



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final-revised Safety and Licensing Committee

Wednesday, February 20, 2019

6:45 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[19-0186](#) Approval of minutes from previous meeting

Attachments: [S&L Minutes 2-6-19.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[19-0181](#) Operator's Licenses

Attachments: [Operator's Licenses for 2-20-19 S & L.pdf](#)

[19-0184](#) Permanent Premise Amendment application for a Beer Garden for Mc Guinness Irish Pub, Matthew Miller, agent, 201 S. Walnut St, contingent upon approval from all departments.

Attachments: [McGuinness Irish Pub-permanent premise amendment application.pdf](#)

[19-0105](#) Special Class "B" Beer License application for St. Thomas More Congregation, Curt J. Simon, Person in Charge, on 3-8-19, 3-22-19, 4-5-19 and 4-12-19, contigent upon approval from all departments

Attachments: [St. Thomas More Fish Frys S&L 2.13.19.pdf](#)

[19-0211](#) Special Class "B" Beer/Wine license application of Appleton Downtown Inc, Jennifer L. Stephany, Person in Charge, September 28, 2019, contingent on approval from all departments

Attachments: [Octoberfest-ADI 2019 Special B- S.L..pdf](#)

6. **Information Items**

[19-0153](#) Jeremiah Lucey Grant Program

Attachments: [JEREMIAH LUCEY GRANT PROGRAM.pdf](#)

[19-0082](#) Director's Reports

City Clerk

- Staffing update
- District 7 Spring Primary
- Granicus Ipad update

Fire Chief

- Captain Promotional Process
- Job Post of the Battalion Chief of Fire Prevention and Public Education

Police Chief

- Police Department Table of Organization Modification Request

Attachments: [Police Dpt Table of Organization Request.pdf](#)
[PD Table.pdf](#)

[19-0138](#) Special Events:
ACE'S St. Patrick's Charity Tour, Downtown Appleton, March 9, 2019

[19-0081](#) Police Department information on liquor law violation convictions.

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.



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100 North Appleton Street
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Meeting Minutes - Final Safety and Licensing Committee

Wednesday, February 6, 2019

6:45 PM

Council Chambers, 6th Floor

1. Call meeting to order

The meeting was called to order by Chair Lobner at 6:45 p.m.

2. Roll call of membership

Present: 5 - Lobner, Konetzke, Williams, Reed and Siebers

3. Approval of minutes from previous meeting

[19-0066](#)

Approval of minutes from previous meeting

Attachments: [S&L Minutes 1-9-19.pdf](#)

Konetzke moved, seconded by Siebers, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Lobner, Konetzke, Williams, Reed and Siebers

4. **Public Hearings/Appearances**

5. **Action Items**

Balance of the action items on the agenda.

Konetzke moved, Siebers seconded, to approve the balance of the agenda. The motion carried by the following vote:

Aye: 5 - Lobner, Konetzke, Williams, Reed and Siebers

[19-0067](#)

Class "B" Beer and "Class C" Wine application of Garden View Family Restaurant LLC, Located at 216 E College Ave., Rose Villanueva Salinas, Agent, contingent upon approval from all departments.

Attachments: [Liquor License Garden View Application.pdf](#)

This Report Action Item was recommended for approval.

[19-0080](#) Operator's Licenses

Attachments: [Operator's Licenses for 1-23-19 S & L.pdf](#)

This Report Action Item was recommended for approval.

[19-0065](#) Special Class "B" Beer/Wine License application for Littlest Tumor Foundation, Katharine E. Patience, Person in Charge, on 2-15-2019, contingent upon approval from all departments.

Attachments: [Littlest Tumor spec B S.L 1.15.19.pdf](#)

This Report Action Item was recommended for approval.

[19-0078](#) Special Class "B" Beer/Wine License application of NAMI Fox Valley, Kathleen M. Kumbier, Person in Charge, 2351 Fiesta Ct, Neenah, April 4, 2019, contingent upon approval from all departments

Attachments: [NAMI Fox Valley special B-S.L. 1.23.19.pdf](#)

This Report Action Item was recommended for approval.

[19-0068](#) Special Class "B" License applications filed after the agenda was published.

This Report Action Item was recommended for approval.

6. Information Items

[19-0069](#) Special Events:
Esto Vir- Mend for All Seasons Conference- St Pius X, 500 W Marquette St, March 2, 2019

[19-0082](#) Director's Reports
-City Clerk
-Fire Chief
-Police Chief

[19-0081](#) Police Department information on liquor law violation convictions.

7. Adjournment

Konetzke moved, seconded by Siebers, that the meeting be adjourned at 6:46 p.m. Roll Call. Motion carried by the following vote:

Aye: 5 - Lobner, Konetzke, Williams, Reed and Siebers

Operator's Licenses for 2/20/19 S & L

Approved

Alesandra R. Aragon	W14340 Oakwood Hills Silver Cliff
Ryan K. Berkley	103 N Durkee St Apt 1, Appleton
Erik A. Beyer	2645 N Millbrook Rd, Appleton
Emily A. Bichel	719 Oviatt St Kaukauna
Michael J. Biese	1114 N Richmond St, Appleton
Melissa M. Brantmeier	607 Buchanan St Little Chute
Renee M. Brueggeman	N1453 Stone Bluff Lane, Greenville
Samantha E. Gaudette Beller	711 E Boldt Way SPC 543 Appleton
Michael J. Gillam	2450 Honey Lou Ct Appleton
Joel P. Kizewski	3125 N Durkee St, Appleton
Jillian R. Klatt	1123 Main St, LaCrosse 54601
Karen M. Lopez	3053 W Greenmeadow Dr #8
Austin J. Meyer	N1653 Maloney Rd Kaukauna
Erika L. Moore	813 Dodge St Kaukauna
Anthony W. Nelson	2419 S Jackson St Appleton
Marcus A. Protsman	35 Woodmere Ct Apt 1, Appleton
Kathleen E. Risch	308 Sherry St Neenah
Ryan L. Sawlsville	620 West 3 rd St, Appleton
Joseph T. Seigle	1000 3 rd St Apt A-5 Menasha
Amy L. Shaft	1318 ½ N Division St, Appleton
Nathan D. Smits	218 E Division St Kaukauna
Eva H. Stockton	1825 S Kasper Dr Appleton
Amanda C. Stuyvenberg	W5443 Red Clover Tr Appleton
Ja Ia Thao	2641 S Jackson St Appleton
Skyler T. Wall	N9443 Handel Dr, Appleton
Elizabeth A. Weaver	1922 N Oneida St, Appleton
Leah M. Zemlock	309 Hewitt St, Neenah



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REQUEST for Beer/Liquor License Premise Amendment

FEES ARE NON-REFUNDABLE	Date Rec'd <u>1/21/19</u>
License Fee \$10.00/event	Acct: CLCAGP
Receipt <u>3501</u>	

SECTION 1 – LICENSE INFORMATION				
Name of Establishment	<u>MIP, LLC /dba McGUINNESS IRISH PUB</u>			
Address of Establishment	<u>201 S. WALNUT - APPLETON</u>			
Name of Agent	<u>MATTHEW MILLER</u>			
Phone Number	<u>920-573-0959</u>			
SECTION 2 – PREMISE AMENDMENT				
Please describe the change in premises: *A drawing/diagram of the proposed area must also be submitted with this application*				
<u>CONSTRUCTION OF A PERMANENT BEER GARDEN WITH FENCING AND PLANTINGS</u>				
Is this change Permanent? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	If this is temporary please specify the reason for the amendment:			
Please list the date(s) and time(s) that this temporary premise amendment will be utilized:				
SECTION 4 – PENALTY NOTICE				
I certify that I am familiar with Section 9-52 of the Municipal Code of the City of Appleton and agree that any license granted under this application may be suspended for cause at any time by the Common Council. Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.				
Signature of Applicant: <u>Matthew Miller</u>				
FOR OFFICE USE ONLY				
Department	Approve	Deny	By	Reason
Comm. Dev.				
Finance				
Fire				
Health				
Inspections				
Police				
S&L	Council	Date Issued	Exp. Date	License Number

Appleton

OFFICE OF CITY CLERK
FILED
JAN 22 2019
APPLETON, WISCONSIN

FEES ARE NON-REFUNDABLE
 License Fee - \$10.00 per event
 Investigation Fee 7.00
 Total Amount Paid 47.00
 Date Recv'd 1/23/19
 Acct. 110304322 CLCSPB
 Acct. 100.2359 CLCP1F
 Receipt 3556

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Application for Special Class "B" License to Sell Fermented Malt Beverages at Picnics or Gatherings

The named organization applies for:
 A temporary Class "B" license to sell FERMENTED MALT BEVERAGES at picnics or similar gathering under s. 125.25(6) Wis. Stats.
 A temporary Class "B" license to sell WINE at picnics or similar gathering under s. 125.51(10) Wis. Stats. (Limit 2 permits in a 12 month period)

SECTION 1 - ORGANIZATION INFORMATION - Answer all questions completely. Please PRINT clearly

Name of Organization (Bona fide club, lodge or society, veteran's organization or fair association) **St. Thomas More Congregation - Fish Fry Committee** Date Organized **09/01/1963**
 Address **1810 N. McDonald St.** City **Appleton** State **WI** Zip **54911**
 Person in Charge of Event: **Simon Curt J.** Name: Last **Simon** First **Curt** Middle Initial **J.** Date of Birth **11/27/1973**
 Address **3116 E. Greenleaf Dr.** City **Appleton** State **WI** Zip **54913** Person in charge phone number: **920-830-4143**

President	Last Lucas	First Rev. James	Middle Initial W.	Date of Birth 06/28/1968	Male <input checked="" type="checkbox"/>	Female
Address 2001 N. McDonald St.				City Appleton	State WI	Zip 54911
Vice President	Last	First	Middle Initial	Date of Birth	Male	Female
Address				City	State	Zip
Secretary	Last	First	Middle Initial	Date of Birth	Male	Female
Address				City	State	Zip
Treasurer	Last Tremel	First Barbara	Middle Initial J.	Date of Birth 04/06/1959	Male	Female <input checked="" type="checkbox"/>
Address N3518 Knight Rd.				City New London	State WI	Zip 54961

SECTION 2 - EVENT INFORMATION SECTION ** See Attached Sheet for more Dates

Date(s) of Event: Beginning **3 / 8 / 19** Ending: **3 / 8 / 19** Hours **4:00** ~~PM~~ **9:00** ~~PM~~ **
 Please describe the type of event you are going to have:
Fish Fry's
 Do you plan to serve food at this event? No Yes If yes, contact the Appleton Health Department. (920.832.6429)
 Location where beer or wine will be sold:
St. Thomas More School Building
 Address **1810 N. McDonald St.** City **Appleton** State **WI** Zip **54911**
 Are you requesting an "open concept" license? Yes Will minors be present? No
 Describe actual location and dimensions of area to be licensed -
 Be precise! **Lower Level Cafeteria of St. Thomas More School**
 If yes, how will you prevent minors from obtaining alcoholic beverages? **The beverage area will be supervised at all times by an adult & ID will be checked.**

SECTION 3 - PENALTY SECTION

This application must be on file in the Office of the City Clerk for at least ten (10) business days prior to granting the license.
 If the event will last more than four (4) days, the application shall be filed 15 days prior to the granting of the license.
 This organization also agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages if the license is granted. The officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.
 Signature of Officer: *[Signature]*

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Dept.	Approve	Deny	By	Reason
Police	<input checked="" type="checkbox"/>		<i>Miller</i>	
Fire	<input checked="" type="checkbox"/>		<i>Patterson</i>	
Health	<input checked="" type="checkbox"/>		<i>Minkes</i>	
Inspection	<input checked="" type="checkbox"/>		<i>Vonde Walle</i>	<i>Exits must be free from obstructions</i>
S&L 2-13-19	Council 2-20-19	Date Issued	Exp. Date	License Number

St. Thomas More Church
Fish Fry Committee
1810 N. McDonald St.
Appleton, WI 54911

ADDITIONAL FISH FRY DATES

March 22, 2019	4:00 p.m. to 9:00 p.m.
April 5, 2019	4:00 p.m. to 9:00 p.m.
April 12, 2019	4:00 p.m. to 9:00 p.m.



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FEES ARE NON-REFUNDABLE		Date Rec'd <u>2/7/19</u>
License Fee - \$10.00 per event		Acct. 11030.4322
Investigation Fee + 7.00		Acct. 100.2359
Total Amount Paid <u>17</u>		Receipt <u>4234</u>

Octoberfest

CK# 17143
1.14.19

Application for Special Class "B" License to Sell Fermented Malt Beverages at Picnics or Gatherings

The named organization applies for:

A temporary Class "B" license to sell FERMENTED MALT BEVERAGES at picnics or similar gathering under s. 125.28(6) Wis. Stats.

A temporary Class "B" license to sell WINE at picnics or similar gathering under s. 125.51(10) Wis. Stats. (Limit 2 permits in a 12 month period)

SECTION 1 - ORGANIZATION INFORMATION - Answer all questions completely. Please PRINT clearly

Name of Organization (Boys fide club, lodge or society, veteran's organization or fair association) Date Organized
Appleton Downtown Inc. 4.2.93

Address 333 W. College Ave., Ste. 100 City Appleton State WI Zip 54911

Person in Charge of Event: Name: Last Stephany First Jennifer Middle Initial L. Date of Birth 5.16.72

Address 333 W. College, Ste. 100 City Appleton State WI Zip 54911 Person in charge phone number:

President Last Peterson First John Middle Initial C. Date of Birth Male Female

Address 200 E. College Ave. City Appleton State WI Zip 54911

Vice President Last Johnson First Deb Middle Initial A. Male Female

Address 300 W. College Ave. City Appleton State WI Zip 54911

Secretary Last Haage First Lynn Middle Initial S. Male Female

Address 101 E. Water St. City Appleton State WI Zip 54911

Treasurer Last Vargaska First Laura Middle Initial E. Male Female

Address 200 E. Washington St. City Appleton State WI Zip 54911

SECTION 2 - EVENT INFORMATION SECTION

Date(s) of Event: Beginning 9/28/19 Ending: 9/28/19 Hours 9 AM PM 5:30 AM PM

Please describe the type of event you are going to have:
Free event celebrating food, arts, music, beer & family fun activities

Do you plan to serve food at this event? No Yes If yes, contact the Appleton Health Department. (920.832.6429)

Location where beer or wine will be sold:
College Avenue - Richmond St. to Lane St.

Address City Appleton State WI Zip 54911

Are you requesting an "open concept" license? No Yes Will minors be present? No Yes

Describe actual location and dimensions of area to be licensed - Be precise! Previous years map attached If yes, how will you prevent minors from obtaining alcoholic beverages? Wristband purchase with I.D. licensed bartender at each location.

SECTION 3 - PENALTY SECTION

This application must be on file in the Office of the City Clerk for at least ten (10) business days prior to granting the license. If the event will last more than four (4) days, the application shall be filed 15 days prior to the granting of the license. This organization also agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages if the license is granted. The officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

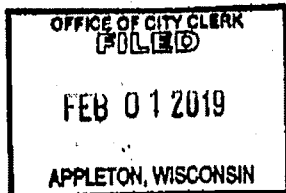
Signature of Officer Jennifer Stephany

FOR OFFICE USE ONLY

Dept.	Approve	Deny	By	Reason
Police				
Fire				
Health				
Inspection				
SKL <u>2-20-19</u>	Council	Date Issued	Exp. Date	License Number

11-01-09 Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

Return application to: City Clerk, 100 North Appleton Street, Appleton, WI 54911-4799



GRANT TRACKING FORM



PART #1: Notification of Grant Funds

(email to tony.saucerman@appleton.org)

APPLICANT DEPARTMENT: Appleton Fire Department

DATE: 2/06/2019

APPLICANT DEPARTMENT GRANT CONTACT NAME/TITLE: Jeremy Hansen/Fire Chief

COMMITTEE OF JURISDICTION: Safety & Licensing Committee

NAME OF GRANT/FUNDING SOURCE: Jeremiah Lucey Grant Program

AMOUNT OF GRANT REQUEST: \$20,000

LOCAL MATCH REQUIREMENT: N/A

SOURCE OF MATCH: General Fund Non-General Fund Not Applicable

TIMEFRAME OF GRANT: 08/15/2019 through 12/15/2019

TYPE OF GRANT REQUEST: Monetary Other (explain under 'purpose of grant')

PURPOSE OF GRANT (summary): This grant will allow the fire department to acquire two particulate hoods per firefighter. The particulate hoods provide firefighters increased protection from the harmful byproducts of fire.

How does the grant meet City/Department/Program goals? The grant will improve the long-term health of firefighters by protecting them from the harmful byproducts of fire.

What are the personnel requirements (include both existing and new staff) of the grant? There are no additional requirements of personnel other than training on the fit and maintenance of the new PPE.

DEPARTMENT HEAD SIGNATURE: _____

PART #2: Request to Accept Grant Funds

(complete after notification of grant award; email to tony.saucerman@appleton.org)

AMOUNT OF GRANT AWARD: \$ _____

FEDERAL/STATE ID #: _____

LOCAL MATCH REQUIREMENT: \$ _____

Please describe the source of match, if applicable: _____

Please describe any major changes in proposed grant-funded activities: _____

<i>PART</i>	<i>TO:</i>	<i>DATE:</i>	<i>TO:</i>	<i>DATE:</i>	<i>TO:</i>	<i>DATE:</i>
#1: Request to Apply	Finance Dept		COJ - Info/Action		FAC - Info/Action	
#2: Request to Accept	Finance Dept		COJ - Action		FAC - Action	

COJ = Committee of Jurisdiction

FAC = Finance and Administration Committee

Leary Foundation Grant

Information about your department

The Appleton Fire Department (AFD) is responsible for emergency medical services, fire suppression, mitigation of disasters, and rescue and extrication activities. Specialized teams (Special Operations) include the Hazardous Materials Response Team, the Technical Rescue Team, Confined Space Rescue, Swift Water Rescue, Technical Rope Rescue and Trench Rescue. Specialized rescue services are provided for the City of Appleton and many of the firefighters are also members of the State of WI technical rescue team. The AFD is a State Type II Hazardous Materials Response Team and is also one of two departments that provide radiological survey response for the entire State of Wisconsin.

Responding to emergencies consumes a large portion our of time. On average, the fire department responds to 4,000 calls yearly. When not responding to emergencies, staff spends time training and conducting inspections. Inspections are completed for commercial and multi-family facilities to ensure compliance with the national and local fire and life safety codes.

When not responding to emergencies, training or conducting inspections, crews conduct fire station tours, participate in community special events, and give fire and life safety presentations.

Name of department, town/city, state, and zip code – *Appleton Fire Department; Appleton, WI 54911*

Paid or volunteer department – *All paid personnel*

Department size – *87 Career Suppression personnel and 10 support personnel*

The population of your town/city and any surrounding areas that your department serves

The City of Appleton is the hub of a larger community known as the Fox Cities located in northeast Wisconsin. According to the US Census the population for the City of Appleton was 74,370, while the whole Fox Cities Community was around 300,000 people. The City of Appleton's size is almost 25 square miles with new growth every year. Appleton recognizes the importance of working with outside partners and as a result has automatic aid agreements with the Grand Chute Fire Department and Neenah/Menasha Fire Rescue as well as mutual aid through MABAS with numerous other surrounding communities.

Information about your grant request

Nationwide there has been a rise in cancer in firefighters. Firefighters turnout gear (coat, pants, gloves, and footwear) are designed with multiple layers that protect against moisture, as well as heat and flame dangers, but act as sponges for contaminants that can work their way onto firefighters' skin if not properly laundered. As a result the cancerous chemicals are absorbed into the skin. Other pieces of the firefighters' ensembles, specifically the hood is not designed to protect against many chemicals released during a fire. Recently though, many manufacturers have created a firefighting hood that protects just as effectively against heat and fire, and also protects against particulates. The difference between the current hood and the new particulate hoods is protection down to .1 microns compared to 2.5 microns with the older style being currently used. While the difference being measured is small and is measured in microns, the result is large in the number of chemicals that can be effectively blocked. The new particulate hoods will also allow for the AFD to be in compliance with the 2018 NFPA 1971 Standard.

Type of grant – training, equipment, and/or technology – *Equipment*

Estimated value of the grant your department is requesting

\$20,000; \$110 per hood (estimate based upon the internet – cost should be cheaper based upon large quantity purchase direct from a vendor).

90 personnel - \$110 per hood – 2 hoods per person (in order to be protected immediately following a fire and continue on with shift)

Description of how the grant will be utilized and timeline for implementation

The grant would be implemented immediately. All personnel would be provided with two (2) particulate firefighting hoods. The first hood would be for immediate use, and the second set would be utilized when the first hood was being laundered or sent in for repairs. This way the firefighter would always be protected from the harmful byproducts of fire. The hoods are designed to work the same way that current hoods do so training time would be negligible.

Why your department is requesting this grant, including challenges your department faces

Cancer has been and continues to be a large concern for firefighters across the country. While the AFD has made many improvements to protecting the safety of the firefighters, this is a remaining piece that has been difficult to implement due to the cost of the hoods. This type of purchase would need to be funded as an operations expense and the amount necessary would just not be feasible. Also with the Governor of Wisconsin placing a tax levy limit which restricts municipalities' abilities to raise taxes the option to make this purchase a capital purchase is also not feasible.

What steps have been taken and/or commitments made by your department/jurisdiction to try to meet this need of the department?

The AFD has taken many steps to lessen the potential for firefighters to be exposed to cancerous causing agents released at a fire. Policy changes have been implemented to require the use of Self Contained Breathing Apparatus (SCBA) for all activities conducted at a fire scene including overhaul. If heavily contaminated the firefighters are advised to hose off as much contaminants as possible prior to even leaving the scene. The AFD has also purchased a second set of structural turnout gear so that immediately following a fire, the firefighter can launder the contaminated set and continue with their shift without continuous exposure to the chemicals. If the contaminant is severe then it is shipped out to a specialized cleaning company. Another effort implemented is the use of wipes for the face neck and hands immediately following a fire. The AFD has also directed all firefighters to take a shower as soon as they return to quarters following a fire. All suppression gear (clean and dirty) are not allowed in the living quarters to help prevent the potential of secondary contamination.

Indicate if you have reached out to your municipality for funding. Reference any other sources being approached for support of this project.

The budget for this type of item and the amount required would not be feasible under current budget conditions. The City of Appleton is not able to find the money for this type of purchase in other budgets either as other departments have been asked to cut their budgets already. The only way that the AFD is going to acquire the particulate hoods is through grants or donation.



POLICE DEPARTMENT

222 South Walnut Street • Appleton, WI 54911-5899
(920) 832-5500 • Fax (920) 832-5553
<http://www.appleton.org/police>

To: Alderperson Konetzke, Human Resources Committee Chairperson
Alderperson Lobner, Safety and Licensing Committee Chairperson

From: Chief Todd Thomas

Date: January 18, 2019

Subject: Police Department Table of Organization Modification Request

I have continued to review processes, programs and our organizational structure and I am presenting the following recommendation for modifications to the Police Departments Table of Organization.

1. Job Title Change – **Investigative Services Unit Captain to Captain of Investigations and Support Services.**
2. Unit Title Change – **Community Resource Unit to Special Investigations Unit.**
3. **Community Resource Unit** – creation of a new **Community Resource Unit** comprised of our **Behavioral Health Officer** and our two **Community Liaison Officers.**
4. Move one FTE **Police Communications Specialist** position to a second **Forensic Evidence Specialist** position in our **Identification Unit**; remove the **Police Officer** position from the **Identification Unit** and reassign to **Patrol Operations.**

Police Department Table of Organization Modification Request

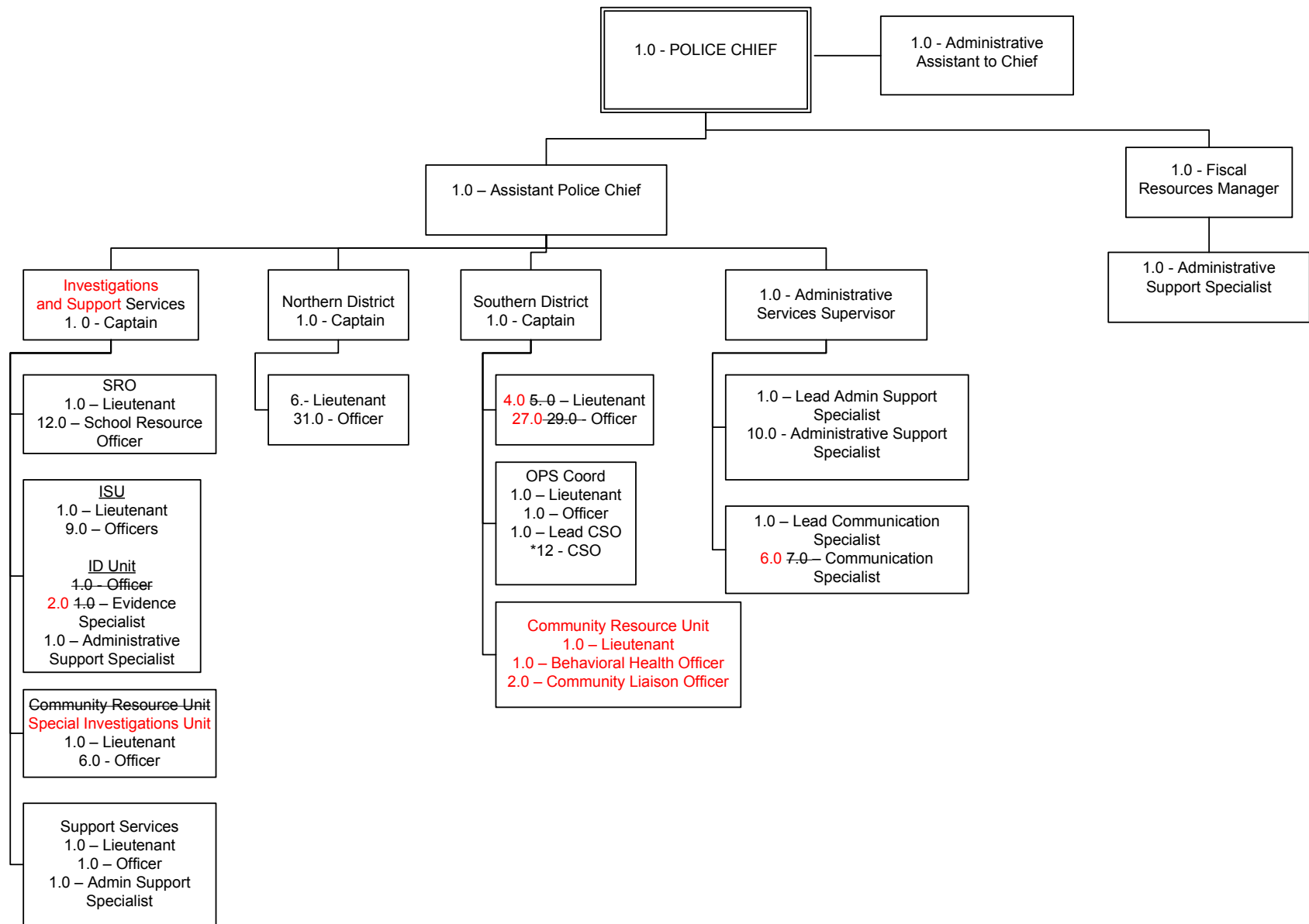
1. Job Title Change – **Investigative Services Unit Captain to Captain of Investigations and Support Services.** This is a title change only that more accurately describes the duties of the position, there is no financial impact.
2. Unit Title Change – **Community Resource Unit to Special Investigations Unit.** This is a title change only that more accurately describes the work of the unit. The unit is refocused with a mission on more aggressive drug enforcement and fugitive apprehension. In our last two community surveys, and our one internal survey, drug crimes and addiction are the number one community concern. There is no financial impact.

3. **Community Resource Unit** – creation of a new **Community Resource Unit** comprised of our Lieutenant, **Behavioral Health Officer (BHO)** and our two **Community Liaison Officers (CLO)**. These positions will be under the Southern District and Operations Coordinator District. The title more accurately describes the work and mission of the BHO and CLO's. Mental Health and Homelessness issues continue to grow and are always one of our top community concerns. Creating this unit, to collaborate together and externally with other community partners, will make us more efficient and effective. This unit will be supervised by an Operations Lieutenant, who will report to the Captain of the Southern District and Operations Coordination. There is no financial impact.

4. Move one FTE **Police Communications Specialist** position to a second **Forensic Evidence Specialist** position in our **Identification Unit**; remove the **Police Officer** position from the **Identification Unit** and reassign to **Patrol Operations**. This move has been discussed before and in 2015 we were approved to move one Police Officer position from the ID Unit to Patrol Operations, and replace them with a Forensic Evidence Specialist. The council has been informed of our Staffing Plan and our intention to increase the number of patrol officers by creating an efficiency in our Administrative Services Unit. This move will do that and finalize the civilianization of our Identification Unit.
 - The Police Communication Specialist position has not been filled while we piloted a new schedule with the unit to see if it could operate at the same level without this position. We went to a flexible work schedule, similar to what our Patrol Operations use, for the unit. We have been able to appropriately staff the unit, without any increase in overtime.
 - The financial impact will be a possible upgrade in the pay from a PCS to a FES. The average PCS salary is \$47,050 plus fringe benefits, the FES position is currently \$52,458 plus fringe benefits. The expected increase is approximately \$5,400. We expect some of this to be offset by a savings in overtime by adding a Patrol Officer to Operations but we are not able to accurately estimate that cost savings and the rest can be absorbed in our budget.
 - The date of this move may not be until the end of 2019 because of an anticipated FMLA leave in the unit, and the time to recruit, hire and train the new employee.

We will constantly review programs, processes, and our organizational structure. We also know that it takes time for changes to take hold so that we can truly determine if the anticipated benefits outweigh the unintended consequences. I will review the impact of any change that is approved and report back to the Council if there are any concerns.

Chief Todd Thomas



DRAFT 2-1-19