

CIVIL SERVICE COMMISSION MEETING AGENDA



City of Lake Stevens Vision Statement

We are a thriving community that promotes a vibrant economy, preserves natural beauty, and supports an exceptional quality of life for all.

August 14, 2025 - 4:00 PM
City Hall (1812 Main St.) and [via Zoom](#)

1. **Call to Order**
2. **Roll Call**
3. **Action Items**
 - A. Approve Minutes of July 10, 2025 Civil Service Commission Meeting Julie Kelch
4. **New Business**
 - A. Staffing and Recruiting Update Dean Thomas
5. **Adjourn**

THE PUBLIC IS INVITED TO ATTEND

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources, City of Lake Stevens ADA Coordinator, (425) 622-9400, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.

**CITY OF LAKE STEVENS
CIVIL SERVICE COMMISSION MEETING MINUTES**

July 10, 2025

Hybrid meeting via Zoom and in-person at City Hall

CALL TO ORDER: 4:00 p.m. by Chairperson Ray Mitchell

COMMISSION MEMBERS PRESENT: Ray Mitchell
Brian McManus
Debbie Willis

STAFF PRESENT: Julie Kelch, *Senior Human Resources Specialist*
Chief Examiner/Secretary

Action Items:

MOTION by Brian McManus to approve the Minutes of the May 29, 2025 Civil Service Commission Meeting. Motion seconded by Ray Mitchell. Motion passed unanimously. Motion carried.

New Business:

Staffing and Recruiting Update: Julie provided an update on the recruitment of Police Officers.

Julie mentioned the possibility of cancelling the October meeting.

Adjourn:

MOTION by Ray Mitchell to adjourn the meeting. Motion seconded by Debbie Willis. Motion passed unanimously. Motion carried.

The meeting was adjourned at 4:05 p.m.

Respectfully Submitted:

Approved By:

Julie Kelch, Chief Examiner/Secretary
Civil Service Commission

Ray Mitchell, Chairperson
Civil Service Commission

Eligibility List	Authorized Positions	Vacant Positions	Candidates on Eligibility List	Activity from Jun. 11-Aug. 12, 2025
Police Officer*	38	4		
Entry Level			141	New candidates: 49 Removed from Eligibility List: 113 Hired: 1 • Matthew Ashbrook hired 7/28/25; Academy: 8/12/25-12/18/25 Conditional offer of employment: 0 Background check in Progress: 0 Resigned/Separated: 0
Entry Level-Advanced			2	New candidates: 1 Removed from Eligibility List: 2 Hired: 0 Conditional offer of employment: 0 Background check in progress: 0 Resigned/Separated: 0
Lateral			1	New candidates: 2 Removed from Eligibility List: 2 Hired: 0 Conditional offer of employment: 0 Background check in progress: 0 Resigned/Separated: 0
Police Sergeant			0	Eligibility List expired Sept. 10, 2024
Police Records Supervisor	1	0	0	Eligibility List expired Dec. 13, 2024
Police Records Specialist	5	0	0	Eligibility List expired Apr. 10, 2025
Community Service Officer	2	0	7	New candidates: 0 Removed from Eligibility List: 0 Hired: 1 • Maxwell Vick hired 8/18/25 Background check in progress: 0 Resigned/Separated: 0
Evidence Technician	1	0	0	Eligibility List expired pre-2018

*Does not include Police Chief, Deputy Police Chief, or Commander.

Hiring Process:

1. Eligibility List certification
2. Command interview
3. Two ride-alongs
4. Polygraph**
5. Background check
6. Conditional offer of employment**
7. Psychological exam**
8. Medical exam**
9. Offer of employment

**Police Officers only

Upcoming Vacancies:

We are unaware of any.