



“...meeting community needs...enhancing quality of life.”

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

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TO: Human Resources

FROM: Dean R. Gazza

DATE: 1/12/2015

RE: Action: Request to over hire Deputy Director position for a period of twenty-five working days.

This request is to over hire the newly created Deputy Director position for a period of twenty-five working days with the current Parks/Planner Liaison position. The Parks Planner/Liaison is retiring on May 1, 2015. The Parks/Planner Liaison interacts with numerous groups in the community and has a significant amount of knowledge of current and future projects throughout the parks. It would be an investment to provide an over hire that would allow a transfer of information including the ability to introduce the new person to the outside groups we collaborate with. This would not only be beneficial to the new person, but more importantly to those we serve.

In addition, the Parks Planner/Liaison is working on numerous projects which are in various degrees of planning, the over hire would allow for an efficient transfer of the projects to the new employee to ensure important details are not missed.

Due to the amount of cutbacks in the past, and the significant workload of other employees in the department, it is not possible for others in the department to assume these responsibilities, but rather it would be an investment and not an expense to properly plan a smooth transition. In addition, the current employee has worked with the City for numerous years and has a significant amount of background information that would prove valuable to a replacement when making decisions and understanding how relationships were developed and nurtured over time.

The financial impact of this over hire would be \$9,100. To cover this cost we propose utilizing a portion of the salary dollars resulting from the current Facilities Manager vacancy, thus no additional budget will be requested.

Please contact me at 832-5572 or [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.