

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.

January 8, 2026 - 4:00 PM

TWO WAYS TO JOIN

IN PERSON: City Hall, Conference Room A, 1812 Main Street

OR

VIA ZOOM:

https://events.zoom.us/ej/Aiaa0EYoSlTmDNRJbLfrdz3FLSUC6LvpXw0IYWPfHBmVmKfPZ_6~A46LPmWOnic-LMor-l0HVLQcvRjxNExil-uQSijYFg11TI2w6o-x8wxlSmlldw

- 1. Call to Order**
- 2. Roll Call**
- 3. Action Items**
 - A. Approval of Civil Service Commission Meeting Minutes of September 11, 2025
 - B. Approval of Civil Service Commission Meeting Minutes of November 10, 2025
- 4. New Business**
 - A. Elect a 2026 Civil Service Commission Chair and Vice Chair
 - B. Staffing and Recruiting Update
 - C. Meeting Schedule for 2026
- 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
September 11, 2025
Hybrid meeting via Zoom and in-person at City Hall

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

COMMISSIONERS PRESENT: Ray Mitchell and Debbie Willis

COMMISSIONERS ABSENT: Brian McManus

STAFF PRESENT: Dean Thomas, *Acting Deputy Police Chief*; and Julie Kelch, *Senior Human Resources Specialist and Chief Examiner/Secretary*

Action Items:

MOTION by Debbie Willis to approve the Minutes of the August 14, 2025 Civil Service Commission Meeting. Motion seconded by Ray Mitchell. Motion passed unanimously. Motion carried.

New Business:

Staffing and recruiting update:

Dean Thomas reported that filling the four vacant Police Officer positions is frozen until January 1st due to budget constraints. However, recruiting will continue, as it takes time to fill vacancies. The Police Sergeant Assessment Center remains scheduled for November 5th to create an Eligibility List to fill future vacancies.

Public Safety Testing Annual Business Meeting, and the Foster Garvey Civil Service Conference: Oct. 21st-22nd

Julie reminded everyone about the upcoming events and noted that, due to the budget situation, the city cannot offer registration for the Civil Service Conference. However, the Business Meeting is free to attend.

Meeting schedule:

Discussion regarding the upcoming meeting dates.

Adjourn:

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

The meeting was adjourned at 4:08 p.m.

Respectfully Submitted:

Approved By:

Julie Kelch, Chief Examiner/Secretary
Civil Service Commission

Ray Mitchell, Chairperson
Civil Service Commission

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

November 10, 2025

Hybrid meeting via Zoom and in-person at City Hall

CALL TO ORDER: 4:11 p.m. by Chairperson Ray Mitchell

COMMISSION MEMBERS PRESENT: Ray Mitchell
Brian McManus

STAFF PRESENT: Human Resources Director Anya Warrington
HR Technician Annette Rose
Deputy Police Chief Dean Thomas
Police Chief Jeffrey Beazizo

Action Items:

MOTION by Ray Mitchell to authorize the Human Resources Director, Anya Warrington, to appoint a temporary Chief Examiner/Secretary to fulfill the duties of the Chief Examiner/Secretary during periods absence or unavailability. Motion seconded by Brain McManus. Motion carried.

MOTION by Ray Mitchell to certify the Police Sergeant Eligibility List. Motion seconded by Brian McManus. Motion passed unanimously. Motion carried.

Meeting Schedule:

The regular meeting scheduled for November 13, 2025 has been canceled due to the absence of new agenda items.

New Business:

None.

Adjourn:

MOTION by Ray Mitchell to adjourn the meeting. Motion seconded by Brian McManus. Motion passed unanimously. Motion carried.

The meeting was adjourned at 4:13 p.m.

Respectfully Submitted:

Approved By:

Annette Rose, Temporary Chief Examiner/
Secretary
Civil Service Commission

Ray Mitchell, Chairperson
Civil Service Commission

Eligibility List	Authorized Positions	Vacant Positions	Candidates on Eligibility List	Activity from Sept 2, 2025-January 8, 2025
Police Officer*	36*	4		
Entry Level			117	New candidates: 42 Removed from Eligibility List: 42 Hired: 00 Conditional offer of employment: 0 Background check in Progress: 0 Resigned/Separated: 0
Entry Level-Advanced			0	New candidates: 0 Removed from Eligibility List: 1 Hired: 1 Hired Ryan Graves, start date 1/12/2026 in field training through April Conditional offer of employment: 0 Background check in progress: 0 Resigned/Separated: 0
Lateral			0	New candidates: Removed from Eligibility List: 0 Hired: 0 1 Lateral applicant is invited to Command Interview Conditional offer of employment: 0 Background check in progress: 0 Resigned/Separated: 0
Police Sergeant			5	Eligibility List expired November 9, 2026
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: 0 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.

Four Vacancies:

One Corporal; One Patrol; One traffic; One Detective