



Seattle Civil Service Department

CIVIL SERVICE COMMISSION MEETING AGENDA

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

DATE: Monday, November 10, 2025

TIME: [10:00 a.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:

[CSC Monthly Meeting-November 10, 2025 @ 10:00 a.m. | 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
November 10, 2025 @ [10:00 a.m.](#)
 Seattle Municipal Tower Room 1679 and Teams

1.	CALL TO ORDER LAND ACKNOWLEDGEMENT	Commission Chair (CSC 2.05)
2.	ATTENDEE INTRODUCTIONS	
3.	PUBLIC COMMENT	
4.	APPROVAL OF MINUTES	October 6, 2025, CSC Monthly Meeting
5.	UPDATES/DISCUSSION	A. EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES 1. Budget Update 2. Department Update B. CASE STATUS REPORT/APPEAL UPDATES Brown v. Parks-CSC No. 25-01-005A
6.	CSC 2025 LOOKBACK	Sarah Butler, CIV Operations & Policy Advisor
7.	RECAP-44th Annual Civil Service Conference-October 21 and 22, 2025	Andrea Scheele, Executive Director Sarah Butler, CIV Operations & Policy Advisor
8.	ACTION ITEMS	
7.	EXECUTIVE SESSION	May be cancelled if not needed
8.	OLD/NEW BUSINESS	C. JOINT MEETING WITH PSCSC November 20, 2025 (10:00 a.m.)
9.	ADJOURNMENT	Next Monthly Meeting Date: December 8, 2025 (2:00 p.m.)



**CITY OF SEATTLE
CIVIL SERVICE COMMISSION**

Minutes

October 6, 2025 @ 2:00 PM (Monthly Meeting)

Location: Teams and SMT 1679

1.	CALL TO ORDER LAND ACKNOWLEDGEMENT	Commission Chair (CSC Rule 2.05) Commission Chair Ray Ceaser called the meeting to order at 2:06 p.m.
2.	ATTENDEE INTRODUCTIONS	Chair Ceaser gave attendees an opportunity to introduce themselves. The following people were present: CSC Commissioners: Ray Ceaser, and Denise Wells. Commission Staff: Andrea Scheele, Executive Director, Sarah Butler, Operations & Policy Advisor, and Teresa Jacobs, Executive Assistant. Commission Counsel/Assistant City Attorneys: Joe Levan and Anne Vold. Not in attendance: Commissioner Mary Wideman-Williams
3.	PUBLIC COMMENT	There was no written comment, and no members of the public requested to give public comment.
4.	APPROVAL OF MINUTES	September 8, 2025-CSC Monthly Meeting Commissioners reviewed the minutes from the September 8, 2025, meeting. Commissioner Ceaser moved to accept the minutes as written. Commissioner Wells seconded the motion. The minutes were approved as read.
5.	UPDATES/DISCUSSION	A. EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES 1. Budget Update 2. Department Update B. CASE STATUS REPORT/APPEAL UPDATES 3. Brown v. Parks-CSC No. 25-01-005A
6.	PRESENTATION/GUEST	CIVIL SERVICE SELECTION PROCESS <i>Sarah Butler, Operations & Policy Advisor and Annie Nguyen, SDHR Citywide Employment Compliance Advisor</i>
7.	ACTION ITEMS	There were no action items.
8.	EXECUTIVE SESSION	The commission did not go into Executive Session.
9.	OLD/NEW BUSINESS	C. SAVE THE DATE 44 th Annual Civil Service Conference October 21 and 22, 2025 (9 a.m.-4 p.m.)

D. JOINT MEETING WITH PSCSC

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

10. ADJOURNMENT

The meeting ended at 2:43 p.m.

Minutes submitted **November 10, 2025,** by: Teresa Jacobs

Minutes ☐ Approved ☐ Amended

November 10, 2025, by: CSC

Signed by CSC Commission Chair, Ray Ceaser

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>

CIV Budget Summary
November 2025

Budget Summary

Business Unit ID

VC0

Year

2025

11/04/2025

Last Pay Period End Date

Tuesday, November 4, 2025 02:06 PM Pacific Standard Time (PST)

Last Refreshed Date

\$2,817,650.00	\$0.00	\$67,211.00	\$0.00	\$2,884,861.00	\$70,460.00	\$2,268,751.30	\$2,339,211.30	\$616,109.70
Adopted Budget	Carryforward	Budget Revisions	Budget Transfers	Revised Budget	Encumbrances	Total Expenses	Committments	Remaining Legal Bu...

616,109.70	545,649.70	78.64%	21.36%
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 Committments	Rem
BO-VC-V1CIV - Civil Service Commissions	\$2,817,650.00	\$0.00	\$67,211.00	\$0.00	\$2,884,861.00	\$70,460.00	\$2,268,751.30	\$2,339,211.30	
MO-VC-V1CIV - Civil Service Commissions	\$2,817,650.00	\$0.00	\$67,211.00	\$0.00	\$2,884,861.00	\$70,460.00	\$2,268,751.30	\$2,339,211.30	
00100 - General Fund	\$2,817,650.00	\$0.00	\$67,211.00	\$0.00	\$2,884,861.00	\$70,460.00	\$2,268,751.30	\$2,339,211.30	
VCADMIN - Leadership and Administration	\$964,071.68	\$0.00	\$67,211.00	\$0.00	\$1,031,282.68	\$38,000.00	\$594,941.26	\$632,941.26	
VCCIV-FIREEXAMS - PUBLIC SAFETY CIVIL SVC EXAMS	\$907,412.34	\$0.00	\$0.00	\$0.00	\$907,412.34	\$30,555.00	\$487,721.82	\$518,276.82	
VCCIVILSV - Civil Service Commissions	\$38,753.52	\$0.00	\$0.00	\$0.00	\$38,753.52	\$0.00	\$510,440.07	\$510,440.07	
VCCIV-POLEXAMS - Police Civil Service Exams	\$907,412.46	\$0.00	\$0.00	\$0.00	\$907,412.46	\$1,905.00	\$675,648.15	\$677,553.15	
Revenue - Revenue	\$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	\$70,460.00	\$2,268,751.30	\$2,339,211.30	

**CIVIL SERVICE COMMISSION
CASE STATUS REPORT (CSR)
November 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. Awaiting appellant withdrawal of appeal. Hearing scheduled December 8-10, 2025, canceled.	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