

Confidential and Attorney-Client Privileged

REPORT OF INVESTIGATIVE FINDINGS

May 9, 2023

TO: Lisa Marshall, Kenyon Disend PLLC

FROM: Amy Kangas Alexander

RE: Confidential Investigation at the City of Everett Mayor's Office

This firm was hired to investigate whether the personal relationship between Mayor Cassie Franklin and Deputy Mayor Nick Harper violates any City of Everett policies, and whether there has been any misuse of City resources or other malfeasance related to their relationship. My investigatory process, the factual background, and my findings are outlined below.

After Mayor Franklin separated from her spouse in July 2022, she and Mr. Harper entered a personal romantic relationship sometime between September 19, 2022 and early December 2022.¹ With the exception of an allegation that Mayor Franklin and Mr. Harper may have been texting each other during a Council meeting, this investigation found no specific allegations of misconduct related to the relationship. Mayor Franklin and Mr. Harper deny misusing City time or resources, including travel funds, to further their relationship. They both deny experiencing uninvited sexually-oriented verbal or physical conduct, or that there was any quid-pro-quo element to their relationship. They both deny demonstrating favoritism in the workplace as a result of their relationship.

In summary, the preponderance of the evidence does not support that the personal romantic relationship between Mayor Franklin and Mr. Harper has involved malfeasance, misuse of City resources, or violation of City policies.

I. INVESTIGATIVE PROCESS

My factual findings are based on interviews I conducted and documents I reviewed. I interviewed eleven individuals, who are City employees, elected officials, and members of the public. Interviews were conducted either in person, by videoconference, or by phone.

¹ I refer to Deputy Mayor Nick Harper as Mr. Harper in this report for clarity and brevity, and because witnesses did not uniformly refer to Mr. Harper as Deputy Mayor. I intend no disrespect in forgoing his honorific.

My findings are made on a preponderance of the evidence basis, meaning that I find it is more likely than not that the events occurred as I describe them.

When making credibility determinations, I consider factors including the witness's opportunity and ability to observe or know the information, their ability to perceive and recall accurately, inherent plausibility, reasonableness in light of all the evidence, demeanor, motive to exaggerate or falsify, corroboration, past record, material omissions, and any bias or prejudice. This is not an exclusive list, and I do not apply every factor in every instance. A lack of credibility in one statement or one aspect of a witness's narrative may, but does not automatically, undermine the credibility of other aspects of their statement.

II. FACTUAL BACKGROUND

City of Everett residents first elected Cassie Franklin mayor in November 2017. Mayor Franklin took office on January 1, 2018 and began her second term on January 1, 2022. Before her election to Mayor, she served on City Council for two years. Before joining government, Mayor Franklin was the CEO of the nonprofit Cocoon House.

A. Mayor Franklin's executive team.

After her election, Mayor Franklin turned to the task of building her administration. On the recommendation of a member of her transition team, Mayor Franklin interviewed Nick Harper and appointed him Deputy Mayor at the beginning of her first term. Prior to vetting him for appointment, Mayor Franklin had only one or two interactions with Mr. Harper in his capacity as a Washington State Senator from 2011 to 2013. Mr. Harper was one of five Executive Directors in Mayor Franklin's administration (the Deputy Mayor position is classified as Executive Director). In 2019, Mayor Franklin also asked Lori Cummings, the Director of Parks, to join her team as an Executive Director.²

In response to declining revenues caused by the COVID-19 pandemic, the City conducted a series of voluntary separations in mid-2020. Three Executive Directors voluntarily separated, and their positions were not filled. Since mid-2020, the Mayor's executive team has consisted of Mayor Franklin, Mr. Harper, Ms. Cummings, and an Executive Assistant.³ Mr. Harper's role is primarily external-facing: he manages key initiatives, policy, government relations, planning, economic development, community development, and communications. Ms. Cummings' role is internal-facing: she manages functions like information technology, operations, finance, and labor. Mayor Franklin directly manages the police and fire departments, and actively participates in the major projects and functions within Mr. Harper and Ms. Cummings' domains.

² Until mid-2020, Ms. Cummings continued to serve as Director of Parks while assuming some Executive Director duties.

³ The Mayor's Executive Assistant was previously Nichole Webber. Ms. Webber left that position and Deb Williams became the Executive Assistant beginning May 8, 2022.

The pay of non-represented employees like Mr. Harper and Ms. Cummings is set by City Ordinance, which establishes a salary schedule based on employee classification. Employees are placed on steps within each classification based on their tenure and performance. Mayor Franklin does not have direct control over the step on which Mr. Harper and Ms. Cummings are placed, though her performance ratings can influence whether they advance a step. Regardless, both Mr. Harper and Ms. Cummings are on the final step (step 10) within the Executive Director classification. On step 10, performance ratings do not influence pay. Mr. Harper has been on step 10 since January 1, 2019. As a result, he has received only cost of living (“COLA”) wage increases for the last four years. COLAs are also set by Ordinance, and are uniform for all non-represented employees, except that employees reporting directly to the Mayor did not receive a COLA in 2020.

Mayor Franklin describes her current executive team as “triad leadership.” She meets frequently with both Mr. Harper and Ms. Cummings together, which she prefers in order to have “more than one perspective in the room.” Mayor Franklin also meets with each of them one-on-one as needed.

B. Mayor Franklin’s 2022 travel.

Mayor Franklin attended seven overnight work-related trips in 2022. Mr. Harper attended three of these trips, each of which were in August or September 2022, shortly after Mayor Franklin separated from her husband on July 1, 2022.

Mayor Franklin frequently selects someone in her office to accompany her on work-related trips, which she states is typical at conferences and events. Of the four overnight trips in 2022 that Mr. Harper did not attend, Mayor Franklin’s Executive Assistant attended two and Mayor Franklin attended two without staff. The first 2022 travel on which Mr. Harper accompanied Mayor Franklin was the Mayors Innovation Project August 4-5 in Tacoma, Washington. The second trip was an exploration of minor league baseball stadiums in North and South Carolina August 27-30. The third trip was a Washington, D.C. lobbying event from September 12-15. Each of these trips was booked by the Mayor’s Office Executive Assistant Deb Williams with little to no instruction or involvement by Mayor Franklin or Mr. Harper.

First, the Mayors Innovation Project was a meeting of mayors and staff from around the country to network and discuss public policy issues. Mayor Franklin and Mr. Harper carpooled to and from the event, but were otherwise together only when attending forum sessions. They maintained separate hotel rooms. While the event lasted from the afternoon of Thursday, August 4 to the afternoon of Saturday, August 6, Mayor Franklin and Mr. Harper stayed only for a little over 24 hours, both leaving at approximately 11:00 a.m. on Friday morning. This early departure was pre-planned, with Mayor Franklin explaining that she “doesn’t like to be away from work that long” and her belief that her continued attendance would not benefit her or the City. Mr. Harper recalls they left early because Mayor Franklin had a meeting or event on Friday afternoon.

Second, the trip to North and South Carolina was to study the development of minor league baseball stadiums in two different cities. Mr. Harper leads the City's efforts to develop a new baseball stadium for the Everett AquaSox. Several others were in the delegation, including [REDACTED]. Mayor Franklin, Mr. Harper, and [REDACTED] sat together in a row on both flights, one of which was an overnight flight. The schedule on this trip was compressed: after a red-eye flight departing on August 27 and arriving on August 28, the delegation drove for about two hours, had breakfast and meetings, toured one baseball stadium, went to dinner, and returned to their respective hotel rooms. The next day, they toured another baseball stadium, and had a full day of meetings. They flew home the following morning. Mayor Franklin and Mr. Harper maintained separate hotel rooms for this trip. The agenda for this trip is attached as **Exhibit A**.

Third, the Washington, D.C. lobbying event from September 12 to 15, 2022 was organized by the Economic Alliance of Snohomish County, and referred to as the D.C. Fly-in. Mayor Franklin and Mr. Harper were the only representatives from the City of Everett attending, but there were about thirteen others in the delegation from local government or industry. Delegation and other meetings took up most of each day. Mayor Franklin and Mr. Harper again sat in adjoining seats on each flight. In addition to the plane ride, Mayor Franklin recalls that she and Mr. Harper may have walked together to get coffee one morning. Mr. Harper recalls that he and Mayor Franklin shared an Uber from one meeting to another. The agenda for this trip is attached as **Exhibit B**.

Mayor Franklin and Mr. Harper's work travel in 2022 was shortly after her separation from her husband. Mayor Franklin describes that she "probably intensifies work when going through hard stuff." Explaining how she and Mr. Harper grew close, Mayor Franklin said, "I had a lot of big projects, late summer and fall and we probably just spent more time working together. At some point in the fall, we probably realized that we were developing feelings for each other, something beyond a work relationship."

C. Mayor Franklin's inquiry about City policies related to romantic relationships.

Mayor Franklin returned from the D.C. Fly-in at about 11:00 a.m. on Thursday, September 15. On Monday, September 19, she met with Human Resources Director Kandy Bartlett to discuss City personnel matters. After discussing those issues, Mayor Franklin asked Ms. Bartlett, "If I were to be involved in a relationship with a City employee, would that violate any City policy?" Mayor Franklin did not disclose any particular City employee, nor whether she had a direct reporting relationship with the employee. Mayor Franklin explained that she made this inquiry to Ms. Bartlett because "I was developing feelings for [Mr. Harper], and felt he was developing feelings for me." Mayor Franklin wanted to know what would happen "if we were to act on those feelings." At the time, Ms. Bartlett did not have the impression that Mayor Franklin was already in a romantic relationship with a City employee.

Ms. Bartlett told Mayor Franklin that the City does not have a nepotism policy, but went on to discourage Mayor Franklin from engaging in a relationship with a City employee. While Ms. Bartlett does not remember her exact words, she reports communicating that a relationship between the Mayor and a City employee would not be a “best practice” or “advisable,” and could create problems with “public perception.” Mayor Franklin corroborates that Ms. Bartlett commented on the potential repercussions to her reputation, but explains that her purpose in speaking to Ms. Bartlett was only to gather information about City policies.

Ms. Bartlett heard nothing further on this topic from Mayor Franklin or any other person for the remainder of 2022.

At some point between her conversation with Ms. Bartlett on September 19 and early December 2022, Mayor Franklin and Mr. Harper initiated a personal romantic relationship. Neither of them provided specific information about their personal romantic relationship, such as when it started, the method and frequency of their communication, and when and how they spend time together. In early March 2023 as part of her interview for this investigation, Mayor Franklin said, “We’re not going out to dinner with flowers and roses. That’s not what this is. Lunches, drinks, conversations. We have affection for each other. [That’s] a reasonable term, that we are dating.” She said, “I wouldn’t say, now we’re boyfriend and girlfriend. I would say we’ve developed strong feelings for each other.” Mayor Franklin also reported as part of this investigation that she and Mr. Harper had not visited each other’s homes as part of their personal relationship.

D. Mayor Franklin discloses a relationship with Mr. Harper to certain City officials.

Beginning in December 2022, and continuing in January 2023, Mayor Franklin began disclosing to key city officials that she was in a personal romantic relationship with Mr. Harper.

City Attorney David Hall recalls that Mayor Franklin approached him in early December, though he describes that timeframe as a “guess.” Mr. Hall recalls that Mayor Franklin disclosed she “had strong feelings for somebody she worked with.” Mr. Hall was “a little bit surprised.” In her initial meeting with Mr. Hall, Mayor Franklin did not disclose that her romantic interest was Mr. Harper. Mr. Hall believes that either he guessed that Mr. Harper was the subject of Mayor Franklin’s romantic interest or that Mayor Franklin told him shortly after their initial conversation. Mr. Hall reports he may have been able to guess it was Mr. Harper “not because of anything I witnessed,” but because there “weren’t many possibilities.”

On January 6, 2023, Mr. Hall called Ms. Bartlett and asked her opinion about issues that could arise with the Mayor being in a relationship with an employee in a “high level position.” In her conversation with Mr. Hall, Ms. Bartlett correctly guessed that the employee in question was Mr. Harper, and Mr. Hall confirmed that her guess was correct.

On January 11, 2023, Mayor Franklin disclosed the relationship to Ms. Cummings. Ms. Cummings recalls that Mayor Franklin said the feelings between them were mutual, and that she did not believe that she violated any City policies as a result of the relationship.

On January 19, 2023, Mr. Hall and Ms. Bartlett asked to meet with Mr. Harper to “make sure that [the relationship] was consensual.” After the meeting, Ms. Bartlett determined that the relationship was consensual.⁴

In early February 2023, Mayor Franklin received a call from a reporter with the Everett Herald, who asked questions about her relationship with Mr. Harper. Shortly after, on February 6, 2023, Mayor Franklin disclosed her relationship to [REDACTED]. At that point, [REDACTED] recalls she had already heard rumors about the relationship between the Mayor and Mr. Harper. [REDACTED] recalls that in December 2022, a constituent had contacted her to notify her about the relationship, and by the end of December, she knew that “several people were aware.”

On February 15, 2023, the Everett City Council passed a motion directing [REDACTED] to enter into a contract with Stokes Lawrence, P.S. to conduct an investigation to determine whether the relationship between Mayor Franklin and Mr. Harper violates any City policies and whether there was any misuse of City resources or other malfeasance related to the relationship.

Members of the public have observed Mayor Franklin and Mr. Harper together in public places, such as stores, since news of their relationship became public in February 2023. In particular, one witness described seeing Mayor Franklin and Mr. Harper together at Wick-Ed Wine Cellars around 5:00 p.m. a couple of weeks after their relationship became public.

III. ANALYSIS AND FINDINGS

A. General concerns regarding Mayor Franklin and Mr. Harper’s relationship.

With the exception of an allegation that Mayor Franklin and Mr. Harper may have been texting each other during a Council meeting, nobody I interviewed observed anything at work or in the community that caused them to suspect romantic interest between Mayor Franklin and Mr. Harper before the relationship became public. Most reported “shock” when they learned about the relationship. With the exception of [REDACTED] and [REDACTED], nobody I interviewed heard rumors about the relationship before Mayor Franklin

⁴ Ms. Bartlett did not disclose details about the conversation with Mr. Harper on January 19, 2023 on the basis of attorney-client privilege after I notified Ms. Bartlett that I was not requesting that she disclose attorney-client privileged communications. Ms. Bartlett did disclose the January 6, 2023 communications with Mr. Hall, the City Attorney. I considered whether this was a selective invocation of attorney-client privilege, to conceal information about misconduct or policy violations. On balance, however, it is more likely that the inconsistency was inadvertent. Mr. Hall’s opinion that the relationship between Mr. Harper and Mayor Franklin did not violate City policies or law corroborates that Mr. Harper did not disclose misconduct or policy violations in the January 19 meeting.

disclosed her relationship with Mr. Harper. Since the relationship became public on February 16, 2023⁵ through newspaper reports, there have been no specific allegations of misconduct related to the relationship reported to me directly or indirectly. While one member of the public reported seeing Mayor Franklin and Mr. Harper at Wick-Ed Wine Cellars, they believed that to have been at approximately 5:00 pm, after the conclusion of the workday. In sum, there was no complaint or allegation of observed misconduct prompting this investigation.

At the request of City Council, I considered several potential areas of concern with respect to Mayor Franklin and Mr. Harper's relationship. These include:

- Misuse of public funds to further the relationship, in particular with respect to travel;
- Misuse of City time and resources to further the relationship, such as use of city phones, or intimacy during the workday;
- Uninvited sexually-oriented verbal or physical conduct experienced by Mayor Franklin, Mr. Harper, or observed by a third party employee;
- Submission to the relationship or sexual conduct as a basis for employment decisions; and
- Demonstrations of favoritism.

In addition to these areas of general investigation, some witnesses raised concern about the effect of Mayor Franklin and Mr. Harper's relationship on City government and compliance, and other witnesses questioned whether specific interactions they observed between Mayor Franklin and Mr. Harper were appropriate.

In summary, the preponderance of the evidence does not support that the personal romantic relationship between Mayor Franklin and Mr. Harper has involved any malfeasance or misuse of City resources. Mayor Franklin and Mr. Harper deny any impropriety with respect to their relationship. While they provided little information about the timeline or nature of their personal relationship, Mayor Franklin reported that "any relationship with Mr. Harper has been consensual. There has been no harassment." Mr. Harper said, "our relationship is consensual."

1. Misuse of public funds to further the relationship, in particular City-funded travel.

The preponderance of the evidence does not support that Mayor Franklin and Mr. Harper used City-funded travel or City funds to further their romantic relationship. Mayor Franklin and Mr. Harper both attended three business trips in 2022: The Tacoma trip August 4-5; the North and South Carolina trip August 27-30; and the Washington, D.C. trip September 12-15. The evidence does not support that Mayor Franklin and Mr. Harper were involved in a romantic

⁵ A previous version of this report submitted on May 9, 2023 incorrectly listed this date as February 16, 2022. On May 22, 2023 I corrected the date. This is the only change I made to the report besides an adjustment to formatting to maintain pagination.

relationship when these trips took place, though the evidence supports they grew closer while on these trips.

While Mayor Franklin and Mr. Harper did not provide specific information regarding the timing and nature of their relationship, the evidence supports that their personal romantic relationship began sometime between September 19 and early December 2022, which was after their three business trips. Mayor Franklin stated that it was not until mid-September 2022 that she began feeling romantic interest towards Mr. Harper, which was when she approached Ms. Bartlett with her hypothetical question whether a relationship would violate any policies. Ms. Bartlett corroborates that Mayor Franklin did not communicate that she was in a romantic relationship at that time, on September 19, which was immediately after the D.C. Fly-in. Furthermore, I did not discover any evidence that Mayor Franklin and Mr. Harper took any action in furtherance of their relationship during the trip. Each trip involved full days of meetings, and no one-on-one time with Mayor Franklin and Mr. Harper besides plane or car travel. While they did eat meals together, they did so in the presence of others and never alone. In addition, they each booked and maintained separate hotel rooms. [REDACTED] corroborates that Mayor Franklin and Mr. Harper's interactions on the D.C. Fly-in trip were professional: "they were just a good team, very professional."

I considered whether the purpose of Mr. Harper's attendance on these trips was to grow his personal relationship with Mayor Franklin, even if their relationship was not romantic at the time.⁵ I do not find this to be the case. Mayor Franklin typically selects someone in her office to attend her travel. Of her four overnight trips in 2022 that Mr. Harper did not attend, two were attended by her Executive Assistant, and two she attended without staff. With COVID-19 nearly eliminating in-person events and travel for two years, there was no "typical" way that events were staffed leading into 2022. However, each of the trips attended by Mr. Harper were clearly related to one of his key initiatives or domains of responsibility, such as government relations (Mayors Innovation in Tacoma); economic development (baseball stadium tour in the Carolinas); and lobbying (D.C. Fly-in). The evidence supports that Mr. Harper attended these trips due to business need, not his personal romantic interest in Mayor Franklin, or Mayor Franklin's personal romantic interest in Mr. Harper.

I also reviewed the non-travel business expenses of both Mayor Franklin and Mr. Harper. The City provided me with all expense reports submitted by both Mayor Franklin and Mr. Harper from May 1, 2022 to April 3, 2023. After the D.C. Fly-in, Mayor Franklin submitted expense reports for only four events. The first was registration for Mayor Franklin and another City employee to attend a domestic violence awareness event hosted by Governor Inslee on

⁵ These trips were conducted in quick succession, and the authorization for the D.C. Fly-in was submitted on August 8, the Monday after the Tacoma Mayors Innovation trip. This timing could suggest that Mr. Harper's booking the D.C. Fly-in was motivated by a desire to spend more time together after the Tacoma Mayors Innovation trip, but the evidence does not suggest this to be the case. The trips occurred in quick succession because travel increased in mid-2022 due to make up for COVID-19 event delays. Mayor Franklin did not instruct Ms. Williams to book the DC Fly-in after returning from the Mayor's Innovation trip—Ms. Williams books Mayor Franklin and Mr. Harper's travel independently.

September 26, 2022. The second was registration for the Mike Sells Labor Champion Ceremony on October 7, 2022. The third was registration for the Economic Alliance of Snohomish County State of the Station event on November 9, 2022. The fourth was for the Yale Mayor's College in New York. Mr. Harper did not submit any expense reports after the D.C. Fly-in, which was around the time his relationship with Mayor Franklin began. In addition, the City's Finance Director and Treasurer, Susy Haugen, reports that her clerks reviewed all expense reports submitted by Mayor Franklin and Mr. Harper and she has "not had any abnormalities brought to her attention." Expenses, particularly travel, are "scrutinized by people who are not afraid to draw attention to a problem." As such, the evidence does not support any misuse of funds related to the personal romantic relationship between Mayor Franklin and Mr. Harper.

2. Misuse of City time and resources to further the relationship.

The preponderance of the evidence does not support that Mayor Franklin and Mr. Harper engaged in intimate behavior or communication during work time or on City property, or otherwise used City time and resources to further their relationship.

(a) Intimate behavior during work time or on City property.

Both Mayor Franklin and Mr. Harper denied engaging in any physical intimacy with the other in a City building or other property, and no witness I spoke with reported observing physical intimacy between Mayor Franklin and Mr. Harper, or hearing about any such intimacy. City employees who work closely with Mayor Franklin and Mr. Harper deny that the two have ever been inexplicably absent, or that they have observed any hint of a personal relationship during business hours. I considered that each City employee I spoke with reports directly or indirectly to Mayor Franklin or Mr. Harper, and therefore may have a motive to falsify in order to support the Mayor and, by extension, their jobs in her administration. However, because there is no evidence of even a rumor of the romantic relationship among appointed employees (rumors came from the public and were conveyed to City Council Members), I find the City employees credible in their reports that they observed no romantic conduct between Mayor Franklin and Mr. Harper. As a result, the evidence does not support that Mayor Franklin and Mr. Harper used City time or buildings to further their personal relationship.

It was reported to me that [REDACTED] speculated that Mayor Franklin and Mr. Harper "took long lunches," but [REDACTED] denies observing or hearing a specific allegation that Mayor Franklin and Mr. Harper took extended lunches. Rather, his discussion of extended lunches was in the context of an internal discussion about risks to the City created by Mayor Franklin and Mr. Harper's relationship: "I used it as an example, not a fact, if they were to take long lunch hours and not report that time as vacation or that they were flexing time, that would be a concern to me." There is no evidence that Mayor Franklin and Mr. Harper had extended lunches with each other or otherwise misreported their time.

One witness who is not a City employee reports observing Mayor Franklin and Mr. Harper together at a local wine tasting room, Wick-Ed Wine Cellars, in late February or early

March 2023, close to 5:00 p.m. on a weekday. Mayor Franklin believes that she and Mr. Harper may have been at Wick-Ed Wine Cellars during that time period after work, accompanied by friends and acquaintances.⁶ While seeing Mayor Franklin and Mr. Harper together in this manner struck the witness as “unusual,” the preponderance of the evidence does not support that Mayor Franklin and Mr. Harper were spending personal romantic time together or drinking wine together during the work day at Wick-Ed Wine Cellars.

(b) Personal communication on City-owned devices and channels.

Mayor Franklin and Mr. Harper also deny using City-owned communication channels, like City email or phones, to further their romantic relationship. Both Mayor Franklin and Mr. Harper maintain two cell phones: one phone is City-owned and the other is personal. Mayor Franklin reports that she occasionally takes work calls on her personal phone and receives work texts on her personal phone, but she does not send work-related texts on her personal phone. Mr. Harper reports that he uses his work phone for work, and his personal phone for personal communication. Mayor Franklin and Mr. Harper carry both cell phones during the work day.

I requested text messages between Mayor Franklin and Mr. Harper on their work phones from June 1, 2022 through February 2023. Most messages are brief and professional: “Let me know when you want to debrief”; “Please call if you hear from Eric”; “Urgent. Please call.” There are no messages after January 12, 2023. There were about 14 different message threads outside of standard work hours of 8:00 a.m. - 5:30 p.m., which is consistent with Mayor Franklin and Mr. Harper’s reports that they sometimes communicate on work-related topics outside of the regular work day. For the most part, these messages appeared City-related, or likely to be City-related. For example, Mayor Franklin texted Mr. Harper on Saturday, November 12 at 8:24 p.m., “Can you give me a call?”

Some of the text messages between Mayor Franklin and Mr. Harper on their work phones from June 1, 2022 through February 2023 do not appear work related. For example, one message in December 2022 appears to be personal: Mayor Franklin: “Made it to Suncadia”; Mr. Harper: “Thanks for letting me know.”⁷

The following text messages are those outside of business hours that could also be considered personal:

- Saturday, November 5, 2022, Mayor Franklin: “Do you have power yet?”; Mr. Sunday, November 6, 2022, Mr. Harper: “No.”
- Saturday, December 31, 2022, Mayor Franklin: “I hope you’re feeling better. I need to know your schedule for next week. There are a number of things we need

⁶ Mr. Harper declined to participate in an interview to discuss this topic.

⁷ This was a personal trip, as the documents provided to me by the City showed no expense reports or mileage requests for a trip to Suncadia on or around December 2, 2022.

to discuss for the coming weeks including the State of the City. Please call if you can. Or send an email and let me know. Thank you. Get well soon.”

Exhibit C.

(c) Personal communication during Council meeting.

██████████ reports that during the November 30, 2022 Council meeting, “it appeared that [Mayor Franklin and Mr. Harper] were texting.” ██████████ had heard rumors of their relationship before this meeting, and recalled that Mayor Franklin came to the meeting late, which was “very unusual,” and that Mr. Harper followed shortly after Mayor Franklin.⁸ ██████████ reports “they were both on their phones during the meeting . . . It seemed they were texting each other as well as having eye contact.”

The recording of this meeting on YouTube shows that ██████████ sat about three feet away from Mayor Franklin, immediately to her left on the dais. Mr. Harper sat in the first row of the audience immediately in front of Mayor Franklin and ██████████. The recording shows Mr. Harper frequently on his phone, and Mayor Franklin often looking down at the table in front of her, which is blocked from view. Sometimes, a pen was visible in Mayor Franklin’s hand and she appeared to be handwriting. At other times, no pen was visible in Mayor Franklin’s hand as she looked down in front of her.

Text messages on Mayor Franklin and Mr. Harper’s City-owned phones do not have correspondence between the two of them on November 30, 2022. Mayor Franklin denied texting her team, including Mr. Harper, during that or any other council meeting, and she had no saved text messages on her personal phone prior to January 11, 2023. Mr. Harper reports that he does not recall texting with Mayor Franklin during the November 30, 2022 Council meeting, and does not have any November 2022 text messages on his personal phone.⁹

The preponderance of the evidence does not support that Mayor Franklin and Mr. Harper were texting romantically or intimately during the November 30, 2022 Council meeting. While I did not review text messages from either Mayor Franklin or Mr. Harper’s personal phones, as both deny having any text messages on that date, ██████████ did not personally observe any inappropriate or intimate messages between Mayor Franklin and Mr. Harper. This lack of personal knowledge by ██████████ and the absence of any other evidence that Mayor Franklin and Mr. Harper otherwise engaged in a personal romantic relationship during work hours or events makes it less plausible they would have sent messages with intimate content during a public council meeting. In addition, it is not plausible that Mayor Franklin and Mr. Harper would exchange romantic or intimate text during this meeting because ██████████

⁸ Minutes from the November 30, 2022 reflect that the meeting started at its scheduled start time.

⁹ I inspected text messages between Mayor Franklin and Mr. Harper on their work phones. I did not inspect Mayor Franklin and Mr. Harper’s personal phones. Mr. Harper provided information about his personal cell phone through counsel.

██████████ sat in close proximity to Mayor Franklin, and Mr. Harper also sat next to at least one other person throughout the meeting.

I considered that Mayor Franklin and Mr. Harper could have deleted explicit or romantic exchanged during the council meeting on their City-owned and personal phones to avoid their disclosure. However, it is more likely Mayor Franklin and Mr. Harper deleted the messages on their personal phones as a matter of routine—not having anything to do with this investigation—because both report having no saved text message with any person on their personal phones in November 2022. Had they deleted text exchanges between them to avoid disclosure, it is likely they would have deleted only objectionable messages while retaining others during this time period. Nor is it plausible that Mayor Franklin and Mr. Harper would sent and deleted explicit or romantic messages from their City-owned phones given both of their knowledge that messages are subject to public disclosure.

In summary, while neither Mayor Franklin nor Mr. Harper disclosed specific information about how their personal relationship developed outside of work, such as how they communicated with each other outside of work or when they spent personal time together, their statements that they did not use City time or resources to further their romantic relationship are supported by the preponderance of the evidence. In light of all the evidence I reviewed, I find that Mayor Franklin and Mr. Harper’s close working relationship led to their personal relationship, and to the extent they developed romantic feelings towards each other as a result of their work together, this was incidental to City business.

3. Uninvited sexually-oriented verbal or physical conduct.

The preponderance of the evidence supports that the relationship between Mayor Franklin and Mr. Harper was consensual, and that no other City employee has been subject to uninvited sexually-oriented verbal or physical conduct as a result of the relationship.

Both Mayor Franklin and Mr. Harper deny any uninvited sexually-oriented verbal or physical conduct. They report having strong boundaries between their personal and work relationship, and these boundaries are corroborated by each witness with whom I spoke. With the exception of ██████████ allegation regarding texting in the November 30, 2022 Council meeting, no witness reported observing or hearing about any behavior between Mayor Franklin and Mr. Harper at work that was indicative of their romantic relationship. No witness reported observing any non-consensual verbal or physical conduct outside of work between Mayor Franklin and Mr. Harper.

4. Submission to the relationship or sexual conduct as a basis for employment decisions.

The preponderance of the evidence does not support that Mayor Franklin or Mr. Harper is required to submit to the relationship as a basis for employment decisions. Both agreed they could leave the relationship without adverse consequences to their employment or the

employment of the other person. No witness reported observing or hearing about any behavior indicating that there was a quid pro quo element to the relationship between Mayor Franklin and Mr. Harper.

Mayor Franklin has not promoted Mr. Harper since he was appointed Deputy Mayor in 2018. I considered whether Mayor Franklin exercised influence over Mr. Harper's salary, but Mayor Franklin has no direct control over his pay—the pay of appointed employees is set by salary ordinance. While positive performance reviews can cause an employee to move up a step in the salary range, Mr. Harper was already on step 10 and receiving the maximum pay for his position since January 1, 2019. Because Mr. Harper reached maximum pay well before his personal relationship with Mayor Franklin, the evidence supports that Mayor Franklin has exercised no direct or indirect influence over Mr. Harper's salary since their personal romantic relationship began.

5. Favoritism.

The preponderance of the evidence does not support that Mayor Franklin exerted favoritism towards Mr. Harper such that either his work initiatives were better supported or he received better pay or benefits as a result of his relationship with Mayor Franklin. Mayor Franklin reports she does not believe that anything has changed with respect to her working relationship with Mr. Harper, explaining, "I've developed friendship with other people I've worked with . . . When I'm working, we're working." She does not believe that she has started spending more time with Mr. Harper at work or taking more lunches with Mr. Harper. Mr. Harper denies that anything changed in his and Mayor Franklin's working relationship as a result of their romantic relationship. Ms. Cummings, similarly situated to Mr. Harper in her direct reporting relationship to the Mayor, has not observed any favoritism or backchannel between Mayor Franklin and Mr. Harper since she became aware of their personal romantic relationship.

(a) Performance reviews.

On December 12, 2022 Mayor Franklin met with Mr. Harper and Ms. Cummings as a group to conduct their performance reviews and solicit feedback about her performance. This meeting was in connection with the year-end performance ratings that determine, in part, an employee's place on a salary step. This was the first time that the three met for a performance review as a group. In past years, performance reviews were inconsistent: sometimes they were completed in writing and sometimes they were informal. However, if verbal performance reviews occurred they were previously done in more traditional one-on-one settings. I find that Mayor Franklin's relationship with Mr. Harper did not cause Mayor Franklin to recuse herself from evaluating Mr. Harper's performance, but it did prompt her to change the evaluation process in December 2022 in an effort to avoid impressions of favoritism.

Mayor Franklin implemented the group review process because she "[didn't] want to give him feedback on performance without somebody else in the room mainly to make a safe space."

Mr. Harper recalls that Mayor Franklin told him, “I’m going to evaluate you together, because I don’t want there to be appearance that I’m treating you differently.” The evidence supports that the feedback provided in the meetings was consistent with the type of feedback each person had received in the past, before Mayor Franklin and Mr. Harper’s romantic relationship began.

Each year, Mayor Franklin submits numerical ratings of each of her direct reports. The following is a compilation of the overall performance ratings for Mr. Harper and Ms. Cummings from 2020-2022. There are no ratings available for 2019. Ms. Cummings’ ratings are included for the purpose of comparison because she is Mr. Harper’s closest peer:

	Nicholas Harper	Lori Cummings
2020	[REDACTED]	[REDACTED]
2021	[REDACTED]	[REDACTED]
2022	[REDACTED]	[REDACTED]

Mr. Harper’s 2022 ratings improved modestly from previous years, as they did the year prior. While Ms. Cummings’ 2022 ratings did not improve, she still was still rated higher overall than Mr. Harper.

While the group performance review conducted by Mayor Franklin for Mr. Harper and Ms. Cummings was a departure from past practice, there is no evidence to support that the procedural adjustments or the fact of the personal romantic relationship resulted in more or less favorable performance reviews for Mr. Harper.

(b) Expense approvals.

Mayor Franklin approves expenses for multiple employees, including Mr. Harper. The City did not shift Mayor Franklin as the approving authority for Mr. Harper’s expenses after they began their personal romantic relationship. I considered whether Mayor Franklin approved any inappropriate expenses for Mr. Harper. However, there is no evidence that Mr. Harper submitted work expenses after the D.C. Fly-in, so Mayor Franklin had no opportunity to approve expenses for Mr. Harper during their romantic relationship. Even had Mayor Franklin approved expenses for Mr. Harper that did not comply with City policy—which the evidence does not support that she did—the City’s robust system for reviewing and approving expenses would have provided an additional control against the inappropriate use of public funds.¹⁰

¹⁰ The City’s Finance Director and Treasurer, Susy Haugen, has developed a system of robust internal controls in the City’s Finance Department. For example, travel expenses are first routed to the Clerk’s office, and reviewed for appropriateness, compliance with policy, and documentary support. If there are discrepancies, the Clerk requests additional documentation. If the Clerk had concerns about what the expense was for, the Clerk escalates to Ms. Haugen. There are additional levels of review for expense reimbursements or advances, which do not apply to Mr. Harper or Mayor Franklin because both have City credit cards that they use for City expenses. Ms. Haugen reports that her Clerks and Procurement staff are “watchdogs.”

(c) Time entry approvals.

I also considered that Mayor Franklin approves Mr. Harper's requests for time off, which could raise concerns about misuse of sick or vacation time or absenteeism. Ms. Bartlett had this concern about "people reporting time accurately and consistently, to make sure how [Mr. Harper] was putting in exceptions was done accurately and completely." Ms. Bartlett checked in with Mr. Hall, Ms. Cummings, and Mayor Franklin to ensure that his timekeeping was being reviewed consistently, and asked her payroll department to double check Mr. Harper's use of exceptions and inform her of any inconsistencies. Ms. Bartlett reports that no concerns were raised. In addition, Mr. Harper began copying Ms. Cummings on any time off requests, which Ms. Cummings viewed as an "effort to be forthcoming about being out of the office." Because Ms. Cummings oversees the Human Resources function at the City, this would also provide Ms. Cummings the opportunity to intervene in the event that Mr. Harper misused time off. The preponderance of the evidence does not support that there was any favoritism in the approval of Mr. Harper's timekeeping or exceptions, or misuse of City time or exceptions.

B. City policy analysis.

The City Council provided me with certain City policies and asked me to determine whether these were violated in the course of Mayor Franklin and Mr. Harper's personal romantic relationship. Some of these policies apply to City employees. Others apply to elected officials. Some policies apply to both City employees and elected officials.¹¹ Consequently, for employee policies, my findings extend only to Mr. Harper's conduct. For elected official policies, my findings cover only Mayor Franklin's conduct.

In brief, the preponderance of the evidence does not support that the personal romantic relationship between Mayor Franklin and Mr. Harper violated any of these applicable City policies.

1. Code of Ethics and Employee Rules and Regulations (Mr. Harper).

The Code of Ethics and Employee Rules and Regulations ("Code of Ethics") promotes conducting City of Everett business in a "fair, open, efficient, and accountable" manner. In addition to specific rules and regulations on such topics as gifts, accident reports, controlled substances, and absenteeism, the Code of Ethics expresses the overarching policy that "Employees shall conduct their public and private actions and financial dealings in a manner that shall not present any apparent or actual conflict of interest between the public trust and their private interest." Under the Code of Ethics, an employee's "private actions" may present a "conflict of interest between the public trust and their private interest," but only as "appl[ies] to his or her position [and] in the conduct of his or her office or business." Thus, Mr. Harper's

¹¹ The Council determined which of these policies apply to employees, which apply to elected officials, and which apply to both employees and elected officials.

conduct in his personal romantic relationship with Mayor Franklin could violate the Code of Conduct if it affects Mr. Harper's work conduct or professional interactions.

The Code of Ethics prohibits the following behavior which is relevant, or potentially relevant, to this investigation:

- Dishonest or Fraudulent Acts;
- Breach of confidentiality;
- Insubordination;
- Improper absence from work; and
- Unsatisfactory work performance.

In summary, I find that Mr. Harper did not violate the City of Everett's Employee Code of Ethics. The full Code of Ethics is attached as **Exhibit D**. It contains additional prohibitions that are not relevant or applicable to this investigation, and that I do not discuss in this report.¹²

Section 3.2 of the Code of Ethics on dishonest or fraudulent acts provides as follows:

3.2 Dishonest or Fraudulent Acts:

There shall be no theft or misappropriation of City or other employee's property (or property of clients and customers) nor any unauthorized use of or removal of City or other employee's property or any other conduct of a dishonest nature including, but not limited to:

- A. Falsifying or altering any City record or report such as an application for employment, medical report, a time card, a leave request, or an expense account
- B. Tampering with City property.
- C. Misusing, damaging, or destroying City property or equipment.
- D. Misrepresenting the truth, deceit, or taking unfair advantage of someone or something.

There are four potential factual bases to apply to this policy: Mr. Harper's use of time off, Mr. Harper's expense account, Mr. Harper's use of City property, and Mr. Harper's

¹² For example, the Code of Conduct also prohibits: Employees from having a financial interest in any transaction involving the City; accepting gifts from vendors or customers that influence the employee or create an appearance of a conflict of interest; consumption of alcohol or illegal drugs on City property, or in a way that interferes with an employee's City work; non-compliance with safety standards or laws. These were not remotely implicated in my investigation.

communications about his relationship with Mayor Franklin. As discussed below, the evidence does not support that Mr. Harper has violated this section of the Code of Ethics.

First, Mr. Harper acknowledges he has taken more time off than is typical because the decision to investigate his relationship with Mayor Franklin has been “extremely challenging.” As discussed above, Mr. Harper’s requests for time off have processed normally except that Mr. Harper began including Ms. Cummings in his requests for additional transparency. There is no evidence that Mr. Harper abused the process for leave requests as a result of his relationship with Mayor Franklin.

Second, with respect to potential falsification of an expense account, Mr. Harper has an “expense account” only to the extent he can use his City credit card for authorized purposes. Mr. Harper used his City credit card for expenses such as gas and a rental car on the Carolinas trip, and an Uber for the D.C. Fly-in, as well as for per diem meals. As discussed above, Mr. Harper and Mayor Franklin were not engaged in a romantic relationship during these trips and Mr. Harper has not incurred any additional expenses since these trips. All expenses submitted by Mr. Harper from 2022 to April 3, 2023, or by Mayor Franklin on behalf of Mr. Harper, are attached as **Exhibit E**.¹³ There is no evidence that Mr. Harper falsified or altered expense account records.

Third, with respect to potential misuse of City property, Mr. Harper and Mayor Franklin deny engaging in intimate behavior in or on City property. There is no evidence that Mr. Harper misused City property in the course of his relationship with Mayor Franklin.

Finally, the Code of Ethics also prohibits “misrepresentation of the truth or deceit, or taking unfair advantage of someone or something.” Mayor Franklin denies her relationship with Mr. Harper is anything other than consensual, and there is no evidence that Mr. Harper took “unfair advantage” of Mayor Franklin in the course of their relationship. With respect to the prohibition on “misrepresentation” and “deceit,” Mr. Harper did not disclose his personal romantic relationship from colleagues from the time it began sometime in the fall of 2022 until January 19, 2023 when he met with Mr. Hall and Ms. Bartlett. City policy does not require affirmative disclosure of a romantic relationship with a colleague, and when Mr. Harper was directly asked about his relationship, there is no evidence that he misrepresented the truth or deceived Ms. Bartlett or Mr. Hall. No other employee reports that Mr. Harper misrepresented his relationship or deceived them; rather, the few individuals who learned of the relationship from Mayor Franklin viewed it as a personal matter. While many colleagues expressed “shock” when they learned of the relationship and looked for hints they may have missed, none characterized the non-disclosure as a misrepresentation or deceit. I find that Mr. Harper did not violate the Code of Ethics prohibition on “misrepresenting the truth, or deceit.”

¹³ Some of Mr. Harper’s expenses were submitted by [REDACTED] on Mr. Harper’s behalf. These expenses are not included in **Exhibit E**.

Section 3.3 of the Code of Ethics on confidentiality provides in relevant part as follows:

3.3 Confidentiality:

- A. Any information learned during the performance of work at the City that is not commonly available to the public must be kept confidential. This includes information about co-workers, leads, supervisors, members of the public, and business affairs. Furthermore, this applies to information in any form - spoken, written or electronic.
- B. Disclosure of City confidential information is prohibited except when required for the performance of one's job at the City and when specifically authorized.

Mr. Harper has a close working relationship with Mayor Franklin. Mayor Franklin is his supervisor. There is no information that Mr. Harper is obligated to keep from Mayor Franklin in the course of performing his job at the City. Mr. Harper and Mayor Franklin frequently discuss City business outside of working hours, and there is no evidence that Mr. Harper inappropriately disclosed City confidential information in violation of the Code of Ethics in the course of his relationship with Mayor Franklin.

Section 3.6 of the Code of Ethics on insubordination provides as follows:

3.6 Insubordination

Insubordination jeopardizes productivity, lowers morale and undermines a supervisor's authority, and therefore, is not an acceptable form of conduct without a valid reason. Insubordination includes but is not limited to:

- A. Refusal of failure to obey orders or perform a job assignment given by a supervisor, or any authorized employees or City officer, provided that such orders and assignments are in accordance with the City Charter, ordinances, resolutions, and other local, state, or federal laws.
- B. Disrespect publicly displayed towards a lead, supervisor, or a City officer while performing work for the City.
- C. Threatening, intimidating, coercing, undermining, or interfering with supervision.
- D. Abusive language or profanity to any lead, supervisor, or members of the public.

Both Mayor Franklin and Mr. Harper deny that their working relationship has changed due to their personal romantic relationship. This is corroborated by Ms. Cummings, who has

observed no change in how Mayor Franklin and Mr. Harper work together. There is no evidence that Mr. Harper has engaged in insubordinate behavior towards Mayor Franklin.

Section 3.7 of the Code of Ethics on improper absence from work provides as follows:

3.7 Improper Absence from Work:

Absence from work must be preauthorized. If the tardiness or absence could not be anticipated, the employee must immediately notify his/her supervisor or department director. There shall be no absence from work, tardiness, or quitting early without a reason recognized as valid by the City.

As already discussed, Mr. Harper acknowledges he has taken more time off than is typical, but there is no evidence that Mr. Harper's absences have been improper or unauthorized.

Section 3.12 of the Code of Ethics on unsatisfactory work performance provides as follows:

3.12 Unsatisfactory Work Performance:

Employees are expected to perform their work for the City in an efficient and competent manner. Employees shall not engage in any activities other than assigned work during working hours and/or while operating City equipment and/or while on City time without approval in advance by their supervisors. Employees are expected to perform their work for the City in a respectful, courteous, and polite manner at all times. It shall be a violation of this policy for employees to be insulting, rude, insolent, profane, or in any way uncivil, discourteous, or discriminatory towards any customer, citizen, fellow employee, or any other person while working for the City or operating City equipment. It may be considered a violation of this policy for an employee not to exercise the care and attention to their work that the circumstances require.

As already discussed, Mayor Franklin, Mr. Harper, and Ms. Cummings deny that anything has changed since the onset of the personal romantic relationship with respect to how work is performed or how they interact professionally with each other. Mayor Franklin and Mr. Harper deny engaging in romantic or intimate behavior during City time, and I received no specific allegation their relationship caused Mr. Harper to engage in activities other than assigned work while on City time.

In summary, while Mr. Harper largely declined to respond to questions about "private actions" that may be covered by the Code of Ethics, there is no specific allegation or evidence

that Mr. Harper violated the Code of Ethics. I find no violation of the Code of Ethics by Mr. Harper.

2. Anti-Discrimination and Harassment Policy (Mr. Harper).

The City's Anti-Discrimination and Harassment Policy applies to employees of the City of Everett. The full policy is attached as **Exhibit F** and includes complaint procedures and a prohibition on retaliation. Its anti-discrimination and harassment provisions state in relevant part as follows:

2.0 Policy

- 2.1 The City of Everett is committed to maintaining a work environment that is free of discrimination and harassment. Employees are expected to refrain from engaging in any act that discriminates or creates an intimidating, hostile or offensive working environment against another employee because of a person's protected status. Protected status is defined as a person's race, creed, color, national origin, age, gender, sexual orientation, marital or veteran status, pregnancy, religion, ethnic background, the presence of a physical, sensory or mental disability or any other basis prohibited by local, state or federal law.

An act of discrimination and/or harassment is a violation of the Policy. Depending upon the severity of the actions identified by the City, appropriate disciplinary action may occur up to and including termination to anyone found to be violating this Policy.

- 2.2 The City will not tolerate any form of discrimination or harassment against City employees by anyone. This includes other employees, managers, supervisors, visitors, vendors, contractors or customers.

3.0 Definitions

- 3.1 Discrimination - It is a violation of this Policy to discriminate in the provision of employment opportunities, benefits or privileges, creating discriminatory working conditions or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, based on the person's protected status. Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws.
- 3.2 Harassment - The City prohibits harassment of any kind. Harassment is prohibited by a variety of federal, state and local laws where:

- A. Submission to such conduct is made either explicitly or implicitly a term of condition of employment,
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- C. Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive environment.

The preponderance of the evidence does not support that Mr. Harper violated the Anti-Discrimination and Harassment Policy. There are no allegations that Mr. Harper engaged in behavior that violates the City's policy against discrimination and harassment. In the course of my interviews and investigation, no witness reported conduct by Mr. Harper that was in violation of the City's policies against discrimination and harassment. Both Mr. Harper and Mayor Franklin report that their relationship is consensual, non-harassing, and that they could leave the relationship without an adverse effect on their employment. I find Mr. Harper did not violate the City's Anti-Discrimination and Harassment Policy.

3. Email Management within the City of Everett (Mayor Franklin and Mr. Harper).

The City of Everett Email Management Policy applies to both Mayor Franklin and Mr. Harper. The full policy is attached as **Exhibit G**. In general, the policy establishes guidelines and procedures to comply with laws governing records retention and disclosure requirements related to email. There is no allegation or evidence that Mayor Franklin or Mr. Harper deleted emails that were subject to the Public Records Act, or otherwise interfered with the email retention schedule in this policy. I find that Mr. Harper and Mayor Franklin did not violate the Email Management within the City of Everett policy.

4. Electronic Communications & Technology Resources (Mayor Franklin and Mr. Harper).

The City of Everett's Electronic Communications and Technology Resources policy applies to both Mayor Franklin and Mr. Harper.¹⁴ The full policy is attached as **Exhibit H**. In general, the policy "defines the appropriate use of electronic communications and technology resources that are owned by the City of Everett." In large part, the policy relates to obligations of the City's IT Director to maintain a secure system and develop protocol and training for employee use of the system. To the extent the policy contains prohibitions on individual use of

¹⁴ The effective date of this policy is February 1, 2023. Even if the version of this policy I reviewed had been in effect before February 1, 2023, the preponderance of the evidence does not support that either Mayor Franklin or Mr. Harper violated it.

electronic communications and technology resources, the following are relevant, or potentially relevant, to this investigation:

7.0 GUIDELINES

7.1 De minimis use

7.1.1 Occasional, but not limited, personal use of City electronic communication and or technology resources is allowed only if all the conditions are met:

7.1.1.1 There is little or no cost to the City of Everett;

7.1.1.2 Any use is brief in duration, occurs infrequently, and is the most effective use of time or resources;

7.1.1.3 The use does not interfere with the performance of official duties;

7.1.1.4 The use does not disrupt or distract from the conduct of City business due to volume or frequency;

7.1.1.5 The use does not disrupt other City employees and does not obligate them to make a personal use of City resources;

7.1.1.6 The use does not compromise the security or integrity of City property, information, or software; and

7.1.1.7 The use is consistent with City policies and procedures.

Mayor Franklin and Mr. Harper deny sending any personal emails to each other on either personal or City-owned email. They sent several text messages that could be considered personal on City cellphones, such as Mayor Franklin informing Mr. Harper she had arrived at Suncadia, and checking in with Mr. Harper over the weekend about whether he was without electricity at his home. However, I find that these messages fall within the de minimis use exception of personal use of City electronic communications, as they are brief, non-disruptive, and do not otherwise violate any City policies.

7.2 Inappropriate use

7.2.1 The following private uses of electronic communications and technology resources are prohibited at all times:

7.2.1.1 Any use for the purpose of conducting any outside business or private employment;

7.2.1.2 Any use for the purpose of supporting, promoting the interests of, or soliciting for an outside political party;

7.2.1.3 Any use for the purpose of assisting a campaign for election of a person to an office or for the promotion of or opposition to a ballot proposition; and

7.2.1.4 Any use related to conduct that is prohibited by a federal or state law or rule, or by this policy or any other City code or policy.

There is no evidence that Mayor Franklin or Mr. Harper engaged in conduct on City-owned communication channels that violates federal or state law, or is prohibited by City code or policy. While I did not request and review every email between Mayor Franklin and Mr. Harper, both are keenly aware of the public nature of their electronic communications on City-owned channels, and otherwise engaged in no personal romantic behavior during City time or on City property. Thus, the preponderance of the evidence does not support that Mayor Franklin or Mr. Harper engaged in any use related to conduct that is prohibited by a federal or state law or rule, or by City code or policy.

7.2.5 Destroying, altering, dismantling or otherwise interfere with the integrity of electronic information and or information resources.

There is no evidence that Mayor Franklin or Mr. Harper destroyed or deleted City-owned electronic information or information resources. While Mayor Franklin and Mr. Harper did delete text messages on their personal cell phones, such messages do not fall within this policy because they are not on City-owned devices.

7.2.7 Electronic communications or usage of technology resources that violate the Everett Codes of Ethics and Employee Rules and Regulations or City of Everett Anti-Discrimination and Harassment Policy.

The text messages I reviewed between Mayor Franklin and Mr. Harper are professional, and do not violate the Code of Ethics, Employee Rules and Regulations, or the Anti-Discrimination and Harassment Policy. As discussed, while I did not request and review all emails between Mayor Franklin and Mr. Harper, both are aware that their electronic communications are subject to public disclosure. Both were careful to not engage in romantic conduct in connection with their work. Thus, the preponderance of the evidence does not support that Mayor Franklin or Mr. Harper engaged in any use of electronic communications or technology resources that violate the Code of Ethics, Employee Rules and Regulations, or the Anti-Discrimination and Harassment Policy.

For the reasons discussed, I find that Mayor Franklin and Mr. Harper did not violate the Electronic Communications and Technology Resources Policy.

5. Open Data (Mayor Franklin and Mr. Harper).

The City's Open Data Policy applies to both Mayor Franklin and Mr. Harper. The full policy is attached as **Exhibit I** and describes the procedures by which the City makes the data it generates and collects "openly available to the public[.]" The policy contains requirements for departments to collaborate on making data available to the public, but does not have requirements for individuals. Therefore, I find that Mayor Franklin and Mr. Harper did not violate the Open Data Policy.

6. Scope of Duty and Course of Employment (Mayor Franklin and Mr. Harper).

The City's policy on Scope of Duty and Course of Employment applies to both Mayor Franklin and Mr. Harper. The full policy is attached as **Exhibit J** and describes the circumstances under which the City Attorney will defend a City officer or employee against claims and litigation "arising from any conduct, acts or omissions of such officers or employees in the scope and course of their City employment."

In particular, the policy requires that officials and employees provide notice of potential claims:

- 2.3 Officers or employees shall, in the event of any incident or course of conduct giving rise to a claim for damage and/or litigation, as soon as practicable give the Department Head and City Attorney's Office written notice thereof, identifying the officers or employees involved and containing information with respect to time, place and circumstances thereof and the names and addresses of persons allegedly injured or otherwise damaged thereby and of available witnesses and shall forward to the City Attorney's Office every demand, notice, summons or other process relating to any such incident or course of conduct, and received by him or his representative and shall cooperate with the City Attorney's Office and, upon request, assist in making settlements in the conduct of suits and in enforcing any claim or any right of contribution or indemnity against any person or organization who may be liable to the City because of any damage or alleged loss arising from the incident or course of conduct.

I find that the personal romantic relationship between Mayor Franklin and Mr. Harper has not been an "incident" or "course of conduct" that is reasonably anticipated by either party to "giv[e] rise to a claim for damages and/or litigation" because neither party has made any allegation of wrongdoing against the other. As such, there was no obligation for either to report.

Moreover, even if Mayor Franklin and Mr. Harper were required to provide notice under this policy, they substantially complied when Mayor Franklin, a Department Head, verbally notified the City Attorney of her relationship with Mr. Harper in early December 2022.

I find that Mayor Franklin and Mr. Harper did not violate the Scope of Duty and Course of Employment Policy with respect to their personal romantic relationship.

7. Resolution 7752 City Council Rules of Procedure (Mayor Franklin).

Resolution 7752 establishes Council Rules of Procedure and applies to Mayor Franklin. The full policy is attached as **Exhibit K** and describes the procedures by which the Council operates, including agenda-setting, public comment, motions, and subcommittees. There has been no allegation that Mayor Franklin violated the Council Rules of Procedures in relation to her relationship with Mr. Harper, nor is there evidence supporting any such violation. I find that Mayor Franklin did not violate the Council Rules of Procedure in relation to her personal romantic relationship with Mr. Harper.

8. City Business Expense Travel Policy (Mr. Harper).

The City's City Business Expense Travel Policy applies to employees of the City of Everett. The full policy is attached as **Exhibit L** and "relates to travel and reimbursements for expenses incurred by City employees while on City-related business." In large part, this policy sets procedures for reimbursement of expenses, setting out the requirement for prior approval, use of particular forms, and required documentation. The Clerk's office reviews each expense submission for compliance with these procedural requirements and found no irregularities with respect to Mr. Harper's travel expenses. More broadly, the policy states in relevant part as follows:

- 2.3 Reasonable and necessary expenses incurred while conducting City business are authorized for reimbursement subject to the conditions contained within this policy. Employees traveling on official City business are expected to spend funds prudently, plan appropriately, and adhere to City policy and documentation requirements. Travelers are expected to schedule their departure and return such that additional or unnecessary costs are not incurred. Employees are responsible for excess costs and any additional expenses incurred for personal preferences or convenience.

As discussed above, Mr. Harper was not in a personal romantic relationship with Mayor Franklin when they travelled on City business three times in August and September 2022, but these trips likely caused Mr. Harper and Mayor Franklin to grow closer. Each of the three trips lasted no longer than necessary to complete City business. For example, Mayor Franklin and Mr. Harper left the Mayors Innovation Forum after less than 24 hours and well before the end of the conference. The agenda for this conference is attached as **Exhibit M**. For the D.C. Fly-in, delegates arrived in D.C. around 10:00 p.m. and had their first meetings at 9:30 a.m. the

following morning. They flew home at 8:00 a.m. in the morning, after their final event at 5:00 p.m. the evening prior. The Carolinas trip was similarly compressed—Mr. Harper’s travel was scheduled to reduce unnecessary costs, with little to no discretionary time for socializing with Mayor Franklin. **Exhibits A and B**. There is no evidence that Mr. Harper missed any portion of the trip or incurred additional expenses in furtherance of a relationship with Mayor Franklin.

I find Mr. Harper did not violate the City Business Expense Travel Policy with respect to his relationship with Mayor Franklin.

9. Charge Cards and Procurement Card Program (Mr. Harper).

The City’s Charge Card Policy applies to employees of the City of Everett. The full policy is attached as **Exhibit N** and its purpose “is to provide instructions for the use of charge cards by employees of the City of Everett.” Like the Business Expense Travel Policy, this policy sets procedures for reimbursement of expenses, setting out the requirement for prior approval, use of particular forms, and required documentation. The Clerk’s office reviews each expense submission for compliance with these procedural requirements and found no irregularities with respect to Mr. Harper’s charge card expenses. In my review of Mr. Harper’s charge card expenses provided by the City, there was no violation of the Charge Card Policy.

The City also maintains a Procurement Card policy, attached as **Exhibit O**, which sets out policies and procedures for the use of Procurement Cards or “PCards.” Mr. Harper and Mayor Franklin have credit cards, not PCards. As such, there is no evidence that they abused the use of a PCard in violation of City policy.

I find that Mr. Harper did not violate the Charge Card or PCard Policies.

10. Resolution 6963 travel policy for elected officials (Mayor Franklin).

Resolution 6963 Travel Policy for Elected Officials applies to elected officials such as Mayor Franklin. The full resolution is attached as **Exhibit P**. In large part, this policy describes procedures for reimbursement of expenses, and sets out reimbursable expenses, required documentation, prior approval, and required documentation. More broadly, the policy provides that “City elected officials will exercise prudent judgment in incurring expenses on City business.”

The Clerk’s office reviews each of Mayor Franklin’s expense submissions for compliance with procedural requirements. The Clerk’s office found no irregularities with respect to Mayor Franklin’s travel expenses. [REDACTED] is the approving entity for Mayor Franklin’s expenses, and [REDACTED] signed her approval of Mayor Franklin’s travel expenses in 2022.

As discussed above, Mayor Franklin was not in a personal romantic relationship with Mr. Harper when they travelled on City business three times in August and September 2022,

Privileged and Confidential

Lisa Marshall, Kenyon Disend PLLC

May 9, 2023

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however these trips caused Mr. Harper and Mayor Franklin to grow closer. There is no evidence that Mayor Franklin did not “exercise prudent judgment in incurring expenses” with respect to her August and September travel, or any travel since her relationship with Mr. Harper began. I find that Mayor Franklin did not violate Resolution 6963 Travel Policy for Elected Officials.

IV. CONCLUSION

Thank you for the opportunity to work on this matter. Please do not hesitate to contact me if you have any questions.

Exhibit A

ITINERARY FOR BASEBALL FUTURES TRIP TO CHARLOTTE NORTH CAROLINA

Attendees: Mayor Franklin, [REDACTED], Eric Parks, Tammy Dunn, A Bounjaktha, and Deputy Mayor Harper.

Leave Saturday August 27 from SEATAC flight departing at 10:17 p.m. (Nonstop American Airlines Flight #2793 from SeaTac to Charlotte. Departing Seattle 10:17 pm, Arriving Charlotte 6:18 am Sunday, 8/28)

Franklin Ticket No. 0012444136577

Harper Ticket No. 0012444136579

[REDACTED] Ticket No. 0012444136582

Arrive Charlotte Go to National Rental Car

a. Emerald Club #969153706 - **Confirmation #1973568516**

(Upon arrival, please bypass the counter, follow the Emerald Reserve signs and proceed to the section of the lot designated for the car class reserved. If you have questions, please talk to a National representative located at the National Booth.) SUV rented.

**ARRIVE DUNHILL HOTEL
237 N. TRYON ST. CHARLOTTE
704 332 4141**

HOTEL EXPECTING YOU AFTER 6 AM 8/28

**CONFIRM – CASSIE 1376SE040122
NICK 1376SE040123
[REDACTED] 1376SE040124**

Sunday, August 28 - Lunch in Columbia South Carolina with Fire Flies Ownership, Tour of Facility, Attend PM Game - Columbia Fireflies. 1640 Freed St. Columbia SC 29201 (803) 726 4487

Directions from Airport to Columbia Fireflies via 1-77S (1 hr. and 23 mins.) 93.5 miles.

From Charlotte Douglas International Airport to 5501 Josh Birmingham Pkwy, Charlotte, NC 28208.

Get on I-485 Outer from Old Dowd Rd and US-29 S/US-74 W/Wilkinson Blvd
5 min (2.9 mi)

Head south on Josh Birmingham Pkwy
0.1 mi

Keep right to continue on Old Dowd Rd
0.2 mi

At the traffic circle, take the 1st exit and stay on Old Dowd Rd
0.5 mi

Turn right onto Marshall Dr
0.2 mi

Turn left at the 1st cross street onto US-29 S/US-74 W/Wilkinson Blvd
1.2 mi

Turn left onto the ramp to I-485 Outer S/Columbia
0.6 mi

Take I-77 S to Colonial Dr in Columbia
1 hr 19 min (90.3 mi)

Continue on Colonial Dr. Take Boyce St to Freed St
2 min (0.4 mi)

Columbia Fireflies

1640 Freed St, Columbia, SC 29201

Monday, August 29- Morning meeting with Kannapolis North Carolina City Manager Mike Legg, (704) 920 4309. (Address, 246 Oak Avenue, Cannon Kannapolis, North Carolina. and staff. Tour Cannon Ballers Field, meet with team ownership.

Leaving The Dunhill Hotel 28-40 min (27.5 miles) to 246 Oak Avenue, Kannapolis, NC.

Leave: 237 N Tryon St, Charlotte, NC 28202

Get on I-77 N/US-21 N from W 6th St and W 5th St
4 min (1.1 mi)

Take I-85 N to US-29 S/US-601 S/S Cannon Blvd in Concord. Take exit 58 from I-85 N
20 min (22.0 mi)

Follow US-29 S/S Cannon Blvd and Dale Earnhardt Blvd to Oak Ave in Kannapolis
10 min (4.4 mi)

Arrive 246 Oak Ave

Kannapolis, NC 28081

Leave: Kannapolis Manager (3 min.) (0.1 mile)

246 Oak Ave, Kannapolis, NC 28081

Head northeast on Oak Ave toward Oak Avenue Mall Dr
0.1 mi

Turn left onto W B St

[Destination will be on the right](#)

141 ft

To Atrium Health Ballpark

1 W B St, Kannapolis, NC 28081

Atrium Health Ballpark, the home of the Kannapolis Cannon Ballers, is a \$52 million state-of-the-art facility that has something for everyone. With seats for 4,930 fans, Cannon Ballers supporters have the option of traditional fixed seats, family picnic areas, loge boxes and an elevated Sky Lounge giving everyone a great view of all the action on the diamond. The ballpark also features eight suites and the Kinetic Club, a 5,600 square foot banquet space, which will be used on game days for hospitality and as an event rental space year-round. In addition to the hospitality options at the ballpark, Atrium Health Ballpark has a 20,000 square foot Kids Zone which was built around a custom three-story Berliner play structure and an interactive splash pad. Looping the 360-degree concourse is the Atrium Health walking track, a third of a mile circuit complimenting the city's "Loop the Loop"

A unique feature of Atrium Health Ballpark's operation is that on non-game days the community can still enjoy the ballpark as it is open daily as a public park. Kids can play on the playground and splash pad while other members of the community can walk the Atrium Health walking trail around the concourse. After working up an appetite, anyone can head to Boomer's Bistro or the Outfield Bar to enjoy some ballpark favorites!

Back to Dunhill 237 N. Tryon St. Charlotte NC

Tuesday, August 30 (Nonstop American Airlines Flight #2775 (Departing Charlotte 9:42 am, Arriving SeaTac 12:31 pm))

Leave The Dunhill Hotel 12-20 mins. 8.8 miles return Car to National Car Rental.
237 N Tryon St, Charlotte, NC 28202

Get on I-277 N from W 6th St and N Graham St
3 min (0.9 mi)

Merge onto I-277 N
1 min (1.1 mi)
Get on I-85 S
3 min (2.1 mi)

Follow I-85 S to Little Rock Rd. Take exit 32 from I-85 S
4 min (3.9 mi)

Drive to N Josh Birmingham Pkwy
2 min (0.8 mi)

Charlotte Douglas International Airport
5501 Josh Birmingham Pkwy, Charlotte, NC 28208

EXHIBIT B

**DC Meetings
September 12-15, 2022**

Monday, September 12

Flight for DC –

E-Ticket: Cassandra Franklin

0272307734544 depart 9/12 2 p.m. SEATAC

Alaska 2

Main (H) |

Nonstop

Alaska 2 Distance: 2,321 mi

Duration: 4hours 59minutes

Name: Cassandra Franklin

Seats: SEA-DCA 21C

Name: Nicholas Harper

E-Ticket: 0272307734545

Seattle (SEA) -Reagan National (DCA)

Mon, Sep 12 Mon, Sep 12

2:00 pm 9:59 pm

Seats: SEA-DCA 21B

Check in to Dupont Circle:

1500 New Hampshire Avenue, NW

Washington, DC

Tele: 1 202 483 6000

Cassie: Reservation – 29661138 – confirmed 9/12-15

Nick: Reservation – 29661142- confirmed 9/12-15

Delegation arrives:

**Hotel Accommodations reserved at Dupont Circle Hotel, 1500 New Hampshire Avenue
NW, Washington DC 20036**

Monday, September 12 evening

**6:30 – 8:30 pm Welcome Reception Private Dinner at The Dupont Circle
Foxhall, 1st Floor**

Tuesday, September 13

7:00 am **Private Breakfast at Dupont Circle Hotel**
Georgetown Room, 2nd Floor

Tuesday, September 13 Morning Meetings:

9:30 – 10:30 AM **Brian Kristjansson, Rick Desimone**
TBD

11:00 – 11:30 AM **Pre-Meeting with Holland and Knight**
TBD

12:00 – 12:30 PM **Meeting with Richard Cho, Senior Advisor on Homelessness**
Department of Housing and Urban Development
451 7th St SW, Washington, DC 20410
POC: Nicole Lindler – C: 510-501-9203/202-285-9375

12:00 pm **HUD Meeting – Limited Delegation**
451 7th St SW, Washington DC 20410
Richard Cho, Senior Advisor on Homelessness

AFTERNOON MEETINGS:

1:30 pm **Private lunch at Beuchert’s Saloon**
623 Pennsylvania Ave. S.E., Washington DC 20003

2:00 PM **Arrival at White House for Inflation Reduction Act Bill Signing Ceremony**
Entrance: 17th & State Street

4:15pm **Representative Maria Cantwell (D-WA)**
511 Hart SOB, Washington DC 20510
Committee Assignments:

- Commerce, Science and Transportation
- Energy and Natural Resources
- Finance
- Indian Affairs
- Small Business and Entrepreneurship

5:30 – 6:15 PM Meeting with Congressman Rick Larsen
2113 Rayburn HOB, Washington DC 20515

Committee Assignments:

- Armed Services
- Transportation and Infrastructure
- U.S.-China Working Group
- New Democrat Coalition

7:00 pm Private Dinner at Ocean Prime Presented by The Boeing Company.
1341 G St NW Washington DC 2003

Wednesday, September 14

7:00 am Breakfast at Le Pain Quotidien
2000 P St. NW, Washington, DC 20036

MORNING MEETINGS:

10:00 am FTA/USDOT – Limited Delegation
1200 New Jersey Ave SE Washington DC 20590
FTA Administrator, DOT Staff, Director Shelby Scales (unconfirmed)
Primary objective is to discuss ST3/Everett Link Extension

11:30 AM Representative Patty Murray (D-WA)
154 Russell SOB, Washington DC 205 10

Committee Assignments:

- Health, Education, Labor, and Pensions (HELP)
- Appropriations
- Budget
- Veteran's Affairs
- Assistant Democratic Leader

AFTERNOON MEETINGS:

1:00 - 1:30 PM Meeting with Director Pat O'Brien, Office of Local Defense Community Cooperation (OLDCC) (also confirmed on EASC schedule)
2231 Crystal Drive, Ste. 520, Arlington, VA 22202
POC: Mary Catherine Ott, Associate Principal for Intergovernmental & Stakeholder Engagement C: 703.309.9635 / Desk: 703.697.2181

(Speaking Points attached)

2:30 pm

Representative Marilyn Strickland (D-WA)

1004 Longworth HOB, Washington DC 20515

Committee Assignments:

- Transportation and Infrastructure
- Railroads, Pipelines and Hazardous Materials
- Highways and Transit
- Military Personnel
- Readiness

3:00-3:30 PM

Meeting with Secretary of the Navy (SECNAV) Carlos del Toro

Pentagon Visitors Entrance (adjacent to the Pentagon Metro Entrance - enter Security at least 40 mins prior to meeting time)

POC: Johnny Jaramillo, 703-614-7137 Johnny.J.Jaramillo1@navy.smil.mil

(on confirmed on EASC schedule address 1000 Navy Pentagon, WA DC 20350)

3:30 pm

Representative Suzan DelBene (D-WA)

2330 Rayburn HOB, Washington DC 20515

Committee Assignments:

- Ways and Means

5:00 PM

Drinks with the Holland & Knight Team

Mi Vida (The Wharf)

98 District Square SW, Washington, DC 20024

Thursday, September 15 Leaving DC 8:00 a.m.

Alaska 1

Main (K) | Nonstop

Alaska

1Distance: 2,321 mi | Duration:

5h ours49minutes | [Details](#)

Name: Cassandra Franklin

Seats: DCA-SEA 21C

Washington, DC-Reagan

National (DCA)

Thu, Sep 15

8:00 am

Seattle (SEA)

Thu, Sep 15

10:49 am

Name: Nicholas Harper

E-Ticket: 0272307734545

Seats: DCA-SEA 21B

Exhibit C

Ashleigh Scott

From: Cassie Franklin CoE iPhone [+1.425.760.0320] <cfranklin@everettwa.gov>
Sent: Saturday, November 5, 2022 9:06 AM
To: Nick Harper
Subject: [EXTERNAL] Text Message From: +1.425.760.0320 To: +1.425.626.3554

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

----- 2022-11-05 09:05:43 -----

From Cassie Franklin CoE iPhone [+1.425.760.0320] to Nick Harper COE iPhone [+1.425.626.3554]
Do you have power yet?

Ashleigh Scott

From: Nick Harper COE iPhone [+1.425.626.3554] <nharper@everettwa.gov>
Sent: Sunday, November 6, 2022 1:42 PM
To: Cassie Franklin
Subject: [EXTERNAL] Text Message From: +1.425.626.3554 To: +1.425.760.0320

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

----- 2022-11-06 13:42:21 -----

From Nick Harper COE iPhone [+1.425.626.3554] to Cassie Franklin CoE iPhone [+1.425.760.0320]

No.

Ashleigh Scott

From: Cassie Franklin CoE iPhone [+1.425.760.0320] <cfranklin@everettwa.gov>
Sent: Friday, December 2, 2022 4:41 PM
To: Nick Harper
Subject: [EXTERNAL] Text Message From: +1.425.760.0320 To: +1.425.626.3554

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

----- 2022-12-02 16:40:36 -----

From Cassie Franklin CoE iPhone [+1.425.760.0320] to Nick Harper COE iPhone [+1.425.626.3554]
Made it to Suncadia

----- 2022-12-02 16:49:54 -----

From Nick Harper COE iPhone [+1.425.626.3554] to Cassie Franklin CoE iPhone [+1.425.760.0320]
Thanks for letting me know.

Ashleigh Scott

From: Cassie Franklin CoE iPhone [+1.425.760.0320] <cfranklin@everettwa.gov>
Sent: Saturday, December 31, 2022 9:47 AM
To: Nick Harper
Subject: [EXTERNAL] Text Message From: +1.425.760.0320 To: +1.425.626.3554

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

----- 2022-12-31 09:46:47 -----

From Cassie Franklin CoE iPhone [+1.425.760.0320] to Nick Harper COE iPhone [+1.425.626.3554]

I hope you're feeling better. I need to know your schedule for next week. There are a number of things we need to discuss for the coming weeks including the State of the City. Please call if you can. Or send an email and let me know. Thank you. Get well soon.

Exhibit D



POLICY/PROCEDURE

TITLE Code of Ethics and Employee Rules and Regulations		NUMBER 100-10-1
EFFECTIVE DATE October 1, 2010	SUPERSEDES 100-06-11	PAGE NUMBER 1 OF 6

- Section Index:**
- 1.0 General
 - 2.0 Policy
 - 3.0 Employee Rules and Regulations

1.0 General

- 1.1 The purpose of this policy is to establish ethical standards of conduct for all City employees and to establish formal employee rules and regulations.
- 1.2 This policy applies to all City employees.
- 1.3 This policy is initiated by City Administration and the Labor Relations/Human Resources Department.

2.0 Policy

The City of Everett is committed to conducting business in a fair, open, efficient, and accountable manner. Employees shall conduct their public and private actions and financial dealings in a manner that shall not present any apparent or actual conflict of interest between the public trust and their private interest. Each employee is assumed, and expected, to act in accordance with all laws and codes of ethics that may apply to his or her position and strive to avoid an appearance of impropriety in the conduct of his or her office or business. Each employee should be informed of this Code of Ethics and Employee Rules and Regulations Policy and is expected to meet its requirements.

City employees are expected to conduct themselves in a manner that upholds the public trust placed in them, and to behave with the highest degree of integrity, diplomacy, and professionalism. Employees must establish and maintain cooperative and effective relationships with their co-workers, supervisors, other City staff members, and the public. To fulfill these expectations, employees must be respectful, courteous, and polite in all of their conduct and interactions.

3.0 Employees Rules and Regulations

The following rules and regulations shall apply to all employees and shall be administered consistent with federal, state, and local laws; City of Everett policies and procedures; Civil Service rules; and labor agreements.

3.1 Gifts and Gratuities:

The proper operation of democratic government requires that public officers and employees be independent, impartial, and responsible to the citizens of Everett; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain, and that the public have confidence in the integrity of its government.

- A. Section 4.12 of the City Charter states, "No elected official or appointed City officer or employee of the City shall have a financial interest, directly or indirectly, in any contract, sale, lease, or purchase with or for the use of the City; or accept, directly or indirectly, any compensation, gratuity, or reward from any other person who is financially interested therein. Provided, however, an officer or employee does not have a prohibited interest if the officer or employee has a remote interest as defined by state law. Violation of any provision of this section may be grounds for a forfeiture of employment or of the office of the person violating the same and the contract, sale, lease, or purchase shall be void."
- B. City employees will not accept gifts of any nature from outside vendors or customers that impact or influence the way they conduct business or give the appearance of a conflict of interest.

3.2 Dishonest or Fraudulent Acts:

There shall be no theft or misappropriation of City or other employees' property (or property of clients and customers) nor any unauthorized use of or removal of City or other employees' property or any other conduct of a dishonest nature including, but not limited to:

- A. Falsifying or altering any City record or report such as an application for employment, medical report, a time card, a leave request, or an expense account.
- B. Tampering with City property.
- C. Misusing, damaging, or destroying City property or equipment.
- D. Misrepresenting the truth, deceit, or taking unfair advantage of someone or something.

3.3 Confidentiality:

- A. Any information learned during the performance of work at the City that is not commonly available to the public must be kept confidential. This includes information about co-workers, leads, supervisors, members of the public, and business affairs. Furthermore, this applies to information in any form – spoken, written, or electronic.

CODE OF ETHICS

- B. Disclosure of City confidential information is prohibited except when required for the performance of one's job at the City and when specifically authorized.
- C. The City is a covered entity under the Health Insurance Portability and Accountability Act (HIPAA).
 - 1. The City is obligated to protect the privacy of protected health information that is created, received, or maintained as a health plan under state and federal laws.
 - 2. The City (as a covered entity) and the members of the City's workforce involved in the group health plans' administration must not use or disclose protected health information, except as permitted in the City's HIPAA Privacy Policy.
 - 3. Members of the City's workforce are required to follow the HIPAA policy, where applicable. Failure to do so may result in disciplinary action, including termination of employment.

(Also, refer to the City of Everett HIPAA Privacy Policy.)

3.4 Accident Reports/Safety:

- A. Employees must comply with all safety practices instituted by law or the City that apply to their work.
- B. Any contact by regulatory agencies concerning accidents or safety issues must be immediately reported to an employee's supervisor or the department director if the supervisor is unavailable. The supervisor is responsible for reporting the regulatory contact to his or her department director, and the Safety Division immediately.
- C. On-the-job injury and illness must be immediately reported to the employee's supervisor or department director.
- D. Any accidents involving a City vehicle or a vehicle being used for City business, or any damage to City equipment, must be reported to the employee's supervisor or department director immediately.

3.5 Intoxicants, Illegal Drugs and Controlled Substances:

- A. There shall be no consumption of intoxicants, alcoholic beverages or illegal drugs on City property, in City vehicles, in City uniform, or while performing City work.
- B. The use of intoxicants, alcoholic beverages, illegal drugs or controlled substances shall not interfere with an employee's work for the City.
- C. Reporting to work under the influence of intoxicants, alcohol, illegal drugs or controlled substances or using, selling, dispensing or possessing alcohol, illegal drugs or narcotics on City property will result in disciplinary action.

(Also, refer to the Drug-Free Workplace Policy.)

3.6 Insubordination:

Insubordination jeopardizes productivity, lowers morale, and undermines a supervisor's authority, and therefore, is not an acceptable form of conduct without a valid reason. Insubordination includes but is not limited to:

- A. Refusal or failure to obey orders or perform a job assignment given by a supervisor, or any authorized employee or City officer, provided that such orders and assignments are in accordance with the City Charter, ordinances, resolutions, and other local, state, or federal laws.
- B. Disrespect publicly displayed towards a lead, supervisor, or a City officer while performing work for the City.
- C. Threatening, intimidating, coercing, undermining, or interfering with supervision.
- D. Abusive language or profanity to any lead, supervisor, or members of the public.

3.7 Improper Absence from Work:

Absence from work must be preauthorized. If the tardiness or absence could not be anticipated, the employee must immediately notify his/her supervisor or department director. There shall be no absence from work, tardiness, or quitting early without a reason recognized as valid by the City.

3.8 Misuse, Damaging, or Destroying Property:

It is a violation of this policy for an employee to falsify, alter, mutilate, abuse, misuse, steal, or waste property, facilities, records, or equipment belonging to or located on the City premises, including the property of other City employees.

3.9 Horseplay, or Fighting, Abusive or Obscene Language, and Any Inappropriate Conduct:

It is a violation of this policy for an employee, while on City property and/or on City time, to engage in any inappropriate conduct toward or with a co-worker, lead, supervisor, City officer, or any member of the public. Such inappropriate conduct may include, but not be limited to, horseplay; fighting or provoking or instigating a fight; contributing to an unsanitary condition; using uncivil, insulting, disrespectful, profane, discriminatory, abusive, or obscene language; or engaging in any other conduct unbecoming of a City employee. It is also a violation of this policy for an employee to engage in any unprofessional activity during the performance of, or connected with, the employee's position at the City of Everett.

3.10 Garnishment of Wages:

It may be a violation of this policy for an employee to have wages or salary subject to a Writ of Garnishment from three or more creditors or three or more separate indebtedness in any continuous twelve-month period.

3.11 Smoking:

Smoking is prohibited in City buildings, vehicles, and facilities. Smoking is also restricted in other areas pursuant to City policies or procedures or where smoking is restricted or prohibited by law.

3.12 Unsatisfactory Work Performance:

Employees are expected to perform their work for the City in an efficient and competent manner. Employees shall not engage in any activities other than assigned work during working hours and/or while operating City equipment and/or while on City time without approval in advance by their supervisors. Employees are expected to perform their work for the City in a respectful, courteous, and polite manner at all times. It shall be a violation of this policy for employees to be insulting, rude, insolent, profane, or in any way uncivil, discourteous, or discriminatory towards any customer, citizen, fellow employee, or any other person while working for the City or operating City equipment. It may be considered a violation of this policy for an employee not to exercise the care and attention to their work that the circumstances require.

3.13 Other Employment:

A. Outside Employment:

Outside employment shall be defined as holding a second job, being self employed, or owning a business in addition to a regular job with the City. Outside employment is not encouraged, but is permitted as long as:

1. It does not affect the employee's regular work performance.
2. It does not create an apparent or actual conflict of interest.
3. City employees engaged in "outside employment" shall be responsible for notifying the department director of outside employment.

B. Employment While on Leave:

It shall be considered a violation of this policy for an employee to engage in outside employment while on sick leave, or any other type of leave of absence for disability, injury, or illness including FMLA from the City unless properly authorized by the City.

3.14 Disciplinary Action:


Employees may be subject to disciplinary action when they conduct themselves in a manner inconsistent with this policy or in a manner that is inconsistent with common sense rules of conduct necessary to the welfare of the City, its citizens, and its employees.

Issued by:




Sharon DeHaan, Labor Relations/Human Resources Director

Approved by:



Debra Bryant, Chief Administrative Assistant

Approved by:



Ray Stephanson, Mayor

Exhibit E



TRAVEL EXPENSE VOUCHER (2022)

Claimant NICK HARPER	Purpose of Trip (what/where) WORKING LUNCH WITH WSU REPRESENTATIVES MAYORS CONF. RM.	Your Vendor # E2263
Department ADMINISTRATION	Dates of Travel (include dates and departure & return times) 9-Jun	Date Prepared 6/14/2022

Date	Lodging	Transportation	Per Diem Meals			Private Vehicle		Registration Fee	Misc.	Total	Purpose/Explanation	Expenses paid prior to travel (must be completed)		
			Breakfast (\$19)	Lunch (\$22.00)	Dinner (\$33.00)	# Miles Driven	Total (\$0.585)					Registration Fee	Airfare	Lodging
6/9/2022				127.14						127.14	PARTICIPANTS: NICK HARPER, DAN EERNISSEE, MATT WELBORN, RYAN SASS PAUL MCKEE, CHRIS MULLICK, PAUL PITRE			
TOTAL	0.00	0.00	0.00	127.14	0.00	0.00	0.00	0.00	0.00	127.14				


Instructions: All elements of the trip must be detailed above and receipts attached. Use multiple lines for dates with more than one payment type for expenses incurred. Incomplete submittals will be returned to the claimant for correction. All Travel Expense Vouchers must be submitted within **60 days (10 days if Travel Advance was obtained)** following expenditure or the completion of travel per Travel Policy. Failure to make timely and complete submittals will result in forfeit of reimbursement for out-of-pocket expenses. Claims for out-of-state and/or overnight travel must have an approved "Authorization for Out of State and/or Overnight Travel" form attached.

G/L Account Codes	Expenses	(Office Use Only)	
		Advance	Claimant
4520000210	127.14		
TOTAL	127.14		


Initial N/A	I certify that the hotel/motel was contacted to obtain the best conf/govt rate. (N/A if no hotel stay)
N/A	I certify that the lowest airfare was researched and obtained. (N/A if no air travel)

Travel Advance:	127.14
Expenses:	127.14
Amount Owed:	127.14 <input checked="" type="checkbox"/> Claimant <input type="checkbox"/> City

I certify that this is a true and correct claim for expenses incurred by me and that no payment has been received by me for these expenses.


 Claimant Signature
 Supervisor

DEPARTMENT HEAD


 MAYOR
 NIA

COUNCIL PRESIDENT

CERTIFICATION FOR PAYMENT

I certify that the claim is just, due, and unpaid obligations against the City of Everett, and I am authorized to authenticate and certify to said claim.


 CITY CLERK

Nick Harper

204 520 0000 210

Subject: CONFIRMED - Follow-Up w/ WSU
Location: CR-Mayor Conference Room
Start: Thu 6/9/2022 11:00 AM
End: Thu 6/9/2022 1:00 PM
Recurrence: (none)
Meeting Status: Meeting organizer
Organizer: Nick Harper
Required Attendees: Nick Harper; Dan Eernisse; Matt Welborn; Ryan Sass; Paul McKee; Mulick, Christopher B
Optional Attendees: Mulick, Christopher B; Skinner, Matthew A; Pitre, Paul E; Wilder, Corrie Allison
Resources: CR-Mayor Conference Room

Updating. Looks like this works for everyone.

\$127.14, LUNCH.



Nick Harper <harpernic@gmail.com>

Thanks for your order (#186462781)!

1 message

The Valley - Organic Deli - Everett <orders-no-reply@chownow.com>

Thu, Jun 9, 2022 at 10:08 AM

Reply-To: lunisthevalley@gmail.com

To: harpernic@gmail.com

Order Receipt

Thanks for your order, Nick Harper! Your order has been submitted to **The Valley - Organic Deli - Everett**. You'll receive a second email letting you know when it's ready for pickup.

DETAILS FOR ORDER #186462781

6	Club Sandwich	
	Whole	\$13.50 ea.
	Sandwich Bread Choice	
	Multi-grain	-
	Side Choice	
	Fruit	-
1	Veggie Sandwich	
	Regular	\$12.25
	Sandwich Bread Choice	
	Multi-grain	-
	Side Choice	
	Fruit	-
7	Water	
	Regular	\$2.50 ea.

Item total: \$110.75
 Discounts: -\$11.08
 Sub-total: \$99.67
 Taxes: \$9.87

Support Local Fee: \$0.99
Tip: \$16.61
Total: \$127.14

PAYMENT INFORMATION

Credit Card	Date	Total
Apple Pay	Jun 9, 2022	\$127.14

Questions about your order?
Reach The Valley - Organic Deli - Everett at **(425) 512-8577**.

The Valley - Organic Deli - Everett has an app!
Order right on your phone.



POWERED BY:  **ChowNow**

[TERMS OF SERVICE](#) | [PRIVACY POLICY](#)

TRAVEL EXPENSE VOUCHER (2022)

Claimant NICK HARPER	Purpose of Trip WORKING LUNCH WITH WSU REPRESENTATIVES MAYORS CONF. RM.	Your Vendor # E2263
Department ADMINISTRATION	Dates of Travel (include dates and departure & return times) 9-Jun	Date Prepared 6/14/2022

Date	Lodging	Transportation	Per Diem Meals			Private Vehicle		Registration Fee	Misc.	Total	Purpose/Explanation	Expenses paid prior to travel (must be completed)			
			Breakfast (\$19)	Lunch (\$22.00)	Dinner (\$33.00)	# Miles Driven	Total (\$0.585)					Registration Fee	Airfare	Lodging	Payment Method
6/9/2022				127.14					127.14	PARTICIPANTS: NICK HARPPER, DAN EERNISSEE, MATT WELBORN, RYAN SASS PAUL MCKEE, CHRIS MULICK, PAUL PITRE					
TOTAL	0.00	0.00	0.00	127.14	0.00			0.00	0.00	127.14					

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G/L Account Codes	Expenses	(Office Use Only)	
		Advance	Claimant
45200000210	127.14		
TOTAL	127.14		

Initial	
N/A	I certify that the hotel/motel was contacted to obtain the best conf/govt rate. (N/A if no hotel stay)
N/A	I certify that the lowest airfare was researched and obtained. (N/A if no air travel)

Travel Advance:	_____
Expenses:	127.14
Amount Owed:	127.14 <input checked="" type="checkbox"/> Claimant <input type="checkbox"/> City

I certify that this is a true and correct claim for expenses incurred by me and that no payment has been received by me for these expenses.

Nick Harper

Claimant Signature

[Signature]

Supervisor

DEPARTMENT HEAD

[Signature]
MAYOR

NIA

COUNCIL PRESIDENT

CERTIFICATION FOR PAYMENT

I certify that the claim is just, due, and unpaid obligations against the City of Everett, and I am authorized to authenticate and certify to said claim.

[Signature]

CITY CLERK

Nick Harper

204 520 0000 210

Subject: CONFIRMED - Follow-Up w/ WSU
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Optional Attendees: Mulick, Christopher B; Skinner, Matthew A; Pitre, Paul E; Wilder, Corrie Allison
Resources: CR-Mayor Conference Room

Updating. Looks like this works for everyone.

\$127.14, LUNCH.



Nick Harper <harpernic@gmail.com>

Thanks for your order (#186462781)!

1 message

The Valley - Organic Deli - Everett <orders-no-reply@chownow.com>

Thu, Jun 9, 2022 at 10:08 AM

Reply-To: lunisthevalley@gmail.com

To: harpernic@gmail.com

Order Receipt

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DETAILS FOR ORDER #186462781

6	Club Sandwich	
	Whole	\$13.50 ea.
	Sandwich Bread Choice	
	Multi-grain	-
	Side Choice	
	Fruit	-
1	Veggie Sandwich	
	Regular	\$12.25
	Sandwich Bread Choice	
	Multi-grain	-
	Side Choice	
	Fruit	-
7	Water	
	Regular	\$2.50 ea.

Item total: \$110.75
 Discounts: -\$11.08
 Sub-total: \$99.67
 Taxes: \$9.87

Support Local Fee: \$0.99
Tip: \$16.61
Total: \$127.14

PAYMENT INFORMATION

Credit Card	Date	Total
Apple Pay	Jun 9, 2022	\$127.14

Questions about your order?
Reach The Valley - Organic Deli - Everett at **(425) 512-8577**.

The Valley - Organic Deli - Everett has an app!
Order right on your phone.



POWERED BY:  **ChowNow**

[TERMS OF SERVICE](#) | [PRIVACY POLICY](#)



TRAVEL EXPENSE VOUCHER (2022)

Claimant NICK HARPER	Purpose of Trip ECON DEVEL CHARLOTTE NC <small>(what/where)</small>	Your Vendor # E 2263
Department ADMINISTRATION	Dates of Travel (include dates and departure & return times) 8-27/30-22	Date Prepared 9/1/2022

Date	Lodging	Transportation	Per Diem Meals			Private Vehicle		Registration Fee	Misc.	Total	Purpose/Explanation	Expenses paid prior to travel (must be completed)			
			Breakfast (\$19)	Lunch (\$22.00)	Dinner (\$33.00)	# Miles Driven	Total (\$0.585)					Registration Fee	Airfare	Lodging	Payment Method
8/28/2022		259.24							259.24	RENTAL CAR [REDACTED] MAYOR					
8/29/2022								6.35	6.35	FRANKLIN, AND NICK FOR BUS MTGS IN NO. CAROLINA					
TOTAL	0.00	259.24	0.00	0.00	0.00		0.00	6.35	265.59						

Instructions: All elements of the trip must be detailed above and receipts attached. Use multiple lines for dates with more than one payment type for expenses incurred. Incomplete submittals will be returned to the claimant for correction. All Travel Expense Vouchers must be submitted within **60 days (10 days if Travel Advance was obtained)** following expenditure or the completion of travel per Travel Policy. Failure to make timely and complete submittals will result in forfeit of reimbursement for out-of-pocket expenses. Claims for out-of-state and/or overnight travel must have an approved "Authorization for Out of State and/or Overnight Travel" form attached.

G/L Account Codes	Expenses	(Office Use Only)	
		Advance	Claimant
45100000442	259.24		
45100000446	6.35		
TOTAL	265.59		

Initial	
DW	I certify that the hotel/motel was contacted to obtain the best conf/govt rate. (N/A if no hotel stay)
DW	I certify that the lowest airfare was researched and obtained. (N/A if no air travel)

Travel Advance: _____
 Expenses: 265.59
 Amount Owed: 265.59 Claimant City

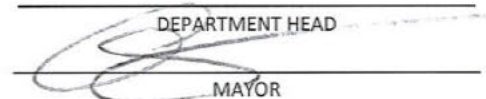
I certify that this is a true and correct claim for expenses incurred by me and that no payment has been received by me for these expenses.



 Claimant Signature

 Supervisor

 DEPARTMENT HEAD



 MAYOR

 COUNCIL PRESIDENT

CERTIFICATION FOR PAYMENT

I certify that the claim is just, due, and unpaid obligations against the City of Everett, and I am authorized to authenticate and certify to said claim.



 CITY CLERK



SFAR

Rental Agreement Summary RA # 951383099	RES # 1973568516 ACCOUNT EMERALD CLUB MEMBERS EXT REF #	EC # 969153706 FT #	
NICHOLAS HARPER EVERETT, WA 98201			
RENTAL LOCATION CHARLOTTE DOUGLAS ARPT (844)3668843 5489 R C JOSH BIRMINGHAM PKWY CHARLOTTE, NC 28214-3230	RENTAL DATE 28-AUG-2022 RENTAL TIME 06:52 AM	RETURN LOCATION CHARLOTTE DOUGLAS ARPT (844)3668843 5489 R C JOSH BIRMINGHAM PKWY CHARLOTTE, NC 28214-3230	RETURN DATE 30-AUG-2022 RETURN TIME 07:00 AM

RATE RULES AND QUALIFICATIONS INITIAL X AFFINITY 2 DAY Min. rental 26 hours Max. rental 50 hours	VEHICLE INFORMATION RESERVED STANDARD SUV AUTO A/C DRIVEN STANDARD SUV AUTO A/C CHARGED STANDARD SUV AUTO A/C MAKE MODEL COLOR ODOMETER 0 PLATE REG AREA VEHICLE # BAY STALL
--	---

CHARGES	UNIT	PRICE/UNIT	CURRENT CHARGE
RENTER'S RESPONSIBILITY			
* TIME & DISTANCE	Day	70.62 X 2	141.24
* TIME & DISTANCE	Hour	35.31 X	0.00
* UNLIMITED MILES/KM-TIME & DISTANCE	M/KM	0.00 X	0.00
* LDW	Day	23.99 X 2	47.98
PERSONAL ACCIDENT INS/EFFECTS CVG	Day	6.00 X 2	12.00
* REFUELING SERVICE CHARGE	Gallon	5.49 X	0.00
* CFC 4.00/DAY	Day		8.00
* CONC REC 11.11 PCT @ 11.11%			15.71
* VLF REC .10/DAY	Day		0.20
NC HIGHWAY USE TAX 8.00000%			17.05
COUNTY GROSS REC TAX 1.50000%			3.20
UDRV TAX 5.00000%			10.66
CITY GROSS REC TAX 1.50000%			3.20
ESTIMATED CHARGES			259.24 INITIAL X

(ALL CHARGES ARE ESTIMATE ONLY - SUBJECT TO CHANGE IF VEHICLE NOT RETURNED TO THE LOCATION ON DATE AND TIME SPECIFIED, OR IF FUEL TANK IS NOT FULL AT RETURN AND FUEL SERVICE OPTION WAS NOT PURCHASED).

PAYMENTS
VISA 3473 Auth #

I ACCEPT OPTIONAL LOSS DAMAGE WAIVER AT \$23.99 PER DAY. X _____

I ACCEPT OPTIONAL PERSONAL ACCIDENT INSURANCE / PERSONAL EFFECTS COVERAGE (PAI/PEC) AT \$6.00 PER DAY. X _____

I DECLINE NATIONAL'S OPTIONAL ROADSIDE SERVICE PLUS X _____



Rental Agreement Summary

RA #: 951383099
Renter: NICHOLAS HARPER

Dates & Times Location

Pickup
Aug 28, 2022
6:52 AM
5489 R C JOSH BIRMINGHAM PKWY
CHARLOTTE, NC
28214-3230
8443668843

Return
Aug 30, 2022
7:27 AM
5489 R C JOSH BIRMINGHAM PKWY
CHARLOTTE, NC
28214-3230
8443668843

Vehicle

Make/Model: TOYOTA/RAV4
Color: BLACK
Class Driven: IFDR
Class Charged: SFAR
Age In: 1119
Age: 258
In: Full
Ins: KBC6995
#: ZV5YYP
Miles Out: 861
Fuel Out: Full
State/Province:
Vehicle #: NM2.

Other Charges

Charge	Unit	Price/Unit	Amount
& DISTANCE	2 @ \$70.62 / DAY		\$141.24
CHARGE	0 @ \$0.00 / MILE		\$0.00
DISTANCE	0 @ \$0.00 / MILE		\$0.00
CDU/1 DM	2 @ \$23.99 / DAY		\$47.98
PAI/PEC	2 @ \$6.00 / DAY		\$12.00
CONC REC 11.11	2 @ \$4.00 / DAY		\$8.00
CONC REC 11.11	11.1100%		\$15.71
VLF REC .10/DAY	2 @ \$0.10 / DAY		\$0.20
NC HIGHWAY USE TAX	8.00000%		\$17.05
U-DRIVE-IT TAX	5.00000%		\$10.66
COUNTY GROSS REC TAX	1.50000%		\$3.20
CITY GROSS REC TAX	1.50000%		\$3.20
RECEIPT TAX			\$3.20

Total Charges: \$259.24

Charge To: VISA xxxxx3473

RPN:
AID:
Verified: None
Entry: Manual
TSI:

Amount Due: \$0.00

Subject to credit
Your Emerald Club number is 969153706
Emerald Club total credits will be posted
within 24 hours.
We hope you enjoyed driving your upgraded
Emerald Club vehicle.
Customer Service Number: 1-800-469-3334



Rental Agreement Summary

RA #: 951383099
Renter: NICHOLAS HARPER



Dates & Times



Location

Pickup

Aug 28, 2022
6:52 AM

5489 R C JOSH
BIRMINGHAM PKWY
CHARLOTTE, NC
28214-3230
8443668843

Return

Aug 30, 2022
7:27 AM

5489 R C JOSH
BIRMINGHAM PKWY
CHARLOTTE, NC
28214-3230
8443668843



Vehicle

Make/Model: TOYO/RAV4
Color: BLACK
Class Driven: IFDR
Class Charged: SFAR
Miles In: 1119 Miles Out: 861
Age: 258
Fuel In: Full Fuel Out: Full
License: KBC6995 State/Province:
VIN #: 7V35Y9P Vehicle #: NW2



Charges

Price/Unit

Other Charges

& DISTANCE	2 @ \$70.62 / DAY	
08/28/2022 - 08/30/2022		
EXCESS MILEAGE CHARGE	0 @ \$0.00 / MILE	\$0.00
DISTANCE	08/28/2022 - 08/30/2022	
CDW/LDW	2 @ \$23.99 / DAY	\$47.98
PAI/PLC	2 @ \$6.00 / DAY	\$12.00
CLC	2 @ \$4.00 / DAY	\$8.00
CONF REC 11.11	11.1100%	\$15.71
PCI		
VLT REC .10/DAY	2 @ \$0.10 / DAY	\$0.20
NC HIGHWAY USE TAX	8.0000%	\$17.05
U-DRIVE-IT TAX	5.0000%	\$10.66
COUNTY GROSS RECEIPT TAX	1.5000%	\$3.20
CITY GROSS RECEIPT TAX	1.5000%	\$3.20

Total Charges: \$259.24

Charge To: VISA xxxx3473
APN:
AID:
Verified: None
Entry: Manual
TSI:

Amount Due: \$0.00

Subject to Credit
Your Emerald Club number is 969153706
Emerald Club rental credits will be posted
within 24 hours.
We hope you enjoyed driving your upgraded
Emerald Club vehicle
Customer Service Number 1-800-468-3334



CARD(S) AND/OR DEBIT CARD(S) THAT I HAVE PROVIDED TO OWNER ALL AMOUNTS OWED BY ME UNDER THIS CONTRACT FOR ADVANCE DEPOSITS, INCREMENTAL AUTHORIZATIONS/DEPOSITS, AND OR ANY OTHER AMOUNTS OWED BY ME, AS WELL AS PAYMENTS REFUSED BY A THIRD PARTY TO WHOM BILLING WAS DIRECTED. I ALSO AUTHORIZE OWNER TO RE-INITIATE ANY CHARGE TO MY CARD(S) THAT IS DISHONORED FOR ANY REASON. I CERTIFY THAT THE DRIVER'S LICENSE(S) PRESENTED IS CURRENTLY VALID AND IS NOT SUSPENDED, EXPIRED, REVOKED, CANCELLED OR SURRENDERED. I FURTHER ACKNOWLEDGE AND CONSENT TO THE TERMS AND CONDITIONS SET FORTH IN THE PARAGRAPH WITH THE HEADING "DISPUTE RESOLUTION PROVISION: MANDATORY ARBITRATION AGREEMENT" IN THE ADDITIONAL TERMS AND CONDITIONS. BY SIGNING BELOW RENTER AGREES TO OWNER'S COLLECTION OF INFORMATION ABOUT RENTERS USE OF VEHICLE AND TEXTING & CALLING TERMS. SEE PARAGRAPHS WITH THE HEADINGS TEXT & CALL AND OWNER'S COLLECTION AND USE OF VEHICLE DATA: RENTER'S USE OF VEHICLES NAVIGATION AND INFOTAINMENT SYSTEMS AND VEHICLE MANUFACTURER APPS IN THE ADDITIONAL TERMS AND CONDITIONS.

RENTER : _____

Owner: Enterprise Leasing Company- Southeast, LLC
THANK YOU FOR RENTING WITH NATIONAL



Print



Toll Statement

Your Information

Customer Name : NICHOLAS HARPER
Address : 531 ALVERSON BOULEVARD , EVERETT WA 98201

Your Card Information

CC Type : VISA CARD
CC Number : *****3473

Your Payment Information

Statement ID : EHI134178031 **Date :** 09/06/2022
Total Toll Amount : \$2.40
Service Charge : \$3.95
\$3.95 per toll usage day, max \$19.75 per rental
Total Charges : \$6.35
Amount Paid : \$6.35 **Paid Date :** 09/06/2022
Balance Due : \$0.00

Your Rental Information

Contract/Rental Agreement Number : 951383099
Pick up Date and Time : 8/28/2022 6:52:00 AM (CHARLOTTE, NC)
Return Date and Time : 8/30/2022 7:27:00 AM (CHARLOTTE, NC)

Tolling Summary

Toll Date Time	Toll Authority/Toll Road	Entry Plaza	Exit Plaza	Vehicle Class	Toll Fee
8/29/2022 9:14:18 AM	I-77 Express	--	I21 - 77 EL NB Ramp to I85NB	-	\$0.70
8/29/2022 9:12:41 AM	I-77 Express	--	I01 - 77 EL NB I277 to I85/Sunset	-	\$1.70

If you have any questions regarding toll activity that is listed on the receipt please contact us at 877-860-1283 or tollpasscustomercare@htallc.com.

[Accessibility](#)



TRAVEL EXPENSE VOUCHER (2022)

Claimant NICK HARPER	Purpose of Trip (what/where) ECON DEVEL. CHARLOTTE NO. CAROLINA	Your Vendor #
Department ADMINISTRATION	Dates of Travel (include dates and departure & return times) 8-27/30-22	Date Prepared 9/1/2022

Date	Lodging	Transportation	Per Diem Meals			Private Vehicle		Registration Fee	Misc.	Total	Purpose/Explanation	Expenses paid prior to travel (must be completed)			
			Breakfast (\$19)	Lunch (\$22.00)	Dinner (\$33.00)	# Miles Driven	Total (\$0.585)					Registration Fee	Airfare	Lodging	Payment Method
8/28/2022		259.24							6.35	265.59	RENTAL CAR FOR [REDACTED] MAYOR FRANKLIN AND NICK FOR BUS. MTGS IN NO. CAROLINA				
											Toll charge				
TOTAL	0.00	259.24	0.00	0.00	0.00		0.00	0.00	0.00	265.59					

Instructions: All elements of the trip must be detailed above and receipts attached. Use multiple lines for dates with more than one payment type for expenses incurred. Incomplete submittals will be returned to the claimant for correction. All Travel Expense Vouchers must be submitted within **60 days (10 days if Travel Advance was obtained)** following expenditure or the completion of travel per Travel Policy. Failure to make timely and complete submittals will result in forfeit of reimbursement for out-of-pocket expenses. Claims for out-of-state and/or overnight travel must have an approved "Authorization for Out of State and/or Overnight Travel" form attached.

G/L Account Codes	Expenses	(Office Use Only)	
		Advance	Claimant
45100000442	259.24		
45100000446	6.35		
TOTAL	0.00		

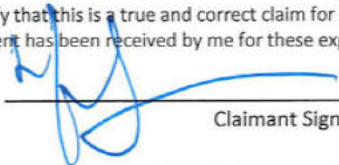
Initial	
DW	I certify that the hotel/motel was contacted to obtain the best conf/govt rate. (N/A if no hotel stay)
DW	I certify that the lowest airfare was researched and obtained. (N/A if no air travel)

Travel Advance: _____

Expenses: 259.24 265.59

Amount Owed: 259.24 Claimant City


I certify that this is a true and correct claim for expenses incurred by me and that no payment has been received by me for these expenses.



Claimant Signature

Supervisor

DEPARTMENT HEAD



MAYOR

COUNCIL PRESIDENT

CERTIFICATION FOR PAYMENT

I certify that the claim is just, due, and unpaid obligations against the City of Everett, and I am authorized to authenticate and certify to said claim.

CITY CLERK



TRAVEL EXPENSE VOUCHER (2022)

Claimant NICK HARPER	Purpose of Trip ECON DEVEL CHARLOTTE NC	Your Vendor # E 2263
Department ADMINISTRATION	(what/where)	Date Prepared 9/1/2022
Dates of Travel (include dates and departure & return times) 8-27/30-22		

Date	Lodging	Transportation	Per Diem Meals			# Miles Driven	Total (\$0.585)	Registration Fee	Misc.	Total	Purpose/Explanation	Expenses paid prior to travel (must be completed)		
			Breakfast (\$19)	Lunch (\$22.00)	Dinner (\$33.00)							Registration Fee	Airfare	Lodging
8/28/2022		259.24							6.35	259.24	RENTAL CAR			
8/29/2022										6.35	FRANKLIN, AND NICK FOR BUS MTGS			
											IN NO. CAROLINA			
TOTAL	0.00	259.24	0.00	0.00	0.00	0.00	0.00	6.35	265.59					

Instructions: All elements of the trip must be detailed above and receipts attached. Use multiple lines for dates with more than one payment type for expenses incurred. Incomplete submittals will be returned to the claimant for correction. All Travel Expense Vouchers must be submitted within 60 days (10 days if Travel Advance was obtained) following expenditure or the completion of travel per Travel Policy. Failure to make timely and complete submittals will result in forfeit of reimbursement for out-of-pocket expenses. Claims for out-of-state and/or overnight travel must have an approved "Authorization for Out of State and/or Overnight Travel" form attached.

G/L Account Codes	Expenses	(Office Use Only)	
		Advance	Claimant
45100000442	259.24		
45100000446	6.35		
TOTAL	265.59		

Initial DW DW	I certify that the hotel/motel was contacted to obtain the best conf/govt rate. (N/A if no hotel stay) I certify that the lowest airfare was researched and obtained. (N/A if no air travel)
Travel Advance: _____ Expenses: _____ Amount Owed: _____	265.59 265.59 <input type="checkbox"/> Claimant <input checked="" type="checkbox"/> City

I certify that this is a true and correct claim for expenses incurred by me and that no payment has been received by me for these expenses.

Claimant Signature

Supervisor

DEPARTMENT HEAD
 MAYOR

COUNCIL PRESIDENT

CERTIFICATION FOR PAYMENT
 I certify that the claim is just, due, and unpaid obligations against the City of Everett, and I am authorized to authenticate and certify to said claim.

CITY CLERK



SFAR

Rental Agreement Summary RA # 951383099	RES # 1973568516 ACCOUNT EMERALD CLUB MEMBERS EXT REF #	EC # 969153706 FT #
---	--	--------------------------------------

NICHOLAS HARPER EVERETT, WA 98201	RENTAL DATE 28-AUG-2022 RENTAL TIME 06:52 AM	RETURN LOCATION CHARLOTTE DOUGLAS ARPT (844)3668843 5489 R C JOSH BIRMINGHAM PKWY CHARLOTTE, NC 28214-3230	RETURN DATE 30-AUG-2022 RETURN TIME 07:00 AM
---	---	--	---

RATE RULES AND QUALIFICATIONS INITIAL X AFFINITY 2 DAY Min. rental 26 hours Max. rental 50 hours	VEHICLE INFORMATION RESERVED STANDARD SUV AUTO A/C DRIVEN STANDARD SUV AUTO A/C CHARGED STANDARD SUV AUTO A/C MAKE MODEL COLOR ODOMETER 0 PLATE REG AREA VEHICLE # BAY STALL
--	---

CHARGES	UNIT	PRICE/UNIT	CURRENT CHARGE
RENTER'S RESPONSIBILITY			
* TIME & DISTANCE	Day	70.62 X 2	141.24
* TIME & DISTANCE	Hour	35.31 X	0.00
* UNLIMITED MILES/KM-TIME & DISTANCE	M/KM	0.00 X	0.00
* LDW	Day	23.99 X 2	47.98
PERSONAL ACCIDENT INS/EFFECTS CVG	Day	6.00 X 2	12.00
* REFUELING SERVICE CHARGE	Gallon	5.49 X	0.00
* CFC 4.00/DAY	Day		8.00
* CONC REC 11.11 PCT @ 11.11%			15.71
* VLF REC .10/DAY	Day		0.20
NC HIGHWAY USE TAX 8.00000%			17.05
COUNTY GROSS REC TAX 1.50000%			3.20
UDRV TAX 5.00000%			10.66
CITY GROSS REC TAX 1.50000%			3.20
ESTIMATED CHARGES			259.24 INITIAL X
(ALL CHARGES ARE ESTIMATE ONLY - SUBJECT TO CHANGE IF VEHICLE NOT RETURNED TO THE LOCATION ON DATE AND TIME SPECIFIED, OR IF FUEL TANK IS NOT FULL AT RETURN AND FUEL SERVICE OPTION WAS NOT PURCHASED).			
PAYMENTS VISA 3473 Auth #			

I ACCEPT OPTIONAL LOSS DAMAGE WAIVER AT \$23.99 PER DAY. X _____

I ACCEPT OPTIONAL PERSONAL ACCIDENT INSURANCE / PERSONAL EFFECTS COVERAGE (PAI/PEC) AT \$6.00 PER DAY. X _____

I DECLINE NATIONAL'S OPTIONAL ROADSIDE SERVICE PLUS X _____

Vehicle
Make/Model: TOYOTA/RAV4
Color: BLACK
Class Driven: IFDR
Class Charged: SFAR
Age In: 1119
Age: 258
In: Full
In: KB06995
#: ZV5YJUP

Fuel Out: Full
State/Province:
Vehicle #: NM2.

Charges

8/20/22 - 08/30/2022	2 @ \$70.62 / DAY	\$141.24
08/28/2022 - 08/30/2022	0 @ \$0.00 / MILE	\$0.00
08/28/2022 - 08/30/2022	2 @ \$23.99 / DAY	\$47.98
08/28/2022 - 08/30/2022	2 @ \$6.00 / DAY	\$12.00
08/28/2022 - 08/30/2022	2 @ \$4.00 / DAY	\$8.00
08/28/2022 - 08/30/2022	11.1100%	\$15.71
08/28/2022 - 08/30/2022	2 @ \$0.10 / DAY	\$0.20
08/28/2022 - 08/30/2022	8.0000%	\$17.05
08/28/2022 - 08/30/2022	5.0000%	\$10.66
08/28/2022 - 08/30/2022	1.5000%	\$3.20
08/28/2022 - 08/30/2022	1.5000%	\$3.20

Total Charges: \$259.24

Charge To: VISA xxxxx3473
APN: AID: Verified: None
Entry: Manual TSI:

Amount Due: \$0.00

Dates & Times
Pickup: Aug 28, 2022 6:52 AM
Return: Aug 30, 2022 7:27 AM

Location
5489 R C JOSH BIRMINGHAM PKWY
CHARLOTTE, NC 28214-3230
8443668843

Rental Agreement Summary
RA #: 951383099
Renter: NICHOLAS HARPER



Subject to credit... Emerald Club... Service Number 1-800-469-3334



Rental Agreement Summary

RA #: 951383099
Renter: NICOLAS HARPER

Dates & Times Location

Pickup	Aug 28, 2022	5489 R C JOSH	BIRMINGHAM PKWY	CHARLOTTE, NC	28214-3230	8443668843
Return	Aug 30, 2022	5489 R C JOSH	BIRMINGHAM PKWY	CHARLOTTE, NC	28214-3230	8443668843

Vehicle

Make/Model: TOYO/RAV4
 Color: BLACK
 Class Driver: IFDR
 Class Charged: SFRAR
 Miles In: 1119
 Miles Out: 861
 Fuel In: Full
 Fuel Out: Full
 License #: ZVGYM
 State/Province: NC
 Vehicle #: NM2

Charges

Price/Unit

& DISTANCE	2 @ \$70.62 / DAY	
CHARGE	0 @ \$0.00 / MILE	
08/28/2022 - 08/30/2022		
08/28/2022 - 08/30/2022		
CDU/LDM	2 @ \$23.99 / DAY	\$47.98
PAT/PLC	2 @ \$6.00 / DAY	\$12.00
CL 4.00/DAY	2 @ \$4.00 / DAY	\$8.00
CONR REC 11.11	11.1100%	\$15.71
VEH REC 1.0/DAY	2 @ \$0.10 / DAY	\$0.20
NC HIGHWAY USE		
TAX		
U DRIVE-IT TAX		
COUNTY GROSS	5.0000%	\$10.66
RECEIPT TAX	1.5000%	\$3.20
CITY GROSS	1.7500%	\$3.20
RECEIPT TAX		

Other Charges

Total Charges: \$259.24

Charge To: VISA xxxxx3473
 APN:
 AID:
 Verified: None
 Entry: Manual
 TSI:

Amount Due: \$0.00

Subject to a Mit
 Your Emerald Club number is 969153706
 Emerald Club total credits will be posted
 within 24 hours
 We hope you enjoyed driving your upgraded
 Emerald Club vehicle
 Customer Service Number 1-800-468-3334



CARD(S) AND/OR DEBIT CARD(S) THAT I HAVE PROVIDED TO OWNER ALL AMOUNTS OWED BY ME UNDER THIS CONTRACT FOR ADVANCE DEPOSITS, INCREMENTAL AUTHORIZATIONS/DEPOSITS, AND OR ANY OTHER AMOUNTS OWED BY ME, AS WELL AS PAYMENTS REFUSED BY A THIRD PARTY TO WHOM BILLING WAS DIRECTED. I ALSO AUTHORIZE OWNER TO RE-INITIATE ANY CHARGE TO MY CARD(S) THAT IS DISHONORED FOR ANY REASON. I CERTIFY THAT THE DRIVER'S LICENSE(S) PRESENTED IS CURRENTLY VALID AND IS NOT SUSPENDED, EXPIRED, REVOKED, CANCELLED OR SURRENDERED. I FURTHER ACKNOWLEDGE AND CONSENT TO THE TERMS AND CONDITIONS SET FORTH IN THE PARAGRAPH WITH THE HEADING "DISPUTE RESOLUTION PROVISION: MANDATORY ARBITRATION AGREEMENT" IN THE ADDITIONAL TERMS AND CONDITIONS. BY SIGNING BELOW RENTER AGREES TO OWNER'S COLLECTION OF INFORMATION ABOUT RENTERS USE OF VEHICLE AND TEXTING & CALLING TERMS. SEE PARAGRAPHS WITH THE HEADINGS TEXT & CALL AND OWNER'S COLLECTION AND USE OF VEHICLE DATA: RENTER'S USE OF VEHICLES NAVIGATION AND INFOTAINMENT SYSTEMS AND VEHICLE MANUFACTURER APPS IN THE ADDITIONAL TERMS AND CONDITIONS.

RENTER : _____

Owner: Enterprise Leasing Company- Southeast, LLC
THANK YOU FOR RENTING WITH NATIONAL



Print



Toll Statement

Your Information

Customer Name : NICHOLAS HARPER
Address : 531 ALVERSON BOULEVARD , EVERETT WA 98201

Your Card Information

CC Type : VISA CARD
CC Number : *****3473

Your Payment Information

Statement ID : EHI134178031 **Date :** 09/06/2022
Total Toll Amount : \$2.40
Service Charge : \$3.95
\$3.95 per toll usage day, max \$19.75 per rental
Total Charges : \$6.35
Amount Paid : \$6.35 **Paid Date :** 09/06/2022
Balance Due : \$0.00

Your Rental Information

Contract/Rental Agreement Number : 951383099
Pick up Date and Time : 8/28/2022 6:52:00 AM (CHARLOTTE, NC)
Return Date and Time : 8/30/2022 7:27:00 AM (CHARLOTTE, NC)

Tolling Summary

Toll Date Time	Toll Authority/Toll Road	Entry Plaza	Exit Plaza	Vehicle Class	Toll Fee
8/29/2022 9:14:18 AM	I-77 Express	--	I21 - 77 EL NB Ramp to I85NB	-	\$0.70
8/29/2022 9:12:41 AM	I-77 Express	--	I01 - 77 EL NB I277 to I85/Sunset	-	\$1.70

If you have any questions regarding toll activity that is listed on the receipt please contact us at 877-860-1283 or tollpasscustomercare@htallc.com.

[Accessibility](#)



TRAVEL EXPENSE VOUCHER (2022)

Claimant	NICK HARPER	Purpose of Trip	ECON DEVEL. CHARLOTTE NO. CAROLINA	Your Vendor #	
Department	ADMINISTRATION	(What/where)		Date Prepared	9/1/2022
Dates of Travel (include dates and departure & return times)			8-27/30-22		

Date	Lodging	Transportation	Per Diem Meals			Private Vehicle		Registration Fee	Misc.	Total	Purpose/Explanation	Expenses paid prior to travel (must be completed)						
			Breakfast (\$19)	Lunch (\$22.00)	Dinner (\$33.00)	# Miles Driven	Total (\$0.585)					Registration Fee	Airfare	Lodging	Payment Method			
8/28/2022		259.24							355	215.57	RENTAL CAR FOR MAYOR FRANKLIN AND NICK FOR BUS. MTGS IN NO. CAROLINA							
											Toll charge							
TOTAL	0.00	259.24	0.00	0.00	0.00	0.00	0.00	0.00		215.57								

Instructions: All elements of the trip must be detailed above and receipts attached. Use multiple lines for dates with more than one payment type for expenses incurred. Incomplete submittals will be returned to the claimant for correction. All Travel Expense Vouchers must be submitted within 60 days (10 days if Travel Advance was obtained) following expenditure or the completion of travel per Travel Policy. Failure to make timely and complete submittals will result in forfeit of reimbursement for out-of-pocket expenses. Claims for out-of-state and/or overnight travel must have an approved "Authorization for Out of State and/or Overnight Travel" form attached.

G/L Account Codes	Expenses	(Office Use Only)	
		Advance	Claimant
45100000442	259.24		
45100000446	4.35		
TOTAL	0.00		

Initial	DW	I certify that the hotel/motel was contacted to obtain the best conf/govt rate. (N/A if no hotel stay)
	DW	I certify that the lowest airfare was researched and obtained. (N/A if no air travel)
Travel Advance:	259.24	
Expenses:	265.59	
Amount Owed:	259.24	<input type="checkbox"/> Claimant <input checked="" type="checkbox"/> City

I certify that this is a true and correct claim for expenses incurred by me and that no payment has been received by me for these expenses.

Claimant Signature

Supervisor

DEPARTMENT HEAD
MAYOR

COUNCIL PRESIDENT

CERTIFICATION FOR PAYMENT
I certify that the claim is just, due, and unpaid obligations against the City of Everett, and I am authorized to authenticate and certify to said claim.

CITY CLERK



TRAVEL EXPENSE VOUCHER (2022)

Claimant CASSIE FRANKLIN AND NICK HARPER	Purpose of Trip (what/where) MAYORS INNOVATION/ WA DC FLY IN/ ECON DEVL.	Your Vendor #
Department ADMINISTRATION	Dates of Travel (include dates and departure & return times) MULTIPLE	Date Prepared 9/7/2022

Date	Lodging	Transportation	Per Diem Meals			Private Vehicle		Registration Fee	Misc.	Total	Purpose/Explanation	Expenses paid prior to travel (must be completed)			
			Breakfast (\$19)	Lunch (\$22.00)	Dinner (\$33.00)	# Miles Driven	Total (\$0.585)					Registration Fee	Airfare	Lodging	Payment Method
8/28/2022	298.93									298.93	ECON DEVEL NORTH CAROLINA				
8/29/2022	298.94									298.94	ECON DEVEL NORTH CAROLINA				
8/4/2022	213.22									213.22	MAYOR INNOV PROJ N HARPER INC PKG				
8/4/2022	188.95									188.95	MAYOR INNOV PROJ C FRANKLIN				
										1600.00	WA DC FOR FLY IN WITH DEL N HARPER				
										1600.00	WA DC FOR FLY IN WITH DEL N HARPER				
										2,777.99	WA DC FOR FLY IN THROUGH EASC WITH LEG.				
											MAYORS CARD USED FOR BOTH HER				
											AND DEP. MAYOR HARPER HE DID NOT				
											HAVE A CITY CARD. NOW DOES.				
											AGENDAS FOR ALL EVENTS ATT.				
TOTAL	1,000.04	2,355.98	0.00	0.00	0.00	0.00	0.00	3,200.00	0.00	6,556.02					

Instructions: All elements of the trip must be detailed above and receipts attached. Use multiple lines for dates with more than one payment type for expenses incurred. Incomplete submittals will be returned to the claimant for correction. All Travel Expense Vouchers must be submitted within 60 days (10 days if Travel Advance was obtained) following expenditure or the completion of travel per Travel Policy. Failure to make timely and complete submittals will result in forfeit of reimbursement for out-of-pocket expenses. Claims for out-of-state and/or overnight travel must have an approved "Authorization for Out of State and/or Overnight Travel" form attached.

G/L Account Codes	Expenses	(Office Use Only)	
		Advance	Claimant
45100000441	1000.04		
45100000442	2355.98		
45100000444	3200.00		
TOTAL	6556.02		

Initial DW	I certify that the hotel/motel was contacted to obtain the best conf/govt rate. (N/A if no hotel stay)
DW	
I certify that the lowest airfare was researched and obtained. (N/A if no air travel)	
Travel Advance:	6,556.02
Expenses:	6,556.02
Amount Owed:	6,556.02 <input type="checkbox"/> Claimant <input checked="" type="checkbox"/> City

I certify that this is a true and correct claim for expenses incurred by me and that no payment has been received by me for these expenses.

Claimant Signature

Supervisor

DEPARTMENT HEAD

MAYOR

COUNCIL PRESIDENT

CERTIFICATION FOR PAYMENT

I certify that the claim is just, due, and unpaid obligations against the City of Everett, and I am authorized to authenticate and certify to said claim.

CITY CLERK



U.S. BANK
 P. O. Box 6343
 Fargo, ND 58125-6343



ACCOUNT NUMBER [REDACTED]

AMOUNT DUE \$0.00

000010769 01 SP 0.570 106481544656410 P
 CASSIE FRANKLIN
 CITY OF EVERETT
 2930 WETMORE AVE STE 9H
 EVERETT WA 98201-4067

"MEMO STATEMENT ONLY"
 DO NOT REMIT PAYMENT

MESSAGES:

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
07-28	07-29	4722	CCI*HOTEL RES 800-468-3578 TX	24692162209100675717639	597.87 ✓
08-05	08-08	7011	HOTEL MURANO TACOMA WA 1709095 ARRIVAL: 08-04-22	24055222218036017090958	213.22 ✓
08-05	08-08	7011	HOTEL MURANO TACOMA WA 1709259 ARRIVAL: 08-04-22	24055222218036017092590	188.95 ✓
08-08	08-10	3256	ALASKA AIR 0272307734544 SEATTLE WA FRANKLIN/CASSANDRA DEPARTURE: 09-12-22 SEA AS H DCA AS K SEA	24431062221036077345441	1,177.99 ✓
08-08	08-10	3256	ALASKA AIR 0272307734545 SEATTLE WA HARPER/NICHOLAS DEPARTURE: 09-12-22 SEA AS H DCA AS K SEA	24431062221036077345458	1,177.99 ✓
08-12	08-15	7399	EB D.C.FLY-IN 801-413-7200 CA	24492152224743427872428	1,600.00 ✓
08-12	08-15	7399	EB D.C.FLY-IN 801-413-7200 CA	24492152224743428114937	1,600.00 ✓

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY	
	STATEMENT DATE 08/25/22	PURCHASES, FEES & ADJUSTMENTS	\$6,556.02
MANAGING ACCOUNT NUMBER [REDACTED] CONTACT AND ADDRESS CITY OF EVERETT ANDY LEE 2930 WETMORE AVE SUITE 9H EVERETT, WA 98201		CHECKS/CASH ADVANCES	\$0.00
		DISPUTE AMOUNT	\$0.00
		CREDITS	\$0.00
		STATEMENT TOTAL	\$6,556.02

Please remember to:

- Enclose your check or money order, payable in U.S. dollars, with this payment coupon, but do not staple or tape them together.
- Write your account number on the front of your check or money order.
- Make checks payable to: Corporate Payment Systems
P.O. Box 790428
St. Louis, MO 63179-0428

Please enter new address or telephone number here:

Name _____

Address _____

City _____

State _____ Zip _____

() ()

Home Phone _____ Business Phone _____

CUSTOMER SERVICE 1-800-344-5696

Our Customer Service Representatives are available 24 hours a day, 365 days a year. If you have questions about your Commercial Card account, please call Corporate Payment Systems at 1-800-344-5696 or write to us at Corporate Payment Systems, P.O. Box 6343, Fargo, ND 58125-6343.

MAKING PAYMENTS

The amount shown as Amount Due is payable in full upon delivery of this billing statement.

If an employer is making payment for individual employee cardholders, the employer must provide a single check, or other payment acceptable to Corporate Payment Systems, covering all Amounts Due, as well as a list of account numbers and the dollar amount to be credited to each account.

If individual employee cardholders are responsible for payment, a check, or other payment acceptable to Corporate Payment Systems, for the Amount Due together with the top portion of this billing statement must be mailed by the individual employee to Corporate Payment Systems, P.O. Box 790428, St. Louis, MO 63179-0428.

A payment of less than the Amount Due, but intended to settle an account in full, must be mailed to Corporate Payment Systems, P.O. Box 790428, St. Louis, MO 63179-0428. Accepting a partial payment will not change any agreement between either the individual employee cardholder or the employer and Corporate Payment Systems in any way.

Use the enclosed envelope to mail your payment to Corporate Payment Systems, P.O. Box 790428, St. Louis, MO 63179-0428. All payments by check or money order and accompanied by a payment coupon will be credited to your account on the day of receipt if received at this address by 1:00 p.m. on any banking day. Banking days are all calendar days except Saturday, Sunday and federal holidays. Other payments will be credited to your account within five days of receipt by Corporate Payment Systems.

LOST OR STOLEN CARDS

If a Card is lost or stolen, the individual employee cardholder must call Corporate Payment Systems immediately at 1-800-344-5696 and notify the employer in accordance with the employer's policies and/or instructions.

BILLING INQUIRIES

Before disputing or questioning a charge on your statement, take the following actions:

- Determine if other employees of the corporation / institution may have participated in the transaction.
- Review your receipts for the amount in question as it may have posted to your statement with a different merchant name.
- Attempt to contact the merchant to resolve the issue.

To dispute the transaction, phone Corporate Payment Systems Customer Service at the telephone number on the front of this statement and have the following information available:

- The date and dollar amount of the transaction you are questioning.
- An explanation of why you believe there is an error along with any documentation you may have to support your claim.
- The date you contacted the merchant to attempt to resolve this issue and the merchant's response.

Many inquiries can be corrected over the phone, but phoning alone does not preserve your rights. To preserve your rights, we must receive your written communication no later than 60 days after we sent you the first bill on which the error or problem appeared. Please send a letter with your name, account number and the above information to: CORPORATE PAYMENT SYSTEMS, P.O. BOX 6335, FARGO, ND 58125-6335. You do not have to pay the amount of the charge that is in dispute while we are investigating; however, you are obligated to pay any charges that are not in question. While we investigate your dispute, we cannot report you as delinquent or take any action to collect the amount you question.

Deb Williams

From: confirmations@hotelvalues.com
Sent: Thursday, July 28, 2022 10:51 AM
To: Cassie Franklin
Subject: [EXTERNAL] Guest Reservations - Reservation Confirmation #R3595095136

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

1 855.850.0564

 **Guest Reservations™**

Thank you for booking your hotel reservation. Your reservation has been prepaid and is fully guaranteed. Rest assured, your reservation has been successfully submitted to the hotel.

Upon check in, please present a valid ID and major credit card for incidentals only.

If you have any questions or require any additional information regarding your reservation, please contact our customer care department.

Reservation Details

Status CONFIRMED

Booking Confirmation # R3595095136

Arrival Sunday, Aug 28, 2022

Departure Tuesday, Aug 30, 2022

Costs & Fees

Subtotal US\$404.26

Tax Recovery Charges & Service Fees US\$193.61
(See Details Below)

Amount Paid US\$597.87



View Reservation



Directions

This payment will be processed in the United States and will appear on your statement as "cci*Hotel Res".

By booking this reservation you have accepted the Terms and Conditions.

Hotel Details

Hotel Dunhill Hotel
237 North Tryon Street
Charlotte , NC NC 28202

Rooms 1 Vintage Room

Customer and Travelers

Guest Cassie Franklin

Adults 1 **Children** 0

Customer Cassie Franklin

Phone 4252577119

Email Cfranklin@everettwa.gov

Address 2930 Wetmore Avenue
Everett, WA 98201

Need Help?

US toll-free 1 (800) 327-1200

International 1 (214) 960-2646

Cancellation Policy

Each room in this reservation is subject to the hotel's cancellation policy which is: This reservation is non-refundable. There is no refund for no-shows or early checkouts.

What are Tax Recovery Charges & Service Fees?

This charge includes the estimated amount we pay the hotel for occupancy related taxes owed by the hotel

Deb Williams

From: confirmations@hotelvalues.com
Sent: Thursday, September 1, 2022 12:30 PM
To: Cassie Franklin
Subject: [EXTERNAL] Guest Reservations - Reservation Confirmation #R3595095136

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Cassie, your reservation has been prepaid and is fully guaranteed.

TRAVEL DETAILS

Dunhill Hotel



237 North Tryon Street Charlotte , NC 28202



Check-in: Sunday, Aug 28, 2022



Check-out: Tuesday, Aug 30, 2022



2 Nights



1 Adult



0 Children

Booking Ref. # 516539274

Booking Confirmation # R3595095136

ROOM & GUEST DETAILS



Rooms (1)

Vintage Room



Guests (1)

Cassie Franklin

CHECK-IN DETAILS

Check-in Time:

3:00 PM

Check-out Time:

12:00 PM

The guest checking in will need a valid photo ID and a major credit card for incidentals.

Due to COVID-19 it is recommended that you review the local health and safety ordinances of your destination before you travel. As requirements and restrictions continue to change your travel may be impacted, as well as your ability to check-in to your reserved accommodation. Please consider checking the hotel chain global website or contacting the hotel directly prior to arrival for the most up-to-date information.

Manage Your Reservation

CUSTOMER & PAYMENT DETAILS

Cassie Franklin

4252577119

Cfranklin@everettwa.gov

2930 Wetmore Avenue
Everett, WA 98201

Visa:** 0265**

Aug 28 Sun	US\$202.13
Aug 29 Mon	US\$202.13

Subtotal **US\$404.26**

Tax Recovery Charges & Service Fees* US\$193.61

Amount Paid US\$597.87

CC Disclaimer - This payment will be processed in the United States and will appear on your statement as "cci*Hotel Res".

Terms - By booking this reservation you have accepted the Terms and Conditions.

*This charge includes the estimated amount we pay the hotel for occupancy related taxes owed by the hotel and any amounts charged to us for resort fees, cleaning fees, and other fees. The balance of the charge is a fee we, the hotel supplier and/or the website you booked on, retain as part of the compensation for our and/or their services which varies based on factors such as location, the amount, and how you booked.

CANCELLATION POLICY

Each room in this reservation is subject to the hotel's cancellation policy which is: This reservation is non-refundable. There is no refund for no-shows or early checkouts.

Need Help with Your Reservation?

US toll-free 1 (800) 327-1200

International 1 (214) 960-2646

Booking Ref. # 516539274

Deb Williams

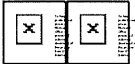
From: noreply@salesforce.com on behalf of Customer Care <customercare@getaroom.com>
Sent: Thursday, September 1, 2022 12:41 PM
To: Cassie Franklin
Subject: [EXTERNAL] RE: R3595095136 - Cassie Franklin

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you for contacting Customer Care. It has been our pleasure to assist you today and look forward to supporting future travel plans. Please feel free to reply to this email if you have additional questions. Your case number is #02694655

Kind Regards,

Shauna-kay B.
Customer Care





AUTHORIZATION FOR OUT OF STATE AND/OR OVERNIGHT TRAVEL

Print Form

Reset Form

PLEASE NOTE: All claims for reimbursement **MUST** be submitted within 60 days following the expenditure or completion of travel.

Name CASSIE FRANKLIN Date Requested 07/19/2022

Department ADMINISTRATION Division _____

Travel Destination NORTH CAROLINA

Inclusive Dates of Travel AUGUST 28 - SEPTEMBER 1, 2022

Approximate Costs: Account Code: 004 5100000446

Transportation.....\$ 800.00

Lodging.....\$ 1,500.00

(Hotel/Motel must be contacted to try and obtain the government/conference rate)

Meals.....\$ 500.00

Registration.....\$ _____

Misc.....\$ 500.00

Total.....\$ 3,300.00

Budget Amount.....\$ _____

Previously Expended.....\$ _____

Present Balance.....\$ 0.00

Cost of This Trip.....\$ 3,300.00

Method of Travel: (CHECK ALL APPLICABLE)

Budget Amount.....\$ -3,300.00

- Private Vehicle
- City Vehicle
- Commercial Air
- Rented Vehicle
- Train
- Other (describe) _____

Purpose Of Trip (If attending a conference, attach a copy of the related brochure):

Stadium tours

Approved

Unapproved

Department Head Date

Bradley 7/20/22
Mayor or Designee Date

hotel murano

Hotel Murano
1320 Broadway
TACOMA WA 98402

FRANKLIN, CASSIE
2930 Wetmore Avenue, Suite 10A
Everett, WA 98201

Confirmation Number: 97533821-1
Room Number: 1612
Room Type: DLXK
No. of Guests: 1

TAX ID	ARRIVAL	DEPARTURE	RATE PLAN	ACCOUNT
	08/04/2022	08/05/2022	GRGOV	687293
DATE	CODE	DESCRIPTION	COMMENT	AMOUNT (USD)
08/04/2022	RM	ROOM CHARGE		165.00
08/04/2022	TXST	State Tax		10.73
08/04/2022	TXCI	CITY/STATE TAX		3.47
08/04/2022	TXCO	Convention Center City Tax		4.95
08/04/2022	TXHM	Hotel/Motel Tax		3.30
08/04/2022	TXTP	TPA LODGING CHARGE		1.50
08/05/2022	VI	VISA CARD *****0265		(188.95)
				(USD)
			Sub-Total:	165.00
			Total Tax:	23.95
			Total Payments:	(188.95)
			Total Due:	0.00

TERMS:

SIGNATURE: _____ DATE: _____

HOTEL MURANO

BE AN ORIGINAL – SIGN IN FOR EXCLUSIVE MEMBERSHIP DISCOUNTS & PERKS

Success! Your reservation was changed.

Check Cfranklin@everettwa.gov to view your confirmation email.

THANKS, CASSIE! YOUR ITINERARY NUMBER IS
21650B2024070

Room 1 Confirmation #: 76784SE100967

Confirmed

Thank you for choosing our property. We look forward to your arrival.

Add to calendar

Share

ROOM DETAILS

Hotel Murano
1320 Broadway Plaza,
Tacoma, Washington 98402
1-877-239-0882
info@hotelmuranotacoma.com
www.provenancehotels.com/hotel-murano-tacoma

Confirm #76784SE100967

Deluxe Rooms: King \$165.00
Mayor's Innovation Project 1 Night
MayorsInnovation22 Applied

Dates
Thu, Aug 4, 2022
Fri, Aug 5, 2022 (1 Night)

Guests
1 Adult

Guest Information
CASSIE FRANKLIN
Cfranklin@everettwa.gov **RCW 42.56.250(4) personal phone number**
[REDACTED]

Payment Method

 Card ending in 0265

Cancel Room

Taxes and Fees: \$23.95
Total: \$188.95

POLICIES

Check-in Check-out
After 3:00 PM Before 11:00 AM

ROOM 1 DELUXE ROOMS, KING

Guarantee Policy

A credit card is required to book. The hotel will pre-authorize the credit card prior to arrival and reserves the right to charge the credit card for cancellation and no-show fees.

Cancel Policy

Cancel by 4 pm local hotel time 2 days prior to the arrival date to avoid a cancellation fee of 1 night room and tax.



PROVENANCE

PORTLAND

808 SW Alder
Street, Suite 300
Portland, Oregon
92705

P: 877 239 0882

F: 503 802 4257

CONTACT
US

DIVERSITY

CAREERS

PRIVACY
POLICY

SITE MAP



AUTHORIZATION FOR OUT OF STATE AND/OR OVERNIGHT TRAVEL

Print Form

Reset Form

PLEASE NOTE: All claims for reimbursement **MUST** be submitted within 60 days following the expenditure or completion of travel.

Name CASSIE FRANKLIN Date Requested 07/05/2022

Department ADMINISTRATION Division _____

Travel Destination TACOMA WA

Inclusive Dates of Travel 7/31-8-9-22

Approximate Costs: Account Code: 004-5100000446

Transportation.....\$ 500.00

Lodging.....\$ 1,800.00

(Hotel/Motel must be contacted to try and obtain the government/conference rate)

Meals.....\$ 300.00

Registration.....\$ 500.00

Misc.....\$ 500.00

Budget Amount.....\$ _____

Previously Expended.....\$ _____

Present Balance.....\$ 0.00

Total.....\$ 3,600.00

Cost of This Trip.....\$ 3,600.00

Method of Travel: (CHECK ALL APPLICABLE)

Budget Amount.....\$ -3,600.00

- Private Vehicle
- Rented Vehicle
- City Vehicle
- Train
- Commercial Air
- Other (describe) _____

Purpose Of Trip (If attending a conference, attach a copy of the related brochure):

MAYORS INNOVATION PROJECT SUMMER MEETING.

Approved

Unapproved

Department Head Date

Brad Miller

Mayor or Designee Date 7/13/22

hotel murano

Hotel Murano
1320 Broadway
TACOMA WA 98402

Harper, Nick
2930 Wetmore Avenue, Suite 10A
Everett, WA 98201

Confirmation Number: 30405160-1
Room Number: 704
Room Type: DLXK
No. of Guests: 1

TAX ID	ARRIVAL	DEPARTURE	RATE PLAN	ACCOUNT
	08/04/2022	08/05/2022	GRGOV	687813
DATE	CODE	DESCRIPTION	COMMENT	AMOUNT (USD)
08/04/2022	RM	ROOM CHARGE		165.00
08/04/2022	TXST	State Tax		10.73
08/04/2022	TXCI	CITY/STATE TAX		3.47
08/04/2022	TXCO	Convention Center City Tax		4.95
08/04/2022	TXHM	Hotel/Motel Tax		3.30
08/04/2022	TXTP	TPA LODGING CHARGE		1.50
08/04/2022	PRK	PARKING OVERNIGHT CHARGE		22.00
08/04/2022	TXSALE	SALES TAX		2.27
08/05/2022	VI	VISA CARD *****0265		(213.22)
				<u>(USD)</u>
			Sub-Total:	187.00
			Total Tax:	26.22
			Total Payments:	(213.22)
			Total Due:	0.00

TERMS:

SIGNATURE: _____

DATE: _____

HOTEL MURANO

Success! Your room is booked.

Check Nharper@everettwa.gov to view your confirmation email.

THANKS, NICK! YOUR ITINERARY NUMBER IS
21650B2024801

Room 1 Confirmation #: 76784SE101090

Confirmed

Thank you for choosing our property. We look forward to your arrival.

Add to calendar

Share

ROOM DETAILS

Hotel Murano
1320 Broadway Plaza,
Tacoma, Washington 98402
1-877-239-0882
info@hotelmuranotacoma.com
www.provenancehotels.com/hotel-murano-tacoma

Confirm #76784SE101090

Deluxe Rooms: King
Mayor's Innovation Project 1 Night
MayorsInnovation22 Applied

\$165.00

Dates
Thu, Aug 4, 2022
Fri, Aug 5, 2022 (1 Night)

Guests
1 Adult

Guest Information
NICK HARPER
Nharper@everettwa.gov
425 626 3554

Payment Method

 Card ending in 0265

Cancel Room

Taxes and Fees: \$23.95
Total: \$188.95

POLICIES

Check-in Check-out
After 3:00 PM Before 11:00 AM

ROOM 1 DELUXE ROOMS, KING

Guarantee Policy

A credit card is required to book. The hotel will pre-authorize the credit card prior to arrival and reserves the right to charge the credit card for cancellation and no-show fees.

Cancel Policy

Cancel by 4 pm local hotel time 2 days prior to the arrival date to avoid a cancellation fee of 1 night room and tax.



PROVENANCE

PORTLAND

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Street, Suite 300
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92705

P: 877 239 0882

F: 503 802 4257

CONTACT
US

DIVERSITY

CAREERS

PRIVACY
POLICY

SITE MAP



mayors innovation project

Summer 2022 Meeting

William Philip Hall, 1918 Pacific Avenue, Tacoma, WA

Thursday, August 4 - Saturday, August 6

*This is a draft agenda; times are subject to change

Thursday, August 4	
3 - 5 pm	Women Mayors Network - gathering
6 - 9 pm	Reception, Dinner & Keynote - Michael Tubbs Former Mayor, Stockton, CA Founder/Executive Director, End Poverty in California Founder/Executive Chairman of Mayors for a Guaranteed Income Special Advisor to Gov. Newsom (CA) on Economic Mobility and Opportunity
Friday, August 5	
8 - 9 am	Breakfast & Registration
9 - 11 am	Transformational Leadership In cities across the country, mayors and other city leaders oversee many of the same processes over and over: planning, budgeting, hiring - to name a few. Many times plans and visions sit on a shelf; yet in some places, leadership has sparked real change in city DNA. We'll hear examples of transformative leadership - ways that mayors, together with colleagues and communities, have instigated change through common processes. We'll examine tools they've used for change, talk about government culture, and examine what it means to build and leave a legacy. <i>Betsy Hodges, Former Mayor, Minneapolis, MN</i> <i>Victoria Woodards, Mayor, Tacoma, WA</i> <i>Khalid Kamau, Mayor South Fulton, GA</i>
11 - 12:30 pm	Bus/walking tours
12:30-1:15 pm	Lunch
1:15 - 2:45 pm	Zoning for Diverse Housing Types Too often residential land use decisions devolve into a binary choice between single family homes or mid-to-high-rise apartment buildings. But to address today's housing challenges, cities need an array of



mayors innovation project

	<p>housing options at various levels of affordability. Missing middle housing promotes gradual density; amending zoning codes to allow for these types of development can help city efforts to create walkable and affordable neighborhoods.</p> <p><i>Speakers</i> <i>Lucy Vinis, Mayor, Eugene, OR</i> <i>Brian Boudet, Planning Division Manager, Tacoma, WA</i></p>
2:45 - 3: 30 pm	Break
3:30 - 9 pm	Organized Activities and Dinner
Saturday, August 6	
8 - 9 am	Breakfast
9 - 11 am	<p>Operationalizing Equity</p> <p>Cities across the country are increasingly making institutional commitments to equity, but what does it look like to operationalize this commitment, and how does it influence the distribution of resources and infrastructure, and do you measure it? In this panel, we will hear about innovative projects that address disparities to both address the immediate needs of their most vulnerable communities, and to build resiliency for the future.</p> <p><i>Speakers</i> <i>Julie Nelson, Senior VP of Programs, Race Forward</i> <i>Christina Chelf, GIS Supervisor, Tacoma, WA</i> <i>Alexander Freedman, Planner, Takoma Park, MD</i> <i>Libby Schaaf, Mayor, Oakland, CA</i></p>
11 - 11:30 am	Innovation Showcase (tentative)
11:30 - 12 pm	Lunch
12 - 1:30 pm	<p>Anchor Institutions</p> <p>From hospitals, to universities, to large foundations, anchor institutions are community staples that employ a large portion of a city's population and have influence on the health of a city's economy. They also benefit from thriving cities, and can be good city partners, if relationships are thoughtfully and intentionally created and maintained. This session will highlight strategies for cultivating mutually beneficial relationships with anchor institutions and ensuring that the benefits from those relationships positively impact every community member.</p> <p><i>Speakers</i> <i>Tanisha Jumper, Media and Communications Director, Tacoma, WA</i></p>



mayors
innovation
project

1:30 pm	Closing remarks & adjourn
1:30 - 2 pm	Steering Committee Meeting (Steering Committee Members only)

DRAFT



AUTHORIZATION FOR OUT OF STATE AND/OR OVERNIGHT TRAVEL

Print Form

Reset Form

PLEASE NOTE: All claims for reimbursement **MUST** be submitted within 60 days following the expenditure or completion of travel.

Name NICK HARPER Date Requested 07/06/2022

Department ADMINISTRATION Division _____

Travel Destination TACOMA WA

Inclusive Dates of Travel 7-31/809-22

Approximate Costs: Account Code: 004-5100000446

Transportation.....\$ 500.00

Lodging.....\$ 1,800.00

(Hotel/Motel must be contacted to try and obtain the government/conference rate)

Meals.....\$ 300.00

Registration.....\$ 500.00

Misc.....\$ 500.00

Total.....\$ 3,600.00

Budget Amount.....\$ _____

Previously Expended.....\$ _____

Present Balance.....\$ 0.00

Cost of This Trip.....\$ 3,600.00

Method of Travel: (CHECK ALL APPLICABLE)

Budget Amount.....\$ -3,600.00

- Private Vehicle
- Rented Vehicle
- City Vehicle
- Train
- Commercial Air
- Other (describe) _____

Purpose Of Trip (If attending a conference, attach a copy of the related brochure):

MAYORS INNOVATION PROJECT SUMMER MEETING

Approved

Unapproved

Department Head

Date

Mayor or Designee

Date

Confirmation Code:

KNCR LX



Travelers

Name: Cassandra Franklin

E-Ticket: 0272307734544

MP#: Not available

Seats: SEA-DCA 21C

DCA-SEA 21C

Name: Nicholas Harper

E-Ticket: 0272307734545

MP#: Not available

Seats: SEA-DCA 21B

DCA-SEA 21B

Flight	Departs	Arrives
Alaska 2		
Main (H)	Seattle (SEA)	Washington, DC-Reagan National (DCA)
Nonstop	Mon, Sep 12	Mon, Sep 12
Distance: 2,321 mi	2:00 pm	9:59 pm
Duration: 4h 59m		
Alaska 1		
Main (K)	Washington, DC-Reagan National (DCA)	Seattle (SEA)
Nonstop	Thu, Sep 15	Thu, Sep 15
Distance: 2,321 mi	8:00 am	10:49 am
Duration: 5h 49m		

Flight Total for 2 passengers: \$2,355.98

The VISA ending with *****0265 has been charged a total of USD \$2,355.98.

Total per passenger		\$1,177.99
Fare		\$1,068.64
Base fare	\$1,068.64	
Taxes and fees		\$109.35
United States Flight Segment Tax		
Domestic	\$9.00	
US psgr. facility charge	\$9.00	
US Sept. 11 security fee	\$11.20	
US transportation tax	\$80.15	

Each ticket will be a separate charge on your credit card statement.

For additional assistance with your reservation, call us at 1-800-252-7522 for assistance.



D.C. FLY-IN 2022

September 12-14

Have Your
Voice Heard.
Meet with
Congress
Members.

Be part of the discussion.

Join EASC on our trip to discuss Regional Federal Priorities this September. Throughout the course of our trip we will meet with key members of our congressional delegation, key agencies on the hill ranging from Department of Commerce to Department of Transportation, as well as additional networking events with partners such as the U.S. Chamber.

We make it easy.

Hotel accommodations, local transportation and meals are included in the cost of your registration.

For more information, please contact:
Raechel Morera, Communications & Brand Manager
RaechelM@EconomicAllianceSC.org
(P) 425.248.4226

2022 D.C. FLY-IN REGISTRATION FORM

Name NICK HARPER Company CITY OF EVERETT

Address 2930 WETMORE AVENUE, SUITE 10A

City EVERETT State WA Zip 98201

Email NHARPER@EVERETTWA.GOV Phone 425 257 7119

EASC D.C. Package **\$1600**
(Excludes Airfare)

- Hotel Accommodations
- Airport Transportation
- Five Meals
- Metro Card

SPONSORSHIP OPPORTUNITIES

Dinner Sponsor ~~\$5,000~~ (1 Available)

Lunch Sponsor **\$3,500** (2 Available)

Breakfast Sponsor **\$2,000** (2 Available)

Session Sponsor **\$1,000** (2 Available)

Sponsorships include a variance of the following:

- Company name in the title of the event
- Five minutes in front of the audience to promote your business
- Printed logo at event
- Written and visual logo recognition

PAYMENT INFORMATION

Check Enclosed Invoice

To pay with a credit card, visit <https://www.eventbrite.com/e/387841142297>

Registration deadline is Friday, August 12, 2022 and subject to change based on availability. Cancellations will not be eligible for a full refund.

ADVOCATE • DEVELOP • CONNECT
425.743.4567 • info@EconomicAllianceSC.org
EconomicAllianceSC.org

D.C. Fly-in
EASC D.C. Package \$1,600.00



Eventbrite Completed

Order Information

Order #4290688919. Ordered by Cassie Franklin on August 12, 2022 1:52 PM



42906889196906537009001

2022 D.C. FLY-IN REGISTRATION FORM

Name CASSIE FRANKLIN Company CITY OF EVERETT

Address 2930 WETMORE AVENUE, SUITE 10A

City EVERETT State WA Zip 98201

Email CFRANKLIN@EVERETTWA.GOV Phone 425 257 7119



EASC D.C. Package
(Excludes Airfare)

\$1600

- Hotel Accommodations
- Airport Transportation
- Five Meals
- Metro Card

SPONSORSHIP OPPORTUNITIES

Dinner Sponsor ~~\$5,000~~ (1 Available)

Lunch Sponsor **\$3,500** (2 Available)

Breakfast Sponsor **\$2,000** (2 Available)

Session Sponsor **\$1,000** (2 Available)

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PAYMENT INFORMATION

Check Enclosed

Invoice

To pay with a credit card, visit <https://www.eventbrite.com/e/387841142297>

Registration deadline is Friday, August 12, 2022 and subject to change based on availability. Cancellations will not be eligible for a full refund.



Economic Alliance
SNOHOMISH COUNTY

D.C. FLY-IN 2022

September 12-14

Have Your
Voice Heard.
Meet with
Congress
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Be part of the discussion.

Join EASC on our trip to discuss Regional Federal Priorities this September. Throughout the course of our trip we will meet with key members of our congressional delegation, key agencies on the hill ranging from Department of Commerce to Department of Transportation, as well as additional networking events with partners such as the U.S. Chamber.

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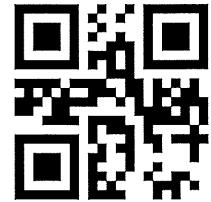
D.C. Fly-in
EASC D.C. Package \$1,600.00



Eventbrite Completed

Order Information

Order #4290704259. Ordered by Nick Harper on August 12, 2022 1:54 PM



42907042596906564949001

Printable PDF tickets are attached to this email

Contact the organizer for any questions related to this purchase.

This order is subject to Eventbrite Terms of Service and Privacy Policy, and Cookie Policy.

eventbrite



This email was sent to Dwilliams@everettwa.gov

Eventbrite | 535 Mission Street, 8th Floor | San Francisco, CA 94105

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AUTHORIZATION FOR OUT OF STATE AND/OR OVERNIGHT TRAVEL

Print Form

Reset Form

PLEASE NOTE:

All claims for reimbursement **MUST** be submitted within 60 days following the expenditure or completion of travel.

Name CASSIE FRANKLIN Date Requested 08/08/2022

Department ADMINISTRATION Division _____

Travel Destination WA DC

Inclusive Dates of Travel SEPT 12, 2022 TO SEPT 15, 2022

Approximate Costs: Account Code: 0045100000446

Transportation.....\$ 1,300.00
 Lodging.....\$ 1,000.00
(Hotel/Motel must be contacted to try and obtain the government/conference rate)
 Meals.....\$ 350.00
 Registration.....\$ 500.00
 Misc.....\$ 500.00

Budget Amount.....\$ _____
 Previously Expended.....\$ _____
 Present Balance.....\$ 0.00

Total.....\$ 3,650.00

Cost of This Trip.....\$ 3,650.00

Method of Travel: (CHECK ALL APPLICABLE)

Budget Amount.....\$ -3,650.00

- Private Vehicle
- Rented Vehicle
- City Vehicle
- Train
- Commercial Air
- Other (describe) _____

Purpose Of Trip (If attending a conference, attach a copy of the related brochure):

MEET WITH MULT. LEG. REPRESENTATIVES, PENTAGON AND WHITE HOUSE

Approved

Unapproved

Department Head Date

Brenda [Signature]
Mayor or Designee

8/10/2022
Date



AUTHORIZATION FOR OUT OF STATE AND/OR OVERNIGHT TRAVEL

Print Form

Reset Form

PLEASE NOTE: All claims for reimbursement MUST be submitted within 60 days following the expenditure or completion of travel.

Name NICK HARPER Date Requested 08/08/2022

Department ADMINISTRATION Division _____

Travel Destination WA DC

Inclusive Dates of Travel SEPT 12, 2022 TO SEPT 15, 2022

Approximate Costs: Account Code: 0045100000446

Transportation.....\$ 1,300.00

Lodging.....\$ 1,000.00

(Hotel/Motel must be contacted to try and obtain the government/conference rate)

Meals.....\$ 350.00

Registration.....\$ 500.00

Misc.....\$ 500.00

Total.....\$ 3,650.00

Budget Amount.....\$ _____

Previously Expended.....\$ _____

Present Balance.....\$ 0.00

Cost of This Trip.....\$ 3,650.00

Method of Travel: (CHECK ALL APPLICABLE)

Budget Amount.....\$ -3,650.00

- Private Vehicle
- Rented Vehicle
- City Vehicle
- Train
- Commercial Air
- Other (describe) _____


Purpose Of Trip (If attending a conference, attach a copy of the related brochure):

MEET WITH MULT. LEG. REPRESENTATIVES, PENTAGON AND WHITE HOUSE

Approved

Unapproved

Department Head Date



Mayor or Designee

8/10/22
Date

TRAVEL EXPENSE VOUCHER (2022)

Claimant NICK HARPER	Purpose of Trip (what/where) WA DC MEET WITH LEGISLATORS	Your Vendor # <i>E 2263</i>
Department ADMINISTRATION	Dates of Travel (include dates and departure & return times) 9-12/15-22	Date Prepared 9/20/2022

Date	Lodging	Transportation	Per Diem Meals			Private Vehicle		Registration Fee	Misc.	Total	Purpose/Explanation	Expenses paid prior to travel (must be completed)				
			Breakfast (\$19)	Lunch (\$22.00)	Dinner (\$33.00)	# Miles Driven	Total (\$0.585)					Registration Fee	Airfare	Lodging	Payment Method	
9/12/2022					36.00					36.00						
9/13/2022		15.94								15.94	UBER WITH MAYOR FRANKLIN, OTHERS					
9/14/2022			18.00	20.00	36.00					74.00						
9/15/2022			18.00							18.00						
TOTAL	0.00	15.94	36.00	20.00	72.00			0.00	0.00	143.94						

Instructions: All elements of the trip must be detailed above and receipts attached. Use multiple lines for dates with more than one payment type for expenses incurred. Incomplete submittals will be returned to the claimant for correction. All Travel Expense Vouchers must be submitted within **60 days (10 days if Travel Advance was obtained)** following expenditure or the completion of travel per Travel Policy. Failure to make timely and complete submittals will result in forfeit of reimbursement for out-of-pocket expenses. Claims for out-of-state and/or overnight travel must have an approved "Authorization for Out of State and/or Overnight Travel" form attached.

G/L Account Codes	Expenses	(Office Use Only)	
		Advance	Claimant
4500000442	15.94		
4500000443	128.00		
TOTAL	143.94		

Initial	
DW	I certify that the hotel/motel was contacted to obtain the best conf/govt rate. (N/A if no hotel stay)
DW	I certify that the lowest airfare was researched and obtained. (N/A if no air travel)

Travel Advance: _____

Expenses: 143.94

Amount Owed: 143.94 Claimant City

I certify that this is a true and correct claim for expenses incurred by me and that no payment has been received by me for these expenses.

[Signature]
Claimant Signature

Supervisor

DEPARTMENT HEAD

[Signature]
MAYOR

COUNCIL PRESIDENT

CERTIFICATION FOR PAYMENT

I certify that the claim is just, due, and unpaid obligations against the City of Everett, and I am authorized to authenticate and certify to said claim.

[Signature]
CITY CLERK



Nick Harper <harpernic@gmail.com>

Your Tuesday morning trip with Uber

Uber Receipts <noreply@uber.com>
To: harpernic@gmail.com

Tue, Sep 13, 2022 at 7:22 AM

Uber

Total \$15.94
September 13, 2022

Thanks for tipping, Nick

Here's your updated Tuesday morning ride receipt.



Total

\$15.94

Trip fare	\$8.09
Subtotal	\$8.09
Booking Fee ?	\$1.68
Temporary Fuel Surcharge ?	\$0.55
Tips	\$5.00
DC Fee ?	\$0.62

Payments

Visa ••••3684

\$15.94



9/13/22 10:22 AM

Receipt ID # 4d1747b1-91a5-4e36-955e-357ff5c39547

[Download PDF](#)

You rode with Kob

4.97 ★ Rating

Has passed a multi-step safety screen

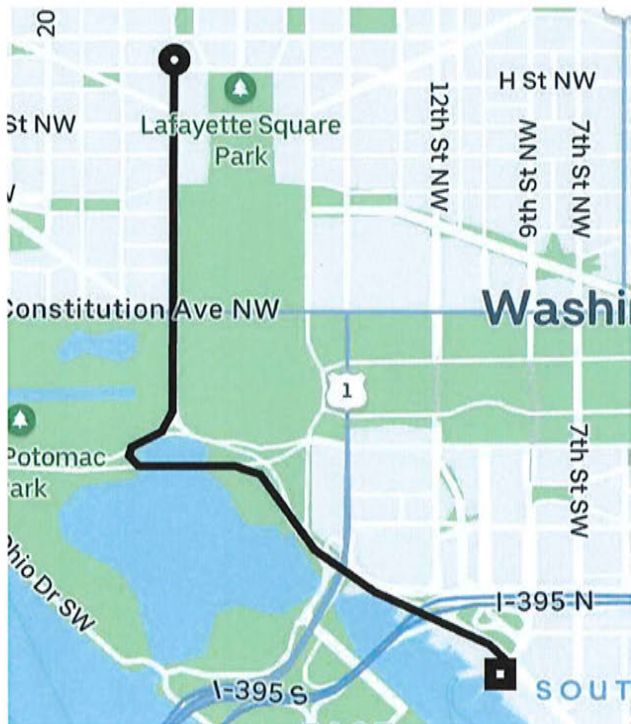
[Quoted text hidden]

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more >](#)

UberX 2.10 miles | 10 min

- 9:59 AM
800 17th St NW, Washington, DC 20006, US
- 10:10 AM
99 District Sq SW, Washington, DC 20024, US



[Report lost item >](#)

[Contact support >](#)

[My trips >](#)

[Forgot password](#)

[Privacy](#)

[Terms](#)

Uber Technologies
[1515 3rd Street](#)
[San Francisco, CA 94158](#)

Monday Dinner

~~Tuesday Lunch~~

Wednesday BREAKFAST, LUNCH & DINNER

Thursday, BREAKFAST

→ VBE

Mick
Hooper



TRAVEL EXPENSE VOUCHER (2022)

Claimant NICK HARPER	Purpose of Trip (what/where) WA DC MEET WITH LEGISLATORS	Your Vendor # F 2263
Department ADMINISTRATION	Dates of Travel (include dates and departure & return times) 9-12/15-22	Date Prepared 9/20/2022

Date	Lodging	Transportation	Per Diem Meals			Private Vehicle		Registration Fee	Misc.	Total	Purpose/Explanation	Expenses paid prior to travel (must be completed)					
			Breakfast (\$19)	Lunch (\$22.00)	Dinner (\$33.00)	# Miles Driven	Total (\$0.585)					Registration Fee	Airfare	Lodging	Payment Method		
9/12/2022					36.00					36.00							
9/13/2022		15.94								15.94	UBER WITH MAYOR FRANKLIN, OTHERS						
9/14/2022			18.00	20.00	36.00					74.00							
9/15/2022			18.00							18.00							
TOTAL	0.00	15.94	36.00	20.00	72.00					143.94							

Instructions: All elements of the trip must be detailed above and receipts attached. Use multiple lines for dates with more than one payment type for expenses incurred. Incomplete submittals will be returned to the claimant for correction. All Travel Expense Vouchers must be submitted within 60 days (10 days if Travel Advance was obtained) following expenditure or the completion of travel per Travel Policy. Failure to make timely and complete submittals will result in forfeit of reimbursement for out-of-pocket expenses. Claims for out-of-state and/or overnight travel must have an approved "Authorization for Out of State and/or Overnight Travel" form attached.

G/L Account Codes	Expenses	(Office Use Only)	
		Advance	Claimant
4500000442	15.94		
4500000443	128.00		
TOTAL	143.94		

Initial	I certify that the hotel/motel was contacted to obtain the best conf/govt rate. (N/A if no hotel stay)
DW	I certify that the lowest airfare was researched and obtained. (N/A if no air travel)
DW	
Travel Advance:	Expenses: <u>143.94</u>
Amount Owed:	<u>143.94</u> <input type="checkbox"/> Claimant <input type="checkbox"/> City

I certify that this is a true and correct claim for expenses incurred by me and that no payment has been received by me for these expenses.

Claimant Signature

Supervisor

DEPARTMENT HEAD

MAYOR

COUNCIL PRESIDENT

CERTIFICATION FOR PAYMENT

I certify that the claim is just, due, and unpaid obligations against the City of Everett, and I am authorized to authenticate and certify to said claim.

CITY CLERK



Nick Harper <harpernic@gmail.com>

Your Tuesday morning trip with Uber

Uber Receipts <noreply@uber.com>
To: harpernic@gmail.com

Tue, Sep 13, 2022 at 7:22 AM

Uber

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September 13, 2022

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DC Fee ?	\$0.62

Payments

Visa ••••3684

\$15.94



9/13/22 10:22 AM

Receipt ID # 4d1747b1-91a5-4e36-955e-357ff5c39547

[Download PDF](#)

You rode with Kob

4.97 ★ Rating

Has passed a multi-step safety screen

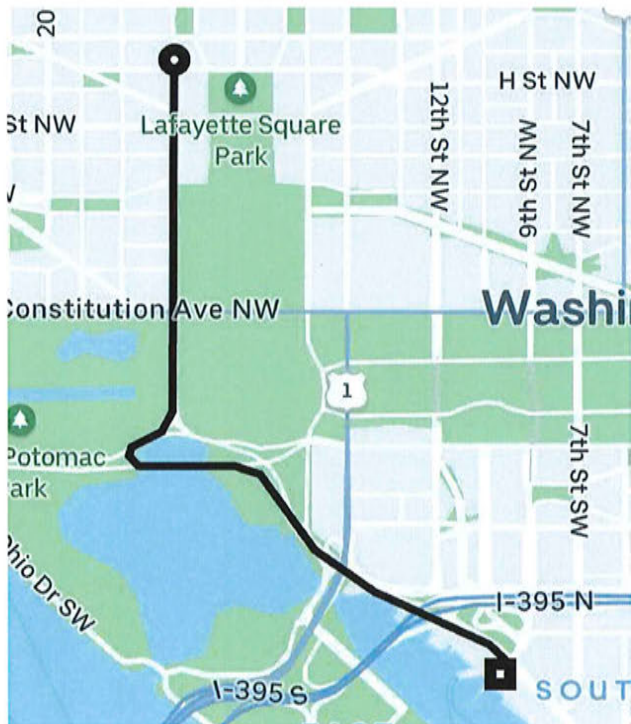
[Quoted text hidden]

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more >](#)

UberX 2.10 miles | 10 min

- 9:59 AM
800 17th St NW, Washington, DC 20006, US
- 10:10 AM
99 District Sq SW, Washington, DC 20024, US



[Report lost item >](#)

[Contact support >](#)

[My trips >](#)

[Forgot password](#)

[Privacy](#)

[Terms](#)

Uber Technologies
1515 3rd Street
San Francisco, CA 94158

Monday Dinner

~~Tuesday Lunch~~

Wednesday BREAKFAST, LUNCH & DINNER

Thursday, BREAKFAST

→ VBE

Mick
Hooper



TRAVEL EXPENSE VOUCHER (2022)

Claimant NICK HARPER	Purpose of Trip CHARLOTTE N CAROLINA ECON DEVEL, PUB OFFICIALS EASC	Your Vendor #
Department ADMINISTRATION	Dates of Travel (include dates and departure & return times) 8/27-30/22 10/6	Date Prepared

Date	Per Diem Meals				Private Vehicle		Registration Fee	Misc.	Total	Purpose/Explanation	Expenses paid prior to travel (must be completed)		
	Breakfast (\$19)	Lunch (\$22.00)	Dinner (\$33.00)	# Miles Driven	Total (\$0.625)*	Registration Fee					Airfare	Lodging	Payment Method
8/30/2022							31.31	31.31	31.31	GAS FOR RENTAL CAR UPON RETURN			
10/6/2022							49.69	49.69	49.69	EASC PUB OFF. NICK HARPER			
							49.69	49.69	49.69	EASC PUB OFF. CASSIE FRANKLIN			
TOTAL	0.00	0.00	0.00	0.00	0.00	99.38	31.31	130.69					

Instructions: All elements of the trip must be detailed above and receipts attached. Use multiple lines for dates with more than one payment type for expenses incurred. Incomplete submittals will be returned to the claimant for correction. All Travel Expense Vouchers must be submitted within 60 days (10 days if Travel Advance was obtained) following expenditure or the completion of travel per Travel Policy. Failure to make timely and complete submittals will result in forfeit of reimbursement for out-of-pocket expenses. Claims for out-of-state and/or overnight travel must have an approved "Authorization for Out of State and/or Overnight Travel" form attached. *Mileage updated as of 7/1/2022

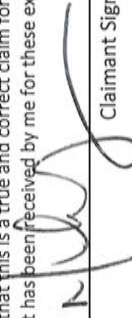
G/L Account Codes	Expenses	(Office Use Only)	
		Advance	Claimant
4500000445	99.38		
4500000446	31.31		
TOTAL	130.69		

Initial
dw dw

I certify that the hotel/motel was contacted to obtain the best conf/govt rate. (N/A if no hotel stay)
I certify that the lowest airfare was researched and obtained. (N/A if no air travel)

Travel Advance: _____
Expenses: 130.69
Amount Owed: 130.69 Claimant City

I certify that this is a true and correct claim for expenses incurred by me and that no payment has been received by me for these expenses.

 Claimant Signature


Supervisor

DEPARTMENT HEAD
MAYOR

COUNCIL PRESIDENT

CERTIFICATION FOR PAYMENT

I certify that the claim is just, due, and unpaid obligations against the City of Everett, and I am authorized to authenticate and certify to said claim.



CITY CLERK

Exhibit F

ANTI-DISCRIMINATION AND HARASSMENT POLICY



POLICY/PROCEDURE

TITLE ANTI-DISCRIMINATION AND HARASSMENT POLICY		NUMBER 100-07-04
EFFECTIVE DATE July 1, 2007	Supercedes Policy # 100-05-02	PAGE NUMBER 1 OF 5

- Section Index:**
- 1.0 General**
 - 2.0 Policy**
 - 3.0 Definitions**
 - 4.0 Management Responsibility**
 - 5.0 Complaint Procedure**
 - 6.0 Retaliation**
 - 7.0 Distribution**

1.0 General

- 1.1 The purpose of this policy is to provide a means to fairly, reasonably and effectively address discrimination, harassment, and retaliation at the work place.
- 1.2 This policy affects all employees.
- 1.3 This policy is initiated by City Administration and the Human Resources Department.

2.0 Policy

- 2.1 The City of Everett is committed to maintaining a work environment that is free of discrimination and harassment. Employees are expected to refrain from engaging in any act that discriminates or creates an intimidating, hostile or offensive working environment against another employee because of a person's protected status. Protected status is defined as a person's race, creed, color, national origin, age, gender, sexual orientation, marital or veteran status, pregnancy, religion, ethnic background, the presence of a physical, sensory or mental disability or any other basis prohibited by local, state or federal law.

An act of discrimination and/or harassment is a violation of this Policy. Depending upon the severity of the actions identified by the City, appropriate disciplinary action may occur up to and including termination to anyone found to be violating this Policy.

- 2.2 The City will not tolerate any form of discrimination or harassment against City employees by anyone. This includes other employees, managers, supervisors, visitors, vendors, contractors or customers.

3.0 Definitions

- 3.1 Discrimination – It is a violation of this Policy to discriminate in the provision of employment opportunities, benefits or privileges, creating discriminatory working conditions or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, based on the person's protected status. Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws.
- 3.2 Harassment – The City prohibits harassment of any kind. Harassment is prohibited by a variety of federal, state and local laws where:
- A. Submission to such conduct is made either explicitly or implicitly a term or condition of employment,
 - B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
 - C. Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive environment.
- 3.3 Examples of Harassment. Harassment includes but is not limited to the following behaviors:
- A. **Verbal Harassment** - Epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of race, creed, color, national origin, age, gender, sexual orientation, marital or veteran status, pregnancy, religion, ethnic background, the presence of a physical, sensory or mental disability or any other basis prohibited by local, state or federal law, whether made in general, directed to an individual, or to a group of people regardless of whether the behavior was intended to harass. This includes but is not limited to inappropriate sexually oriented comments on appearance, including dress or physical features, sexual rumors, code words, and race oriented stories. It should be noted that individuals of a protected class need not be present for such behavior to be offensive.
 - B. **Physical Harassment** - Assault, impeding or blocking movement, leering, or the physical interference with normal work or movement when directed at an individual on the basis of race, creed, color, national origin, age, gender, sexual orientation, marital or veteran status, pregnancy, religion, ethnic background, the presence of a physical, sensory or mental disability or any other basis prohibited by local, state or federal law. This includes pinching, patting, grabbing, or making explicit or implied threats or promises in return for submission to physical acts. Additionally, ostracizing of a person from a group because of their protected class can be considered harassment.
 - C. **Visual Forms of Harassment** - Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, notes, bulletins,

drawings or pictures on the basis of race, creed, color, national origin, age, gender, sexual orientation, marital or veteran status, pregnancy, religion, ethnic background, the presence of a physical, sensory or mental disability or any other basis prohibited by local, state or federal law. This applies to both posted material or material maintained in or on City equipment or personal property in the workplace.

- D. **Sexual Harassment** - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when it is made explicitly or implicitly a term or condition of employment, is used as the basis for an employment decision, or unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, that is personally offensive, and that lowers morale and therefore interferes with work effectiveness.

In addition, sexual harassment may include, but is not limited to: sexually-oriented verbal or written teasing or jokes; foul or obscene language, gestures, printed or visual material; and physical contact such as patting, pinching or brushing against another's body. While such conduct generally can amount to sexual harassment only if it is both unwelcome and either severe or pervasive, the City nonetheless discourages any such conduct in the workplace regardless of the circumstances.

4.0 Supervisory Responsibility

- 4.1 It is the responsibility of all supervisory personnel, at all levels, including those persons serving temporarily as leads, supervisors, division managers, and department directors to enforce the City's Anti-Discrimination and Harassment Policy and Complaint Procedure.
- 4.2 Supervisory personnel who fail to enforce this policy strictly and promptly or to comply with their obligations under the policy may also be subject to disciplinary action up to and including termination.

5.0 Complaint Procedure

- 5.1 Any employee who believes s/he has experienced discrimination and/or harassment while on the job and who feels comfortable doing so, should directly inform the offending person that the conduct is offensive and must stop.

Further, any employee who believes s/he has experienced discrimination and/or harassment should immediately contact his/her supervisor, division manager, or department director. If the complaint situation involves someone in the employee's direct line of supervision, the employee should contact the Human Resources Department or the Affirmative Action Officer.

- 5.2 Any employee, whether or not a supervisor, who knows of or has witnessed behavior that may constitute discrimination and/or harassment should report the situation to his/her supervisor, division manager, department director or the Human Resources Department or the Affirmative Action Officer.
- 5.3 Employees who make complaints of discrimination and/or harassment or who are asked to participate in an investigation of such complaints shall fully cooperate with and provide full and honest disclosure to anyone acting on behalf of the City investigating allegations of discrimination and/or harassment.
- 5.4 When a supervisor, division manager or department director is contacted by an employee regarding alleged harassment, **the supervisory person contacted will notify the Human Resources Department of the complaint within two (2) working days.** The Human Resources Department shall review and, if necessary, immediately initiate an investigation. Such an investigation should, if appropriate, include interviews with the parties directly involved and, where necessary, employees or others who may have observed the alleged harassment or have other knowledge of the situation.
- 5.5 In all cases, the complaint and investigation of harassment shall be handled in as confidential a manner as possible. Any documentation generated in the investigation of any discrimination and/or harassment complaint will be maintained in files separate from the employee's personnel file. Should disciplinary action occur as a result of the complaint and investigation, documentation of the disciplinary action shall be placed in the offending employee's personnel file.
- 5.6 If an investigation shows that alleged harassment and/or discrimination did indeed occur, the division manager, department director, or the Mayor (or designee), shall take appropriate action, including discipline up to and including termination, in accordance with the City Disciplinary Policy and any other applicable policies, rules, ordinances and agreements. When an investigation results in the discovery of conduct on the part of any City employee that does not rise to the level of a violation of this policy, but is nevertheless inappropriate, the City may impose the appropriate corrective action for such conduct in accordance with the City's Disciplinary Policy and other applicable policies, rules, ordinances and agreements.

6.0 Retaliation

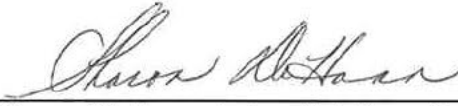
- 6.1 The City prohibits retaliation against any employee who participates in the investigation of a complaint under this policy or opposes activity, which would be prohibited by this Policy. Retaliation is a violation of a variety of state and federal laws.
- 6.2 If an employee believes s/he has experienced retaliation, that employee should use the complaint procedure for reporting discrimination and/or harassment as outlined in Section 5.0 to report retaliation. Supervisors will also be responsible for reporting instances of retaliation as described in Section 5.0.

6.3 Depending upon the severity of the retaliatory actions identified by the City, appropriate disciplinary action may occur up to and including termination to anyone found to be retaliating.

7.0 Distribution

7.1 This policy shall be disseminated to all employees, supervisors, managers and directors of the City.

7.2 This policy shall be distributed to all new employees during orientation.

Approved by: 
Sharon DeHaan, Labor Relations/Human Resources Director

Approved by: 
Jim Iles, Chief Administrative Assistant

Approved by: 
Ray Stephanson, Mayor

Exhibit G

TITLE Email Management within the City Of Everett		NUMBER 400-22-08
EFFECTIVE DATE 9/1/2022		Page 1 of 8

Section Index:

- 1.0 General**
- 2.0 Policy**
- 3.0 Procedures/Retention Guidelines**
- 4.0 References**

1.0 General

- 1.1 The City of Everett is required to manage email as a public record, subject to preservation and destruction requirements under RCW 40.14 and RCW 42.56. This policy establishes guidelines and procedures to ensure the City maintains compliance with laws governing records retention and disclosure requirements related to email.
- 1.2 This policy/procedure applies to all email sent or received by a City employee or elected official.
- 1.3 This policy is initiated by the City Clerk’s Office, the Information Technology Department, and the Human Resources Department.

2.0 Policy

- 2.1 Every City of Everett official and employee who conducts City business using City-provided email service is individually responsible for complying with the guidelines issued by the City.
- 2.2. Emails are records that may contain evidence of official actions, decisions, approvals, or transactions of City business and are subject to retention requirements and therefore should be archived. Examples of emails that likely require retention include but are not limited to:
 - Correspondence or memoranda related to official public business
 - Original reports
 - Policy and procedure directives
 - Original agenda and minutes of meetings
 - Documents related to legal or audit issues
 - Messages documenting City actions, decisions, operations and responsibilities
 - Documents that initiate, authorize, or complete a transaction

No email that is responsive to a pending Public Records Act request may be deleted, even if the retention rules would otherwise allow such deletions.

- 2.3 The City is required to keep one primary copy of the record. For emails exchanged between departments of the City, the sender is responsible for determining if the email has retention value and archiving the primary copy when required. The sender should make the retention determination at the time the email is sent. Email replies are also considered a primary copy subject to retention.

When a city employee receives an email from another city employee, the received copy is considered a secondary copy and only needs to be retained for the recipient's use.

Emails received from an external source may be considered a primary copy depending on the content. Replies are considered a primary copy.

- 2.4 All department technology coordinators will serve as compliance coordinators and be trained in email management. The compliance coordinators are responsible for providing initial training to department staff. New hires will be trained as they are added. Refresher training will be provided to compliance coordinators as retention requirements change. Compliance coordinators will provide refresher training to department staff as retention requirements change.

- 2.5 The City uses an email management system to assist in administering email, both received and sent, under the guidelines provided in the following procedure. The automated system allows for an archive period that generally complies with retention periods required by the State of Washington.

3.0 Procedures/Retention Guidelines

- 3.1 Every email received and sent, must be assessed for retention value within 60 days. Email not deleted within 60 days of date received or sent is automatically archived.

3.2 Transitory Email

Most emails have no administrative, legal, fiscal, or archival retention requirements. Such emails are considered to be transitory and should be deleted as soon as they have fulfilled their reference purpose or within 60 days at the latest.

The following categories of emails are examples of the types of emails usually considered transitory and further explained in Section 6 of the Local Government Common Records Retention Schedule (CORE) Version 4.2.

- Secondary copies, including copies of emails received from other city employees
- Information downloaded from bulletin boards or web sites
- Information-only copies of documents that do not relate directly to the functional responsibility of the department that receives them
- Brainstorming and collaborative informal exchanges
- Contact details of external clients
- Drafts and/or edits of correspondence, documents and publications, where the draft is not widely circulated or does not otherwise serve any official function
- Electronic documents that result in hand-signed hard copies
- Information received from external sources, which requires no action **and** does not provide evidence of prior transactions that may be needed in the future
- Communications that are basic/routine and do not document decisions/actions, are not used as the basis of decisions/actions, and are not covered by a more specific records series.
- Personal messages and announcements not related to official business
- Reference materials that are not evidence of business transactions
- Unsolicited materials not used in the course of business
- Newsletters not job-related
- City weekly, blood drives, Wheel Options, Health Fair
- Blast emails for information
- Calendar notes for vacation/personal reminders
- Calendar notes for work events/meetings
- Tasks
- Transcriptions of voice messages
- Emails where the substantive content of the email has been incorporated into another official document
- Meeting materials - member copies/notes, staff meetings

There may be exceptions such as when an otherwise transitory email is needed for future actions or is needed to evidence a prior action.

3.3 Ten- year Retention

Email that has a retention requirement of 10 or less years will be archived for 10 years. Unless otherwise specified in section 3.4, employee emails will automatically be retained for 10 years if not deemed transitory and deleted within 60 days. Email that has no retention requirement, but is useful for reference beyond 60 days, may be allowed to default to 10-year retention.

Examples of emails to be retained for 10 years include, but are not limited to:

Email Management within the City Of Everett

- Internal and external communications to or from employees (includes contractors and volunteers), that are made or received in connection with the transaction of public business:
- Requests for and provision of information/advice
- Relating to public disclosure/records requests
- Minor, non-regulated maintenance
- IT automated/scheduled tasks, helpdesk requests, systems usage
- Records relating to licenses, permits, accreditations, certifications, inspections, and other authorizations acquired by the agency in relation to its general functions and operations
- Records documenting public notices published or posted by the local government in order to inform the general public of its actions, decisions, or services
- Actions taken in response to routine or minor natural or manmade disaster/emergencies
- Emergency/disaster preparedness contact information
- Charity fundraising
- Citizen complaints/requests
- Claims for damages
- Code enforcement not covered by law enforcement requirements
- Strategic plans, work plans
- Accidents/incidents with no claim filed
- Real property purchase proposals made to the City that are withdrawn or not accepted
- Correspondence related to major maintenance and all regulated maintenance
- Capital construction projects (preliminary plans) - communications between contractors, consultants, public, etc.
- Authorization of employee, contractors, volunteers access to equipment/systems
- Security incidents and investigations, routine monitoring
- Tenant files - correspondence
- Accounts Payable vendor correspondence
- Unclaimed property
- Documentation of status of and adjustments to payroll accounts
- Requests for leave/overtime

3.4 Permanent Retention

Email that has a retention requirement of 11 years or more should be archived permanently.

Email Management within the City Of Everett

Most documents that require retention beyond 10 years are in a form other than email; however, communications related to these documents may be in the form of email and subject to the same permanent retention requirements. Examples of permanent emails include but are not limited to:

- Request, proposals, process documentation, related communications related to the development of modifications/changes to the City's jurisdictional boundary
- Records relating to franchise agreement granted by the City
- Records relating to actions taken in response to uncommon or major natural or manmade disasters/emergencies
- Records relating to investigation of complaints of civil rights violations
- Records documenting accidents, incidents, and any other occurrences that are known to have involved exposure to potentially hazardous materials
- Construction project files - related communications
- Litigation Case Files
- Capital Assets
- Environmental related

If an employee does not have permanent archival for emails, any emails considered permanent should include a "CC: project file" and be retained in the project file.

Internal and external communications to, from, and/or on behalf of the City's governing bodies, elected official(s)/executive management, and advisory bodies, that are sent or received will be archived permanently unless deleted within 60 days. City Administration will determine the person(s) who belong to this category. Information Technology will advise those affected of the automatic permanence of their email.

The emails of the following job classifications will be archived permanently if not deleted within 60 days:

- Council Member
- Mayor
- Municipal Court Judge
- Deputy Mayor
- Executive Director
- Communications Director
- Economic Development Director
- Finance Director
- Director Public Health/Safety
- Executive Assistant – City Council
- City Clerk

Email Management within the City Of Everett

- IT Director
- Planning Director
- Community Development Director
- Facilities Director
- Fire Chief
- Fire Marshall
- City Attorney
- Deputy City Attorney
- Library Director
- Municipal Court Administrator
- Parks and Recreation Director
- Human Resources Director
- Police Chief
- Deputy Police Chief
- Public Works Director
- City Engineer
- Transportation Services Director

3.5 Managing Your Email

All email should be managed in Outlook within folders.

Any email organized under INBOX and SENT ITEMS will be retained for 10 years (or permanently if under one of the job classifications referenced in 3.4) if not deleted within 60 days.

The following folders/items in Outlook are not subject to archival:

- Appointments
- Contacts
- Schedules
- Tasks
- Calendar
- Deleted Items
- Drafts
- Journal
- Junk email
- Notes
- Outbox
- RSS Feeds
- Search Folder
- Suggested Contacts

- Sync Issues

All email in any folder in Outlook is searchable using the Outlook search tool.

All email is searchable for a public records request using the City's email archive system.

Deleting an archived email from an employee's email only removes the ability to see, retrieve, or manage the email. The email still exists in the archive system until it has met its retention requirement.

3.6 Emails Containing Sensitive Third-Party Information

Emails that contain sensitive third-party information should not be retained in the City's email system. The substantive content of such emails should be retained in a secure system of record immediately upon receipt and the email deleted no later than 60 days of receipt.

Employees should consult their department public records liaisons or the City Clerk's Office regarding specific retention guidance for emails containing sensitive third-party information.

4.0 References

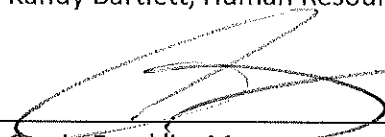
- Information for determining the applicable archive period is available at Everett Connect/ Departments/Clerk's Office/RETENTION
- <https://www.everettconnect.org/365/Clerks-Office>
- <https://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx>
- RCW 40.14
- RCW 42.56

Issued by: Marista Jorve
Marista Jorve, City Clerk

Approved by: Ramsey Ramerman
Ramsey Ramerman, Deputy City Attorney

Approved by: Steven L. Hellyer
Steven Hellyer, Information Technology Director

Approved by: *Kandy Bartlett*
Kandy Bartlett, Human Resources Director

Approved by: 
Cassie Franklin, Mayor

Signature:

Email: cfranklin@everettwa.gov

Exhibit H

POLICY/PROCEDURE

TITLE ELECTRONIC COMMUNICATIONS & TECHNOLOGY RESOURCES		NUMBER 900-23-01
EFFECTIVE DATE 2/1/2023	SUPERSEDES 900-22-07	PAGE NUMBER 1 OF 14

Section Index:

- 1.0 PURPOSE**
- 2.0 SCOPE**
- 3.0 AUTHORITY**
- 4.0 DEFINITIONS**
- 5.0 REFERENCES**
- 6.0 POLICY**
- 7.0 GUIDELINES**
- 8.0 PROCEDURES**

1.0 PURPOSE

1.1 This policy defines the appropriate use of electronic communications and technology resources that are owned by the City of Everett.

2.0 SCOPE

2.1 This policy applies to all employees, contractors, consultants, temporary employees, vendors, and any other individuals or organizations that are provided access to City of Everett systems.

3.0 AUTHORITY

3.1 This policy is initiated by City Administration, the Information Technology Department, and the Human Resources Department.

4.0 DEFINITIONS

4.1 **Electronic Communication:** Any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric, or photo optical system.

4.2 **Technology Resources:** Includes but not limited to computer systems, email, voice mail, electronic bulletin boards, instant messaging, cell phones, telephones, wireless devices, print devices and other telecommunications and information systems owned or paid for by the City of Everett.

4.3 **De minimis use:** An infrequent or occasional personal use of electronic communication and or technology resources that results in little or no actual cost to the City.

4.4 **Critical Information:** Information that will damage the City financially, place staff, citizens, or facilities at risk, or cause legal liability if purposely released or through data breach. Examples of critical information include, but are not limited to, employee health information, social security numbers, credit card holder information, banking information, citizen medical incident information, and police crime investigation information.

- 4.5 **End User Computing Standards:** Software and hardware used to carry out City work. Examples include operating systems, office suites, desktops, laptops, and mobile hardware devices.
- 4.6 **Business Application Standards:** Enterprise and line of business applications used throughout the City to carry out work. Examples include core financials, web content management, permitting, planning, and code enforcement tools.
- 4.7 **Infrastructure and Platform Standards:** Technology related to infrastructure hardware, software platforms, and network hardware used at the City. Examples include operating systems, antivirus protection, disk encryption, database platforms, servers, storage, virtual private network, and wireless access points.
- 4.8 **Transitory Record:** Record that documents information of temporary, short-term value, and that is not needed as evidence of a business transaction. Examples include but are not limited to:
- information downloaded from bulletin boards or web sites
 - brainstorming and collaborative informal exchanges
 - draft and/or edits of correspondence, documents and publications, where the draft is not widely circulated or does not otherwise serve any official function
 - information received from external sources, which requires no action and does not provide evidence of prior transactions that may be needed in the future
 - communication that are basic/routine and do not document decisions/actions, are not used as the basis of decisions/actions, and are not covered by a more specific records series
 - reference materials that are not evidence of business transactions
- 4.9 **Enterprise Mobility Suite License** – A license that provides the capability to register City-owned or personal smart phones for the purpose of conducting City business.
- 4.10 **Cyber Threat:** Threats to technology resources by persons who attempt unauthorized access to a system and/or network using a data communications pathway. Examples include but are not limited to computer viruses, denial-of-service attacks, malware, phishing scams, and spam.
- 4.11 **Technology Coordinator:** City staff involved with the hardware and software coordination and implementations for City departments.
- 4.12 **Social Engineering Exercises:** Includes but is not limited to: phishing (email), vishing (voice), smishing (SMS), USB testing, and physical assessments.
- 4.13 **Authorized Agent:** City staff authorized by the Communications Director or their designee to conduct official City of Everett business using social media applications and tools.
- 4.14 **Video Monitoring Event:** Motion detection that triggers video recording.

5.0 REFERENCES

- 5.1 [Enterprise Mobility Suite Acceptable Use Agreement](#)
- 5.2 [City of Everett End User Computing Standards](#)
- 5.3 [City of Everett Business Application Standards](#)
- 5.4 [City of Everett Infrastructure and Platform Standards](#)
- 5.5 [City of Everett Data Security Standards](#)

- 5.6 City of Everett IT Policy Exceptions Standard
- 5.7 City of Everett Backup and Restore Standards
- 5.8 City of Everett Purchasing Guidelines
- 5.9 City of Everett Code of Ethics and Employee Rules and Regulations Policy
- 5.10 City of Everett Anti-Discrimination and Harassment Policy
- 5.11 City of Everett Email Management Policy
- 5.12 Whistleblower Protection Act
- 5.13 Regulatory Codes of Washington (RCW) 42.52.160, Use of persons, money, or property for private gain
- 5.14 Regulatory Codes of Washington (RCW) 42.52.180, Use of public resources for political campaigns
- 5.15 Regulatory Codes of Washington (RCW) 40.14, Preservation and destruction of public records
- 5.16 Regulatory Codes of Washington (RCW) 42.56.590, Personal information—Notice of security breaches
- 5.17 Local Government Common Records Retention Schedule (CORE)

6.0 POLICY

- 6.1 City technology resources are provided for the purpose of conducting City business.
- 6.2 All City technology resource procurement must be approved by the IT Director or his/her designee in a manner consistent with City of Everett Purchasing Guidelines.
- 6.3 Accountability for the appropriate use of electronic communications and technology resources rests with the individual employee.
- 6.4 Improper use of the City's electronic communication or technology resources may result in discipline, up to and including termination.
- 6.5 Department Directors will be responsible for assuring compliance with this policy, and may have their own policies that supplement, but do not replace or supersede, this policy that applies City-wide.

7.0 GUIDELINES

- 7.1 De minimis use
 - 7.1.1 Occasional, but limited, personal use of City electronic communication and or technology resources is allowed only if all of the following conditions are met:
 - 7.1.1.1 There is little or no cost to the City of Everett;
 - 7.1.1.2 Any use is brief in duration, occurs infrequently, and is the most effective use of time or resources;
 - 7.1.1.3 The use does not interfere with the performance of official duties;
 - 7.1.1.4 The use does not disrupt or distract from the conduct of City business due to volume or frequency;
 - 7.1.1.5 The use does not disrupt other City employees and does not obligate them to make a personal use of City resources;
 - 7.1.1.6 The use does not compromise the security or integrity of City property, information, or software; and
 - 7.1.1.7 The use is consistent with City policies and procedures.

- 7.2 Inappropriate use
 - 7.2.1 The following private uses of electronic communications and technology resources are prohibited at all times:
 - 7.2.1.1 Any use for the purpose of conducting an outside business or private employment;
 - 7.2.1.2 Any use for the purpose of supporting, promoting the interests of, or soliciting for an outside political party.
 - 7.2.1.3 Any use for the purpose of assisting a campaign for election of a person to an office or for the promotion of or opposition to a ballot proposition; and
 - 7.2.1.4 Any use related to conduct that is prohibited by a federal or state law or rule, or by this policy or any other City code or policy.
 - 7.2.2 Violation of intellectual property rights, including but not limited to trademarks, copyright, patents, industrial design rights, trade secrets, and contracts.
 - 7.2.3 Interfering with the intended use of electronic communication and or technology resources.
 - 7.2.4 Seeking to gain unauthorized access to information resources.
 - 7.2.5 Destroying, altering, dismantling or otherwise interfering with the integrity of electronic information and or information resources.
 - 7.2.6 Using electronic communications and or technology resources in a negligent or intentional manner that could introduce viruses to the network, circumvents system protection facilities, or produces system failure or degraded performance.
 - 7.2.7 Electronic communications or usage of technology resources that violate the Everett Codes of Ethics and Employee Rules and Regulations or City of Everett Anti-Discrimination and Harassment Policy.
 - 7.2.8 Using electronic communication and or technology resources to access sexually-oriented materials, dating websites, or hate/violence websites, unless an IT exception to City policy is approved by the IT Director.
- 7.3 Information Ownership
 - 7.3.1 The City of Everett owns all rights, titles, and interests in data transmitted electronically and generated by its technology resources.
 - 7.3.2 The City of Everett owns all rights, titles, and interests in software authored or otherwise developed by regular, temporary, or temporary contract employees on City time or for City purposes.
- 7.4 Privacy
 - 7.4.1 City staff or contractors using the City's electronic communication or technology resources should have no expectation of personal privacy, and consent to monitoring, recording, and reviewing of any and all uses of electronic communications and technology resources.
 - 7.4.2 The City may access, read, use, monitor, and disclose all data transmitted or generated by its technology resources as it considers appropriate and consistent with federal and state law, unless an exception is appropriate.

7.5 Security

- 7.5.1 Those using electronic communication or technology resources to handle critical information are responsible for its protection.
- 7.5.2 The IT Director is responsible for implementing and maintaining security awareness training and testing
 - 7.5.2.1 A security awareness training and testing plan will be updated annually.
 - 7.5.2.2 City staff upon hire and at least annually thereafter must successfully complete standard security awareness training.
 - 7.5.2.3 City staff may be required to complete additional training modules depending on their specific job requirement to handle card holder or protected health information upon hire and at least annually.
 - 7.5.2.4 City staff will be given a reasonable amount of time to complete each course so as to not disrupt business operations.
 - 7.5.2.5 IT will conduct simulated social engineering exercises throughout the year with no set schedule or frequency.
 - 7.5.2.6 City staff failing social engineering exercises will be required to complete remedial training courses.
 - 7.5.2.7 IT will monitor compliance and non-compliance with the security awareness training and testing plan, and report to Mayors staff the results of training and social engineering exercises.
 - 7.5.2.8 City staff failing to comply with security awareness training will have their network access disabled until successfully completing assigned training.
 - 7.5.2.9
- 7.5.3 The IT Director is responsible for defining and managing City-wide data security standards.
 - 7.5.3.1 City-wide data security standards will at a minimum provide policy direction on the following security elements:
 - 7.5.3.1.1 User Identities
 - 7.5.3.1.2 Passwords
 - 7.5.3.1.3 Personnel Security
 - 7.5.3.1.4 Physical Security
 - 7.5.3.1.5 Workstation and Mobile Device Security
 - 7.5.3.1.6 Data Storage
 - 7.5.3.1.7 Data Transfer
 - 7.5.3.1.8 Cloud
 - 7.5.3.1.9 City Protected Data
 - 7.5.3.1.10 Encryption
 - 7.5.3.1.11 Printed Material
 - 7.5.3.1.12 Data Destruction
 - 7.5.3.1.13 Auditing and Accountability Controls
 - 7.5.3.1.14 Access Control
 - 7.5.3.1.15 Configuration Management

- 7.5.3.1.16 Wireless Technology
 - 7.5.3.1.17 System and Communications Protection
 - 7.5.3.2 City-wide data security standards will be updated semi-annually.
 - 7.5.3.3 City-wide data security standards will address technical safeguards to meet or exceed compliance required for business activities.
 - 7.5.3.4 City departments with technical safeguard compliance requirements must advise the IT Director on appropriate security standards.
 - 7.5.3.5 All City users covered in Section 2.1 of this policy will comply with City-wide data security standards unless an IT exception to City policy is approved by the IT Director.
- 7.5.4 IT may disable without notice any and all access to technology resources if the City's network, systems, or data is or may be at risk.
- 7.5.5 The IT Director will implement and manage a business process for security incident response.
 - 7.5.5.1 The Information Technology Department is responsible for managing security incident containment, eradication, recovery, and closure.
 - 7.5.5.2 The Information Technology Department is responsible for reporting significant cyber incidents and ransomware payments to the Cybersecurity and Infrastructure Security Agency within 72 and 24 hours respectively.
 - 7.5.5.3 The Finance Department is responsible for reporting any loss of funds to the State Auditor's Office.
 - 7.5.5.4 The Legal Department is responsible for reporting any breach of more than 500 Washington residents' information to the Washington State Attorney General within 30 days and managing breach notification.
 - 7.5.5.5 The Legal Department is responsible for reporting any breach of protected health information to the Secretary of Health and Human Services and managing breach notification.
 - 7.5.5.6 The Communications Department is responsible for providing status updates to the public.
 - 7.5.5.7 The Emergency Management Department is responsible for 24/7 monitoring of the event, developing and distributing situation reports, and assisting with resource requests if the Emergency Operations Center is activated to manage a security incident.
- 7.6 Public Records
 - 7.6.1 Data transmitted electronically and generated by technology resources may be subject to public disclosure under public disclosure laws.
 - 7.6.2 City users using electronic communication or technology resources must comply with the City of Everett Email Management Policy and the proper preservation and destruction of public records under Revised Code of Washington 40.14, and consent to disclosing the contents of any data files, information and communications created on, stored on, transmitted,

- received, or exchanged via network, communications systems, equipment, or devices.
- 7.6.3 City users using electronic communications or technology resources will use the Everett:Connect Clerks Office web page to determine appropriate records retention.
- 7.7 Personal Technology
 - 7.7.1 Those who have been issued an Enterprise Mobility Suite License may register personal devices.
 - 7.7.2 Those who have been issued an Enterprise Mobility Suite License and have the approval of their Department Director may register a personal device and use it for conducting City business in lieu of a City owned device.
 - 7.7.3 Personal technology not covered under the Enterprise Mobility Suite Acceptable Use Agreement is prohibited for use when conducting City business.
 - 7.7.4 IT does not provide support for personal technology.
 - 7.8 Technology Resource Standards
 - 7.8.1 The IT Director is responsible for defining and managing City-wide technology standards.
 - 7.8.2 City-wide technology standards will be updated semi-annually.
 - 7.8.3 City-wide technology standards will cover End User Computing, Business Applications, and Infrastructure and Platforms.
 - 7.8.4 All City departments will procure new end user equipment and software that meets or exceeds the minimum configuration set in the End User Computing Standards.
 - 7.8.5 All City users covered in Section 2.1 of this policy will comply with City-wide technology standards, unless an IT exception to City policy is approved by the IT Director.
 - 7.9 IT Policy Exceptions
 - 7.9.1 The IT Director will implement and manage a business process for submitting and processing exceptions.
 - 7.9.2 Each City department Technology Coordinator will act as a point of contact for submitting exception requests so the department can maintain control of its requests.
 - 7.9.3 Each City department will pay the cost of the IT exception to provide service price equity.
 - 7.9.4 Exceptions shall be limited in duration.
 - 7.10 Technology Resource Resiliency
 - 7.10.1 The IT Director will implement and manage backup and restore standards, and a recovery plan.
 - 7.10.2 Backup and recovery standards will be updated semi-annually.
 - 7.10.3 Backup and recovery standards will include at a minimum storage policies, retention, backup priorities, assignment of backup priorities, and a test schedule.

- 7.10.4 The recovery plan will be updated annually.
- 7.10.5 The recovery plan will include at a minimum a recovery strategy, restoration priorities, procedures for recovery, and a test schedule.
- 7.11 City-wide Communication
 - 7.11.1 The director of communications is responsible for defining and managing a City-wide communication plan relating to all internal and external communications.
 - 7.11.2 The City-wide communication plan will be updated semi-annually.
 - 7.11.3 The City-wide communication plan will outline the what, why, medium, frequency, audience, and whom is responsible for communicating each broadly defined set of information.
 - 7.11.4 All City users covered in Section 2.1 of this policy will comply with the City-wide communication plan, unless an exception to City policy is approved by the Communications Director or their designee.

- 7.12 Social Media
 - 7.12.1 Any and all use of social media applications and tools for official City of Everett business must adhere to applicable federal, state and local laws and City of Everett policies and procedures. This includes adherence to established laws and policies established by the City of Everett regarding copyright, public records, records retention, First Amendment rights, privacy and security, and conduct.
 - 7.12.2 The Director of Communications or their designee must approve all social media projects and plans. Only authorized agents may conduct official City of Everett business using social media applications and tools.
 - 7.12.3 Authorized agents must comply with the Social Media Style and Usage Guide.
 - 7.12.4 City employees are accountable for the form and substance of all the information they post or otherwise relay for City purposes using these forms of media.
- 7.13 Building Video Monitoring and Security Cameras
 - 7.13.1 The Facilities/IT Departments are responsible for governing the use of city-wide video management system and security cameras.
 - 7.13.2 Building video monitoring is for deterring criminal activity, collection of video evidence, and monitoring areas for crime.
 - 7.13.3 Cameras will not be positioned to allow the monitoring of areas where individuals have a reasonable expectation of privacy, such as restrooms and employee work areas not readily accessible to the public.

- 7.13.4 Clear, understandable, and visible notices about the use of cameras on the premises will be located wherever there is video monitoring.
- 7.13.5 Video monitoring will be active 24 hours a day
 - 7.13.5.1 Only video monitoring events will be recorded.
 - 7.13.5.2 No audio will be recorded.
- 7.13.6 As a general course of business, staff authorized to use the video monitoring platform will not use the platform to watch live footage.
 - 7.13.6.1 Police may use the platform to watch live footage during an active criminal investigation or emergent public safety situation.
 - 7.13.6.2 Designated staff may use the platform to watch live footage to manage entry points or secure locations.
- 7.13.7 Video recordings are subject to the Public Records Act.
 - 7.13.7.1 Events recorded will be kept for 30 days consistent with Local Government Common Records Retention.
 - 7.13.7.2 Events recorded documenting security incidents and investigations relating to agency assets will be retained for 6 years after investigation is completed or the matter is resolved, consistent with Local Government Common Records Retention.
 - 7.13.7.2.1 Events documenting criminal activity will be stored in Police evidence.
 - 7.13.7.2.2 Events documenting civil issues will be retained on the video monitoring platform.
- 7.13.8 Recordings will be used to assist law enforcement to investigate criminal activity, and support investigations relating to agency assets and personnel.
- 7.13.9 Access to Records
 - 7.13.9.1 The Parks-Facilities and Information Technology are responsible for designating staff authorized to manage the video monitoring platform.
 - 7.13.9.2 Department Directors with video monitoring in their facilities are responsible for designating department staff authorized to access recordings for events captured.
 - 7.13.9.3 The Mayor's Office may temporarily authorize staff access to event recordings when it is in the public interest.
- 7.13.10 Reviewing and Transferring Criminal Records to Evidence
 - 7.13.10.1 Designated department staff authorized to review footage will only review recorded events to investigate a significant security or safety incident, such as criminal activity.
 - 7.13.10.2 Designated department staff must report the incident to Police as a crime prior to transferring records.
 - 7.13.10.3 Video monitoring recordings will be transferred from the video management system platform to Police evidence when a significant security or safety incident is reported.
 - 7.13.10.4 Video recordings transferred from the video management platform will be stored in Police evidence and handled according to Police policy for managing digital evidence. The footage of the

event in the video monitoring system will be marked and retained until transferred to police evidence.

- 7.13.11 Reviewing and Transferring Records for Public Records Requests
 - 7.13.11.1 Designated department staff authorized to review footage will only review recorded events responsive to a public records request.
 - 7.13.11.2 If requested, video monitoring recordings will be transferred from the video management system platform to the Online Public Records Request Portal.
 - 7.13.11.3 Non-criminal video recordings will be provided in its entirety without redaction unless Legal or the Clerk's Office determines the need to redact.
 - 7.13.11.4 Criminal video recordings will be redacted by Police prior to uploading to the Online Public Records Request Portal.
 - 7.13.11.5 Video recordings transferred from the video management platform will be stored in the Online Public Records Request Portal and handled according to City policy for managing public record requests. The footage of the event in the video monitoring system will be marked and retained until the public records request is satisfied.
- 7.13.12 Reviewing Records for Civil Issues
 - 7.13.12.1 Designated department staff authorized to review footage will only review recorded events to investigate issues relating to agency assets and personnel if requested by their director or designee, the Human Resources Director, or City Attorney.
 - 7.13.12.2 The Human Resources Director and or City Attorney will determine if the record must be retained for liability or litigation purposes.

8.0 PROCEDURES

- 8.1 Access to Technology Resources
 - 8.1.1 Access to the City's technology resources is authorized by Department Directors or their designees.
 - 8.1.2 Department Directors or designees will use the appropriate employee access form located on Everett:Connect under IT Forms.
- 8.2 Reporting Loss of Technology Resources
 - 8.2.1 Those using technology resources must immediately report the physical loss to their supervisor, and the IT Helpdesk.
 - 8.2.2 The IT Helpdesk will stop access to resources and coordinate a termination of service to prevent unauthorized use and cost to the City.
 - 8.2.3 Technology resources with a city tag:
 - 8.2.3.1 The department director or designee must obtain an incident number from a Police department within 24 hours.
 - 8.2.3.2 The department director or designee must notify the Finance Department within 7 days.

8.2.3.3 The Finance Department will change the status of the asset as “missing”.

8.3 Reporting Inappropriate Usage

8.3.1 Those witnessing inappropriate usage that creates an intimidating, hostile or offensive working environment will follow the procedures for reporting in the City of Everett Anti-Discrimination and Harassment Policy.

8.3.2 Those witnessing any other inappropriate usage will:

8.3.2.1 Immediately contact his/her supervisor, division manager, or department director.

8.3.2.2 The supervisory person contacted will immediately notify the Information Technology Director, Human Resources Director, and his/her department director.

8.3.2.3 The Information Technology Director will put in place technical safeguards to stop the reported inappropriate usage.

8.3.2.4 The Human Resources Director and department director shall review and, if necessary, initiate an investigation, and coordinate any disciplinary actions in response to violations.

8.4 Reporting Cyber Threats

8.4.1 Those who have been the target of a cyber-threat will immediately contact the IT Helpdesk.

8.4.2 IT will determine if a cyber-threat warrants a formal security incident response.

8.4.3 During security incident response IT will:

8.4.3.1 Communicate the cyber-threat

8.4.3.2 Contain and Eradicate the cyber-threat

8.4.3.3 Recover from the cyber-threat

8.4.3.4 Document the cyber-threat

8.5 Smartphone Texting

8.5.1 Texting on personal smartphones to conduct City business is prohibited without prior approval of the Mayor or Mayor’s designee and the Information Technology Director.

8.5.2 Every employee issued a City-owned smartphone must consent and opt-in to enrollment in the City’s archived message service.

8.5.3 Every employee issued a City-owned smartphone may text to conduct City business.

8.5.4 Whenever possible, employees will only text when the nature of the message is a transitory record.

8.5.5 A copy of every text message will be sent to an employee’s e-mail inbox.

8.5.5.1 Transitory text messages in an employee’s e-mail inbox are to be deleted within 60 days by the employee unless the employee has been notified of pending public records request.

- 8.5.5.2 Text messages with retention value in an employee's e-mail inbox must be archived by the employee for proper retention period.
 - 8.5.6 Employees must delete a text message from their smartphone immediately after it is sent.
 - 8.5.7 Employees who revoke consent and opt-out of enrollment in the City's archived message service must return their City-issued smartphone.
- 8.6 Instant Messaging
- 8.6.1 Instant messages are subject to the Public Records Act.
 - 8.6.2 Employees should only instant message when the nature of the message is a transitory record.
 - 8.6.3 Instant messages should not contain any confidential information.
 - 8.6.4 Skype for Business
 - 8.6.4.1 A copy of every instant message will be sent to an employee's e-mail inbox.
 - 8.6.4.1.1 Transitory instant messages in an employee's e-mail inbox are to be deleted within 60 days by the employee unless the employee has been notified of pending public records request.
 - 8.6.4.1.2 Instant messages with retention value in an employee's e-mail inbox must be archived by the employee for proper retention period.
 - 8.6.5 Microsoft Teams
 - 8.6.5.1 IT is responsible for the creation of new Teams.
 - 8.6.5.2 Legal is responsible for recommending retention values for each Team.
 - 8.6.5.2.1 The default retention value for Teams chats is 3 years and the default retention value for Teams channel messages is 3 years.
 - 8.6.5.2.2 Teams chats and Channel message from job classifications listed for permanent retention in the Email Management Policy will be retained permanently.
 - 8.6.5.2.3 If the default retention values are not sufficient, unique retention values will be assigned based on the records generated by the Team.
 - 8.6.5.3 Team chats and Team channel messages sent in Microsoft Teams cannot be deleted and will be subject to possible disclosure pursuant to a public records request.
 - 8.6.5.4 When chats and channel messages with retention value beyond the default or unique retention values are created, they must be archived outside of Microsoft Teams for the proper retention period by the employee sending the chat or message.
 - 8.6.5.5 Departments using Microsoft Teams are required, through their record liaisons, to identify when and notify the Clerk's Office if a

search of Microsoft Teams is necessary for a reasonable search for records responsive to a public records request.

8.6.5.6 Departments will provide the Clerk's Office with search parameters, such as individuals, time frame, search terms, etc relevant to the public disclosure request.

8.7 Submitting IT Policy Exceptions

8.7.1 Technology Coordinators will complete the IT Policy Exception Form located on Everett Connect under IT Forms.

8.7.2 Technology Coordinators will notify their Department Director of the need for an IT Policy Exception.

8.7.3 Technology Coordinators will select one of the following grounds for exception:

8.7.3.1 Immediate compliance would disrupt critical operations, thus necessitating a temporary exception.

8.7.3.2 A legacy system is being retired and compliance is not possible (risk must be managed).

8.7.3.3 Compliance would adversely impact City business.

8.7.3.4 Compliance would cause a major adverse financial impact that would not be offset by the reduced risk occasioned by compliance (cost to comply offsets the risk of non-compliance).

8.7.4 Technology Coordinators will provide a business request explanation, and submit to the IT department for review.

8.8 Policy Distribution

8.8.1 All City users covered in Section 2.1 of this policy and any others provided access to City of Everett systems will be provided a copy of the Electronic Communications and Technology Resources policy prior to usage of the City's technology resources.

8.8.2 Human Resources will distribute the policy to new employees during new employee orientation.

8.8.3 Directors or their designee will distribute the policy to contractors, consultants, temporary or seasonal employees, vendors and any others provided access to City of Everett systems.

8.8.4 Acknowledgement of receipt of this policy will be returned to the Information Technology Department.

8.8.5 Access to Technology Resources will be authorized after delivery of receipt of policy acknowledgement.

8.9 Social Media Use

8.9.1 The Director of Communications or their designee evaluates requests for the use of the City's social media accounts and posts on other social media sites as a City representative, reviews and approves social media projects and plans, and approves lists of authorized agents.

8.9.2 Departments interested in requesting a new social media account should refer to the instructions in the Social Media Style and Usage Guide.

- 8.9.3 All content posted on authorized social media sites must adhere to the Social Media Style and Usage Guide or as otherwise authorized by the Director of Communications or their designee.

Issued By: Steven L. Hellyer
Steven L. Hellyer, Information Technology Director

Approved By: Kandy Bartlett
Kandy Bartlett, Labor Relations/Human Resources Director

Approved By: Lori Cummings
Lori Cummings, Executive Director

Approved By: Cassie Franklin
Cassie Franklin, Mayor

Exhibit I

POLICY/PROCEDURE

TITLE OPEN DATA		NUMBER 900-18-08
EFFECTIVE DATE 8/6/2018	SUPERSEDES	PAGE NUMBER 1 OF 4

Section Index:

- 1.0 PURPOSE**
- 2.0 SCOPE**
- 3.0 AUTHORITY**
- 4.0 DEFINITIONS**
- 5.0 REFERENCES**
- 6.0 POLICY**
- 7.0 GUIDELINES**

1.0 PURPOSE

1.1 The City of Everett has established an Open Data Strategy. This policy defines the principles governing the City of Everett open data, and describes the expectations for department participation and governance of the Everett Open Data Program.

2.0 SCOPE

2.1 This policy applies to all data created, collected and/or maintained by the City of Everett or by contractors or agencies on the City's behalf that is otherwise not considered Personally Identifiable Information or exempt from the Washington Public Records Act.

3.0 AUTHORITY

3.1 This policy is initiated by City Administration, the Information Technology Department, the Library, and the Human Resources Department.

4.0 DEFINITIONS

- 4.1 **Open Data:** Data freely available to everyone to reuse and republish without restriction.
- 4.2 **Open Data Program:** The program for making the City of Everett's open data available to the public and other partners.
- 4.3 **Open Data Portal:** The City's catalog and primary repository for open data created and maintained by the City.
- 4.4 **Open Data Team:** City employees who administer the Open Data Portal, and who provide planning, review, coordination, and technical support to City departments publishing open data.
- 4.5 **Open Data Champion:** The designated representative of each City department who serves as the point of contact and coordinator for that department's publishing of open data.
- 4.6 **Machine-Readable:** Any widely accepted, nonproprietary, platform-independent, machine-readable method for formatting data that permits automated processing and facilitates search capabilities.
- 4.7 **Personally Identifiable Information (PII):** Any data that could potentially identify a specific individual; examples include, but are not limited to, name,

address, personal phone number, social security number, date and place of birth, mother's maiden name, and biometric records.

4.8 **Public Engagement:** Engaging community members in a two-way dialogue to source ideas, and receive feedback on City of Everett's open data.

4.9 **Knowledge Management:** Promoting data literacy through training, and free public access to computer resources and the internet.

5.0 REFERENCES

5.1 [City of Everett Open Data Strategy](#)

5.2 [City of Everett Online Privacy Policy](#)

5.3 [City of Everett Online Data Policy](#)

5.4 [City of Everett Public Records Act Compliance Policy](#)

6.0 POLICY

6.1 The City of Everett will make the data it generates and collects openly available to the public for the purposes of increasing the quality of life for our residents; increasing transparency, accountability, and comparability; promoting economic development and research; and improving internal performance management.

6.2 This policy establishes an ongoing Open Data Program administered by Information Technology, Communications and Marketing, and the Library.

6.3 This policy establishes a citywide Open Data Team to manage the Open Data Portal, and oversee the full lifecycle of open data.

6.4 The City of Everett's Open Data Program will adhere to the following principles:

6.4.1 **Open by Default:** The City's information is a public asset and will be open to the public by default, unless sufficient justification exists to withhold the information.

6.4.2 **Inclusive:** All City departments will participate, the City will provide the public opportunities to learn about open data, our community members will have a voice in identifying and evaluating our open data, and the City will provide the facilities with free access to participate.

6.4.3 **Accessible and Interoperable:** Data sets will be publicly available without registration requirements or licensing restrictions, and presented in a way that allows it to work with other products or systems, present or future.

6.4.4 **Timely and Comprehensive:** The City will use automation whenever possible to update datasets on a regular cadence, and update metadata as often as is necessary to preserve the integrity and usefulness of the dataset.

7.0 GUIDELINES

7.1 Open by Preference

7.1.1 When planning for new systems or data collection projects, or modifying existing systems or processes, City departments shall consider which datasets and associated metadata should be published as Open Data.

7.1.2 Whenever technically possible, Open Data should be published in machine-readable format.

7.1.3 While a preference is towards making all data public, some data elements if released could cause privacy harms, put critical infrastructure at risk, or put public safety personnel at risk. Open Data Champions, and the Open Data Team, must assess risk as part of determining datasets to be released,

and will comply with exemptions listed in section 3.7 of the City of Everett Public Records Act Compliance Policy.


- 7.1.4 The City of Everett Online Privacy Policy pledges to protect collected PII by only allowing access to the identifiable information on a specific need-to-know basis. Protecting PII takes precedence to Open by Preference.

7.2 Program Administration and Operation

- 7.2.1 Information Technology, Communications and Marketing, and the Library will update the Open Data Strategy bi-annually, and report progress annually to the Mayor's staff.
- 7.2.2 The Information Technology Department is responsible for the governance and technology of the Open Data Program.
- 7.2.3 The Communications and Marketing team is responsible for public engagement of the Open Data Program.
- 7.2.4 The Library is responsible for knowledge management of the Open Data Program.
- 7.2.5 Each City department director is responsible for designating an Open Data Champion who shall serve as the point of contact and coordinator for his/her department's publishing of Open Data.
 - 7.2.5.1 The Open Data Champion will:
 - 7.2.5.2 Gather and maintain a comprehensive inventory of datasets for their department.
 - 7.2.5.3 Evaluate the suitability of datasets for publishing to the Open Data Portal.
 - 7.2.5.4 Maintain an inventory of open data published by the department.
 - 7.2.5.5 Ensure open data published by the department is accurate and current.
 - 7.2.5.6 Coordinate the publication of their department's open data with the Open Data Team.
- 7.2.6 Library, Public Works, Police, Transit, Finance/Clerks Office, Parks, Fire, HR, Communications and Marketing, and Information Technology's Open Data Champions will participate on the citywide Open Data Team.
- 7.2.7 The Open Data Team will:
 - 7.2.7.1 Ensure that the Open Data Program adheres to this policy.
 - 7.2.7.2 Manage the Open Data Portal and the lifecycle of open data.
 - 7.2.7.3 Hold regular meetings to provide program updates and guidance, and to solicit suggestions for how the program can grow and improve.
 - 7.2.7.4 Proactively identify datasets beneficial to residents.
 - 7.2.7.5 Evaluate the quality of datasets.
 - 7.2.7.6 Document the process for reviewing new open data requests, including who approved or denied the request and the rationale.
 - 7.2.7.7 Review and approve each dataset prior to its initial publication to the Open Data Portal.
 - 7.2.7.8 Maintain a master City of Everett data catalog that lists all available datasets.

- 7.2.7.9 Track and respond to questions and dataset requests from the public.
- 7.2.7.10 Prioritize data to be published.
- 7.2.8 In partnership with the Open Data Team the Information Technology Department will:
 - 7.2.8.1 Establish standard operating procedures for preparation and publication of data sets.
 - 7.2.8.2 Institute a regular schedule for dataset releases.
 - 7.2.8.3 Assist in improving the quality of City data.
 - 7.2.8.4 Automate refreshing the content of the datasets.
- 7.2.9 In partnership with the Open Data Team and coordinated by their Open Data Champion, each City department will:
 - 7.2.9.1 Communicate the City of Everett open data policy.
 - 7.2.9.2 Presume the data it creates, collects, or maintains will be made open to the public, unless the data is exempt from public disclosure.
 - 7.2.9.3 Ensure that data and metadata made open to the public is accurate, updated and well documented.
 - 7.2.9.4 Work with the Open Data Team to set timelines for the publication of datasets.

Issued By: 
 Steven L. Hellyer, Information Technology Director

Issued By: 
 Abigail Cooley, Library Director

Issued By: 
 Meghan Pembroke, Communications and Marketing Executive Director

Approved By: 
 Sharon K. DeHaan, Labor Relations/Human Resources Director

Approved By: 
 Lyle Ryan, Chief of Staff

Approved By: 
 Cassie Franklin, Mayor

Exhibit J

SCOPE OF DUTY AND COURSE OF EMPLOYMENT



POLICY/PROCEDURE

TITLE		NUMBER
SCOPE OF DUTY AND COURSE OF EMPLOYMENT		100-82-01
EFFECTIVE DATE	FORMAT CHANGE	PAGE NUMBER
December 1, 1982	Policy #516.127	1 OF 2

1.0 General

1.1 The purpose of this policy is to establish a policy and procedure to determine scope of employment issues.

2.0 Policy and Procedures

2.1 Pursuant to EMC 2.72.080, the City shall provide legal defense and pay valid judgments and claims of employees and officials arising from their acts during the course of their official duties.

2.2 It shall be a condition of employment of City officers and employees that in the event there is made against such officers or employees any claims and/or litigation arising from any conduct, acts or omissions of such officers or employees in the scope and course of their City employment, the City Attorney shall, at the request of or on behalf of the officer or employee, investigate and defend such claims and/or litigation and, if a claim be deemed by the City Attorney a proper one or if judgment be rendered against such officer or employee, the claim or judgment shall be paid by the City in accordance with procedures established for the settlement of claims and payment of judgments.

2.3 Officers or employees shall, in the event of any incident or course of conduct giving rise to a claim for damage and/or litigation, as soon as practicable give the Department Head and City Attorney's Office written notice thereof, identifying the officers or employees involved and containing information with respect to time, place and circumstances thereof and the names and addresses of persons allegedly injured or otherwise damaged thereby and of available witnesses and shall forward to the City Attorney's Office every demand, notice, summons or other process relating to any such incident or course of conduct, and received by him or his representative and shall cooperate with the City Attorney's Office and, upon request, assist in making settlements in the conduct of suits and in enforcing any claim or any right of contribution or indemnity against any person or organization who may be liable to the City because of any damage or alleged loss arising from the incident or course of conduct.

2.4 Officers and employees shall upon request attend interviews, depositions, hearing and trials and assist in securing and giving evidence and obtaining the attendance of witnesses, and the officers and employees shall not, except at their own cost, voluntarily make any payment, assume any obligation or incur any expense other than for first-aid to others at the time of any incident or course of conduct giving rise to any such alleged loss or damage; provided further, that in the event any such officer or employee fails or refuses to cooperate as specified in the above provision, then such failure to cooperate shall render the officer or employee subject to disciplinary action including termination (subject to Civil Service review where applicable).

- 2.5 The determination of whether an officer or employee was acting within the scope of employment or official duty shall be made in a reasonable time after receipt of notice of a claim or event to the Department Head or City Attorney's Office. Said determination shall be made by the Chief Administrative Assistant upon recommendation of the Department Head and City Attorney. In the event a claim arises against any employee or officer who does not report to a Department Head, said determination shall be made by the City Attorney.
- 2.6 In the event that the Chief Administrative Assistant determines that an employee's acts giving rise to a claim are not within the scope of his or her official duties, said determination shall be final and shall not be subject to Civil Service Commission review; provided that an employee may appeal said determination directly to either the Snohomish County Superior Court or the appropriate jurisdiction in which the event is litigated.

3.0 Compliance

- 1.1 The Department Heads will be responsible for compliance with this policy and procedure.

4.0 Revision

- 4.1 Approval of revisions, additions or deletions to this policy shall be approved by the City Attorney's Office.

Initiated by:



BRUCE E. JONES, City Attorney

Issued by:



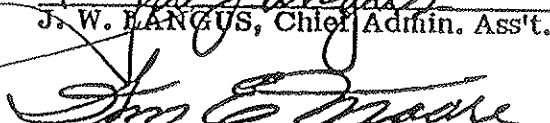
LARRY FOSTER, Personnel Director

Approved by:



J. W. LANGUS, Chief Admin. Ass't.

Approved by:



WILLIAM E. MOORE, Mayor

Exhibit K



EVERETT

WASHINGTON

A RESOLUTION 7752 establishing City Council Rules Procedure for the conduct of Council and Repealing Resolution No. 7719

WHEREAS, Section 3.3 of the City Charter provides that "the Council shall determine its own rules and order of business, and may establish rules for the conduct of Council meetings and the maintenance of order"; and

WHEREAS, by the adoption of this Resolution, the City Council intends to establish some basic rules for the conduct of Council, its meetings and maintenance of order;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EVERETT DOES HEREBY RESOLVE:

SECTION 1: MISSION:

As a matter of open government and transparency, The Everett City Council strives to engage the public in a civil and democratic process. As the policy-setting and oversight body for the City, the design of the City's democracy as outlined in the Charter is that the legislative branch sets the policy, and the administrative branch carries it out.

SECTION 2: PURPOSE.

It is the purpose of the City Council of the City of Everett in adopting these rules to provide a method for the conduct of its affairs and to complement the provisions of the City Charter and Council's standing rules. It is not intended that these rules confer upon any person any right to a particular procedure or affect the validity or legality of any Council action. The Council may implicitly or by a majority vote, determine to temporarily waive any of the provisions herein. Any action taken in disregard or non-conformity with these rules shall be construed as an implicit waiver thereof.

SECTION 3: MEETINGS - AGENDA

The place, date and time of the Council meetings shall be in accordance with Section 3.2 of the Charter, Ordinance No. 3170-10 of the City and State law. Pursuant to RCW 35A.12.110 Special meetings may be called by the Mayor, or any three members of the council by written notice delivered to each member of the council at least twenty-four hours before the time specified for the proposed meeting. All council meetings shall be open to the public except as permitted by chapter **42.30** RCW. No ordinance or resolution shall be passed, or contract let or entered into, or bill for the payment of money allowed at any meeting not open to the public, nor at any public meeting the date of which is not fixed by ordinance, resolution, or rule, unless public notice of such meeting has been given by such notice to each local newspaper of general circulation and to each local radio or television station.

1. Full Council remote participation meeting. (HB 1329). The Council as a whole, by majority vote, may designate one meeting each month to be held remotely and such meeting shall be published and open to the public to allow participation virtually by audio or video system. Accommodations must be made to ensure that there is a speaker phone, audio or video system is set up at a designated meeting place, accessible by the public, and that it allows members of the public present at the designated meeting location(s) to hear all discussions, provide testimony if testimony is required by state law or council rule, and generally observe the steps employed by the Council in taking its official action. Additionally, the Council may approve a special meeting of the City Council via remote communication, provided that the remote meeting complies with the accommodations specified above, as well as meeting requirements established in the City Charter and any other legal requirements that pertain to public meetings.
2. The structure of the Council agenda will be determined by the Council President/presiding officer. The President or presiding officer's agenda structure may be overridden by a majority of Councilmembers present at any meeting. The agenda may contain some or all of the following contents:
 - A. Call to Order
 - B. Roll Call
 - C. Pledge of Allegiance
 - D. Land Acknowledgement
 - E. Approval of Minutes
 - F. Mayor's Comments
 - G. Public Comments
 - H. Council's Comments
 - I. Council Chair Subcommittee Reports
 - J. Administration Update
 - K. City Attorney
 - L. Consent Items: Consisting of one or more of the following items: Approval of vouchers, Adoption of resolutions fixing dates for public hearings, Street closures, Acceptance of gifts and donations, approving and accepting grants, final acceptance of grants, deeds, easements, passage of ordinances which the Council has given directions to place on the agenda, approving final plats, and other such actions. Any Council Member may have a matter removed from the Consent Agenda for separate consideration upon notice to the Council President or Presiding Officer, either before or during the meeting.
 - M. Proposed Action Agenda: Items appearing on Council's upcoming agenda requiring Council action but not requiring staff presentation.
 - N. Action Items: Items where there may be discussion as well as reports by staff.
 - O. Council Briefing Agenda: Prospective Council agenda items or informational items. Matters of importance that should be publicly discussed at a Council meeting held prior to the meeting where action is to be taken.
 - P. Executive Session
 - Q. Adjourn

SECTION 4: REMARKS AND DEBATES

In presiding over the Council Meeting, the Council President/ presiding officer may move to end debate on any issue and call for a vote, provided that each member has had at least one opportunity to speak to the issue. If that motion is seconded, no discussion will be allowed until the President's / presiding officer's motion is voted upon.

SECTION 5: PUBLIC COMMENT

To facilitate the orderly presentation of public comments:

1. For in person meetings, those wishing to speak must complete a speaker sheet and present it to the Council Support Staff.
2. If a speaker is providing public comment remotely, they must complete a speaker sheet on-line no later than 30 minutes before the start of the meeting when using a virtual platform such as zoom to comment.
3. Public comment on agenda items can be provided either during the designated public comment time or the speaker may elect to wait to present their comments until the agenda item is read. Speakers shall indicate, on the speaker form, if they wish to speak under public comment or at the time the item is called.
4. Public comment can be taken at any time during the meeting as determined by the Council President or presiding officer.
5. Written comments submitted prior to Council action shall be considered in the same manner as oral comments.
6. All remarks will be addressed to the Council as a whole.
7. Public Comment must be relevant to City Council business, City services, programs, projects, or activities.
 - i. Speakers may not engage in abusive or harassing behavior including, but not limited to, derogatory remarks, profanity, or personal attacks, or use of obscene language or gestures, assault or threatening behavior, sexual misconduct or sexual harassment.
8. The Council President/presiding officer or designated City Attorney may rule any public speaker or attendee out of order if comments are inappropriate, are not relevant to City Council business or not directed at Council as a whole. Out of Order conduct may include, but is not limited to:
 - i. Outbursts or disruptions by any attendees' who have not been recognized by the Council President / presiding officer. Meeting disruptions by non-speakers is prohibited.
 - ii. Behavior that intentionally disrupts, disturbs, or otherwise impedes attendance or participation at the meeting or the view of other attendees.
 - iii. Failure to follow the direction of the Council President / presiding officer or Security Personnel.
9. If an individual is in violation of the public comment rules as referenced in the Council Procedures Resolution at three or more consecutive city council meetings, of which they are present, the Council President / presiding officer may exclude the individual from participation in public comment at future meetings. The Council President determines the length of the exclusion based on the seriousness of the disruption or the number of disruptions, not to exceed 180 days. This decision to exclude an

individual from public comment may be overruled by a majority vote of the city council at a city council meeting.

10. **No Use of Public Comment for Campaigns. Per RCW 42.17A.555.** No person may use public comment for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition. "Campaign" shall include, but not be limited to, the direct promotion or opposition of a candidate or ballot measure or the display of any campaign material or such other prohibition promulgated by the Public Disclosure Commission. Any violation of this provision after receiving a warning from the presiding officer shall constitute grounds for immediate suspension of such person's right to speak at that Council meeting.
11. **No Use of Public Comment for Advertising.** No person addressing the Council may use Public Comment for the purpose of advertising. Advertising is defined as "promoting by making known, proclaiming publicly, drawing attention to, or making conspicuous any item, product, service, or thing, for profit or otherwise." This does not prevent or preclude any person addressing the Council from expressing his or her views or opinions on matters over which the Council has jurisdiction.

SECTION 6: SIMULTANEOUS BROADCAST AND WEBCAST

All meetings of the City Council should be simultaneously broadcast when resources are available. All audio and visual records of meetings shall be retained in accordance with Local Government Common Records Retention Schedule GS50-05A-13 Rev. 2.

SECTION 7: MISCELLANEOUS

1. **Agenda.** A Council Staff member shall prepare the agenda for each council meeting in collaboration with city Administration and under the direction of the Council President/ presiding officer. The agenda and council packet materials shall be available to the public, at a minimum in accordance with RCW 42.30.077.
2. **Public Request for Presentations.** It is the policy of the Council to consider requests for presentations of certain events or causes when such presentations pertain to an Everett event, person, organization, or cause with local implications. The Council will consider requests that are timely, have potential relevance to a majority of Everett's population, and either forward positive messages or call upon the support of the community.
3. **Council Chambers.** The Council Chambers shall be reserved solely for the use of members of the City Council and Mayor for its regular and special meetings as well as committee meetings and other meetings approved by the Council President. The Chambers shall not be used for any outside group or organization, according to Resolution No 5870. Except as authorized by the Council President, no other person or persons shall have access thereto.

SECTION 8: ELECTIONS OF COUNCIL PRESIDENT/MAYOR PRO TEMPORE and COUNCIL VICE PRESIDENT

In accordance with Section 3.2 of the Charter, the Council shall be presided over by the

President, selected annually by a majority vote of the Council. In the absence of the President at a meeting, the presiding officer for a meeting shall be a Council member designated by the President; or if no such Council member has been designated, the presiding officer shall be selected by a majority of the members present at such meeting.

Pursuant to Section 2.7 of the Charter, the President of the Council shall also be deemed the Mayor Pro Tempore for the same period of office. The annual election of the Council President / Mayor Pro Tempore will be noted on the Council agenda and will occur on the first regular meeting of the month of January. If for any reason, the Council President / Mayor Pro Tempore should be unable to complete their term, an election of a new Council President/ Mayor Pro Tempore shall occur at the first meeting following the vacancy.

Council will elect a Vice President annually, at the same meeting as the election of Council President / Mayor Pro Tempore, unless otherwise determined by majority vote of the entire Council. The duties of Council Vice President shall be described as assisting the Council President / Mayor Pro Tempore in the development of the weekly agenda. In the absence of the Council President / Mayor Pro Tempore, the Vice President shall chair the weekly council meeting. The Vice President will attend any community events where the Council President / Mayor Pro Tempore is unable to attend.

SECTION 9: PROCEDURE FOR COUNCIL INITIATED LEGISLATION

To promote the orderly development and consideration of proposed legislation and the efficient use of staff time, Council will initiate legislation as follows:

Council members may seek confidential legal advice from the City Attorney to draft an outline of their proposed legislation for consideration at a Council meeting. Following Council discussion, the City Attorney will prepare a draft ordinance or resolution if a request is made by two or more members at a council meeting. Once the legislation has been prepared, the Council President/presiding officer will place it on the Council agenda for discussion. Provided, however, the obligations of this section shall be consistent with the Washington Court Rules for Rules of Professional Conduct, State law, the Charter and City Ordinances.

SECTION 10: MOTIONS – VOTING

In presiding over Council meetings, the Council President /presiding officer shall cause the business of the Council to be transacted in accordance with these rules and shall determine all question of procedure subject to the appeal of the majority, of the Council members present. Council's procedural practice shall not be based on Robert's Rules of Order. As it relates to motions, the following shall apply:

1. A motion that does not receive a second fails;
2. A motion receiving a tie vote fails;
3. All motions receiving a second, including a motion to table and to call for the question, are entitled to discussion before taking a vote;

4. Amendments are voted on first, then the main motion, as amended, if the amendment receives an affirmative vote;
5. Motion for reconsideration.
 - i. Except as specified in subsection (3), a motion to reconsider shall be in order only if it is brought forth at or before the next regularly scheduled City Council meeting by a councilmember who voted in favor of the action sought be reconsidered and the motion receives a second. To vote on a motion for reconsideration, the council member must have voted on the original item. To prevail, the motion for reconsideration must receive a majority of votes of those eligible to vote and present at the meeting.
 - ii. When a motion for reconsideration is passed, the underlying matter shall be put on the agenda for the next regularly scheduled meeting or at the first possible regularly scheduled meeting if a delay is necessary.
 - iii. A motion for reconsideration cannot be considered if any of the following events have already occurred:
 - a. The action approved by the Council has already been partially or fully carried out
 - b. A contract authorized by Council has already been executed by the City and is binding
 - c. An ordinance passed by the Council has already become valid (signed by the Mayor and attested by the City Clerk).
6. For a motion to prevail, it must receive an affirmative vote of a majority of those voting except:
 - i. In the case of a passage of an ordinance, grant or revocation of a franchise or license, and any resolution for the payment of money, it must receive the affirmative vote of at least a majority of the whole membership of the Council (4 vote minimum - Section 3.3 of the Charter);
 - ii. In the case of an emergency ordinance made effective upon becoming valid, it must receive the affirmative vote of at least a majority plus one of the whole Council (5 vote minimum - Section 3.4 of the Charter);
 - iii. In the case of a budget amendment ordinance when there is a proposed decrease within any portion of the total appropriation provided for in any one fund or a re- appropriation of the same fund for another purpose, it must receive the affirmative vote of at least a majority plus one of the whole Council (5 vote minimum - RCW 35.33.121(5)).

SECTION 11: COUNCIL SUBCOMMITTEES

1. Purpose. In collaboration with City Administration, the City Council may establish formal or ad hoc subcommittees to provide members of the City Council an opportunity to review and discuss, in detail, issues and topics that are of interest to the City Administration and the City Council. All committees are Ad Hoc, with the exception of the Budget and Finance Council Committee. The Ad Hoc Committees serve to share information. Committees do not act on behalf of the Council.
2. Council Committees. In the absence of charter or RCW language defining a standing committee, the Mayor or their designee and the City Council President, after mutual

agreement, may create standing ad hoc subcommittees. The Council President, in collaboration with the Mayor, will determine any Ad Hoc committees. The President/Mayor Pro Tempore shall make council member assignments to ad hoc committees. The Chair of the Council Committee will share a brief "update" at Council meeting, during Council Committee Reports.

3. Reporting. Periodic reports of the work of a Council Subcommittee may be submitted to Councilmembers in writing or, if a Councilmember who chairs a subcommittee wishes to make a presentation at a City Council meeting, that Council member will coordinate with the Council President / presiding officer to schedule such presentation at a future meeting. Requests for time on the Council Agenda should be made after discussion and concurrence with the Department Head, directed to the Council President / presiding officer at least two weeks in advance of a council meeting whenever possible. If a briefing is time sensitive, council members may request through the Council President /presiding officer time on the next council agenda, provided there is adequate time to provide public notice of the report on the published Council agenda.

SECTION 12: COUNCIL RETREATS

1. Council will discuss and schedule retreats when a request for a retreat is made by a council member or Administration. Council retreats will be scheduled at least 30 days in advance unless agreed to by the Council President and Mayor. Any council member can request a retreat.
2. All retreats shall be held within the city limits of Everett. The date for any retreat shall be selected by the Council President. The Council President shall seek to select a date so that all Councilmembers or as many as possible may attend, including any Councilmember-elects.
3. Purpose. A retreat is intended to provide an informal setting to encourage candid and creative discussions, and may include discussions with the Mayor, City Administration and/or Department Heads.
4. Action to Be Taken at Retreat. The council shall not take final action on any ordinance or resolution at a retreat. The council may take action in the form of making subcommittee assignments, creating any ad hoc subcommittees, adopting goals for the upcoming year and other action related to how the council will conduct business during the upcoming year.
5. Public Attendance. All Retreats are open public meetings subject to the Open Public Meetings Act and shall be noted according to the procedures for noting a special meeting. Members of the public may attend but no open public comment period will be provided.
6. Minutes shall be taken.

SECTION 13: FILLING VACANCIES

Consistent with the Charter, Council will determine, by majority vote, the process to be followed in filling any vacancy. Council will endeavor to reach out to the community to seek interested and qualified persons for purposes of filling any vacancy.

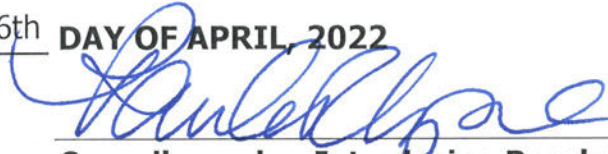
SECTION 14: REVIEW

Council will review this Resolution as it deems appropriate.

SECTION 15: REPEAL

Resolution No. 7719 is hereby repealed.

PASSED AND APPROVED THIS 6th DAY OF APRIL, 2022



Council member Introducing Resolution



Council President

Exhibit L



POLICY/PROCEDURE

TITLE CITY BUSINESS EXPENSE TRAVEL POLICY		NUMBER 400-18-03
EFFECTIVE DATE January 1, 2018	SUPERCEDES 400-04-01	PAGE NUMBER 1 OF 9

Section Index:

- 1.0 General**
- 2.0 Policy**
- 3.0 Procedures**
- 4.0 References**

1.0 General

- 1.1 This policy relates to travel and reimbursements for expenses incurred by City employees while on City-related business.
- 1.2 This policy applies to all City employees and officers (as defined in RCW 42.23.020) other than the City's elected officials. The policy for training and travel expenditures for City elected officials is established by resolution.
- 1.3 Volunteers working on advisory boards or commissions, who are authorized by ordinance to incur reimbursable expenses on behalf of the City, shall be eligible for such reimbursement, provided prior approval by City Administration has been obtained.
- 1.4 Payment for expenses related to relocation of newly hired employees shall be reimbursed only by specific written prior approval by City Administration and the Labor Relations/Human Resources Department.
- 1.5 This policy is being initiated by City Administration and the Finance Department.
- 1.6 This policy sets a series of minimum thresholds. Individual departments may impose stricter standards at their discretion.

2.0 Policy

2.1 The objectives of this policy are as follows:

- A. To provide procedures and guidelines for the reasonable and timely reimbursement of authorized expenditures incurred by employees and others while in travel status on City business.

An employee is in travel status when he/she is away from both his/her residence and official work place, exclusive of commuting between the traveler's official work place and residence, on City-related business. The IRS defines this as a time when your duties require you to be away substantially longer than an ordinary day's work, and you need to sleep or rest to meet the demands of your work while away from home. In almost all cases, this means an overnight stay is involved. The duration of official travel shall not exceed the maximum time necessary to conduct city business for the stated purpose of the travel.

- B. To minimize the amount of travel expenses reimbursed by ensuring that each travel arrangement is the most cost effective considering all relevant circumstances.

2.2 For all travel requiring an overnight stay, prior approval must be obtained as documented on the *Authorization for Out of State/and/or Overnight Travel* form. Travel that does not require an overnight stay must be authorized by the department director.

- A. The travel authorization shall provide a best estimate of the total costs of the planned travel.
- B. Cash advances may be obtained to mitigate undue financial hardship on employees traveling on City business in accordance with applicable City ordinances. A *Travel Fund Request Cash Advance* form must be used to document the cash advance needed. This form must be attached to the *Out of State and/or Overnight Travel* form.
- C. The reimbursement of expenses for non-employees requires the prior written approval of the Mayor or designee. Refer to Sections 1.3 and 1.4 of this policy.
- D. The department travel liaisons are responsible for purchasing airfare and any lodging that is required to be pre-paid. The travel liaisons are responsible for being familiar with the City travel policy and for overseeing such purchases to ensure arrangements adhere to policy requirements.

2.3 Reasonable and necessary expenses incurred while conducting City business are authorized for reimbursement subject to the conditions contained within this policy. Employees traveling on official City business are expected to spend funds prudently, plan appropriately, and adhere to City policy and documentation requirements. Travelers are expected to schedule their departure and return such that additional or unnecessary costs are not incurred. Employees are responsible for excess costs and any additional expenses incurred for personal preference or convenience.

The reasonableness of expenses shall be determined by the Mayor or designee, with reference to the following guidelines:

- A. The use of a City vehicle rather than a personal car is encouraged when traveling for City business. Mileage reimbursement for use of personal vehicle on City business is in accordance with applicable City ordinance.
- B. The use of a rental vehicle must have prior approval on the *Authorization for Out of State and/or Overnight Travel* form. A written justification for the rental vehicle must be included as part of the purpose of trip.
- C. Reimbursements for the actual cost of air and ground transportation, including transportation to and from the airport, must be based on the most efficient and least costly means of travel and must be supported by itemized paid receipts.
- D. Reimbursements may be provided for the actual cost of incidental travel expenses such as parking, related travel fares (e.g., buses, shuttles, taxis, etc.), baggage fees, and bridge tolls.
- E. Reimbursements for the actual cost of lodging must be supported by an itemized paid receipt. An effort must be made by the travel liaison to obtain the single-occupancy rate and governmental/conference rate, and this effort must be documented on the *Travel Expense Voucher*. Reimbursements for lodging are not allowed for local travel when the conference or City business is located within 50 miles of the traveler's official work place or home, whichever is nearer.
- F. Reimbursable meal costs are limited in all cases to the City's per diem rates (Washington State Office of Financial Management rates for Snohomish County) established at the time of the reimbursement. The meal per diem allowance only includes meals that are not included in a conference fee or provided with the cost of lodging.
- G. For the purposes of meal reimbursement under this policy, breakfast is between 6:00 a.m. and 12:00 p.m., lunch is between 12:00 p.m. and 6:00 p.m., and dinner is between 6:00 p.m. and 12:00 a.m. All meals times are local time at the travel location.

- H. To establish eligibility for a meal reimbursement, travel status must have begun at least three (3) hours prior to the meal. An employee may not stop for a meal or depart earlier than necessary just to meet the meal period requirement.
- 2.4 The actual time while in official travel status for any and all reasons must be documented on the *Travel Expense Voucher*.
- 2.5 Any vacation/personal time added to a business trip must be clearly identified on the *Authorization for Out of State and/or Overnight Travel* form and the *Travel Expense Voucher*. Expenses associated with personal travel in addition to the City business are not reimbursable.
- 2.6 No personal expenses will be reimbursed to an employee or officer of the City. Any employee or officer who knowingly receives public funds for personal/non-public expenses shall be subject to employee discipline, up to and including termination.

3.0 Procedures

3.1 Reimbursable Costs

The Mayor and/or designee shall retain the right to determine acceptable reimbursable costs at all times. Their decisions on reimbursements shall be final. General guidelines for determining reimbursable costs for City business travel shall be as follows:

A. Registration Fees:

Meeting or conference registration fees are reimbursable if approved by the department director. The preferred method of payment is City Procurement Card (PCard) or Direct Invoice Entry (DIE) if a PCard is not accepted.

Payment of registration fees requiring out-of-state or overnight travel shall be made after approval has been obtained. A copy of the registration confirmation, the conference agenda (if applicable), and the *Authorization for Out of State and/or Overnight Travel* form must be attached to any request for reimbursement, including PCard and DIE batches.

B. City Vehicle:

Travelers must possess a valid unrestricted Washington State Driver License, and must strictly abide by the City Vehicle Use Policy.

Employees traveling on official business in a City-owned vehicle are entitled to reimbursement for gas, oil, and emergency repairs necessary

for the safe operation of the vehicle. All costs must be supported by original receipts. Fuel purchases made using a personal credit card or cash must be reported to the Motor Vehicles Department to include the following: name of traveler, City vehicle number, and odometer reading at the time of fueling.

The traveler is responsible for out-of-pocket charges for vehicle service calls caused by negligence. Examples include delivery of fuel, retrieval of keys from locked vehicles, jump-starting vehicles when lights have been left on, etc.

C. Personal Vehicle:

Use of a personal vehicle for travel on City business will be reimbursed at the applicable rate established by applicable City ordinance. In no event will the reimbursement for mileage exceed the cost of round-trip coach-class airfare plus offsite airport parking. Due to its high cost, parking in the SeaTac Airport parking garage, which is owned and operated by the Port of Seattle, will not be reimbursed.

The City will reimburse the employee for the difference in mileage between the employee's normal commute, from home to work, and the extra mileage incurred to conduct City business in locations other than the employee's normal work site. Reimbursement shall be for a reasonable number of miles incurred using a direct route to and from the destination.

Reimbursement shall not exceed the costs that would have been incurred using the most efficient and least costly means of transportation. A *Private Vehicle Mileage Report Log* or printed online web mapping must be included with the *Travel Expense Voucher*.

D. Rental Vehicle:

The use of a rental vehicle requires prior approval on the *Authorization for Out of State and/or Overnight Travel* form. A written justification must be included as part of the purpose of trip. All costs must be supported by original receipts. Only business costs are reimbursable if a mileage charge is a computed element of the cost. If the traveler extends the rental for personal reasons, the rate must be pro-rated and only the amount directly related to City business will be reimbursed.

Rentals are limited to compact/intermediate vehicle classes. Claims for reimbursement beyond standard/intermediate vehicle classes (i.e., trucks, vans, SUVs, etc.) for business reasons must be justified on the *Authorization for Out of State and/or Overnight Travel* form.

The City is self-insured for employee vehicle operation while on City business. There is no need to purchase additional vehicle insurance coverage from the rental agency.

Air Transportation:

The City of Everett has no negotiated air discounts with any airline, thus air travel should be booked with the carrier that offers the best fare for the destination.

Travel must be by the most direct route possible. Any individual traveling by an indirect route must bear the extra expense. Regardless of the mode of transportation (including private vehicles), reimbursement for transportation shall not exceed that of coach airfare plus other allowable transportation costs, i.e., shuttle, parking, etc.

Air travel must be reserved and purchased by a department travel liaison using the travel liaison's City PCard, unless airfare is part of a package arranged by the organization scheduling the meeting or conference. Air carrier selection cannot be biased by the traveler's frequent flyer affiliation or benefits, and the lowest cost air travel will take precedence over frequent flyer programs. Any employee choosing a more expensive flight shall be required to reimburse the City for excess cost(s).

When the traveler's business itinerary includes personal travel, the City will not reimburse the traveler for the personal travel component. The traveler must provide a cost comparison to show what is authorized versus the actual travel that is planned. This documentation must be included with the *Travel Expense Voucher* and the PCard batch.

E. Meals:

Travelers are entitled to a daily meal per diem allowance. The meal per diem rates include taxes and tips in the rate, so travelers will not be reimbursed separately for those items. Reimbursable meal costs are limited in all cases to the City's established per diem rates (Washington State Office of Financial Management rates established for Snohomish County). Receipts are not required for reimbursement at per diem rates.

Employees will not receive per diem reimbursements for meals provided at the conference or as part of the cost of accommodations.

Meal costs incurred that do not include an overnight stay are administered under separate policy, and must be reported as a fringe benefit subject to federal income tax. Reimbursement for local meals must be processed by the department through payroll and documentation is to be maintained with payroll records.

F. Lodging/Room Deposits:

If the lodging establishment requires payment of an advance deposit, the preferred payment method would be use of a travel liaison's PCard. Securing the room using a personal credit card is also acceptable. Once the stay has occurred, appropriate expenses for lodging are reimbursable.

G. Other Travel Expenses:

Other reasonably necessary expenses related to the performance of City business are reimbursable, excluding meals, which are reimbursed only at per diem rates. Examples include airline baggage fees; airport shuttle fares; subway, taxi, and bus fares; parking fees; highway and bridge tolls; and ferry costs. Any item in excess of \$10 requires an original receipt.

Gratuities for ground transportation, baggage handling, housekeeping, etc. are the sole responsibility of the traveler and will not be reimbursed by the City.

H. Non-Reimbursable Expenses:

Expenses incurred that are considered incidental to travel for City business are not reimbursable. Examples include, but are not limited to, the following:

- Airline upgrades (business/first class, seats, etc.)
- Airline or other trip insurances
- SeaTac Airport parking garage (See C. Personal Vehicle)
- Alcoholic beverages / non-meal snacks
- Commuting between home and primary work location
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely manner
- Entertainment expenses (including in-flight movies, headsets, pay-per-view movies, social activities, etc.)
- Expenses incurred by a traveling companion
- Gasoline for personal vehicle (covered by mileage reimbursement)
- Laundry service (dry cleaning)
- Loss, theft, or damage to personal items
- Personal telephone calls and non-business Internet service
- Personal postage
- Replacement of stolen property
- Valet services
- Personal expenses not directly related to business travel

I. Extraordinary Expenses:

Reimbursement for extraordinary business expenses shall be reimbursed upon approval of the Mayor or designee.

3.2 Reimbursement Procedures


- A. All claims for reimbursement shall be submitted on a *Travel Expense Voucher* or other form approved by the Mayor or designee.
- B. If claiming on behalf of yourself and other City travelers, the other party or parties must be clearly identified, as well as the business purpose of his/her involvement. An original *Authorization for Out of State and/or Overnight Travel* form and all other documentation must be attached for each traveler.
- C. The claimant must sign for all claims reported on the *Travel Expense Voucher*. The traveler on official City business is responsible for the following:
1. Understanding the City Business Expense Travel Policy before embarking on travel.
 2. Securing prior authorization for the travel.
 3. Exercising the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business.
 4. Paying any excess costs or additional expenses for personal preference or convenience.
 5. Preparing the *Travel Expense Voucher* and providing appropriate receipts and documentation as required within the established guidelines.
 6. Verifying the accuracy of totals and account coding.
 7. Certifying expenses reported on the *Travel Expense Voucher*, namely: "I certify that this is a true and correct claim for expenses incurred by me and that no payment has been received by me for these expenses."
- D. Claims shall be reviewed and signed by the traveler's supervisor and the department director. The department director is responsible to ensure any travel costs are:
1. Directly work related.
 2. Obtained at the most economical price.
 3. Critical and necessary for City business.
 4. Reviewed to ensure the legitimacy and reasonableness of submitted claims.

- E. Any claims for out-of-state or overnight travel shall include the original copy of the *Authorization for Out of State and/or Overnight Travel* form and conference agenda (if applicable).
- F. The *Travel Expense Voucher* shall clearly indicate whether payment is to be made to the individual for expenses incurred or to the City. All claims for reimbursement shall be forwarded to the City Clerk for review as the Auditing Officer of the City (Charter Section 4.6). Such review shall determine compliance with state law, Everett Municipal Code, and this policy. The City Clerk shall interpret this policy as necessary in order to provide for the orderly conduct of City business. Any dispute will be forwarded to the Mayor or designee for final resolution.
- G. Any claim for reimbursement must be submitted within 60 days following the expenditure or the completion of travel. No claim for reimbursement shall be approved if submitted more than 60 days following the expenditure or completion of travel, unless good cause is shown why the claim for reimbursement was not submitted timely. Reimbursement for claims over 60 days shall be approved by the Mayor or designee.
- H. On or before the tenth day following the completion of the travel period for which funds have been advanced to the traveler, he/she shall submit to the City Clerk a fully itemized *Travel Expense Voucher* for all reimbursable items, accompanied by the unexpended portion of such advance, if any. Any advance not repaid or accounted for in a timely manner by the traveler shall bear interest at the rate of 10% per annum from the date of default until paid.
- I. Compliance with this policy and applicable state laws is subject to audit conducted each year by the Washington State Auditor's Office. City Administration shall investigate any findings by the State Auditor of violation of state law or this policy with respect to employee travel.

4.0 References

City Ordinance No. 33-69
City Ordinance No. 2047-95
City Council Resolution No. 6963
City Procurement Card (PCard) Program Policy, No. 400-12-07
City Vehicle Use Policy, No. 100-17-03
Everett Charter, Section 4.6
RCW 42.23.020
Washington State Office of Financial Management

Issued by:

 1/24/2018


Lyle Ryan, Chief of Staff

Approved by:



Sharon DeHaan, Labor Relations/Human Resources Director

Approved by:

 1/25/2018

Cassie Franklin, Mayor

Exhibit M



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Summer 2022 Meeting

William Philip Hall, 1918 Pacific Avenue, Tacoma, WA

Thursday, August 4 - Saturday, August 6

*This is a draft agenda; times are subject to change

Thursday, August 4	
3 - 5 pm	Women Mayors Network - gathering
6 - 9 pm	Reception, Dinner & Keynote - Michael Tubbs Former Mayor, Stockton, CA Founder/Executive Director, End Poverty in California Founder/Executive Chairman of Mayors for a Guaranteed Income Special Advisor to Gov. Newsom (CA) on Economic Mobility and Opportunity
Friday, August 5	
8 - 9 am	Breakfast & Registration
9 - 11 am	Transformational Leadership In cities across the country, mayors and other city leaders oversee many of the same processes over and over: planning, budgeting, hiring - to name a few. Many times plans and visions sit on a shelf; yet in some places, leadership has sparked real change in city DNA. We'll hear examples of transformative leadership - ways that mayors, together with colleagues and communities, have instigated change through common processes. We'll examine tools they've used for change, talk about government culture, and examine what it means to build and leave a legacy. <i>Betsy Hodges, Former Mayor, Minneapolis, MN</i> <i>Victoria Woodards, Mayor, Tacoma, WA</i> <i>Khalid Kamau, Mayor South Fulton, GA</i>
11 - 12:30 pm	Bus/walking tours
12:30-1:15 pm	Lunch
1:15 - 2:45 pm	Zoning for Diverse Housing Types Too often residential land use decisions devolve into a binary choice between single family homes or mid-to-high-rise apartment buildings. But to address today's housing challenges, cities need an array of



mayors innovation project

	<p>housing options at various levels of affordability. Missing middle housing promotes gradual density; amending zoning codes to allow for these types of development can help city efforts to create walkable and affordable neighborhoods.</p> <p><i>Speakers</i> <i>Lucy Vinis, Mayor, Eugene, OR</i> <i>Brian Boudet, Planning Division Manager, Tacoma, WA</i></p>
2:45 - 3: 30 pm	Break
3:30 - 9 pm	Organized Activities and Dinner
Saturday, August 6	
8 - 9 am	Breakfast
9 - 11 am	<p>Operationalizing Equity</p> <p>Cities across the country are increasingly making institutional commitments to equity, but what does it look like to operationalize this commitment, and how does it influence the distribution of resources and infrastructure, and do you measure it? In this panel, we will hear about innovative projects that address disparities to both address the immediate needs of their most vulnerable communities, and to build resiliency for the future.</p> <p><i>Speakers</i> <i>Julie Nelson, Senior VP of Programs, Race Forward</i> <i>Christina Chelf, GIS Supervisor, Tacoma, WA</i> <i>Alexander Freedman, Planner, Takoma Park, MD</i> <i>Libby Schaaf, Mayor, Oakland, CA</i></p>
11 - 11:30 am	Innovation Showcase (tentative)
11:30 - 12 pm	Lunch
12 - 1:30 pm	<p>Anchor Institutions</p> <p>From hospitals, to universities, to large foundations, anchor institutions are community staples that employ a large portion of a city's population and have influence on the health of a city's economy. They also benefit from thriving cities, and can be good city partners, if relationships are thoughtfully and intentionally created and maintained. This session will highlight strategies for cultivating mutually beneficial relationships with anchor institutions and ensuring that the benefits from those relationships positively impact every community member.</p> <p><i>Speakers</i> <i>Tanisha Jumper, Media and Communications Director, Tacoma, WA</i></p>



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1:30 pm	Closing remarks & adjourn
1:30 - 2 pm	Steering Committee Meeting (Steering Committee Members only)

DRAFT

Exhibit N



POLICY/PROCEDURE

TITLE CHARGE CARDS		NUMBER 400-16-04
EFFECTIVE DATE July 1, 2016	SUPERCEDES 400-03-02	PAGE NUMBER 1 OF 4

- Section Index:**
- 1.0 Purpose
 - 2.0 Goals and Objectives
 - 3.0 Scope
 - 4.0 Controlling Laws
 - 5.0 Policy

1.0 Purpose

- 1.1 The purpose of this policy is to provide instructions for the use of charge cards by employees of the City of Everett.
- 1.2 This policy is being initiated by the Finance Department and City Administration.

2.0 Goals and Objectives

- 2.1 Maintain public confidence in the procedures followed by the City in the use of charge cards and credit cards while conducting city business.
- 2.2 Provide clarification as to the appropriate and acceptable uses of charge cards by city employees.
- 2.3 Provide for a method of resolving occasional personal expenses incurred in connection with city travel on a City of Everett charge card.
- 2.4 Specify consequences for misuse of City of Everett charge cards.

3.0 Scope

- 3.1 All employees of the City of Everett shall be subject to this policy.

CHARGE CARDS

4.0 Controlling Laws

- 4.1 The use of charge cards by city governments is governed by RCW 42.24.115 and RCW 43.09.2855.
- 4.2 The Everett City Council has provided further guidance in the use of charge cards in City of Everett Resolution No. 4690.
- 4.3 Copies of these state laws and the City resolution are attached and incorporated herein by reference.

5.0 Policy

- 5.1 Use of charge cards shall comply with all requirements of Resolution No. 4690, RCW 42.24.115, and RCW 43.09.2855.
 - A. Bank charge cards shall be used for the sole purpose of covering expenses incidental to authorized travel.
 - B. Only reasonable and necessary expenses incurred while conducting City business are eligible for reimbursement in accordance with the provisions of the Travel Policy.
 - C. Upon billing, or no later than ten days of the billing date, the employee using a charge card shall submit a fully itemized travel expense voucher together with the appropriate receipts.
 - D. Any charges against the charge card not properly identified or not allowed shall be paid by the employee.
 - E. If disallowed charges are not repaid in a timely fashion as defined by this policy, the City shall have a prior lien against and a right to withhold any and all funds payable, or to become payable to the employee, up to the amount of the disallowed charges and any interest assessed against the city by the charge card issuer.
- 5.2 Charge cards are the property of the City of Everett.
 - A. There shall be no cash advances of any kind against a City of Everett charge card, as required by RCW 43.09.2855.
 - B. There shall be no charges for goods or services not related to travel, as defined in the Travel Policy, unless prior approval is obtained from the Mayor, or his/her designee, or the Chief Financial Officer.

CHARGE CARDS

C. Disallowed Credit Card Charges:

- meals locally while in route (before or after the trip)
- laundry service (dry cleaning)
- personal hygiene supplies
- replacement of stolen property
- any expenses incurred by a traveling companion
- barber or beauty parlor
- insurance
- personal phone calls, postage or reading material
- alcoholic beverages, non-meal snacks
- any pay television, movies, or entertainment expenses

D. Credit card charges shall be allowed for employees only and may not be used for non-employees unless prior approval is obtained from the Mayor or his/her designee.

E. Misuse of a City of Everett charge card may result in the suspension of charge card privileges and disciplinary action.

F. If misuse of the City credit card is discovered, prompt payment of the improper charges shall be required.

5.3 Charge cards shall be issued by the Finance Department, provided the following:

A. The Chief Financial Officer shall make necessary arrangements with vendors to provide charge cards for the City of Everett. Such arrangements shall include a contract documenting the terms and conditions of the cards. The contract shall be signed and approved by the Mayor.

B. The Chief Financial Officer shall establish a charge card requisition process that clearly demonstrates a chain of custody for each card. A "Charge Card Requisition" shall be required prior to the issuance of a City of Everett charge card. The application is attached as "Attachment A." A completed requisition must be on file before any charge card may be used by a City employee.

C. Cards issued shall bear the name of the City and the Department Director. Department Directors are responsible for the charge cards issued to them.

D. Directors shall review and approve all charges made against the card in their department.

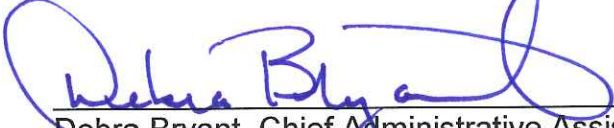
E. Department Directors shall assure that payments on charge cards comply with this policy and requirements of the card issuers.


F. Upon determination that a credit card has been misused, the matter shall immediately be brought to the attention of the Chief Financial Officer.

CHARGE CARDS

- G. If a credit card is stolen and/or missing and an employee is found to be negligent in safeguarding the credit card, the employee may be held liable for the initial deductible.
 - H. The Chief Financial Officer shall have the authority to revoke a charge card for misuse as defined by this policy, City Council policy, or state law.
 - I. The Chief Financial Officer shall have the authority to cancel cards as appropriate in the normal course of business, such as: termination of employment, change in status, or decision by the employee to no longer have a City card.
 - J. Any cards no longer needed for City business shall be surrendered to the Chief Financial Officer.
 - K. The Chief Financial Officer shall destroy all revoked or surrendered cards.
- 5.4 The City Clerk shall audit all charge card payments in compliance with Everett City Charter Section 4.6.
- A. Payment of charge card billings shall be on a travel voucher form ("Attachment B") marked to indicate a charge card payment rather than a reimbursement to the employee.
 - B. Travel Expense Vouchers shall be submitted to the City Clerk with sufficient time to review and still make timely payment.

Approved by: 
Sharon DeHaan, Labor Relations/Human Resources Director

Approved by: 
Debra Bryant, Chief Administrative Assistant/Chief Financial Officer

Approved by: 
Ray Stephanson, Mayor



**CITY OF EVERETT
CHARGE CARD REQUISITION**

Date: _____

Employee Number: _____

Social Security Number: _____

Department: _____

Telephone: _____

Credit Card Number: _____

I have read the City of Everett's Charge Card Policy. I understand charge cards shall not be used to withdraw cash under any circumstances. I agree to use the charge card for reimbursable city business expenses only as described in the policy. I agree to provide receipts for all expenses incurred with the charge card within the timeliness specified in the policy. I understand that no late fees or interest will be paid by the city and that late payment of charge card expenses resulting from my non-compliance with the policy will result in any late fees being a personal expense.

I hereby authorize the City of Everett to deduct any disallowed and unpaid charges, plus any interest or late fees, from my next paycheck.

Applicant's Signature date

Finance Director's Signature date

Approved Disapproved



TRAVEL EXPENSE VOUCHER

CITY OF EVERETT

CLAIMANT	PURPOSE	YOUR VENDOR #
DEPARTMENT	DATES OF TRAVEL	DATE PREPARED
THRU		

I used: City Credit Card Cash Advance My own Funds

DATE	TRAIN, PLANE, BUS	LODGING	BREAKFAST	MEALS		MILEAGE	AUTO AMOUNT	REGISTRATION	MISC. (TIPS, CABS, ETC)		TOTAL	PURPOSE / EXPLANATION
				LUNCH	DINNER				ITEM	AMOUNT		
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

* Initial Here = Hotel/Motel was contacted to obtain best conference/government rate.

Instructions: Claims for out of state and/or overnight travel must have an approved "Authorization for Out-of-State and/or Overnight Travel" form attached. All itemized receipts must be attached. Mileage log must be attached if claiming mileage. If meal costs cannot be documented with itemized receipts, the maximum reimbursement for each meal is established by City Travel Policy. Claims for reimbursement to employees must be submitted within Sixty (60) days following expenditure or the completion of travel. Credit card claims must be submitted no later than ten (10) days of the credit card billing date.

References: Travel policy 400-04-01
Charge Card Policy 400-97-02

(Office Use Only)

G/L Account Codes	Expenses	Advance	Claimant
TOTAL	\$0.00		

Advance = \$ _____

Expenses = \$ _____

Amount Owed = \$ _____

City
 Claimant

HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THIS IS A TRUE AND CORRECT CLAIM FOR THE NECESSARY EXPENSES INCURRED BY ME AND THAT NO PAYMENT HAS BEEN RECEIVED BY ME ON ACCOUNT THEREOF:

CLAIMANT SIGNATURE _____

TITLE _____

DATE _____

SUPERVISOR _____

DEPT. HEAD _____

MAYOR _____

COUNCIL PRESIDENT _____

CERTIFICATION FOR PAYMENT

I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY, THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY OF EVERETT, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

CITY CLERK _____

Exhibit O



OPERATING PROCEDURE

TITLE PROCUREMENT CARD (PCard) PROGRAM		NUMBER 400-12-07
EFFECTIVE DATE October 14, 2019	Updated, originally issued June 4, 2012	PAGE COUNT: 15

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1.0 Purpose

This program is designed to streamline the procurement and payment of common transactions. The City's policy is to use PCards for purchasing miscellaneous value goods and services in lieu of the standard purchase requisition (PR), purchase order (PO), and invoice payment process. The more costly and complicated PR/PO and standard invoice payment processes are intended for larger dollar purchases, fixed and capitalized assets, construction project payments, situations where a credit card purchase is not feasible or when the merchant does not accept such cards, and for repetitive purchases where better pricing may be obtained through quantity purchasing. Exceptions may be approved by the Finance Director or Purchasing Manager or designee within the guidelines of this policy.

2.0 Definitions

**Definition provided by Works but modified to fit the City of Everett.*

- a. ***Account:** City of Everett employee that is a user on Works with or without a PCard.
- b. ***Accountant:** staff member(s) who ensure that the GL allocation coding on a transaction is correct.
- c. ***Account holder:** a user who has a PCard.
- d. ***Administrator:** Purchasing division staff member(s) who performs all administrative and account maintenance tasks in Works. This includes card program maintenance, user and group administration, reporting, and administration of organizational policies and Works settings.
- e. ***Allocation:** the act of entering GL codes to identify where the City's general ledger will be charged for a transaction.
- f. **Appliances:** a device or piece of equipment designed to perform a specific task. Examples include refrigerators, vacuums, and microwaves.
- g. ***Approver:** staff member(s) who allow the user to sign off on transactions for his or her designated group.
- h. ***Auditor:** staff member(s) who can review all data for the entire organization or groups, and access and export all company reports.
- i. **City of Everett Contract:** an active contract with a City of Everett contract number.
- j. ***Credit Limit:** the maximum spend amount allowed on an account in one month and until

the previous balances are cleared.

- k. **General Ledger (GL):** contains all the accounts for recording the City's financial transactions.
- l. ***Group:** a collection of users within Works grouped by departments as defined by the City. Every user in Works must be assigned to a group.
- m. ***Group Officials:** these include accountants, approvers, auditors, and a group owner. Each group must have at least one approver.
- n. **Improper Use:**
 - 1. Personal purchases
 - 2. Allowing others to use an account holder's card
 - 3. Using the PCard in violation of policies, directives, or procedures
 - 4. Using the PCard to make purchases through a merchant that may constitute a conflict of interest (ethics violation)
 - 5. Repeated incidents of disputed charges, lost or stolen cards
 - 6. Failure to obtain necessary documentation of card transactions and purchases
 - 7. Failure to submit documentation in a timely manner for transaction approvals
 - 8. Failure to properly and promptly review and reconcile transactions
 - 9. Failure to detect and resolve improper charges
 - 10. Use of the PCard to circumvent other City ordinances, policies, rules or procedures
- o. ***MCC (Merchant Category Code):** a four-digit code assigned by credit card companies to merchants that identify the product or line of business of each merchant. Although airlines, hotels, and rental car companies are given their own MCC, all other similar business are grouped into like categories.
- p. ***MCCG (Merchant Category Code Group):** a grouping of MCCs into one of five standard categories: cash, travel and entertainment, general purchase, vehicle and fleet, and unusual. In spend control profile details, an administrator can indicate whether an account is permitted or prohibited from use at merchants in that category.
- q. ***Merchant:** the name of the business listed on the transaction reported to Works.
- r. ***Owner:** a group official role that allows the user to set the group's approver, accountant, and auditor roles.
- s. ***Reconciliation:** the process of reviewing and signing off on payable documents. The sequential process is accountholder, approver, and accountant.
- t. ***Sign-Off:** acknowledgement that review and reconciliation by an accountholder or approver is complete and the document may progress in the workflow.
- u. ***Single Transaction Limit:** the maximum amount that can be spent on a single transaction with the card.
- v. ***Spend Control Profile:** the settings that control the funding, spending, and reconciliation process for a group of cards. Each account must belong to a single spend control profile.
- w. **Splitting:** intentionally or the perception of breaking apart purchases to smaller dollar amounts to avoid going above the single transaction limit or violating the purchasing policy.
- x. **Supplier:** see Merchant.
- y. ***Sweep:** a process that takes transaction information from the system and imports it into the general ledger.

- z. **Uniform:** clothes that are unsuitable for everyday use, such as being covered with reflective materials in the case of construction workers' or first responder uniforms with City of Everett branding. Clothing that is required or essential as a condition of employment and is not adaptable for street wear or additionally defined by IRS rules.
- aa. ***User:** any employee assigned a login name and password that allows access to the Works system.
- bb. **Vendor:** see Merchant.
- cc. ***Verification ID:** a 1-15 alphanumeric character that is used to activate the card at the bank. The administrator must tell the accountholder his or her verification ID.
- dd. **Works:** the City of Everett's web-based PCard reconciliation system provided by the Bank of America.

3.0 PCard Administration

Purchasing Manager: The Purchasing division of the Finance Department administers the Procurement Card Program (P-Card) and is available to assist cardholders and departments regarding this program and these guidelines. The Purchasing Manager or designee serves as the Procurement Card Program Administrator and handles case-by-case exceptions for single transactions as provided in this policy.

Department Liaison: The designated Procurement Card Liaison will serve as a central point of contact between the department and the Purchasing Manager or designee. As PCard policies are revised or if information needs to be distributed to cardholders, the department Procurement Card Liaison will be requested to assist in distributing such information, and as needed, help direct issues to the appropriate people in the department.

Permanent employees of the City of Everett, or nine (9) month seasonal laborers, may be issued a PCard when requested by department directors.

3.1 How to Obtain a PCard

To apply for a PCard, employees must do the following:

- a. Complete the required training
- b. Complete and sign a PCard application form
- c. Obtain the required signatures
- d. Submit the completed application form to the Purchasing division

3.2 Card Issuance

Receipt of the Pcard will take approximately one (1) to two (2) weeks. PCards must be picked up in person from the Purchasing division office. The Cardholder Agreement Form and training must be completed prior to issuance. The cardholder must also activate the card immediately upon receipt and keep it in a safe and secure location at all times.

3.3 Renewals

Upon expiration, existing PCards will be reissued automatically to the cardholder. New cards may also be issued when the account has been compromised. This occurs when the card was used at a location where individuals could have possibly retrieved the card information from their systems. Bank of America will reissue the card with a new number to avoid any fraudulent activity. Bank of America is no longer providing pre-notifications of card reissuance since the cards are still valid for 30 days. The notification now comes attached to the card in the mail.

3.4 Transfers

An employee who has an existing PCard and is transferring to another City position under a different supervisor requires an updated PCard application in order to change default accounting, approver contacts, and card authorizations. It is not usually necessary to reissue new cards for transfer situations within the City; however, the card record must be updated prior to the transfer. The releasing and receiving supervisors and employees are both responsible for notifying the Purchasing division of all card transfers, and for ensuring that they are completed in a timely manner.

3.5 Cancellations

Supervisors must notify Purchasing of the need to cancel cards for employees terminating City employment prior to date of separation and follow up to ensure cards have been canceled. Canceled cards must be returned to Purchasing so that they may be destroyed. PCard cancellation is included on the Human Resources termination checklist.

4.0 PCard Use

The City's Purchasing Policy applies to the PCard Program. Established rules for written quotes, competitive bidding, dollar limits, and necessary approvals may not be circumvented by use of a PCard. The PCard Program does not relieve City employees of the responsibility for making prudent expenditures of City funds and obtaining the best value for goods and services procured.

4.1 General Restrictions

A City of Everett PCard is issued to a named City employee and is to be used exclusively by the cardholder. The card is to be used only for official City of Everett purchases as authorized by this policy. **Under no circumstances shall personal purchases be charged to the City's PCard,** even if the intent is to reimburse the City for such charges. Although the card is issued to a specific employee, it remains City property and may be rescinded at any time.

Under limited circumstances, services may be purchased using a PCard; however, departments and cardholders are urged to be cautious. Many services require legal contracts to protect the City's interests, and stipulate performance criteria, payment terms and other requirements for complying with federal and state law. Prior approval by the Purchasing Manager or designee is required to use a PCard to purchase or pay for services that are, or should be, contracted. When in doubt, call Purchasing.

It is the department's responsibility to ensure that the City will not be subject to prevailing wage, insurance, performance concerns, IRS 1099 reporting, or other risks or liabilities when services

are procured using a PCard in lieu of contractual or Professional Service Agreement (PSA) arrangements.

Certain services may be prohibited due to the City's collective bargaining agreements. If similar services are currently performed by City employees, the cardholder must first confirm with the City's Human Resources Department that no collective bargaining agreement prohibits purchasing such services through external sources. It is the department's responsibility to coordinate and clear such issues with the Legal, Risk Management, Human Resources, and Purchasing.

4.2 Prohibited Purchases

- Personal purchases of any kind
- Advance payments
- Any unlawful or inappropriate purchase for a public governmental entity
- Payment of invoices in lieu of creating a required purchase requisition and purchase order
- Splitting purchases to avoid transaction, card limits, or purchasing thresholds as stated in the Purchasing Policy
- Alcoholic beverages
- Work-related clothing that is not a uniform such as jeans; these items must be reimbursed to the employee through payroll as taxable income
- Cash advances, traveler's checks
- Capital equipment, capital or fixed assets
- Construction and renovations
- Entertainment (theaters, clubs, casinos, music and video stores, etc.)
- Flowers, gifts, refreshments, frames, or plaques, etc., for birthdays, retirements, illnesses, funerals and other office or co-worker social courtesies
- Gift certificates, gift checks, gift cards
- Tobacco
- Any meal allowances per collective bargaining agreements

Exceptions may be granted on a single transaction basis by the Purchasing Manager, Finance Director or designee with documentation of business need.

4.3 Allowable Uses with Restrictions

The following items require written approval from the cardholder's supervisor and Purchasing Manager or designee. Written approval must be included with the accountholder's billing statement

- Goods and services that should be competitively procured for best pricing, frequent or volume purchasing, or on-going requirements
- Licenses such as professional, vehicle, or computer software related

- Food or meals directly related to City of Everett business
- Furniture and appliances items such as refrigerators, stoves, vacuums and microwaves
- Printing, promotional or other items intended for public distribution
- Vehicles or vehicle accessories and repairs
- Fuel for City owned vehicles only
- Tolls and ferry charges
- Equipment rental (requires prior review of rental agreement)
- Consulting, legal, and other professional services – Legal services require Office of City Attorney pre-approval
- Plaques, awards and frames for employee or volunteer recognition; this does not include employee retirements, which is prohibited
- Medical services, such as drug testing or employee background checks
- Prescription drugs and controlled substances unless required for medical care of animals
- Services that may be restricted by collective bargaining agreements unless cleared by Human Resources
- Any item purchased with grant proceeds requires cardholder's Supervisor and Purchasing Manager pre-approval. In addition, Transit purchases require Transportation Program Manager pre-approval.

4.4 Allowable Uses

- Conference, seminar, and training registrations
- Magazine subscriptions, newspapers, periodicals, books
- Membership dues
- Meeting room rentals
- Animal-related services, including but not limited to the canine unit, Animal Shelter, and Animal Farm
- Fees charged by other public agencies such as recording fees or license permit fees
- Postage, mailing, shipping, and delivery charges
- Training videos and materials
- Advertisements in compliance with Marketing and Communication standards as well as Purchasing Policy
- Business cards purchased directly from the City's contracted provider
- IT-approved computer hardware
- Items purchased from a current City of Everett contract
- Utilities such as electricity, heat, sewer, phone, or telecommunications service

Contact the Purchasing Manager or designee for items not listed prior to completing a purchase.

4.5 Finance Department Exceptions

Purchasing may use the PCard as an alternate method to purchase goods or services for the City, as well as incorporate PCard payment terms on purchase orders, contracts, and PSA's, when deemed appropriate and consistent with this policy.

In coordination with Purchasing, Accounts Payable may use the PCard as a cost-effective alternative to traditional payment methods, such as checks, electronic fund transfers, or other forms of supplier payment.

5.0 Card Setup

It is the intent of this policy for PCards to be issued to City employees at limits requested by department directors; however, cards may be canceled or limits may be decreased by the Purchasing Manager if historical transactions do not support such limits or a business need for the card. PCards issued but rarely used, and cards with approved limits in excess of actual dollar usage, detract from the City's PCard program fee structure. Notices will be provided to department management prior to implementing such cancellations or changes. See Section 9.1 for additional information.

5.1 Standard Card Limits

Each PCard has an associated limit and spend control profile. Below are general limits. Individual limits will vary depending on business need and requirements.

Single Transaction Limit	Monthly Credit Limit
\$500	\$2,000
\$1,000	\$4,000
\$2,000	\$6,000

Supervisors may request that a cardholder's limits be adjusted upwards or downwards based on valid business needs. The request for an adjustment must be submitted in writing to the Purchasing Manager or designee.

A one-time exception to the established limits to accommodate a specific transaction or a particular month of high activity can be requested by contacting Purchasing in advance.

5.2 Card Spend Control Profiles

Merchants who accept credit cards are assigned a Merchant Category Code (MCC) number by their bank's Merchant Services division. The MCC is an industry wide, uniform code system that identifies the merchant's type of business. The City determines which merchant categories will be allowed for use based on City of Everett, state, and federal policies, regulations, and best practices.

Each card is set up by the card issuing bank to limit use to MCC groups authorized by the City.

Certain merchant categories are restricted to maintain the credibility of the program and ensure consistency with City policies. Because of the way merchants are categorized by the card industry, some merchants may be included in a restricted MCC group, even though the specific item to be purchased may be an allowable purchase. Changes to a cardholder's MCC categories, either on an ongoing basis or for a single transaction, must be requested through the Purchasing division and must be based on documented need and include the cardholder's supervisor's written approval.

6.0 Procedures for Cardholders

It is assumed that all purchases are made by the individual to whom the PCard was issued. **Be aware that improper use may result in disciplinary action, up to and including termination.**

6.1 Cardholder Responsibilities

- a. Read and understand this policy in full. Request clarification as needed from the Purchasing division. PCard privileges may be suspended or revoked for misuse or for failing to comply with this policy.
- b. Protect the PCard from loss and theft
- c. Do not allow others to use your PCard
- d. Notify the card provider and Purchasing division immediately if the PCard is lost or stolen, if fraudulent activity occurs, or if contacted by the Bank of America. The Cardholder is responsible for contacting Bank of America to report fraudulent charges. Failure to resolve this will result in card cancellation
- e. As a best practice, consider requesting suspension of your card if you will be out of the office for a significant amount of time
- f. Make allowed purchases only as stated in Section 4

6.2 Cardholder Charges

PCard holders must obtain and provide receipts for all purchases as required by policy. Approvers must ensure that expenses of any amount are legitimate City business expenses and all purchases must have a documented business purpose.

The receipt must include the following information:

- a. Date of transaction.
- b. Name of merchant.
- c. Transaction details including what was purchased.
- d. The amount of purchase.
- e. The form of payment used.
- f. The amount paid.

Original receipts are preferred when a paper receipt is issued, but copies are acceptable if originals are not available. Electronic or emailed receipts are also acceptable. If none exist, a memo must be provided detailing the business purpose of the transaction.

Cardholders must complete and submit a Missing Receipt Affidavit for purchases when the receipt is lost.

6.3 Expectations and Tips

To address future audits, Purchasing and Accounting have collaborated to create a city-wide standardized, consistent, and uniform PCard billing statement template. The standard billing statement template must be used. All non-conforming statements may be returned to the department for revision.

The Clerk's office reviews every purchase to ensure compliance with the City Charter, state law, various City policies and best practices. Multiple violations of City policy may result in the revocation of the cardholder's PCard or disciplinary action.

Cardholders are responsible for obtaining adequate documentation to support the legitimate business purpose of all transactions. In addition to itemized cash register or sales receipts, packing slips, invoices, and internal documentation supporting the business reasons for a purchase, other examples of documentation may include:

- Copies of conference registrations, subscription or dues renewals
- Copies of orders for goods
- Internal (department) order requests/justification
- List of attendees for a documented event or the event flyer

Each month, every cardholder must submit a billing statement with necessary purchase documentation. Billing statements must be sent to Accounts Payable by the 5th day of the month following the billing period.

When a transaction is approved in Works, cardholders must do the following:

1. Provide a GL code to associate with the purchase.
2. Enter a description that indicates what was purchased. For example, if office supplies were purchased, the description should contain at least a couple of the items. Entering "Office Supplies" in the description field is not sufficient. Items to note in the description field include but are not limited to:
 - A detailed description of the expense, for example, "office supplies" as a description is not sufficient. If a variety of office supplies are being purchased, list two or three items purchased.
 - The purpose of the expense
 - City of Everett contract number if applicable
 - Gasoline purchases must include the vehicle ID, mileage, and reason for purchase. The cardholder must also provide a copy of the notification to Motor Vehicles division
3. The tax status must be indicated.

Cardholders must confirm receipt of goods or services and resolve discrepancies for damaged goods, delivery problems, etc., and seek prompt adjustments to the PCard as necessary. Credits must be made to the card account and not taken in cash.

7.0 Procedures for Approvers, Auditors, and Accountants

The department staff member responsible for departmental reconciliation must monitor for delayed or unapproved transactions. Any discrepancies or missing documentation should be immediately researched and resolved. Daily cardholder account activity can also be viewed on-line through Works as an additional oversight option. Reconciled monthly statements, along with transaction documentation, approvals, and general ledger account distributions must be forwarded to Accounting within ten (10) days of the statement date.

Each department will have staff that will perform one or more roles. Review the section that pertains to your assigned role in your department. If you have questions on your assigned role and section, contact the Purchasing division.

7.1 Approver(s) Responsibilities

- A. Read and understand this policy in full.
- B. Review and verify that each transaction is an allowed, legitimate City PCard expense in accordance with this and other City policies.
- C. Ensure there is a detailed description and proper documentation for each transaction. Each transaction must include:
 - What the expense entailed - summary descriptions, such as “office supplies” are not sufficient
 - The purpose of the expense
 - City of Everett contract number, if applicable
 - Fuel purchases must include the vehicle ID, mileage, reason for purchase. The cardholder must provide a copy of the receipt to Motor Vehicles division
- D. Be aware of potential misuse. The following situations are examples of improper misuse of the PCard:
 - Purchases for the sole benefit of the employee or that could be perceived as personal use
 - Use of the PCard by a suspended or terminated employee
 - Allowing others to use an individual’s PCard
 - Using the PCard to make purchases through a merchant that may constitute a conflict of interest
 - Repeated incidents of disputed charges, lost or stolen cards
 - Frequent missing documentation
- E. Report suspicious activity to the Purchasing division.
- F. Assist with resolving any outstanding charges for suspended or terminated employees as applicable.
- G. Identify and train backup staff to ensure that reconciliations and approvals occur on a

timely basis in the event of absences. All transactions should be reviewed by the cardholder's supervisor within five (5) days of the transaction date for appropriateness and compliance with this policy. Supervisor approval must be noted on the billing statement.

7.2 Accountant(s) Responsibilities

- A. Read and understand this policy in full.
- B. Review and verify that each transaction is an allowed, legitimate City PCard expense in accordance with this and other City policies.
- C. Ensure there is a detailed description and proper documentation for each transaction. Each transaction must include:
 - What the expense entailed - summary descriptions, such as "office supplies" are not sufficient
 - The purpose of the expense
 - City of Everett contract number if applicable
 - Fuel purchases must include the vehicle ID, mileage, reason for purchase, and provide a copy of the receipt to Motor Vehicles division
- D. Be aware of potential misuse. The following situations are examples of personal misuse of the PCard:
 - Purchases for the sole benefit of the employee or that could be perceived as personal use
 - Use of the PCard by a suspended or terminated employee
 - Allowing others to use an individual card
 - Using the PCard to make purchases through a merchant that may constitute a conflict of interest
 - Repeated incidents of disputed charges, lost or stolen cards
 - Frequent missing documentation
- E. Confirm that all transactions are charged to the appropriate GL accounts, make changes, if necessary; and report suspicious activity to the Purchasing division.
- F. Report suspicious activity to the Purchasing division as applicable.
- G. Assist with resolving any outstanding charges for suspended or terminated employees as applicable.
- H. Identify and train backup staff to ensure that reconciliations and approvals occur on a timely basis in the event of absences as applicable.

7.3 Auditor(s) Responsibilities

- A. Read and understand this policy in full.
- B. Review and verify that each transaction is an allowed, legitimate City PCard expense in accordance with this and other City policies.
- C. Be aware of potential misuse. The following situations are examples of personal misuse of the PCard:
 - Purchases for the sole benefit of the employee or that could be perceived as personal

use

- Use of the PCard by a suspended or terminated employee
 - Allowing others to use an individual card
 - Using the PCard to make purchases through a merchant that may constitute a conflict of interest
 - Repeated incidents of disputed charges, lost or stolen cards
 - Frequent missing documentation
- D. Report suspicious activity to the Purchasing division. Confirm that all transactions are charged to the appropriate GL accounts and make changes if necessary as applicable.

8.0 Administrator(s) Responsibilities

- A. Read and understand this policy in full.
- B. For new cardholder applicants:
- Confirm eligibility, including training completion
 - Confirm supervisor approval
 - Determine credit limits with supervisors
 - Submit new card requests through Works
 - Distribute card to cardholder upon receipt
- C. For new approver, auditors, or accountant applicants:
- Confirm training completion
 - Confirm supervisor approval
 - Determine groups to monitor
- D. Promptly deactivate terminated employees' PCards as needed
- E. Monitor credit limits and ensure requests for limit changes are approved by the cardholder's supervisor prior to making any revisions
- F. Monitor declined charges
- G. Document any new changes to employees in the Works application
- H. Be aware of potential misuse. The following situations are examples of administrative misuse:
- Failure of proper and timely reconciliation of individual cardholder account
 - Splitting an order to circumvent the single transaction limit
 - Use of the PCard to circumvent other City ordinances, policies, rules or procedures
 - Failure to obtain necessary documentation of card transactions and purchases
 - Failure to detect and resolve improper charges

9.0 Accountability

Within the general limitations of this policy, departments have discretion to determine who is assigned cards and the level of procurement authority given to individual employees. Accountability for proper oversight, maintaining internal controls, ensuring employee compliance, and maintaining necessary records and documentation of PCard activity are

primarily department responsibilities.

Department directors, supervisors, and cardholders are responsible for the proper safeguarding of the cards and for ensuring proper use, including appropriate and timely review and approval of transactions, reconciliation of statements, documentation, and compliance with the PCard Policy. Department management must maintain appropriate internal control and monitoring procedures that provide for review of a cardholder's transactions and periodic review of overall PCard program activity for the work group.

Transaction Posting and Document Storage: The Finance Department will be responsible for posting transactions in the general ledger and for long-term storage of documentation for internal control, oversight, and audit purposes. The City is required to retain financial records for six (6) years. The Finance Department will keep PCard documentation on-site at City Hall to be available for audit or other review for two (2) years or until the audit cycle has been completed for the transactions involved, whichever is longest. Older records may be sent to off-site records storage. Documentation containing card numbers or other confidential information will be shredded before disposition.

9.1 Oversight

To ensure the continued success of the PCard Program, periodic reviews should be performed, both by department management and the Finance Department. The Purchasing Manager or designee provides global program oversight and monitors for trends or problem areas. The purpose of reviews is to ensure that relevant policies and procedures are being adhered to by cardholders, approvers, accountants, auditors and administrators. Any concerns observed by the Purchasing Manager in general oversight of the citywide program will be communicated to department management; however, it is the responsibility of the department to take appropriate action. The Purchasing Manager reserves the right to immediately cancel cards for serious violations, improper use, or concerns.

The City of Everett receives a rebate based on total city spend of all accounts divided by the number of open accounts. A card in suspend status still has an open account. Approximately every six (6) months, Purchasing will review all accounts. Purchasing may close any PCard accounts that have been inactive or have not been used for a period greater than four (4) months. This action will be taken if it is in the best interest of the City in order to maximize the rebate. Departments may request an exception to this policy if there is a documented business need for the account to remain open.

10.0 Payments

The City will pay the card purchases via ACH transfer generated by the issuing bank to avoid the possibility of finance charges.

11.0 Policy Exceptions

Case-by-case exceptions consistent with this policy and based on a documented business need, may be made at the discretion of the Purchasing Manager or the Finance Director. In

most cases, exceptions cannot be approved based solely on the cardholder's request. Such requests shall have the prior approval of the cardholder's supervisor or other department management, as appropriate, and submitted in writing to the Purchasing Manager or designee for consideration.

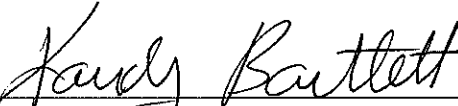
12.0 Related Forms

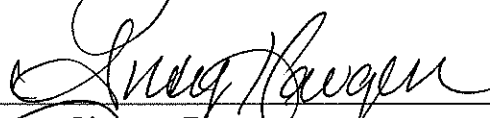
- PCard Application
- Missing Receipt Affidavit
- Disputed Charge
- Personal Use

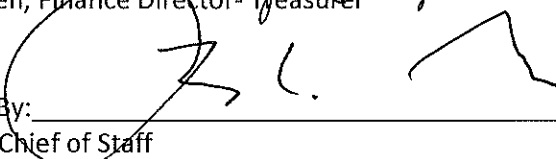
13.0 Related Policies & Procedures

- Purchasing Policy & Guidelines
- Excluded Parties Procedure
- Grant Administration Policy
- Travel Policy
- Small and Attractive Assets

Issued By: 
Theresa Bauccio-Teschlog, CPPB, Purchasing Manager

Approved By: 
Kandy Bartlett, Human Resources Director

Approved By: 
Susy Haugen, Finance Director- Treasurer

Approved By: 
Lyle Ryan, Chief of Staff

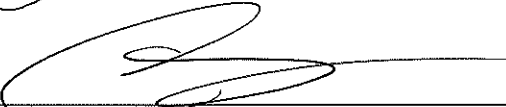
Approved By: 
Cassie Franklin, Mayor

Exhibit P

RESOLUTION NO. 6963



A RESOLUTION setting a policy for travel and training expenditures for City Elected Officials, and repealing Resolution No. 4689

WHEREAS, the Mayor and City Council wish for City elected officials to be responsible to Everett citizens and maintain high ethical standards by detailing its policies for travel and expenses; and

WHEREAS, citizens in Everett are best served by City elected officials, such as Mayor, Councilmembers, and Municipal Court judges, exercising prudence in incurring expenses on official city business; and

WHEREAS, seminars and conferences can offer unique opportunities for contacts, new ideas, and innovative solutions to common City problems, and representation by City elected officials on intergovernmental committees, boards and organizations can serve the City's best interests in the region;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EVERETT that:

SECTION 1. City elected official representation at national, local, regional and state levels is encouraged to increase Everett' knowledge of and voice in intergovernmental issues. Mayor and Council representation on intergovernmental board and committees shall be reported to the full Council, with information updates. Travel costs including meals, mileage, and parking incurred in attending such meetings shall be eligible for reimbursement as provided herein.

SECTION 2. City elected officials who attend conferences, meetings and seminars while in performance of duties which educate them, or promote, develop, publicize, or otherwise serve the City's interests shall be entitled to reimbursement for their travel, meals, registration fees, and program materials.

SECTION 3. Attendance by City elected officials at meetings, conferences, and seminars should be planned as early as possible in order to coordinate travel plans.

SECTION 4. Preference should be given to all annual, committee, workshop, or task force meetings scheduled by the National League of Cities, the U. S. Conference of Mayors, or the Association of Washington Cities, or, with respect to Municipal Court judges, judicial conferences or similar activities.

SECTION 5. Upon return from conferences, seminars and training classes, the Mayor and Councilmembers shall report to the Council verbally or in writing the results of their travel.

SECTION 6. City elected officials will exercise prudent judgment in incurring expenses on City business. If there is a questionable expenditure, the Council President shall present the matter to the Budget Committee (or other committee of Council appointed for this purpose) who will make a recommendation to the Council regarding that expenditure. Excessive or unnecessary expense shall not be reimbursed. Only expenses that benefit the City are reimbursed.

SECTION 7. In the interest of timely efficient City policy decisions, nominal food items and non-alcoholic beverages necessary for sustenance and nourishment for City elected officials while at City facilities performing their duties, shall be authorized and reimbursed. These nominal food items and non-alcoholic beverages for Councilmembers shall be provided for in the Council travel and training budget.

SECTION 8. The procedures to use in attending classes, training, meetings, conventions, and conferences are as follows:

- A. All Council out-of-state and/or travel requiring an overnight stay, where expenses will be incurred, shall require prior approval from the Council President or his/her designee. The Council President shall require prior approval from two Councilmembers for all out- of-state and/or travel requiring an overnight stay, where expenses will be incurred;
- B. On or before the tenth day following the close of the travel period for which funds have been advanced to the City elected official, he/she shall submit to the City Clerk a fully itemized travel expense voucher, for all reimbursable items, accompanied by the unexpended portion of such advance, if any;
- C. Reimbursement to City elected officials for the use of personal vehicles is limited to the standard City established rate per mile and must be documented by a vehicle log;
- D. When making hotel/motel room accommodations, an effort shall be made to obtain the single occupancy rate, governmental rate, or conference rate (if applicable). This effort shall be documented on the travel expense voucher;
- E. For the purposes of meal reimbursement under this resolution, breakfast is between 6am and 12pm, lunch is between 12pm and 6pm, and dinner is between 6pm and 12am. All meal times are local time at the travel location. To establish eligibility for a meal reimbursement, travel status must have begun at least three hours prior to the meal;
- F. Reimbursable meal costs for City elected officials are limited in all cases to the federal per diem rate for each meal as established by the United States General Services Administration. This is currently available at <http://www.gsa.gov/portal/content/104877> for establishing travel location, and <http://www.gsa.gov/portal/content/101518> for specific meal amounts. Meals included as part of registration should not be considered eligible for reimbursement;

- G. If claims for reimbursement include expenses of officers and employees other than the claimant, such other officers and employees shall be listed by name and title;
- H. Claims for reimbursement must be signed by the elected official and be approved by the Council President, who shall consider if the expenses were expenses that benefited the City. If the Council President denies the claim for reimbursement, it shall be referred to the Budget Committee for a recommendation to the Council. If the claimant is the Council President, reimbursement must be approved by two Councilmembers;
- I. While on City business, parking tolls, public transportation, taxis, registration/materials fees, and porter services may be claimed for reimbursement by the elected official. Each must be itemized when claiming reimbursement. Any item in excess of \$10.00 requires an original receipt;
- J. Claims for meal costs at a meeting which includes persons other than City officers or employees shall include the name of such persons and the City business related purpose for the meeting;
- K. Elected officials' telephone calls to citizens, to their homes and to City facilities, restricted to City business, shall be authorized and recognized as a legitimate business expense;

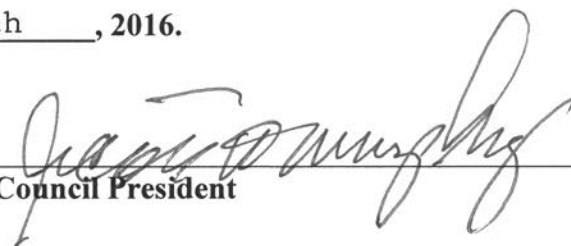
SECTION 9. Any claim for reimbursement, made pursuant to this resolution, must be submitted within sixty (60) days following the expenditure. No claim for reimbursement shall be approved if submitted more than sixty (60) days following the expenditure, unless good cause is shown why the claim for reimbursement was not submitted within sixty (60) days following the expenditure. If a claim for reimbursement is denied on the basis of late submittal, it shall be referred to the Budget Committee for a recommendation to Council.

SECTION 10. Resolution No. 4689 is repealed.



Council member Introducing Resolution

PASSED and APPROVED this 23rd day of March, 2016.



Council President