# CITY OF LAKE FOREST PARK
# CITY COUNCIL
# AGENDA COVER SHEET

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|---|---|
| **Meeting Date** | October 8, 2026 |
| **Originating Department** | Human Resources (HR) |
| **Contact Person** | Shannon Moore, HR Director |
| **Title** | 2026 Police Commander Salary Schedule Market Adjustment |

**Legislative History**

- First Presentation: September 21, 2026 – City Council Committee of the Whole Meeting
- Second Presentation: October 8, 2026 – City Council Regular Meeting

**Attachments:**

1. Proposed Amended 2026 Salary Step Schedule

**Executive Summary**

Human Resources is seeking approval from City Council to amend the City's current 2026 Salary Step Schedule to align the Police Commander position's 2026 budgeted salary with the current market average, effective November 1, 2026.

**Background**

Following an internal promotion to Police Chief, the City began recruiting for the vacant, full-time (1.0 FTE) Police Commander position. However, applicant interest remains low, with candidates frequently citing the advertised salary as a major deterrent.

HR Director recently Moore completed an annual market review for non-represented City positions, which showed that the Police Commander 2026 salary is approximately 6% below the market average.

During the City Council Committee of the Whole Meeting on September 21, 2026, HR Director Moore presented the 2026 salary market information, highlighting how the Police Commander's current salary step schedule is impacting the City's ability to attract a large, qualified candidate pool to fill the current vacancy.

## Fiscal & Policy Implications

Should City Council approve the 2026 Salary Step Schedule Amendment for the Police Commander position effective November 1, 2026, the budget difference would be an increase of up to $2,941 for the remainer of the year. *Note: This total amount assumes the Commander position is filled at a 1.0 FTE in November 2026 and a 2.0 FTE in December.*

Commander

Rate Effective 11/01/2026

| Category | 2026 Current | 2026 W/6% Market rate Inc | Difference |
|---|---|---|---|
| Salaries & Wages | $41,877 | $44,447 | $2,570 |
| Personnel Benefits | $14,462 | $14,833 | $371 |
| **Budget Difference for 2026** | | | **$2,941** |

## Alternatives

| ***Options*** | ***Results*** |
|---|---|
| • Do not amend the 2026 salary step schedule to adjust the Police Commander position's current wage scale. | Impact the City's ability to attract and retain qualified candidates to this vital role. |
| • Amend 2026 salary step schedule to adjust the Police Commander wage scale by 6% effective November 1, 2026. | Strengthen the City's ability to attract and retain qualified candidates in this vital role. |
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## Staff Recommendation

Approve the amendment of the 2026 Salary Step Schedule, confirming the 6% market adjustment to the Police Commander wage scale.