**LABOR RELATIONS COMMITTEE MEETING**
**4:45 PM, APRIL 11, 2012**
**CONFERENCE ROOM NO. 1**
**CITY OFFICE BUILDING**

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| **Chair:** | **Steve Ahmann** |
| **Members:** | **Tim Johnson** |
| | **Denis Anderson** |
| | **Doug Reese** |

## AGENDA

1. Request to Changes in Part-time Staffing Positions for the Police Department
2. Discussion of Possible WWTP Restructuring
3. Review the Process for City Administrator Performance Evaluation
4. Miscellany
5. Adjourn

**CITY OF WILLMAR, MINNESOTA**
**REQUEST FOR COMMITTEE ACTION**

**Agenda Item Number:** _

**Meeting Date:** April 11, 2012

**Attachments:** Yes ☒ No

**CITY COUNCIL ACTION**

**Date:** April 16, 2012

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

**Originating Department:** Police Department

**Action Requested:** Approve staffing change to replace the part-time summer bike patrol with a year round part-time CSO position.

**Guiding Principle:** *The Willmar Police Department strives to improve department efficiency and maximize effectiveness whenever possible.*

**Introduction:** The Willmar Police Department is re-evaluating all police programs in an ongoing effort to create the most effective and efficient department possible. The bike patrol program has been identified as program that is no longer as effective as when first instituted.

**Background/Justification:**

**History:** The Willmar Police Department has hired part time employees during the summer months for the purpose of providing bicycle safety to the citizens of the community for more than 30 years. Additionally, up until 2004, part time summer employees were also used to assist people crossing Business Hwy 71 and Puerto Rico St. NE, at a location known as the "Robbins Island Crossing".

**Current Day:** The Willmar Police Department currently hires two individuals on a part time basis as summertime "Bike Cops". Their primary duties are to ride city streets on bicycles and enforce bicycle violations. They also conduct bicycle safety classes for juvenile violators.

Over the past two years, a review of the program indicates that the nature of their job has changed. In addition to bike patrol, the staff is being used to assist with posting parade routes, providing traffic control, working events such as Sonshine, National Night Out, DARE, Willmar Fest, etc.

Enforcement of actual bicycle laws has diminished greatly due to a few factors:

- There is less bicycle traffic in the downtown area and general residential areas than in past years.
- There is more use of designed bike trails and less use of city streets for bicycle traffic than in past years.
- The public is better educated in the safe use of bicycles and adherence to traffic laws.

This reduction in bicycle violations has shifted employee needs to the other areas described above. Enforcement of bicycle laws can be effectively performed by any CSO or licensed officer.

A part time CSO would be present for the entire year at the same cost of the seasonal bike patrol. CSOs are more versatile than a bike patrol officer and can enhance our services while still performing any necessary bike patrol duties. Using CSO's, bike safety training could be offered through the year, particularly while students are still gathered in school.

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| **Fiscal Impact:** None. In 2011, $50,000.00 was budgeted for part time employees. $47,474.00 was actually spent. $8,266 was spent on the two part time summer bike patrol. The remaining $39,208.00 was spent on the current four CSO year round positions which average to $9,802.00 per CSO position.<br><br>There would be no request to increase the normal amount budgeted for Willmar Police part-time employees which consist of both CSO's and seasonal bike patrol. Instead the amount allocated for the seasonal bike patrol positions would be allocated toward the year round CSO position. | |
| **Alternatives:** Continue the bike patrol as in prior years. | |
| **Staff Recommendation:** Approve the staffing change of replacing the two part time seasonal bike patrol positions with a year round part-time CSO position. | |
| **Reviewed by:** Charlene Stevens | |
| **Preparer:** David Wyffels, Chief of Police | **Signature:** David Wyffels |
| **Comments:** | |