



*"...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](mailto:dean.gazza@appleton.org)

**To:** CEA Review Committee

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

**Date:** May 11, 2018

**Re:** Request for upgrade Toyota Prius to a Minivan

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In 2019, the Toyota Prius is scheduled for replacement. The previous Parks Manager purchased this vehicle back in 2010. It was utilized for general transportation between meetings and had no need for hauling equipment or supplies. It has never served the division well and we have been anxiously waiting for the opportunity to replace it with a vehicle with more flexibility and the ability to meet the recreational division's needs.

The recreation division utilizes vehicles for the sole purpose of hauling equipment amongst all parks and programming locations. It is important that the vehicle have the ability to carry various types of cargo and supplies thus a van would be ideal.

We are requesting to purchase a mini-van versus a car to meet our needs as well as maximize this investment. There is no cost difference to purchase the mini-van over the Prius.

We are also requesting to increase the department's fleet by one vehicle, by holding the Prius after replacement. The department's fleet has had a year-around shortage in vehicles because of the addition of the Project Manager position back in 2016. This vehicle would always be replaced with a used/second life vehicle and the Project Manager and Deputy Director will utilize it.

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). Thank you.