



"...meeting community needs...enhancing quality of life."

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

1819 East Witzke Boulevard

Appleton, Wisconsin 54911-8401

(920) 832-5572 FAX (920) 993-3103

Email - dean.gazza@appleton.org

To: Finance Committee

From: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

Date: September 11, 2017

Re: Action: Request Approval of the Energy Conservation/Sustainability Policy, the Facilities & Grounds Modification Policy, and the Furniture Management Policy

Please find attached (3) updated policies for Energy Conservation/Sustainability, Facilities & Grounds Modification and Furniture Management.

Our goal is to review and update these policies at a maximum of every (3) years or when substantial changes occur. These policies were updated with minor changes related to the title of the department from the merger of the Facilities & Construction Management and Parks and Recreation Departments and other grammatical edits. No substantial changes are recommended at this time.

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