



AGENDA

September 18, 2023

**Meetings of Standing Committees
Council Conference Room
6:45PM**

**REGULAR MEETING OF THE MISHAWAKA COMMON COUNCIL
COUNCIL CHAMBERS/CITY HALL
7:00PM**

**WebEx Telephone Number:1-408-418-9388
Meeting Number (access code): 2342 362 1863
Meeting password:3Qz5WGdFU8h**

**Livestream #1: <https://www.facebook.com/cityofmishawaka/>
Livestream #2: @MichianaAccessTV on Facebook
Livestream #3: Michiana Access TV
(Comcast and AT&T U-Verse Channel 99)**

To connect on-line join using Microsoft Lync or Microsoft Skype for Business

Dial: 23423621863@mishawaka.webex.com

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Minutes of the Regular Meeting of September 11, 2023
5. Petitions, Communications, Remonstrance and Memorial

Swearing-In of the Mayor's Youth Council

6. Report of Special Committee

7. Ordinances on First Reading

P.O. No. 2023-40 Civil City Budget and Tax Levy for 2024

8. Resolutions

9. Ordinances on Second Reading

P.O. No. 2023-39 Approving 12 Hour Shift Schedule for
Mishawaka Police Department
(Assigned to Public Health & Safety Committee)

10. Privilege of the Floor - Non-Agenda Items

11. Unfinished Business

12. New Business

13. Adjournment -

This meeting will be aired via live stream:

An archived version of the livestream video can be viewed on the city of Mishawaka's Facebook page, <https://www.facebook.com/cityofmishawaka/> and on the Michiana Access TV Facebook page, <https://www.facebook.com/MichianaAccessTV>

If technology is needed to present, please advise the Clerk's Office by 4:00pm the Friday before the meeting by emailing: dblock@mishawaka.in.gov or calling 574-258-1616.

Download Council Packet Link:

<https://mishawaka.in.gov/government/elected-appointed-officials/common-council/council-agendas-minutes/>

At this time, I know of no other business to come before the Council.

Deborah S. Block, IAMC, CMO, MMC, City Clerk

The City of Mishawaka acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, and amanuenses) for participation in or access to City sponsored public programs, services and/or meetings, the City requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and/or meeting. To make arrangements contact Susan Kile, ADA Coordinator, at (574) 258-1615.

REGULAR MEETING OF THE MISHAWAKA COMMON COUNCIL

September 11, 2023

Be it remembered that the Common Council of the City of Mishawaka, Indiana met in the Council Chambers of the New Mishawaka City Hall and via telephone on Monday, September 11, 2023 at 7:00PM. The meeting was called to order by Council President Gregg Hixenbaugh. All were asked to stand for the Pledge of Allegiance, followed by a moment of silence in memory of those who lost their lives on 9/11 as well as the first responders who heroically responded to that tragic event that day and their families.

Members attending virtually do so by WebEx. Public that attend can participate by WebEx or observe meetings by YouTube or Facebook live. The Council meetings are also streamed live on Michiana Access on Comcast/AT&T U-verse Channel 99.

Clerk Block called the roll.

Roll Call.

Present: Mr. Hazen (P), Mr. Bellovich (P), Mr. Mammolenti (P), Mr. Banicki (P), Mr. Emmons (P), Mrs. DeMaegd (P), Mr. Compton (P), Mrs. Voelker (P), Mr. Hixenbaugh (P)
P: Present E: Electronically Participating A: Absent

Others Present: Clerk Block, Mike Trippel, Council Attorney.

Minutes for the Regular Meeting on August 21, 2023 were approved as received from the Clerk's Office.

Clerk Block read the following appeal and proposed vacation by title and opened the public hearing.

Appeal No. 2023- 27 Use Variance to allow Adult Daycare in I-2 Heavy Industrial District – 550 Union St.

A public hearing on Vacation 2023-04 required by State Statute on behalf of the City of Mishawaka for vacation of public right-of-way described as: the north/south alley located between West Front Street, West First Street, North Spring Street and North Mill Street

Ken Prince, Director of Planning and Community Development, spoke in favor of **Vacation 2023-04**. Mr. Prince stated the alley that they were requesting vacation of was really a cleanup item and the city owned the entire block. Mr. Prince stated they were in the process of replotting a number of the blocks after dedicating necessary right-of-ways and easements downtown. Mr. Prince stated this stood out as an outlier and they did not need that alley anymore. Mr. Prince stated at that point in time, they were requesting for the vacation to occur and then at such point

in time, they would need an alley or other easement that would happen at the time of development. Mr. Prince stated this was just a tool to help them market the property and he was happy to answer any questions.

The public hearing was closed at 7:04PM for **Vacation 2023-04** and would take action on the proposed ordinance related to the item under second reading later on that evening.

Clerk Block read the following proposed ordinance by title and assigned committee.

PROPOSED ORDINANCE NO. 2023-39

**AN ORDINANCE APPROVING A TWELVE HOUR SHIFT WORK SCHEDULE FOR
THE MISHAWAKA POLICE DEPARTMENT
(Assigned to Public Health & Safety Committee)**

Clerk Block read the following proposed ordinances by title and opened the public hearing.

PROPOSED ORDINANCE NO. 2023-25

**AN ORDINANCE AMENDING CHAPTER 137, OF THE MUNICIPAL CODE OF THE
CITY OF MISHAWAKA, INDIANA, AS FROM TIME TO TIME AMENDED,
COMMONLY KNOWN AS “THE ZONING ORDINANCE OF 1966” OF THE CITY OF
MISHAWAKA INDIANA**

**Rezone from S-1 Extensive Open Space to C-3 City Center Commercial – Northeast corner
of Cedar & E. Third St.**

(Requested to be continued until October 2nd regularly scheduled meeting)

Mrs. Voelker made a motion to honor the request to postpone until October 2nd. Mr. Banicki seconded the motion and a voice vote was held. The motion passed unanimously and was postponed.

PROPOSED ORDINANCE NO. 2023-35

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF MISHAWAKA,
INDIANA, ESTABLISHING A DESIGNATED OUTDOOR REFRESHMENT AREA**

Establishing a Designated Outdoor Refreshment Area - DORA

(Assigned to Public Health & Safety Committee)

(Requesting postponement to November 20th)

Mr. Compton made a motion that the Council postpone **PROPOSED ORDINANCE NO. 2023-35** to the November 20th council meeting. Mr. Banicki seconded the motion and a voice vote was held. The motion passed unanimously and the matter was postponed to the November 20th council meeting.

PROPOSED ORDINANCE NO. 2023-36

AN ORDINANCE AMENDING CHAPTER 50, OF THE MUNICIPAL CODE OF THE CITY OF MISHAWAKA, INDIANA, AS FROM TIME TO TIME AMENDED, COMMONLY KNOWN AS “PARKS AND RECREATION ORDINANCE” OF THE CITY OF MISHAWAKA, INDIANA.

**Amending the Municipal Code Park and Recreation – DORA
(Requesting postponement to November 20th)**

Mr. Compton made a motion that the Council postpone **PROPOSED ORDINANCE NO. 2023-36** to the November 20th council meeting. Mr. Banicki seconded the motion and a voice vote was held. The motion passed unanimously and the matter was postponed to the November 20th council meeting.

PROPOSED ORDINANCE NO. 2023-37

AN ORDINANCE AMENDING CHAPTER 137, OF THE MUNICIPAL CODE OF THE CITY OF MISHAWAKA, INDIANA, AS FROM TIME TO TIME AMENDED, COMMONLY KNOWN AS “THE ZONING ORDINANCE OF 1966” OF THE CITY OF MISHAWAKA INDIANA

Right-of-Way Vacation of unimproved alley – N/S alley bounded by W. Front St., N. Spring St., W. 1st St., and N. Mill St.

Mr. Bellovich reported the Committee of Land Use Planning recommended this proposed ordinance should be adopted. Upon a second by Mr. Banicki, the motion carried.

Ken Prince, Director of Planning and Community Development, spoke in favor of **PROPOSED ORDINANCE NO. 2023-37**. Mr. Prince stated his previous remarks still stood regarding the vacation and it was essentially a paper alley. Mr. Prince stated they wanted to be able to market the property without the alley and was happy to answer any questions.

Question was called for at 7:10PM for **PROPOSED ORDINANCE NO. 2023-37. Motion passed by unanimous roll call vote (summary: Yes = 9).**

Yes: Mr. Hazen, Mr. Bellovich, Mr. Mammolenti, Mr. Banicki, Mr. Emmons, Mrs. DeMaegd, Mr. Compton, Mrs. Voelker, Mr. Hixenbaugh. The proposed ordinance passed 9-0, thus it became **ORDINANCE NO. 5857**.

PROPOSED ORDINANCE NO. 2023-38

AN ORDINANCE AMENDING CHAPTER 137, OF THE MUNICIPAL CODE OF THE CITY OF MISHAWAKA, INDIANA, AS FROM TIME TO TIME AMENDED, COMMONLY KNOWN AS “THE ZONING ORDINANCE OF 1966” OF THE CITY OF MISHAWAKA INDIANA

PUD Amendment to allow Microblading in Unit 14 – 6910 N. Main St.

Mr. Emmons reported the Committee of Land Use Planning recommended this proposed ordinance should be adopted. Upon a second by Mr. Banicki, the motion carried.

Nicole Walasinski, 27218 State Road 4, spoke in favor of **PROPOSED ORDINANCE NO. 2023-38**. Mrs. Walasinski stated she was just seeking approval to do microblading in her unit and was happy to answer any questions.

Mrs. Voelker asked since her main address was in North Liberty, if she was opening a satellite office. Mrs. Walasinski stated no, that was just her home address and she did not have the other address memorized. Mrs. Voelker asked if she was doing other services besides microblading. Mrs. Walasinski stated she did hair already, already had a salon there and had been in business there for about a year and was just adding microblading. Mrs. Voelker asked what the name was of her salon. Mrs. Walasinski stated it was NXT Studio.

Question was called for at 7:14PM for **PROPOSED ORDINANCE NO. 2023-38. Motion passed by unanimous roll call vote (summary: Yes = 9).**

Yes: Mr. Hazen, Mr. Bellovich, Mr. Mammolenti, Mr. Banicki, Mr. Emmons, Mrs. DeMaegd, Mr. Compton, Mrs. Voelker, Mr. Hixenbaugh. The proposed ordinance passed 9-0, thus it became **ORDINANCE NO. 5858**.

PRIVILEGE OF THE FLOOR

Doug Southworth, 1901 Division Street, spoke under **PRIVILEGE OF THE FLOOR**. Mr. Southworth stated he did not know if this was the proper forum for his issue but he was there that evening to speak about Division Street as it was a relatively wide street that had no traffic control between McKinley and Jefferson. Mr. Southworth stated living right there on Division, he had some concerns about traffic enforcement. Mr. Southworth stated the posted speed limit there was 35 miles an hour and as he was sure the Council was aware, there were two schools, an elementary school and a junior high school, right in the vicinity there and there were kids walking through there on a regular basis and it was very common to see vehicles traveling well in excess of the posted speed limit. Mr. Southworth stated he worked from home so he was there all the time and he regularly heard motorcycles and cars with very wound out and aggressive sounding engines as they were going from stoplight to stoplight through there. Mr. Southworth stated he knew the police force was already stretched thin and traffic enforcement was tough to do but he was curious to explore any kind of options they had to address this. Mr. Southworth stated he knew in South Bend, there were temporary speed bumps placed in different areas for traffic enforcement like this and there were different options available. Mr. Southworth stated he was a pretty tolerant person, he did not always follow the speed limit himself and was not trying to cause any trouble but it was concerning with the frequency that it was happening at that time. Mr. Southworth stated it just seemed to be a straight shot and people were taking advantage of that.

Mr. Hixenbaugh began stating this was the proper forum for the issue and he heard about matters such as this quite frequently although as a legislative body, the fix or the remedy for those valid concerns was not always within their control but what they could certainly do was they could pass along his name to the Police Chief and ask him or one of his officers to contact him to discuss anything that could be done to address this. Mr. Hixenbaugh stated with regard to physical barriers and the temporary speed bump he talked about, those were issues that he may want to talk to Mr. Prince about and he may be able to connect him with the City Engineer and their Traffic Engineer more to the point who perhaps would be in a position to be able to address those issues. Mr. Hixenbaugh stated his concerns were well taken and they all shared them wherever they lived in Mishawaka but particularly in the area Mr. Southworth lived in and he could understand his concern. Mr. Hixenbaugh stated they would do what they could to facilitate some communication between the Police Department and himself and perhaps Mr. Prince could help him make contact with the Engineering Department so he could discuss that component as well. Mr. Southworth stated that would be outstanding and his wife actually reached out to the community line for the Mishawaka Police and they just had not gotten a response so they wanted to see what kind of options were available. Mr. Hixenbaugh stated that was what the Council was there for and they were glad he was present.

Mr. Compton stated Mr. Southworth may have heard earlier that there would be a change in the shifts the policemen were going to work, so they were hoping this would add more police to the street and they were hearing an awful lot about traffic and he knew traffic had changed and people seemed to be driving faster and not as defensive as they once did. Mr. Compton stated he knew he and other council members would encourage the Mayor's staff to relook at options that they had been somewhat resistant to in the past, for good reason, but he was anxious to see the effects of what South Bend was doing and measure that against if they should do some of the same things in Mishawaka. Mr. Compton stated he lived right around the corner from the area Mr. Southworth was talking about and stated he was not sure if Division would be a good spot for speed bumps, but certainly some of the side streets might. Mr. Compton stated he understood what he was saying and appreciated him coming before the Council and speaking to them about this and it was good to see him.

Mr. Mammolenti asked if he could tell the Council what time of the day that he typically saw it or heard it mostly. Mr. Southworth stated the morning was fairly well controlled and people respected the speed limit more at that time and it tended to be at the 5 o'clock hour when people were getting out of work in the late afternoon and into the evening when he and his wife noticed most of it. Mr. Southworth stated during weekends, traffic patterns were different and it could be any time of the day that this was occurring but on average it was more towards the evening than the morning.

Mr. Hixenbaugh thanked Mr. Southworth and asked him to make sure that at the conclusion of the meeting, to make sure the Clerk's Staff had accurate contact information for him, that way they could pass it along to the Police Department and ask them to follow up. Mr. Southworth appreciated the Council's time.

ADJOURNMENT 7:21PM

Deborah S. Block /s/
Deborah S. Block, IAMC, MMC, City Clerk

Gregg A. Hixenbaugh /s/
Gregg A. Hixenbaugh, President

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
Approved by the State Board of Accounts, 2015
Prescribed by the Department of Local Government Finance

Budget Form No. 4
Generated 9/15/2023 12:00:43 PM

Proposed Ordinance No. 2023-40

Ordinance / Resolution Number:

Be it ordained/resolved by the **Mishawaka Common Council** that for the expenses of **MISHAWAKA CIVIL CITY** for the year ending December 31, **2024** the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **MISHAWAKA CIVIL CITY**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the **Mishawaka Common Council**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
Mishawaka Common Council	Common Council and Mayor	10/16/2023

Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0101	GENERAL	\$44,254,117	\$43,022,062	2.8681
0254	LOCAL INCOME TAX	\$2,974,564	\$0	0.0000
0341	FIRE PENSION	\$2,120,000	\$0	0.0000
0342	POLICE PENSION	\$1,432,000	\$0	0.0000
0706	LOCAL ROAD & STREET	\$1,155,000	\$0	0.0000
0708	MOTOR VEHICLE HIGHWAY	\$4,696,842	\$7,012,604	0.4675
1109	MUNICIPAL EMERGENCY MEDICAL SERVICES	\$655,000	\$0	0.0000
1151	CONTINUING EDUCATION	\$115,000	\$0	0.0000
1301	PARK & RECREATION	\$5,209,473	\$10,239,667	0.6826
1310	PARK NONREVERTING - CAPITAL	\$453,800	\$0	0.0000
2379	CUMULATIVE CAPITAL IMP (CIG TAX)	\$108,475	\$0	0.0000
2391	CUMULATIVE CAPITAL DEVELOPMENT	\$800,000	\$3,331,372	0.2221
2411	ECONOMIC DEV INCOME TAX CEDIT	\$6,126,400	\$0	0.0000
6290	CUMULATIVE SEWER	\$50,000	\$0	0.0000
		\$70,150,671	\$63,605,705	4.2403

Home-Ruled Funds (Not Reviewed by DLGF)

Fund Code	Fund Name	Adopted Budget
9505	AMERICAN RESCUE PLAN ACT	\$116,000
		\$116,000

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
 Approved by the State Board of Accounts, 2015
 Prescribed by the Department of Local Government Finance

Budget Form No. 4
 Generated 9/15/2023 12:00:43 PM

Name		Signature
Anthony "Tony" Hazen	Aye ☐ Nay ☐ Abstain ☐	
Maggie DeMaegd	Aye ☐ Nay ☐ Abstain ☐	
Ron Banicki	Aye ☐ Nay ☐ Abstain ☐	
Matt Mammolenti	Aye ☐ Nay ☐ Abstain ☐	
Dale "Woody" Emmons	Aye ☐ Nay ☐ Abstain ☐	
Mike Bellovich	Aye ☐ Nay ☐ Abstain ☐	
Mike Compton	Aye ☐ Nay ☐ Abstain ☐	
Kate Voelker	Aye ☐ Nay ☐ Abstain ☐	
Gregg Hixenbaugh	Aye ☐ Nay ☐ Abstain ☐	

ATTEST

Name	Title	Signature
Deborah S. Block	City Clerk	

MAYOR ACTION (For City use only)

Name		Signature	Date
David A. Wood	Approve ☐ Veto ☐		

In accordance with IC 6-1.1-17-16(k), we state our intent to issue debt after December 1 and before January 1

Yes ☐ No ☒

In accordance with IC 6-1.1-17-16(k), we state our intent to file a shortfall appeal after December 1 and before December 31

Yes ☐ No ☒



CITY OF MISHAWAKA 2024 DRAFT BUDGET

David A. Wood, Mayor

CITY OF MISHAWAKA 2024 DRAFT BUDGET

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CITY OF MISHAWAKA
2024 DRAFT BUDGET

MAYOR
1101-01

1 PERSONAL SERVICES

Salaries and Wages

biweekly

411-01	Mayor	91,794.00	3,530.54
411-02	Mayor Executive Asst	53,704.00	2,065.51
	Mayor's Administrative Asst	<u>48,134.00</u>	1,851.28

Other Services Personal

411-63	Longevity	<u>450.00</u>	
			194,082.00

2 SUPPLIES

Office Supplies

421-90	Office Supplies	<u>1,000.00</u>	
			1,000.00

3 OTHER SERVICES AND CHARGES

Communication and Transportation

432-03	Travel and Training	3,500.00	
432-04	Telephone/Technology	<u>500.00</u>	

Printing and Advertising

433-01	Printing	500.00	
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Other Services and Charges

439-03	Subscriptions, Dues, etc.	<u>2,000.00</u>	
439-04	Leadership	<u>2,500.00</u>	
439-07	Memorial Day AL/VFW/DAR	2,500.00	
439-92	Community Promotion	<u>7,500.00</u>	
			19,000.00
			<u>214,082.00</u>

CITY OF MISHAWAKA
2024 DRAFT BUDGET

CONTROLLER
1101-02

1 PERSONAL SERVICES

Salaries and Wages

			biweekly
411-01	Controller	90,277.00	3,472.18
411-02	Deputy Controller	63,912.00	2,458.14
	Accountant	49,262.00	1,894.69
	Senior Purchasing Agent	51,614.00	1,985.13
	Bookkeeper A	45,993.00	1,768.95
	Payroll Clerk	44,912.00	1,727.35
411-03	Part time	<u>20,000.00</u>	

365,970.00

Other Services Personal

411-63	Longevity	6,525.00	
411-64	FTO (Flexible Time Off) Plan	35,000.00	
411-65	Certifications	<u>7,000.00</u>	

48,525.00

Employee Benefits

413-01	Social Security	266,603.00	
413-02	Medicare	62,351.00	
413-03	INPRS 14.2%	598,720.00	
413-04	Unemployment Compensation	20,000.00	
413-05	Employee Insurance Benefits	1,500,000.00	
413-06	Employee Life Insurance	4,000.00	
413-08	Deferred Comp Match	<u>70,000.00</u>	

2,521,674.00

2,936,169.00

2 SUPPLIES

Office Supplies

421-90	Office Supplies/Misc Supplies	<u>15,000.00</u>	
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15,000.00

3 OTHER SERVICES AND CHARGES

Communication and Transportation

432-02	Postage	15,000.00	
432-03	Travel and Training	5,000.00	
432-04	Telephone/Technology	50,000.00	

Printing and Advertising

433-02	Publications	15,000.00	
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CITY OF MISHAWAKA
2024 DRAFT BUDGET

CONTROLLER

1101-02

Insurance

434-90 Insurance Premiums/ Deductible **1,500,000.00**

Utility Services

435-01 MU Charges 850,000.00

435-02 NIPSCO 60,000.00

Repairs and Maintenance

436-01 Building/ Equipment/Software
Maintenance/Service Contracts 50,000.00

Other Services and Charges

439-03 Subscription, Dues, etc. 1,000.00

439-09 Miscellaneous Charges 1,500.00

2,547,500.00

4 CAPITAL OUTLAYS

Other Capital Outlays

444-05 Capital Outlay **500,000.00**

500,000.00

5,998,669.00

CITY OF MISHAWAKA
2024 DRAFT BUDGET

CITY CLERK
1101-03

1 PERSONAL SERVICES

Salaries and Wages

			biweekly
411-01	City Clerk	65,155.00	2,505.94
411-02	Chief Deputy Clerk I	49,105.00	1,888.65
	Chief Deputy Clerk II	46,182.00	1,776.20
411-03	Temporary	20,000.00	

Other Personal Services

411-63	Longevity	375.00	
411-65	Certifications	<u>2,750.00</u>	
			183,567.00

2 SUPPLIES

Office Supplies

421-90	Office Supplies	2,000.00	
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Operating Supplies

422-01	Violations Bureau Supplies	<u>2,000.00</u>	
			4,000.00

3 OTHER SERVICES AND CHARGES

Professional Services

431-01	Attorney Fees	1,000.00	
431-04	Professional Services	14,000.00	

Communication and Transportation

432-03	Travel and Training	5,000.00	
432-04	Telephone/Technology	1,100.00	

Other Services and Charges

439-03	Subscriptions, Dues, etc.	1,500.00	
439-92	Community Promotion	<u>1,750.00</u>	
			24,350.00
			<u>211,917.00</u>

CITY OF MISHAWAKA
2024 DRAFT BUDGET

HUMAN RESOURCES
1101-04

1 PERSONAL SERVICES

Salaries and Wages

411-02	Asst HR Director	47,956.00	biweekly	2,473.88
	HR Office Asst	40,000.00		1,384.62
411-03	Temporary Help	<u>25,000.00</u>		

Other Personal Services

411-63	Longevity	300.00		
411-65	Certifications	<u>1,000.00</u>		
				114,256.00

2 SUPPLIES

Office Supplies

421-90	Supplies	<u>1,000.00</u>		
				1,000.00

3 OTHER SERVICES AND CHARGES

Professional Services

431-06	Consulting	66,000.00		
431-08	Employee Assistance Program	10,000.00		
431-09	Testing/Wellness	5,000.00		
436-90	Service Contracts	16,000.00		

Communication and Transportation

432-03	Travel and Training	2,500.00		
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Printing and Advertising

433-01	Printing/ Advertising	1,000.00		
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Other Services and Charges

439-03	Subscription, Dues, etc.	1,000.00		
439-20	Staff Education	<u>2,000.00</u>		
				<u>103,500.00</u>
				218,756.00

CITY OF MISHAWAKA
2024 DRAFT BUDGET

INFORMATION TECHNOLOGY
1101-05

1 PERSONAL SERVICES

Salaries and Wages

			biweekly
411-01	Director	85,000.00	3,269.23
411-02	Public Safety Administrator	70,000.00	2,692.31
	Network Administrator	67,000.00	2,576.92
	Systems Administrator	67,000.00	2,576.92
	Tier 2 Help Desk	54,000.00	2,076.92
	Tier 1 Help Desk	51,000.00	1,961.54
	Office Coordinator	<u>50,000.00</u>	1,923.08

Other Personal Services

411-63	Longevity	<u>3,825.00</u>	
			447,825.00

2 SUPPLIES

Operating Supplies

422-01	Operating Supplies	<u>20,000.00</u>	
			20,000.00

3 OTHER SERVICES AND CHARGES

Communication and Transportation

432-03	Travel and Training	15,000.00	
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Other Services and Charges

439-03	Subscriptions, Dues, etc.	<u>8,000.00</u>	
			23,000.00
			<u>490,825.00</u>

CITY OF MISHAWAKA
2024 DRAFT BUDGET

DEPARTMENT OF LAW
1101-06

1 PERSONAL SERVICES

Salaries and Wages

411-01	Corporation Counsel	61,926.00	biweekly	2,381.75
411-02	City Attorney	<u>71,675.00</u>		2,756.71

Utility salary ordinance displays utility portion of salaries

Other Personal Services

411-63	Longevity	<u>375.00</u>		133,976.00
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2 SUPPLIES

Office Supplies

421-03	Professional Books	500.00		
421-90	Office Supplies	<u>500.00</u>		1,000.00

3 OTHER SERVICES AND CHARGES

Professional Services

431-01	Attorney Fees-Code Hearings	6,000.00		
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Communication and Transportation

432-03	Travel and Training	3,000.00		
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Insurance

434-90	Payment of Claims/Litigation	42,000.00		
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Other Services and Charges

439-03	Subscriptions, Dues, etc.	5,000.00		
439-09	Miscellaneous Charges	<u>1,500.00</u>		
				<u>57,500.00</u>
				<u>192,476.00</u>

CITY OF MISHAWAKA
2024 DRAFT BUDGET

CITY COUNCIL
1101-07

1 PERSONAL SERVICES

Salaries and Wages

411-04	Council members		biweekly
	9 @ 13,592	122,328.00	522.76
411-02	Council Attorney	19,435.00	747.46
413-05	Council Attorney Insurance Stipend	<u>6,000.00</u>	

147,763.00

2 SUPPLIES

Office Supplies

421-90	Office Supplies	<u>1,500.00</u>	1,500.00
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3 OTHER SERVICES AND CHARGES

Communication and Transportation

432-03	Travel and Training	6,000.00	
432-04	Telephone/Technology	3,500.00	
439-03	Subscriptions, Dues, etc.	2,000.00	

Other Services and Charges

439-92	Community Promotion	<u>5,000.00</u>	
			16,500.00
			<u>165,763.00</u>

CITY OF MISHAWAKA
2024 DRAFT BUDGET

ENGINEERING DEPARTMENT
1101-13

1 PERSONAL SERVICES

Salaries and Wages

biweekly

411-01	Director of Engineering	90,277.00	3,472.18
411-02	Assistant Director	74,944.00	2,882.43
	Project Manager	72,639.00	2,793.78
	Traffic Manager	61,938.00	2,382.23
	Project Coordinator	46,158.00	1,775.30
	Office Manager	40,778.00	1,568.36
	City GIS Coordinator	<u>61,938.00</u>	2,382.23
	<i>Utility salary ordinance displays utility portion of salaries</i>		448,672.00

Other Personal Services

411-63	Longevity	11,850.00	
411-65	PE Certification	<u>10,000.00</u>	<u>192.31</u>
			470,522.00

2 SUPPLIES

Office Supplies

421-90	General Supplies	<u>8,000.00</u>	
			8,000.00

3 OTHER SERVICES AND CHARGES

Professional Services

431-06	Consulting	5,000.00	
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Communication and Transportation

432-03	Travel and Training	10,000.00	
432-04	Telephone/Technology	750.00	

Repairs and Maintenance

436-01	Equipment Repair	2,500.00	
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Other Services and Charges

439-03	Subscriptions, Dues, etc.	<u>1,000.00</u>	
			<u>19,250.00</u>
			497,772.00

CITY OF MISHAWAKA
2024 DRAFT BUDGET

CODE ENFORCEMENT DEPARTMENT
1101-14

1 PERSONAL SERVICES

Salaries and Wages

			biweekly
411-01	Director of Code Enforcement	70,000.00	2,692.31
411-02	Code Enforcement Officers		
	5 @ 55,565	277,825.00	2,137.11
	Office Manager	<u>40,778.00</u>	1,568.36

Other Personal Services

411-63	Longevity	<u>13,575.00</u>	
			402,178.00

2 SUPPLIES

Operating Supplies

422-01	Operating Supplies	<u>3,500.00</u>	
			3,500.00

3 OTHER SERVICES AND CHARGES

Communication and Transportation

432-03	Travel and Training	3,000.00	
432-04	Telephone/Technology	2,200.00	

Other Services and Charges

439-10	Clean up, Board up, Disposal, etc.	<u>40,000.00</u>	
			45,200.00
			<u>450,878.00</u>

CITY OF MISHAWAKA
2024 DRAFT BUDGET

BUILDING DEPARTMENT
1101-15

1 PERSONAL SERVICES

Salaries and Wages

		biweekly
411-01	Building Commissioner	70,000.00 2,692.31
411-02	Permit Tech I	48,410.00 1,861.92
	Inspector A 2 @ 66,900	<u>133,800.00</u> 2,573.07

Other Personal Services

411-63	Longevity	<u>3,675.00</u>
		255,885.00

2 SUPPLIES

Operating Supplies

422-01	Operating Supplies	<u>2,000.00</u>
		2,000.00

3 OTHER SERVICES AND CHARGES

Communication and Transportation

432-03	Travel and Training	4,000.00
432-04	Telephone/Technology	1,100.00

Other Services and Charges

439-03	Subscription, Dues, etc.	<u>800.00</u>
		<u>5,900.00</u>
		<u>263,785.00</u>

CITY OF MISHAWAKA
2024 DRAFT BUDGET

FIRE/EMS DEPARTMENT
1101-19

1 PERSONAL SERVICES

Salaries and Wages

		biweekly
411-01	Fire Chief	94,681.00 3,641.55
411-02	Assistant Chief	
	4 @ 87,903	351,612.00 3,380.88
	Battalion Chief	
	3 @ 80,527	241,581.00 3,097.16
	Captain 15 @ 76,596	1,148,940.00 2,945.98
	Lieutenant	
	15 @ 74,707	1,120,605.00 2,873.33
	Fire Inspector	
	1 @ 76,596 2 @ 74,707	226,010.00 2,945.98 2,873.33
	Driver Operator	
	30 @ 72,921	2,187,630.00 2,804.64
	1st Class Firefighter	
	33 @ 71,163	2,348,379.00 2,737.02
	Master Firefighter	
	18 @ 68,095	<u>1,225,710.00</u> 2,619.03
		8,945,148.00

Civilian

Administrative Assistant	<u>48,134.00</u>	1,851.28
		48,134.00

Other Personal Services

411-12	Specialty Pay	550,000.00	
411-60	Overtime	1,000,000.00	
411-63	Longevity	450.00	
411-66	Uniform Allowance 120 @ 1,250	152,000.00	
	new hires 2 @ 625		
411-67	Pension Equalization	<u>11,700.00</u>	
			<u>1,714,150.00</u>

Employee Benefits

413-01	Social Security	15,257.00	
413-02	Medicare	155,748.00	
413-03	INPRS 14.2%	34,944.00	
413-05	Health Insurance	2,900,000.00	
413-06	Life/Disability Insurance	6,500.00	
413-08	Deferred Comp Match	160,000.00	
413-09	77 Pension 19.1% + 3%	<u>1,887,243.00</u>	
			<u>5,159,692.00</u>
			15,867,124.00

CITY OF MISHAWAKA
2024 DRAFT BUDGET

FIRE/EMS DEPARTMENT
1101-19

2 SUPPLIES

Office Supplies

421-90 Office Supplies 6,000.00

Operating Supplies

422-01 Operating Supplies 250,000.00

422-03 Medical Supplies 210,000.00

Other Supplies

429-10 Public Education
Training/ Seminar
Supplies/Refreshments 6,000.00

472,000.00

3 OTHER SERVICES AND CHARGES

Professional Services

431-09 Clinic Services 35,800.00

431-11 Physicals 120,000.00

Communication and Transportation

432-03 Travel and Training 80,000.00

Repairs and Maintenance

436-01 Building/ Equipment Repair 100,000.00

Professional Services

436-91 Laundry Maintenance 3,000.00

Other Services and Charges

439-03 Subscriptions, Dues, etc. 20,000.00

358,800.00

16,697,924.00

CITY OF MISHAWAKA
2024 DRAFT BUDGET

EMERGENCY MEDICAL SERVICES
6606-50

4 CAPITAL OUTLAY

Machinery and Equipment

445-07	Medical Equipment	55,000.00	
	Powerload Cot \$30K		
	Med Vending \$25K		
445-09	Ambulance - demo	400,000.00	
	Ambulance - remount	200,000.00	
			<u>655,000.00</u>

CITY OF MISHAWAKA
2024 DRAFT BUDGET

AMERICAN RESCUE PLAN ACT
2403-50

4 CAPITAL OUTLAYS

Other Capital Outlays

443-93 Fire Station Improvements 116,000.00

116,000.00

CITY OF MISHAWAKA
2024 DRAFT BUDGET

POLICE DEPARTMENT

1101-20

1 PERSONAL SERVICES

Salaries and Wages

biweekly

411-01	Police Chief	101,500.00	3,903.85
411-02	Assistant Chief		
	3 @ 96,500	289,500.00	3,711.54
	Captain		
	5 @ 93,500	467,500.00	3,596.15
	Lieutenant		
	14 @ 92,000	1,288,000.00	3,538.46
	Sergeant		
	20 @ 90,500	1,810,000.00	3,480.77
	1st Class Patrol Officer		
	47 @ 89,000	4,183,000.00	3,423.08
	2nd Class Patrol Officer		
	10 @ 64,739	647,390.00	2,489.96

8,786,890.00

Civilians

	Trainer	55,105.00	2,119.42
	Crime Tech	53,470.00	2,056.51
	Recruiter	52,789.00	2,030.33
	Digital Media/Statistical Analyst	44,794.00	1,722.83
	Administrative Assistant	48,134.00	1,851.28
	Administrative Secretary	41,315.00	1,589.02
	Secretary 2 @ 40,797	81,594.00	1,569.11
	Parking Personnel	40,797.00	1,569.11
	Property Manager	44,794.00	1,722.83
	Office Manager	44,880.00	1,726.15
			507,672.00
	Crossing Guards 15 @ 8,154	122,310.00	
411-03	Substitute Crossing Guard	2,000.00	
	Temporary Help/Part-time	30,000.00	
411-65	Certifications	4,500.00	158,810.00

Other Personal Services

411-02	Shift Differential 2nd @700	30,000.00	
411-12	Specialty	75,000.00	
411-60	Overtime/ Court-time Officer-Non Officer	600,000.00	
411-63	Longevity	11,325.00	
411-66	Uniform Allowance 1@600, 102@2050	210,700.00	
	1@1000 Crime Tech		
411-66	Equipment Allowance 102@1250	127,500.00	1,054,525.00

Employee Benefits

413-01	Social Security	42,123.00	
413-02	Medicare	137,261.00	
413-03	INPRS 14.2%	74,564.00	
413-05	Health Insurance	2,515,252.00	
413-06	Life Insurance	7,000.00	

CITY OF MISHAWAKA
2024 DRAFT BUDGET

POLICE DEPARTMENT
1101-20

413-08	Deferred Comp Benefit	180,000.00	
413-10	77 Pension 19.1% + 3%	<u>2,006,238.00</u>	<u>4,962,438.00</u>
			15,470,335.00

2 SUPPLIES

Operating Supplies

422-01	Operating Supplies	120,000.00	
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Other Supplies

429-11	Seminars/ Community Relations	<u>1,000.00</u>	
			121,000.00

3 OTHER SERVICES AND CHARGES

Professional Services

431-09	Clinic Services	35,800.00	
431-11	Testing	2,000.00	

Communication and Transportation

432-03	Travel and Training	2,000.00	
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Printing and Advertising

433-01	Printing	1,800.00	
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Repairs and Maintenance

436-01	Building Repair/ Maintenance	100,000.00	
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Other Services and Charges

439-03	Subscriptions, Dues, etc.	18,000.00	
439-09	Miscellaneous Charges	5,000.00	
439-11	Special Expense	13,000.00	
439-12	Canine Expenses	<u>9,000.00</u>	

186,600.00
15,777,935.00

CITY OF MISHAWAKA
2024 DRAFT BUDGET

PLANNING and COMMUNITY DEVELOPMENT
1101-21

1 PERSONAL SERVICES

Salaries and Wages

			biweekly
411-01	Executive Director	90,277.00	3,472.18
411-02	City Planner	73,776.00	2,837.52
	Senior Planner	61,911.00	2,381.17
	Associate Planner	53,331.00	2,051.17
	Administrative Planner	<u>47,616.00</u>	1,831.37
			326,911.00

411-06	Plan Commission 9 @ \$600	5,400.00	
	BZA Members 5 @ \$375	<u>1,875.00</u>	

Other Personal Services

411-63	Longevity	<u>3,000.00</u>	
			337,186.00

2 SUPPLIES

Operating Supplies

422-01	Operating Supplies	<u>5,000.00</u>	
			5,000.00

3 OTHER SERVICES AND CHARGES

Communication and Transportation

432-03	Travel and Training	2,000.00	
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Professional Services

436-90	Service Contracts	<u>7,500.00</u>	
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Other Services and Charges

439-03	Subscriptions, Dues, etc.	<u>3,000.00</u>	
			12,500.00
			<u>354,686.00</u>

CITY OF MISHAWAKA
2024 DRAFT BUDGET

CENTRAL SERVICES DEPARTMENT
1101-22

1 PERSONAL SERVICES

Salaries and Wages

411-02	Assistant 4 @ 61,962	247,848.00	biweekly 2,383.13
	Fleet Maintenance Technician		
	6 @ 24.84*2092	311,804.00	
	Group 1: 4 @ 23.60*2092	197,522.00	
	PT maintenance 1040 hrs @ 11.00	11,440.00	
	3 Additional Employees	150,000.00	

918,614.00

Other Services Personal

411-60	Overtime	15,000.00
411-63	Longevity	<u>12,775.00</u>

27,775.00
946,389.00

2 SUPPLIES

Office Supplies

421-90	Office Supplies	2,000.00
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Operating Supplies

422-02	Gas, Oil, etc.	1,000,000.00
422-05	Equipment/Vehicle/Maint Supplies	185,000.00

Other Supplies

429-08	Uniform/Supplies	<u>7,550.00</u>
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1,194,550.00

3 OTHER SERVICES AND CHARGES

Professional Services

431-09	Health Screenings/Vaccines	1,000.00
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Communication and Transportation

432-03	Travel and Training	1,000.00
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Repairs and Maintenance

436-01	Building Repair/Equipment/Maint	145,000.00
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Rentals

437-05	Uniforms	11,080.00
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Other Services and Charges

439-09	Miscellaneous Charges	<u>1,500.00</u>
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159,580.00
2,300,519.00

CITY OF MISHAWAKA
2024 DRAFT BUDGET

REDEVELOPMENT

1101-28

1 PERSONAL SERVICES

Salaries and Wages

biweekly

411-02	TIF Construction Manager	72,639.00	2,793.78
	Program Construction Manager	65,936.00	2,535.99
	Grant Manager	60,480.00	2,326.15
	Program Coordinator	48,150.00	1,851.89

Other Personal Services

411-63	Longevity	<u>4,725.00</u>	
			251,930.00

2 SUPPLIES

Office Supplies

421-90	Office Supplies	<u>1,000.00</u>	
			1,000.00

3 OTHER SERVICES AND CHARGES

Professional Services

431-04	Professional Services	130,000.00	
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Communication and Transportation

432-03	Travel and Training	4,000.00	
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Printing and Advertising

433-02	Publications	<u>1,200.00</u>	
			135,200.00
			<u>388,130.00</u>

CEMETERY

1101-29

3 OTHER SERVICES AND CHARGES

Other Services and Charges

439-09	Maintenance	<u>30,000.00</u>	
			<u>30,000.00</u>

CITY OF MISHAWAKA
2024 DRAFT BUDGET

MOTOR VEHICLE HIGHWAY
2201-50

1 PERSONAL SERVICES

Salaries and Wages

biweekly

411-01	Street Commissioner	78,332.00	3,012.74
411-02	Office Administrator	43,888.00	1,687.99
	Office Manager	40,778.00	1,568.36
	Group 1: 34 @ 23.60*2092	1,678,940.00	
	CS reimburse - 61,962* 1.25 for assts.	<u>77,453.00</u>	
			1,919,391.00

Other Services Personal

411-12	Specialty CDL Instructors	5,000.00	
411-60	Overtime	80,000.00	
411-63	Longevity	23,015.00	
411-64	FTO (Flexible Time Off) Plan	<u>8,000.00</u>	
			116,015.00

Employee Benefits

413-01	Social Security	126,195.00	
413-02	Medicare	29,513.00	
413-03	INPRS 14.2%	289,028.00	
413-04	Unemployment	5,000.00	
413-05	Employee Ins Benefits	600,000.00	
413-06	Life Insurance	2,200.00	
413-07	Deferred Comp Benefit	20,000.00	
			<u>1,071,936.00</u>
			3,107,342.00

2 SUPPLIES

Office Supplies

421-90	Office Supplies	1,500.00	
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Other Supplies

429-08	Uniform Supplies	7,500.00	
429-13	Traffic Supplies	45,000.00	
			54,000.00

3 OTHER SERVICE AND CHARGES

Professional Services

431-09	Health Screenings/ Vaccines	5,000.00	
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Communication and Transportation

432-03	Travel and Training	3,000.00	
432-04	Telephone/ Paging	8,000.00	

Printing and Advertising

433-02	Publications	500.00	
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CITY OF MISHAWAKA
2024 DRAFT BUDGET

MOTOR VEHICLE HIGHWAY
2201-50

<u>Rentals</u>			
437-05	Uniforms	16,000.00	
<u>Other Services and Charges</u>			
439-09	Miscellaneous Charges	<u>3,000.00</u>	35,500.00
4 CAPITAL OUTLAYS MVHR			
Improvements Other than Buildings			
442-01	Street Repair	<u>1,500,000.00</u>	
			<u>1,500,000.00</u>
			<u>4,696,842.00</u>

LOCAL ROAD AND STREET
2202-50

4 CAPITAL OUTLAYS			
<u>Improvements other than Buildings</u>			
442-01	Street Repair	500,000.00	
442-04	Sidewalk and Curb Program	300,000.00	
	50/50 Program	25,000.00	
445-02	Equipment	<u>330,000.00</u>	
			<u>1,155,000.00</u>
	Trackless vehicle w/ plow		
	CV Mid size dump w/ plow		

CITY OF MISHAWAKA
2024 DRAFT BUDGET

PARK AND RECREATION
2204-50

1 PERSONAL SERVICES

Salaries and Wages

			biweekly
411-01	Department Head	80,000.00	3,076.92
411-02	Regular Employees	797,160.00	
	Group 1: 16@23.60*2092	789,940.00	
411-03	Temporary/Summer Help	800,000.00	2,467,100.00
	CS reimburse - 61,962* 1.25 for assts.	77,453.00	
	Reimburse MVH Director - 78,332*5%	3,917.00	<u>81,370.00</u>
			2,548,470.00

Other Services Personal

411-60	Overtime	25,000.00	
411-63	Longevity	23,125.00	
411-64	FTO	<u>12,000.00</u>	
			60,125.00

Employee Benefits

413-01	Social Security	161,733.00	
413-02	Medicare	37,825.00	
413-03	PERF 14.2%	256,820.00	
413-04	Unemployment	5,000.00	
413-05	Employee Insurance Benefits	365,000.00	
413-06	Life Insurance	2,000.00	
413-08	Deferred Comp Match	20,000.00	
			<u>848,378.00</u>

2 SUPPLIES 3,456,973.00

Office Supplies

421-90	Office Supplies	8,000.00	
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Operating Supplies

422-02	Gas, Oil, Parts, etc.	73,000.00	
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Other Supplies

429-09	Merrifield/Ironworks Complex Supplies	42,000.00	
429-14	Maintenance Supplies	110,000.00	
429-15	Program Supplies	60,000.00	
429-16	Golf Course Concessions	60,000.00	
429-18	Athletic Event Supplies	70,000.00	
429-19	Battell Center Supplies	15,000.00	
429-20	Golf Course Supplies	65,000.00	
429-21	Other Concessions	5,000.00	
429-23	Merrifield Concessions	<u>18,000.00</u>	
			526,000.00

CITY OF MISHAWAKA
2024 DRAFT BUDGET

PARK AND RECREATION
2204-50

3 OTHER SERVICES AND CHARGES

Professional Services

431-09 Health Screenings/Vaccines 8,000.00

Communication and Transportation

432-02 Postage and Freight 2,000.00

432-03 Travel and Training 8,000.00

432-04 Telephone 7,000.00

Printing and Advertising

433-01 Printing/Newsletter etc. 10,000.00

Insurance

434-90 Insurance Premiums/Deductibles **200,000.00**

Utility Services

435-01 MU/AEP Charges 500,000.00

435-02 NIPSCO 50,000.00

Repairs and Maintenance

436-01 Equipment/Facility Repair 100,000.00

436-90 Service Contracts 180,000.00

Rentals

437-05 Uniforms/Port-o-lets 17,500.00

Other Services and Charges

439-03 Subscription, Dues, etc. 3,000.00

439-09 Miscellaneous/Charges 1,000.00

439-18 Instructor Fees 15,000.00

439-19 Official/Referee Fees **26,000.00**

439-21 Recreation Event/Entertainment **74,000.00**

439-93 Sales Tax 25,000.00

1,226,500.00

5,209,473.00

CITY OF MISHAWAKA
2024 DRAFT BUDGET

PARK AND RECREATION NON-REVERTING
2211-50

1 PERSONAL SERVICES

Salaries and Wages

411-03	Temporary Help	<u>25,000.00</u>	25,000.00
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2 SUPPLIES

Other Supplies

429-09	Merrifield Supplies and Repairs	45,000.00	
429-09	Wilson Supplies and Repairs	12,000.00	
429-17	Landscaping/Chemical Supplies	<u>100,000.00</u>	157,000.00

3 OTHER SERVICES AND CHARGES

Professional Services

431-06	Consulting	95,000.00	
436-90	Animal Control	15,000.00	

Communication and Transportation

432-04	Wilson Hill Phone and Internet	2,500.00	
436-90	GPS Contract	19,000.00	

Repairs and Maintenance

436-01	Golf Cart Repair	5,000.00	
436-22	Athletic Field Maintenance	<u>15,000.00</u>	151,500.00

4 CAPITAL OUTLAYS

Machinery and Equipment

444-10	Golf Carts - \$89.3K	<u>120,300.00</u>	
	Leaf Sweeper - \$30K		<u>120,300.00</u>
			453,800.00

CITY OF MISHAWAKA
2024 DRAFT BUDGET

LAW ENFORCEMENT CONTINUING EDUCATION
2228-50

2 SUPPLIES

Operating Supplies

422-36 Ammunition

40,000.00

40,000.00

3 OTHER SERVICES AND CHARGES

Communication and Transportation

432-03 Travel and Training

50,000.00

50,000.00

4 CAPITAL OUTLAYS

Machinery and Equipment

445-08 Vests

25,000.00

25,000.00

115,000.00

CITY OF MISHAWAKA
2024 DRAFT BUDGET

PUBLIC SAFETY LIT
2240-50

2 SUPPLIES

Other Supplies

429-08	Dept.Uniform	50,000.00	
			50,000.00

3 OTHER SERVICES AND CHARGES

Professional Services

431-11	New Hire Physicals	40,000.00	
436-01	Fire Training Software	20,000.00	
436-90	Fire Service Contracts	193,000.00	
436-90	Police Service Contracts	500,000.00	

Debt Service

principal - leases

438-01	Fire Station #4 24&25/30	266,668.00	
438-01	Records Mgmt System 12&13/20	110,000.00	
438-01	2020 Police cars 8&9&10/10	205,685.00	
438-01	2021 Police cars 3&4/10	200,000.00	
438-01	2023 Fire trucks 2&3/10	250,000.00	

interest

438-02	Fire Station Lease	17,396.00	
438-02	Records Mgmt System	12,915.00	
438-02	2020 Police car lease	5,344.00	
438-02	2021 Police car lease	13,109.00	
438-02	2023 Fire truck purchases	20,447.00	

1,854,564.00

4 CAPITAL OUTLAYS

Machinery and Equipment

445-08	PD misc equip	200,000.00	
	optic duty pistols and rifles \$110K		
	weapons/ radios \$30K		
	computers in vehicles \$60K		
445-09	2023 DB Cars (2) equipped	80,000.00	
445-13	FD misc equip	375,000.00	
	Apparatus and Operations Equipment \$150K		
	Mechanics and Dive Equipment \$35K		
	PPE \$20K		
	Radio and Computer Equipment \$30K		
	Drone Program \$10K		
	Hose \$40K		
	360 Camera Fire Marshal \$20K		
	Equipment St.1 \$70K		

CITY OF MISHAWAKA
2024 DRAFT BUDGET

445-13 Turn Out Gear

415,000.00

1,070,000.00

2,974,564.00

CITY OF MISHAWAKA
2024 DRAFT BUDGET

CUMULATIVE CAPITAL IMPROVEMENT
4401-50

3 OTHER SERVICES AND CHARGES

Debt Service

438-01 2019 Aerial Fire Truck Principal 10&11/19 100,000.00

438-02 Fire Truck Interest 8,475.00

108,475.00

CUMULATIVE CAPITAL DEVELOPMENT
4402-50

3 OTHER SERVICES AND CHARGES

Repairs and Maintenance

436-90 Service Contracts/Software Maintenance 400,000.00

400,000.00

4 CAPITAL OUTLAYS

Machinery and Equipment

445-11 Computer Equipment/Software 400,000.00

400,000.00

800,000.00

CUMULATIVE SEWER
4428-50

4 CAPITAL OUTLAYS

Improvements Other than Buildings

445-21 Storm/Sanitary Reconstruction 50,000.00

50,000.00

CITY OF MISHAWAKA
2024 DRAFT BUDGET

CEDIT
2209-50

2 SUPPLIES

Operating Supplies

422-02 MVH Gas, Oil, etc. 125,000.00

Repair and Maintenance Supplies

423-03 MVH Equipment/ Parts, Supplies **185,000.00**

423-01 Street Material/Dust Control 175,000.00

Other Supplies

429-17 Landscaping Supplies/Chemicals 120,000.00

429-91 Salt 175,000.00

780,000.00

3 OTHER SERVICES AND CHARGES

Professional Services

431-04 Chamber of Commerce 25,000.00

431-05 Humane Society 566,500.00

431-06 Consulting 300,000.00

431-07 Aim 15,000.00

WNIT Public Access 10,000.00

431-09 Clinic Services - other portions in MU and General fund 81,600.00

431-13 EMS billing service **140,000.00**

Insurance

434-90 MVH Insurance Premiums/Deductibles **230,000.00**

Utility Service

435-01 MVH MU Charges 165,000.00

435-02 MVH NIPSCO 80,000.00

Repairs and Maintenance

436-01 MVH Building/ Equipment Repair 200,000.00

436-02 City Maintenance 175,000.00

436-23 Park Repairs and Maintenance **250,000.00**

436-80 City Hall **250,000.00**

436-89 IT Service Contracts 250,000.00

436-90 Engineering Maintenance 175,000.00

436-93 Signal Maintenance **200,000.00**

3,113,100.00

4 CAPITAL OUTLAYS

Machinery and Equipment

445-02 Street/CSD/Park Equipment

Kubota tractor

Mohawk Vehicle Lift

Tennant Scrubber Sweeper

Maintenance van

CITY OF MISHAWAKA
2024 DRAFT BUDGET

	PARK Toro Grand Master - 71,000	
	PARK Hustler Diesel Mower - 18,000	
	PARK F350 Crew Cab Truck (2) - 110,000	
	PARK Mini Dump - 100,000	
	PARK Zero Turn Mower - 5,000	541,300.00
445-09	Building Dept vehicle	40,000.00
	<u>Improvements Other than Buildings</u>	
443-93	Fire Station 3 - Douglas Rd. Exit Signal	400,000.00
445-17	Rose Park \$1M	1,252,000.00
	Golf Cart Paths \$150K	
	Irrigation upgrade/satellite \$77K	
	Pickleball Expansion @ Central Park \$25K	
		<u>2,233,300.00</u>
		6,126,400.00

CITY OF MISHAWAKA
2024 DRAFT BUDGET

FIRE PENSION
8801-50

1 PERSONAL SERVICES		
<u>Salaries and Wages</u>		
411-05	Pension Benefits	2,073,250.00
411-06	Secretary Salary	3,000.00
	Pension Board Members	
	5 @ 750.00 per yr	3,750.00
411-07	Death Benefits	36,000.00
		2,116,000.00
2 SUPPLIES		
<u>Office Supplies</u>		
429-09	Misc Supplies	1,000.00
		1,000.00
3 OTHER SERVICES AND CHARGES		
<u>Professional Services</u>		
431-01	Legal Fees	2,000.00
<u>Communication and Transportation</u>		
432-03	Travel and Training	500.00
<u>Repairs and Maintenance</u>		
436-01	Equipment Repair	500.00
		3,000.00
		2,120,000.00

POLICE PENSION
8802-50

1 PERSONAL SERVICES		
<u>Salaries and Wages</u>		
411-05	Pension Benefits	1,390,500.00
411-06	Secretary Salary	3,000.00
411-07	Death Benefits	36,000.00
		1,429,500.00
3 OTHER SERVICES AND CHARGES		
<u>Professional Services</u>		
431-01	Legal Fees	2,100.00
<u>Communication and Transportation</u>		
432-03	Travel and Training	400.00
		2,500.00
		1,432,000.00

Expenditure Budget Comparison General Fund					
Department	2023 Budget	2024 Budget	\$ Change	% Change	% of 2024 Total Budget
Mayor	203,880	214,082	10,202	5.0%	0.30%
Controller	5,676,184	5,998,669	322,485	5.7%	8.54%
Clerk	208,407	211,917	3,510	1.7%	0.30%
Human Resources	175,523	218,756	43,233	24.6%	0.31%
IT	488,326	490,825	2,499	0.5%	0.70%
Law	190,728	192,476	1,748	0.9%	0.27%
Council	165,456	165,763	307	0.2%	0.24%
Engineering	488,413	497,772	9,359	1.9%	0.71%
Code	431,569	450,878	19,309	4.5%	0.64%
Building	256,449	263,785	7,336	2.9%	0.38%
Fire	15,554,528	16,697,924	1,143,396	7.4%	23.76%
Police	14,213,774	15,777,935	1,564,161	11.0%	22.45%
Planning	346,618	354,686	8,068	2.3%	0.50%
Central Services	1,984,167	2,300,519	316,352	15.9%	3.27%
Redevelopment	380,839	388,130	7,291	1.9%	0.55%
Cemetery	30,000	30,000	-	0.0%	0.04%
Dept. Totals	40,794,861	44,254,117	3,459,256	8.48%	

All Appropriated Funds					
Department	2023 Budget	2024 Budget	\$ Change	% Change	% of 2024 Total Budget
General	40,794,861	44,254,117	3,459,256	8.5%	62.98%
Park and Recreation	4,952,641	5,209,473	256,832	5.2%	7.41%
MVH Funds					
Motor Vehicle Highway	4,603,168	4,696,842	93,674	2.0%	6.68%
Local Road & Street	1,088,000	1,155,000	67,000	6.2%	1.64%
Cumulative Sewer	100,000	50,000	(50,000)	-50.0%	0.07%
Capital Fund					
Cum. Cap. Development	700,000	800,000	100,000	14.3%	1.14%
Cum. Cap. Improvement	110,229	108,475	(1,754)	-1.6%	0.15%
CEDIT	5,921,600	6,126,400	204,800	3.5%	8.72%
Other Operating Funds					
LECE	100,000	115,000	15,000	15.0%	0.16%
Public Safety	2,194,602	2,974,564	779,962	35.5%	4.23%
EMS	356,000	655,000	299,000	84.0%	0.93%
ARPA	800,000	116,000	(684,000)	-85.5%	0.17%
Park Non - Reverting	316,500	453,800	137,300	43.4%	0.65%
Pension Funds					
Fire Pension	2,070,000	2,120,000	50,000	2.4%	3.02%
Police Pension	1,140,000	1,432,000	292,000	25.6%	2.04%
Gross Totals	65,247,601	70,266,671	5,019,070	7.69%	
Circuit Breaker loss:					
General	8,904,151	8,333,267			
MVH	763,452	438,943			
Park & Rec	-	860,430			
CCD	350,000	250,000			
	10,017,603	9,882,640	(134,963)	-1.3%	
Net Totals	75,265,204	80,149,311	4,884,107	6.49%	
Civil City Budget Comparison By Category Appropriated Funds					
Department	2023 Budget	2024 Budget	\$ Change	% Change	Total Budget
100 - Personal Services	44,689,220	48,294,002	3,604,782	8.1%	68.73%
200 - Supplies	3,236,250	3,458,550	222,300	6.9%	4.92%
300 - Other Services & Charges	10,147,131	10,689,519	542,388	5.3%	15.21%
400 - Capital Outlays	7,175,000	7,824,600	649,600	9.1%	11.14%
Fund Totals	65,247,601	70,266,671	5,019,070	7.69%	100.00%

1st Reading
2nd Reading
Passed
Failed
Continued To

PROPOSED ORDINANCE NO. 2023-39
ORDINANCE NO. _____

Deborah S. Block, MMC, MMC

AUG 30 2023

City Clerk
Mishawaka, IN

**AN ORDINANCE APPROVING A TWELVE HOUR SHIFT WORK SCHEDULE
FOR THE MISHAWAKA POLICE DEPARTMENT**

WHEREAS, the City of Mishawaka ("City") and the Mishawaka Fraternal Order of Police, Lodge 91 ("Union") reached an agreement to change the work schedule for police officers assigned to the Uniform Division within the Mishawaka Police Department ("MPD") to a twelve (12) hour shift work schedule; and

WHEREAS, that agreement is reflected in the attached Memorandum Of Understanding Regarding Twelve Hour Shift Work Schedule ("MOU") signed by Mishawaka Police Chief Kenneth Witkowski, Jr., and Union President Richard Freeman on August 24, 2023; and

WHEREAS, in order to facilitate the change to a twelve hour shift work schedule amendments need to be made to the current Collective Bargaining Agreement between the City of Mishawaka, Indiana and Mishawaka Fraternal Order of Police, Lodge 91, dated January 1, 2023 – December 31, 2024, ("CBA"); and

WHEREAS, those changes to the CBA are listed in Addendum A to the attached MOU; and

WHEREAS, the City, acting by and through its Board of Public Works & Safety, approved the attached MOU and changes to the current CBA in Resolution 2023-12; and

WHEREAS, Ordinance No. 5249 requires all Collective Bargaining Agreements to be approved by the Common Council of the City of Mishawaka.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF MISHAWAKA, INDIANA, THAT:

Section 1. The attached Memorandum of Understanding Regarding Twelve Hour Shift Work Schedule and the amendments therein to the Collective Bargaining Agreement between the City of Mishawaka, Indiana and Mishawaka Fraternal Order of Police, Lodge 91, dated January 1, 2023 – December 31, 2024, are hereby approved.

Section 2. This Ordinance shall be in full force and effect from and after its passage, signing, and attestation.

PASSED by the Common Council of the City of Mishawaka, Indiana, this ____ day of _____, 2023, at _____ o'clock, P.M.

Presiding Officer

ATTEST:

Deborah S. Block /s/

Deborah S. Block, IAMC, MMC, City Clerk

Having examined the foregoing Ordinance, I do as the Mayor of the City of Mishawaka, Indiana, approve said Ordinance and return the same to the City Clerk of the City of Mishawaka, Indiana, this ____ day of _____, 2023 at __.m.

David A. Wood, Mayor
City of Mishawaka, Indiana



CITY OF MISHAWAKA

DAVID A. WOOD, MAYOR

DEPARTMENT OF LAW

August 30, 2023

Mishawaka Common Council
100 Lincolnway West
Mishawaka, Indiana 46544

Deborah S. Block, AMC, MMC

AUG 30 2023

City Clerk
Mishawaka, IN

Re: Twelve Hour Shift Work Schedule for the Mishawaka Police Department

President and Honorable Council Members:

The City of Mishawaka ("City") and the Mishawaka Fraternal Order of Police, Lodge 91 ("Union") reached an agreement to change the work schedule for police officers assigned to the Uniform Division within the Mishawaka Police Department ("MPD") to a twelve (12) hour day.

That agreement is reflected in a Memorandum of Understanding Regarding Twelve Hour Shift Work Schedule ("MOU") signed by Chief Witkowski and Union President Richard Freeman on August 24, 2023.

In order to facilitate the twelve hour shift work schedule, changes had to be made to the current Collective Bargaining Agreement ("CBA") that expires on December 31, 2024. Those changes are reflected in Addendum A to the MOU.

The Board of Public Works & Safety, approved the MOU and amendments to the CBA depicted in the MOU by passing Resolution 2023-12, on August 29, 2023.

Attached to this letter for your consideration is a proposed Ordinance approving a twelve hour shift work schedule for the Mishawaka Police Department and the amendments made to the CBA. The MOU and proposed amendments to the CBA are attached to and referenced in the Ordinance.

Sincerely,

Patrick J. Hinkle

Patrick J. Hinkle
Corporation Counsel
100 Lincolnway West
Mishawaka, IN 46544
(574) 258-1702
fax: (574) 254-0197

John J. Roggeman
City Attorney
100 Lincolnway West
Mishawaka, IN 46544
(574) 258-1702
fax: (574) 254-0197

David V. Bent
Assistant City Attorney
320 W. Fourth Street
Mishawaka, IN 46544
(574) 255-3680
fax: (574) 255-3969

**MEMORANDUM OF UNDERSTANDING
REGARDING
TWELVE HOUR SHIFT WORK SCHEDULE**

WHEREAS, the City of Mishawaka, Indiana ("City") and the Mishawaka Fraternal Order of Police, Lodge 91 ("Lodge") have previously entered into a Collective Bargaining Agreement ("CBA") for a term that ends on or about December 31, 2024; and

WHEREAS, the parties have determined that it is in their mutual best interest to implement a change in the work schedule for police officers assigned to the Uniform Division within the Mishawaka Police Department ("MPD"), such that these officers will begin to work daily shifts that are based upon a Pitman Schedule and consist of a twelve (12) hour day; and

WHEREAS, the parties have determined that it is also in their mutual best interest to implement this change in the daily work schedule for police officers assigned to the Uniform Division on or about January 1, 2024, which is prior to the previously agreed upon expiration date of the CBA; and

WHEREAS, subject to approval by the Board of Public Works and Safety and the Common Council of the City of Mishawaka, that parties have further agreed that it is appropriate for both the compensation received by police officers and certain relevant terms of the CBA to change at the time that the twelve (12) hour shift schedule is implemented;

NOW THEREFORE, the parties do hereby agree as follows:

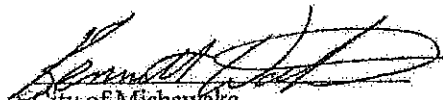
- A. Subject to the formal approval of a Public Safety Salary Ordinance that incorporates the agreed upon terms, the City will pay to certain police officers represented by the Lodge the following annual salaries and stipends during calendar years 2024 and 2025
1. **2024 Salaries**
 - a. Captain \$93,500.00
 - b. Lieutenant \$92,000.00
 - c. Sergeant \$90,500.00
 - d. First Class Patrol Officer \$89,000.00
 2. **2025 Salaries**
 - a. Captain \$94,500.00
 - b. Lieutenant \$93,000.00
 - c. Sergeant \$91,500.00
 - d. First Class Patrol Officer \$90,000.00
 3. **Night Shift Differential** \$26.92/Biweekly
 4. During calendar year 2024, the annual salaries for officers holding the ranks of Second Class Patrol Officer and Probationary Officer shall remain those

salaries previously approved under the terms of Ordinance 5820, As Amended. With respect to calendar year 2025, the annual salaries for Second Class Patrol Officers and Probationary Officers will be established by the parties pursuant to the standard negotiation process.

- B. Effective January 1, 2024, certain relevant Articles of the CBA shall be revised in accordance with the terms set out in "Addendum A," a true and accurate copy of which is attached hereto and incorporated by reference as if fully set out herein. However, to the limited extent that it is necessary to implement certain contractual provisions set out in Addendum A at an earlier date in order to appropriately staff the MPD for calendar year 2024 (e.g., the revised Seniority Pick of Shift process and Uniform Division rank structure now set out in Article IX), the parties have agreed to do so.
- C. In order to facilitate a fair and equitable transition to the twelve (12) hour shift schedule, those banks of leave time (including compensatory time) that officers accumulate under the current terms of Article VIII of the CBA prior to the end of calendar year 2023 will be administered as follows as of January 1, 2024:
1. All accrued banks of leave time (including compensatory time) shall roll over from calendar year 2023 to calendar year 2024 on an hour for hour basis.
 2. To the extent that any bank of leave time (other than compensatory time) is not divisible by either the number twelve (12) (if the officer is assigned to the Uniform Division as of January 1, 2024) or the number nine (9) (if the officer is assigned to the Detective Bureau or Services Division as of January 1, 2024), the remaining portion of the officer's accrued bank of leave time that is not divisible by the relevant whole number corresponding to the officer's assigned daily work hours shall be considered and treated, hour for hour, as compensatory time that is available for use under the relevant terms of the CBA.
 3. Should an officer be transferred (voluntarily or involuntarily) between divisions after January 1, 2024, thereby resulting in a change in the officer's daily work hours, any portion of the officer's accrued bank of leave time (other than compensatory time) that is not divisible by the relevant whole number corresponding to the officer's then assigned daily work hours shall also be considered and treated, hour for hour, as compensatory time that is available for use under the relevant terms of the CBA.
 4. Notwithstanding the terms of Paragraphs (C) (1) – (3) above, each officer (at his or her sole discretion) may choose not to have that portion of any bank of leave time that is not divisible by a relevant whole number be considered and treated as hour for hour compensatory time. Instead, the officer may choose to retain such leave time in his or her leave bank until such time as the leave time becomes otherwise eligible for use under the relevant terms of the CBA.
- D. All other terms of the CBA previously entered into by the parties shall remain unchanged and in full force and effect.

[SIGNATURE PAGE TO FOLLOW]

Dated: 08/24/2023


City of Mishawaka
By Kenneth Witkowski, Junior, Chief of
Police

Dated: 8/24/2023


Mishawaka Fraternal Order of Police, Lodge
91
By Richard Freeman, President

**ADDENDUM A
TO
MEMORANDUM OF UNDERSTANDING
REGARDING
TWELVE HOUR SHIFT WORK SCHEDULE**

CBA CHANGE #1

Article VI (*Divisions and Hours of Work*) of the CBA shall be deleted in its entirety and replaced with the following provision:

Section 1 – Divisions

There shall be only the following divisions within the Police Department:

A. Uniform Division

Traffic Bureau to consist of a minimum of one (1) officer. The head of the Traffic Bureau will hold the rank of Captain.

B. Detective Division

C. Services Division

Section 2 – Work Schedule

The regular work schedule of police officers shall be as follows:

- A. Uniform Division police officers shall work a two (2) week alternating schedule that is based off the Pitman Schedule. A single shift shall consist of two (2) rotations that work on opposing days: a Rotation 1 working day shall be a Rotation 2 day off and vice versa. A visual depiction of the two (2) week alternating schedule is set out below:

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	Work	Work	Off	Off	Work	Work	Work
2	Off	Off	Work	Work	Off	Off	Off

- B. The hours of the Traffic Bureau officers will be flexible to assure the orderly function of the Traffic Bureau. Accordingly, the daily working hours and weekly rotation of the Traffic Bureau officers shall be set by mutual agreement of the Chief of Police and the Traffic Bureau Captain. No more than Two Thousand One Hundred Eighty-four (2,184) hours per year will be worked by the Traffic Bureau officers without reimbursement of overtime pay. The Traffic Bureau officers shall not be utilized in such a manner as to evade the paying of overtime to other police

officers.

- C. The Detective Division and the Services Division shall work not more than Two Thousand One Hundred Eighty-four (2,184) hours per year, consistent with division work schedules and the efficient operation of the Police Department. Such employees shall work an average of Forty-five (45) hours per week.
- D. A regular workday for officers assigned to the Uniform Division shall consist of Twelve (12) hours, which time shall include Sixty (60) minutes for a meal subject to call. Coffee breaks shall also be allowed subject to call.

Section 3 - Trading Days

- A. Subject to the approval of the officer in charge of the shift or any captain in the absence of all of the supervisors assigned to that shift, police officers shall be permitted to voluntarily trade work or leave days provided however no police officer may work more than Sixteen (16) consecutive hours in a twenty-four (24) hour period. No police officer shall be permitted to trade for more than Sixty (60) days in any single calendar year, but this limitation shall not apply if the trade is for the purpose of participation in athletic events or FOP activities. It must be agreed that:
 - 1. The trade is voluntary, and shall be made through the scheduling software;
 - 2. The trade is for the employee's personal benefit and not the City's benefit; and
 - 3. The time trade will have no effect on the hours of work regarding computation of overtime.
- B. To accomplish such a change, the requesting officer shall initiate a substitution request via the scheduling software for supervisor approval.
- C. Police officers may work any of their off days, i.e., days off, vacation, random days, etc.
- D. The City shall not be involved in or responsible in any way to assure that a police officer is reimbursed time owed him/her as a result of trading days.

Section 4 - Working Hours

- A. The Uniform Division shall be comprised of two (2) shifts: Day Shift and Night Shift. Each shift will contain two (2) opposing workday rotations, which shall be labeled Rotation 1 and Rotation 2. The hours of each shift shall be as follows:

Day Shift	6:30 a.m. to 6:30 p.m.
Night Shift	6:30 p.m. to 6:30 a.m.

- B. The hours of the Detective Division and the Services Division shall be set by the City, but the workday within each division shall be Nine (9) consecutive hours.

CBA CHANGE #2

Article VII, Section 2 (*Extra Duty Pay*) of the CBA shall be deleted in its entirety and replaced with the following provision:

Section 2 - Extra Duty Pay

- A. Any police officer who works in excess of his/her regularly assigned work week or workday schedule shall receive extra duty pay in addition to any other benefits to which the officer may be entitled. Except as otherwise established by this Agreement, such extra duty pay shall be paid at the rate twice of the police officer's prevailing hourly rate. A police officer's prevailing hourly rate shall be determined by dividing the annual salary by Two Thousand One Hundred Eighty-four (2,184).
- B. Extra duty shall be assigned to police officers as uniformly as possible. In no case shall the City be required to call the officer whose absence created the need for overtime, no matter where the officer's name is on the extra duty roster. The officer's name shall remain in the same order on the list.
- C. The City shall post two (2) extra duty rosters. One extra duty roster, which shall be known as the Uniform Division extra duty roster, shall list the names of all officers assigned to the Uniform Division, except the Traffic Bureau officers, DARE officers, and Community Relations officers, in order of seniority. The other extra duty roster, which shall be known as the Combined extra duty roster, shall list the names of all officers assigned to the Detective Division, as well as all officers assigned to the Services Division, the Traffic Bureau officers, DARE officers, and Community Relations officers, in order of seniority. These rosters shall be posted on January 1st of each calendar year and shall terminate on December 31st of that year. During the year, the number of extra duty hours worked by each officer shall be recorded after the police officer's name on each roster. Work "normally performed by Uniform officers" shall refer to events where officers are working on a public road and/or to control traffic, including, but not limited to, parades, running races, and Independence Day holiday park festivities. A minimum of one (1) officer from the Traffic Bureau will be represented at events that have been planned through the Traffic Bureau. Events that DO NOT require officers to be working on a public road to control traffic will also be offered to the Combined list of officers. These events include, but are not limited to, concerts and security details in City parks.

(1) Assigned Extra Duty

Whenever the City is aware more than six (6) days in advance on the following holidays: New Year's Day, Memorial Day, Independence Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve, that a police officer will be needed for extra duty, the extra duty shall be assigned as follows:

The City shall post a notice stating the number of officers needed, whether the work is that normally performed by Uniform officers, the event, the date, and the hours to be worked. Each day to be worked as extra duty shall be posted separately. The extra duty sheet will be posted for not less than four (4) days. A police officer desiring the extra duty shall sign the sheet and/or request it via the scheduling program. The City shall award the extra duty to the most senior officer with the least amount of extra duty hours worked. If the extra duty is that which is normally performed by Uniform Division officers, then only officers whose names appear on the Uniform Division extra duty roster will be awarded the extra duty, with said hours not being posted until the start of said shift. Officers whose names appear on the Combined extra duty roster will be awarded the extra duty, with said hours not being posted until the start of said shift, only if no officer whose name appears on the Uniform Division extra duty roster requests the overtime. In the event that no officer from either extra duty roster signs the extra duty, or the duty spots have not all been signed, the Chiefs may sign and be awarded the extra duty. They will be awarded the duty based upon seniority and hours. Nothing contained in this section shall be interpreted as entitling officers assigned to the Services Division, Traffic Bureau officers, DARE officers, and/or Community Relations officers to the receipt of an extra duty assignment which is of a nature normally performed by officers assigned to the Detective Division.

The police officer assigned the extra duty shall be notified as soon as possible. Management shall post the assignment notification sheets in several locations around the Mishawaka Police Station and notify the officer by either a text, an email message, or a telephone call. The locations for posting are as follows: Squad Room, Detective Bureau, and front desk. In addition, copies shall be distributed to the Chief's Office, Uniform Division Chief's Office, and to the Lodge President. The Lodge President shall also be furnished copies of the sign-up sheets and/or the scheduling program report containing the officers' signatures.

Officers signing for the overtime shall be responsible to verify whether they have received the overtime assignment. If the officer is off duty for any reason, he/she may verify his/her overtime by telephoning the Chief's Office, the Uniform Division Chief, or by checking the officer's text messages, emails, or telephone (mobile or land line).

Emergency extra duty and call-in duty worked after the overtime has been assigned shall not affect the assignment.

(2) A probationary officer shall be eligible to work extra duty once the officer counts toward the minimum shift strength established by this Agreement.

(3) Emergency Extra Duty

Whenever the City is aware less than six (6) days in advance that a police officer will be needed for extra duty, except where the need for extra duty on a particular shift on a particular day arises after the commencement of the shift, the extra duty shall be assigned in the following manner:

When there is a need for Emergency Overtime at the commencement of a shift that is greater than four (4) hours in duration, the following shall apply:

1. A mass scheduling alert shall be sent out indicating the number of hours needed for the assignment and the shift needing overtime. If no officer accepts the extra duty assignment, then officers exercising vacation shall be contacted, with officers on the Uniform Division extra duty roster receiving the first opportunity to accept the assignment.
2. If no officer accepts the assignment, the lowest officer in seniority from the preceding shift not exercising vacation shall be ordered to work the following shift until that officer reaches the sixteen (16) consecutive hours worked limit.
3. Once the ordered officer reaches the sixteen (16) consecutive hours worked limit, a mass scheduling alert shall be sent out for the remaining hours needed. If no officer accepts the assignment for the remaining hours needed, then officers exercising vacation shall be contacted and offered the assignment.
4. If no officer has accepted the overtime assignment, then the lowest officer in seniority from the Uniform Division extra duty roster shall be contacted and ordered in. The City shall continue up the seniority list from least to most senior until an officer is contacted. If no officer is contacted, then the City shall call officers on the Combined extra duty roster in the same manner from least to most senior.
5. If no officer has been contacted, then the City may contact the chiefs and offer them the extra duty assignment.

For Emergency Overtime assignments that commence at the beginning of a shift, and last longer than four (4) hours, the overtime assignment shall not be offered to officers working the preceding shift.

When there is a need for Emergency Overtime at the commencement of a shift that is four (4) hours or less in duration, the following shall apply:

1. Officers working the preceding shift shall be contacted and offered the extra duty assignment.
2. If no officer from the preceding shift accepts the extra duty assignment, a mass scheduling alert will be sent out.

3. If no officer accepts the extra duty assignment from the mass scheduling alert; then officers exercising vacation shall be contacted with officers on the Uniform Division extra duty roster receiving the first opportunity to accept the assignment.
4. If no officer on vacation accepts the extra duty assignment, then the officer least in seniority from the preceding shift shall be ordered to stay and work. The officer ordered to stay may contact a chief to offer him or her the extra duty assignment.

When there is a need for Emergency Overtime after the commencement of a shift due to an officer scheduled to leave on **compensatory time**, the following shall apply:

1. A mass scheduling alert shall be sent out indicating the number of hours needed for the assignment of the shift needing overtime.
2. If no officer accepts the extra duty assignment, then officers exercising vacation shall be contacted with officers on the Uniform Division extra duty roster receiving the first opportunity to accept the assignment.
3. If no officer accepts the overtime, then the officer scheduled to leave shall be ordered to stay and be paid at the appropriate rate.
4. The officer ordered to stay may contact a chief to offer him or her the extra duty assignment.

When there is a need for Emergency Overtime after the commencement of a shift due to an officer illness, injury, or family emergency, the following procedures shall apply:

1. A mass scheduling alert shall be sent out indicating the number of hours needed for the assignment of the shift needing overtime.
2. If no officer accepts the extra duty assignment, then officers exercising vacation shall be contacted with officers on the Uniform Division extra duty roster receiving the first opportunity to accept the assignment.
3. If no officer has accepted the overtime assignment, then the lowest officer in seniority from the Uniform Division extra duty roster shall be contacted and ordered in. The City shall continue up the seniority list from least to most senior until an officer is contacted. If no officer is contacted, then the City shall call officers on the Combined extra duty officer in the same manner from least to most senior.
4. The officer ordered to stay may contact a chief to offer him or her the extra duty assignment.

With respect to emergency extra duty in the Detective Division, the Chief of Police or the Detective Division Chief shall have the right to award extra duty to officers within that Division as they deem necessary. Officers awarded extra duty within

the Detective Division shall be paid twice the officer's prevailing hourly rate for each hour worked. A diligent effort shall be made to award extra duty to officers that have been assigned a particular case and the overtime will be directly related to such case. All extra duty hours shall be logged on the Combined extra duty roster.

In the event that a detective is needed for general investigation (emergency call in), the officer doing the call in will refer to the Combined extra duty roster (detective's) and follow the procedure set forth in ARTICLE VII for the uniform division. The FOP will concede that it would be impossible at times for the officer in charge to know who is working a particular case.

In the event that a uniform shift would commence without a supervisor, the City will be entitled to fill the opening. Supervisors will be offered the opening consistent with the provisions of the bargaining agreement. A mass scheduling alert will be sent out to supervisors, with officers on the Uniform Division extra duty roster receiving the first opportunity to accept the assignment. If no supervisor accepts the opening, the supervisor or the officer in charge may contact a chief and offer the supervisor overtime assignment to him or her. This language shall in no way interfere with standard minimum shift strength overtime provisions. No supervisor on vacation shall be contacted for the sole purpose of filling an open supervisor spot. If a supervisor is an additional overtime supervisor, then he/she shall not be considered preceding shift for the purposes of overtime.

Emergency Overtime is to be paid at double time (2.0) rate, but this does not include training. The mandatory rate is to be paid at two and one-half times (2.5) on holidays.

(4) Split Shift - When an officer accepts an overtime assignment on a shift, the officer may attempt a split shift. The split shall be determined by the accepting officer in whole-hour increments. If an officer wishes to attempt a split shift, he/she will notify a supervisor or the officer in charge of the shift. The supervisor will send the notification of the available split shift to all officers except those on vacation. Each officer involved in the split shift will have the overtime hours worked added to their extra duty hours worked bank. If an officer accepts an assignment, and no other officer accepts the split shift, the accepting officer is required to work the full overtime shift.

- D. Officers not wishing to work call-in overtime may sign a waiver to this effect. This waiver may be revoked in writing at any time upon twenty-four (24) hours written notice.
- E. The City will post on the board those officers assigned to Special Weapons and

Tactics (SWAT), evidence technician, Field Training Officer (FTO), DRE (Drug Recognition Expert), motorcycle officer, breath test operator, traffic technician, Major Crimes Detective, Major Crimes Evidence Technician, Instructors, Emergency Response Team (ERT) and SVU Detectives. The posting shall be kept current showing the number of extra duty hours worked by each police officer within their respective specialty or specialties. All extra duty hours worked by the above listed officers shall be logged on both the appropriate specialty list and the appropriate extra duty roster. Any officer accepting an emergency extra duty assignment within a specialty area shall receive hour-for-hour extra duty pay at twice the officer's prevailing hourly rate of pay.

Current number of instructors to be maintained, with additional instructor positions to be added at the discretion of the City.

Specialty pay will be granted for officers on a yearly basis with officers being paid for the top three (3) highest specialties that they are qualified to receive. Qualification for a specialty stipend is dependent upon officer completion of any required training and continued assignment to that specialty.

Any police officer having completed Vehicle Crash II, (ILBA Standard) may be placed on the Traffic Specialty list. On seniority / least numbers of hours worked within that specialty, two (2) officers may be called in on an overtime basis to assist the Traffic Captain or designee at fatal and serious injury accidents unless the accident is determined to fit FACT criteria.

If a trained specialty officer is needed in a specialty other than traffic, the City may call in a police officer for extra duty from the posted specialty list having the most senior officer on the list with the least amount of overtime worked within their specialty being called in first. If the police officer with the most seniority and the least amount of overtime hours worked within their specialty cannot be reached after a diligent effort to contact has been made, then such officer may be bypassed.

- F. Notwithstanding any contrary provision contained in this Agreement, no officer shall be entitled to work more than sixteen (16) consecutive hours, whether as the result of the acceptance of an extra duty assignment or otherwise, unless the time to be worked in excess of sixteen (16) hours is the result of the continuation of a shift.
- G. All extra duty hours worked by an officer, except those hours worked as part of the continuation of a regularly scheduled shift or where an officer is ordered to accept the extra duty assignment in accordance with this Agreement shall be logged on the appropriate extra duty roster. The extra duty hours shall be logged on the

appropriate extra duty roster regardless of whether an officer chooses to receive monetary payment or compensatory time as compensation for the extra duty hours worked.

- H. If an officer accepts an overtime assignment beginning before, and ending after, 2:00 a.m. on the date that daylight savings time ends, the officer shall be allowed to work seventeen (17) straight hours. Any additional hours over seventeen (17) may only be worked as a result of shift continuation.
- I. When there is a need for emergency extra duty not related to minimum shift strength requirements and not related to a specialty, the following shall apply: The City shall have the right to offer the extra duty to officers from the preceding shift or succeeding shift when necessary. The City shall not be required to continue through the entire departmental roster when the City deems it unnecessary. All overtime offered will be consistent with the provisions of this collective bargaining agreement.

CBA CHANGE #3

Article VII, Section 2 (*Court Time Pay*) of the CBA shall be amended only with respect to Subparagraph K, by deleting this subparagraph in its entirety and replacing it with the following provision:

- K. In the event that any shift of the Uniform Division would fall below ten (10) officers for purposes of minimum shift strength due to an officer being in court, emergency extra duty will be called in as follows:

When there is a need for Emergency Overtime after the commencement of a shift due to an officer scheduled to leave for a court appearance, the following shall apply:

1. A mass scheduling alert shall be sent out for a minimum of three (3) hours needed for the assignment of the shift needing overtime.
2. If no officer accepts the extra duty assignment, then officers exercising vacation shall be contacted with officers on the Uniform Division extra duty roster receiving the first opportunity to accept the assignment.
3. If no officer has accepted the overtime assignment, then the lowest officer in seniority from the Uniform Division extra duty roster shall be contacted and ordered in. The City shall continue up the seniority list from least to most senior until an officer is contacted. If no officer is contacted, then the City shall call officers on the Combined extra duty officer in the same manner from least to most senior.
4. The officer ordered to stay may contact a chief to offer him or her the extra duty assignment.

CBA CHANGE #4

Article VIII (*Vacations*) of the CBA shall be deleted in its entirety and replaced with the following provision:

Section 1 - Eligibility and Amount

- A. Vacation time shall inure to the benefit of police officers based upon years of service as follows:
 - 1. Police officers having completed one (1) year of service, but less than two (2) years, shall receive sixty (60) hours of vacation and twelve (12) hours random/personal time.
 - 2. Police officers having completed two (2) years of service, but less than three (3) years, shall receive one hundred eight (108) hours of vacation and twenty-four (24) hours random/personal time.
 - 3. Police officers having completed three (3) years of service, but less than five (5) years, shall receive one hundred eight (108) hours of vacation and thirty-six (36) hours random/personal time.
 - 4. Police officers having completed five (5) years of service, but less than ten (10) years, shall receive one hundred fifty-six (156) hours of vacation and thirty-six (36) hours random/personal time.
 - 5. Police officers having completed ten (10) years of service, but less than fifteen (15) years, shall receive two hundred four (204) hours of vacation and forty-eight (48) hours random/personal time.
 - 6. Police officers having completed fifteen (15) years of service, but less than twenty (20) years, shall receive two hundred sixty-four (264) hours of vacation and sixty (60) hours random/personal time.
 - 7. Police officers having completed twenty (20) years of service, but less than twenty-five (25) years, shall receive three hundred twelve (312) hours of vacation and seventy-two (72) hours random/personal time.
 - 8. Police officers having completed more than twenty-five (25) years of service shall receive three hundred twelve (312) hours of vacation and eighty-four (84) hours random/personal time.
- B. Vacation shall be selected in each Division by seniority per shift.
- C. In the event a police officer, while off duty as a result of vacation is ordered back to work by the City, accepts an emergency extra duty assignment, or is subpoenaed to appear in Court regarding a matter related to his/her employment as a police officer, the City shall pay the officer two (2) times the officer's prevailing hourly rate of pay for the hours worked or the witness fee established by this Agreement, whichever is applicable, and shall also return the earned vacation day to the officer, provided the officer works at least six (6) hours when called in. The City must grant

all requests by an officer to exercise an earned vacation day returned in accordance with this provision if at the time of the request the affected shift is at or above the minimum shift strength established by this Agreement. Furthermore, the City must grant at least two (2) earned vacation day requests on each shift each day, even if the affected shift is already below minimum shift strength, except that if the affected shift is already one (1) below minimum shift strength as a result of an officer exercising a random day, the City must grant only one (1) earned vacation day request. The officer must make an attempt through the Chief's Office to secure an excuse from the subpoena.

Section 2 - Compensation Time Owed

Officers shall be able to request compensation time owed from any supervisor within their division and the compensation time owed shall be awarded on a first requested, first received basis. Compensation time owed requests shall be stamped on a time clock. The City must grant all compensation time owed requests, provided that the City may only grant such requests when the affected shift is above minimum shift strength. At no time may the City grant a compensation time owed request if the resulting shift strength would drop below the minimum as set by this Agreement.

Section 3 - Random Days

- A. Officers shall be able to request a random day from any supervisor within their division and the random day shall be awarded on a first requested, first received basis. The random day selected shall be within one (1) year from the date of the request. Random day requests shall be stamped on a time clock. The City must grant all such requests if, at the time of the request, the affected shift is at or above the minimum shift strength established by this Agreement. Furthermore, the City must grant at least one (1) random day request on each shift each day, even if the affected shift is already below minimum shift strength, except when the affected shift has fallen below minimum shift strength as a result of an officer's absence due to a vacation day.
- B. Random days may be accumulated from year to year. Police officers will make an effort to take all of their random days in the year that they are due; provided, however, that a police officer may not carryover more than one hundred forty-four (144) hours under this Section.
- C. Random Days shall be allotted as of January 1st.
- D. At the end of the calendar year, officers may voluntarily sell back to the City up to

a total of forty-eight (48) hours of their unused random day time valued at their then applicable daily rate of pay.

- E. Officers may voluntarily choose to exchange up to forty-eight (48) hours of their unused random day time for an equivalent bank of compensation time owed on an annual basis. However, the total amount of compensation time owed that is accumulated by officer cannot exceed the maximum established under federal law of four hundred eighty (480) hours.
- F. Effective January 1, 2023, any officer hired by the City shall not be entitled to receive random days. Instead, the officer will receive personal days in an amount equivalent to the number of random days set out in Article VIII, Section 1 above. At no time may the City grant a personal day request if the resulting shift strength would drop below the minimum set by this Agreement. Otherwise, the City shall administer an officer's use of a personal day in the same manner as an officer's use of a random day is administered under the terms of this Agreement.

Section 4 – Earned Vacation Days

- A. Earned vacation days may be accumulated from year to year. A police officer may not carry over more than forty-eight (48) hours of earned vacation time under this section.
- B. All earned vacation days accumulated prior to January 1, 2009, will be in a separate bank and available to be used by the police officer as established by this Agreement. No additional days may be added to this bank. Any earned vacation days that are available in this bank must be used before any other earned vacation days are used.

Section 5 – Vacation Selection

- A. Vacations must be picked in consecutive workday blocks for the officer's workday Rotation (1 or 2) on their assigned shift. Vacations may be picked for a minimum of two (2) consecutive workdays up to seven (7) consecutive workdays in the first round. Vacations picked in the second round, and all further selections can be picked for a minimum of two (2) consecutive work days up to five (5) consecutive work days. Work blocks cannot be split for vacation picks. The police officer shall sign a vacation schedule and note the date and time signed. The police officer next in seniority on the shift will have not less than four (4) days to pick vacation selection. If such police officer fails to pick within the four (4) days, the next police officer in seniority can pick and so on down the list. The police officer that is passed over for failure to pick his/her vacation can sign any time but must pick the vacation from the weeks that are open at the time he/she signs.

- B. Any officer entitled to vacation may choose to take his/her selection as random days or personal days. Hours of vacation time will be converted equally into the officer's random day or personal day bank.

Section 6 - Computation of Years of Service

Vacation time is computed on the basis of a police officer's years of service. If a police officer completes a sufficient number of years of service so as to entitle the officer to additional vacation time as hereinabove provided, the officer shall receive such additional vacation time during the calendar year that the officer completes such year of service.

CBA CHANGE #5

Article IX, Section 2, Subparagraph (A) (2) (*Seniority Pick of Shift*) of the CBA shall be deleted in its entirety and replaced with the following provision:

Section 2 - Seniority Pick of Shift

2. The police officer shall fill out the Shift Preference Slip and return it to the Lodge Wage & Grievance Committee officer on or before September 15th, listing their first and second choices of shifts. If the police officer fails to return the Shift Preference Slip on or before September 15th, the officer may be assigned to any shift that the Chief determines to be in the best interests of the Department.

CBA CHANGE #6

Article IX, Section 2, Subparagraph (M) (*Seniority Pick of Shift*) of the CBA shall be deleted in its entirety and replaced with the following provision:

M. Anything in this Article to the contrary notwithstanding, the Uniform Division rank shall be not less than the following:

Day Shift

One (1) Captain

Two (2) Lieutenants

Six (6) Sergeants

Night Shift

One (1) Captain

Two (2) Lieutenants

Six (6) Sergeants

Any rank held in excess of the minimum set forth above shall nonetheless be subject to the bumping procedures by Second Class Patrol Officers and First Class Patrol Officers as set forth in the Seniority Pick of Shift Article.

CBA CHANGE #7

Article X, Section 3, (*Sick Leave*) of the CBA shall be deleted in its entirety and replaced with the following provision:

Section 3 – Policy

During sickness, including pregnancy, a police officer's pay shall continue for a maximum of four hundred eighty (480) work hours, subject to the right of the Board of Public Works and Safety to require a physician's statement confirming the police officer's illness and the officer's inability to perform his/her duties. Medical disabilities shall be determined by the police officer's pension board.

CBA CHANGE #8

Article XI (*Funeral Leave*) of the CBA shall be deleted in its entirety and replaced with the following provision:

In case of death in the police officer's immediate family or the police officer's spouse's immediate family (meaning parent, step-parent, spouse, grandparent, grandchild, parent-in-law, brother, sister, sister-in-law, brother-in-law, child or step-child) a police officer shall receive upon request, three (3) consecutive work days off without loss of regular pay to make preparations for and attend the funeral and burial of such relative and to attend to any necessary business or legal matters of the decedent or the decedent's estate.

In the event of the death of the police officer's or the police officer's spouse's aunt, uncle, niece, nephew or first cousin or in the event a police officer is designated to serve as a pallbearer at any funeral, then in such instances, a police officer will have the day of the funeral off without loss of regular pay.

In addition, the Police Chief or Division Chief, or if either are unable to be reached, then the officer in charge of the police officer's shift, shall have the right to grant, in appropriate cases and in their sole discretion, additional days off work for funerals.

CBA CHANGE #9

Article XVII, Section 2 (*Department Strength*) of the CBA shall be deleted in its entirety and replaced with the following provision:

Section 2 - Minimum Strength

- A. The minimum strength the Uniform Division can operate with, will be as follows:
Day Shift 6:30 a.m. to 6:30 p.m.
Sunday-Saturday: a minimum of twelve (12) officers on motorized patrol.

Night Shift 6:30 p.m. to 6:30 a.m.
Sunday-Saturday: a minimum of twelve (12) officers on motorized patrol.
- B. The "desk" position may be utilized as a light duty position if necessary. The City shall retain the right to place officers at the "desk" position outside of records hours if needed.
- C. Emergency overtime will only be required if shift strength falls below ten (10). In the event that there is a need for additional manpower, the terms of Article XVII, Section 2 (E) shall be implemented.
- D. Probationary officers shall count as shift strength thirty (30) days after successful completion of the FTO program and lateral transfers count as shift strength upon successful completion of the FTO program. However, any Probationary Officer who on the date of hiring has already graduated from either the Indiana Law Enforcement Academy or another certified law enforcement academy recognized by the State of Indiana shall be counted toward minimum shift strength three (3) months after said officer's date of hire, subject to being released from the FTO program. Probationary officers shall be eligible to work extra duty at the time they count toward minimum shift strength.

- E. When there is a need for necessary additional officers (e.g., prisoner guard and crime scene security) those necessary positions shall be considered as shift strength positions. Emergency extra duty procedures shall be followed to fill such positions. If the need for a prisoner guard or crime scene security arises after the commencement of a shift, the overtime shall immediately be offered at the double time rate. In the event no one fills the request for additional officers, the OIC may contact the ERT "On Call." The ERT will then designate an officer (or officers) from the appropriate ERT platoon to be activated in uniform capacity. The ERT officer(s) will be considered shift strength, however, shall not be used for the purpose of motorized patrol or considered preceding shift as opposed to the above stated officers who accepted the request. ERT officers activated in this manner will be compensated at a flat rate of four (4) hours of twice their prevailing wage and shall NOT count as hours worked against them as it pertains to future overtime assignments. In the event that the detail requires the officer to stay more than four (4) hours, then the compensation should remain twice the prevailing rate, hour for hour. Should the shift change during the four (4) hours that the ERT officer is activated, then revert back to standard emergency extra duty procedures. If the need continues into the following shift, revert back to standard emergency extra duty procedures.

CBA CHANGE #10

Article XX VII (*Family Leave*) of the CBA shall be deleted in its entirety and replaced with the following provision:

In the event of a child born to a police officer or a police officer's spouse, a police officer shall receive one (1) day of leave time without loss of pay to attend the child's birth. Any additional leave time, for family or medical purposes, shall be granted by the Chief, or in the Chief's absence the Shift Commander, in accordance with the Family and Medical Leave Act of 1993.