



Montgomery County Government

M E M O R A N D U M

July 20, 1983

TO: County Council

FROM: Andrew Mansinne, Jr., Director, Office of Legislative Oversight

SUBJECT: Office of Legislative Oversight Memorandum Report: Issue of Uniform Dress Shoes to Employees of County Government and Other County and Bi-County Public Agencies

PURPOSE. To respond to the County Council's request that the Office of Legislative Oversight (OLO) update its October 1977 report on uniform policies and practices as it pertains to the issue of uniform dress shoes to employees.

AUTHORITY. Council request on May 5, 1983, during discussions on the FY 84 operating budget of the Fire and Rescue Commission.

BACKGROUND

1. On October 25, 1983, this Office issued Report #78-1, An Evaluation of the Uniform Policies and Practices of County Government Departments, Other Public Agencies in the County and the bi-County Agencies. A recommendation of that report concerning the issuing of uniform dress shoes and shoe repair services was as follows:

"The practice of furnishing leather dress shoes and shoe repair service to employees in the Departments of Police, Corrections & Rehabilitation, Fire & Rescue Services, Transportation (Parking and Mass Transit) and Facilities and Services (Security) [should] be terminated."

2. The Council established a subcommittee to review OLO Report #78-1 and present recommendations to the Council. On February 7, 1978, the Council Subcommittee on Uniform Policies and Practices issued its report to the Council which included the following recommendations pertinent to the issue of uniform dress shoes:

"a) Recommend adoption of this [OLO] recommendation.

Office of Legislative Oversight

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"b) Recommend that furnishing all other footwear except safety and foul weather footwear be terminated.

"c) Recommend the CAO establish procedures which employees of the affected departments have the option of purchasing leather dress shoes, boots and shoe repair service for wear with the uniform from the current and subsequent County [shoe] contracts."

3. On February 14, 1978, the Council adopted the above Committee's recommendations as "guidelines" to be followed when the individual Councilmembers reviewed the department's FY 79 budget submissions during mini-worksessions. The extent to which these discussions were held is not recorded; however, as outlined below, the same departments still issue dress shoes.

4. On May 5, 1983, during discussions of the Fire and Rescue Commissions' FY 84 operating budget, the Council disapproved a request for \$20,000 to purchase dress shoes for 612 uniformed members of the fire and rescue corporations. The Council then instructed the Office of Legislative Oversight to review the issue of footwear to public employees and to report back to the Council's Personnel Committee which in turn will make a determination on whether the issue of footwear should be considered by the Compensation Task Force.

DISCUSSION

1. In October 1977, OLO issued a detailed report on uniforms issued to employees of the County Government and other public County and bi-County agencies. That report included the issue and repair of leather uniform (and imitation leather) dress shoes. The OLO report recommended that such issue and repair be terminated. A Council Subcommittee appointed to review the OLO report concurred. However, the full Council voted to use the Subcommittee regulations as "guidelines" for each Councilmember when reviewing the next uniform budget requests from each department/agency.

2. An examination of the current policies and practices governing the issue and repair of uniform dress shoes reveals no significant change from the policies and practices reported in October 1977:

.In County government, uniform dress shoes are issued (and gratis shoe repair is available) to specific employees of five departments: Police, Corrections and Rehabilitation, Fire and Rescue Services, Transportation and Facilities and Services. (In April 1983, the first collective bargaining agreement with the Fraternal Order of Police was signed. That agreement recognized the retention of shoe repair service and uniform issuance as benefits which were previously in effect.)

.In the Maryland-National Capital Park & Planning Commission, Park Police Officers receive a uniform allowance of \$50.00 per month from which all uniform articles, to include uniform dress shoes (or boots for horse mounted patrolmen), may be purchased.

. The other departments of County government and other County and bi-County public agencies do not issue uniform dress shoes.

. In FY 83 the Takoma Park Volunteer Fire Department expended \$1,200 of public funds to purchase uniform dress shoes for 24 uniformed firemen. The unit cost of \$50.00 per pair is considerably more than the County's shoe contract price of approximately \$27.00 per pair.

3. The basis of issue and replacement of uniform dress shoes and the costs (actual or budget) for fiscal years 1982 thru 1984 for the five County government departments which provide the footwear are outlined in the following table:

County Government Departments
Providing Uniform Dress Shoes, FY 82-84

<u>Dept.</u>	<u>Approx. # Employees</u>	<u>Basis of Iss/Repl.</u>	<u>Approximate Cost</u>			<u>% of FY 84 Budget</u>
			<u>FY 82 Actual</u>	<u>FY 83 Actual</u>	<u>FY 84 Budget</u>	
Police	800 Sworn Off. 300 Cross Gds. & Pub. Ser. Aides 20 SWAT & K9a)	one pair initially; one pair/year replacement or as needed	\$23,800	\$15,600	\$20,100	88%
Corr/ Rehab.	85 guards	two pair initially; repl as needed	\$ 2,000	\$ 2,200	\$ 1,400	6%
Fire & Rescue	59b)	one pair initially; repl as needed	\$ 400	\$ 300	\$ 500	2%
Fac. & Services	22	one pair initially; repl as needed	\$ 300	\$ 300	\$ 400	2%
DOT (Parking)	32	two pair initially; repl as needed	\$ 550	\$ 400	\$ 400	2%
TOTAL	<u>1,318</u>		<u>\$27,050</u>	<u>\$18,800</u>	<u>\$22,800</u>	<u>100%</u>

- Notes: a) SWAT & K9 officers are issued paratrooper and waterproof boots.
b) Two female personnel purchase their uniform shoes and are then reimbursed the full cost.

4. In addition to issuing uniform dress shoes, the County government also provides gratis shoe repair through contracts with two local shoe repair facilities--one in Rockville and the other in Silver Spring. The total FY 83 expenditure for shoe repair service under these two contracts was \$5,700.

5. Other footwear issued to employees. The Maryland-National Capital Park and Planning Commission, the Washington Suburban Sanitary Commission, County Government, and the volunteer fire departments issue safety shoes and rubber boots to selected employees. The high lights of these programs are outlined below.

a) M-NCCPC. The Parks Division pays the first \$20.00 toward the cost of safety shoes for full-time salaried and hourly Parks Division employees. Seasonal employees must provide their own safety shoes as a condition of employment. The program, which serves approximately 450 Parks' employees costs approximately \$9,000 annually,

b) WSSC. WSSC pays the first \$12.00 toward the cost of safety shoes for approximately 900 maintenance and security employees. The annual cost for this program is approximately \$4,000. WSSC also issues rubber, steel-toe, high-top, boots or 5-buckle golashes to its 900 maintenance personnel. The high-top boots cost \$23.00 per pair and approximately 370 pair are replaced annually at an annual cost of \$8,500. Approximately 720 pair of 5-buckle golashes are replaced each year at \$9.00 each for an annual cost of \$6,500.

c) County Government

(1) The Division of Risk Management (Department of Finance) sponsors a program for selected employees of the departments of Transportation, Environmental Protection, Liquor Control and Facilities and Services whereby Risk Management pays the first \$10.50 toward the cost of safety shoes. The remainder (average of \$30.00) is paid by the employee. This program is budgeted at \$10,000 per year for approximately 900 employees whom Risk Management has determined to be in positions which have a foot hazard. However, the actual FY 82 and FY 83 costs were under \$5,000 annually.

(2) Two departments require approximately 25 employees to wear safety shoes: the Department of Transportation (Parking Enforcement employees who put-on the Denver Boot and maintenance personnel in the Meter Shop) and the Department of Environmental Protection (Division of Solid Waste Management). Because safety shoes are required, the County pays the full cost of their purchase for an annual expenditure of under \$1,000.

(3) The Department of Fire and Rescue Services issues 3/4 length firefighting boots to approximately 70 employees at an annual replacement cost of \$2,000.

(4) Finally, the departments of Transportation, Environmental Protection, Fire & Rescue and Facilities & Services issue foul weather boots to approximately 450 employees at an annual replacement cost of \$2,500.

e) Volunteer Fire Departments. All 15 volunteer fire corporations which receive public funds issue firefighting boots to paid and volunteer fire fighters.

SUMMARY

1. Uniform Dress Shoes. The County Government continues to issue uniform dress shoes to over 1,300 County employees in five departments at an average annual cost for FY 82 and FY 83 of \$24,000. In addition, gratis shoe repair is provided these same employees at an additional annual cost in FY 83 of \$5,700. Of the 15 volunteer fire departments who receive public funds, only Takoma Park VFD purchased uniform dress shoes with those public funds, expending \$1,200 in FY 83. One other agency, M-NCPPC, authorizes the purchase of uniform dress shoes by Park police officers from their monthly uniform allowance.

2. Safety Shoes and Boots. The County Government, M-NCPPC and WSSC have a safety shoe program for selected employees whereby the agency pays a portion of the total cost of the safety shoe (County Government--\$10.50; M-NCPPC--\$20.00; WSSC--\$12.00) with the employees paying the remainder. In addition, these same three agencies issue rubber foul weather boots to selected employees. All 15 volunteer fire departments and the Department of Fire and Rescue Services issue firefighting boots, purchased with public funds, to firefighting personnel.

AM:csb

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Director, Department of Facilities & Services
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