



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

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

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TO: Finance Committee

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

DATE: 7/26/2016

RE: Action Item: Request exception to City policy to reallocate \$50,000 within Business Unit Facilities Maintenance from Regular Salaries to Building Repairs and Maintenance.

At the beginning of January our Facilities Maintenance Technician retired leaving a vacancy which has been challenging to fill. Despite three separate attempts to fill the position we have been unsuccessful. In each situation a candidate was selected, but for various reasons chose not to accept the position. We are currently advertising a fourth time to fill this position. As a result of this vacancy, our back-log has grown and it has become necessary to reallocate some of the unspent salary funds to hire outside contractors to complete some select work. In addition, current employees are challenged with working additional hours, responding to additional call-ins and deferring vacation requests.

Our current City policy does not allow the use of salary dollars to cover overages in other areas of the budget, thus this memo requests an exception to policy.

Some of the projects needing to be completed are a water softener replacement, roof drain connection to storm sewer, sanitary line repair/replacement, custodial sink replacement that is leaking and various other miscellaneous projects.

Please feel free to contact me at 832-5572 with any questions, or by email at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org).