



# Seattle Civil Service Department

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## CIVIL SERVICE COMMISSION MEETING AGENDA

The agenda is subject to change to address immediate Commission concerns;

**DATE:** Monday, December 8, 2025

**TIME:** [2:00 p.m.](#)

**LOCATION:** In person **SMT Room 1679** and Remote Attendance via **Teams**

**Directions to SMT 1679**-Seattle Municipal Tower, 700 5th Ave, Seattle, WA 98104. At the 4th floor main building entry security desk, request elevator access to the 16th floor and follow the signs to 1679.

### Teams Meeting Public Login:

[Civil Service Commission Monthly Meeting | Meeting-Join | Microsoft Teams](#)

### Commissioners, staff, and invited guests Login:

Please JOIN via the Teams presenter invitation please do not join the public login.

Notify staff if you'd like to log in early for a technical check of your audio and video.

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**Civil Service Commission**  
**Monthly Meeting Agenda**  
**December 8, 2025 @ 2:00 p.m.**  
 Seattle Municipal Tower Room 1679 and Teams

1.	<b>CALL TO ORDER LAND ACKNOWLEDGEMENT</b>	Commission Chair (CSC 2.05)
2.	<b>COMMISSIONER INTRODUCTIONS</b>	
3.	<b>PUBLIC COMMENT</b>	
4.	<b>APPROVAL OF MINUTES</b>	November 10, 2025, CSC Monthly Meeting November 20, 2025, Joint Meeting with PSCSC
5.	<b>UPDATES/DISCUSSION</b>	<b>A. EXECUTIVE DIRECTOR BUDGET &amp; DEPARTMENTAL UPDATES</b> 1. Budget Update 2. Department Update  <b>B. CASE STATUS REPORT/APPEAL UPDATES</b> Brown v. Parks-CSC No. 25-01-005A
6.	<b>ACTION ITEMS</b>	2026 Chair Nomination and Vote  2026 Commission Meeting Schedule Discussion and Potential Vote
7.	<b>HONORING THE SERVICE OF COMMISSIONER MARY WIDEMAN-WILLIAMS 2020-2025</b>	
8.	<b>EXECUTIVE SESSION</b>	May be cancelled if not needed
9.	<b>OLD/NEW BUSINESS</b>	
10.	<b>ADJOURNMENT</b>	<b>Next Monthly Meeting Date:</b> TBD



**CITY OF SEATTLE**  
**CIVIL SERVICE COMMISSION**

**Minutes**

**November 10, 2025 @ 10:00 AM (Monthly Meeting)**

Location: Teams and SMT 1679

<b>1.</b>	<b>CALL TO ORDER LAND ACKNOWLEDGEMENT</b>	Commission Chair (CSC Rule 2.05)  Commission Chair Ray Ceaser called the meeting to order at 10:00 a.m.
<b>2.</b>	<b>ATTENDEE INTRODUCTIONS</b>	Chair Ceaser gave attendees an opportunity to introduce themselves. The following people were present: CSC Commissioners: Ray Ceaser, Mary Wideman-Williams and Denise Wells. Commission Staff: Andrea Scheele, Executive Director, Sarah Butler, Operations & Policy Advisor, and Teresa Jacobs, Executive Assistant. Commission Counsel/Assistant City Attorney: Joe Levan. Not in attendance: Anne Vold, ACA
<b>3.</b>	<b>PUBLIC COMMENT</b>	There was no written comment, and no members of the public requested to give public comment.
<b>4.</b>	<b>APPROVAL OF MINUTES</b>	<b>October 6, 2025-CSC Monthly Meeting</b> Commissioners reviewed the minutes of the October 6, 2025, meeting. Commissioner Ceaser moved to accept the minutes as written. Commissioner Wideman-Williams abstained. The minutes were approved as read.
<b>5.</b>	<b>UPDATES/DISCUSSION</b>	<b>A. EXECUTIVE DIRECTOR BUDGET &amp; DEPARTMENTAL UPDATES</b> 1. Budget Update 2. Department Update  <b>B. CASE STATUS REPORT/APPEAL UPDATES</b> 3. Brown v. Parks-CSC No. 25-01-005A
<b>6.</b>	<b>CSC 2025 LOOKBACK</b>	Andrea Scheele, Executive Director and Sarah Butler, CIV Operations & Policy Advisor
<b>7.</b>	<b>RECAP-44th Annual Civil Service Conference-October 21 and 22, 2025</b>	Sarah Butler, CIV Operations & Policy Advisor
<b>8.</b>	<b>ACTION ITEMS</b>	There were no action items.
<b>9.</b>	<b>EXECUTIVE SESSION</b>	The commission did not go into Executive Session.

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10. OLD/NEW BUSINESS

C. JOINT MEETING WITH PSCSC

November 20, 2025 (10:00 a.m.)

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11. ADJOURNMENT

The meeting ended at 11:23 a.m.

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Minutes submitted **December 8, 2025**, by: Teresa Jacobs

Minutes ☐ Approved ☐ Amended

**December 8, 2025**, by: CSC

Signed by CSC Commission Chair, Ray Ceaser

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Monthly meetings are recorded; after January 1, 2024, they may be found at:

<https://www.youtube.com/channel/UCLjvUwCTxoAH-cC4Vt1fMTA>

Previous recordings may be requested via the public records portal at <https://www.seattle.gov/public-records>



**CITY OF SEATTLE**  
**CIVIL SERVICE COMMISSION AND PUBLIC SAFETY CIVIL SERVICE COMMISSION**  
**JOINT MEETING**

**November 20, 2025 @ 10:00 AM**

Location: Teams and SMT 1679

**MINUTES**

**1. CALL TO ORDER**

Civil Service Commission Chair Ray Ceaser called the joint meeting to order at 10:00 a.m.

**LAND ACKNOWLEDGEMENT**

Chair Ceaser read the Land Acknowledgement.

**2. COMMISSIONER INTRODUCTIONS**

The Commissioners of CSC and PSCSC were present and introduced themselves: CSC Commissioners: Ray Ceaser, Mary Wideman-Williams and Denise Wells. PSCSC Commissioners: Richard Greene, Queniya Mays and Tom Applegate.

**STAFF COUNSEL AND GUESTS**

Executive Director Andrea Scheele. Commission Staff, Public Safety Exams Staff and Commission Counsel.

**3. PUBLIC COMMENT**

There was no written comment, and no members of the public requested to give public comment.

**4. EXECUTIVE SESSION**

Purpose: *To review the performance of a public employee.*

*Executive Session Start: 10:06 a.m.*

*Executive Session End: 10:36.*

The commission went back on record to announce an extension to the Executive Session.

*Executive Session Start: 10:36 a.m.*

*Executive Session End: 10:51 a.m.*

**5. UPDATES/DISCUSSION**

There were no updates/discussion.

**6. ACTION ITEMS**

- a) Reappointment of the Executive Director for a three-year term to begin January 1, 2026

*Commissioner Greene moved to reappoint Executive Director Andrea Scheele for a three-year term. Commissioner Wideman-Williams seconded the motion. The motion passed unanimously.*

- b) Executive Director Salary Increase

*Commissioner Greene moved to increase the salary of the Executive Director. Commissioner Tom Applegate seconded the motion. The motion passed unanimously.*

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- c) 2026 Annual Wage Increase (AWI) Executive Director (yes or no)

*Commissioner Greene moved to approve the Annual Wage Increase of 3.6% for Executive Director Andrea Scheele. Commissioner Tom Applegate seconded the motion. The motion passed unanimously.*

- d) 2026 Merit Days Award for Executive Director Scheele (6 days maximum)

*Commissioner Greene moved to award the Executive Director the maximum of 6 Merit Days for 2026. Commissioner Wideman-Williams seconded the motion. The motion passed unanimously.*

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**7. OLD/NEW BUSINESS**

Boards & Commission Appreciation Reception-City Hall  
December 5, 2025

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**8. ADJOURNMENT**

The meeting ended at 10:59 a.m.

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Minutes submitted **December 8, 2025**, by: Teresa Jacobs

Minutes ☐ Approved ☐ Amended  
**December 8, 2025**, by: CSC

Signed by CSC Commission Chair, Ray Ceaser

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Minutes submitted **December 18, 2025**, by: Teresa Jacobs

Minutes ☐ Approved ☐ Amended  
**December 18, 2025**, by: PSCSC

Signed by PSCSC Commission Chair, Richard Greene

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Monthly meetings are recorded; after January 1, 2024, they may be found at:

[Seattle Civil Service Commission - YouTube](#)

[Seattle Public Safety Civil Service Commission - YouTube](#)

**CIVIL SERVICE COMMISSION  
CASE STATUS REPORT (CSR)  
December 2025**

**FILED/OPEN**

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING
25-01-005A	Brown	Parks	2-15-2025	City of Seattle Personnel Rules Violations: PR 1.3.2.D.3; PR 1.3.2.D.5; PR 1.3.3.A.	Whether suspension was justified.	Parties reached a settlement agreement. Appellant requested to withdraw appeal. A Dismissal Order was issued December 2, 2025.	CSC

**CLOSED**

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING
23-03-002	Reichenbach	SPU	4-5-2023	City of Seattle Personnel Rules Violations: PR 1.1.2; PR 1.1.7A; 1.1.7B; 1.1.7C	Alleged prohibited behavior by department and flawed investigation.	Appellant requested to withdraw appeal. A Dismissal Order was Issued March 3, 2025.	OHE

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**BEFORE THE CITY OF SEATTLE  
CIVIL SERVICE COMMISSION**

In the matter of the appeal of

**BARAKA BROWN**

Appellant

V.

**SEATTLE PARKS AND RECREATION  
(PKS)**

Respondent

**DISMISSAL ORDER**

**CSC no. 25-01-005A**

On February 15, 2025, the Appellant filed a timely appeal with the Civil Service Commission (CSC) of a two-day disciplinary suspension issued by Seattle Parks and Recreation (PKS). The first prehearing conference was held on April 22, 2025.

On October 10, 2025, Molly Daily, Assistant City Attorney representing the department, notified the Commission by email that the parties had reached a settlement agreement. On October 31, 2025, the Appellant informed the Commission that he would not withdraw his appeal until a revised disciplinary letter (Results of Loudermill) was issued that matched the language in the settlement agreement, reducing the two-day suspension to a written warning.

On November 21, 2025, the Appellant notified the Commission that the parties had resolve their disagreement on the language and that he had received the final version of the revised Results of Loudermill. The parties stipulated to the settlement agreement, and the Appellant signed and submitted the Voluntary Withdrawal and Settlement Agreement executed by the parties, pursuant to CSC Rule 5.22 E.1–3.

The hearing that was to be conducted December 8–10, 2025, has been canceled. CSC Rule 5.22.C provides that an appellant may withdraw their appeal prior to hearing.



1 **ORDER**

2 Having considered the stipulated settlement agreement and the Appellant's request to  
3 withdraw the appeal, it is hereby ordered that the Appellant's appeal is **dismissed**.

4  
5 Dated this 2nd day of December 2025

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7 FOR THE CITY OF SEATTLE CIVIL SERVICE COMMISSION

8 *Andrea Scheele*

9 Andrea Scheele, Executive Director  
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**BEFORE THE CITY OF SEATTLE  
CIVIL SERVICE COMMISSION**

In the matter of the appeal of

**BARAKA BROWN**  
Appellant

V.

**SEATTLE PARKS AND RECREATION  
(PKS)**  
Respondent

**DECLARATION OF SERVICE**

**CSC no. 25-01-005A**

I, Teresa Jacobs, declare under penalty of perjury under the laws of the State of Washington that on the date below, I caused to be served upon the below-listed parties, via email, a true and correct copy of the foregoing document: **Dismissal Order**.

Party	Method of Service
Appellant: Baraka Brown c/o Thomas Noud [REDACTED]	<input checked="" type="checkbox"/> E-Mail
Respondent: Seattle Parks and Recreation c/o Molly Daily, Assistant City Attorney, Law <a href="mailto:Molly.Daily@seattle.gov">Molly.Daily@seattle.gov</a>  Bibi Shairulla, Legal Assistant, Law <a href="mailto:Bibi.Shairulla@seattle.gov">Bibi.Shairulla@seattle.gov</a>  Tiffany Headington, Paralegal, Law <a href="mailto:Tiffany.Headington@seattle.gov">Tiffany.Headington@seattle.gov</a>  Kimberly Loving, Director, SHR <a href="mailto:Kimberly.Loving@seattle.gov">Kimberly.Loving@seattle.gov</a>	<input checked="" type="checkbox"/> E-Mail

DATED: December 2, 2025 at Seattle, Washington

*Teresa Jacobs*

Teresa Jacobs, Executive Assistant  
Civil Service Department

## SETTLEMENT AGREEMENT

This Settlement Agreement is entered into by and between the City of Seattle, Seattle Parks and Recreation (“SPR”), and Baraka Brown (collectively “the Parties”).

### RECITALS

- A. On November 27, 2024, Baraka Brown received a two-day suspension for violations of the City of Seattle Personnel Rules and SPR’s Workplace Expectations for Everyone relating to interactions he had with his supervisor, Matthew Look, and patron Yutaro Maki on February 22, 2024. Mr. Brown has served his two-day suspension.
- B. Pursuant to Personnel Rule 1.4, Mr. Brown grieved his suspension to the Seattle Department of Human Resources (“SDHR”). On or about January 24, 2025, SDHR Director Kimberly Loving issued a Grievance Report, in which she determined that SPR did not improperly apply or otherwise violate Seattle Municipal Code Chapter 4.04 or the Personnel Rules.
- C. SPR denied Mr. Brown’s grievance on January 31, 2025.
- D. On February 13, 2025, Mr. Brown filed an appeal with the Civil Service Commission, CSC No. 25-01-005A (the “CSC Appeal”). In the CSC Appeal, Mr. Brown contended, inter alia, that SPR lacked just cause to issue the discipline and that his conduct was not major misconduct for purposes of Personnel Rule 1.3.
- E. SPR contends that it had just cause to issue the two-day suspension and that Mr. Brown’s policy violations constituted major misconduct. SPR denies any wrongdoing.
- F. Mr. Brown contends that SPR lacked just cause for issuing the two-day suspension and does not make any admissions of wrongdoing or major misconduct.
- G. The Parties now desire to enter into this Settlement Agreement in order to fully settle all claims which are, or might have been, asserted by Mr. Brown in connection with the CSC Appeal and regarding the two-day suspension.

### AGREEMENT

The Parties agree as follows:

**1. Non-precedential.** This Settlement Agreement is non-precedential and entered into to resolve the specific disputes identified in the CSC Appeal. As such, this Settlement Agreement shall not be used for anything other than enforcement of the terms specifically set forth herein. The Parties agree that this discipline will not be used as comparable discipline in future disciplinary actions involving employees other than Mr. Brown. Nothing in this Settlement Agreement may

*Settlement Agreement  
City of Seattle and Baraka Brown*

be considered in any way to be an indication of how the City of Seattle Personnel Rules or SPR's Workplace Expectations for Everyone will be interpreted in the future.

**2. Compromise of Disputed Claims.** This Settlement Agreement is a compromise of disputed claims. SPR does not admit wrongdoing and does not concede its position regarding the CSC Appeal. Mr. Brown does not admit any violation or wrongdoing. This Agreement and the settlement provided for herein shall not be construed or viewed as an admission by any Party of liability for damage or wrongdoing, such liability being expressly denied.

**3. Full and Binding Settlement.** This Settlement Agreement shall be a fully binding and complete settlement of Mr. Brown's CSC Appeal.

**4. Agreement by SPR.** In consideration for the agreements by Mr. Brown in paragraph 5 below, SPR agrees to the following:

- A. Reduction of Discipline.** The 2-day suspension issued to Mr. Brown on November 27, 2024, will be reduced to a written reprimand.
- B. Limitations on Use of Discipline.** Provided Mr. Brown has received no further or additional discipline in the intervening period, this written reprimand may not be used for purposes of progressive discipline after November 27, 2026, other than to show notice of any rule or policy at issue.
- C. Payment to Mr. Brown.** Mr. Brown will be compensated for two days of pay at the rate that he would have been paid at the time he served his suspension. This payment will be made no later than 30 days after both SPR and Mr. Brown have signed this Agreement.

**5. Agreements by Mr. Brown.** In consideration for the agreements by SPR in paragraph 4 above, Mr. Brown agrees to the following:

- A. Dismissal of CSC Appeal.** Mr. Brown agrees to voluntarily dismiss the CSC Appeal.
- B. Release of Claims Related to the CSC Appeal.** Mr. Brown accepts this Settlement Agreement as full resolution and settlement of the issues raised in the CSC Appeal. He hereby permanently releases SPR from any further claims or grievances that relate to the November 27, 2024, discipline giving rise to his CSC Appeal.
- C. Payment to Yutaro Maki.** Without admitting any fault or causation, Mr. Brown agrees to pay Yutaro Maki \$45.00 as compensation for a damaged ball hopper. No later than 30 days after both Mr. Brown and SPR have signed this Agreement, Mr. Brown shall deliver to Johnnie Williams a check made out to Mr. Maki in this amount of \$45.00.

Mr. Brown shall deliver to Johnnie Williams a check made out to Mr. Maki in this amount of \$45.00.

6. **Full Resolution.** The parties agree that this Agreement fully and completely resolves all issues associated with the CSC Appeal identified herein.

CITY OF SEATTLE

By:  By:  
Baraka Brown

Desirée Tabares, HR Director  
Seattle Parks and Recreation

Date Signed: 10/11/2025

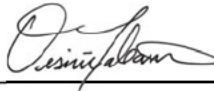
Date Signed: \_\_\_\_\_

**6. Full Resolution.** The parties agree that this Agreement fully and completely resolves all issues associated with the CSC Appeal identified herein.

CITY OF SEATTLE

By: \_\_\_\_\_  
Baraka Brown

Date Signed: \_\_\_\_\_

By:  \_\_\_\_\_  
Desirée Tabares, HR Director  
Seattle Parks and Recreation

Date Signed: 10/14/2025

# Brown Settlement Agreement\_Final


Final Audit Report

2025-10-14

Created:	2025-10-14 (Pacific Daylight Time)
By:	Desiree Tabares (DESIREE.TABARES@SEATTLE.GOV)
Status:	Signed
Transaction ID:	CBJCHBCAABAA8QvIZ-vc6emhDHIQBGYXk5c3XHfzjCvQ

## "Brown Settlement Agreement\_Final" History

 Document created by Desiree Tabares (DESIREE.TABARES@SEATTLE.GOV)  
2025-10-14 - 1:25:46 PM PDT - IP address: 107.77.205.183

 Document e-signed by Desiree Tabares (DESIREE.TABARES@SEATTLE.GOV)  
Signature Date: 2025-10-14 - 1:26:27 PM PDT - Time Source: server- IP address: 107.77.205.183

# Budget Summary

Business Unit ID

VC0

Year

2025

12/02/2025

Last Pay Period End Date

Friday, December 5, 2025 10:00 AM Pacific Standard Time (PST)

Last Refreshed Date

<b>\$2,817,650.00</b>	<b>\$0.00</b>	<b>\$67,211.00</b>	<b>\$0.00</b>	<b>\$2,884,861.00</b>	<b>\$153,558.44</b>	<b>\$2,240,046.35</b>	<b>\$2,393,604.79</b>	<b>\$644,814.65</b>
Adopted Budget	Carryforward	Budget Revisions	Budget Transfers	Revised Budget	Encumbrances	Total Expenses	Commitments	Remaining Legal Bu...

<b>644,814.65</b>	<b>491,256.21</b>	<b>77.65%</b>	<b>22.35%</b>
Available Balance Before Encumbrances	Available Balance After Encumbrances	Percent Spent Before Encumbrances	Percent Available Before Encumbrances

BSL ID And Name	Adopted Budget	Carryforward	Budget Revisions	Budget Transfers	Revised Budget	Encumbrances	Total Expenses	Total Commitments	Rem	Remaining Legal Budget
BO-VC-V1CIV - Civil Service Commissions	\$2,817,650.00	\$0.00	\$67,211.00	\$0.00	\$2,884,861.00	\$153,558.44	\$2,240,046.35	\$2,393,604.79		\$644,814.65
MO-VC-V1CIV - Civil Service Commissions	\$2,817,650.00	\$0.00	\$67,211.00	\$0.00	\$2,884,861.00	\$153,558.44	\$2,240,046.35	\$2,393,604.79		\$644,814.65
00100 - General Fund	\$2,817,650.00	\$0.00	\$67,211.00	\$0.00	\$2,884,861.00	\$153,558.44	\$2,240,046.35	\$2,393,604.79		\$644,814.65
VCADMIN - Leadership and Administration	\$964,071.68	\$0.00	\$67,211.00	\$0.00	\$1,031,282.68	\$61,338.44	\$686,163.96	\$747,502.40		\$345,118.72
VCCIV-FIREEXAMS - PUBLIC SAFETY CIVIL SVC EXAMS	\$907,412.34	\$0.00	\$0.00	\$0.00	\$907,412.34	\$30,555.00	\$465,784.12	\$496,339.12		\$441,628.22
VCCIVILSV - Civil Service Commissions	\$38,753.52	\$0.00	\$0.00	\$0.00	\$38,753.52	\$0.00	\$511,572.28	\$511,572.28		(\$472,818.76)
VCCIV-POLEXAMS - Police Civil Service Exams	\$907,412.46	\$0.00	\$0.00	\$0.00	\$907,412.46	\$61,665.00	\$576,525.99	\$638,190.99		\$330,886.47
Revenue - Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Total	\$2,817,650.00	\$0.00	\$67,211.00	\$0.00	\$2,884,861.00	\$153,558.44	\$2,240,046.35	\$2,393,604.79		\$644,814.65



**CITY OF SEATTLE  
CIVIL SERVICE COMMISSION  
RULES OF PRACTICE AND PROCEDURE**

**ADOPTED: MAY 21, 2014**

**2.04 SELECTION OF CHAIR**

The Chair shall be elected from among the Commissioners by majority vote for a one year term. A Commissioner may serve two consecutive terms as chair.

**2.05 DUTIES OF THE CHAIR - The Chair:**

- A.** Shall preside over Commission meetings.
- B.** Shall rule on matters of parliamentary procedure.
- C.** Shall act as primary supervisor for the Executive Director.
- D.** May sign correspondence on behalf of the Commission.

**2.05.1 ACTIONS OF THE CHAIR**

The Chair's actions are subject to review and modification by a majority vote of the full Commission.

**2.05.2 DELEGATION OF CHAIR'S DUTIES**

In the absence of the Chair, the Chair's authority shall be delegated to another member of the Commission.

# Memo

To: Civil Service Commissioners

From: Teresa Jacobs

Date: December 2025

Re: CSC Meeting Dates

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Commissioners:

Below please find proposed CSC meeting dates for your consideration.

- Meetings begin at 2:00 pm unless otherwise agreed upon.
- Alternate Mondays prior (if 3rd Monday falls on a holiday)
- Annual Staff Retreat (Discuss after new commissioner onboarding?)

<b>Alternate Dates:</b> <b>Jan 5 or Jan 12</b>  <b>Jan 19</b> <b>Martin Luther King Jr.</b> <b>Day</b>	<b>Alternate Dates:</b> <b>Feb 2 or Feb 9</b>  <b>Feb 16</b> <b>Presidents' Day</b>	<b>Mar 16</b>	<b>Apr 20</b>
<b>May 18</b>	<b>Jun 15</b>	<b>Jul 20</b>	<b>Aug 17</b>
<b>Sep 21</b>	<b>Oct 19</b>	<b>Alternate Dates:</b> <b>Nov 2 or Nov 9</b>  <b>Regular Meeting:</b> <b>Nov 16</b>  <b>November 19</b> <b>Joint Meeting with</b> <b>PSCSC</b>	<b>Dec 21</b>