

**CITY COUNCIL AGENDA**  
City Hall, 833 South Spruce Street  
7:00 p.m. March 26, 2026

**MEETING TO BE HELD IN-PERSON & REMOTELY**  
**ZOOM WEBINAR LINK:** <https://zoom.us/j/97859681042>  
**ZOOM DIAL-IN:** +1-253-215-8782  
**WEBINAR ID:** 978 5968 1042

**COUNCIL WORKSHOP:** March 26, 2026 @ 6:00 PM – PROS Plan

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**CALL TO ORDER:**

**MINUTES:** [City Council Meeting of March 12, 2026](#)

**AUDIT OF BILLS:**

**PRESENTATIONS:**

**PUBLIC COMMENTS:**

**MAYOR'S UPDATE:**

**COUNCIL COMMENTS:**

**COMMITTEE & BOARD REPORTS:**

**OFFICER'S REPORTS:**

**PROCLAMATIONS:**

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**CONSENT:**

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**ACTION ITEMS:** 1) [Axon Body Cameras and Taser Purchase Agreement](#)

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**INTRO/DISCUSSION ITEMS:**

- 1) [Ordinance Granting Certain Directors and the City Attorney the Authority to Correct Scrivener's Errors](#)
- 2) [2025 Year End Financial Report \(preliminary\)](#)
- 3) [City Administrator Recruiting Schedule](#)
- 4) [Robert's Rules](#)

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**EXECUTIVE SESSION:** An Executive Session may be held to discuss Personnel, Litigation, and/or Land Acquisition.

**ADJOURNMENT:**

**MEETINGS:**

1) **AUDIT & FINANCE COMMITTEE:** **Thursday, March 26, 2026, 4:00 PM**  
Telephonic Meeting 1-774-777-4255  
Conference ID# 589-8786

# March 2026

| March 2026 |    |    |    |    |    |    | April 2026 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
| Su         | Mo | Tu | We | Th | Fr | Sa | Su         | Mo | Tu | We | Th | Fr | Sa |
| 1          | 2  | 3  | 4  | 5  | 6  | 7  |            |    |    | 1  | 2  | 3  | 4  |
| 8          | 9  | 10 | 11 | 12 | 13 | 14 | 5          | 6  | 7  | 8  | 9  | 10 | 11 |
| 15         | 16 | 17 | 18 | 19 | 20 | 21 | 12         | 13 | 14 | 15 | 16 | 17 | 18 |
| 22         | 23 | 24 | 25 | 26 | 27 | 28 | 19         | 20 | 21 | 22 | 23 | 24 | 25 |
| 29         | 30 | 31 |    |    |    |    | 26         | 27 | 28 | 29 | 30 |    |    |

| SUNDAY | MONDAY   | TUESDAY  | WEDNESDAY   | THURSDAY   | FRIDAY | SATURDAY |
|--------|--|--|---|--|--------|----------|
| Mar 1  | 2  | 3<br>6:00pm Library Board<br>(Library Meeting Room)                                | 4<br>5:30pm Planning<br>Commission (Council Chambers) | 5  | 6      | 7        |
| 8      | 9<br>5:00pm Burlington Arts<br>Commission Meeting<br>(Burlington Public Library) | 10<br>4:00pm Public Safety<br>Committee (via Zoom)<br>6:00pm Parks Board<br>(Zoom) | 11  | 12<br>4:00pm Audit & Finance<br>Committee<br>6:00pm Work Session-<br>Streets/Storm, Sewer<br>7:00pm Council Meeting    | 13     | 14       |
| 15     | 16   | 17<br>4:00pm Public Works<br>Committee<br>(Telephonic)                             | 18  | 19   | 20     | 21       |
| 22     | 23   | 24   | 25  | 26<br>4:00pm Audit & Finance<br>6:00pm Work Session-<br>PROS Plan (CH)<br>7:00pm Council Meeting<br>(Council Chambers) | 27     | 28       |
| 29     | 30   | 31   | Apr 1   | 2  | 3      | 4        |

# April 2026

| April 2026 |    |    |    |    |    |    | May 2026 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| Su         | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa |
|            |    |    | 1  | 2  | 3  | 4  |          |    |    | 6  | 7  | 8  | 9  |
| 5          | 6  | 7  | 8  | 9  | 10 | 11 | 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 12         | 13 | 14 | 15 | 16 | 17 | 18 | 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 19         | 20 | 21 | 22 | 23 | 24 | 25 | 24       | 25 | 26 | 27 | 28 | 29 | 30 |
| 26         | 27 | 28 | 29 | 30 |    |    | 31       |    |    |    |    |    |    |

| SUNDAY | MONDAY  | TUESDAY  | WEDNESDAY  | THURSDAY   | FRIDAY | SATURDAY |
|--------|---|--|--|--|--------|----------|
| Mar 29 | 30  | 31   | Apr 1<br>5:30pm Planning Commission (Council Chambers) | 2  | 3      | 4        |
| 5      | 6   | 7<br>6:00pm Library Board (Library Meeting Room)   | 8  | 9<br>4:00pm Audit & Finance Committee<br>6:00pm Work Session- Library, Parks &<br>7:00pm Council Meeting               | 10     | 11       |
| 12     | 13<br>5:00pm Burlington Arts Commission Meeting (Burlington Public Library) | 14<br>4:00pm Public Safety Committee (via Zoom)<br>6:00pm Parks Board (Zoom)               | 15   | 16   | 17     | 18       |
| 19     | 20  | 21<br>3:00pm Historical Preservation Commission (Parks &<br>4:00pm Public Works Committee) | 22   | 23<br>4:00pm Audit & Finance<br>6:00pm Work Session- Admin/HR, Legal, IT.<br>7:00pm Council Meeting (Council Chambers) | 24     | 25       |
| 26     | 27  | 28   | 29   | 30   | May 1  | 2        |

# MINUTES

CITY OF BURLINGTON, WA

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March 12, 2026

Following a 6:00 p.m. workshop, **Mayor Bill Aslett** called the City Council meeting to order at 7:11 p.m. with the Pledge of Allegiance. **Councilmembers present:** Joe DeGloria, Kelsey Freeman, Scott Green, James Stavig, and Elizabeth Turman-Bryant (remotely). **Staff present:** Assistant Public Works Director Brian Dempsey, Sewer Supervisor Don Erickson, Community Development Director Brad Johnson, City Attorney Leif Johnson, Finance Director Sandy Kottke, Interim City Administrator Andy Parks, Public Works and Parks Operations Director Travis Schwetz, Fire Chief Rob Toth, and Police Chief Kevin.

**Councilors DeGloria/Green** made a motion to excuse **Councilor Jamie Weiss** from the March 12, 2026, City Council meeting. All in favor; motion carried.

**MINUTES**

**Councilors Green/Freeman** made a motion to approve the February 26, 2026, regular City Council meeting minutes. All in favor; motion carried.

**AUDIT OF BILLS:**

**Councilor Scott Green** updated Council on the Audit & Finance meeting.

A motion was made by **Councilors Green/Freeman** to approve Accounts Payable Invoices to be paid as of March 12, 2026, in the amount of \$691,006.31; February 2026 – Electronic AP, in the amount of \$46,014.00; and Payroll Expenses for Pay Period Ending February 28, 2026, in the amount of \$694,040.49. All in favor; motion carried.

**PRESENTATIONS:**

No Presentations.

**PUBLIC COMMENTS:**

There was one Public Comment. Remote speaker, John Henry, briefly expressed general concern that conditions in the City are worsening without referencing a specific agenda item or topic.

Members of the public may submit comments or questions by mail to City Hall at 833 S. Spruce Street, ATTN: City Administrator, or by email to [administration@burlingtonwa.gov](mailto:administration@burlingtonwa.gov). Contact information for all the City Departments is available at [www.burlingtonwa.gov](http://www.burlingtonwa.gov).

**MAYOR'S UPDATE:**

**Mayor Aslett** noted that a written update was included in the council packet and shared plans to begin a series of “Coffee with the Mayor” events this spring, with dates still being finalized.

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**Aslett** also informed council of an upcoming state audit exit conference and stated that department presentation slide decks would be distributed to Council.

**COUNCIL COMMENTS:**

**Councilor James Stavig** reported on attending a regional economic forecast event, a Public Works site tour of Spruce Street, and a meeting regarding Meals on Wheels and Senior Center funding. **Stavig** stated his opposition to bike lanes while appreciating clarification on other traffic improvements and expressed concern about recent changes to council meeting procedures, requesting further discussion at a future meeting.

**COMMITTEE & BOARD REPORTS:**

**Councilor Stavig** reported that the Public Safety Committee meeting was canceled due to lack of attendance but noted that public safety statistics and materials were posted to SharePoint for Council review and encouraged members to look them over.

**Councilor Stavig** provided an update for the Parks & Recreation Board sharing that staff would circulate the relevant information, agendas, and materials to Councilmembers.

**OFFICER'S REPORTS:**

**Community Development Director Brad Johnson** explained that impact fees are state-regulated charges on new development used only for growth-related infrastructure, noted Burlington's fees have not been significantly updated since 2015, and outlined ongoing efforts to update transportation, parks, and fire impact fees through the Comprehensive Plan and PROS Plan processes.

**Police Chief Kevin Turner** reported that the department plans to replace aging tasers and implement body-worn cameras with allocated funds from the 2026 budget to enhance officer safety, transparency, and evidence management.

**City Attorney Leif Johnson** reminded Council that certain actions, including ordinances, resolutions, and expenditures, require four affirmative votes for approval regardless of attendance, and that the Mayor may only break ties on limited items. **L. Johnson** noted these voting rules are especially important while the Council is operating with a vacancy and offered to provide guidance on voting requirements as needed.

**Interim City Administrator Andy Parks** shared that recruitment for the permanent City Administrator is underway with applications being reviewed later this month, and a goal of

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Council confirmation in May. **Parks** noted plans to adjust the Council goal-setting process to better align with the new City Administrator onboarding timeline.

**PROCLAMATION:**

No Proclamation.

**PUBLIC HEARING:**

No Public Hearing.

**CONSENT AGENDA:**

**Purchase of 2 New ½ Ton 4x4 Pickups – Parks Department**

**Appointment of Carol Brobeck to the Planning Commission**

**Councilor DeGloria** requested the Consent Agenda Items to be voted on separately. Council discussed the Planning Commission appointment, asking questions about residency requirements, term length, screening procedures, and how appointments and reappointments are handled. Staff and the City Attorney clarified that applicants are vetted by Community Development, terms are six years, the position is volunteer, and appointments are recommended by the Mayor.

**Councilor Stavig/Green** made a motion to approve Consent Agenda Item #1 and authorize the Mayor's signature on appropriate documents. All in favor, motion carried.

**Councilor Green/DeGloria** made a motion to approve Consent Agenda Item #2 and authorize the Mayor's signature on appropriate documents. All in favor, motion carried.

**ACTION ITEMS:**

**Agreement with Gray & Osborne, Inc. for Engineering Services – 2026 Sanitary Sewer Pipe**

**Replacement Project on Pine Street**

**Sewer Supervisor Don Erickson** requested approval of an agreement with Gray & Osborne, Inc., for engineering and design services for the 2026 sanitary sewer pipe replacement project on Pine Street. **Erickson** explained the project requires redesign due to deep, sandy conditions and conflicts with existing utilities.

**Councilor Green/Stavig** moved to approve the Agreement with Gray & Osborne, Inc. and authorize the Mayor's signature. All in favor, motion carried.

**Police Department Remodel – Construction Bid Award**

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**Police Chief Kevin Turner** introduced the topic by outlining the proposed Police Department remodel, explaining that the facility no longer meets operational needs due to growth over the past 25 years. **Turner** noted the project was previously approved for design and bidding, the bid was within the \$600,000 budget, and recommended awarding the construction contract to move the project forward.

**Councilor Freeman/Stavig** moved to award the construction contract for the Police Department remodel project to Hi-Mark Construction in the amount of the low responsive bid and authorize the Mayor to execute the construction contract and associated documents. All in favor, motion carried.

**INTRO/DISCUSSION ITEMS:**

**Resolution Approving the Acquisition of an Interfund Loan between General Fund and the Local Capital Improvement Fund**

**Finance Director Sandy Kottke** explained a resolution formalizing an interfund loan to replenish the General Fund for funds previously loaned to a capital project, using available Sewer Fund balances. **Kottke** noted the action would implement what was already approved during the budget amendment process and maintain the same loan terms.

**Councilors Green/Starvig** made a motion to approve the Resolution to allow the Sewer Fund to acquire the interfund loan held in the General Fund. All in favor, motion carried.

**CLOSED SESSION:**

**City Attorney Leif Johnson** recited the following: pursuant to RCW 42.30.140, a closed session will be held for collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress. There was no expected action.

**City Attorney Leif Johnson** announced a 5-minute break with the start of the Closed Session meeting beginning at 8:20 p.m. The meeting was expected to last for 5 minutes until 8:25 p.m.

An extension was made to add 5 minutes to the session until 8:33 p.m. An extension was made to add 5 minutes to the session until 8:48 p.m. The Closed Session meeting concluded at 8:38 p.m.

CITY OF BURLINGTON, WA

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**ADJOURNMENT:**

**Mayor Aslett** adjourned the meeting at 8:38 p.m.

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Sandra Kottke  
Finance Director

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Bill Aslett  
Mayor

[Return to Agenda](#)

# **ACTION ITEMS**



ITEM #: 1

CHECK ONE:

DISCUSSION. \_\_\_\_\_

ACTION. X

# AGENDA ITEM

Council Date: March 26, 2026

Subject: **Axon Body Cameras and Taser Purchase Agreement**

Submitted by: Kevin Turner, Chief of Police

Attachments: Axon Purchase Agreement

Public Hearing Required: YES ( ) NO (X)

\_\_\_\_\_  
\_\_\_\_\_

### HISTORY AND SUMMARY

The current body camera contract with the Police Department is set to expire next month. To ensure continuity of the body camera program, the Department contacted Axon to obtain updated product information and pricing.

Axon provides its products exclusively through a subscription-based model. This subscription includes equipment replacement, training, data storage, redaction capabilities, auto-tagging, GPS tracking, and live translation services. These features represent a significant operational benefit to the Department.

Axon is also the Department’s current provider of conducted energy devices (Tasers). Like body cameras, these devices are available only through a subscription model, which includes replacement, training, and data management. Additionally, the Tasers integrate with the body camera system, enabling automatic activation during deployment.

The Department’s current Taser inventory includes several units that have failed and others that are no longer supported due to end-of-life status. Maintaining reliable less-lethal options is essential for officer safety and public protection. Replacing outdated equipment with current, supported technology is a critical priority.

### ALTERNATIVES CONSIDERED

None. Axon is the sole-source provider of integrated body camera and Taser systems with these capabilities (licensed, copyrighted, and patented products and services that only this vendor provides – the equipment is compatible with each other and proprietary with custom-built software).

## **BID REQUIREMENTS**

N/A

## **CURRENT AND FUTURE BUDGET IMPACT**

- **2026:** Startup costs for implementation, training, equipment, storage, and associated features total **\$72,600.61**, as approved in the Department's 2026 budget.
- **2027–2030:** Ongoing annual cost of **\$74,788.59**.

## **LEGAL REVIEW**

The Axon Purchase Agreement has been reviewed by City Attorney Leif Johnson. The agreement includes automatic annual renewals unless terminated in accordance with contract provisions allowing for termination for cause and allows for termination by mutual agreement in the event that future budgetary funding is not appropriated.

## **COUNCIL COMMITTEE RECOMMENDATION**

This item has been introduced and discussed during the 2026 budget process, at prior Public Safety Committee meetings in 2025, and at the last City Council meeting on March 12.

## **STAFF RECOMMENDATION**

Staff respectfully recommend approval of the Axon Purchase Agreement. Approval will provide the Department with:

- Advanced body cameras featuring live translation and automatic tagging capabilities.
  - Updated conducted energy devices; and
- Comprehensive support, including equipment replacement, training, software, and secure data storage.

## **SUGGESTED COUNCIL MOTION**

*“I move to approve the Axon Purchase Agreement for police body cameras and conducted energy devices.”*



Axon Enterprise, Inc.  
 17800 N 85th St  
 Scottsdale, Arizona 85255  
 United States  
 VAT: 86-0741227  
 Domestic:(800) 978-2737  
 International: +1.800.978.2737

Q-711557-46010AA

Issued: 12/19/2025

Quote Expiration: 12/19/2025

Estimated Contract Start Date: 03/01/2026

Account Number: 114199

Payment Terms: N30

Mode of Delivery: UPS-GND

Credit/Debit Amount: \$0.00

| SHIP TO  | BILL TO   |
|--|---|
| Burlington Police Dept. - WA<br>311 Cedar St<br>Burlington,<br>WA<br>98233-2803<br>USA | Burlington Police Dept. - WA<br>311 Cedar St<br>Burlington<br>WA<br>98233-2803<br>USA<br>Email: |

| SALES REPRESENTATIVE   | PRIMARY CONTACT   |
|--|---|
| Alex Aguilar<br>Phone: (253) 389-2615<br>Email: alaguilar@axon.com<br>Fax: | Joshua Warren<br>Phone: (360) 755-0921<br>Email: joshuaw@burlingtonwa.gov<br>Fax: |

**Quote Summary**

|                               |                     |
|-------------------------------|---------------------|
| Program Length                | 60 Months           |
| <b>TOTAL COST</b>             | <b>\$344,261.01</b> |
| <b>ESTIMATED TOTAL W/ TAX</b> | <b>\$371,755.27</b> |

**Discount Summary**

|                          |                     |
|--------------------------|---------------------|
| Average Savings Per Year | \$29,792.51         |
| <b>TOTAL SAVINGS</b>     | <b>\$148,962.53</b> |

**Payment Summary**

| <b>Date</b>  | <b>Subtotal</b>     | <b>Tax</b>         | <b>Total</b>        |
|--------------|---------------------|--------------------|---------------------|
| Feb 2026     | \$67,077.37         | \$5,523.24         | \$72,600.61         |
| Feb 2027     | \$69,295.91         | \$5,492.68         | \$74,788.59         |
| Feb 2028     | \$69,295.91         | \$5,492.68         | \$74,788.59         |
| Feb 2029     | \$69,295.91         | \$5,492.68         | \$74,788.59         |
| Feb 2030     | \$69,295.91         | \$5,492.98         | \$74,788.89         |
| <b>Total</b> | <b>\$344,261.01</b> | <b>\$27,494.26</b> | <b>\$371,755.27</b> |

Quote Unbundled Price: \$493,229.00  
 Quote List Price: \$374,282.00  
 Quote Subtotal: \$344,261.01

**Pricing**

*All deliverables are detailed in Delivery Schedules section lower in proposal*

| Item                       | Description   | Qty | Term | Unbundled | List Price  | Net Price   | Subtotal            | Tax                | Total               |
|----------------------------|---|-----|------|-----------|-------------|-------------|---------------------|--------------------|---------------------|
| <b>Program</b>             |   |     |      |           |             |             |                     |                    |                     |
| 100553                     | TRANSFER BALANCE - SOFTWARE AND SERVICES                    | 1   |      |           | \$1.00      | (\$231.37)  | (\$231.37)          | (\$20.13)          | (\$251.50)          |
| 100552                     | TRANSFER BALANCE - GOODS                                    | 1   |      |           | \$1.00      | \$9,212.58  | \$9,212.58          | \$801.49           | \$10,014.07         |
| C00024                     | BUNDLE - TASER 10 CERTIFICATION STANDARD                    | 31  | 60   | \$108.87  | \$86.66     | \$69.28     | \$128,860.80        | \$11,211.21        | \$140,072.01        |
| B00047                     | AXON BODY CAMERA STARTER PLAN                               | 31  | 60   | \$94.82   | \$53.08     | \$53.08     | \$98,728.80         | \$6,132.64         | \$104,861.44        |
| <b>A la Carte Software</b> |   |     |      |           |             |             |                     |                    |                     |
| 73449                      | AXON BODY - LEGACY LICENSE - CONNECTED CAMERA               | 31  | 60   |           | \$5.42      | \$1.84      | \$3,416.20          | \$297.22           | \$3,713.42          |
| 73682                      | AXON EVIDENCE - AUTO TAGGING LICENSE                        | 31  | 60   |           | \$10.85     | \$10.85     | \$20,181.00         | \$1,755.74         | \$21,936.74         |
| 102011                     | AXON AI ASSISTANT   | 31  | 60   |           | \$32.55     | \$32.55     | \$60,543.00         | \$5,267.24         | \$65,810.24         |
| ProLicense                 | Pro License Bundle  | 2   | 60   |           | \$48.82     | \$48.75     | \$5,850.00          | \$508.95           | \$6,358.95          |
| <b>A la Carte Services</b> |   |     |      |           |             |             |                     |                    |                     |
| 101186                     | AXON VR - PSO - VIRTUAL                                     | 1   |      |           | \$2,000.00  | \$2,000.00  | \$2,000.00          | \$174.00           | \$2,174.00          |
| 101208                     | AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES      | 1   |      |           | \$2,700.00  | \$2,700.00  | \$2,700.00          | \$234.90           | \$2,934.90          |
| 79999                      | AXON EVIDENCE - IMPLEMENTATION FOR AUTO TAGGING/PERFORMANCE | 1   |      |           | \$3,000.00  | \$3,000.00  | \$3,000.00          | \$261.00           | \$3,261.00          |
| 85144                      | AXON BODY - PSO - STARTER                                   | 1   |      |           | \$10,000.00 | \$10,000.00 | \$10,000.00         | \$870.00           | \$10,870.00         |
| <b>Total</b>               |   |     |      |           |             |             | <b>\$344,261.01</b> | <b>\$27,494.26</b> | <b>\$371,755.27</b> |

**Delivery Schedule**

**Hardware**

| Bundle                                   | Item   | Description  | QTY | Shipping Location | Estimated Delivery Date |
|--|--------|--|-----|-------------------|-------------------------|
| AXON BODY CAMERA STARTER PLAN            | 100147 | AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK | 31  | 1                 | 02/01/2026              |
| AXON BODY CAMERA STARTER PLAN            | 100147 | AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK | 1   | 1                 | 02/01/2026              |
| AXON BODY CAMERA STARTER PLAN            | 100206 | AXON BODY 4 - 8 BAY DOCK                                   | 4   | 1                 | 02/01/2026              |
| AXON BODY CAMERA STARTER PLAN            | 100466 | AXON BODY 4 - CABLE - USB-C TO USB-C                       | 35  | 1                 | 02/01/2026              |
| AXON BODY CAMERA STARTER PLAN            | 70033  | AXON - DOCK WALL MOUNT - BRACKET ASSY                      | 4   | 1                 | 02/01/2026              |
| AXON BODY CAMERA STARTER PLAN            | 71019  | AXON BODY - DOCK POWERCORD - NORTH AMERICA                 | 4   | 1                 | 02/01/2026              |
| AXON BODY CAMERA STARTER PLAN            | 74028  | AXON BODY - MOUNT - WING CLIP RAPIDLOCK                    | 35  | 1                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 100126 | AXON VR - TACTICAL BAG                                     | 1   | 1                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 100390 | AXON TASER 10 - HANDLE - YELLOW CLASS 3R                   | 31  | 2                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 100390 | AXON TASER 10 - HANDLE - YELLOW CLASS 3R                   | 1   | 2                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 100394 | AXON TASER 10 - MAGAZINE - HALT TRAINING BLUE              | 4   | 1                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 100396 | AXON TASER 10 - MAGAZINE - INERT RED                       | 1   | 1                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 100399 | AXON TASER 10 - CARTRIDGE - LIVE                           | 470 | 1                 | 02/01/2026              |

## Hardware

| Bundle                                   | Item   | Description  | QTY | Shipping Location | Estimated Delivery Date |
|--|--------|--|-----|-------------------|-------------------------|
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 100400 | AXON TASER 10 - CARTRIDGE - HALT                         | 220 | 1                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 100401 | AXON TASER 10 - CARTRIDGE - INERT                        | 20  | 1                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 100591 | AXON TASER - CLEANING KIT                                | 1   | 1                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 100611 | AXON TASER 10 - SAFARILAND HOLSTER - RH                  | 31  | 1                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 100623 | ENHANCED HOOK-AND-LOOP TRAINING (HALT) SUIT (V2)         | 1   | 1                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 100748 | AXON VR - CONTROLLER - TASER 10                          | 1   | 1                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 101122 | AXON VR - HOLSTER - T10 SAFARILAND GRAY - RH             | 1   | 1                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 101455 | AXON TASER 10 - REPLACEMENT TOOL KIT - INTERPOSER BUCKET | 1   | 1                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 101456 | AXON TASER 10 - REPLACEMENT INTERPOSER BUCKET            | 1   | 1                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 101751 | AXON VR - HEADSET - HTC FOCUS VISION                     | 1   | 1                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 101755 | AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK V2            | 31  | 1                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 101755 | AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK V2            | 1   | 1                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 101757 | AXON TASER 10 - MAGAZINE - LIVE TRAINING PURPLE V2       | 3   | 1                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 20018  | AXON TASER - BATTERY PACK - TACTICAL                     | 7   | 1                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 20018  | AXON TASER - BATTERY PACK - TACTICAL                     | 1   | 1                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 20018  | AXON TASER - BATTERY PACK - TACTICAL                     | 31  | 1                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 70033  | AXON - DOCK WALL MOUNT - BRACKET ASSY                    | 1   | 1                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 71019  | AXON BODY - DOCK POWERCORD - NORTH AMERICA               | 1   | 1                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 74200  | AXON TASER - DOCK - SIX BAY PLUS CORE                    | 1   | 1                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 80087  | AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED | 1   | 1                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 80090  | AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN | 1   | 1                 | 02/01/2026              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 100400 | AXON TASER 10 - CARTRIDGE - HALT                         | 160 | 1                 | 02/01/2027              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 100400 | AXON TASER 10 - CARTRIDGE - HALT                         | 150 | 1                 | 02/01/2028              |
| AXON BODY CAMERA STARTER PLAN            | 73309  | AXON BODY - TAP REFRESH 1 - CAMERA                       | 32  | 1                 | 08/01/2028              |
| AXON BODY CAMERA STARTER PLAN            | 73689  | AXON BODY - TAP REFRESH 1 - DOCK MULTI BAY               | 4   | 1                 | 08/01/2028              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 101012 | AXON VR - TAP REFRESH 1 - TASER CONTROLLER               | 1   | 1                 | 08/01/2028              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 20373  | AXON VR - TAP REFRESH 1 - HEADSET                        | 1   | 1                 | 08/01/2028              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 100400 | AXON TASER 10 - CARTRIDGE - HALT                         | 160 | 1                 | 02/01/2029              |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 100400 | AXON TASER 10 - CARTRIDGE - HALT                         | 150 | 1                 | 02/01/2030              |

## Software

| Bundle                                   | Item   | Description                                       | QTY | Estimated Start Date | Estimated End Date |
|--|--------|---|-----|----------------------|--------------------|
| AXON BODY CAMERA STARTER PLAN            | 73686  | AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE) | 31  | 03/01/2026           | 02/28/2031         |
| AXON BODY CAMERA STARTER PLAN            | 73840  | AXON EVIDENCE - ECOM LICENSE - BASIC              | 31  | 03/01/2026           | 02/28/2031         |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 101180 | AXON TASER - DATA SCIENCE PROGRAM                 | 31  | 03/01/2026           | 02/28/2031         |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 101703 | AXON VR - USER ACCESS - TASER SKILLS              | 31  | 03/01/2026           | 02/28/2031         |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 20248  | AXON TASER - EVIDENCE.COM LICENSE                 | 31  | 03/01/2026           | 02/28/2031         |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 20248  | AXON TASER - EVIDENCE.COM LICENSE                 | 1   | 03/01/2026           | 02/28/2031         |
| Pro License Bundle                       | 73683  | AXON EVIDENCE - STORAGE - 10GB A LA CARTE         | 6   | 03/01/2026           | 02/28/2031         |
| Pro License Bundle                       | 73746  | AXON EVIDENCE - ECOM LICENSE - PRO                | 2   | 03/01/2026           | 02/28/2031         |
| A la Carte                               | 102011 | AXON AI ASSISTANT                                 | 31  | 03/01/2026           | 02/28/2031         |
| A la Carte                               | 73449  | AXON BODY - LEGACY LICENSE - CONNECTED CAMERA     | 31  | 03/01/2026           | 02/28/2031         |
| A la Carte                               | 73682  | AXON EVIDENCE - AUTO TAGGING LICENSE              | 31  | 03/01/2026           | 02/28/2031         |

## Services

| Bundle                                   | Item   | Description   | QTY |
|--|--------|---|-----|
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 100751 | AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE | 31  |

**Services**

| <b>Bundle</b>                            | <b>Item</b> | <b>Description</b>  | <b>QTY</b> |
|--|-------------|---|------------|
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 101193      | AXON TASER - ON DEMAND CERTIFICATION                        | 31         |
| A la Carte                               | 101186      | AXON VR - PSO - VIRTUAL                                     | 1          |
| A la Carte                               | 101208      | AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES      | 1          |
| A la Carte                               | 79999       | AXON EVIDENCE - IMPLEMENTATION FOR AUTO TAGGING/PERFORMANCE | 1          |
| A la Carte                               | 85144       | AXON BODY - PSO - STARTER                                   | 1          |

**Warranties**

| <b>Bundle</b>                            | <b>Item</b> | <b>Description</b>                              | <b>QTY</b> | <b>Estimated Start Date</b> | <b>Estimated End Date</b> |
|--|-------------|---|------------|-----------------------------|---------------------------|
| AXON BODY CAMERA STARTER PLAN            | 80464       | AXON BODY - TAP WARRANTY - CAMERA               | 31         | 02/01/2027                  | 02/28/2031                |
| AXON BODY CAMERA STARTER PLAN            | 80464       | AXON BODY - TAP WARRANTY - CAMERA               | 1          | 02/01/2027                  | 02/28/2031                |
| AXON BODY CAMERA STARTER PLAN            | 80465       | AXON BODY - TAP WARRANTY - MULTI BAY DOCK       | 4          | 02/01/2027                  | 02/28/2031                |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 100197      | AXON VR - EXT WARRANTY - HEADSET                | 1          | 02/01/2027                  | 02/28/2031                |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 100704      | AXON TASER 10 - EXT WARRANTY - HANDLE           | 1          | 02/01/2027                  | 02/28/2031                |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 100704      | AXON TASER 10 - EXT WARRANTY - HANDLE           | 31         | 02/01/2027                  | 02/28/2031                |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 101007      | AXON VR - EXT WARRANTY - TASER CONTROLLER       | 1          | 02/01/2027                  | 02/28/2031                |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 80374       | AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10 | 31         | 02/01/2027                  | 02/28/2031                |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 80374       | AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10 | 1          | 02/01/2027                  | 02/28/2031                |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 80374       | AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10 | 7          | 02/01/2027                  | 02/28/2031                |
| BUNDLE - TASER 10 CERTIFICATION STANDARD | 80396       | AXON TASER - EXT WARRANTY - DOCK SIX BAY T7/T10 | 1          | 02/01/2027                  | 02/28/2031                |

## Shipping Locations

| Location Number | Street       | City       | State | Zip        | Country |
|-----------------|--------------|------------|-------|------------|---------|
| 1               | 311 Cedar St | Burlington | WA    | 98233-2803 | USA     |
| 2               | 311 Cedar St | Burlington | WA    | 98233-2803 | USA     |

## Payment Details

| Feb 2026       |            |   |     |                    |                   |                    |
|----------------|------------|---|-----|--------------------|-------------------|--------------------|
| Invoice Plan   | Item       | Description   | Qty | Subtotal           | Tax               | Total              |
| PSO Upfront    | 101186     | AXON VR - PSO - VIRTUAL                                     | 1   | \$2,000.00         | \$174.00          | \$2,174.00         |
| PSO Upfront    | 101208     | AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES      | 1   | \$2,700.00         | \$234.90          | \$2,934.90         |
| PSO Upfront    | 79999      | AXON EVIDENCE - IMPLEMENTATION FOR AUTO TAGGING/PERFORMANCE | 1   | \$3,000.00         | \$261.00          | \$3,261.00         |
| PSO Upfront    | 85144      | AXON BODY - PSO - STARTER                                   | 1   | \$10,000.00        | \$870.00          | \$10,870.00        |
| Transfer Value | 100552     | TRANSFER BALANCE - GOODS                                    | 1   | \$9,212.58         | \$801.49          | \$10,014.07        |
| Transfer Value | 100553     | TRANSFER BALANCE - SOFTWARE AND SERVICES                    | 1   | (\$231.37)         | (\$20.13)         | (\$251.50)         |
| Year 1         | 102011     | AXON AI ASSISTANT   | 31  | \$7,701.07         | \$669.99          | \$8,371.06         |
| Year 1         | 73449      | AXON BODY - LEGACY LICENSE - CONNECTED CAMERA               | 31  | \$434.54           | \$37.81           | \$472.35           |
| Year 1         | 73682      | AXON EVIDENCE - AUTO TAGGING LICENSE                        | 31  | \$2,567.02         | \$223.33          | \$2,790.35         |
| Year 1         | B00047     | AXON BODY CAMERA STARTER PLAN                               | 31  | \$12,558.31        | \$780.06          | \$13,338.37        |
| Year 1         | C00024     | BUNDLE - TASER 10 CERTIFICATION STANDARD                    | 31  | \$16,391.10        | \$1,426.05        | \$17,817.15        |
| Year 1         | ProLicense | Pro License Bundle  | 2   | \$744.12           | \$64.74           | \$808.86           |
| <b>Total</b>   |            |   |     | <b>\$67,077.37</b> | <b>\$5,523.24</b> | <b>\$72,600.61</b> |

| Feb 2027     |            |   |     |                    |                   |                    |
|--------------|------------|---|-----|--------------------|-------------------|--------------------|
| Invoice Plan | Item       | Description                                   | Qty | Subtotal           | Tax               | Total              |
| Year 2       | 102011     | AXON AI ASSISTANT                             | 31  | \$13,210.50        | \$1,149.31        | \$14,359.81        |
| Year 2       | 73449      | AXON BODY - LEGACY LICENSE - CONNECTED CAMERA | 31  | \$745.41           | \$64.85           | \$810.26           |
| Year 2       | 73682      | AXON EVIDENCE - AUTO TAGGING LICENSE          | 31  | \$4,403.49         | \$383.10          | \$4,786.59         |
| Year 2       | B00047     | AXON BODY CAMERA STARTER PLAN                 | 31  | \$21,542.61        | \$1,338.14        | \$22,880.75        |
| Year 2       | C00024     | BUNDLE - TASER 10 CERTIFICATION STANDARD      | 31  | \$28,117.43        | \$2,446.23        | \$30,563.66        |
| Year 2       | ProLicense | Pro License Bundle                            | 2   | \$1,276.47         | \$111.05          | \$1,387.52         |
| <b>Total</b> |            |   |     | <b>\$69,295.91</b> | <b>\$5,492.68</b> | <b>\$74,788.59</b> |

| Feb 2028     |            |   |     |                    |                   |                    |
|--------------|------------|---|-----|--------------------|-------------------|--------------------|
| Invoice Plan | Item       | Description                                   | Qty | Subtotal           | Tax               | Total              |
| Year 3       | 102011     | AXON AI ASSISTANT                             | 31  | \$13,210.50        | \$1,149.31        | \$14,359.81        |
| Year 3       | 73449      | AXON BODY - LEGACY LICENSE - CONNECTED CAMERA | 31  | \$745.41           | \$64.85           | \$810.26           |
| Year 3       | 73682      | AXON EVIDENCE - AUTO TAGGING LICENSE          | 31  | \$4,403.49         | \$383.10          | \$4,786.59         |
| Year 3       | B00047     | AXON BODY CAMERA STARTER PLAN                 | 31  | \$21,542.61        | \$1,338.14        | \$22,880.75        |
| Year 3       | C00024     | BUNDLE - TASER 10 CERTIFICATION STANDARD      | 31  | \$28,117.43        | \$2,446.23        | \$30,563.66        |
| Year 3       | ProLicense | Pro License Bundle                            | 2   | \$1,276.47         | \$111.05          | \$1,387.52         |
| <b>Total</b> |            |   |     | <b>\$69,295.91</b> | <b>\$5,492.68</b> | <b>\$74,788.59</b> |

**Feb 2029**

| Invoice Plan | Item       | Description                                   | Qty | Subtotal           | Tax               | Total              |
|--------------|------------|---|-----|--------------------|-------------------|--------------------|
| Year 4       | 102011     | AXON AI ASSISTANT                             | 31  | \$13,210.50        | \$1,149.31        | \$14,359.81        |
| Year 4       | 73449      | AXON BODY - LEGACY LICENSE - CONNECTED CAMERA | 31  | \$745.41           | \$64.85           | \$810.26           |
| Year 4       | 73682      | AXON EVIDENCE - AUTO TAGGING LICENSE          | 31  | \$4,403.49         | \$383.10          | \$4,786.59         |
| Year 4       | B00047     | AXON BODY CAMERA STARTER PLAN                 | 31  | \$21,542.61        | \$1,338.14        | \$22,880.75        |
| Year 4       | C00024     | BUNDLE - TASER 10 CERTIFICATION STANDARD      | 31  | \$28,117.43        | \$2,446.23        | \$30,563.66        |
| Year 4       | ProLicense | Pro License Bundle                            | 2   | \$1,276.47         | \$111.05          | \$1,387.52         |
| <b>Total</b> |            |   |     | <b>\$69,295.91</b> | <b>\$5,492.68</b> | <b>\$74,788.59</b> |

**Feb 2030**

| Invoice Plan | Item       | Description                                   | Qty | Subtotal           | Tax               | Total              |
|--------------|------------|---|-----|--------------------|-------------------|--------------------|
| Year 5       | 102011     | AXON AI ASSISTANT                             | 31  | \$13,210.50        | \$1,149.32        | \$14,359.82        |
| Year 5       | 73449      | AXON BODY - LEGACY LICENSE - CONNECTED CAMERA | 31  | \$745.41           | \$64.86           | \$810.27           |
| Year 5       | 73682      | AXON EVIDENCE - AUTO TAGGING LICENSE          | 31  | \$4,403.49         | \$383.11          | \$4,786.60         |
| Year 5       | B00047     | AXON BODY CAMERA STARTER PLAN                 | 31  | \$21,542.61        | \$1,338.16        | \$22,880.77        |
| Year 5       | C00024     | BUNDLE - TASER 10 CERTIFICATION STANDARD      | 31  | \$28,117.43        | \$2,446.47        | \$30,563.90        |
| Year 5       | ProLicense | Pro License Bundle                            | 2   | \$1,276.47         | \$111.06          | \$1,387.53         |
| <b>Total</b> |            |   |     | <b>\$69,295.91</b> | <b>\$5,492.98</b> | <b>\$74,788.89</b> |

**Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.**

## Standard Terms and Conditions

### Axon Enterprise Inc. Sales Terms and Conditions

#### Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

#### ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

#### Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

## Exceptions to Standard Terms and Conditions

Agency has existing contract(s) originated via Quote(s):

Q-596900

Agency is terminating those contracts effective 3/1/2026 Any changes in this date will result in modification of the program value which may result in additional fees or credits due to or from Axon.

The parties agree that Axon is applying a Net Transfer Debit of **\$8,981.21**

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Signature

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Date Signed

12/19/2025



# 4 REASONS WHY AGENCIES HAVE OPTED TO SOLE SOURCE

Some agencies have had questions about the practice of sole source procurement of a body-worn video solution: Is it anti-competitive? Does it ensure the lowest price? In order to dispel some common procurement myths, we wanted to address some of the reasons why agencies have opted to sole source.

Mar 28, 2016

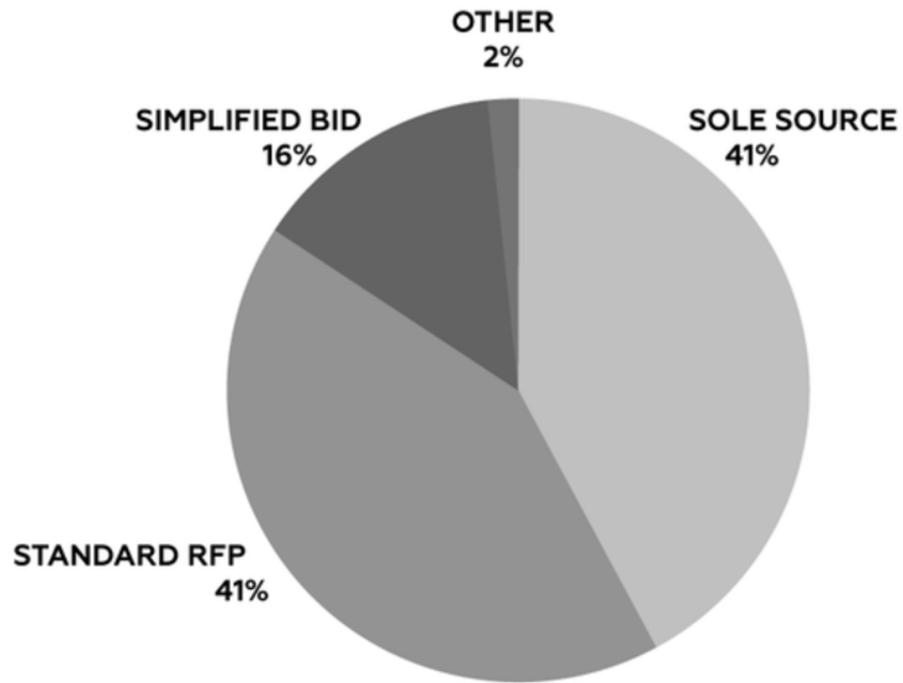


Axon

Mar 28, 2016

Some agencies have had questions about the practice of sole source procurement of a body-worn video solution: Is it anti-competitive? Does it ensure the lowest price? In order to dispel some common procurement myths, we wanted to address some of the reasons why agencies have opted to sole source.

**1. Sole source is a legal and accepted procurement practice and is frequently the preferred method for procuring highly sophisticated technology.**



Source: "Sole Source Contracts: Extraordinary Use in Ordinary Times," Vermont State Auditor's Office, 2015.

### Sole Source Procurement

If you research the procurement codes governing a given municipality, you will find that sole source is an allowable practice when certain conditions are met. Mainly, a department must determine that substantially similar technology is unavailable from more than one vendor. This is meant to act as a safeguard to ensure the agency is obtaining the best pricing when purchasing commodities such as clothing, guns, ammunition, computers, office supplies, etc.

However, a full-featured body camera platform that includes digital evidence management is not a commodity. There is only one company that is proven to offer this solution at scale: TASER International. There isn't another vendor that reliably delivers a combination of point-of-view (POV) recording, a 12-hour battery, automatic triggers, a dock and walk workflow, a full-featured SaaS ecosystem featuring a prosecutor platform, forensic auditing, automated redaction, public disclosure tools, an API toolkit, and unlimited storage as part of their offering.

While other vendors may advertise that they have similar products to Axon and Evidence.com, nobody has proven it in field testing. TASER continues to provide these capabilities every day to some of the largest police departments in the world. We firmly believe we offer a true sole source capability.

## **2. Although an agency may ultimately arrive at a sole source decision, it doesn't mean other vendors weren't evaluated.**

The biggest misconception we encounter is that when an agency decides to sole source, it implies that the agency did not conduct a trial with other vendors. Almost every sole source contract TASER has entered into was preceded by a competitive, extensive and lengthy field trial with other vendors. For example, a major city recently tested 7 different products before selecting our Axon platform and proceeding with a sole source procurement after careful test and evaluation. This is the same exact practice that an RFP would require, but it is much more efficient, as the agency can better understand the product requirements before soliciting pricing proposals.

Consistently, TASER's products outperform those of our competitors, and that is why agencies decide to solely consider our product for purchase.

## **3. Agencies aren't buying simply a camera—they're buying a sophisticated hardware-software ecosystem for securely managing massive amounts of evidentiary data.**

The events in Ferguson, Missouri highlighted the urgent need for body cameras nationwide. However, as agencies began to understand the needs around a body camera deployment, they realized that the end-to-end solution is what they are actually buying—not just hardware. In fact, Ferguson discontinued their initial deployment of one of our competitors' products for this reason.

Many companies can source a body camera out of Asia or repurpose a cell phone. That's the easy part. Delivering a scalable, secure, and reliable solution that optimizes the ingestion of enormous data, management, retrieval and sharing processes is much more difficult. We've invested over \$100 million over the past 8 years and a world class team of software developers in Seattle to deliver an exceptional and unmatched technology experience. None of our competitors have made a similar investment.

## **4. Given what's at stake, agencies must get it right the first time.**

When a police department announces that it is deploying body worn cameras, there is an immediate expectation that the solution will work every single time. If a serious incident is not caught on video, questions immediately arise as to the underlying reasons for the failure. The stakes are simply too high to not deploy reliable technology, not to mention the financial implications of contracting with an unreliable vendor.

After a competitive field test, if an agency is certain as to the vendor that best meets their needs, it's logical that the agency would pursue a contract with that vendor. Conversely, it can be overly bureaucratic and wasteful to spend 6-12 months in an RFP only to arrive at the same answer. As consumers, we would not feel comfortable flying a plane in which every component was awarded to the least expensive bidder, regardless of quality. Police departments have comparable stakes to an airline when it comes to

safety and high quality requirements, which is why they can't simply choose the cheapest quick fix.

Most agencies, large and small, are choosing Axon and Evidence.com, regardless of the procurement methodology.

Some agencies sole source, some opt for cooperative procurement, while others go out to bid. The vast majority of agencies are arriving at the same answer: Axon and Evidence.com. We offer the most comprehensive solution at the lowest total cost of ownership, and that is why we have been successful.

At the end of the day, each department must determine the procurement vehicle that is best for them. Through a sole source, an agency can directly move forward with the option that suits their needs after testing multiple vendors.

By opting to sole source after a competitive field test, they are saving taxpayer money, department resources, and employee time. This practice should be applauded as efficient while remaining competitive, as it enables a timely deployment of a technology that the public demands.

We are striving to improve our products, services, and offerings every day to maintain our leadership in this space. All employees at TASER are committed to delivering the highest quality products with the highest ethical standards and are transparent in all of our business dealings to the extent allowed by law and SEC regulations.

**GET THE LATEST AXON  
NEWS**

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# **DISCUSSION ITEM**



ITEM #: 1

CHECK ONE:

DISCUSSION X

ACTION \_\_\_\_\_

## AGENDA ITEM

Council Date: March 26, 2026 Subject: Ordinance Granting Certain Directors and the City Attorney the Authority to Correct Scrivener's Errors  
Submitted By: Leif Johnson, City Attorney

Attachments: Proposed Ordinance with Exhibit A Public Hearing Required: YES ( ) NO (X)  
BMC Chapter 1.04 General Provisions  
\_\_\_\_\_

### **HISTORY AND SUMMARY**

When drafting Council ordinances and resolutions, sometimes scrivener's errors occur. As Council is aware, these documents can be quite long and complex. Inadvertent issues may appear with spelling, numbering, formatting and the like.

Under common law, it is likely already possible for City staff to correct errors like this administratively. However, many cities pass ordinances like the one attached to clarify the process and confirm that minor errors can be fixed by certain staff members.

This ordinance would authorize City staff (Administrator, Attorney, Clerk/Finance Director) to correct scrivener's errors in the City code and in ordinances and resolutions without the need for re-adoption by Council.

Scrivener's errors include one or more of the following: misspellings; grammatical errors; numbering errors; cross-referencing errors; and inconsistency with the style used for the City Code.

For example, a paragraph in an ordinance may have been numbered ".8" when it should have been ".9" This ordinance would confirm that staff may make the change administratively without requiring Council to review the document and approve it again.

What staff may *not* do is change the substance of an ordinance. If correcting an error changes the intent or function of an ordinance, that will still need to come back to Council for approval.

**ALTERNATIVES CONSIDERED**

Continue to bring ordinances and resolutions with non-substantial errors to Council for approval each time they are discovered.

**BID REQUIREMENTS**

N/A

**CURRENT AND FUTURE BUDGET RAMIFICATIONS**

N/A

**LEGAL ASPECTS – LEGAL REVIEW**

The legal department has assisted in preparation of the proposed ordinance and believes it would save time for staff and eliminate Council’s need to address scrivener’s errors.

**COUNCIL COMMITTEE RECOMMENDATION**

N/A

**STAFF RECOMMENDATION**

Staff recommends approval of this ordinance.

**SUGGESTED COUNCIL MOTION LANGUAGE**

**Option #1** *“I move to adopt the ordinance granting authority for certain staff to correct scrivener’s errors and authorize the mayor to sign.”*

**Option #2** *“I move to have a discussion now and bring forward to the April 2, 2026, consent agenda.”*

**CITY OF BURLINGTON**  
**ORDINANCE \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF BURLINGTON ADDING A NEW SECTION 1.04.100: AUTHORITY TO CORRECT SCRIVENER’S ERRORS TO THE BURLINGTON MUNICIPAL CODE; PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE; AND AUTHORIZING SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.**

**WHEREAS**, the City of Burlington recognizes that scrivener’s errors occasionally occur; and

**WHEREAS**, the Burlington City Council wishes to expedite correction of those errors.

**NOW THEREFORE**, the City Council of the City of Burlington does hereby ordain as follows:

Section 1. New Section 1.04.100, as stated in Exhibit A, is hereby added to the Burlington Municipal Code.

Section 2. If any part or portion of this Ordinance is declared invalid for any such reason, such declaration of invalidity shall not affect any remaining portion.

Section 3. This Ordinance shall take effect 5 days after the publication by ordinance title only.

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_ 2026, by the City Council of the City of Burlington.

**CITY OF BURLINGTON**

\_\_\_\_\_  
Bill Aslett, Mayor

**ATTEST**

\_\_\_\_\_  
Sandra Kottke, Finance Director

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Leif Johnson, City Attorney

**Date Published:**

**Effective Date:**

**CITY OF BURLINGTON**  
**ORDINANCE \_\_\_\_\_ | EXHIBIT A**

**BMC Chapter 1.04: General Provisions**  
**New Section: 1.04.100**

**1.04.100 AUTHORITY TO CORRECT SCRIVENER’S ERRORS**

- A. The City Administrator, Clerk-Treasurer, and City Attorney are hereby each individually authorized to correct scrivener’s errors in the City code and in ordinances and resolutions adopted by the Council without the need for re-adoption of the City code provision, ordinance, or resolution.
  
- B. For purposes of this section, a scrivener’s error includes one of more of the following:
  - 1. Misspelling
  - 2. Grammatical error
  - 3. Numbering error
  - 4. Cross-referencing error
  - 5. Inconsistency with the style used for the City Code

[Return to Agenda](#)



ITEM #: 2

CHECK ONE:

DISCUSSION X

ACTION \_\_\_\_\_

## AGENDA ITEM

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Council Date: March 26, 2026 Subject: 2025 Year End Financial Report (preliminary)

Submitted By: Sandy Kottke, Finance Director

Attachments: Budget Report for 4<sup>th</sup> Quarter 2025

Public Hearing Required: YES ( ) NO (X)

### History

Presenting the 4<sup>th</sup> Quarter of 2025 financial statements.

A copy will be provided separately.

### Alternatives Considered

N/A

### Current and Future Budget Ramifications

N/A.

### Legal Aspects

N/A

### Council Committee Recommendation

Will be discussed at the March 26, 2026 Audit & Finance Committee meeting.

### Staff Recommendation

N/A

### Suggested Motion

N/A

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ITEM #: 3

CHECK ONE:

DISCUSSION X

ACTION \_\_\_\_\_

## AGENDA ITEM

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Council Date: March 26, 2026 Subject: City Administrator Recruiting Schedule

Submitted By: Andy Parks, Interim City Administrator

Attachments: Recruiting Schedule Public Hearing Required: YES ( ) NO (X)

Confidentiality Agreement

\_\_\_\_\_

### HISTORY AND SUMMARY

The recruiting schedule was drafted to fill the position in early summer to attract the most qualified candidates. We updated the recruiting brochure to incorporate Council feedback via a survey of desired skills, knowledge, abilities, experience and education as well as the key projects the city has during the next several years. The final brochure was reviewed by the Mayor, department heads, and the ICMA representative for the City. The process incorporates Council participation in the hiring and selection process.

### ALTERNATIVES CONSIDERED

We considered outsourcing the effort but decided to do an in-house recruitment. We also considered an earlier recruitment, however based on feedback received the March – May timeline was selected.

### BID REQUIREMENTS

Not applicable.

### CURRENT AND FUTURE BUDGET RAMIFICATIONS

The position is budgeted for 2026 and subsequent forecasts.

### LEGAL ASPECTS – LEGAL REVIEW

The process meets legal requirements.

The confidentiality agreement is a common practice in Washington State for executive searches. This helps retain the confidentiality of candidates so that they can pursue this position with limited potential to harm their current reputation and relationships with their current employer and community.

**COUNCIL COMMITTEE RECOMMENDATION**

Not applicable.

**STAFF RECOMMENDATION**

Discuss and come to consensus on the level of Council engagement and use of the Confidentiality Agreement.

**SUGGESTED COUNCIL MOTION LANGUAGE**

No action needed.

**City of Burlington  
2026 City Administrator Recruitment Schedule**

| <b>Phase</b>                              | <b>Timeline</b>             | <b>Key Actions &amp; Deliverables</b>   |
|---|-----------------------------|---|
| <b>Preparation</b>                        | Late February               | Survey completed, flyer finalized, all materials prepared.  |
| <b>Marketing &amp; Outreach</b>           | 3/5                         | Post on website & City Hall; advertise via AWC JobNet, ICMA, GovJobs, SVH, AIC, LOC & targeted emails.  |
| <b>First Review</b>                       | 3/27                        | Screen all applications; send supplementary questionnaire to qualified candidates.  |
| <b>Questionnaires Due</b>                 | 4/3                         | Receive completed questionnaires.   |
| <b>Staff Review</b>                       | 4/3–4/6                     | Staff selects top 10–12 candidates. Schedule together with resumes, cover letters, supplementary questionnaire responses distributed confidentially to City Councilors 4/7 by noon  |
| <b>Council Review</b>                     | <b>4/9 (Closed Session)</b> | Council reviews resumes, cover letters & questionnaires (no interviews) and selects top 6 candidates. (no staff or the Mayor involved in this session – list remains confidential until after staff + Mayor list determined)            |
| <b>Initial Interviews (Staff + Mayor)</b> | <b>4/14 – 4/16</b>          | Staff & Mayor interview top 10–12 candidates and recommend their top 6.   |
| <b>Finalist Selection</b>                 | 4/17 – 4/20                 | Reconcile Council’s top 6 + Staff’s top 6; finalize ≤5 finalists. Notify candidates, send City application, prepare materials & schedule travel. <b><i>(may desire a closed session with Council to assist with reconciliation)</i></b> |
| <b>Finalist Reception</b>                 | <b>5/5 or 5/6</b>           | Reception to welcome all finalists and participants in the process, review process and address questions, opportunity for brief introductions in group session for all  |
| <b>Community Tours</b>                    | <b>5/5 or 5/6</b>           | Tours of community – utilize Directors to provide tours during open periods.  |
| <b>Final Interviews</b>                   | <b>5/5 or 5/6</b>           | Councilors + Mayor + possible community leaders interview finalists.  |
| <b>Closing Session</b>                    | <b>5/5 or 5/6</b>           | Closing informal event, food and conversation with all candidates and those involved in process, including directors  |
| <b>Top Candidate Selection</b>            | <b>5/7 (Closed Session)</b> | Closed session – Select top candidate and finalize offer package.   |
| <b>Conditional Offer</b>                  | 5/8                         | Extend conditional offer.   |
| <b>Background &amp; Reference Checks</b>  | <b>5/9 – 5/12</b>           | Complete checks (post-conditional offer only).  |
| <b>Council Confirmation</b>               | <b>5/14</b>                 | Present candidate to full Council for confirmation; send regrets.   |

Staff and Mayor Panels

Panel 1. Mayor, Chief Toth, Kristen

Panel 2. Leif, Chief Turner, Sarah

Finalist Panels – 3 panels no more than 4 per panel

Panel 1. Kelsey, Scott, Mayor, Citizen

Panel 2. James, Jamie, Citizen

Panel 3. Elizabeth, Joe, Citizen

draft

**CONFIDENTIALITY AGREEMENT**

**City of Burlington – 2026 City Administrator Recruitment**

I, \_\_\_\_\_ (Printed Name), in my role as (Council Member / Mayor / Staff / Community Panelist), acknowledge that I will have access to confidential information during the City Administrator recruitment process. This includes, but is not limited to, applicant names, resumes, cover letters, supplemental questionnaires, interview notes, reference checks, and all discussions regarding candidates.

In consideration of my participation, I agree to the following:

1. I will maintain strict confidentiality of all candidate information and will not disclose any details to anyone outside the official recruitment process, including family, friends, media, or other City employees not directly involved.
2. I will not contact any candidate, directly or indirectly, nor will I contact any current or previous employer or any reference of a candidate, at any time during the recruitment process. All reference and background checks will be conducted solely through the official process coordinated by City staff after a conditional offer has been extended.
3. I understand that all application materials and discussions are exempt from public disclosure until a final hiring decision is made and publicly announced.
4. I acknowledge that unauthorized disclosure may violate the City’s Code of Ethics (RCW 42.23.070), the Public Records Act, and could result in public censure or other appropriate action by the City Council.

I have read and fully understand this agreement and voluntarily agree to be bound by its terms.

Signature Date

Printed Name

**City of Burlington** Andy Parks, Interim City Administrator Date:

\_\_\_\_\_



ITEM #: 4

CHECK ONE:

DISCUSSION X

ACTION \_\_\_\_\_

## AGENDA ITEM

Council Date: March 26, 2026 Subject: Robert's Rules – Discussion Only

Submitted By: Leif Johnson, City Attorney

Mayor Aslett

Attachments: Excerpt of Burlington City Council Rules Public Hearing Required: YES ( ) NO (X)

Citizen's Guide to Effective Conduct of Public Meetings

### **HISTORY AND SUMMARY**

Recently, the Mayor has requested that the City Council meetings be run in a manner that is more consistent with Robert's Rules of Order (hereafter "Robert's Rules"). A request from a Councilmember was heard to add Robert's Rules as a discussion item to an upcoming meeting, leading to this agenda item.

For several meetings, Council has been adjusting to following the basic procedures laid out in Robert's Rules, most notably the timing of when a motion and second is necessary.

The Burlington City Council has adopted Robert's Rules:

*"Robert's Rules of Order Newly Revised Edition shall be the guideline procedures for the proceedings of the Council."* Burlington City Council Rule 1.6.

Under Robert's Rules, substantive Council discussion is intended to occur after a motion has been made and seconded, not before.

Requiring a motion and second before discussion serves several important purposes. First, it ensures the Council is debating a clearly defined proposal, so all members and the public understand precisely what action is being considered. Second, the requirement of a second confirms that more than one Councilmember believes the issue warrants Council time and deliberation, without implying agreement with the motion's merits.

If an action cannot achieve a motion and a second, then it does not have merit, or is not ready for Council action, and any discussion would have been time wasted for all attendees at the meeting.

This structure promotes orderly, efficient meetings by keeping discussion focused on a single question, supporting the Chair’s responsibility to preserve order and confine debate to the matter under consideration. It also protects fairness and transparency, ensuring that all Councilmembers participate on equal footing and that the public record accurately reflects the issue debated and the decision made.

Consistent with these principles, the Council’s Rules of Procedure provide that:

*“...no motion shall be entertained or debated until duly seconded and announced by the Mayor”*  
Burlington City Council Rule 5.2.

This requirement is not a technical formality, but a core procedural safeguard that supports clear decision-making, effective public meetings, and compliance with the Council’s adopted rules.

Following the widely practiced timing for motions has other benefits. Leading with a motion and second helps the public know precisely what the Council is discussing and preparing to decide on. A discussion with no motion is unclear.

Additionally, since most organizations use Robert’s Rules, it is easier for someone with no knowledge of the Burlington City Council to immediately be familiar with the meeting structure and to participate, without having to learn a custom procedure. That could include members of the public, new Councilmembers or anyone else that may wish to participate.

Familiarity with accepted Robert’s Rules will also assist staff and Councilmembers when they attend or participate in meetings by other governmental bodies, like the County or State.

It is crucial to note that making a motion or a second for Council action does not indicate support. It is common practice for someone that does not support an action to make the motion for it, since they have the right to speak first. That gives the dissenting voice the first opportunity to be heard and try to sway the rest of the body with his or her argument.

It is also important to note that the way Council conducts business is ultimately up to the elected officials of Burlington. The Council retains the authority to determine its own rules, as long as some form of basic parliamentary rules are in place. In other words, it does not need to be Robert’s Rules, but it needs to be some parliamentary authority that makes sense. RCW 35A.12.120, common law.

There are alternatives to Robert’s Rules, but they are rare.

Both the Mayor and Council have important parts to play in running meetings, respecting each other’s time and positions and ensuring meetings are run consistently with their expectations.

### **ALTERNATIVES CONSIDERED**

Although Council has some leeway to adapt Robert’s Rules to it’s needs, it may not move away from parliamentary procedure entirely. Council has already adopted Robert’s Rules. If Council wishes to override Robert’s Rules and put a custom timing procedure for motions into practice, it would be advisable to adopt it in the Burlington City Council Rules of Procedure.

### **BID REQUIREMENTS**

N/A

### **CURRENT AND FUTURE BUDGET RAMIFICATIONS**

N/A

### **LEGAL ASPECTS – LEGAL REVIEW**

The legal department recommends transitioning to use Robert’s Rules in their standard form, as has been underway for some months now. Following Robert’s Rules as closely as possible not only supports more efficient meetings, but makes Council’s actions easier to defend if those actions are challenged in Court.

Please review the attachment “Citizen’s Guide to Effective Conduct of Public Meetings Using Parliamentary Procedure and Robert’s Rules of Order in Washington State” for further information.

### **COUNCIL COMMITTEE RECOMMENDATION**

None. Council has the authority to refer this issue for recommendations from an existing or new Committee, at its discretion. There may be some value in doing so.

### **STAFF RECOMMENDATION**

Continue to adjust to following Robert’s Rules in their classic form.

### **SUGGESTED COUNCIL MOTION LANGUAGE**

None. Discussion only.

# CITIZEN'S GUIDE TO EFFECTIVE CONDUCT OF PUBLIC MEETINGS USING PARLIAMENTARY PROCEDURE AND ROBERT'S RULES OF ORDER IN WASHINGTON STATE



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This guide has been prepared to assist citizens and residents who want to know the expectations for public meetings under parliamentary procedure and Robert's Rules of Order in Washington State. We use the example of a city council; these questions are also relevant to other local government bodies such as county commissions, school boards, special districts, etc. We are parliamentarians and nothing in this guide constitutes legal advice.

John Berg, PRP  
Kevin R. Connelly, PRP, CP  
Ann G. Macfarlane, PRP  
K. Ann McCartney, PRP, CP-T  
Paul McClintock, PRP, CP-T  
Weldon L. Merritt, PRP, CPP  
Beverly Przybylski, PRP  
Mary L. Randolph, PRP, CPP-T  
Matthew J. Schafer, PRP

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October 6, 2017  
Updated as of December 11, 2017

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## INTRODUCTION

This material is general and educational in nature. The answers are based on *Robert's Rules of Order Newly Revised, 11th edition* (abbreviated RONR) and our own experience. The National Association of Parliamentarians ([parliamentarians.org](http://parliamentarians.org)) and the American Institute of Parliamentarians ([aipparl.org](http://aipparl.org)) provide extensive information on parliamentary procedure. For additional information on many of these questions, MRSC (Municipal Research and Services Center) has valuable reference materials available for free download ([mrsc.org](http://mrsc.org)).

In this guide we talk about “mayor-council” cities, in which the mayor is elected by the people, and “council-manager” cities, in which the city council elects the mayor from among its own members. Charter cities are governed by the contents of their charter and state law. Throughout this guide, the term “mayor” means “presiding officer” (the person in charge of running the meeting).

In every state, state law governs the actions of local government. Many states give access to their relevant statutes online. The Revised Code of Washington (RCW) is mentioned for reference purposes only. Nothing in this guide constitutes legal advice. Consult your attorney or another qualified authority if you have questions about how these general principles apply in a specific situation.

|       |  |
|-------|--|
| PRP   | Professional Registered Parliamentarian (NAP)        |
| CP    | Certified Parliamentarian (AIP)                      |
| CPP   | Certified Professional Parliamentarian (AIP)         |
| CP-T  | Certified Parliamentarian-Teacher (AIP)              |
| CPP-T | Certified Professional Parliamentarian-Teacher (AIP) |

### Excerpts from the Revised Code of Washington (RCW):

RCW 35A.12.100 (Mayor-council) The mayor shall preside over all meetings of the city council, when present, but shall have a vote only in the case of a tie in the votes of the councilmembers with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money.

RCW 35A.13.030 (Council-manager) The chair of the council shall have the title of mayor and shall preside at meetings of the council.

RCW 35A.12.120 The council shall determine its own rules and order of business, and may establish rules for the conduct of council meetings and maintenance of order. (Note: This applies to both mayor-council and council-manager cities.)

## I. PARLIAMENTARY PROCEDURE

### **I thought state law governed the conduct of city council meetings. Why do mayors and members of city councils have to follow parliamentary procedure?**

Under Washington State law, councils determine their own rules:

RCW 35A.12.120 “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.”

The set of ordinary and customary rules that councils usually choose for their meetings is “parliamentary procedure.” These customs, rules and guidelines have evolved over the last 500 years to govern the conduct of public meetings. They form part of the common law. The courts have found that public bodies must follow parliamentary principles. In some states, the requirement to follow parliamentary principles is specifically included in state law.

### **If a council hasn’t adopted Robert’s Rules of Order, can it run its meetings the way it likes?**

No. Robert’s Rules of Order is one widely-used authority summing up the general understanding of parliamentary procedure. There are other authorities as well. Even if a council has not adopted any authority, it is still bound by parliamentary principles as part of the common law.

### **What does the principle of majority rule mean?**

The principle of majority rule means that the decision of a majority of the members of the body (more than half of those present and voting) is the decision of the entire council. The minority must make it their own, or at a minimum, may not take actions to prevent the council from carrying out its decision.

### **What is a quorum?**

A quorum is the minimum number of voting members who must be present for business to be done. Unless otherwise specified, it is a majority of the members then in office. In a mayor-council city, the mayor is not counted towards the quorum. RONR pp. 345-351

### **Can a council suspend all of Robert’s Rules?**

No. RONR p. 263-265

### **How can a rule be suspended?**

If a member wishes to suspend a rule, for instance, to allow a member of the public to speak longer than the allotted time, he says, “I move to suspend the rules in order to allow the citizen to complete his remarks.” This motion needs a second and cannot be debated. It usually takes a two-thirds vote to pass. The specific rule being suspended is not mentioned, only the purpose. Some rules cannot be suspended. RONR pp. 260-267

## II. PRESIDING

### **Who is in charge of running a public meeting, such as a city council, school board or special district meeting?**

For each body, there is a specific individual who has authority to run the meeting, either by election or appointment. This person’s personal authority is subject to state law and regulations, any bylaws or guidelines adopted by the body, and the will of the body itself. Depending on the body, this individual will have the title of mayor, president, chair, etc. In a city council, the mayor has the duty of running the meeting.

**Under the Revised Code of Washington, a mayor elected by the people is supposed to run the meeting. Doesn't he have the right to run it the way he likes?**

No. The mayor in a mayor-council must follow the principles outlined in parliamentary procedure. During the meeting, he is the servant of the group, and the group is the final authority. The group's final authority is exercised by using the motion to appeal.

### III. MAYOR

**What are the obligations of the mayor during a meeting?**

The mayor has the following duties. RONR pp. 449-450

|                                      |   |
|--------------------------------------|---|
| Open meeting                         | To open the meeting at the appointed time by taking the chair (sitting in the seat reserved for the presiding officer), after finding that a quorum is present, and calling the meeting to order.   |
| Announce next activity               | To announce in proper sequence the next activity before the council in accordance with the prescribed order of business.  |
| Recognize members                    | To recognize council members who are entitled to the floor (who have the exclusive right to be heard at that time).   |
| State questions and put to vote      | To state and put to vote all questions that legitimately come before the council as motions or that otherwise arise in the course of proceedings, and to announce the result of each vote; or, if a motion that is not in order is made, to rule it out of order. |
| Refuse to recognize dilatory motions | To protect the council from obviously dilatory (recurrent time-wasting or obstructive) motions by refusing to recognize them.   |
| Enforce order and decorum            | To enforce the rules relating to debate and those relating to order and decorum within the council.   |
| Expedite business                    | To expedite business in every way compatible with the rights of council members and the council rules.  |
| Decide all questions of order        | To decide all questions of order subject to appeal — unless, when in doubt, the mayor prefers initially to submit such a question to the council for decision.  |
| Respond to inquiries                 | To respond to inquiries of council members relating to parliamentary procedure or factual information bearing on the business of the council.   |
| Authenticate documents               | To authenticate by his signature, when necessary, all acts, orders and proceedings of the council.  |
| Close meeting                        | To declare the meeting adjourned when the council so votes or — where applicable — at the time prescribed in the agenda, or at any time in the event of a sudden emergency affecting the safety of those present.   |

**Is the mayor a member of the city council?**

In Washington State, the mayor of a council-manager city is a member of the city council, but the mayor of a mayor-council city is not.

**What right does the mayor have to speak at a city council meeting?**

- The mayor must, of course, speak about procedural matters in order to carry out the duties outlined above.

- The mayor in a council-manager city has the same right to speak about issues facing the council as any other council member.
- RONR has special rules for small boards (up to about 12 members). In a mayor-council city with a small council, the elected mayor customarily has a right to speak on matters pending before the council, even though technically not a member. In a larger council, if the elected mayor wishes to speak on substance, he should step down from the chair in order to participate in debate, while another who has not and will not speak on the matter presides, resuming it only when the item has been dealt with. RONR pp. 394-395.

### **Can the council remove the mayor as presiding officer during a city council meeting and appoint someone else in his place?**

This is primarily a legal and not a parliamentary question.

## **IV. MEETING NOTICES AND AGENDA**

### **Who authorizes the notice of a special meeting?**

Issuing notices of a meeting is part of the administrative duties of the mayor. The mayor is bound to issue notices of special meetings that are called according to state law and council rules.

### **Who decides what goes on the agenda of a public meeting?**

The mayor prepares the draft agenda of a public meeting, but the final content of the agenda is subject to the vote of the council. RONR p. 372-373

## **V. DEBATING**

### **Who decides who may speak in debate and in what order?**

The mayor recognizes council members (gives them permission to debate) in accord with the rules of parliamentary procedure. For example:

- The person who makes a motion has the right to debate first if he wishes to. RONR p. 379
- No one may debate a second time until everyone who wishes to do so has spoken once. RONR pp. 379, 388-389
- The mayor may not refuse to recognize council members based on personal preference. RONR pp. 376-377

### **May council members interrupt each other or the mayor?**

No. Interrupting is forbidden under RONR. An exception is that a council member may interrupt to raise a “point of order” if a procedural rule is being broken that needs immediate attention. RONR pp. 383-385

### **May the mayor interrupt a debater?**

No. RONR says specifically that the chair may not interrupt a debater except for a point of order, so long as no council rules are broken. The mayor may not interrupt even if he knows more about a given subject than the debater. RONR pp. 43-44

### **May the council members debate directly to each other?**

It depends. In a large council, council members must address all remarks to the chair. In a small council (up to about 12 members) council members may speak directly to each other. However, the rule that no one may

debate a second time until everyone who wishes to do so has spoken once still applies. Allowing members to debate to each other often leads to one-on-one conversations that violate this rule. RONR p. 392; pp. 487-488

### **What kinds of remarks are forbidden at city council meetings?**

There are certain types of unacceptable remark under RONR. Council members may not make such remarks, which are considered to be irrelevant (not germane) to debate. (Members of the public are not bound by these restrictions.) RONR pp. 392-393

- Personal remarks (remarks about a person's individual qualities, rather than his views)
- Insulting language, personal attacks, profanity and vulgarity
- Inflammatory remarks
- Criticizing a past action of the group, unless the topic is under discussion by the group as a whole, or the member plans to introduce a motion to amend or rescind the action at the end of his speech.
- Remarks that are not germane (relevant) to the topic under discussion.

### **Who decides whether a remark is forbidden under these rules?**

The mayor issues a ruling about improper remarks, subject to appeal. A council member may also object to an improper remark.

### **May the council invite a member of the public to speak at a public meeting?**

Yes. The council may invite anyone it chooses to address it.

## **VI. VOTING**

### **How many votes does it take to pass a motion or resolution?**

In most cases it takes a majority vote to pass a motion or resolution. RONR pp. 400-429

### **What is a majority vote?**

This is a vote in which more than half of the members who cast a vote vote in favor of the motion:

|                     |            |
|---------------------|------------|
| 2 or 3 members vote | 2 in favor |
| 4 or 5 members vote | 3 in favor |
| 6 or 7 members vote | 4 in favor |
| 8 or 9 members vote | 5 in favor |

### **What is a two-thirds vote?**

This is a vote in which at least two-thirds of the members who cast a vote vote in favor of the motion:

|                     |            |
|---------------------|------------|
| 2 or 3 members vote | 2 in favor |
| 4 members           | 3 in favor |
| 5 or 6 members vote | 4 in favor |
| 7 members vote      | 5 in favor |
| 8 or 9 members vote | 6 in favor |

**Who decides what the outcome of a vote is?**

The mayor announces the result of a vote and has a special obligation to verify it beyond reasonable doubt. RONR p. 48

**If the mayor announces the result of a vote, and it seems to a council member that he made an error, what should the council member do?**

If the vote was taken by voice, the council member should call out “division.” The mayor must then retake the vote by raising hands or asking council members to stand. At the request of any council member, the vote must be taken by roll call. RONR p. 52

**Can the mayor vote at council meetings?**

In a council-manager city, the mayor may vote.

In a mayor-council city, the mayor ordinarily has no vote. However, the mayor may vote in one instance: to break a tie in a matter that is NOT the passage of an ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money.

**If the council passes a resolution or motion, can the mayor veto it?**

Mayors in mayor-council code and second class cities can veto ordinances passed by the council, but such a veto may be overridden by the vote of a majority of all council members plus one more vote. The mayor does not have the power to veto other actions of the council. Mayors in towns do not have a veto power. In a council-manager city, mayors also do not have a veto power. The veto power of mayors in the ten first class cities are detailed in their city charters.

## VII. POINT OF ORDER AND APPEAL

**What should a council member do when someone breaks one of the rules?**

A council member can make a point of order. This is a motion that requires another council member, or the chair, to abide by the council’s rules or parliamentary rules. If an error isn’t obvious, the council member may have to briefly explain how the rules are being broken.

This motion is made by just one council member and in most circumstances the motion must be made at the time of the rule violation. When this motion is made it immediately and temporarily stops business until the point is ruled on by the chair, who will either agree with the council member and enforce the rule, or may disagree with the council member. Once the chair rules that the point of order was well taken (correct) or not well taken (incorrect), the business that was interrupted then continues (unless the chair’s ruling is immediately appealed). RONR p. 247, 255

**How does a council member raise a point of order?**

The council member who sees a rule violation and wants the rule enforced should stand up, interrupt the chair or a speaker if necessary, and without waiting to be recognized, call out, “Point of order!” or “I rise to a point of order.” RONR p. 253

**Can a council member raise a point of order about the chair’s actions?**

Yes. Everyone in the meeting must follow the rules. If this happens, the chair issues a ruling on his own action.

**Can a member of the public raise a point of order?**

No. Only a council member can raise a point of order.

**What should council members do when they disagree with a ruling by the mayor?**

A council member can appeal the chair's ruling, which then tells the chair that the council member is in disagreement with the chair's interpretation and that he wants the council to decide it for themselves. The appeal must be made immediately. If other business intervenes, then it is too late to appeal the chair's decision or ruling.

When the motion is made, it immediately and temporarily stops the pending business until a decision is reached on the appeal. After a vote is taken on the appeal by the council members, the business that was interrupted then continues. RONR pp. 255-56

**How is an appeal conducted?**

A council member stands and without waiting to be recognized says: "I disagree with the ruling by the chair." The chair should recognize an appeal, even if worded simply as, "I don't think that's right – I disagree with you." The formal wording is, "I appeal from the decision of the chair." The chair then processes the motion. RONR p. 259

**Can appeals be debated?**

Appeals pertaining to language and decorum may not be debated. In general, other appeals can be debated. There is a special process for debating an appeal. RONR p. 257

**Are there rulings that cannot be appealed?**

Yes. A point of order that was raised while an appeal is pending cannot be appealed, nor can a ruling by the chair for which there cannot possibly be two reasonable opinions. RONR p. 256

**What should the council members do if the mayor ignores an appeal?**

This is a highly significant violation of parliamentary procedure which should never happen. The council member may stand and take the vote himself. Education is critical so that all involved understand how this process works. Consult an attorney if legal action is needed. RONR p. 651

## VIII. ADJOURNMENT AND ORDERING A MEMBER TO LEAVE THE MEETING

**May the mayor adjourn the meeting when he chooses?**

No. The mayor may adjourn the meeting on his own initiative only in two instances:

- If the council has come to the end of its agenda and there is no further business.
- If a riot or other dangerous situation has arisen. RONR p. 233-242

**May the members adjourn the meeting when they choose?**

Yes. When the council votes in favor of adjournment, the meeting ends, even if there is unfinished business. This motion cannot be debated and requires a majority vote.

**May the mayor order a member of a city council to leave the meeting?**

No.

**May the council members order one of their own members to leave the meeting?**

Yes. In situations where disruption or disorderly conduct by a council member warrants it, the other members may direct that he leave the meeting. Usually warnings are given first. The removal can be ordered only for a single meeting, not for future meetings. It is best to have adopted policies in place that state when and how such an event might occur. RONR pp. 643-653

## IX. PUBLIC COMMENT PERIOD

### **What is the purpose of the public comment period at public meetings?**

The purpose of the public comment period at public meetings is for the public to inform the council about their views on matters before the council. It is not intended for debate and discussion with the public. When back-and-forth exchanges occur, it can become a challenge to describe the council's position correctly and accurately, and substantial confusion may result.

Councils should have other channels in place to answer questions, address concerns, and dialogue with the public—community forums, surveys, personal discussions, a form on the website to contact council members or staff, etc.

### **May the council place limits on the public comment period?**

Yes. The council may place reasonable limits on when public comment is taken, how long people may speak, and how long the public comment period will be; the council may also require that the subject matter pertain to the council's work. All such rules must be “viewpoint-neutral,” that is, they may not favor one opinion over another.

### **Should the public in attendance clap, boo, hiss or speak over other people during the meeting?**

No. This should never happen. Expressions of opinion of this type, whether positive or negative, are intimidating to others and may lead to the suppression of free speech. They also impede the council from doing its business.

### **May the mayor or members encourage the crowd to clap, boo, hiss or speak over other people during the meeting?**

No.

### **What should the mayor and council do if the public becomes rowdy and unruly during a meeting?**

The mayor should explain firmly to the public that they have an obligation to allow the council to do its business. In cases of severe disruption, the council may order the room cleared, or may move to another location (see RCW 42.30.050). Advice from the attorney is helpful in such cases.

### **Can the mayor order a member of the public to leave the meeting?**

State and Federal law and court cases pertaining to open meetings and free speech govern this question.

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The authors may be contacted at:

|                              |                             |
|------------------------------|-----------------------------|
| John Berg, PRP               | nap@jb70.net                |
| Kevin R. Connelly, PRP, CP   | tdk91692@gmail.com          |
| Ann G. Macfarlane, PRP       | ann@jurassicparliament.com  |
| K. Ann McCartney, PRP, CP-T  | ann@silverbeach.com         |
| Paul McClintock, PRP, CP-T   | pmcclintock@gmail.com       |
| Weldon L. Merritt, PRP, CPP  | weldonlmerritt@gmail.com    |
| Beverly Przyblyski, PRP      | beverlyp9@comcast.net       |
| Mary L. Randolph, PRP, CPP-T | mlrandolph@msn.com          |
| Matthew J. Schafer, PRP      | matthew.j.schafer@gmail.com |