



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, ICMA-CM, Administrator, Clerk/Treasurer

Date: September 11, 2025

Subject: Administrative Captain Position

As part of the 2026 budget discussions, staff presented City Council with a proposal to create a new Administrative Captain position in the Police Department. The intent of this role is to relieve the patrol sergeants of their growing administrative workload, improve field supervision, strengthen leadership capacity and provide succession planning within the Department. The estimated full cost (salary and benefits) of the Administrative Captain position in 2026 is \$204,752.

Chief Antoine and I have discussed a phased approach for implementing this position should the City Council approve it as part of the 2026 budget. The implementation approach is structured to maintain adequate officer staffing levels while introducing the new position.

- *Police Officer Hiring (early 2026).* The Department would initiate a hiring process for a new patrol officer to begin employment in early 2026. This officer would need to complete the standard Field Training Officer (FTO) program before any promotional process would begin.
- *Administrative Captain Promotion (June/July 2026).* Once the new officer is trained and fully deployed, Chief Antoine would initiate a promotional process to fill the Administrative Captain position. This timing allows the Department to maintain full operational coverage during the transition.
- *Sergeant Promotion Process (concurrent, June/July 2026).* At the same time, the Chief would open a promotion process to fill the resulting vacancy at the Sergeant rank, ensuring continuity of supervision.

The net cost of the Administrative Captain, after accounting for payroll adjustments, was \$156,929. However, with the phased implementation plan, the net cost is further reduced to \$143,507. In addition, reducing both records technician positions from full time to 30 hours per week would reduce payroll and benefits by an estimated \$43,064, lowering the budget impact. This staffing adjustment recommendation aligns with recent improvements in records management technology. Further cost savings would accrue if the two promotion processes were further delayed in 2026 or if a records technician position was eliminated, though that is not staff's recommendation.

Staff would propose using \$100,443 from the one-time public safety aid account to cover the cost of the position in 2026. The remaining public safety aid balance (\$86,720) will offset the total cost of the position in 2027.

Further savings not included in this analysis include two anticipated retirements, one in 2026 and one in 2027.

Staff is seeking direction from the City Council on how to proceed. If you have any questions, please do not hesitate to contact Chief Antoine or me at 763-784-6491.