



701 East Broadway, Columbia, Missouri 65201

Council Memo

Department Source: Police

To: City Council

From: City Manager & Staff

Council Meeting Date: May 4, 2026

Re: Amending the FY26 Annual Budget to add 1.0 FTE Community Service Aide Supervisor position, eliminate 2.0 vacant FTE Community Service Aide positions, and amend the FY26 Classification and Pay Plan to add the Community Service Aide Supervisor position.

Impacted Ward: Citywide

Executive Summary

Staff has prepared for Council consideration an ordinance amending the FY26 Annual Budget to add 1.0 full-time equivalent (FTE) Community Service Aide (CSA) Supervisor position (108-2992, Exempt) and eliminate 2.0 vacant CSA FTE positions (105-3011). The ordinance also amends the FY26 Classification and Pay Plan to establish the new classification of Community Service Aide Supervisor.

The addition of the CSA Supervisor is necessary to address current operational limitations, enhance training capacity, and sustain the Police Department's recruitment pipeline for future sworn officers. This request is cost-neutral, as the elimination of 2.0 vacant CSA positions will fully offset the cost of the new Supervisor position.

Discussion

The Community Service Aide (CSA) program provides essential public safety services while also serving as a key recruitment pathway for future sworn officers. Individuals in CSA roles typically either remain in the position long-term or transition into police officer positions through the academy, making the program a critical component of the department's staffing strategy.

In recent years, a significant number of CSAs have advanced into Police Academy classes. While this has strengthened sworn staffing levels, it has also resulted in increased turnover within the CSA program. Currently, only three CSAs are assigned to field operations: one senior employee who serves as a trainer, one recently trained employee, and one trainee. At this staffing level, the department lacks the capacity to effectively train and onboard additional CSA personnel.

This limited training capacity has created a bottleneck in hiring, restricting the department's ability to bring on new CSAs. Without the ability to maintain consistent hiring, service delivery may be impacted, and the long-term recruitment pipeline for future officers may be disrupted. The CSA role is particularly valuable for individuals who are not yet eligible for sworn positions due to age, scheduling constraints, or readiness to attend the academy.



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Although a CSA Supervisor position is included in the FY27 budget request, the operational need for this role is immediate. Establishing this position mid-year will provide the necessary supervision and structure to expand training capacity, support ongoing hiring efforts, and strengthen the recruitment pipeline for FY27 and FY28.

This request is cost-neutral. Funding for the CSA Supervisor position will be achieved by eliminating 2.0 CSA full-time equivalent (FTE) positions, resulting in improved program oversight and training capacity without increasing the overall budget.

If approved, this action will eliminate 2.0 FTE Community Service Aide positions (105-3011) from the Patrol Operations Bureau (11002120) and add 1.0 FTE Community Service Aide Supervisor position (108-2992, Exempt) to the Patrol Operations Bureau (11002120)..

Fiscal Impact

Short-Term Impact: No additional costs, reallocating existing positions to fund the new position

Long-Term Impact: No additional cost, reallocating existing positions to fund the new position

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Organizational Excellence, Secondary Impact: Safe Community, Tertiary Impact: Not Applicable

Comprehensive Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

Legislative History

| Date | Action |
|------|--------|
| N/A | N/A |

Suggested Council Action

Staff recommends passage of the ordinance amending the FY26 Annual Budget to add 1.0 full-time equivalent (FTE) Community Service Aide (CSA) Supervisor position, eliminate 2.0 vacant CSA FTE positions, and amend the FY26 Classification and Pay Plan to establish the Community Service Aide Supervisor classification.