

Facilities and Construction Management Annual Review for 2025



This annual review summarizes key initiatives, projects, and accomplishments completed or in progress during the reporting period.

Capital Improvement Projects

APPLETON PUBLIC LIBRARY

Completed

- None

2025 Projects

- 2025 Appleton Public Library Renovations
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PARKS & RECREATION

Completed

- Pierce Park Pavilion and Stage ADA Upgrades
- Park and Recreation Facility Generator Replacement
- Park Pavilion Roof Replacements at Jaycee Pavilion, City Park Pavilion, and Veterans Memorial Park Pavilion.
- 2025 Park and Recreation Office Remodeling
- 2025 Parks ADA Upgrades, McMahan consulted on design for five park locations.
- 2025 Mead Pool ADA Bathroom Upgrades and Pool Recoating
- 2025 Lundgaard Park Pavilion – Under Construction

CITY HALL

Completed

- City Hall Wayfinding Upgrades

2025 Projects / In Progress

- 2025 City Hall Community Development Renovations
-

HEALTH DEPARTMENT

Completed

- Health Department 2nd Floor Renovation Project
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FIRE DEPARTMENT

Completed

- Lighting Upgrades at FS6, FS5, FS3, and FS2
- FS1 and FS6 HVAC Upgrades
- FS1 Office Furniture Upgrades

2025 Projects / In Progress

- 2025 Fire Station 4 Asbestos Removal, New Flooring, and Kitchen Cabinets
-

AWWTP (WASTEWATER PLANT)

Completed

- V-Building Elevator Replacement
- Hardscapes Project
- Lighting Upgrades to new LED Fixtures
- ORC Generator Installation Project, with additional HVAC equipment.
- Tunnel Painting from F1 to F2

2025 Projects / In Progress

- 2025 V-Building Renovations – LL, 1st, 2nd, and 3rd Floors
 - 2025 V-Building HVAC and AHU Upgrades
 - 2025 L-Building HVAC Upgrades, AHU
 - 2025 MCC Replacement, Phase 1 & 2
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VALLEY TRANSIT

Completed

- Valley Transit Whitman Ave Construction Renovations
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Staffing, Training, and Safety

- The Assistant Facilities Manager position experienced turnover during the year.
- Assistant Facilities Manager was promoted to Facilities Manager.
- A Facilities Technician was hired in May.
- An Assistant Facilities Manager was hired in August.
- The Master Electrician transferred to the Inspections Department.
- A new Master Electrician was hired in October.
- The Assistant Facilities Manager and Facilities Manager both completed OSHA 30 certification.
- The entire Facilities team completed annual safety training and aerial lift training.
- The Facilities team completed Akitabox training.

Budget

- Year-to-date and monthly Facilities billing were completed and reviewed regularly.
 - Annual departmental budget meetings were conducted in April.
 - The 2026 Facilities and Construction Management budget was prepared and submitted.
 - The five-year Capital Improvement Plan (CIP) was updated and submitted.
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Operations and Maintenance Summary

Asset Management

- Facilities has been working to integrate a new asset management system, Akitabox.

Standby Generator Systems

- Monthly and annual standby generator testing was successfully completed by the Facilities Department.

Fire and Life Safety

- Annual and quarterly sprinkler system inspections were completed by Summit Fire Protection.
- Monthly fire extinguisher inspections were completed by Summit Fire Protection.
- Hood suppression system inspections were completed by Summit Fire Protection.
- Fire alarm and security system monitoring inspections were completed by Suburban Technologies.

Elevators

- Annual state elevator inspections were successfully passed, and monthly preventative maintenance was completed by Otis Elevator Company.

Boilers and Pressure Vessels

- All required annual state inspections were successfully passed.

AEDs

- All AED components scheduled for replacement in 2025 were successfully replaced.

Backup Battery Systems, Fire Panels, and Security Systems

- All backup battery components scheduled for replacement in 2025 were replaced and maintenance completed.
- UPS system inspections for City Hall, the Police Station, and the Water Treatment Plant were completed by Electroline.

Emergency Notification Sirens

- All units were inspected during the Spring and Fall seasons.
- A total of five repairs were completed by Faith Technologies.

Exterior Lighting Survey

- Semi-annual exterior facility and parks lighting surveys were completed.

Pest Control

- Monthly services were provided by Valley Pest Control.

Overhead Door Inspections and Preventative Maintenance

- Annual inspections and preventative maintenance were completed by Arbon.

HVAC

- Monthly and yearly preventative maintenance and inspections were completed by EC&D and the Facilities Department.

Custodial Services

- Daily services were largely completed successfully.
- Some improvements are still needed for semi-annual carpet cleaning, window cleaning, and VCT floor care.

Facility-Specific Updates

City Hall

- Breakroom updates completed.

Fire Stations

- **FS1:** New office furniture and painting; new magnetic Plymovent upgrades
- **FS2:** Magnetic Plymovent upgrades; lighting upgraded to LED fixtures
- **FS3:** Magnetic Plymovent upgrades; lighting upgraded to LED fixtures
- **FS4:** Magnetic Plymovent upgrades
- **FS5:** Magnetic Plymovent upgrades; lighting upgraded to LED fixtures
- **FS6:** Rig room painted; exterior doors painted; lighting upgraded to LED fixtures

Municipal Services Building

- New brine maker and tanks installed.
- New water meter station installed.

Parks and Park Facilities

- Parks prepared and opened May 1st, closed October 1st and winterized.
- City and Houdini fountains prepared mid-April; closed mid-October for winterization.
- Kiwanis Park pavilion ADA improvements completed.
- 23 exterior doors painted at various park facilities in early May.
- New light pole was installed at Jaycee Park after being damaged.
- 2025 parks assessment completed.

Aquatic Facilities

- **Erb Pool:** Prepared and opened on time; closed and winterized in October; multiple ceiling repairs and painting; annual UV equipment inspection completed.
- **Mead Pool:** Prepared and opened on time; closed and winterized in November; assisted with 2025 CIP ADA improvements and pool recoating.

Police Station

- Annual paint touch-ups throughout the facility.

Valley Transit

- Overhead garage door struck by bus, half the door was replaced with new product.
- Air compressor lead leg installed for achieving higher pressure for longer period of time.

Wastewater Treatment Plant

- B-Building fire door and methane alarm system upgrades.
- 2025 CIVMIC safety inspections completed.
- V-Building railing upgrades completed.

Water Treatment Plant

- New LED fixture installed in the membrane room.
- 2025 CIVMIC safety inspections completed.

Work Order Performance – Annual Summary



Yearly Comparison

Created 2024	Created 2025	Closed 2024	Closed 2025
2,599	3,320	2,582	3,276

Emergency After-Hours Call Response

Emergency after-hours calls include a wide range of critical facility issues requiring immediate attention. These calls typically involve mechanical pump failures, chlorine feeder malfunctions, significant roof leaks, Digger Hotline emergency locates, and overhead doors being struck or damaged. Each incident requires prompt response to mitigate safety risks, prevent property damage, and maintain uninterrupted operations.

Month	Number of Calls
January	3
February	2
March	3
April	2
May	2
June	5
July	6
August	3
September	2
October	2
November	2
December	2
Total	34

Budget Performance Summary

Description	Adopted	Amended	Percentage
Facilities Administration (6330)	\$402,696	\$402,696	100%
Facilities Maintenance (6331)	\$2,895,129	\$2,895,129	100%
Totals of (6330) & (6331)	\$3,297,825	3,297,825	100%

Appleton Public Library Renovation



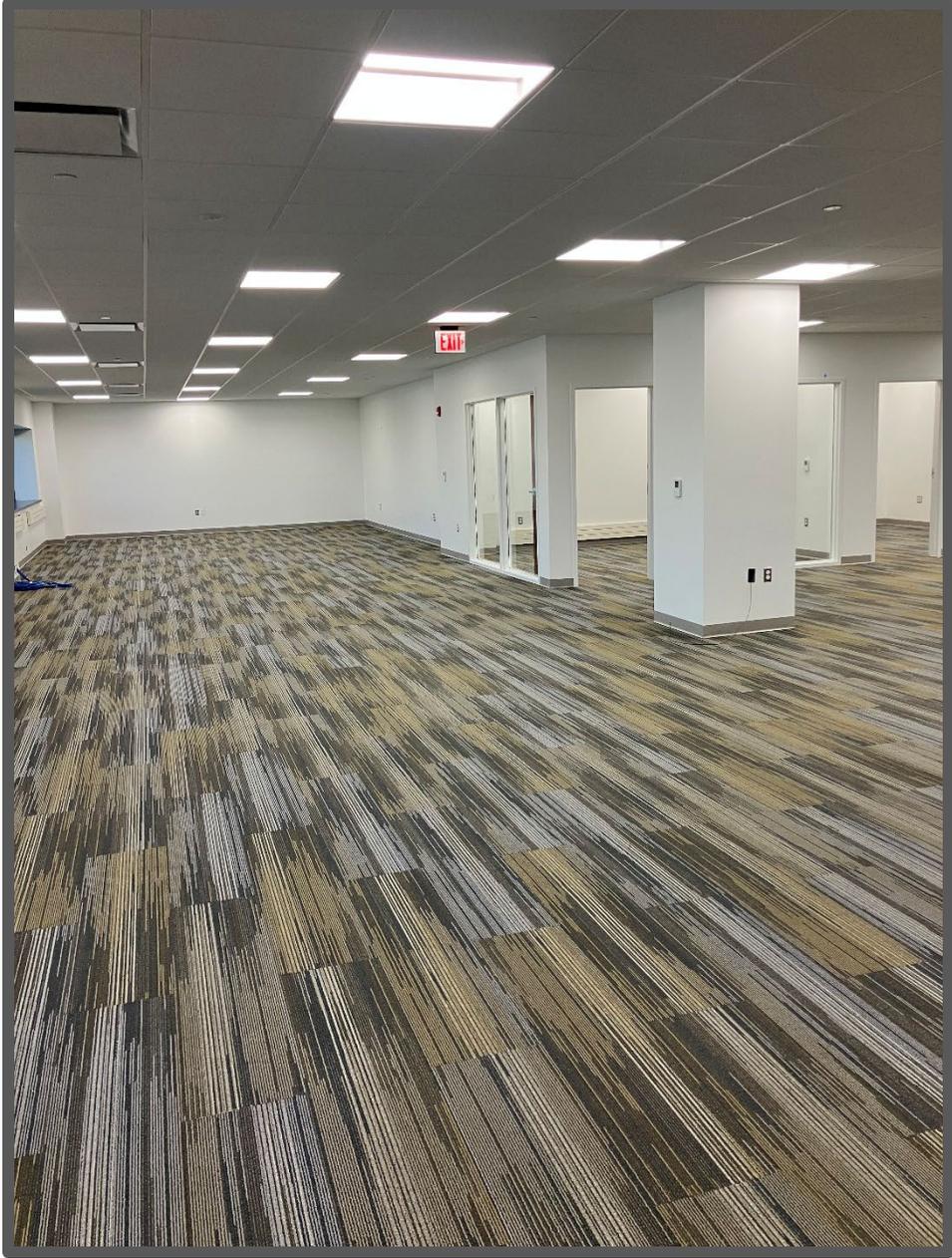
Appleton Public Library Renovation



Community Development 5th Floor City Hall Renovation



Community Development 5th Floor City Hall Renovation



Mead Pool Restoration



Mead Pool Restoration



Mead Pool Restoration



Valley Transit Renovation Phase 1

