



# CITY OF APPLETON

## MEMORANDUM

**Date:** 5/2/24

**To:** CEA Committee

**From:** Eric Lom, P.E., City Traffic Engineer

**Subject:** Request to hold forklift #1502 and place into Replaced (REP) Fleet

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The Department of Public Works is requesting permission to hold forklift #1502 when it is replaced in 2024 and to place it in the REP fleet for use in the Traffic Section.

Unit #1502 is a 6,000-pound capacity forklift that was previously assigned to Wastewater. Its replacement was purchased in 2024 and it is currently scheduled to be sold.

As Traffic Section responsibilities and workload have continued to increase over time, a need for an additional forklift at the Municipal Services Building has been clearly identified. This shortage regularly results in significant inefficiencies as employees search for an available forklift, only to often find out that none are available. This often results in our crews needing to waste valuable time waiting for forklifts to free up, and can also force crews to abandon the day's work plan if materials cannot be prepped or loaded in a timely fashion.

Thank you for your consideration.