



## SPEAKER AGREEMENT

This Speaker Agreement (“**Agreement**”) is effective as of the date of last signature below and is between the City of Everett, a Washington municipal corporation (the “**City**”), and the Speaker identified in the Basic Provisions below (“**Speaker**”). This Agreement includes the Basic Provisions and the General Provisions (Attachment A).

| BASIC PROVISIONS     |  |
|----------------------|--|
| Speaker              | Melissa Phillips- CODA Connect, LLC (contact@codaconnectllc.com) |
|                      | Enter Speaker street address                                     |
|                      | Enter Speaker city, state, zip                                   |
| City Project Manager | Ana Fay  |
|                      | City of Everett -- Police  |
|                      | 3002 Wetmore Ave   |
|                      | Everett, WA 98201  |
|                      | amfay@everettwa.gov  |
| Compensation Amount  | 0  |

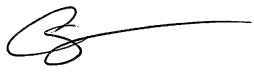
| BASIC PROVISIONS: ENGAGEMENT INFORMATION   |            |            |
|--|------------|------------|
| LOCATION   | DATE       | TIME       |
| Everet Police South Precinct- Multi-Purpose Room<br>Enter additional location info, if necessary | 3-14-2025  | 0800-1700  |
| Enter location<br>Enter additional location info, if necessary                                   | Enter date | Enter time |

|   |  |
|---|--|
| <p><b>Brief Description of Engagement</b></p> | <p>The Host agrees to engage the Speaker to provide a Deaf Awareness Workshop on the following date and time:</p> <ul style="list-style-type: none"> <li>• Date: March 14, 2025</li> <li>• Time: 8:00 AM to 5:00 PM</li> </ul> <p>The Speaker agrees to provide the following services as part of the “Deaf Awareness Workshop for Law Enforcement,” which has been previously reviewed by the Washington State Criminal Justice Training Commission (WA CJTC) and approved for 8-hours of Law Enforcement Training and Community Safety Act (LETCSA) credit:</p> <ul style="list-style-type: none"> <li>• Conduct a Deaf Awareness Workshop for law enforcement, including topics such as: <ul style="list-style-type: none"> <li>• De-escalation skills o ASL signs, universal signs, and common phrases</li> <li>• Understanding deaf culture</li> <li>• Effective communication strategies</li> <li>• Americans with Disabilities Act (ADA)</li> <li>• Reality-based scenarios</li> <li>• Investigation techniques</li> <li>• Policy awareness</li> <li>• Practical resources</li> </ul> </li> </ul> <p>Location: The workshop will be held at: Everett Police Department, South Precinct, 1121 SE Everett Mall Way, Everett, WA 98208 Room: Multi-purpose classroom</p> <p>Compensation: The Host agrees to provide training room space in exchange for two registered class spots. The registration fee for each attendee is \$295, which the Host will receive in exchange for providing the classroom.</p> <p>Cancellation: In the event the Speaker needs to cancel due To an emergency or illness, all registered attendees will receive a full refund. If the Host needs to cancel or reschedule the event, a written notice must be provided to the Speaker at least 30 days before the scheduled workshop date.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> <li>• The Host will provide tables and chairs suitable for a class size of at least 30.</li> <li>• The Host will provide a suitable venue and necessary equipment (e.g., large screens, audio system) for the workshop.</li> </ul> |
|---|--|

IN WITNESS WHEREOF, the City and Speaker have executed this Agreement.

**CITY OF EVERETT  
WASHINGTON**

**MELISSA PHILLIPS, CODA CONNECT, LLC**

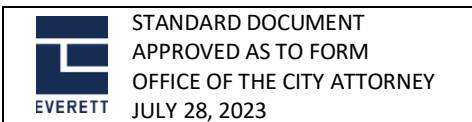
By:   
Cassie Franklin, Mayor

Signature:   
\_\_\_\_\_

09/13/2024  
\_\_\_\_\_  
Date

ATTEST

  
\_\_\_\_\_  
Office of the City Clerk



## ATTACHMENT A

### GENERAL PROVISIONS TO SPEAKER AGREEMENT

1. **Engagement of Speaker.** The City agrees to hire, and Speaker agrees to appear and speak in a competent and professional manner, at the time, date, and location and on the topic described in above Basic Provisions ("**Engagement**"). The engagement table in the Basic Provisions may be amended by Speaker and the City Project Manager or designee by mutual agreement in writing.

2. **Work for Hire.** The speech or presentation created by Speaker shall not be a work for hire. This means that the City does not claim any copyright or ownership interest in the speech or presentation given by Speaker.

3. **Publicity.** The City and Speaker agree that appropriate publicity is important to the success of the presentation, and that both will cooperate and work together toward this end. If the City takes pictures or videotape, or records the speech or presentation in any medium, Speaker agrees the City may use them later to publicize the City, may allow others (including library patrons) to view or listen to the recorded material, and may broadcast or made available from time-to-time over local cable government access channels or the internet, including without limitation social media and the City's website.

4. **Speaker's Representations and Warranties.** Speaker expressly represents and warrants that: (A) Speaker is capable and experienced in performing The Engagement in a professional manner; (B) Speaker's speech, comments and answers shall be appropriate to, and suitable for, the audience that Speaker and City reasonably expect to attend; (C) Any references or use by Speaker of copyrighted material is either duly authorized and licensed, or constitutes fair use of the copyrighted material.

5. **Compensation.** The City shall pay Speaker for completed Engagement. Such payment shall be full compensation including, but not limited to all labor, materials, supplies and incidentals necessary to complete the Engagement. Speaker shall be paid the Compensation Amount stated in the Basic Provisions.

6. **Termination.** Either party may terminate this Agreement with seven days written notice. No payment shall be made for a cancelled Engagement.

7. **Subletting / Assignment of Contract.** This is a contract for personal services. Speaker shall not sublet or assign any of the Engagement without the express, prior written consent of the City.

8. **Indemnification:** Speaker hereby agrees to defend and indemnify the City from any and all claims arising out of, in conjunction with, or incident to any acts, errors, omissions, or conduct by Speaker.

9. **Independent Contractor.** This Agreement shall not constitute or create an employer-employee relationship, and Speaker shall bear all responsibilities as an independent contractor. Speaker shall comply with all Federal, State, and Local laws.

10. **Miscellaneous.**

A. Any waiver or breach of any provision will not be construed as waiver of a subsequent breach or preventing enforcement of other provisions.

B. Speaker agrees that Speaker does not discriminate against others on the basis of race, color, religion, age, sex, disability, marital state, or national origin.

C. Venue for any lawsuit arising from this Agreement shall be Snohomish County.

D. Any ink, electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as an original signature.












# CODA Connect, LLC Speaker Agreement Form

Final Audit Report

2024-09-13

|                 |  |
|-----------------|--|
| Created:        | 2024-09-12                                   |
| By:             | Marista Jorve (mjorve@everettwa.gov)         |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAA3l1OuYKJs1tz9BA6h9Ti_U7FvkQyMrJK |

## "CODA Connect, LLC Speaker Agreement Form" History

-  Document created by Marista Jorve (mjorve@everettwa.gov)  
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-  Signer amfay@everettwa.gov entered name at signing as Ana Fay  
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-  Document approved by Ana Fay (amfay@everettwa.gov)  
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-  Document approved by Tracey Landry (TLandry@everettwa.gov)  
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2024-09-13 - 4:01:53 PM GMT



Email viewed by [contact@codaconnectllc.com](mailto:contact@codaconnectllc.com)

2024-09-13 - 4:02:27 PM GMT



Signer [contact@codaconnectllc.com](mailto:contact@codaconnectllc.com) entered name at signing as Melissa Phillips

2024-09-13 - 4:03:09 PM GMT



Document e-signed by Melissa Phillips ([contact@codaconnectllc.com](mailto:contact@codaconnectllc.com))

Signature Date: 2024-09-13 - 4:03:11 PM GMT - Time Source: server



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Document approved by Tim Benedict ([TBenedict@everettwa.gov](mailto:TBenedict@everettwa.gov))

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Document emailed to Cassie Franklin ([cfranklin@everettwa.gov](mailto:cfranklin@everettwa.gov)) for signature

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2024-09-13 - 5:50:31 PM GMT



Document e-signed by Cassie Franklin ([cfranklin@everettwa.gov](mailto:cfranklin@everettwa.gov))

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Document signing automatically delegated to Ashleigh Scott ([ascott@everettwa.gov](mailto:ascott@everettwa.gov)) by Marista Jorve ([mjorve@everettwa.gov](mailto:mjorve@everettwa.gov))

2024-09-13 - 5:50:50 PM GMT



Document emailed to Ashleigh Scott ([ascott@everettwa.gov](mailto:ascott@everettwa.gov)) for signature

2024-09-13 - 5:50:50 PM GMT



Document emailed to Marista Jorve ([mjorve@everettwa.gov](mailto:mjorve@everettwa.gov)) for signature

2024-09-13 - 5:50:51 PM GMT



Document e-signed by Marista Jorve ([mjorve@everettwa.gov](mailto:mjorve@everettwa.gov))

Signature Date: 2024-09-13 - 5:52:49 PM GMT - Time Source: server



Agreement completed.

2024-09-13 - 5:52:49 PM GMT