



# MEMO

TO: Administrative and Personnel

FROM: David De Angelis

DATE: February 4<sup>th</sup>, 2022

RE: Agenda Items

---

**Item: 3 Review and possible action on sleeping quarters policy.**

Please find attached a draft policy for the committee to adopt regarding the providing of sleeping quarters for the use of the protective services. Also included is a draft of the policy Dr. Robinson is proposing to use for the administration of a village adopted policy. By adopting the general policy and leaving the specific operational policy to the department allows for greater flexibility moving forward for making any adjustments in the sleeping program is administered.

**Item: 4 Review and possible action regarding job descriptions for the creation of a new parks maintenance position and modifications to the recreation director and zoning and planning administrator/assistant to the village manager.**

Please find attached revised recreation director job description and a recommended change to the zoning administrator/assistant to the village manager description. These two descriptions have been altered to allow for the removal of the general maintenance of the park which as discussed will transition back to the public works director and the insertion of the assistant manager into a supervisory role over the director. This is being done to add extra help and oversight of the administrative side of the recreation position especially in regards to budgeting and accounts receivable and payable for the department. All of the programming, staff for programming and all other the recreational activities stay as the principal responsibilities of the position.

Also please find attached the proposed job description for a year round employee to handle park maintenance and general labor for the public works department. As previously discussed in regards to park maintenance and the needs to improve the consistency and frequency of same staff has been reviewing possibilities for providing this increased level of service. As I am sure you all aware currently there is major difficulties in filling these type of positions with reliable seasonal employees and this has only been made worse now with the reduced availability of workforce and increasing wage pressure.

As a result of this we have evaluated this and are proposing a newly created full time public works maintenance position within the public works department. This positions principal responsibilities will be park maintenance and support while supplementing public works during the remaining time. As noted in the table below there is the assumption of reduction of seasonal hours by 950 hours. There will still be the need for additional seasonal employees to cover weekends and to back fill as needed. As this would be a full time position it will also come with full benefits. The net change to the overall budget between public works and recreation is \$38,486.50. As this year would only be a partial year you could expect the expenses for 2022 to be approximately \$28,000.

<b>Village of Elm Grove</b>							
<b>Cost of Adding Additional Full-time employee</b>							
		<b>Full time</b>	<b>DPW seasonal</b>	<b>Recreation Seasonal</b>		<b>Net cost</b>	
Hours		2080	-650	-300			
wage rate		\$ 17.00	\$ 10.50	\$ 9.25			
annual wage		\$ 35,360.00	\$ (6,825.00)	\$ (2,775.00)		\$ 25,760.00	
FICA	7.65%	2,705.04	(522.11)	(212.29)		\$ 1,970.64	
WRS	6.50%	2,298.40				\$ 2,298.40	
Health	single	6,756.58				\$ 6,756.58	
HRA		1,400.00				\$ 1,400.00	
Dental		200.88				\$ 200.88	
Life		50.00				\$ 50.00	
Disability		50.00				\$ 50.00	
		\$ 48,820.90	\$ (7,347.11)	\$ (2,987.29)		\$ 38,486.50	
<b>Recreation seasonal maintenance</b>							
<u>Hours worked 2021 summer</u>					(622.25)		
4 hours Saturday and Sunday for 15 weeks					120.00		During summer
2 hours Saturday and Sunday for 10 weeks					<u>80.00</u>		during spring and fall

					(422.25)			
	<u>Summer Hours</u>			<b>2021</b>	<b>2020</b>			
	Recreation Maintenance			622.25	553.25			

**Item: 5 Review and possible action regarding assessor’s services with the City of Brookfield.**

The City of Brookfield has approached staff regarding our desire to continue or current contractual relationship. They do not feel strongly either way but have asked us to evaluate their services and determine if it is still cost effective and in the Village’s best interest to continue. This item is on for initial discussion and direction to staff.