CITY OF LAKE FOREST PARK
CITY COUNCIL
AGENDA COVER SHEET

Meeting Date	October 22, 2026
Originating Department	Human Resources (HR)
Contact Person	Shannon Moore, HR Director
Title	Ordinance 26-1322/Amending the 2026 Budgeted Positions and Salary Schedule for Police Commander Salary and Reallocation of 1.0 FTE Support Services Officer Position *(Third Presentation)*

Legislative History

- First Presentation: September 21, 2026 – City Council Committee of the Whole Meeting
- Second Presentation: October 8, 2026 – City Council Regular Meeting
- Third Presentation: October 22, 2026 – City Council Regular Meeting

Attachments:

1. Ordinance 26-1322
2. Budgeted Positions and Salary Schedule for 2026
3. Transport Officer Job Description
4. Property & Evidence Technician Job Description

Executive Summary

Ordinance 26-1322 would amend the 2025-2026 Salary Schedule to align the Police Commander position's 2026 budgeted salary with the current market average, effective November 1, 2026 and reallocate the current vacant 1.0 FTE Support Services Officer position for the remainder of 2026 as follows:

a. *Transport Officer – 0.4 FTE*: Guild represented, civil-service, specially commissioned, non-benefit eligible position.
b. *Property and Evidence Technician – 0.6 FTE*: Guild represented, civilian, benefit-eligible position.

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 Moore recently 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.

The Police Department currently has a vacant 1.0 FTE Support Services Officer position. This position is represented by the Police Guild and is responsible for (1) the transport of detained individuals to and from court and (2) management of the Property and Evidence room and related duties.

The existing role requires distinct skillsets for prisoner transport and property/evidence management, making recruitment of qualified candidates difficult. While the role remains vacant, court transports are being covered by overtime and reassignment of current Police staff. In addition, the Property and Evidence duties have been absorbed primarily by the Administrative Services Commander.

HR Director Moore and Command staff have evaluated the current 1.0 FTE Support Services vacancy and recommend reallocating the FTE into two specialized, part-time roles in order to best utilize our staffing resources and improve operational efficiencies:

- Transport Officer (0.4 FTE); and
- Property and Evidence Technician (0.6 FTE)

The Police Guild has been consulted and supports the proposed FTE restructuring.

Fiscal & Policy Implications

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**

The 2026 monthly salary step schedule will now be divided between the Transport Officer and Evidence Technician. The Transport Office at .4 of the monthly step amounts and the Property & Evidence Teck at .6 of the monthly step amounts.

Alternatives

Options	***Results***
• Approve the ordinance	Administration will move forward to post and fill all positions in 2026. Reduces overreliance on coverage strategies and related overtime costs.
• Don't approve the ordinance	Time to fill the vacancy will extend, causing Department to continue covering duties with overtime and staffing reassignments. Risk of employee burnout and reliance on employee coverage while understaffed.

Staff Recommendation

Approve Ordinance 26-1322/Amending the 2026 Budgeted Positions and Salary Schedule Incorporated in Ordinance 24-1299 Adopting the 2025-2026 Biennial Budget.