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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

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TO: Finance Committee

FROM: Dean R. Gazza

DATE: 7/9/2013

RE: Action Item: Approve the transfer of \$85,000 from the Municipal Services Roof Replacement CIP to the replace the trench drains in located in the vehicle storage areas at the Municipal Services Building.

This request is to transfer \$85,000 of the \$173,412 positive variance from the Municipal Services Roof Replacement project to replace the trench drains at the Municipal Services Building.

The 2013 Capital Improvement Plan includes \$350,000 in funding for the replacement of the roof at the Municipal Services Building. When engineering was completed and the specifications developed we decided to reduce the scope of this project and defer a portion of the roof replacement in an effort to get more life out of a section of the roof. The reduced scope resulted in a contract issued for \$160,588 plus a \$16,000 contingency, therefore this budget has a positive variance of \$173,412.

Over the past seven years we have provided ongoing patching of the trench drains at the Municipal Services Building. The two drains total seven-hundred feet. Due to the high amount of vehicle traffic, salt and moisture in the garage areas the concrete on both sides of the drains has cracked away. In addition, the grating on the drains is cracking. This last year the deterioration has accelerated much faster than we ever anticipated creating several safety issues and concerns that if not fixed in the near future will continue to crack the abutting concrete increasing the total project cost. A structural engineer was hired and provided a design to replace the concrete and grating providing a long-term solution.

If this request is not approved we would need to at a minimum spend several thousands of dollars on patching that would only serve as a short-term solution until we could budget for it in 2014. It is our high recommendation to approve this request and have the repairs done as soon as possible to not increase the overall project cost and to avoid and safety accidents.

Please contact myself at 832-5572 or at dean.gazza@appleton.org with any questions.