



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: July 3, 2025

Subject: Police Department Staffing Proposal – Administrative Captain Position

Chief Antoine will be presenting an overview of a proposed Administrative Captain position within the Spring Lake Park Police Department. This proposal is intended to address growing administrative demands on patrol supervisors and to strengthen the department's leadership capacity, succession planning, and field supervision.

At this time, the Chief's goal is to educate the City Council on the department's evolving operational needs and to receive feedback on the proposed direction. No action or commitment is being requested during the work session. The position will be formally submitted as part of the Police Department's request in the 2026 budget.

Please feel free to ask questions and share your thoughts during the discussion. Your input will help shape future staffing decisions for the department.