



State of Washington  
PUBLIC DISCLOSURE COMMISSION  
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September 23, 2022

Victoria Woodards  
4418 Burkhart Drive S  
Tacoma, WA 98409

And delivered electronically to [victoria.woodards@cityoftacoma.org](mailto:victoria.woodards@cityoftacoma.org) and [vrwoodards@gmail.com](mailto:vrwoodards@gmail.com)

Subject: PDC Order, Case 109817

Dear Victoria Woodards,

Enclosed is a copy of the Public Disclosure Commission's Order Imposing Fine that was entered in the above-referenced case.

At the August 25, 2022 Enforcement hearing, the Commission assessed a total civil penalty of \$500, of which \$500 is suspended, in accordance with WAC 390-37-182, if the conditions of the Order are met within 30 days of the date of this Order, which is **October 24, 2022**.

Thank you for your prompt attention to this matter. If you have questions, please contact us by email at [pdcc@pdcc.wa.gov](mailto:pdcc@pdcc.wa.gov)

Sincerely,

Electronically Signed by Tabitha Townsend  
PDC Staff

Enclosure: Final Order

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8 **BEFORE THE PUBLIC DISCLOSURE COMMISSION  
OF THE STATE OF WASHINGTON**

9 In Re: The Matter of Enforcement Action  
10 Against:

PDC CASE NO. 109817

FINAL ORDER

11 VICTORIA WOODARDS,  
12 Respondent.  
13 \_\_\_\_\_

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15 This matter was heard remotely by the Washington State Public Disclosure Commission  
16 (Commission) on August 25, 2022, by telephonic and online streaming access. Respondent  
17 Victoria Woodards was provided notice on August 11, 2022, of the hearing date. The hearing  
18 was held in accordance with Chapters 34.05 and 42.17A RCW, and Chapter 390-37 WAC.

19 Commissioners present both telephonically and online were Fred Jarrett, Commission  
20 Chair (presiding); Nancy Isserlis, Commission Vice-Chair; and Commissioners William  
21 Downing, Allen Hayward, and Jocelyn Cooney. Also present both telephonically and online  
22 were Assistant Attorney General John S. Meader representing the Commission, Assistant  
23 Attorney General Chad Standifer representing PDC Staff, and Tabitha Townsend, PDC  
24 Compliance Coordinator. Notice was provided to the Respondent and she did not appear on her  
25 own behalf. The proceeding was open to the public as limited by Governor's Proclamation 20-  
26 25 *et seq.* and recorded.

1 The Commissioners had before them the following materials:

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- 3 1. Case memorandum dated August 17, 2022, prepared by Tabitha Townsend, PDC
- 4 Compliance Coordinator;
- 5 2. Hearing Notice, mailed and dated August 11, 2022;
- 6 3. Respondent F-1 filing history as of August 17, 2022;
- 7 4. Final Order for prior violation, PDC Case 94265, served August 16, 2021.
- 8 5. Respondent Balance owed information as of August 17, 2022.
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10 **I. FINDINGS OF FACT**

11 The matter involves Respondent Victoria Woodards, the Mayor of the City of Tacoma.

12 Respondent is alleged to have violated RCW 42.17A.700 for failure to timely file a Personal

13 Financial Affairs Statement (F-1 Report) with the Public Disclosure Commission no later than

14 April 15, 2022, disclosing financial information for the calendar year 2021. The Respondent has

15 an outstanding penalty balance from one prior violation with the PDC of \$250.

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- 17 1. In March and April of 2022, PDC staff sent email reminders to all elected and
- 18 appointed officials regarding their missing F-1 reports for calendar year 2021.
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- 20 2. On May 11, 2022, PDC staff emailed the Respondent a warning notice regarding
- 21 the missing F-1 report.
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- 23 3. On August 11, 2022, PDC Staff served the Respondent by email and mail with a
- 24 hearing notice for an August 25, 2022, Enforcement Hearing, along with
- 25 instructions on how to participate in the hearing remotely, before the full Public
- 26

1 Disclosure Commission concerning her failure to file the F-1 report.

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3 4. Prior to the date of the hearing the Respondent filed the missing F-1 report  
4 covering calendar year 2021 that was due no later than April 15, 2022.

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6 5. The past due F-1 Report for 2020, was also filed prior to the date of this hearing.

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8 6. There is one prior case for violation of RCW 42.17A.700:

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11 • PDC Case 94265. At a July 15, 2021, Brief Enforcement Hearing,  
12 Respondent was found in violation of RCW 42.17A.700 for failing  
13 to file an F-1 report for calendar year 2020, which was due not  
14 later than April 15, 2021. A total civil penalty of \$250 was  
15 assessed in accordance with the penalty schedule adopted by the  
16 Commission that was in effect at that time. As of August 25,  
17 2022, the Respondent has not paid the civil penalty and the penalty  
18 has been sent for collection.

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20 **II. CONCLUSIONS OF LAW**

21 1. The Commission has jurisdiction over this proceeding pursuant to Chapter  
22 42.17A. RCW, the State campaign finance and disclosure law; Chapter 34.05  
23 RCW, the Administrative Procedure Act; and Title 390 WAC.  
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25  
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2. Pursuant to RCW 42.17A.700, an elected or appointed official who held office in 2021 was required to file an F-1 Report, disclosing financial information for calendar year 2021 no later than April 15, 2022.

### III. ORDER

This Order will be the Final Order. After consideration of the mitigating and aggravating factors, the Findings of Fact, and the Conclusions of Law, the Commission assesses a civil penalty of \$500 for the late filed F-1 Report with \$500 suspended on the following conditions:

1. a. The \$250 past due civil penalty plus costs due for failure to timely file the F-1 report for calendar year 2020 in violation of RCW 42.17A.700 is paid by the Respondent within 30 days of the date of this Final Order.

b. The Respondent remains in full compliance with all PDC reporting requirements and is not found to have committed any further violations of Chapter 42.17A RCW or Title 390 WAC within four years of the date of this Final Order. The suspended penalty shall not be assessed based solely upon any remediable violation, minor violation, or error classified by the Commission as appropriate to address by a technical correction.

2. If the Respondent fails to meet the conditions in Section III(1) of this order within 30 days of the date of this order, the suspended portion of the penalty for calendar year 2021 shall immediately become due and the matter may be sent to

collection or brought to Superior Court as allowed by law without further action by the Commission.

SO ORDERED this 23<sup>rd</sup> day of September 2022.

WASHINGTON STATE PUBLIC  
DISCLOSURE COMMISSION

FOR THE COMMISSION:

Fred Jarrett,  
Chair, Public Disclosure Commission

*This order sent by email to:*

Victoria Woodards, Respondent  
vrwoodards@gmail.com  
victoria.woodards@cityoftacoma.org

Tabitha Townsend,  
PDC Compliance Coordinator,  
[pdcc@pdcc.wa.gov](mailto:pdcc@pdcc.wa.gov)

I, Tabitha Townsend, certify that I mailed and emailed a copy of this order to the Respondent at her respective mailing and email addresses.

<u>Electronically Signed by Tabitha Townsend</u>	<u>September 23, 2022</u>
Signed	Date

**NOTICE: RECONSIDERATION**

Pursuant to the provisions of RCW 34.05.470 and WAC 390-37-150, you may file a Petition for Reconsideration with the PDC within ten (10) days from the date this Final Order is served upon you. Any Request for reconsideration must state the specific grounds for the relief requested. Petitions must be delivered or mailed to the Washington State Public Disclosure Commission, 711 Capitol Way, Room 206, Box 40908, Olympia WA 98504-0908.

**NOTICE: PETITION FOR JUDICIAL REVIEW**

You have the right to appeal this Final Order to Superior Court, pursuant to the Petition for Judicial Review provisions of RCW 34.05.542. Any Petition for Judicial Review of this Final Order must be filed with the court and also served upon both the Commission and the Office of the Attorney general within thirty (30) days after the date this Final Order is served upon you.