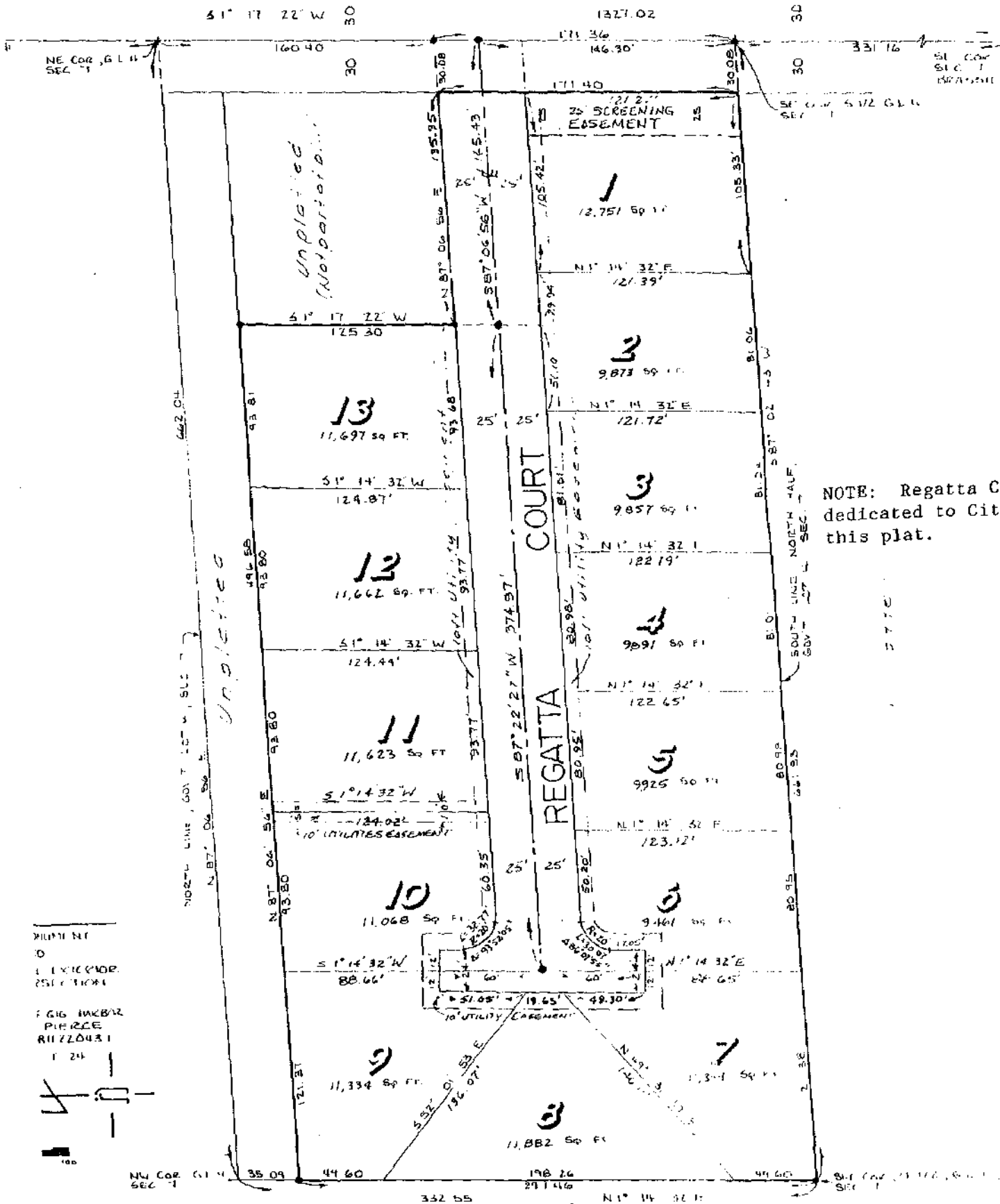
The final plat has been reviewed by the City departments of Planning, Public Works and Finance for compliance with applicable codes and standards. Additionally, on-site inspections have been performed by the City Fire Marshal and Fire District 5 to assure adequacy of fire protection facilities. Fire protection facilities are installed and are fully operational.

The subdivision complies with the City Comprehensive plan and zoning code and all required public facilities have been installed as per plans approved by the Department of Public Works.

*Tabled.
What are we going
to do?*

STINSON AVENUE

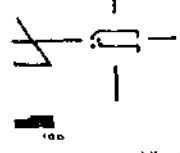
SUB 89-01



NOTE: Regatta Court dedicated to City by this plat.

EXHIBIT
 1. EXTERIOR
 2. SITE PLAN

GIG HAKBAZ
 PIERCE
 RUIZZO &
 ATTORNEYS




IS WITHIN THIS PLAT 4 YARD REQUIREMENTS OF 14 CODES

UNPLATTED



City of Gig Harbor. The "Maritime" City."

3105 JUDSON STREET • P.O. BOX 145
GIG HARBOR, WASHINGTON 98335
(206) 851-8136

TO: Mayor Wilbert and City Council
FROM:  Ray Gilmore
SUBJ.: Appeal of Hearing Examiner Decision -- VAR 91-24
(Reduced setback/increased height).
DATE: January 8, 1992

Nick and Nancy Jerkovich applied for a variance to permit the construction of a 1,200 square foot shop within the rear yard setback and to allow an addition to the house which would have a height of 22 feet. In a report dated October 23, 1991, staff recommended conditional approval of the height variance to a maximum of 17 feet 6 inches and denial of the rear yard setback request.

The hearing examiner, in a report dated December 7, 1991, denied both variance requests. A copy of the hearing examiner's findings and conclusions is attached. The applicant has filed a timely appeal and requests review of the examiner's decision before the City Council.

In accordance with Section 17.10.160, appeal of the hearing examiner's decision shall be based upon the record established at the hearing held by the examiner. No new information may be presented before the City Council at the appeal proceedings. The City Council may accept, modify or reject the examiner's decision, or may remand the matter to the hearing examiner for further hearings. The Council may request additional information of the appellant or the examiner in it's consideration of the appeal.

Each side in an appeal may be allowed up to a maximum of fifteen minutes of oral presentation. Upon completion of the Council's decision in this matter staff will prepare a resolution with Council's findings and conclusions for adoption at the next regular meeting of the Council.

December 17, 1991

Gig Harbor City Council
3105 Judson Street
Gig Harbor, WA 98335

RE: VAR 91-24

Dear Council Members:

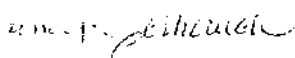
I would like to appeal to the Gig Harbor City Council to review my request for a height variance at 3710 Harborview Drive.

I feel this home will be a valuable addition to the City of Gig Harbor. However, to complete this project correctly, it is imperative to have a height variance. This is necessary to align the upper floors of the existing house with the addition and blend existing roof lines and style of this historic house. Being our Grandparent's home for sixty years, we have full intentions of preserving the quality and character of this house.

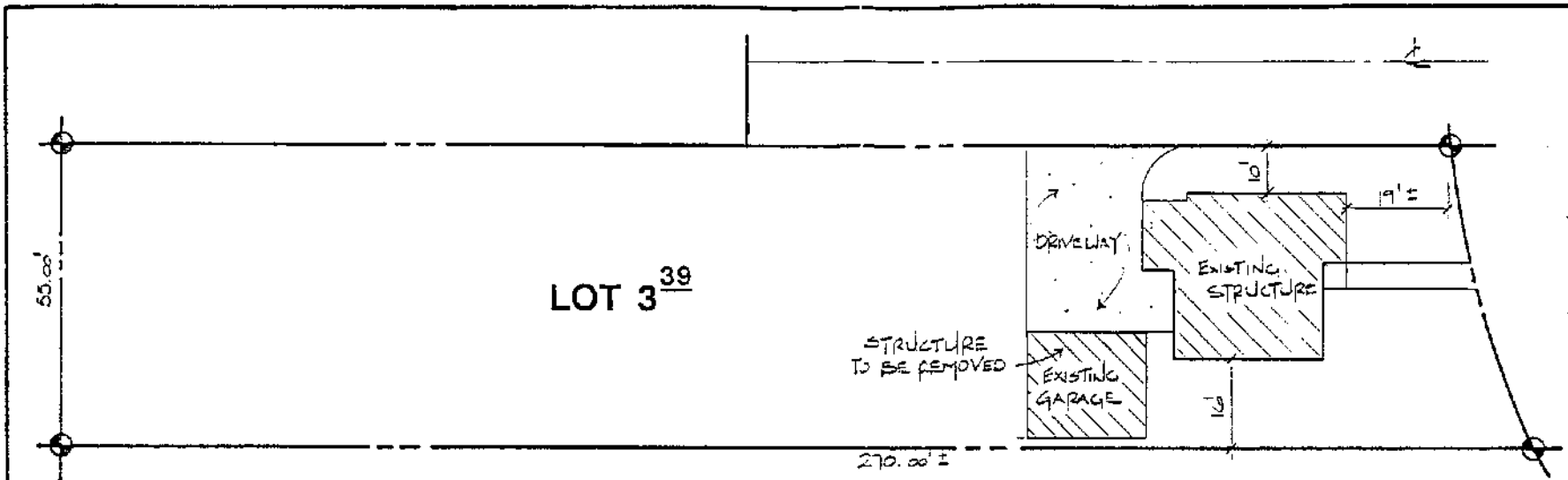
Please schedule a review at your next possible convenience.

Thank you for your consideration.

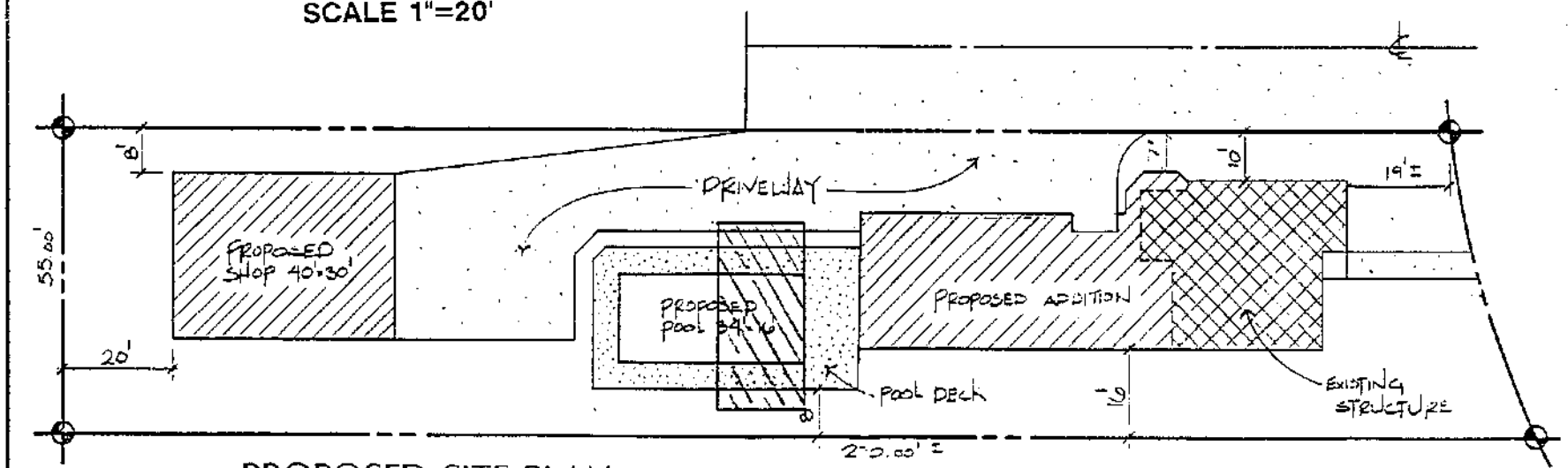
Cordially,


Nancy Jerkovich

RECEIVED
DEC 17 1991
CITY OF GIG HARBOR



EXISTING SITE PLAN
SCALE 1"=20'



PROPOSED SITE PLAN
SCALE 1"=20'

LEGAL DESCRIPTION
 PARCEL # 02-21-05-3-059
 SITE ADDRESS: 5710 HARBOUR DR
 GIG HARBOR

PROPERTY	50 FT	=	14,850 ±
STRUCTURE	50 FT	=	3,502
CONCRETE	60 FT	=	2,913
TOTAL COVERAGE		=	6,425 = 45%

CUSTOM HOME DESIGN & STOCK PLANS
 KENT — 15022 104th S.E. Suite Z 859-3954
 GIG HARBOR — 5715 Soundview Dr. N.W. 851-9109
 KIRKLAND — 12638 N.E. 15th 877-0336
 OLYMPIA — 2405 Pacific Ave. S.E. 352-2011



DATE:	REV:
DRWN:	

SHEET	OF
-------	----

PLAN NUMBER
B090791

1
RECEIVED
DEC 11 1991
CITY OF GIG HARBOR

CITY OF GIG HARBOR
HEARING EXAMINER
FINDINGS CONCLUSIONS AND DECISION

APPLICANT: Nick and Nancy Jerkovich, Jr.

CASE NO.: VAR 91-24

APPLICATION: Variance to encroach ten (10) feet into the required thirty (30) foot rear yard setback to allow construction of a 1,200 square foot shop.

SUMMARY OF RECOMMENDATION AND DECISION:

Planning Staff Recommendation:

Variance from rear yard setback requirement: Denial of the requested variance;

Variance from height limit: Approval with variance not to exceed the height limits allowed under an administrative variance;

Hearing Examiner Pro-tem Decision:

Variance from rear yard setback requirement: Denial

Variance from height limit: Denial

PUBLIC HEARING:

After reviewing the official file which included the Planning Staff Advisory Report; and after visiting the site, the Hearing Examiner Pro-tem conducted a public hearing on the application. The hearing on the application was opened at 5:10 p.m., November 20, 1991, in City Hall, Gig Harbor, Washington, and closed at 5:20 p.m. Participants at the public hearing and the exhibits offered and entered are listed in the attached minutes. A verbatim recording of the hearing is available in the Planning Department.

FINDINGS CONCLUSIONS AND DECISION:

Having considered the entire record in this matter, the Hearing Examiner Pro-tem now makes and enters the following:

I. FINDINGS:

- A. The information contained on pages 1, 2, 3, 4 and 5 of the Planning's Staff Advisory Report (Hearing Examiner Pro-tem Exhibit A) is found by the Hearing Examiner Pro-tem to be supported in part by the evidence presented during the hearing and by this reference is adopted as the Hearing Examiner Pro-tem's findings of fact with the following exceptions:

1. Part III, paragraph "C" contains information that an Administrative Variance under Section 17.66.020 A. 3. could allow up to twenty percent increase in the permitted forty percent lot area covered by impervious surface. This Section of the Zoning Code, in fact, limits an Administrative Variance to a ten percent increase of the allowed forty percent impervious surface of a lot.
2. Part III, paragraph "D" contains information that an Administrative Variance under Section 17.66.020 A. 3. allows a maximum increase the permitted height of twenty percent. This section of the Code, in fact, limits an Administrative Variance to a maximum increase of ten percent of the allowable height of buildings.

A copy of said report is available in the Planning Department.

B. Ms. Nancy Jerkovich, 9610 40th Avenue Court NW, Gig Harbor testified at the hearing as the Applicant and provided the following information concerning the application:

1. The highest point of the proposed addition joins the existing roof below the highest point of the existing roof which is twenty-seven feet high. The proposed addition will not be visible from Harborview Drive;
2. Height of the proposed addition is necessary to accommodate floor alignment of new and existing floors and to provide livable room heights in the addition;
3. The existing residence to the south of the subject property and most of the houses along Harborview Drive exceed the height limit allowed under the zoning code;
4. Narrowness of the subject lot requires building over the garage in order to expand living space;
5. The subject residence is a vintage structure that is part of the Applicants family heritage. The requested addition would maintain the integrity of the structure and preserve a notable residence in the community;

II. CONCLUSIONS:

- A. The staff evaluation prepared by the Planning Staff and set forth on page 4 and 5 of the Planning Staff's Advisory Report sets forth a portion of the conclusions of the Hearing Examiner Pro-tem as corrected in Part I above and by this reference is adopted as a portion of the Hearing Examiner Pro-tem's conclusions. A copy of said report is available in the Planning Department.
- B. The subject lot, while narrow, is not so narrow as to preclude the Applicant a reasonable use of the land when developed in conformance within adopted regulations.
- C. Legislated height limits are imposed with a long term view. Perpetuating a nonconforming condition beyond an expected term by enlarging the nonconforming condition is a

contradiction of legislated intent and does not conform to the criteria for granting a variance.

III. DECISION:

Based upon the foregoing findings of fact and conclusions, the requested variance (VAR 91-24) is DENIED.

Dated this 7th day of December, 1991.

A handwritten signature in black ink, appearing to read "Joe Wallis", written over a horizontal line.

Joe Wallis
Hearing Examiner Pro-tem

RECONSIDERATION:

Any aggrieved person feeling that the decision of the Examiner is based on erroneous procedures, errors of law or fact, error in judgment, or the discovery of new evidence which could not be reasonably available at the prior hearing, may make a written request for reconsideration by the Examiner within ten (10) days of the date the decision is rendered. This request shall set forth the specific errors of new information relied upon by such appellant, and the Examiner may, after review of the record, take further action as he or she deems proper.

APPEAL OF EXAMINER'S DECISION:

Any party who feels aggrieved by the Examiner's decision may submit an appeal in writing to the Gig Harbor Planning Director within fourteen (14) days from the date the final decision of the Examiner is rendered, requesting a review of such decision.

Such appeal shall be upon the record, established and made at the hearing held by the Examiner. Whenever a decision of the Examiner is reviewed by the City Council pursuant to this section, other parties of record may submit written memoranda in support of their position. In addition, the Council shall allow each side no more than fifteen minutes of oral presentation. However, no new evidence or testimony shall be presented to the Council during such oral presentation. The City Council shall accept, modify or reject any findings or conclusions, or remand the decisions of the Examiner for conclusions, or remand the decisions of the Examiner for further hearing; provided that any decision of the City Council shall be based on the record of the hearing conducted by the Examiner; however, the Council may publicly request additional information of the appellant and the Examiner at its discretion.

Upon such written appeal being filed within the time period allotted and upon payment of fees as required, a review shall be held by the City Council. Such review shall be held in accordance with appeal procedures adopted by the City Council by resolution. If the Examiner has recommended approval of the proposal, such recommendation shall be considered by the City Council at the same time as the consideration of the appeal.

Further action by the Examiner shall be within thirty (30) days of the reconsideration request.

**MINUTES OF THE NOVEMBER 20, 1991
HEARING ON THE JERKOVICH
APPLICATION**

E. Joseph Wallis was the Hearing Examiner Pro-tem for this matter. Participating in the hearing was: Gil Alvarado, Planning Assistant, representing the City of Gig Harbor.

The following exhibits were offered and entered into the record:

A. Planning Staff's Advisory Report.

PARTIES OF RECORD:

Nick and Nancy Jerkovich, Jr.
9610 40th Avenue Ct. NW
Gig Harbor, WA 98332

STAFF REPORT
ENVIRONMENTAL EVALUATION AND
REPORT TO THE HEARING EXAMINER

VAR 91-24: Nick and Nancy Jerkovich
October 23, 1991

PART I: GENERAL INFORMATION

- A. APPLICANT:
Nick and Nancy Jerkovich, Jr.
9610 40th Ave. Ct. NW
Gig Harbor, WA 98332
- B. OWNER:
Estate of John and Mary Jerkovich
7302 Soundview Drive
Gig Harbor, WA 98332
- C. AGENT:
Nancy Jerkovich
9610 40th Ave. Ct. NW
Gig Harbor, WA 98332
- D. REQUEST:
A Variance to encroach ten (10) feet within the rear yard setback to allow the construction of a 1,200 square foot shop, where the zoning code requires a thirty (30) foot rear yard setback.
- A Variance to allow the construction of a 1,425 square foot addition twenty-two (22) feet high, where the zoning code allows a maximum sixteen (16) foot height limit.
- E. PROPERTY DESCRIPTION:
1. Location:
The project site is located at 3710 Harborview Drive, assessor's tax parcel number 022105-3-039, which is within a portion of the SW 1/4 Section 5, Township 21N, Range 2E.
 2. Site Area/Acreage:
The parcel is 14,850 square feet in area or approximately .34 acres. Impervious lot coverage is estimated at 43 percent.

3. Physical Characteristics:
The subject property is underlain with Kitsap silt loam, with slopes ranging from eight to fifteen percent.

F. SURROUNDING LAND-USE/ZONING DESIGNATION:
North: Restaurant, zoned WM (Waterfront Millville)
East: Single-family residence, zoned R-1
South: Vacant Lot, zoned R-1
West: Commercial business, zoned R-1.

G. UTILITIES/ROAD ACCESS:
Access is provided to the parcel by Harborview Drive.
Sewer and water are provided by the City of Gig Harbor,
and power by Peninsula Light.

H. PUBLIC NOTICE:
Public notice was provided as follows:
Published in Peninsula Gateway: November 6, 1991
Mailed to property owners of record within 300
feet of the site: November 6, 1991
Posted in three conspicuous places in the vicinity
of the property: November 13, 1991

PART II: ANALYSIS

B. APPLICABLE LAND-USE POLICIES/CODES

1. Comprehensive Plan:
The area is designated low urban residential, as established under graphic 9, page 24. The proposed use of the site for a residence is consistent with the goals and policies of the Comprehensive Plan.
2. Zoning Ordinance:
Section 17.16.020 permits single-family dwellings in an R-1 district. The proposed addition to the residence is permitted under the zoning code.

Section 17.16.070 requires that a thirty (30) foot rear yard setback be maintained in an R-1 district.

Section 17.16.070 (f) allows a maximum impervious lot coverage of forty (40) percent in an R-1 district.

Section 17.~~04~~.160 allows a maximum height of sixteen (16) feet in an R-1 district.

Section 17.66.020 permits ^{as defined in Ord.} administrative variances for deviations less than (twenty percent) as allowed under the zoning code. The proposed encroachment and height variance exceeds the amount allowable as an administrative variance.

3. Variance Criteria/Applicant's Justification:
Variances from the minimum standards to the zoning code may be granted if the applicant can successfully demonstrate that all of the following criteria can be met:
 - A) The proposed variance will not amount to a rezone nor authorize any use not allowed in the district.
 - B) There are special conditions and circumstances applicable to the property such as size, shape, topography or location, not applicable to land in the same district and that literal interpretation of the provisions of this ordinance would deprive the property owner of rights commonly enjoyed by other properties similarly.
 - C) That the special circumstances and conditions do not result from the actions of the applicant.
 - D) The granting of the variance will not constitute a grant of special privilege inconsistent with limitations upon other properties in the vicinity and zone.
 - E) That the granting of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which the property is situated.
 - F) The hearing examiner shall make a further finding that the reasons set forth in the application justify the granting of the variance and that the variance is the minimum necessary to make reasonable use of the land.

The applicant's justification, summarized, is as follows:

- A) No, this variance does not affect zoning.
- B) This property is long and narrow, being 55 feet, the only space for expansion is behind existing building. The proposed addition is garage space with bedrooms above for our children. We are adding the minimal amount of space necessary to meet our needs.
- C) We do not believe granting this variance would grant special privilege. The house is not located in a typical neighborhood situation. It is the last residential property on Harborview Drive, adjoining Gig Harbor Glass and the Gig Harbor Yacht Club. The proposed addition, seen by some areas west of Stinson Avenue, will not look out of proportion to the area. Dr. Kadzik added considerable square footage to our Great-Grandparent's house (3518 Harborview Drive) and increased the appeal of the neighborhood.
- D) Our neighboring property owners approve of our plans as this height variance will not prove hardship to anyone. It is not believed to block any view.
- E) We request this variance to preserve the historical value of the house, blending roof lines compatible with the steep pitch of the existing roof. We will construct the addition of stucco and correspond design to unite the project as one architectural style.

This house was built by our grandparents and was their home for sixty years. We have a strong attachment to the house and want to keep it in the Jerkovich family as our home.

PART III: FINDINGS AND CONCLUSIONS

Based upon a site inspection and the analysis contained in Part II of this report, staff finds as follows:

- A) The proposed variance does amount to a rezone or authorize a use not allowed in the district.

- B) The subject parcel exhibits a special circumstance pertaining to the narrow shape of the parcel. As the applicant has stated, the parcel is narrow as shown on the site plan. The request to allow the proposed shop to encroach within the setbacks is predicated on the applicant's desire to locate a swimming pool directly in-line behind the proposed addition. There is no real hardship to locate the shop within the setback, which would warrant a granting of a variance. However, given the current surrounding land-use, encroaching within the rear yard setbacks will not adversely impact adjacent properties.
- C) The proposed improvements to the parcel will create forty-three (43) percent impervious lot coverage on the site. The zoning code only allows forty (40) percent maximum impervious lot coverage in an R-1 district. Under Section 17.66.020 an allowance of forty-eight (48) percent impervious lot coverage could be made as an Administrative Variance.
- D) The applicant's desire to exceed the City's height standard is not based on any special circumstances other than the need to create additional space. Under Section 17.66.020 an allowance of nineteen (19) feet two (2) inches could be made as an Administrative Variance.
- ✓ D) The granting of the encroachment variance will not constitute a grant of special privilege given the limitations imposed upon other properties in the vicinity which encroach within setbacks and exceed the current height standards.
- ✓ E) The granting of the variance will not be materially detrimental or injurious to the public welfare given the scope of the subject proposal.

PART IV: RECOMMENDATION

Based upon the analysis in Part III of this report, staff recommends approval of variance 91-24 subject to the following conditions:

1. The height of the proposed addition shall not exceed nineteen ^{17.6'} (19) feet two (2) inches as determined by the Building Official.
2. The proposed improvements shall not exceed forty-three (43) percent impervious lot coverage.

Staff report prepared by: Gil Alvarado, Planning Assistant

_____ Date _____

CITY OF GIG HARBOR

RESOLUTION NO. _____

A RESOLUTION RELATING TO THE CITY'S PERSONNEL REGULATIONS:
RECLASSIFYING AN EXISTING JOB POSITION AND ADOPTING A NEW
JOB DESCRIPTION TO THE CITY'S PERSONNEL POLICIES.

WHEREAS, the Gig Harbor City Council has approved the
creation of a new position of Assistant Municipal Court
Clerk in 1992; and,

WHEREAS, the existing personnel policies for the City of Gig
Harbor do not currently have a job description for the
"Assistant Municipal Court Clerk" position;

NOW, THEREFORE, the City Council of the City of Gig Harbor,
Washington, hereby RESOLVES that the attached job
description of the Assistant Municipal Court Clerk and
Attachment "A" detailing the salary schedule are hereby
adopted as city policy for inclusion in the Personnel
Regulations.

PASSED this _____ day of _____, 1992.

Gretchen A. Wilbert, Mayor

ATTEST:

Dennis R. Richards
Acting City Clerk

Filed with city clerk: 1/8/92
Passed by city council:

** Friskie is voting against.
Does it feel that that revenues
are justifying an additional
clerk?*

*

ASSISTANT MUNICIPAL COURT CLERK

Nature of Work

This is administrative, clerical and accounting work in the Municipal Court.

The person(s) occupying this position is responsible for support of the operation of the Municipal Court. Work may be varied in nature, but it follows prescribed procedures, and assignments are often repetitive. Work is advanced and specialized in Municipal Court operations requiring the exercise of independent judgement and action.

Controls Over the Work

Court:

Under the supervision of the Municipal Court Clerk, and within the governing framework of state statutes and local ordinances, the incumbent functions within well established procedures. Performance is reviewed and evaluated periodically for accuracy and accountability by the Municipal Court Clerk.

Administration:

Under the administrative direction of the Municipal Court Clerk.

Representative Examples of Duties and Responsibilities

Processes traffic citations, constructs files, etc.

Receipts and disburses payments, sets up time payment accounts, prepares deposits and maintains accurate accounting for all funds collected, processed and disbursed.

Assists the public by checking records and files for requested information.

May reconcile monthly bank statement, transaction journal and trust account preparation and submittal of monthly caseload statistical report.

Develops court dockets.

Maintains court records.

May assist Municipal Court judge during trials; may act as bailiff, jury manager, docketing all procedures, preparing notices of case settings; setting trials, notifying officers, subpoenas witnesses, prepares agency referrals, sets follow-up hearings and notifies appropriate agencies.

Knowledge, Abilities and Skills

Knowledge of business english, spelling and arithmetic.

Knowledge of office practices, procedures and use of standard office machines.

Ability to type at a rate of 40 words per minute.

Ability to make routine mathematical computations and tabulations accurately and with reasonable speed.

Ability to learn assigned tasks readily within a reasonable training period, and to adhere to prescribed routines.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to understand and carry out oral and written instructions.

Ability to operate a ten key calculator.

Ability and knowledge of computer operating systems with experience in operating personal computers.

Will be expected to be able to fill in for the Municipal Court Clerk as necessary.

Qualifications Required

Minimum: two years court administration or related experience and a high school GED equivalent and two years of study at a college or university.

OR

One year of related office experience and satisfactory completion of a business or related training curriculum.



ATTACHMENT "A"

1992 SALARY SCHEDULE

<u>POSITION</u>	<u>RANGE</u>	
	<u>Minimum</u>	<u>Maximum</u>
City Administrator	\$ 3,860	\$ 4,825
Public Works Director	3,505	4,380
Chief of Police	3,275	4,090
Planning Director	3,025	3,780
Finance Officer	2,840	3,550
Police Sergeant	2,735	3,415
Public Works Supervisor	2,680	3,350
Sewer Plant Supervisor	2,495	3,113
Fire Marshal/Building Official	2,450	3,060
Police Officer	2,375	2,965
Public Works Foreman	2,335	2,915
Associate Planner	2,271	2,835
Sewer Plant Operator	2,270	2,835
Equipment Operator	2,215	2,770
Maintenance Worker	2,115	2,640
Engineering Technician	2,060	2,575
Administrative Assistant	1,975	2,465
Planning/Building Technician	1,975	2,465
Laborer	1,755	2,195
Court Clerk	1,710	2,135
Police Clerk	1,620	2,025
Accounting Clerk	1,620	2,025
Utility Clerk	1,620	2,025
Office Clerk	1,480	1,850
Administrative Receptionist	1,480	1,850
Police Clerk	1,480	1,850
<u>Assistant Municipal Court Clerk</u>	<u>1,480</u>	<u>1,850</u>



City of Gig Harbor. The "Maritime" City."

3105 JUDSON STREET • P.O. BOX 145
GIG HARBOR, WASHINGTON 98335
(206) 851-8136

TO: MAYOR AND CITY COUNCIL
FROM: STEVE BOWMAN, BUILDING OFFICIAL/FIRE MARSHAL *SB*
RE: APPOINTMENT OF MEMBERS TO THE GIG HARBOR BUILDING CODE
ADVISORY BOARD
DATE: JANUARY 8, 1992

Terms of office for members to the Gig Harbor Building Code Advisory Board (BCAB) have expired and Mayor Wilbert has recommended the reappointment of the same members for an additional term.

RECOMMENDATIONS:

The Mayor and City Council adopt the attached resolution.

Attachment

RESOLUTION NO. _____

WHEREAS, the Gig Harbor City Council on December 7, 1987 adopted Ordinance #526 which established the Building Code Advisory Board; and

WHEREAS, the Gig Harbor City Council has adopted in Ordinance #526 guidelines for the appointment of Building Code Advisory Board members; and,

WHEREAS, the Gig Harbor City Council has found that alternate members shall be designated to act on the Building Code Advisory Board for when the principal members cannot serve due to illness or conflict of interest;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Gig Harbor, Washington:

The following persons shall serve as principal members of the Building Code Advisory Board for the designated term beginning on January 14, 1992:

Mr. Charles Hunter, (Contractor) four year term

BE IT FURTHER RESOLVED:

The following persons shall serve as alternate members of the Building Code Advisory Board for the designated term beginning on January 14, 1992:

Mr. Al Mitchell, P.E.(Engineer) four year term

PASSED this _____ day of January, 1992.

Gretchen A. Wilbert, Mayor

ATTEST:

Dennis R. Richards
Acting City Clerk

Filed with city clerk: 1/10/92
Passed by city council:



City of Gig Harbor. The "Maritime" City."

3105 JUDSON STREET • P.O. BOX 145
GIG HARBOR, WASHINGTON 98335
(206) 851-8136

TO: MAYOR WILBERT AND CITY COUNCIL
FROM: BEN YAZICI, PUBLIC WORKS DIRECTOR *BY*
SUBJECT: METER PURCHASES FOR SHORE ACRES WATER SYSTEM
DATE: JANUARY 10, 1992

We have just discovered that the existing water meters within the Shore Acres water system are grossly under-registering. The meters are old and they should be replaced.

One of our maintenance objectives in 1992 is to monitor water supply and consumption quantities and determine any under-registering water meters and any leakages, if any, throughout our water system. I have started checking the large quantity of water using customers. The Shore Acres system is the largest customer and contains two 4" water meters.

Through our utility billing department, I was able to review water consumption of this customer for the last three years. The records are indicating that water consumption in this area has decreased 1,000% since 1988. I do not believe this tremendous reduction is due to water conservation efforts within the water system.

We then started checking the meters. They are 30+ years old and have not been calibrated in the past five years. They are in irreparable condition and must be replaced. The other problem with these large meters is that they are large enough to measure up to 1,000 gallons per minute (gpm) of flow but not accurate enough to measure anything less than 20 gpm. We will replace the meters with "compound" type meters which can accurately measure the flows between 0.75 gpm and 1,000 gpm.

RECOMMENDATION:

The water meters are our cash registers. They should be very accurate to prevent any revenue loss to the city. Therefore, I am recommending that we replace the existing inaccurate meters with the new compound meters at a cost of \$4,800.

Adm. 12/15/91

Shore Area Water Account

20-7600

Always in 100 cubic feet

Date	Meter #1 #11201569	Meter #2	Meter #3 #11201569	Charge \$
7/31/88	6032	2022	2295	688090
7/30/88	7118	2147	2669	791260
11/30/88	3997	1579	924	399765
1/31/89 (rate increase 1/1/89)	2932	1601	993	420161
3/31/89	3680	1707	1463	528490
5/31/89	2919	1624	451	446302
7/31/89	1786	1793	2310	788142
7/30/89	2152	2176	2674	897264
11/30/89	122	743	2612	506566
1/31/90	1	660	2627	486154
3/31/90	8	586	2439	458830
5/31/90	19	703	2980	530466
7/31/90	394	910	4299	732174
9/30/90	215	947	5301	829054
11/30/90	2	511	1737	394050
1/31/91	6	781	1859	416410
3/31/91	10	619	1291	338410
5/31/91	39	769	1605	390682
7/31/91	542	1205	4011	752914
9/30/91	300	447	4215	720946
11/30/91	23	420	1983	393058



City of Gig Harbor. The "Maritime" City."

3105 JUDSON STREET • P.O. BOX 145
GIG HARBOR, WASHINGTON 98335
(206) 851-8136

TO: MAYOR WILBERT AND CITY COUNCIL
FROM: BEN YAZICI, PUBLIC WORKS DIRECTOR *BY*
SUBJECT: OLYMPIC INTERCHANGE - T.I.A. APPLICATION
DATE: JANUARY 10, 1992

One of the objectives of the Public Works Departments in 1991 was to coordinate and work with the Department of Transportation in the development of the SR-16 corridor study. We worked with DOT and identified the Olympic interchange area as the most congested area in the SR-16 corridor study, and have proposed various solutions to this problem. We are now at a point where the following identified solutions can be implemented.

Short-Duration Priority 1

- * Coordinate existing traffic signals along Olympic Drive, from Point Fosdick to Hollycroft.
- * Provide an additional lane, Olympic Village to westbound on-ramp entrance.
- * Install new signage at Olympic Village entrance.

Medium-Duration Priority 1
Olympic Interchange

- * Widen existing bridge to five lanes.
- * Construct channelization improvements from Point Fosdick to Hollycroft.
- * Expand the eastbound on-ramp to two lanes.
- * Modify westbound off-ramp terminal to provide separate lanes for left and right turns.

The total cost of the above improvements is expected to be \$4,000,000. None of the jurisdictions (Pierce County, City of Gig Harbor, and DOT) have sufficient funds to implement this project.

We met with DOT and county representatives in December, 1991, to discuss possible options to fund this project. At the end of the meeting it was agreed that some grant funds would be needed and the Transportation Improvement Account

Olympic Interchange - TIA project

Page 2

(TIA) would be the best resource to apply for. It was also decided that the county should apply for the grant funds for the following reasons:

1. DOT is not eligible to apply for TIA funds.
2. The City of Gig Harbor can, but the amount of available funds for small cities in TIA is not sufficient to fund this project.
3. Pierce County can also apply for it and there may be sufficient funds in the larger cities and counties account to finance the whole project.

The City of Gig Harbor has taken the lead on this project to put together a comprehensive application package for TIA. Knowing that multi-jurisdictional coordinated with private developer-participated projects have a better change of getting funds, we have requested each jurisdiction to participate for the funding of this project with the following amounts:

1. Washington State Department of Transportation - \$2,100,000.
2. Pierce County - \$75,000.
3. City of Gig Harbor - \$50,000.
4. Private developers - \$50,000 to \$75,000.

We have been able to receive the attached commitment letter from WSDOT states that WSDOT is willing to contribute as much as \$2,100,000. The mayor and I are also working together to obtain a commitment letter from the Westside Business Association for as much as \$75,000. The city should also send a commitment letter to TIA for \$50,000.

We have budgeted only \$15,000 in our 1992 budget for this project. We need an additional \$35,000 to be able to send a commitment letter. From a cashflow standpoint, I do not anticipate that we will spend \$50,000 in 1992. We probably will spend as little as \$10,000 in 1992 and will spend the remainder in 1993. Therefore, we actually do not have to amend our budget to come up with the additional \$35,000.

Olympic Interchange - TIA project
Page 3

RECOMMENDATION:

The Public Works Director recommends a council motion to authorize staff to draft for the mayor's signature, a letter to the Transportation Improvement Account committing the city for \$50,000 financial participation on the Olympic Interchange Area Traffic Improvement Project.



**Washington State
Department of Transportation**

District 3 Headquarters
5720 Capitol Boulevard, N.E.-11
Olympia, Washington 98504-7440
(206) 357-2600

Duane Berentson
Secretary of Transportation

January 6, 1992

The Honorable Gretchen Wilbert
Mayor, City of Gig Harbor
P.O. Box 145
Gig Harbor, WA 98335

Re: SR 16 - Olympic Drive
Proposed Improvements
Milepost 10.74 (8.51B)
Program Item No. 301624A
Bridge Id 016/120

Dear Mayor Wilbert:

In response to a request from Ben Yazici, Director of Public Works, we are providing the information required to apply for Transportation Improvement Account funds.

The Washington State Department of Transportation's (WSDOT) engineering consultant, H. W. Lochner, Inc. just last week completed a capacity study of SR 16 - Narrows Bridge to Burnham Drive. The end product is an analysis of proposed major improvements with proposed priorities for short range (2 - 3 years), medium range (3 - 5 years) and long range (5 years and beyond). Those priorities have not yet been recommended to the Transportation Commission for adoption. However, it was very clear that improvements to Olympic Interchange offer the most significant potential for improving traffic patterns and highway capacity at a reasonable cost.

Short Duration Priority 1:

Olympic Interchange

- Δ Coordinate existing traffic signals along Olympic Drive, from Point Fosdick to Hollycroft.
- Δ Provide an additional lane, Olympic Village to westbound on-ramp entrance.
- Δ Install new signage at Olympic Village entrance.

Medium Duration Priority 1:

Olympic Interchange

- Δ Widen existing bridge to 5 lanes.
- Δ Construct channelization improvements from Point Fosdick to Hollycroft.
- Δ Expand the eastbound on-ramp to 2 lanes.
- Δ Modify westbound off-ramp terminal to provide separate lanes for left and right turns.

Mayor Gretchen Wilbert
January 6, 1992
Page Two

Long Duration Priority 2:
Olympic Interchange

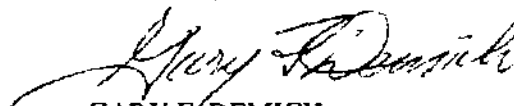
- Δ Realign the westbound off-ramp opposite of the Olympic Village entrance.
- Δ Construct new loop ramp for westbound SR 16 access.

Funding of \$200,000 for preliminary engineering has been approved by WSDOT for this project. The construction funding is unprogrammed at this time. A preliminary estimate of \$3.8 million has been identified for the short and medium duration improvements. WSDOT has submitted a request for Category "C" funding in the 93 - 95 biennium in the amount of \$2.1 million as our share of a TIB project. Assuming the \$2.1 million is approved, the funding shortfall for the short and medium duration improvements is \$1.5 million.

Commitment of additional funding from WSDOT beyond the current \$2.1 million request is not anticipated at this time.

We support the City of Gig Harbor in its efforts to obtain the funding shortfall of \$1.5 million for this project.

Sincerely,



GARY F. DEMICH
District Administrator

GFD:jaa

cc: Ben Yacizi
Bob Holcomb
Dave Dye
Bob Wade
Jerry Fay, TIA



City of Gig Harbor. The "Maritime" City."

3105 JUDSON STREET • P.O. BOX 145
GIG HARBOR, WASHINGTON 98335
(206) 851-8136

TO: CITY COUNCILMEMBERS
DENNY RICHARD, ACTING CITY CLERK
FROM: MAYOR GRETCHEN WILBERT *GW*
RE: PERSONAL CONTRACT WITH DAVE GAGO
DATE: JANUARY 6, 1992

I submit for council's consideration, a Personal Services Contract. In my opinion, there is no one around who is more qualified to guide us through a transition between administrators than Mr. David Gago.

Before his retirement from administrative assistant to then county executive, Booth Gardner, he served as finance director for Pierce County, and the City of Tacoma. His early career days were spent in the Town of Fircrest as clerk/treasurer. Following his retirement from Pierce County Government, he was hired to set up the new government for the City of SeaTac.

His rapid fire style in identifying an issue and leading us to a solution was evident in the two mornings and an afternoon session with Clerk Richards, Diane Jenks, Connie Leonard and me, during the week of December 16th. He outlined those things we should be doing. He discovered things that are required by code that should have been done over the years and must be done now. We implemented many of the changes suggested in the 10-12 hours he spent with us.

Mr. Gago agreed to make himself available upon request by visit or by phone. Our main goal is to be sure everything is in order before a new administrator takes office and to assist the new administrator in orientation to code city government in Gig Harbor.

Attached you will find his "outline" for the immediate things needing to be done. We are well into the process of implementing these items. I could have had them typed, but then you would miss the color of this gentleman's style.

Personal Services Contract
Page 2

Entering into an employment contract with Mr. Gago will serve us well. Wayne Tanaka indicates the budget provides his pay. It can easily be taken from the January salary of the clerk administrator position. Mr. Gago comes highly recommended by the State Auditor's office.

I have asked Mr. Gago to attend our January 27th City Council meeting. He will be available for several days to begin orientation for the new administrator. He also will guide the U.L.I.D. process for the school district and the city.

We are on the right track and traveling fast. I'm pleased and hope you will find favor with this contract and recommend approval.

Move to approve
w/ 1. Starting with Mayor
2. Term March 31, 1992
3. Gross Costs of 2000

Y
2
N
2

CITY OF GIG HARBOR

AGREEMENT FOR PERSONAL SERVICES

THIS AGREEMENT entered into as of this _____ day of _____, 19____, by and between the City of Gig Harbor, Washington, a noncharter, optional municipal code city, hereinafter referred to as "City", and David J. Gago, hereinafter referred to as "Consultant", for the mutual benefits to be derived hereby agree as follows:

WHEREAS, the City has determined to contract with consultant to help the City in transition of a permanent clerk/treasurer administrator vacancy and;

WHEREAS, the Consultant has been selected to fill said position, and

WHEREAS, the Consultant is not to be paid any benefits other than the consideration stated below, and



WHEREAS, both parties desire to establish and delineate the conditions of said employment and in consideration of the mutual covenants contained herein, the parties hereby agree as follows:

Section 1. Commencement of Employment - Compensation. The City hereby agrees to employ the Consultant and Consultant hereby agrees to accept said employment in accordance with terms and provisions of this agreement as hereinafter set forth. Consultant's employment shall commence effective as of _____, 19____, and shall continue reviewable on a monthly basis unless terminated in the manner provided hereinafter in this agreement. The Consultant shall be compensated for the duties which he/she shall render to the City at an hourly rate of \$60.00 per hour or prorated portion of, plus air fare costs from Palm Springs, California to SeaTac, Washington, as requested by officials of the City of Gig Harbor so consultant may attend meetings at Gig Harbor City Hall. City of Gig Harbor will provide clerical duty and supplies and assist the consultant. The Consultant waives all claims to any benefits other City employees may have including, but not limited to, retirement, disability, unemployment, etc. Consultant acknowledges and assumes responsibility for all

\$2000
Term of
Contract

self-employment taxes, etc.

Section 2. Duties. The Consultant shall review and recommend overall management of the city functions. Review and recommend changes in fiscal cash control, or ordinance and resolution modifications. Review coverage of cash control. Assist Mayor and Council in reviewing applicants for clerk/treasurer administrator position.

Section 3. Termination of Employment. This agreement is subject to termination for any reason by either party on written notice prior to the effective date of the termination to the other party at the following addresses:

CITY

Mayor Gretchen Wilbert
City of Gig Harbor
3105 Judson Street
P.O. Box 145
Gig Harbor, WA 98335

CONSULTANT

David J. Gago
1107 Panorama Drive
Tacoma, WA 98466

Section 4. General Provisions.

- a. This agreement constitutes the entire agreement between the parties and both parties acknowledge that there are no other agreements oral or otherwise that have not been fully set forth in the text of this agreement.
- b. The parties hereby further agree that this agreement cannot be amended or modified without the written concurrence of both parties.
- c. If any provision or portion of this agreement is held to be unconstitutional, invalid, or unenforceable, the City shall have the right, at its option, to declare the agreement void and enter into negotiations with Consultant for execution of a new personal services agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement
to be signed and executed this _____ day of _____,
19____.

CITY OF GIG HARBOR

CONSULTANT

Gretchen A. Wilbert, Mayor



ATTEST:

Clerk/Treasurer



A note from the
big bull shipper

Personnel policy revisions - to
take effect 2/1/92. - delay
for 6 mo or July 1, 1992

Annual Salary - May 1.

process of UMD Boat sales

Wetland program Regulation

Personnel policy's revisions

Hiring additional employees

Marine patrol - Request at Budget
Hearing

* Authority for Petty Cash Fd.
Relinquish Utility asset collection

~~By~~ Emergency approp. 1st Reading
about adding funds to 1991
adm Budget

Directorate meeting at adm
to get immediate projects
together

Grand committee appts
for 1992

Salary merit evaluations

auditing officer
2.16.020

Council Salary
2.40

given to
Council

2.44) Employee Benefit Plan - who
will do
020

Review minutes per 3.01.010

380 tax sect 3.16.030

3.16.080
read of all rules are being
followed

Dept 12 - Permits for street work
- who handles & Annually
Signs



4-15-24-33-45-47

A note from the
big bull shipper

Petty Cash Funds Authorization
who is responsible

Utility bills past due

Talk to State Auditor's
office about past problems

X Ordinance adoption procedure
Pg 4-1 1,080.00

X Bids for official paper - 1,200.00

X can council cancel official
meeting - 2,040.00

X Items for agenda - 204.00
mayor explain process in it

X Mayor pro fem - 2,140.00

A note from the
big bull shipper



May

Application for CH Act.

Transmittal envelope to

Chief Justice's Office

Bank acts - authorization

State activities calendar &

report

Budget 1991 Budget year

Temp CH Act & Report

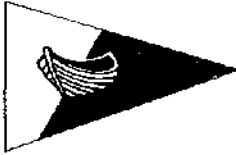
Correct minutes reporting agency

of FR Letter about supplies

reproduction

Staff meeting output

State Director report



City of Gig Harbor. The "Maritime" City."

3105 JUDSON STREET • P.O. BOX 145

GIG HARBOR, WASHINGTON 98335

(206) 851-8136

TO: COUNCILMEMBERS
FROM: GRETCHEN WILBERT, MAYOR
DATE: JANUARY 3, 1992
RE: PERSONAL SERVICES CONTRACT - AUDITING

At the December 9, 1991 City Council Meeting, Councilmembers gave the nod to enter into a Personal Services Contract with Diane Jenks, as a financial Systems Consultant.

December 10th, Ms. Jenks began her assessment of needs within the city's financial structure. She has itemized the priorities within the personal contract agreement before you and recommends we utilize the expertise of Shirley Roundtree in Utility Accounting Training. You will note training within the finance department is an essential component of the agreement.

As you recall on December 2nd, Mr. Wilson placed the Finance Director, Ms. Leonard, on "conditional employment".

The success of the training provided by Ms. Jenks and Ms. Roundtree and the acceptance of the training by Ms. Leonard should be measured within a few months.

Upon review of the total financial bookkeeping system, Ms. Jenks realized more hours would be needed than first anticipated to bring about a system satisfying the State Auditor.

The personal contract before you has been drawn and reviewed by Mr. Tanaka. Council was assured the expenditure would be funded in the 1992 Budget.

Council's approval of this service contract is recommended.

CITY OF GIG HARBOR

AGREEMENT FOR PERSONAL SERVICES

THIS AGREEMENT entered into as of this _____ day of _____, 19____, by and between the City of Gig Harbor, Washington, a noncharter, optional municipal code city, hereinafter referred to as "City", and Diane Jenks / Shirley Roundtree, hereinafter referred to as "Consultant", for the mutual benefits to be derived hereby agree as follows:

WHEREAS, the City has determined to contract with consultant to help the City in finishing the budget, and

WHEREAS, the Consultant has been selected to fill said position, and

WHEREAS, the Consultant is not to be paid any benefits other than the consideration stated below, and

WHEREAS, both parties desire to establish and delineate the conditions of said employment and in consideration of the mutual covenants contained herein, the parties hereby agree as follows:

Section 1. Commencement of Employment - Compensation. The City hereby agrees to employ the Consultant and Consultant hereby agrees to accept said employment in accordance with terms and provisions of this agreement as hereinafter set forth. Consultant's employment shall commence effective as of _____, 19____, and shall continue reviewable on a monthly basis unless terminated in the manner provided hereinafter in this agreement. The Consultant shall be compensated for the duties which he/she shall render to the City at an hourly rate of \$25.00 per hour. Total accumulated compensation under this agreement shall not exceed \$20,000.00. The Consultant waives all claims to any benefits other City employees may have including, but not limited to, retirement, disability, unemployment, etc. Consultant acknowledges and assumes responsibility for all self-employment taxes, etc.

Section 2. Duties. The Consultant shall provide support and training to accomplish Mayor's assigned tasks including but not limited to:


Review and finalize 1992 Budget; establish and reconcile monthly balancing controls; establish procedures for timely closing of monthly and annual balanced books; review and make recommendations on internal controls; bring classified utilities into compliance with State and Federal requirements; and assist in closing of and preparation of 1991 Annual Report.

Section 3. Termination of Employment. This agreement is subject to termination for any reason by either party on at least 14 days written notice prior to the effective date of the termination to the other party at the following addresses:

CITY	Mayor Gretchen Wilbert City of Gig Harbor 3105 Judson Street P.O. Box 145 Gig Harbor, WA 98335
------	--

CONSULTANT	Diane M. Jenks Shirley Roundtree 8117 158th Ave. Ct. E Puyallup, WA 98372
------------	--

Section 4. General Provisions.

- 
- a. This agreement constitutes the entire agreement between the parties and both parties acknowledge that there are no other agreements oral or otherwise that have not been fully set forth in the text of this agreement.
 - b. The parties hereby further agree that this agreement cannot be amended or modified without the written concurrence of both parties.
 - c. If any provision or portion of this agreement is held to be unconstitutional, invalid, or

unenforceable, the City shall have the right, at its option, to declare the agreement void and enter into negotiations with Consultant for execution of a new personal services agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed and executed this _____ day of _____, 19____.

CITY OF GIG HARBOR

CONSULTANT

Gretchen A. Wilbert, Mayor

Diane M. Jenks

ATTEST:

Shirley Roundtree

Dennis Richards
Acting Clerk/Treasurer

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF GIG HARBOR
FOR EXPIRATION DATE OF 3/31/92

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	CLASSES
1. DROHAN CORPORATION	HARBOR INN RESTAURANT 3111 HARBORVIEW DR GIG HARBOR WA 98335 0000	359834	H
2. NASH TOWERS, INC.	NEVILLE'S SHORELINE 8827 N HARBORVIEW DR GIG HARBOR WA 98335 0000	351502	H



Return Original to: WASHINGTON STATE LIQUOR CONTROL BOARD
License Division - MS ES -31, Olympia, WA 98504-2531

JAN - 8 1992

CITY OF GIG HARBOR

TO: MAYOR OF GIG HARBOR

DATE: 1-6-92

RE: TRANSFER FROM CAROL HEIMBIGNER
LICENSE NO. 367497-2S
ISEMAN, INC.
HY-IU-HEE-HEE
4309 BURNHAM DR
GIG HARBOR, WA 98335

CORPORATE OFFICERS:

PATTI JEAN ISEMAN 457-92-2492 12-3-50
JAMES PHILLIP ISEMAN 298-38-5552 6-5-44

27
BCEF

CONTACT: (206) 851-7885

RETAIL LICENSES

- A - Restaurant or dining place - Beer on premises.
- B - Tavern - Beer on premises.
- C - Wine on premises
- D - Beer by open bottle only - on premises.
- E - Beer by bottle or package - off premises.
- F - Wine by bottle or package - off premises.
- H - Spirituous liquor by individual glass and/or beer and wine on premises
- L - Spirituous liquor by individual glass and/or beer and wine on premises for non profit arts organization during performances.
- P - Gift delivery service or florist with wine.

SPECIAL OCCASION LICENSES

- G - License to sell beer on a specified date for consumption at specific place.
- I - Special added locations for special events (Class H only).
- 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.

NON-RETAIL LICENSES

- N1-Manufacturers, except Distiller, Breweries and Wineries
- N2-Distillers License
- N3-Distiller's License (Commercial Chemist)
- N4-Distiller's License (Fruit and/or Wine).
- N5-Liquor Importer
- NS-Ship Chandler - Duty Free Exporter
- B1-Domestic Brewers
- B2-Beer Wholesaler
- B3-Beer Certificate of Approval in state.
- B4-Beer Importer
- W1-Domestic Winery.
- W2-Wine Wholesaler
- W3-Wine Importer
- W4-Wine certificate of approval in state
- W5-Bonded Wine Warehouse
- W6-Growers License - to sell wine in bulk.

PERMITS

- Class 4 - Annual Permit
- Class 11 - Bed & Breakfast.

CCI

- CCI 1 - Interstate Common Carrier

Notice is given 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 (10 days notice given for Class I) from the date listed above, it will be assumed that you have no objection to the issuance of the license. If additional time is required please advise.

- | | 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"/> |

OPTIONAL CHECK LIST:	EXPLANATION	YES	NO
LAW ENFORCEMENT		<input type="checkbox"/>	<input type="checkbox"/>
HEALTH & SANITATION		<input type="checkbox"/>	<input type="checkbox"/>
PIPE, BUILDING, ZONING		<input type="checkbox"/>	<input type="checkbox"/>
OTHER		<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. See RCW 65.24.010(8)

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