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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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To: Human Resources Committee
From: Dean R. Gazza, Director of Parks, Recreation and Facilities Management
Date: October 12, 2015
Re: Action: Add position of Facilities Project Manager to the Department of Parks, Recreation and Facilities Management.

The Parks, Recreation and Facilities Management Department has experienced several changes during the past several years resulting in less time available for facilities project management. This memo requests to add a position of Facilities Project Manager.

Exit interviews provided by the previous Facilities Manager pointed to a lack of resources of the position and the need for a change to maintain someone in the position. This past month, the current Facilities Manager resigned sighting the same issues making his decision easier to leave for a growth opportunity with his previous employer. We have known for some time that the merger had placed unanticipated demands on this position and have been working on strategies to remedy the situation with the resources available.

Overall, the merger of the Facilities & Grounds Management Department with the Parks and Recreation Department has decreased the time that the Director has for Project Management by about sixty percent and has pushed those responsibilities to the Facilities Manager.

The Parks, Recreation and Facilities Management Department manage's an average of fifty Capital Improvement Projects and various large scale maintenance projects annually worth millions of dollars annually. Projects of this magnitude require prudent oversight to ensure that contractors are meeting the scope and specifications of each project and those fiscal resources are being managed in the City's best interest.

This request meets the demands of the department by dedicating a position solely to project management as well as divesting large scale project management from the Facilities Manager who could focus on the day-to-day facilities operations and maintenance.

The funding for the Facilities Project Manager would come from the Facilities Capital Projects Fund with the cost of the position added proportionally to the cost of the individual projects. This position would have no impact to the general fund budget and is similar to how we budget project management responsibilities of my position. Currently, 40% of my positions wages are allocated to the Capital Projects Fund account. For 2016, the position of Facilities Project Manager is projected to cost \$111,035. Allocating the cost for project management to the projects is common and typical both in private and public sectors.

The position of Facilities Project Manager would report directly to the Director of Parks, Recreation and Facilities Management.

Please feel free to contact me with any questions at 832-5572 or dean.gazza@appleton.org.