



CHARTER CIVIL SERVICE COMMISSION
POLICE & FIRE CIVIL SERVICE COMMISSION
129 North Second Street
Yakima, Washington 98901
Phone (509) 575-6090 Fax (509) 576-6358

**CITY OF YAKIMA CHARTER CIVIL SERVICE
AND POLICE & FIRE CIVIL SERVICE
COMMISSIONS**

November 2, 2026 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

Approval of the October 5, 2026 minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 1) Consideration of revisions to Senior Engineer (Charter)

OTHER BUSINESS

- 2) Public Comment
- 3) Status Report for the Fire and Police Departments
- 4) Any other business before the Commission

**Complete Packet available on City of Yakima's website under Human Resources,
or by prior request at Human Resources.
Previous Month's Meeting Available to view on YPAC via City of Yakima Website**

**CITY OF YAKIMA
CHARTER CIVIL SERVICE COMMISSION
AND POLICE & FIRE CIVIL SERVICE COMMISSION**

JOINT MEETING – October 5, 2026

MINUTES

The City of Yakima Charter Civil Service Commission and Police and Fire Civil Service Commission convened on this date at 3:35 PM. In attendance were: Charter Civil Service/Police and Fire Civil Service Commissioner Sean Worley, Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino, Police/Fire Civil Service Commissioner Camille Becker (via Zoom), Charter Civil Service Commissioner Louisa Beckstrand, and Chief Examiner Gretchen Peterson-Lee.

Worley called the meeting to order.

APPROVAL OF MINUTES

Approval of the September 21, 2026 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Beckstrand and **seconded** by Trevino to approve the minutes. Motion **passed** unanimously.

OLD BUSINESS

1. Consideration of Human Resources Classifications (Charter)
 - a. Payroll Manager - New
 - b. Human Resources Manager - New
 - c. Revisions to Chief Examiner (10102)

Human Resources Director Lisa Garcia presented a proposal to add 2 new classifications to restructure the work and responsibilities in the Human Resources Department. She is proposing changes to the Chief Examiner expanding the duties in that role, and changing the titles of the HR Services Administrator and Payroll Administrator to a manager level based on the duties and responsibilities they hold including independent judgement, regulations, labor relations and things of that nature. Garcia provided the current organization structure with 12 FTE as of June. With the retirement of the Chief Examiner, she took the time to reevaluate the structure and look at streamlining what the structure should look like, which resulted in eliminating one FTE as on the proposed organization chart. The new proposed structure is more aligned allowing for more appropriate delegation of responsibilities, and would provide for a department savings of \$42,000.

Garcia added she included a review of the compensation analysis proposal she used for the compensation determination of the re-structure and new classifications.

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Worley inquired if the goal is to consolidate the 2 HR Services Administrator positions into one manager role. Garcia responded affirmative. She stated the goal is to have one HR Manager, one Chief Examiner, and one Payroll Manager all reporting to the Human Resources Director.

Worley inquired about where the independent judgement of the Payroll Manager comes into play as a manager. Garcia shared the current role is already exempt, and has a massive responsibility including processing approximately \$8 million dollars a month in payroll, and being able to be proactive, audit and have internal controls in place to prevent issues. Garcia provided an example of how the City of Seattle just overpaid their police officers over \$13 million dollars. There is a lot of responsibility on this position. Garcia included one of the duties of the Payroll Manager will be to attend labor negotiation meetings to hear the compensation changes and ensure we get it right the first time.

Beckstrand inquired about the below market range for the Chief Examiner. Garcia shared overall our compensation levels are below level as a City, and her goal is to bring them up to market parity.

Beckstrand inquired about how the pay range was established for all three of the classifications being proposed at the same grade. Garcia shared when looking at the analysis, and trying to be financially responsible, after speaking with the Finance Director, it was her proposal to align the classifications in the same grade due to similar level of responsibility and authority. The proposed grade is equivalent to the Finance Manager and the Purchasing Manager.

Trevino commented that after comparing the wages across the state of Washington, the proposed pay grade seemed reasonable to her.

Worley inquired if they are being asked to approve the classifications and the wages are just for information? Or are they being asked to approve both the classification and wages. Garcia requested approval of the classifications, paygrades and new org design.

Beckstrand inquired about the SHRM certification requirement changing to preferred. Garcia shared it was made as preferred due to the experience and expertise in the field and the education required of the classifications. She also took into consideration the time it takes to maintain the CEU's of the certification and the associated costs.

Trevino **motioned** to approve new Human Resources Manager classification, new Payroll Manager classification and revisions to the Chief Examiner classification. Worley **seconded**. Motion approved unanimously.

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NEW BUSINESS

2. Consideration of New Classification Fleet Parts Supervisor (Charter)

Equipment Rental Manager Kerry Jones shared the equipment shop currently has an equipment supervisor that oversees the shop and storeroom. He has been relying a lot more on the parts room staff to assist with purchasing of vehicles and fuel which has become increasingly more difficult to manage. In the proposed organizational chart, he is requesting to create a new Fleet Parts Supervisor classification that will oversee the storeroom and will directly report to him. There is no cross training on storeroom duties with the Equipment Supervisor, and the storeroom staff can't do the job of the Equipment Supervisor. Jones share they are currently budgeted for two storekeeper positions, with only one of them filled. The addition of the supervisor will help provide a chain of command in the storeroom, eliminating issues that have previously occurred with two people working together in the same position. To fund this position, the vacant storekeeper will be eliminated.

Trevino inquired if the pay rate would be the same. Jones noted the pay will be at a supervisor level. He added the Chief Examiner assisted in establishing an appropriate and equitable paycode after researching internally and externally. As a supervisor, this position will conduct performance evaluations, be involved in disciplinary issues, etc. Beckstrand confirmed that disciplinary actions would be ran through Jones as the manager. Jones answered in the affirmative.

Beckstrand **motioned** to approve new classification Fleet Parts Supervisor at pay code 980 SA (\$32.32 - \$39.19). Trevino **seconded**. Motion approved unanimously.

3. Consideration of revisions to Plans Examiner I (Residential) (Charter)

Codes Supervisor John Zabell, proposed classification changes to the plans examiner I. Zabell shared the majority of the changes are basic housekeeping to reflect the evolving needs of the division and the organization. A few key proposed changes include the removal of drivers license since the position does not require travel outside of City Hall; allowing for candidate to obtain certifications within 6 months of hire rather than at the time of application; and to expand the types of qualifying experience, and a related degree can substitute for related experience. Zabell noted these changes stem from previous difficulty recruiting for positions that require certifications at the time of application. This will allow for some flexibility and will likely allow for a broader pool of qualified candidates.

Beckstrand inquired of what happens if someone doesn't get their certification. Zabell noted they would no longer be compliant and would likely have to go back to the eligible list of candidates. He believes 6 months is a very reasonable timeframe to obtain the certifications. Trevino asked how the certifications are obtained. Zabell responded they are independent study exams that can then be taken online or proctored in person.

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Trevino **motioned** to approve revisions to Plans Examiner I (Residential). Beckstrand **seconded**. Motion approved unanimously.

4. Public Comment

Tony Korsej provided some history on the installation of crosswalks in Yakima and other topics.

5. Fire and Police Department Status reports

Reports were reviewed and attached to the record.

The next meeting is scheduled for November 2, 2026. Items need to be submitted to the Chief Examiner by October 20, 2026.

There being no further business before the Commission, the meeting was adjourned at 4:07 PM.

Chairman, Charter Civil Service Commission
Chairman, Police & Fire Civil Service Commissions

Chief Examiner

Date

- Meeting minutes are a summary of events and decisions made by the Civil Service Commissions. Civil Service Commission meetings can also be viewed via the City of Yakima website. Click on YPAC Schedule; "Show Search" Civil Service Commission; and submit dates.



COMMUNITY DEVELOPMENT DEPARTMENT

Bill Preston, P.E., Director

129 North Second Street, 2nd Floor, Yakima, Washington 98901

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www.yakimawa.gov/services/community-development

October 28, 2026

To: Charter Civil Service Commission
From: Bill Preston, Community Development Director
Re: Update to Senior Engineer Job Specification

Enclosed is our proposed updated Senior Engineer Job Class Specification – Code 11104, last revised 04/21.

This update is motivated by a change in project delivery. The city now primarily delivers its capital projects with consultants. While most of the duties remain the same, the focus has shifted from staff management to project and consultant management. There are several benefits that this revision enables.

- Changing the name to Engineering Project Manager more accurately describes the breadth of the position.
- Includes wording to allow for vertical construction as the city continues to see more capital projects related to buildings. (ie, Capitol Theatre, Convention Center, Pools, etc)
- Broadens the potential candidate pool by updating the minimum requirements to include “project managers” with other/additional skill sets
- No changes to how the position is funded. It remains in the General Fund and charges to specific projects as warranted.

In addition, if the Water and Wastewater Divisions want to utilize this classification, it can be done with no changes. Doing so provides even more benefits to the city.

- Work can more easily be shared across divisions providing for “vacancy” coverage when needed.
- Allow current incumbents to laterally transfer to fill vacancies.
- Provides for improved consistency in project delivery across all the Divisions.
- It provides consistency of pay for positions doing similar work.
- In-house promotional candidates will have more opportunities.

There is no proposed change to the pay allocation, as the authority and responsibility level of the position have not changed.

Thank you for your consideration and please contact me if you have any questions.

Sincerely,

Bill Preston, P.E., Community Development Director
City of Yakima
129 North 2nd St
Yakima, WA 98901
Bill.Preston@yakimawa.gov
(509) 576-6754

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 11104 TITLE: <u>Senior Engineering Project Manager</u> Rev: <u>4/21/11/26</u>
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DEFINITION: Under the limited administrative direction of the Division Manager, Chief City Engineer, and/or City Engineer, this position is responsible for elements of the planning, development, design and construction improvements of key infrastructure and/or vertical construction projects for the City of Yakima Public Works and Engineering Divisions. Projects may be related to transportation, water, wastewater, stormwater systems, building renovations, remodels or other city capital projects. This is a professional position requiring considerable contact with a wide range of groups involved in the maintenance, design, construction, repair, and operation of necessary municipal public works projects for the safety and convenience of the citizenry. This role requires establishing and maintaining collaborative relationships with a wide range of stakeholders, including consulting engineers and architects, designers, contractors, federal, state, and local agencies, property owners, utility companies, and the general public. Work is performed with considerable independence and is reviewed in relationship to the successful achievement of city goals and objectives through observation, performance evaluations, meetings and reports. ~~supervises design and development engineering staff. Establishes long and short term goals and develops public improvement projects for funding, design and construction. Supervises the preparation of plans, specifications, estimates, and related project documents for public projects. Performs a variety of professional traffic engineering and planning duties.~~

DUTIES

ESSENTIAL FUNCTIONS: As part of the City's Project Management Team, oversee the design, construction, and maintenance of public facilities and improvements including those completed by city personnel and those assigned to outside consultants or contractors. Develops, coordinates and oversees transportation, public works and utilities system projects. Coordinates project planning and preparation with other engineering units or departments. Coordinates the needs of water, sewer, storm drainage and street systems for public projects. Prepares the six year Transportation Improvement Program for the City, including applications for state, federal and other funding. Reviews development proposals for transportation issues. Recommends design of improvements and utility system additions and master plan changes.

Prepares, procures, negotiates, and administers contracts with consulting engineers and architects. Assists in developing plans, specifications, and estimates for major public works projects. Supervises and participates in project design and specifications preparation. Reviews work for adequacy and accuracy. Inspects to

determine progress of construction as scheduled and performance of work according to plans and specifications. Monitors project costs and provide recommendations regarding budget adequacy. Analyzes bids and proposals for construction and provides recommendations. Makes recommendations for progress payments for contractors and consultants. Assists in processes and prepares funding reimbursements. Participates in the establishment of priorities. Supervises, leads and mentors design and development engineering staff. Plans, organizes, schedules and assigns projects and work assignments. Reviews and approves leave requests. Effectively recommends employment and disciplinary decisions. Trains, coaches and motivates subordinate staff in safety, work practices, and operations. Conducts performance evaluations. Handles other related personnel matters.—

Plans, schedules, and assigns work to professional and para-professional staff engaged in designing, inspecting, and surveying for construction projects and other engineering work. Reviews work of subordinates for adequacy and accuracy.

Keeps the Division Manager, Chief Engineer, and/or City Engineer advised of project progress, critical issues, decisions and actions. Performs as a liaison to other public agencies, engineering and architect consultants, public utilities and developers on assigned public improvement projects. Maintains quality customer service relationships with citizens and community and professional groups impacted by, or in contact with, departmental projects, actions or personnel. Communicate with a variety of city departments, county, state and federal agencies to coordinate activities, exchange information, and resolve issues, concerns and questions. Supervises the preparation of plans, specifications and estimates for various public projects. Reviews environmental impact analyses and statements for City projects and submittals for development proposals. Compiles and presents information for hearings and reports. Provides information to the public on projects and public system characteristics. Works with other agencies, utilities, contractors and developers on public system projects. Acts for the City Engineer as delegated.

Assists in preparing short and long-term capital planning programs. Assists in the preparation of annual operating and capital improvement budgets. Prepares reports and graphics and assists with presentations at public meetings. Participates in meetings and conferences with other city boards, commissions, committees, administrative officers, and staff personnel. Within the authority assigned is responsible for the acquisition of materials and supplies in accordance with purchasing authorities and procedures.— Monitors applicable expenditures and budget. Will assist with division's budget development.—

May confer with elected officials, other division supervisors, officials of local, state and federal agencies; and responds to citizen concerns and complaints. Prepares related reports; records documents such as time and equipment materials, attendance records and any other report reflecting operations.

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Contributes to the effective administration of City government by exercising careful stewardship, communicating clearly, exemplifying trustworthiness and reliability. Seeks to build and maintain the reputation of the division encouraging cooperation and coordination of efforts, productive time management, and efficient use of resources. fostering an attitude among staff that encourages cooperation and coordination of efforts and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide exceptional quality customer service to internal and external customers.

Travels to worksites at a variety of construction/job sites. Acts safely and responsibly when driving and/or operating vehicles to perform required duties. Legally adheres to all traffic laws and regulations.

Requires regular, and reliable and punctual attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of: City of Yakima policies and procedures; federal, state and local city laws, rules, regulations and ordinances including but not limited to standards Washington State Department of Transportation (WSDOT), Local Agency Guidelines (LAG), International Building Code (IBC) and Manual of Uniform Traffic Control Devices (MUTCD) standards, principles and practices of civil engineering, utility systems, regulations, codes, and operating principles and practices, to ensure projects align with both internal city standards and external regulatory guidelines, and City of Yakima policies and procedures; ; civil engineering principles and methods; design techniques and standards; principles and practices of traffic engineering and administration; operational characteristics, services and activities of modern transportation systems; principles and practices of street and roadway design; recent developments, current literature and sources of information regarding civil and traffic engineering; construction methods and materials.

Knowledge of best principles and techniques of supervision and leadership; practices and principles of work-flow and systems analysis; fiscal/budget management, record keeping systems, word processing, computer spreadsheets, and desktop publishing. Ability to operate standard office equipment including but not limited to computer, fax/copy machine, telephone, etc. and practices; best principles and practices for project and financial management; municipal records retention procedures, and techniques. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

~~Strong working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite including Excel; report writing tools; professional office procedures and practices; and computerize municipal budgetary and fiscal management practices. Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone etc.~~

Knowledge of techniques and strategies for dissemination of ~~complex and/or~~ technical written and verbal information to a wide range of individuals, including but not limited to managers, contractors, vendors, community groups and members of the public. ~~Must be able to communicate clearly and effectively, with members of the public representing diverse education and background, and with officials at all levels of government utilizing well developed communication skills, both written and oral, with appropriate use of business English, including, but not limited to: correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. Must respond in a diplomatic and confident manner to upset individuals. Ability to negotiate clearly and concisely; utilize strong mediation and negotiation skills to resolve conflicts and build consensus.~~ staff, City Council; government officials, and members of the public.

~~Ability to: recommend and implement goals, objectives and practices for providing effective and efficient transportation and engineering services; administer and design transportation and utility improvements; prepare technical reports; assign and supervise the work of professional and technical staff.~~

~~Ability to develop, present and gain acceptance for long range programs and budgets. Must be able to locate grant resources and prepare grant proposals for projects.~~

Must be able to communicate clearly and effectively, with employees, members of the public representing diverse education and background, and with officials at all levels of government utilizing well developed communication skills, both written and oral, with appropriate use of business English, and plain English, including but not limited to correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. Ability to negotiate and present complex information clearly and concisely in both written and verbal formats. Must possess the ability to make informative and persuasive presentations to individuals and groups, conduct public meetings, and participate in public forums. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to perform a variety of mathematical computations with ability to read, interpret and analyze engineering drawings and complex and technical documents and to translate analysis into recommendations or reports. Ability to read, research, interpret, apply and explain complex laws, codes, rules, regulations,

policies, and procedures. Must possess ability to identify and define complex problems, establish facts ~~and draw valid conclusions~~ and render a timely, appropriate judgment or decision within broad or specific guidelines.

Demonstrates knowledge and sound judgement with regard to municipal records retention and public disclosure, and confidentiality standards. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to work independently with ~~self-direction and~~ minimal direction or oversight; maintain sustained attention to detail, formulate goals in alignment with department and city objectives, and work under timeline pressures; prioritize ~~and assign~~ workloads; manage multiple tasks with appropriate urgency and in compliance with competing deadlines. Maintains high availability and responsiveness during critical incidents or time-sensitive projects. Must possess ability to quickly adapt to changing priorities and demands. Excellent analytical and organizational skills are essential. ~~Must possess ability to quickly adapt to changing priorities and demands.~~

Ability to establish, facilitate, and maintain effective working relationships with City Project Management Team, other employees, the public, community organizations and government agencies; to consistently ~~and continually~~ demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; ~~train, supervise, plan, organize, and direct the work of a staff of technical, professional, operational and clerical personnel; evaluate personnel performance; provide constructive feedback to subordinates; develop and implement modern auditing and accountability methods, procedures, forms and records; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus. Ability to positively receive feedback and take direction is essential.~~

Ability to positively receive feedback and take direction is essential. Ability to work cooperatively as a supportive team member and adhere to the city's values including, but not limited to: customer focused teamwork; positive communication; and accountability in a punctual, regular and reliable manner.

Ability to maintain annual training requirements of the position, including but not limited to City mandatory training requirements.

Ability to work extended hours as needed to meet city deadlines, handle urgent issues, and carry out responsibilities and functions. ~~carry out the management and supervisory responsibilities and functions for the division.~~

PHYSICAL DEMANDS: Work is performed primarily in an office environment while sitting at a desk or computer terminal for periods of time or while standing for a period of time. May need to move about the office to access office machinery, etc. May be required to stand, walk or bend for extended periods of time. Frequently needs to drive to other locations to perform duties or attend meetings. Constant use of both hands in reaching/handling/grasping/ keyboarding and other fine motor skills manipulation while performing duties, driving and/or operating on computers. Occasional heavy work includes lifting and carrying up to 50 pounds. Occasionally ascends/descends stairs, ladders and other inclines while maintaining balance. Occasional bending/twisting at knees/waist/neck. Occasional stooping/bending/ kneeling/crawling while performing duties. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers and general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory to process and recall complex information. ~~Work may require occasional travel to a variety of locations.~~ May work outside in all weather extremes and be exposed to stinging insects, animals, water, pollen, dirt, dust, construction debris and noise, smoke, electrical hazards, noxious odors, fumes, or chemicals, solvents, oil, vibrations, traffic, heavy machinery, needles and/or drug paraphernalia and/or ~~and~~ rough and uneven terrain. May work at heights, in confined spaces or awkward positions, remote locations or in noisy work area. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: Work with the public and employees, some of whom may be stressed. ~~May work with~~ angry, ~~irate or~~ upset or disturbed customers. Will require travel to a variety of locations. Occasional extension of work week to meet deadlines and project goals, or attend meetings. May require some evening or weekend work to address workload and when meeting with the public. Will be required to carry a cell phone or paging device and respond to technological or operating issues and/or emergency situations outside the normal work schedule, including weekends and holidays.

LICENSES, REGISTRATIONS, AND/OR CERTIFICATES: ~~Licensed as a Professional Engineer in the State of Washington is preferred.~~ Must possess/ obtain and maintain a valid Washington State Driver's License.

MINIMUM CLASS REQUIREMENTS: ~~Bachelor's Degree from an accredited college or university in Engineering or a related field and four (4) years' progressively responsible civil engineering experience or licensed as a Professional Engineer (PE) in the State of Washington. Additional experience plus a high school~~

~~diploma or GED may substitute for required education. (i.e. requires 8 years' experience without any higher education.)~~

Education and experience in civil engineering, environmental science, construction management, or a closely related field, with one of the following combinations:

- Bachelor's degree from an accredited college or university, plus at least three (3) years of progressively responsible and related experience
- Associate's degree, plus five (5) years of progressively responsible and related experience.
- High school diploma or GED, plus seven (7) years of progressively responsible and related experience.

Professional certifications such as Professional Engineer (PE), Engineer-in-Training (EIT), Water Distribution or Water Treatment Manager Level 3 or 4, Certified Building Official, or Project Management Professional (PMP) or other related certification is preferred.

FLSA STATUS: EXEMPT
ADOPTED DATE: 9/95
REVISED DATES: 4/21; 11/26
TITLE CHANGES: _____
UNION: TEAMSTERS
CIVIL SERVICE STATUS: CHARTER

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



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MEMORANDUM

October 20, 2026

TO: City of Yakima Fire Civil Service Commission

FROM: Susan Madrigal, Administrative Assistant to the Fire Chief

SUBJECT: October 2026 – YFD Monthly Report

In accordance with the City of Yakima's Civil Service Rules, Article as follows: For the purposes of certification to the city authorities for the payment of salaries and in order that the Commission may keep proper record of changes in the classified service, the appointing authority shall immediately report in writing to the Commission, the following information is for your review:

1. **New Hires - permanent or temporary appointments:**
(none)
2. **Promotional or provisional/acting appointments:**
(none)
3. **Failure(s) to pass probation:**
(none)
4. **Written reprimands, suspensions, demotions, or other disciplinary actions made of any Fire Department employee with action taken:**
(none)
5. **Separation from service, and reason (e.g.: termination, medical separation, resignation, retirement or death):**
(none)

***"The Yakima Fire Department is dedicated to providing
quality public safety services to our community."***



Memorandum

October 26, 2026

To: Civil Service Commission

From: Shawn Boyle, Chief of Police

Subject: October 2026 – Status Report (Updated)

In accordance with the City of Yakima's Civil Service Rules the department is to supply the following report to the Civil Service Commission. The report format is as follows: For the purposes of certification to the city authorities for the payment of salaries and in order that the Commission may keep proper record of changes in the classified service, the appointing authority shall immediately report in writing to the Commission, the following information is for your review:

1. **New Hires – permanent or temporary appointments:**

Adam Daniel	Corrections Officer (Lateral)	10/01/2026
Daniel Arellano	Corrections Officer	10/05/2026
2. **Promotional or Provisional/Acting appointments: None.**
3. **Failure(s) to pass probation: None.**
4. **Written reprimands, suspensions, demotions, or other disciplinary actions made of any Police Department employee with action taken:**

Police Officer	Written Reprimand
Police Officer	Written Reprimand
5. **Separation from service, and reason (e.g. termination, medical separation, resignation, retirement, or death):**

Name	Position	Date	Type
Harrison Sargent	Police Officer	10/15/2026	Resignation