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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

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TO: Finance Committee

FROM: Dean R. Gazza

DATE: 10/25/2021

RE: Action: Approve balance transfer of \$40,000 from the roof replacement capital improvement plan to the Municipal Services Building office space reallocation project.

The 2022 budget seeks to reallocate funding within the Department of Public Works budget to hire a new position that will work at the Municipal Services Building. To provide a productive work space for this employee and others currently working in ineffective spaces, this memo requests reallocating funding to pay for these updates.

The roof replacement capital improvement plan has a positive variance that will be able to fund this need without seeking an additional funding source now or in the future. The majority of the funding will pay for workstations and modifications to the HVAC system to allow a large room to be divided into two spaces where both will be used for offices.

In conclusion, Facilities Management has been working hard to upgrade work environments to ensure employees have the proper space, ergonomics, lighting, etc. to fulfill their responsibilities. Many spaces are original and Facilities Management has been able to adjust these spaces with mainly in-house staffing for significantly less money. This minor update accomplishes the same goals.

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