

MEMO

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TO: President and Members of the Town Council

FROM: Town Manager

MEETING

DATE: June 9, 2014

RE: Ordinance 1633: Uniform & Fuel Allowances

At several meetings we discussed ideas for the equitable uniform and fuel allowances of Public Works, Parks and Fire personnel and how the money is distributed.

The original discussion envisioned the continuation of the quartermaster system. Over the past few weeks we have internally discussed the idea of simply providing an annual cash allowance to employees the same as we do for the Police.

This will eliminate the need for the Clerk/Treasurer's office to determine individual tax liability. This process will also simplify the allowances – Public Works, Parks, and Clerk-Treasurer's administrative staff would no longer have to maintain receipts of employee purchases. The employees will be responsible for making sure their uniforms and boots are in proper condition. Supervisors will be tasked with ensuring uniforms are properly maintained.

The Town will continue to purchase safety equipment, coveralls and orange/green t-shirts. Initial employment uniforms provided by the Town. After one year of service, Maintenance employees and the Police Community Service Officer will have a cash allotment of \$800 per year for clothing.

The proposed stipends for the Fire Dept. are as follows:

1. Fire Fuel	<u>Current</u>	<u>Proposed</u>
	\$100.00	\$150.00

This is the CPI-U increased value since 2002.

2. Fire Uniform	<u>Allotment</u>	<u>Proposed</u>
Current	\$110.00	\$300.00

On May 12, 2014 the Clerk-Treasurer reviewed records of expenses for FY2013. That material is attached.

The issue is how much should be allocated for employee uniforms. You quickly approved a significant increase for the sworn members of the Police Department. You were provided the same type of information for costs for Fire, Public Works and Parks.

It is unfair to compare expenses spent on clothing in 2013 against the amount proposed in the draft salary ordinance. Those previous purchases were made under a system that constrained an employees' ability to be reimbursed for replacement clothing. Some employees spent their own funds to purchase items. I am proposing a new system and new amount that I believe to be equitable to the value of clothing an employee may need in the course of a year.

RECOMMENDATION:

Accept the proposed amendments to Ordinance 1633 and adopt on second reading this evening.

ORDINANCE ____
TOWN OF MUNSTER, INDIANA
AMENDMENT #4 TO ORDINANCE 1611
2014 PAY PLAN

WHEREAS, the Munster Town Council adopted on December 30, 2013, Ordinance 1611 authorizing the 2014 Pay Plan; and

WHEREAS, from time to time it is necessary to amend Ordinance 1611 due to requested changes in personnel, administrative reorganizations, changes in employee payroll distributions, changes in the replacement market, complying with interpretations of the State Board of Accounts, or inadvertent errors and omissions in the original Ordinance; and

WHEREAS, in an effort to compensate members of the Fire Department, Public Works, Parks, and the Community Service Officer with up-to-date stipends and allowances; and

WHEREAS, in an effort to compensate all employees fairly and equitably, the Town Council amends Section VIII Miscellaneous Benefits and Provisions;

NOW, THEREFORE, BE IT ORDAINED, that the Town Council of the Town of Munster, Indiana, amends Ordinance 1611 B. Miscellaneous Benefits and Provisions, "Uniforms & Clothing Allowance" and Section V. "Fire Department" with the following:

Uniforms and Clothing Allowances

Departmental Uniform and Clothing Allowances shall be the following:

1. **Fire Department** – Clothing for a newly hired firefighter shall be provided by the Town at its expense. This amount does not include "Class A" uniforms. After one year of service, an annual cash payment of \$300 shall be provided for the purposes of clothing maintenance.
2. **Public Works/Parks Maintenance/Community Service Officer** – Clothing for initial appointment shall be provided by the Town at its expense to the employee. After the first year of service, an annual cash payment of \$800 shall be provided for the purposes clothing maintenance.
3. For 2014 all payments shall be made retroactively to 1/1/14. Employees that have received allotments shall have their 2014 pro-rated. Employees with less than nine months of service will have their payment pro-rated.

Section V. Fire Department

Fuel Stipend – An annual stipend of \$150 shall be provided to each firefighter in February for fuel expenses incurred by individuals responding to emergencies. This stipend is provided for the previous year's fuel expenses. Public Works employees who respond to calls during regular, day-time working hours are not eligible for the stipend. A Public Works employee is eligible for the stipend if they respond outside work hours.

ORDAINED and **ADOPTED** this 12th day of May, 2014 by a vote of ____ in favor and ____ opposed.

**TOWN COUNCIL OF THE TOWN OF MUNSTER,
LAKE COUNTY, INDIANA**

John P. Reed

President

ATTEST:

David F. Shafer Clerk-Treasurer

FD CLOTHING ALLOWANCE

Town of St. John Fire Dept - POC & FT

\$120/year clothing allowance POC - FT \$700/year clothing allowance

FD buys t-shirts

Everything else is paid by FF

Town of Dyer Fire Dept - POC

The \$100 required clothing allowance and \$100 gas allowance

The FD Association just bought jackets for FFs.

All t-shirts, pants, jackets and hats are paid by FF.

The \$100 clothing is paid out \$50/spring and fall.

Town of Schererville Fire Dept - FT & PT

\$1,100 /year for FT FF clothing allowance - PT FF receives no allowance for clothing

New PT FFs get 1 t-shirt when starting and 1 Class "B" shirt

The \$1,100 clothing allowance is paid out \$275/qtrly

Town of Highland Fire Dept - POC

The required \$100 clothing allowance and \$100 gas allowance

New FFs get 1 set of Class "B" Uniform once they are off probation. (Polo, pants & belt)

Town of Griffith Fire Dept - POC

The \$100 required clothing allowance and \$100 gas allowance

The FD Association had fund raiser and is paying for all FFs to get Class "B" Uniforms (Duty Uniform)

All t-shirts, pants, jackets and hats are paid by FF.

PW CLOTHING ALLOWANCE

Town of St. John

Town provides rental uniforms - shirts and pants

Town provides winter coats - as needed through town account (coats only)

Town provides neon t-shirts only in extreme hot weather

(No clothing allowance)

Town of Dyer

Town provides rental uniforms - shirts and pants

Town provides \$250 clothing allowance for winter coats, bibs, boots, sweatshirts, jackets - through town account

Depending on budget t-shirts are provided - changes year to year

Town of Schererville

Town does not provide uniforms for PW - only mechanics get rental uniforms

Town provides t-shirts and hoodies

(No clothing allowance)

Town of Highland

Town provides 5 sets of shirts and pants, t-shirts, hoodie and winter jacket to new employees

Town provides \$150 clothing allowance once a year in fall for clothing - boots not included - through town account

PW supervisors are in process of requesting to raise the clothing allowance to \$300

Town of Griffith

Town does not provide uniforms

Town provides \$200 clothing allowance - \$100 in spring and \$100 in fall - employee chooses from list through town account

Town of Lowell

Town provides rental uniforms - shirts, pants and 2 jackets

(No clothing allowance)

Public Works/Parks Clothing			
	New Employee PW/Parks Clothes	Yearly Clothing	5 Year Replacement
Carhart Jacket	\$ 125.00		\$ 125.00
Carhart Bib Overalls	\$ 110.00		\$ 120.00
Steel Toed Work Boot X 2	\$ 150.00	\$ 150.00	
Jacket	\$ 110.00	\$ 110.00	
Windbreaker	\$ 50.00	\$ 50.00	
Sweatshirts X 3	\$ 175.00	\$ 175.00	
Blue Jeans X 5	\$ 150.00	\$ 150.00	
Shirts X 3	\$ 70.00	\$ 70.00	
Hat	\$ 15.00	\$ 15.00	
Estimated Value	\$ 955.00	\$ 720.00	\$ 245.00

The Town will pay 50% of the cost of the boots for two pair of boots with a \$150 maximum reimbursement per year. The Town provides work gloves, neon vests, safety equipment and rain gear on an as needed basis.

The estimated value is shown for illustrative purposes only. Actual cost is based on prices received at the time of purchase.

Fire Dept Clothing			
	New FF Clothes	Yearly Clothing	5 Year Replacement
Flying Cross Navy Pant	\$ 49.95		\$ 49.95
Flying Cross Navy Shirt	\$ 51.95		\$ 51.95
Belt	\$ 23.95		\$ 23.95
Name Bar	\$ 9.00		
T-Shirt X 2	\$ 19.00	\$ 19.00	
Sweatshirt	\$ 18.75	\$ 18.75	
Work Sweatshirt	\$ 50.00	\$ 50.00	
Jacket	\$ 44.00		\$ 44.00
Hats	\$ 12.50	\$ 12.50	
Polo Shirt X 2	\$ 60.00	\$ 60.00	
Work Boots	\$ 95.95		\$ 95.95
Metal Badge	\$ 50.00		
Estimated Value	\$ 485.05	\$ 160.25	\$ 265.80

Currently the FD has been buying 2- T-Shirts and 1- Sweatshirt yearly. This year FD purchased a jacket and hat for the FFs. Clothing allowance for FF for clothes damaged when responding to a fire call is \$110/year.

Acquisition or reimbursement for Class "A" Uniforms will be decided in the future. Protective clothing is purchased as needed. Some gear has to be replaced on a periodic basis to insure safety warranty. The Town purchases all protective clothing.

The estimated value is shown for illustrative purposes only. Actual cost is based on prices received at the time of purchase.

Dave Shafer

From: Dave Shafer
Sent: Monday, May 12, 2014 4:27 PM
To: John W. Edington (jedington@munster.org); Andy Koulourides DDS (drkoul63@gmail.com); David B. Nellans (HayBurner@aol.com); John P. Reed (jpratlaw@aol.com); Joseph Simonetto; David Nellans; John W. Edington
Cc: Patricia Abbott; Thomas DeGiulio; Clay Johnson
Subject: Clothing Allowance

Councilors,

The Clerk-Treasurer's Office examined expenditures during 2013 for clothing allowance, line item 61307, for Fire Department, Public Works, and Parks Maintenance personnel from among the various funds. It is difficult to boil down to a single page the results from numerous pages of registers, vouchers, and other summaries. Attached is the result of the examination.

The attachment does not identify individual employees. Some of the expenditures in 2013 were made to benefit seasonal employees. It appears that the \$800 stipend for Public Works employees would not apply to seasonal employees, but the introduced Ordinance 1633 does not exclude them. It is suggested that the language be strengthened to read, "After the first year of service as a regular full-time employee, an annual cash payment of (amount to be determined) shall be provided for the purposes of clothing maintenance."

In case this email goes out too late for adequate review, I will furnish copies this evening during the meeting.

Dave

*David F. Shafer, IAMC, MMC, CMO
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5/12/2014

Expenditures for Clothing Allowance (63107) for Select Groups during 2013

Department	Description	Number of Employees	Amount	Amount per Employee	Notes	Proposed Allowance
Fire Department	Uniforms	2	\$ 297.70	\$ 148.85	Does not include clothing purchased through bond issues	\$300/empl. & 52 empl. for \$15,600
	Hats	67	\$ 997.50	\$ 14.89		
	Jackets	64	\$ 2,934.25	\$ 45.85		
	Allowance, full year	42	\$ 4,620.00	\$ 110.00		
	Allow., partial year	9	\$ 595.83	\$ 66.20		
	Chief's allowance	1	\$ 300.00	\$ 300.00		
Total, Fire Department			\$ 9,745.28	\$187.42/empl. based on 52 empl.		
Public Works	Various clothing	32	\$ 7,778.01	\$ 243.06	Does not include seasonal empl.	\$800/empl. & 32 empl. for \$25,600
	Extra items	1	\$ 175.42	\$ 175.42		
	Stock shirts	80	\$ 760.00	\$ 9.50		
	Shirt embroidery	28	\$ 140.00	\$ 5.00		
Total, Public Works			\$ 8,853.43	\$276.67/empl. based on 32 empl.		
Park Maintenance	Various clothing	52	\$ 983.50	\$ 18.91	Includes seasonal employees	\$800/empl. & 12 empl. for \$9,600
	Summer t-shirts	33	\$ 429.00	\$ 13.00	Includes seasonal employees	
	Various clothing	2	\$ 129.99	\$ 65.00	Full-time employees	
Total Park Maintenance			\$ 1,542.49	\$36.73/empl. based on 42 empl.		
Grand Total			\$ 20,141.20	\$159.85 126 \$127.48/empl. based on 156 empl.		\$50,800

General Notes:

Elements of discretion were exercised in order to present information on a single page.
Current annual allowances for firefighters are \$100.00 for fuel and \$110.00 for clothing.
The Community Service Officer or other police personnel are not included in this report.
Proposed Park Maintenance personnel include 8 at Centennial Park and 4 at other parks.