



**Civil Service Commission
Regular Meeting
August 12, 2025 - 3:30 PM
City Hall 2nd Floor
Conference Room 3**

MINUTES

CALL TO ORDER

Chair David Menke called the meeting to order at 3:35 p.m.

Present on the Zoom call included Member John Boatman, and Assistant Chief of Police Sam Betz. Also included on the Zoom and in person (City Hall, Conference Room 3) was HR Manager/Civil Service Examiner Pro Tem Melissa Medisch.

Member David Boyd and Chief Examiner Terry Mendoza were excused.

PUBLIC PARTICIPATION

- A. The Civil Service Commission Meeting scheduled for Tuesday, August 12, 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: (253) 205-0468

Zoom: <https://zoom.us/j/96336462457>

Examiner Pro Tem Medisch reported there were no participants from the public on the call or in person.

ROLL CALL

Information listed under CALL TO ORDER section.

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 Pro Tem advised that no correspondence from the public had been received.

APPROVAL OF MINUTES

A. Approval of the July 8, 2025, Civil Service Commission Meeting Minutes

Motion by Member Boatman to approve the minutes as published. Second by Chair Menke.

MOTION PASSED UNANIMOUSLY. 2-0

DISCUSSION ITEMS

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 dated August 4, 2025. Second by Chair Menke.

MOTION PASSED UNANIMOUSLY. 2-0

B. Approval of the Lateral Police Officer Eligibility List

Motion by Member Boatman to approve the Lateral Police Officer Eligibility List dated August 4, 2025. Second by Chair Menke.

MOTION PASSED UNANIMOUSLY. 2-0

C. Approval of the Animal Control Officer Eligibility List

Motion by Member Boatman to approve the Animal Control Officer Eligibility List dated July 30, 2025. Second by Chair Menke.

MOTION PASSED UNANIMOUSLY. 2-0

D. Approval of the Police Services Specialist Supervisor Eligibility List

Motion by Member Boatman to approve the Police Services Specialist Supervisor Eligibility List dated July 30, 2025. Second by Chair Menke.

MOTION PASSED UNANIMOUSLY. 2-0

E. Approval of the Police Services Specialist Eligibility List

Motion by Member Boatman to approve the Police Services Specialist Eligibility List dated July 11, 2025. Second by Chair Menke.

MOTION PASSED UNANIMOUSLY. 2-0

NEW BUSINESS

No new business was discussed.

ADJOURNMENT

There being no further business to come before the Commission, the meeting was adjourned at 3:41 p.m.

APPROVED this 9th day of September 2025.

David Menke, Chairman

Terry Mendoza, Chief Civil Service Examiner