

CITY OF LAKE STEVENS SPECIAL CIVIL SERVICE MEETING AGENDA

Permit Center Conference Room

1820 Main Street, Lake Stevens

Monday, August 31, 2015

CALL TO ORDER: 6:00 P.M.

ACTION ITEMS:

- A. Approve minutes of June 15, 2015 meeting;
- B. Approve Lateral (Experienced) Police Officer Eligibility List Dated August 31, 2015.
- C. Revision to Rule 4.04 Appointing Authority of the City of Lake Stevens Civil Service Rules.

DISCUSSION ITEMS:

None.

INFORMATION ITEMS:

- A. Special meeting notice

ADJOURNMENT:

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

Monday, June 15, 2015

Permit Center Conference Room, 1820 Main Street, Lake Stevens, WA

CALL TO ORDER: 6:47 p.m. by Hal Hupp, Chairperson

COMMISSIONERS PRESENT: Hal Hupp, Chairperson
Jim Palmer
Danny Pitocco

COMMISSIONERS ABSENT: None

STAFF MEMBERS PRESENT: Chief Examiner, Steven Edin
Police Chief, Dan Lorentzen

OTHERS: None

Approval of Civil Service Commission Meeting Minutes Dated January 29, 2015

MOTION by Commissioner Palmer, seconded by Commissioner Pitocco to approve the Civil Service Commission meeting minutes dated January 29, 2015. **MOTION** passed unanimously.

Approval of the Police Records Clerk Eligibility List Dated June 15, 2015

Chief Examiner Edin reported that 95 candidates applied for the open Records Clerk position. Of the 95 candidates 20 were invited to take a computerized computer skills test. Of the 20 candidates 16 tested, one failed to show and 4 failed the test. Of the 11 candidates who passed the computerized test, 9 attended the oral boards with 4 passing the oral boards.

MOTION by Commissioner Palmer, seconded by Commissioner Pitocco to approve the Police Records Clerk Eligibility List dated June 15, 2015. **MOTION** passed unanimously.

Discussion Items

None

Future Civil Service Commission Meeting Dates

None.

MOTION by Commissioner Pitocco, seconded by Commissioner Palmer to adjourn the meeting. **MOTION** passed unanimously.

MEETING ADJOURNED at 6:54 p.m.

Respectfully Submitted:

Steven R. Edin
Civil Service Secretary/Chief Examiner

Approved By:

Halley Hupp
Chairperson

4. DEFINITIONS

The following words and phrases shall have the meanings hereinafter described unless the context in which they are included clearly indicates otherwise.

4.01 Actual Service.

Time in which a given employee has been engaged under civil service appointment in the performance of the duties of a position or positions and shall include absences with pay.

4.02 Allocation.

The locating or placing in the classified service of a position in the class appropriate to it on the basis of duties and responsibilities and required qualifications of such position.

4.03 Applicant.

Anyone who has filed an application to take a civil service examination.

4.04 Appointing Authority.

The Mayor of the City of Lake Stevens per RCW 35a.12.100 and Lake Stevens Municipal Code 2.32.030. person or persons authorized to hire, promote or discharge employees. (Commission revised on January 14, 2009, August 31, 2015)

4.05 Appointment

a. Appointment--Regular.

The appointment of a certified candidate.

b. Appointment – Reserve

A limited appointment of (a) certified person to a classified position which is not vacant, but is currently unfilled due to an authorized leave of absence; or (b) a non-certified person to a classified position for which there is no current candidate register. (Commission added on January 14, 2009)

c. Appointment--Temporary.

A limited appointment other than from a candidate register for the purpose of performing work belonging to the classified service. A reduction of a regular employee is not a temporary appointment. Temporary appointment includes emergency appointment. (Commission revised on January 14, 2009)

4.06 Assignment.

An employee may be assigned to a position which carries additional salary and additional limited responsibilities and is within the scope of the specification for the class from which assignment is made.

RCW 35a.12.100**Duties and authority of the mayor — Veto — Tie-breaking vote.**

The mayor shall be the chief executive and administrative officer of the city, in charge of all departments and employees, with authority to designate assistants and department heads. The mayor may appoint and remove a chief administrative officer or assistant administrative officer, if so provided by ordinance or charter. He or she shall see that all laws and ordinances are faithfully enforced and that law and order is maintained in the city, and shall have general supervision of the administration of city government and all city interests. All official bonds and bonds of contractors with the city shall be submitted to the mayor or such person as he or she may designate for approval or disapproval. He or she shall see that all contracts and agreements made with the city or for its use and benefit are faithfully kept and performed, and to this end he or she may cause any legal proceedings to be instituted and prosecuted in the name of the city, subject to approval by majority vote of all members of the council. The mayor shall preside over all meetings of the city council, when present, but shall have a vote only in the case of a tie in the votes of the councilmembers with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money. He or she shall report to the council concerning the affairs of the city and its financial and other needs, and shall make recommendations for council consideration and action. He or she shall prepare and submit to the council a proposed budget, as required by chapter 35A.33 RCW. The mayor shall have the power to veto ordinances passed by the council and submitted to him or her as provided in RCW 35A.12.130 but such veto may be overridden by the vote of a majority of all councilmembers plus one more vote. The mayor shall be the official and ceremonial head of the city and shall represent the city on ceremonial occasions, except that when illness or other duties prevent the mayor's attendance at an official function and no mayor pro tempore has been appointed by the council, a member of the council or some other suitable person may be designated by the mayor to represent the city on such occasion.

[2009 c 549 § 3010; 1979 ex.s. c 18 § 22; 1967 ex.s. c 119 § 35A.12.100.]

Notes:

Severability -- 1979 ex.s. c 18: See note following RCW 35A.01.070.

Chapter 2.32

POLICE DEPARTMENT

Sections:

- 2.32.010 Department Acknowledged and Ratified
- 2.32.020 Responsibilities
- 2.32.030 Position Appointments/Commissions
- 2.32.040 Compensation for Appointments

2.32.010 Department Acknowledged and Ratified.

The past, present and future existence of the City of Lake Stevens Police Department is acknowledged and ratified. (Ord. 911, Sec. 1, 2014)

2.32.020 Responsibilities.

The Police Department is primarily responsible for protecting life and property through law enforcement and crime prevention work. The Department also conducts other activities as the Mayor or City Administrator may determine appropriate. (Ord. 911, Sec. 1, 2014)

2.32.030 Position Appointments/Commissions.

- (a) The Mayor, or City Administrator pursuant to executive authority provided by the Mayor, shall appoint a Police Chief who will serve at the Mayor or City Administrator's pleasure. The major duties, responsibilities, and qualifications of the Police Chief shall be those described in his/her position description. The authority to appoint and remove other Police Department Staff shall be vested in the executive authority of the Mayor as may be delegated to the Chief, subject to applicable police civil service rules.
- (b) Commissions. The Police Chief is authorized to issue the following commissions of law enforcement authority:

- (1) Full commissions shall be issued to all general authority police officers in the police department who are employed on a full-time, fully compensated basis.
- (2) Limited Commission – Code Enforcement Officers. The Chief of Police may issue limited commissions as code enforcement officers to department heads or supervisors and City employees designated by the department director employed in the Planning and Community Development and Public Works Departments as code enforcement officers. Such limited commission shall authorize such persons to initiate, issue and serve notice of civil infractions for violations of the Lake Stevens Municipal Code in those areas for which their department is directly responsible. Said commissions shall not authorize such persons to carry firearms or effect any arrest for any violation. Said commission shall not vest any person with any police civil service or police pension rights under federal, Washington State law or under any ordinance or regulation.
- (3) Special commissions may be issued to law enforcement officers of other jurisdictions pursuant to Chapter 10.93 RCW. (Ord. 911, Sec. 1, 2014)

2.32.040 Compensation of Appointments.

The Police Chief and other department staff shall receive such salary and in such amounts as the Council may, from time to time, establish by the City's annual or biennial budget ordinance. (Ord. 911, Sec. 1, 2014)