



**Civil Service Commission
Regular Meeting
July 8, 2025 - 3:30 PM
City Hall 2nd Floor
Conference Room 3**

MINUTES

CALL TO ORDER

Chair David Menke called the meeting to order at 3:34 p.m.

Present on the Zoom call included Chair Pro Tem David Boyd, Member John Boatman, Assistant Chief Sam Betz, Sr. City Staff Attorney Taryn Jones, and City Clerk Shawn Campbell. Also included on the Zoom call and in person (Conference Room 3, City Hall) was Chief Examiner Terry Mendoza.

PUBLIC PARTICIPATION

- A. The Civil Service Commission Meeting scheduled for Tuesday, July 8, 2025 at 3:30 p.m. will be held in person and virtually.

Virtual Participation Link:

To listen to the meeting by phone or Zoom, please call the number below or click the link:

Telephone: (253) 215-8782

Toll Free: (305) 224-1968

Zoom: <https://zoom.us/j/98718785996>

Examiner Mendoza reported that there was no public participation, either virtually or in person.

AGENDA MODIFICATIONS

There were no modifications to the agenda.

AUDIENCE PARTICIPATION

- A. The public can participate in-person or submit written comments in advance. Participants can submit written comments via mail, fax, or email. All written comments must be received prior to 5:00 p.m. on the day before the scheduled meeting and must be 350 words or less.

Please mail written comments to:

City of Auburn

Attn: Terry Mendoza, Human Resources Analyst

25 W Main St

Auburn, WA 98001

Please fax written comments to:
Attn: Terry Mendoza, Human Resources Analyst
Fax number: 253-288-4305

Email written comments to: tmendoza@auburnwa.gov

If an individual requires accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, the City requests notice of the need for accommodation by 5:00 p.m. on the day before the scheduled meeting. Participants can request accommodation to be able to provide a remote oral comment by contacting the Human Resources Department in person, by phone 253-931-3040, or by email (tmendoza@auburnwa.gov).

Examiner Mendoza reported that there was no correspondence received from the public.

APPROVAL OF MINUTES

A. Approval of the June 10, 2025, Civil Service Commission Meeting Minutes

Motion by Member Boatman to approve the Minutes as published. Second by Chair Pro Tem Boyd.

MOTION PASSED UNANIMOUSLY. 3-0

ACTION ITEMS

A. Approval of the Entry Level Police Officer Eligibility List

Motion by Member Boatman to approve the Entry Level Police Officer eligibility list as published. Second by Chair Pro Tem Boyd.

MOTION PASSED UNANIMOUSLY. 3-0

B. Approval of the Lateral Police Officer Eligibility List

Motion by Member Boatman to approve the Lateral Police Officer eligibility list as published. Second by Chair Pro Tem Boyd.

MOTION PASSED UNANIMOUSLY. 3-0

C. Approval of the Animal Control Officer Eligibility List

Motion by Member Boatman to approve the Animal Control Officer eligibility list as published. Second by Chair Pro Tem Boyd.

MOTION PASSED UNANIMOUSLY. 3-0

D. Approval of the Police Services Specialist Eligibility List

Motion by Member Boatman to approve the Police Services Specialist eligibility list as published. Second by Chair Pro Tem Boyd.

MOTION PASSED UNANIMOUSLY. 3-0

NEW BUSINESS

A. Training: Open Public Meetings Act (OPMA) and Public Records Act (PRA)

Staff from our Legal Department provided the required mandatory training on the Open Public Meetings Act (OPMA) and the Public Records Act (PRA).

ADJOURNMENT

There being no further business to come before the Commission, the meeting was adjourned at 3:58 p.m.

APPROVED this 12th day of August 2025.

David Menke, Chairman

Terry Mendoza, Chief Civil Service Examiner