



LIMITED STAFF SERVICES AGREEMENT

This Limited Staff Services Agreement ("*Agreement*") is effective as of the date of last signature below, and is between the City of Everett, a Washington municipal corporation ("Everett"), and the agency identified below ("Agency"). In consideration of the covenants, terms and conditions set forth below, and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Everett and Agency agree as set forth below:

1. BASIC PROVISIONS

Agency	City of Edmonds Police Department	
	250 Fifth Avenue N, Edmonds WA 98020	
	Enter Agency city, state, zip	
	Agency Project Manager:	Chief of Police Loi Dawkins Loi.Dawkins@edmondswa.gov
Start Date	January 31, 2026	
End Date	June 30, 2027	
Staff Position to be Provided by Everett to Agency	Community Support Manager/ Social Work Supervisor	
Approximate Hours Required	2 hours per month	
Description of Services	Provide clinical supervision to one (1) social worker employed by the Edmonds Police Department.	
Everett Project Manager	Kelli Roark	
	City of Everett	
	2930 Wetmore Ave, Suite 8A	
	Everett, WA 98201	
kroark@everettwa.gov		

Compensation to Everett (must select one)	<p><input checked="" type="checkbox"/> <u>Standard</u></p> <p>Agency will pay Everett for labor costs on an hourly basis based on actual Everett payroll costs for the Everett staff person provided, including wages and benefits. In addition, Agency will pay the standard Everett vehicle costs based on hours/miles driven for services. These vehicle costs will be based on the Washington State Office of Financial Management mileage reimbursement rate.</p> <p><input type="checkbox"/> <u>Custom</u></p> <p>Enter description of custom compensation arrangement</p>
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2. **PURPOSE AND TERM.** The purpose of this Agreement is to allow an Everett staff member to provide limited services to another agency. The term of this Agreement starts on the Start Date in the Basic Provisions and ends on the End Date in the Basic Provisions. Either party may terminate this Agreement effective on written notice to the other, in which case Agency will pay Everett for services rendered to date of termination.

3. **SERVICES.** Everett will provide the staff position/person identified in the Basic Provisions to Agency for services as stated in the Basic Provisions. Schedule and hours will be as determined by the Everett Project Manager and the Agency Project Manager. Schedule and hours of services are always dependent on availability and subject to the Everett Project Manager's discretion.

4. **INVOICES.** Unless the Everett Project Manager and the Agency Project Manager determine a different invoice schedule, Everett will submit monthly invoices to Agency. Agency shall pay within thirty (30) days of receipt of an invoice.

5. **RELEASE.** Everett makes no promises, representations or guarantees to Agency that services to be provided by Everett under this Agreement are sufficient or appropriate for Agency. Everett provides the services absolutely without warranty of any kind. Agency remains solely responsible for its own mission, for continuously evaluating the Everett services, and for determining whether the services actually assist Agency. In its evaluations, Agency may always consider providing its services and terminating this Agreement. Agency acknowledges that paying the compensation provided in the Basic Provisions does not compensate Everett for assuming legal risk associated with services. Accordingly, if Everett fails for any reason to provide the services or fails to properly provide such services, Agency's exclusive remedy is termination of this Agreement, and, as appropriate, refunding of amounts paid by Agency for the services. Except for this exclusive remedy, Agency hereby waives and releases all claims of any kind whatsoever against the Everett (and the Everett's officers, employees, and agents) with respect to services provided under this Agreement, including without limitation all claims arising from any negligence or any other shortcoming or other failure to provide the services. This release survives termination or expiration of this Agreement.

6. **PERSONNEL.** All Everett employees rendering services hereunder shall be considered employees of Everett for all purposes and shall at all times be agents or employees

of Everett and shall not be considered for any purpose under this Agreement to be an agent or employee of the Agency. Everett shall control the conduct of personnel, including standards of performance, discipline and all other aspect of performance.

7. **OTHER PROVISIONS/SIGNATURE.** This is the entire agreement of the parties regarding the subject matter of this Agreement and supersedes any other agreement, written or oral. No amendment of this Agreement is effective unless in writing and signed by both parties, with the Mayor signing for Everett and an Agency-authorized representative signing for the Agency. Notices to the parties must be to the project managers in the Basic Provisions. AdobeSign signatures are fully binding.

AGENCY:
CITY OF EDMONDS POLICE DEPARTMENT

Signature: 

Name of Signer: Loi Dawkins

Title of Signer: Chief of Police

CITY OF EVERETT:

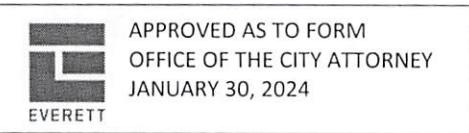


Cassie Franklin, Mayor

Attest:



Office of the City Clerk





CITY OF EDMONDS

250 5TH AVENUE NORTH • EDMONDS, WA 98020 • (425) 771-0200 • FAX (425) 771-0208
www.edmondswa.gov

MIKE ROSEN
MAYOR

POLICE DEPARTMENT • AN ACCREDITED LAW ENFORCEMENT AGENCY

January 29, 2026

Dear Kelli Roark,

I am writing to request additional hours under the limited staff services agreement for our social worker. The Mental Health Field Response Grant we received from Washington Association of Sheriffs and Police Chiefs for our social worker position requires one hour per week of supervision. This request would be an average increase of two hours a month for a total of four/five hours per month depending on the given month. This increase is fully funded by the grant and does not require any additional budget considerations in our city budget.

If you need anything additional to provide the additional hours of supervision, please reach out to me at 425.771.0282 or Loi.Dawkins@edmondwa.gov.

Respectfully,

Loi Dawkins
Chief

Limited Staff Services Agreement_K Roark_02052026_SD

Final Audit Report

2026-02-10

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