



Memorandum

Date: September 8, 2026

To: Mayor and City Council

From: Joshua Antoine
Chief of Police

Re: Authorization to begin Sergeant Promotion Process.

Mayor and City Council Members,

During the Council Work Session on August 17, 2026, I requested that the Council consider reclassifying the Administrative Captain position to an Administrative Sergeant for the 2027 budget. The majority of the Council agreed with that recommendation and directed Administrator Buchholtz to make the adjustment in the 2027 police budget.

This change would take effect on January 1, 2027. To prepare for that transition, I would like to begin a Sergeant promotion process as soon as practicable. Starting the process now will allow adequate time to prepare the department and schedule for three sergeant positions beginning January 1, 2027.

I am requesting Council authorization to move forward with a Sergeant promotion process, with the promotion to be effective January 1, 2027.

Thank you,

Chief Antoine