

**From:** [Gonzalez, Lorena](#)  
**To:** [Kubly, Scott](#)  
**Subject:** Welcome & Potential Conflict of Interest Waiver  
**Date:** Friday, July 11, 2014 3:15:48 PM  
**Attachments:** [Memo - Wayne Barnett.docx](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)

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Dear Scott:

My name is Lorena and as Counsel to the Mayor am part of his Executive Team. I'm sorry I haven't had a chance to meet you in person but I've heard wonderful things about you. Welcome to the City!

I'm contacting you to begin the process of identifying potential areas of conflicts of interest pursuant to our Ethics Code, which requires that you identify your employers over the past 12 months and the last day you received a paycheck from those employers. Then we must come up with a plan to avoid potential conflicts of interest for the next 12-month period. I just went through this exercise with Michael Mattmiller, DoIT Director, so we have a solid template. The sooner we put this plan together and submit it to Wayne Barnett, Director of the Seattle Ethics & Elections Commission, the better.

Accordingly, please provide me with the following information:

1. The name of every employer you worked for in the preceding 12 months
2. The date you received your last pay check (not pay period) for each identified employer
3. Your prior title(s) and a brief description of your prior job duties for each employer
4. Brief description of your current position and job duties
5. Identify any areas in which there may be a potential for a conflict of interest

Once I receive this information I can draft up a plan for your review before sending it to Wayne for approval. As an example, I've attached the plan I drafted for Michael.

Please call me at 684.5454 with any questions. Hope to meet you in person soon.

Take care,  
Lorena

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notify me immediately via email or telephone at 206-684-5452. Thank you.