CITY OF APPLETON 2026 BUDGET

FACILITIES AND CONSTRUCTION MANAGEMENT

Director of Parks & Recreation:
Dean R. Gazza, CFM, PMP, CCM

Deputy Director of Parks & Recreation:
Thomas R. Flick, CFM

CITY OF APPLETON 2026 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT

MISSION STATEMENT

Building communities and enriching lives where we live, work, and play.

DISCUSSION OF SIGNIFICANT 2025 EVENTS

The Facilities Management Division provided operation and maintenance services for more than 1.27 million square feet of municipal buildings including, but not limited to, offices, park pavilions, municipal aquatic centers, vehicle garages, police and fire stations, a golf course, and water and wastewater plants. The services provided include maintaining and inspecting all building systems, such as HVAC, electrical, plumbing, structural and fire systems and general services such as janitorial services, pest control, and elevator maintenance. Additionally, in support of individual department missions, the Facilities Management Division provided maintenance and inspection of fuel systems, vehicle exhaust systems, appliances, air compressors, UPS's and vehicle wash bays.

The focus continued to be proactive in providing a high quality of customer service. As a customer service department, it is essential that we meet the needs of our customers by improving the systems' reliability, reducing maintenance costs, ensuring safety, and providing productive environments to allow our customers to deliver City services at a high level. We do this through a robust preventive maintenance program and by getting to the root cause of system issues to improve reliability.

Our tradespeople continued to improve their skills and knowledge by maintaining their professional licenses, attending training, and seeking ways to find new approaches, such as predictive and preventive maintenance. Management staff also attended various training and networking opportunities to improve their leadership and technical skills. The benchmark cost for maintenance and janitorial services is $5.82 per square foot, as published by the International Facilities Management Association, compared to our cost of $2.24. Expenses are controlled by employing in-house tradespeople to perform higher-cost skilled work, while contracting out work requiring a lesser degree of skill which can generally be procured at a lower cost. Emergency maintenance continues to impact expenses. Facilities staff have been resilient at responding to and resolving emergency building repairs, vandalism, and weather-related events.

Construction concluded at the Appleton Public Library and Valley Transit Whitman site facility. Construction commenced on the Lundgaard Park pavilion and was completed in the fall.

Capital improvement projects expected to be completed in 2025 include: Renovation of the Community Development and Parks & Recreation office areas, phase 5 upgrades to the electrical distribution equipment at the Wastewater Plant, Parks & Recreation generator replacement and City Hall security improvements. These types of projects include ADA updates, safety and security improvements, door replacements, flooring replacements, large-scale painting, and various HVAC, plumbing and electrical upgrades.

Finally, the department remained diligent in its continued implementation of energy conservation and sustainability plans. During 2025, the Panel on Sustainability and Resilience identified major initiatives and continued to work towards future recommendations. Geo thermal was installed as part of the construction projects at the Appleton Public Library and Valley Transit facility.

CITY OF APPLETON 2026 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT

MAJOR 2026 OBJECTIVES

Provide a high level of customer service by meeting or exceeding our customers' expectations for quality, timeliness and professionalism.

Plan and prepare for emergencies and crises. Facilities Management staff will be resilient and assure continuity of operations during emergencies and crises. The Department will continue to work with Emergency Management and other City departments to maintain and improve the continuity of the operations plan.

Provide planning and project management services including construction oversight and representation related to projects outlined in the capital improvement plan. Ensure all major facility maintenance projects meet project objectives and are completed on time and within budget.

Apply codes, regulations, and standards in all considerations of building systems, structures, interiors, and exteriors for building construction, operations and maintenance.

Oversee and implement maintenance plans through facility assessments, the roof management program, building system surveys, and predictive and preventive maintenance programs.

Emphasize maintenance activities while systematically reducing alterations, improvements, remodeling, and other non-maintenance activities. Simultaneously upgrade current facilities' conditions.

Coordinate, monitor, and evaluate contracted services to assure excellent service is received.

Promote workplace safety by routinely performing facility safety assessments to ensure safe facilities and working environments.

Implement energy management and sustainability plans for facilities. Focus on implementing solar strategies and continue to install LED lighting and controls in City parks and facilities where feasible.

Research a solution to replace the AS400 system with a Computer-Aided Facilities Management system to meet needs for Facilities and Grounds Management divisions.

Maintain a cost per square foot for maintenance and housekeeping under industry averages. Our projected current square foot benchmark is $2.38, which is far below the industry's benchmark of $5.82 as published by the International Facilities Management Association.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2023	2024	Adopted 2025	Amended 2025	2026	Change *
Program Revenues		$ 3,052,365	$ 3,201,685	$ 3,297,825	$ 3,297,825	$ 3,235,647	-1.89%
Program Expenses							
6330	Administration	455,424	462,178	402,696	402,696	411,714	2.24%
6331	Facilities Maintenance	2,660,585	2,695,127	2,895,129	2,895,129	2,829,294	-2.27%
Total Program Expenses		$ 3,116,009	$ 3,157,305	$ 3,297,825	$ 3,297,825	$ 3,241,008	-1.72%
Expenses Comprised Of:							
Personnel		1,038,249	1,122,884	1,063,685	1,063,685	1,089,896	2.46%
Training & Travel		15,740	7,993	8,000	8,000	8,000	0.00%
Supplies & Materials		434,149	446,535	417,152	417,152	417,152	0.00%
Purchased Services		1,627,871	1,574,893	1,808,988	1,808,988	1,725,960	-4.59%
Capital Expenditures		-	-	-	-	-	N/A
Transfers Out		-	5,000	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		10.26	10.26	10.26	10.26	10.26	

* % change from prior year adopted budget

CITY OF APPLETON 2026 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT

Administration **Business Unit 6330**

PROGRAM MISSION

To provide a safe and productive physical environment which supports all of the City of Appleton's departments and community in a safe, accessible, sustainable and cost-effective manner.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver excellent services", #3: "Recognize and grow everyone's talents", and #5: "Promote an environment that is respectful and inclusive".

Objectives:

Provide quality cost-effective administrative management to support the internal and external services provided by the Facilities Management Division, including:

Strategic facilities planning	Major renovation project management
Office space and layout planning	New construction project management
ADA analysis	Move coordination

As well as performing a range of planning services, including:

Building assessment	Environmental programs
Preventive maintenance programs	Facility documentation
Energy & sustainability programs	Space allocation records

Monitor the timeliness, professionalism and efficiency of staff, and the overall satisfaction with our services as perceived by our internal customers. Provide education and training opportunities for our employees to promote personal and professional growth and to meet federal, State and local guidelines.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

CITY OF APPLETON 2026 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
Administration **Business Unit 6330**

PROGRAM BUDGET SUMMARY

	Description	Actual 2023	Actual 2024	Budget Adopted 2025	Budget Amended 2025	Budget 2026
	Revenues					
471000	Interest on Investments (Loss)	$ 1,487	$ 4,905	$ -	$ -	$ -
480100	Charges for Services	3,015,674	3,083,947	3,292,825	3,292,825	3,230,647
502000	Donations & Memorials	-	10,000	-	-	-
503000	Damage to City Property	32,300	1,261	-	-	-
503500	Other Reimbursements	2,904	2,607	5,000	5,000	5,000
	Total Revenue	$ 3,052,365	$ 3,102,720	$ 3,297,825	$ 3,297,825	$ 3,235,647
	Expenses					
610100	Regular Salaries	$ 170,300	$ 244,657	$ 184,180	$ 184,180	$ 187,264
615000	Fringes	139,678	72,011	76,249	76,249	78,734
620100	Training/Conferences	13,405	7,993	8,000	8,000	8,000
620400	Tuition Fees	2,335	-	-	-	-
630100	Office Supplies	1,790	1,500	1,500	1,500	1,500
630200	Subscriptions	410	348	750	750	750
630300	Memberships & Licenses	2,605	3,834	2,000	2,000	2,000
630400	Postage/Freight	2,052	2,327	2,300	2,300	2,300
630500	Awards & Recognition	381	180	180	180	180
630600	Building Maint./Janitorial	640	-	-	-	-
630700	Food & Provisions	471	279	240	240	240
631500	Books & Library Materials	362	858	700	700	700
632000	Printing/Copying	4,779	6,666	4,500	4,500	4,500
632101	Uniforms	315	2,057	500	500	500
632300	Safety Supplies	2,050	1,866	2,000	2,000	2,000
640100	Accounting/Audit Fees	1,932	1,830	1,847	1,847	1,865
640400	Consulting Services	12,103	13,515	12,000	12,000	12,000
640700	Solid Waste/Recycling	1,955	982	1,607	1,607	1,607
641200	Advertising	423	171	1,000	1,000	1,000
641300	Utilities	53,686	50,890	55,583	55,583	56,644
650100	Insurance	37,332	39,852	40,560	40,560	42,930
659900	Other Contracts/Obligation	6,420	5,362	7,000	7,000	7,000
791400	Transfer Out - Capital Project	-	5,000	-	-	-
	Total Expense	$ 455,424	$ 462,178	$ 402,696	$ 402,696	$ 411,714

DETAILED SUMMARY OF 2026 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2026 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
Facilities Maintenance **Business Unit 6331**

PROGRAM MISSION

Provide proactive, cost-effective, and quality facilities maintenance services that preserve and extend the useful life of the City's facilities assets and to ensure reliable and dependable service for our internal and external customers.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver excellent services", #3: "Recognize and grow everyone's talents", and #4: "Continually assess trends affecting the community and proactively respond".

Objectives:

Maintain mechanical, electrical and architectural systems including:

Carpentry	Fire protection	Locksmith	Roofing
Custodial services	Furniture	Pest control	Security
Electrical	HVAC	Plumbing	Structural
Elevator maintenance	Lighting maintenance	Refuse program	Windows

Develop and implement maintenance standards and schedules for buildings, building systems and installed equipment.

Major changes in Revenue, Expenditures, or Programs:

Lease expenses decreased as a result of the third floor of City Center selling during 2025. As a member of the condominium association, all members were required to pay a share of the condominium fees unpaid by previous owner.

CITY OF APPLETON 2026 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT

Facilities Maintenance **Business Unit 6331**

PROGRAM BUDGET SUMMARY

Description	Actual 2023	Actual 2024	Budget Adopted 2025	Budget Amended 2025	Budget 2026
Revenues					
503000 Damage to City Property	$ -	$ 98,965	$ -	$ -	$ -
Total Revenue	$ -	$ 98,965	$ -	$ -	$ -
Expenses					
610100 Regular Salaries	$ 494,892	$ 545,355	$ 545,210	$ 545,210	$ 557,972
610400 Call Time Wages	7,602	6,219	8,560	8,560	8,748
610500 Overtime Wages	11,884	13,675	11,455	11,455	11,707
610800 Part Time Wages	12,968	13,027	15,365	15,365	15,592
615000 Fringes	200,925	227,940	222,666	222,666	229,879
630600 Building Maint./Janitorial	379,967	389,749	366,482	366,482	366,482
630901 Shop Supplies	10,036	9,491	9,500	9,500	9,500
632700 Miscellaneous Equipment	28,291	27,380	26,500	26,500	26,500
640500 Engineering Fees	1,350	4,000	4,000	4,000	4,000
640700 Solid Waste/Recycling	4,748	320	1,500	1,500	1,500
641300 Utilities	755	-	-	-	-
641400 Janitorial Service	375,560	345,194	495,448	495,448	495,448
641600 Building Repairs & Maint.	746,315	661,614	634,391	634,391	642,052
641800 Equipment Repairs & Maint.	2,602	1,544	6,000	6,000	6,000
642500 CEA Expense	68,139	70,329	72,636	72,636	74,027
650200 Leases	314,450	378,752	474,416	474,416	378,887
650302 Equipment Rent	101	538	1,000	1,000	1,000
Total Expense	$ 2,660,585	$ 2,695,127	$ 2,895,129	$ 2,895,129	$ 2,829,294

DETAILED SUMMARY OF 2026 PROPOSED EXPENDITURES > $15,000

Building Maint./Janitorial Supplies	
Building interior	$ 30,480
Electrical	30,480
Elevator	20,320
Fire/Safety	20,320
HVAC	30,480
Janitorial supplies	54,212
Painting	30,480
Plumbing	30,480
Security	30,480
Structural/windows/ext. doors	30,480
Pool chemicals	58,270
	$ 366,482

Miscellaneous Equipment	
City furniture/general	$ 26,500
	$ 26,500

Janitorial Service	
City Hall	$ 83,323
Library	140,616
Parks & Rec. Facilities	27,682
Police Station	106,229
Municipal Services Building	51,948
Golf Course	6,744
Valley Transit & Transit Center	28,385
Wastewater Plant	22,458
Water Plant	28,063
	$ 495,448

Building Repairs & Maint. Services	
Electrical	$ 27,202
Elevator	45,469
Fire/safety	59,976
HVAC	244,939
Plumbing	20,700
Security	18,150
Structural/roof	13,800
Overhead & passage doors	97,416
Painting & pavilion staining	66,600
Flooring	8,750
Emergency Sirens	14,420
Other: pest control, locksmith, utility locates, landfill	24,630
	$ 642,052

Leases	
City Hall condo agreement	$ 298,920
Condo Vacancy Share	67,967
Health Space	12,000
	$ 378,887

CITY OF APPLETON 2026 BUDGET
FACILITIES AND
CONSTRUCTION MANAGEMENT

		2023 ACTUAL	2024 ACTUAL	2025 YTD ACTUAL	2025 ORIG BUD	2025 REVISED BUD	2026 BUDGET
	Program Revenues						
471000	Interest on Investments	1,487	4,905	24,651	-	-	-
480100	General Charges for Service	3,015,674	3,093,947	1,055,857	3,292,825	3,292,825	3,230,647
503000	Damage to City Property	32,300	100,226	16,652	-	-	-
503500	Other Reimbursements	2,904	2,607	3,131	5,000	5,000	5,000
	TOTAL PROGRAM REVENUES	3,052,365	3,201,685	1,100,291	3,297,825	3,297,825	3,235,647
	Personnel						
610100	Regular Salaries	232,337	249,913	75,600	729,390	729,390	745,236
610200	Labor Pool Allocations	356,049	386,785	113,006	-	-	-
610400	Call Time Wages	7,602	6,369	1,971	8,560	8,560	8,748
610500	Overtime Wages	11,884	13,675	2,993	11,455	11,455	11,707
610800	Part-Time Wages	12,968	13,027	3,162	15,365	15,365	15,592
611000	Other Compensation	1,135	1,135	955	-	-	-
611400	Sick Pay	3,881	83,309	-	-	-	-
611500	Vacation Pay	71,790	68,720	14,076	-	-	-
615000	Fringes	270,559	299,951	80,851	298,915	298,915	308,613
617000	Pension Expense	70,645	(11,724)	-	-	-	-
617100	OPEB Expense	(601)	11,724	-	-	-	-
	TOTAL PERSONNEL	1,038,249	1,122,884	292,614	1,063,685	1,063,685	1,089,896
	Training~Travel						
620100	Training/Conferences	13,405	7,993	3,731	8,000	8,000	8,000
620400	Tuition Fees	2,335	-	-	-	-	-
	TOTAL TRAINING / TRAVEL	15,740	7,993	3,731	8,000	8,000	8,000
	Supplies						
630100	Office Supplies	1,790	1,500	546	1,500	1,500	1,500
630200	Subscriptions	410	348	410	750	750	750
630300	Memberships & Licenses	2,605	3,834	993	2,000	2,000	2,000
630400	Postage/Freight	2,052	2,327	534	2,300	2,300	2,300
630500	Awards & Recognition	381	180	-	180	180	180
630600	Building Maint./Janitorial	380,607	389,749	137,382	366,482	366,482	366,482
630700	Food & Provisions	471	279	294	240	240	240
630901	Shop Supplies	10,036	9,491	3,001	9,500	9,500	9,500
631500	Books & Library Materials	362	858	-	700	700	700
632001	City Copy Charges	4,749	6,049	1,226	3,600	3,600	3,600
632002	Outside Printing	30	617	50	900	900	900
632101	Uniforms	315	2,057	-	500	500	500
632300	Safety Supplies	2,050	1,866	1,179	2,000	2,000	2,000
632700	Miscellaneous Equipment	28,291	27,380	3,246	26,500	26,500	26,500
	TOTAL SUPPLIES	434,149	446,535	148,861	417,152	417,152	417,152
	Purchased Services						
640100	Accounting/Audit Fees	1,932	1,830	-	1,847	1,847	1,865
640400	Consulting Services	12,103	13,515	-	12,000	12,000	12,000
640500	Engineering Fees	1,350	4,000	-	4,000	4,000	4,000
640700	Solid Waste/Recycling Pickup	6,703	1,302	364	3,107	3,107	3,107
641200	Advertising	423	171	325	1,000	1,000	1,000
641301	Electric	19,815	19,705	4,531	20,409	20,409	21,022
641302	Gas	10,772	7,121	4,664	11,044	11,044	11,376
641303	Water	1,783	1,990	469	1,800	1,800	1,890
641304	Sewer	589	777	177	630	630	656
641306	Stormwater	15,138	15,096	3,857	15,200	15,200	15,200
641307	Telephone	2,067	1,669	395	2,500	2,500	2,500
641308	Cellular Phones	4,277	4,532	1,035	4,000	4,000	4,000
641400	Janitorial Service	375,560	345,194	147,786	495,448	495,448	495,448
641600	Building Repairs & Maint.	746,315	661,614	187,138	634,391	634,391	642,052
641800	Equipment Repairs & Maint.	2,602	1,544	258	6,000	6,000	6,000
642501	CEA Operations/Maint.	24,374	27,941	3,505	31,933	31,933	29,981
642502	CEA Depreciation/Replace.	43,765	42,388	7,454	40,703	40,703	44,046
650100	Insurance	37,332	39,852	-	40,560	40,560	42,930
650200	Leases	314,450	378,752	162,712	474,416	474,416	378,887

CITY OF APPLETON 2026 BUDGET
FACILITIES AND
CONSTRUCTION MANAGEMENT

		2023 ACTUAL	2024 ACTUAL	2025 YTD ACTUAL	2025 ORIG BUD	2025 REVISED BUD	2026 BUDGET
650302	Equipment Rent	101	538	-	1,000	1,000	1,000
659900	Other Contracts/Obligation	6,420	5,362	21,263	7,000	7,000	7,000
	TOTAL PURCHASED SVCS	1,627,871	1,574,893	545,933	1,808,988	1,808,988	1,725,960
	Capital Outlay						
680401	Machinery & Equipment	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-
	Transfers						
791400	Transfer Out - Capital Project	-	5,000	-	-	-	-
	TOTAL TRANSFERS	-	5,000	-	-	-	-
	TOTAL EXPENSE	3,116,009	3,157,305	991,139	3,297,825	3,297,825	3,241,008

CITY OF APPLETON 2026 BUDGET
FACILITIES, GROUNDS AND CONSTRUCTION MANAGEMENT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2023 Actual	2024 Actual	2025 Budget	2025 Projected	2026 Budget
Revenues					
Charges for Services	$ 3,015,674	$ 3,083,947	$ 3,292,825	$ 3,292,825	$ 3,235,647
Total Revenues	3,015,674	3,083,947	3,292,825	3,292,825	3,235,647
Expenses					
Operating Expenses	3,116,009	3,152,305	3,297,825	3,297,825	3,241,008
Depreciation	-	-	-	-	-
Total Expenses	3,116,009	3,152,305	3,297,825	3,297,825	3,241,008
Operating Loss	(100,335)	(68,358)	(5,000)	(5,000)	(5,361)
Non-Operating Revenues (Expenses)					
Investment Income (Loss)	1,487	4,905	-	-	-
Other Income	35,204	112,833	5,000	5,000	-
Total Non-Operating	36,691	117,738	5,000	5,000	-
Income (Loss) before Contributions and Transfers	(63,644)	49,380	-	-	(5,361)
Contributions and Transfers In (Out)					
Transfer Out - Capital Projects	-	(5,000)	-	-	-
Change in Net Assets	(63,644)	44,380	-	-	(5,361)
Net Assets - Beginning	105,540	41,896	86,276	86,276	86,276
Net Assets - Ending	$ 41,896	$ 86,276	$ 86,276	$ 86,276	$ 80,915

SCHEDULE OF CASH FLOWS

	2025 Projected	2026 Budget
Cash - Beginning of Year	$ 156,535	$ 156,535
+ Change in Net Assets	-	(5,361)
Working Cash - End of Year	$ 156,535	$ 151,174