



City of Appleton

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

Meeting Agenda - Final-revised Safety and Licensing Committee

Wednesday, July 27, 2016

6:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[16-1142](#) Approval of minutes from July 13, 2016 meeting

Attachments: [S&L Minutes 7-13-16.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[16-1212](#) Operator's License application of Andrea K. Brown, 1811 E. Melrose Avenue

Attachments: [Operator License application - Andrea K Brown.pdf](#)

[16-1138](#) Operator's Licenses

Attachments: [Operator's Licenses for 7-27-16 S & L.pdf](#)

[16-1139](#) Renewal Operator's Licenses

Attachments: [Renewal Operator's Licenses for 7-27-16 S & L.pdf](#)

[16-1151](#) Special Class "B" Beer/Wine License application of Celebration Church, Chad A. Raisleger, Person in Charge, 303 N. Oneida Street, August 4 - 7, 2016, contingent upon approval from all departments.

[16-1143](#) Special Class "B" Beer License applications filed after the agenda was published.

6. **Information Items**

[16-1140](#) Special Events:
Parks & Rec Kids Rummage Sale - July 25, 2016
Fox Fit Fest - July 22, 2016
Building for Kids Children's Parade - July 27, 2016

[16-1144](#) Director's Reports:
City Clerk
Fire Chief
Police Chief

Attachments: [Police Weekly Report - Week 23.pdf](#)

[16-1145](#) Police Department information on liquor law violation convictions.

[16-1147](#) 2016 Fire Department mid-year report.

Attachments: [2016 Mid-Year Report - 6-30-16.pdf](#)

[16-1152](#) Legal Services Department Mid-Year Review

Attachments: [2016 Mid-Year Review \(002\).pdf](#)

[16-1166](#) Police mid-year budget review.

Attachments: [2016 APD Mid-Year report.pdf](#)

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.



City of Appleton

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

Meeting Minutes - Final Safety and Licensing Committee

Wednesday, July 13, 2016

6:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

The meeting was called to order by Chair Lobner at 6:00 p.m.

2. Roll call of membership

Present: 5 - Lobner, Jirschele, Konetzke, Meltzer and Williams

3. Approval of minutes from previous meeting

[16-1040](#)

Approval of June 22, 2016 Minutes

Attachments: [S&L Minutes 6-22-16.pdf](#)

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

Aye: 5 - Lobner, Jirschele, Konetzke, Meltzer and Williams

4. Public Hearings/Appearances

5. Action Items

[16-1068](#)

Operator's License application of Lisa J. Finkler, 954 W. Cecil Street, Neenah.

Konetzke moved, seconded by Meltzer, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 3 - Lobner, Konetzke and Meltzer

Nay: 2 - Jirschele and Williams

[16-1048](#)

Request to modify Appleton Municipal Code Chapter 6.

Attachments: [Modify Municipal Code Chapter 6.pdf](#)

Jirschele moved, seconded by Meltzer, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Lobner, Jirschele, Konetzke, Meltzer and Williams

[16-1049](#) Request Authorization to Single Source the Purchase of a Fire Pumper

Attachments: [Memo - Request to Sole Source Purchase Fire Pumper - 2016.pdf](#)

Meltzer moved, seconded by Konetzke, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Lobner, Jirschele, Konetzke, Meltzer and Williams

Balance of the action items on the agenda.

Konetzke moved, Meltzer seconded, to approve the Balance of the Agenda. The motion carried by the following vote:

Aye: 5 - Lobner, Jirschele, Konetzke, Meltzer and Williams

[16-1038](#) Operator's Licenses

Attachments: [Operator's Licenses for 7-13-16 S & L.pdf](#)

This Report Action Item was recommended for approval

[16-1039](#) Renewal Operator's Licenses

Attachments: [Renewal Operator's Licenses for 7-13-16 S & L.pdf](#)

This Report Action Item was recommended for approval.

[16-1027](#) "Class B" Beer/Liquor License - Change of Premise Description of Emmetts Bar & Grill, Sharon L. Reader, Agent, 139 N. Richmond St., for the dates of August 4-7, 2016, contingent upon approval from all departments.

This Report Action Item was recommended for approval.

[16-1047](#) "Class B" Beer/Liquor License - Change of Agent application of Apple Hospitality Group LLC, d/b/a Applebee's Neighborhood Grill & Bar, Vincenzo Annisi, Agent, 3040 E. College Ave., contingent upon approval from the Police Department.

This Report Action Item was recommended for approval.

[16-1050](#) Special Class "B" Beer License application of Fox Valley Heat Fastpitch Softball, Cori V. Shearer, Person in Charge, 1630 E. Witzke Blvd., August 5-7, 2016, contingent upon approval from all departments.

This Report Action Item was recommended for approval.

[16-1109](#) Special Class "B" Beer license application of Outagamie County Historical Society, Inc., Nicholas J. Hoffman, Person in Charge, 330 E. College Avenue, August 4-6, 2016, contingent upon approval from all departments.

This Report Action Item was recommended for approval.

[16-1062](#) Special Class "B" Beer/Wine License amendment to application of Creative Downtown Appleton, Greg W. Otis, Person in Charge, amending the time schedule for Mile of Music to 11:30 am - 10:00 pm at Houdini Plaza and Jones Park.

Attachments: [Creative Downtown Appleton amendment to Special B.pdf](#)

This Report Action Item was recommended for approval.

[16-1092](#) Special Class "B" Beer License applications filed after the agenda was published.

This Report Action Item was recommended for approval.

6. Information Items

[16-1035](#) Special Events:
Creative Downtown Mile of Music - August 4-7, 2016

[16-1041](#) Director's Reports:
City Clerk
Fire Chief
Police Chief

Attachments: [Police Weekly Report - Week 20.pdf](#)

[16-1042](#) Police Department information on liquor law violation convictions.

7. Adjournment

Konetzke moved, seconded by Williams, that the meeting be adjourned at 6:42 p.m. Roll Call. Motion carried by the following vote:

Aye: 5 - Lobner, Jirschele, Konetzke, Meltzer and Williams



"...meeting community needs
.....enhancing the quality of life"

LICENSE APPLICATION for
OPERATOR'S (BARTENDER'S) LICENSE

FEES ARE NON-REFUNDABLE

Date Recv'd 7/6/16

☐ Operator License \$60.00 Acct. 11030.4307
☒ Operator License
☒ Plus a provisional \$75.00 Acct. 11030.4307
☒ Investigation fee \$ 7.00 Acct. 100.2359
Total fee paid \$ 82 Receipt 4556495

☒ Original Application
☐ Renewal - License # _____

SECTION 1 - APPLICANT INFORMATION

Applicant Name (Last, First, MI) <u>Brown, Andrea, K</u>		Maiden <u>Brown</u>	
Street Address <u>1811 E Melrose Ave</u>		City <u>Appleton</u>	State <u>WI</u>
Driver's License Number [REDACTED]		Zip <u>54911</u>	
Date of Birth [REDACTED]		State License Issued In: <u>WI</u>	
Sex <u>F</u>	Home Phone Number <u>-</u>	Cell phone Number <u>920 843 4626</u>	

Name and Address of Establishment you will be selling alcohol

Rascals Appleton

SECTION 2 - CONVICTION RECORD - NEW APPLICANT: You are required to list each and every violation and/or offense for which you have been convicted. Failure to provide complete answers may result in a denial of your application.

Have you EVER had an Operator's (Bartender's) License? ☒ YES ☐ NO

If Yes; where? _____

Have you EVER been convicted of a felony? ☒ YES ☐ NO

If Yes; when, where and what type of violation? (Please be specific)

possession - Sept 2015 marshfield - gone through treatment & receive

Have you EVER been convicted of a misdemeanor or ordinance violation? ☒ YES ☐ NO weekly testing.

If Yes; when, where and what type of violation? (Example: speeding, OWI) possession.

SECTION 2 - CONVICTION RECORD - RENEWAL APPLICANT: List any pending charges, citations, tickets and all convictions since last license application. Failure to provide complete answers may result in a denial of your application.

Have you EVER had an Operator's (Bartender's) License? ☐ YES ☐ NO

If Yes; where? _____

Have you been convicted of a felony since last license application? ☐ YES ☐ NO

If Yes; when, where and what type of violation? (Please be specific)

Have you been convicted of a misdemeanor or ordinance violation since last license application? ☐ YES ☐ NO

If Yes; when, where and what type of violation? (Example: speeding, OWI) _____

SECTION 3 - PENALTY NOTICE

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: Andrea K Brown

FOR OFFICE USE ONLY

Department	Approve	Deny	By	Reason
POLICE		<u>X</u>	<u>Miller</u>	
Date sent to APD <u>7-7-16</u>	Scheduled FVTC Class	Class Completion Date <u>7-6-16</u>	Current other license: Muni _____ # _____	
Safety and Licensing	Common Council	Date Issued	Expiration Date <u>6-30-18</u>	License Number

Last increase adopted 11-21-2012 Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

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

Operator's Licenses for 7/27/16 S & L

Approved

Allexander J. Stichman	585 House Road, New London
Amber L. Long	166 Lorraine Avenue, Neenah
Andrea M. Shortess	1232 W. Spring Street
Ashleigh N. Wolff	1807 E. College Avenue
Ashley M. Hess	1350 Great Plains Drive, #7, Neenah
Ashley N. Roderick	146 N. Western Avenue, Apt J, Neenah
Brian W. Miller	403 N. Morrison Street
Casey P. Coyle	1026 W. Lawrence Street
Colleen K. Jamrock	312 W. 15 th Avenue, Oshkosh
Devyn J. Waterstradt	3115 W. Glenpark Drive, #7
Elizabeth G. Crittenden	304 E. Harris Street
Erika J. Cortes	149 Lamplighter Drive, #5, Kaukauna
Hannah V. Ahlquist	3155 N. Sunridge Drive
Heather L. Elias	1017 W. Wisconsin Avenue
James A. Kozak	1034 E. Northwood Drive
Jason P. Vandenberg	612 E. South River Street
Jessica L. Angell	N132 N. Coop Road
Kirsten Smith	W5859 Hwy 10, Menasha
Jennifer L. Bishop	8 Easthaven Court, #5
Jennifer L. O'Brien	5149 W. Anita Street
John D. Strange	W3435 Equestrian Trail
John M. O'Brien	2636 N. Mason Street, #6
Keenan G. Brace	1724 W. Winnebago Street
Laci S. Dorn	1030B W. Elm Drive, Little Chute
Liliane G. Jones	720 W. 5 th Street
Lorreen E. McCabe	214 Fillmore Street, Kaukauna
Marcie K. Foxgrover	2419 N. Ballard Road, #2
Morgan M. Bartell	1270 Wittmann Park Lane, Menasha
Robert M. Ottesen	914 Marquette Avenue, Green Bay
Shannon M. Willkommen	1818 N. Richmond Street
Smile Bali	1340 Lucerne Drive, #1, Menasha
Steven M. Walsh	217 E. Kimball Street
Tammy J. Mehlberg	307 W. Weiland Avenue
Thomas R. Okrie	1566 Secretariat Lane, Neenah
Tiffany L. Gray	W5809 Skippers Lane
Veronica N. Peerenboom	347 W. 14 th Avenue, Oshkosh
Whitney M. Hill	1311 W. Brewster Street

Renewal Operator's Licenses for 7/27/16 S & L

Approved

Adam J. Piepenburg	1323 S. Matthias Street
Amanda L. Bellile	N1802 Lily of the Valley Dr., Greenville
Andrea R. Templer	902 W. Packard Street
Benjamin R. Allgeyer	621 Monroe Street, Little Chute
Claire T. Lindberg	5211 W. Spencer Street
Jacqueline D. Dahlke	4030 Towne Lakes Cir, #1208
Jeremy R. Theunis	105 W. 3 rd Street, Kaukauna
Jessica B. Sigler	2885 Glen Creek Pl, #10
Kayla B. Brunette	1312 W. Prospect Avenue
Kyle W. Bloedow	142 N. Main Street, Kimberly
Mai Lo	2601 N. Drew Street
Molly F. Mueller	124A W. Atlantic Street
Nicholas J. Brouillard	727 ½ W. Lawrence Street
Tammy L. Kerry	3320 N. Meade Street, #8

**APPLETON POLICE DEPARTMENT
WEEKLY REPORT
2016**

**WEEK # 23
ENDING 6/9/2016**

	TW	TWLY	TYTD	LYTD	YTD Incr
Calls for Service	1,047	1,082	21,170	20,289	4.3%
Citizen Initiated	727	752	13,503	12,524	7.8%
Officer Initiated	298	321	7,348	7,481	-1.8%
Reports Handled by Comm Technicians	17	34	287	432	-33.6%

	TW	TWLY	TYTD	LYTD	YTD Incr
Group A Crimes	65	89	1,815	1,733	4.7%
Group B Crimes	102	109	2,175	2,566	-15.2%

PARKING TICKETS	TW	TWLY	TYTD	LYTD	YTD Incr
2 A.M. to 5 A.M.	42	71	2,114	3,238	-34.7%

INCARCERATIONS	TW	TWLY	TYTD	LYTD	YTD Incr
Lock-ups	55	39	914	913	0.1%

	TW	TWLY	TYTD	LYTD	YTD Incr
Citizen Contact Reports (Written Warnings)	213	253	5,203	5,724	-9.1%
Traffic Citations	125	74	2,611	2,322	12.4%
Speeding Citations	6	2	144	192	-25.0%
Seatbelt Citations	41	4	376	138	172.5%
City Summonses	39	38	877	893	-1.8%
Underage drinking	3	5	59	61	-3.3%
Possess tobacco	-	-	15	17	-11.8%
Curfew violations	1	-	6	2	200.0%
Possess marijuana/paraphernalia	8	4	171	163	4.9%
Warrants Issued	9	8	197	251	-21.5%
APD Warrants Quashed	7	12	224	249	-10.0%
Warrants Quashed for Other Agencies	7	10	170	178	-4.5%
Initials scheduled for Court	153	134	2,791	2,897	-3.7%
No shows for initials	77	61	1,383	1,489	-7.1%
City Court trials held	-	7	13	29	-55.2%
Offense Reports	183	144	3,562	3,355	6.2%
Offense Report Follow-ups	52	34	984	799	23.2%

Statistics

Start Date/Time: 6/3/2016 12:00:00 AM
End Date/Time: 6/10/2016 12:00:00 AM
Jurisdiction: W10450100

Offenses

UCR Code	UCR Description	This	This	YTD-This	YTD-Last	YTD %	Arrest	Excep	Adult	Juv	Arrest	Excep	Arrest	Excep	Arrest	Excep
		Period	Period	Year	Year			Cleared				Cleared		Cleared		Cleared
A	Group A															
09A	MURDER & NON-NEGLIGENT MANSLAUGHTER	0	0	1	0	100.0%	0	0	0	0	1	0	100.0%	0.0%	0	0
09B	MANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
09C	JUSTIFIABLE HOMICIDE	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
100	KIDNAPPING/ABDUCTION	0	0	7	6	16.7%	0	0	0	0	6	0	85.7%	0.0%	6	0
11A	RAPE	0	1	11	13	-15.4%	0	0	0	0	0	1	0.0%	9.1%	5	1
11B	SODOMY	1	0	8	9	-11.1%	0	0	0	0	1	0	12.5%	0.0%	4	1
11C	SEXUAL ASSAULT WITH AN OBJECT	0	0	3	1	200.0%	0	0	0	0	0	2	0.0%	66.7%	0	1
11D	FONDLING	1	1	27	13	107.7%	0	0	0	0	7	8	25.9%	29.6%	5	2
11E	EJACULATE/EXCRETE UPON VICTIM SEX OFFENSES, NON-FORCIBLE	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
120	ROBBERY	0	0	14	6	133.3%	0	0	0	0	7	0	50.0%	0.0%	4	0
13A	AGGRAVATED ASSAULT	1	8	63	57	10.5%	1	0	1	0	44	1	69.8%	1.6%	53	0
13B	SIMPLE ASSAULT	7	6	180	162	11.1%	4	1	4	0	132	10	73.3%	5.6%	118	18
13C	INTIMIDATION	1	0	12	17	-29.4%	1	0	1	0	7	0	58.3%	0.0%	13	1
200	ARSON	0	2	0	4	-100.0%	0	0	0	0	0	0	0.0%	0.0%	0	0
210	EXTORTION/BLACKMAIL	0	0	0	1	-100.0%	0	0	0	0	0	0	0.0%	0.0%	0	0
220	BURGLARY/BREAKING AND ENTERING	1	3	51	38	34.2%	0	0	0	0	7	0	13.7%	0.0%	7	0
23A	POCKET PICKING	0	0	0	1	-100.0%	0	0	0	0	0	0	0.0%	0.0%	0	0
23B	PURSE SNATCHING	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
23C	SHOPLIFTING	6	4	167	138	21.0%	1	0	1	0	92	4	55.1%	2.4%	102	2
23D	THEFT FROM BUILDINGS	3	4	139	113	23.0%	0	0	0	0	14	7	10.1%	5.0%	9	12
23E	THEFT FROM COIN-OPERATED MACHINE OR DEVICE	0	0	2	1	100.0%	0	0	0	0	0	0	0.0%	0.0%	0	0
23F	THEFT FROM MOTOR VEHICLE	4	5	49	80	-38.8%	0	0	0	0	0	0	0.0%	0.0%	3	0
23G	THEFT OF MOTOR VEHICLE PARTS OR ACCESSORIES	0	0	16	11	36.4%	0	0	0	0	0	0	0.0%	0.0%	0	0
23H	ALL OTHER LARCENY	4	12	99	87	13.8%	1	0	1	0	19	5	19.2%	5.1%	28	3
240	MOTOR VEHICLE THEFT	1	1	13	24	-45.8%	0	0	0	0	1	1	7.7%	7.7%	4	3

Statistics

Offenses							Cases Cleared This Period				Cases Cleared YTD		YTD %		YTD Last Year	
UCR Code	UCR Description	This Period	This Period Last Year	YTD-This Year	YTD-Last Year	YTD %	Arrest	Excep Cleared	Adult	Juv	Arrest	Excep Cleared	Arrest	Excep Cleared	Arrest	Excep Cleared
250	FORGERY/COUNTERFEITING	4	1	28	20	40.0%	0	0	0	0	1	1	3.6%	3.6%	2	1
26A	FALSE PRETENSE/SWINDLE/CONFIDEN CE GAME	1	2	66	46	43.5%	0	0	0	0	11	2	16.7%	3.0%	14	1
26B	FRAUD CREDIT CARD/AUTOMATED TELLER MACHINES	0	0	22	50	-56.0%	0	0	0	0	2	0	9.1%	0.0%	19	1
26C	IMPERSONATION	0	4	75	142	-47.2%	0	0	0	0	2	4	2.7%	5.3%	18	0
26D	WELFARE FRAUD	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
26E	WIRE/COMPUTER/OTHER ELECTRONIC MANIPULATION	0	0	0	3	-100.0%	0	0	0	0	0	0	0.0%	0.0%	0	0
270	EMBEZZLEMENT	0	0	10	7	42.9%	0	0	0	0	2	2	20.0%	20.0%	1	1
280	STOLEN PROPERTY OFFENSES (RECEIVING, ETC.)	0	0	9	8	12.5%	0	0	0	0	3	1	33.3%	11.1%	5	0
290	DESTRUCTIVE/DAMAGE/VANDA LISM OF PROPERTY	13	14	197	215	-8.4%	3	1	3	0	46	8	23.4%	4.1%	62	5
35A	DRUG/NARCOTIC VIOLATIONS	4	3	163	160	1.9%	2	0	2	0	105	5	64.4%	3.1%	119	4
35B	DRUG EQUIPMENT VIOLATIONS	2	6	142	111	27.9%	1	0	1	0	92	2	64.8%	1.4%	92	2
36A	INCEST	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
36B	STATUTORY RAPE	0	1	7	5	40.0%	0	0	0	0	1	6	14.3%	85.7%	2	3
370	PORNOGRAPHY/OBSCENE MATERIAL	0	1	17	11	54.5%	0	0	0	0	3	10	17.6%	58.8%	3	5
39A	BETTING AND WAGERING	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
39B	OPERATING/PROMOTING/ASSIS TING GAMBLING	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
39C	GAMBLING EQUIPMENT VIOLATIONS	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
39D	SPORTS TAMPERING	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
40A	PROSTITUTION	0	0	27	3	800.0%	0	0	0	0	10	0	37.0%	0.0%	3	0
40B	ASSISTING/PROMOTING PROSTITUTION	0	0	0	1	-100.0%	0	0	0	0	0	0	0.0%	0.0%	1	0
40C	PURCHASING PROSTITUTION	0	0	1	0	100.0%	0	0	0	0	1	0	100.0%	0.0%	0	0
510	BRIBERY	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
520	WEAPON LAW VIOLATIONS	0	0	13	12	8.3%	0	0	0	0	10	0	76.9%	0.0%	6	2
64A	HUMAN TRAFFICKING, COMMERCIAL SEX ACTS	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
64B	HUMAN TRAFFICKING, INVOLUNTARY SERVITUDE	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
NO	NON UCR REPORTABLE	9	6	122	115	6.1%	1	0	1	0	2	0	1.6%	0.0%	7	0
UCR A	UCR CODE A	2	4	47	33	42.4%	2	0	2	0	30	2	63.8%	4.3%	30	0
UCR B	UCR CODE B	0	0	6	8	25.0%	0	0	0	0	5	0	83.3%	0.0%	7	0
UCR C	UCR CODE C	0	0	2	1	100.0%	0	0	0	0	2	0	100.0%	0.0%	1	0

Statistics

Offenses						Cases Cleared This Period				Cases Cleared YTD		YTD %		YTD Last Year		
UCR Code	UCR Description	This Period	This Period Last Year	YTD-This Year	YTD-Last Year	YTD %	Arrest	Excep. Cleared	Adult	Juv	Arrest	Excep. Cleared	Arrest	Excep. Cleared	Arrest	Excep. Cleared
UCR D	UCR CODE D	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
UCR E	UCR CODE E	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
UCR F	UCR CODE F	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
UCR G	UCR CODE G	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
UCR H	UCR CODE H	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
UCR I	UCR CODE I	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
UCR J	UCR CODE J	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
Total Group A		65	89	1,815	1,733	4.7%	17	2	17	0	666	82	36.7%	4.5%	753	69
B Group B																
90A	WORTHLESS CHECKS	0	0	1	3	-66.7%	0	0	0	0	0	0	0.0%	0.0%	0	0
90B	CURFEW/LOITERING/VAGRANC Y VIOLATIONS	4	7	27	56	-51.8%	0	0	0	0	6	0	22.2%	0.0%	25	0
90C	DISORDERLY CONDUCT	15	16	364	416	-12.5%	9	0	8	1	204	17	56.0%	4.7%	255	11
90D	DRIVING UNDER THE INFLUENCE	2	6	170	148	14.9%	2	0	2	0	168	0	98.8%	0.0%	148	0
90E	DRUNKENNESS	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
90F	FAMILY OFFENSES , NONVIOLENT	0	1	11	101	-89.1%	0	0	0	0	7	0	63.6%	0.0%	89	3
90G	LIQUOR LAW VIOLATIONS	2	3	76	74	2.7%	1	0	0	0	63	0	82.9%	0.0%	62	0
90H	PEEPING TOM	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
90I	RUNAWAY	6	2	59	126	-53.2%	0	0	0	0	8	0	13.6%	0.0%	16	2
90J	TRESPASS OF REAL PROPERTY	13	13	178	177	0.6%	3	0	2	0	83	1	46.6%	0.6%	79	2
90Z	ALL OTHER OFFENSES	60	61	1,289	1,465	-12.0%	37	0	26	4	844	18	65.5%	1.4%	952	23
Total Group B		102	109	2,175	2,566	-15.2%	52	0	38	5	1,383	36	63.6%	1.7%	1,626	41
NR Group NR																
00	NON UCR REPORTABLE	66	70	1,352	1,178	14.8%	0	0	0	0	6	0	0.4%	0.0%	11	0
Total Group NR		66	70	1,352	1,178	14.8%	0	0	0	0	6	0	0.4%	0.0%	11	0

Statistics

D Property Value

<u>Property Values</u>	<u>This Period</u>	<u>This Period Last Year</u>	<u>YTD This Year</u>	<u>YTD Last Year</u>	<u>YTD %</u>
Stolen	\$5,372.00	\$47,698.00	\$517,083.00	\$469,368.70	10.2%
Recovered	\$3,165.00	\$22,063.00	\$106,071.00	\$162,850.70	-34.9%
Damaged	\$1,491.00	\$8,733.00	\$59,951.00	\$92,917.00	-35.5%

Statistics

Arrests		This Period	This Period Last Year	YTD This Year	YTD Last Year	YTD %
E	Adult Arrests					
	Part A Ordinance	4	6	251	236	6.4%
	Part A State Statute	21	13	527	472	11.7%
	Part B Ordinance	2	17	272	269	1.1%
	Part B State Statute	51	42	947	991	-4.4%
	Part NR Ordinance	0	0	0	0	0%
	Part NR State Statute	0	0	0	0	0%
	Part TR Ordinance	0	0	0	0	0%
	Part TR State Statute	0	0	8	3	166.7%
F	Juvenile Arrests					
	Part A Ordinance	0	1	52	89	-41.6%
	Part A State Statute	2	5	31	51	-39.2%
	Part B Ordinance	0	3	131	187	-29.9%
	Part B State Statute	14	5	121	211	-42.7%
	Part NR Ordinance	0	0	0	0	0%
	Part NR State Statute	0	0	1	0	100.0%
	Part TR Ordinance	0	0	0	0	0%
	Part TR State Statute	0	0	0	0	0%
G	Adult & Juv Traffic Arrests					
	Traffic Citations	85	77	2,282	2,111	8.1%
H	Animal					
	Animal Arrests	0	0	17	10	70.0%
	Animal Complaints	65	54	760	714	6.4%
	Animal Warnings	10	19	340	295	15.3%

Statistics

I	Accidents	This Period	This Period Last Year	YTD This Year	YTD Last Year	YTD %
	Fatal	0	0	0	0	0%
	Hit & Run Personal Injury	1	0	6	7	-14.3%
	Hit & Run Property Damage	0	0	49	36	36.1%
	Personal Injury	7	7	168	160	5.0%
	Property Damage	7	20	434	334	29.9%



"...meeting community needs...enhancing quality of life."

APPLETON FIRE DEPARTMENT MID-YEAR REVIEW All figures through June 30, 2016

Significant 2016 Events

The department continues to review our firefighter rehabilitation process to improve the health and safety of our employees while operating at emergency incidents. Firefighter rehabilitation is a process of medical evaluation, resting, hydration and calorie intake while conducting high-stress, high-physical activities. Partnering with the Outagamie County Community Emergency Response Team (CERT) Rehabilitation Unit since 2013, the department identified the need for additional rehabilitation equipment and applied for a Department of Homeland Security Federal Emergency Management Agency (FEMA) Assistance to Firefighters' Grant in the amount of \$18,000. With the grant funding, the department purchased additional equipment including a rehabilitation tent with HVAC and lighting, a carbon monoxide pulse oximeter, and thermometer to enhance the rehabilitation capabilities for the department as well as other county departments. Additionally, the department removed from service a 1996 tow vehicle and trailer that was donated to the CERT for upgrading their vehicle capabilities.

With the increase of violent events nationwide, the department continues to facilitate the development of a multi-discipline task force comprised of law enforcement, emergency medical services, and fire departments in developing standard operating procedures for response to violent active shooter events. This process included joint training between the Appleton Fire Department, Appleton Police Department, and Gold Cross Ambulance in the concepts of the rescue task force. This process provides a more rapid inclusion of fire department and ambulance personnel into the incident to provide medical care as law enforcement addresses the threat. In cooperation with the Police Department, the Fire Department provided two additional Tactical Emergency Medical Service (TEMS) paramedics from existing staff for a total of three. These medics will be utilized alongside the APD SWAT team during high-risk events to provide medical care to the SWAT members and anyone else in harm's way.

As a component of on-going department evaluation of operations and strategic planning, the department continues the self-assessment process for Fire Department accreditation by the Center for Public Safety Excellence and the Commission on Fire Accreditation International. The senior staff continues with the self-assessment process which will be beneficial in assisting with evaluating current service levels, programming, and to establish benchmarks for future department improvement.

The Appleton Fire Department continues to collaborate with the Appleton Police Department and Outagamie County Sheriff's Department in training throughout the year. This paid dividends as all agencies worked well together at a water rescue incident involving a burglary suspect in the Fox River.

As the result of a retirement and resignation, the department offered employment to two recruit firefighters. Recruit class is a six-week program conducted internally by department staff under the guidance of the Training Battalion Chief. The program provides an opportunity to enhance existing skills and teach new skills and practices for the recruit firefighters. The school will be completed mid-July at which time the recruit firefighters will be assigned to an operations shift. Due to an internal transfer, the Battalion Chief of Training position became vacant. A review of both internal and external applicants occurred with an internal promotion resulting from the search.

With the increase of opiate overdoses, the department trained all employees in the administration of the nasal inhalator, Narcan, which can significantly improve the survival from an opiate overdose. This process was done in conjunction with Gold Cross Ambulance. Additionally, the department identified other advanced medical skills that we could provide to enhance patient safety and recovery. The department initiated the ability to test glucose levels within patients and provide oral glucose when required, administer aspirin for patients when indicated, and provide respiratory treatments to combat respiratory illnesses requiring rapid intervention.

The Appleton Fire Department's Hazardous Materials Team was awarded an equipment grant from Wisconsin Emergency Management for the purchase of additional radiological meters. These meters will help with both emergency response incidents to identify any potential radiological material, but can also be utilized on a daily basis to help monitor for radiological sources. One meter will be specifically used to identify the exact isotope of radiological material.

Department personnel participated in the National Guard's annual large scale emergency response exercise, which incorporates civilian responders receiving assistance from National Guard units. Simulated emergencies included hazardous materials, search and rescue, and law enforcement issues. AFD personnel were part of the Wisconsin Task Force 1 group, for a two-day search and rescue operation, as well as part of a joint State Hazardous Materials Team that participated one of the days. The exercise was called "Miles Paratus" and took place over five days at Volk Field and Fort McCoy.

During the spring of 2016, the department participated in a training called "Calming the Chaos" taught by a Battalion Chief from the City of Sacramento. The class was delivered to all Chief Officers and captains and training will be provided to other officers in 2016.

The Prevention Division worked with other City agencies to accommodate three political visits in 2016. There has been an increase in pre-plans completed and 22 fire investigations conducted. The department has reached over 27,000 citizens with an informational letter regarding the recall of several dehumidifiers. The department continues to expand its social media presence with 4,750 likes on Facebook and 1,800 followers on Twitter.

ADMINISTRATION

Objectives

- Identifying currently provided service levels and evaluating their effectiveness and customer value.
- Addressing service needs created by continued city growth.
- Maintaining staffing levels as detailed in the table of organization and approved by the Common Council.
- Continuing the development of joint service opportunities and regional relationships with neighboring fire departments.
- Enhancing internal and external communications and working relationships.
- Continuing to implement the records management system (RMS) for improved reporting capabilities.

<u>PERFORMANCE INDICATORS</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>2016 Projected</u>	<u>Actual 2016</u>
Client Benefits/Impacts					
Staff and schedule to provide consistent emergency response within the community.					
▪ Average first-in response time.	4.5 min.	4.4 min.	4.4 min.	4.4 min.	4.4 min.
Strategic Outcomes					
Lives and property protected.					
▪ Fire per 1,000 residents.	1.4	1.7	1.8	1.6	.8
Percent of dollar loss in					
▪ inspected vs.	47%	17%	21%	70%	66%
▪ non-inspected	53%	83%	79%	30%	34%
Work Process Outputs					
Enhance internal communications.					
▪ # of employee, department, union-management meetings.	117	163	118	120	60
Enhance regional relationships					
▪ # of meetings and activities with regional partners.	17	82	102	150	84

FIRE SUPPRESSION

Objectives

- Utilizing data gathered through mobile data computers to monitor department response times to emergency and non-emergency calls for service.
- Identifying and developing pre-fire plans for new structures and update pre-fire plans for existing structures, which present potential risks within the community.
- Proactively pursuing, with our regional partners, the enhancement of our current mutual aid agreements and potential automatic aid agreements, evaluation of shred resources, updating of emergency management planning, and cooperative training exercises to help reduce the threats to our regional security and economy
- Utilizing data gathered from department records, automated external defibrillator (AED) information, Gold Cross Ambulance records, and hospital information to monitor the percentage of cardiac patients who were discovered in ventricular fibrillation that survived and were discharged from the hospital.
- Identifying and developing employee safety programs, practices, and training for reducing the impact of lost time work-related injuries.

<u>PERFORMANCE INDICATORS</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>2016 Projected</u>	<u>Actual 2016</u>
Client Benefits/Impacts					
Qualified, quick response to request for services.					
▪ Response to emergency calls for service within four minutes.	63%	64%	63%	62%	61%
Strategic Outcomes					
Enhance community safety.					
▪ Reduction in fire loss.	\$744,375	\$919,546	\$1,187,603	\$1,200,000	\$1,175,832
▪ Reduction in the number of fire-related deaths.	0	0	0	1	1
Work Process Outputs					
Calls responded to					
▪ # of emergency calls	3,404	3,779	3,865	3,800	1,918
▪ # of non-emergency calls	511	494	526	648	324
Reduction in lost time work-related injuries					
▪ # of lost time days	31	41	49	5	1

SPECIAL OPERATIONS

Objectives

- Providing for local hazardous materials response in jurisdictions as defined by contract.
- Seeking grant opportunities for equipment and training available through city and state organizations.
- Maintaining necessary equipment and skill levels for local incidents.
- Participating on the county Local Emergency Planning Committee.
- Continuing the partnership with Winnebago County (Oshkosh Fire Department) and Brown County (Green Bay Fire Department).
- Providing specialized emergency response to include: emergency medical care, local hazardous materials response, confined space rescue, water rescue, structural collapse response, and trench rescue

<u>PERFORMANCE INDICATORS</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>2016 Projected</u>	<u>Actual 2016</u>
Client Benefits/Impacts					
Provisions of appropriate hazardous materials response service					
▪ % of satisfactory post-incident critiques	100%	100%	100%	100%	100%
Strategic Outcomes					
Lives and property protected					
▪ # of civilian injuries	1	0	0	0	0
Work Process Outputs					
Educational programs delivered.					
▪ # of outreach programs delivered	5	4		5	1
▪ # of assists given	3	3		5	1
▪ # of specialty training hours	3,977	5,392	5,811	5,328	2,664
Program funding					
▪ # of grant applications completed	2	2	2	2	2
▪ # of grants received	2	2	2	2	2

RESOURCE DEVELOPMENT

Objectives

- Providing 100% of federal and state mandatory classes that apply to the Fire Department.
- Researching and encouraging attendance at specialized training to expand personal growth and development.
- Facilitating and coordinating the Safety Committee meetings for the department to promote health and safety among the department employees.
- Providing initial tactical decision-making training.
- Providing advanced firefighter rescue skills and technique training to all personnel.
- Seeking opportunities to train personnel, internally and externally, in leadership and command.
- Continuing to define our role as fire and EMS providers at active shooter incidents.

<u>PERFORMANCE INDICATORS</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>2016 Projected</u>	<u>Actual 2016</u>
Client Benefits/Impacts					
Trained personnel that meet requirements.					
▪ % of employees trained as required by classification					
Firefighter	100%	98%	100%	100%	100%
Driver	100%	95%	100%	100%	100%
Officer	100%	100%	100%	100%	100%
Strategic Outcomes					
Enhanced community safety.					
▪ % of fires contained to room/area of origin in residential structures	62%	65%	25%	75%	73%
Work Process Outputs					
Educational programs delivered.					
▪ Average number of hours of training per employee	122	156	177	175	87

PUBLIC EDUCATION

Objectives

- * Developing, implementing, coordinating, and evaluating life safety programs designed to meet community needs.
- * Coordinating, developing, and maintaining intervention programs for juvenile fire activity.
- * Serving as department liaison/coordinator between schools, community organizations, and Fire Department staff.
- * Providing public information at emergency incidents and throughout the year.
- * Defining media relationship strategy as method/vehicle to communicate prevention messages.
- * Directing public education training for department personnel and supervising and maintaining department records relating to those activities.
- * Implementing Public Education Team concept utilizing existing resources.

<u>PERFORMANCE INDICATORS</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>2016 Projected</u>	<u>Actual 2016</u>
Strategic Outcomes					
Enhanced community safety					
▪ Number of participants in educational programs.	13,733	12,839	10,654	13,000	6,992
▪ Number of special events	77	64	63	75	37
Work Process Outputs					
Juvenile Firesetter Program					
▪ % of children referred to program per child set fires	91%	100%	100%	100%	100%

FIRE PREVENTION

Objectives

- Performing all state-mandated fire and life safety inspections in all buildings.
- Performing all plan reviews of state and local required fire protection systems.
- Processing all license applications for compliance with the provisions of the Fire Prevention Code.
- Protecting groundwater from petroleum product contamination through completion of annual inspections of installations, operations, and removal of petroleum storage tank systems.
- Developing a procedure manual for standardization of fire investigations.
- Continuing proactive involvement with all City departments, as well as surrounding community departments to create a more consistent and cohesive code enforcement process throughout our community.

<u>PERFORMANCE INDICATORS</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>2016 Projected</u>	<u>Actual 2016</u>
Strategic Outcomes					
Assets/resources for businesses and homeowners safeguarded.					
▪ \$ amount of losses for year	\$744,375	\$919,546	\$1,187,603	\$1,250,000	\$1,175,832
▪ Losses as % of assets protected	.015%	.020%	.025%	.026%	.024%
Citizens with safer city environment					
▪ % of schools meeting required evacuation	93%	90%	100%	100%	Not yet available.
Work Process Outputs					
Permit and license applications processed					
▪ # of permits processed	1,026	994	1,204	1,250	906
▪ # of online permits	239	352	623	650	596
Fire detection and suppression plan review					
▪ # of plans processed	126	125	136	150	75

TECHNICAL SERVICES

Objectives

- Providing and tracking all preventive, scheduled, and emergency maintenance on all non-motorized fire equipment to meet applicable standards.
- Researching, purchasing, and distributing equipment needed by the Fire Department.
- Providing on-going technical training for fire personnel.

<u>PERFORMANCE INDICATORS</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>2016 Projected</u>	<u>Actual 2016</u>
Client Benefits/Impacts					
Fire equipment that meet customer needs					
▪ % of hose lengths passing annual testing	95%	98%	99%	99%	99%
Strategic Outcomes					
Responsiveness to equipment and facilities maintenance					
▪ Work orders processed and coordinated					
- Central Equipment Agency	740	821	729	900	452
- Facilities Management	399	366	449	450	220
Work Process Outputs					
Equipment records database management					
- # of ladders tested	41	38	38	38	38

Areas of Primary Concentration in 2016:

In 2016, the Appleton Fire Department will concentrate on the following:

- Continue the review of issues and potential solutions to the drop in response time performance within the city and to seek opportunities to increase effective use of existing resources.
- Recruit and train employees to fill vacant positions within the authorized table of organization.
- Continue work with Outagamie County and other fire agencies on the replacement of the fire service records management system.
- Continue working with our automatic aid partners--the Town of Grand Chute and the Cities of Neenah and Menasha.

Budget Performance Summary

**City of Appleton Fire Department
Mid-Year Budget Report
For the Period Ending June 30, 2016**

Description	Year-to-Date Expense	Full Year Amended Budget	Percent of Amended Budget
Administration	\$ 245,690	\$ 678,353	36.2%
Fire Suppression	\$3,975,428	\$ 9,055,077	43.9%
Special Operations	\$ 60,436	\$ 151,782	39.8%
Resource Development	\$ 119,245	\$ 266,238	44.8%
Public Education	\$ 76,587	\$ 182,046	42.1%
Fire Prevention	\$ 585,973	\$ 632,884	92.6%
Technical Services	\$ 182,134	\$ 368,909	49.4%
Fire Department Total	\$5,245,493	\$11,335,289	46.3%

LEGAL SERVICES DEPARTMENT MID-YEAR REVIEW

All figures through June 21, 2016

Significant 2016 Events:

The first half of 2016 has been busy for the Legal Services Department. Below is a list of items that we have been involved with so far:

- The Fox River clean up litigation reached a new stage in the process. The current stage of the process is the City is defending against a request by Appvion for contribution for sums they have paid for that clean up. We continue to work with outside counsel to defend the City's interest in that case.
- We worked with the Department of Public Works and the Parks and Recreation and Facilities Management Department regarding railroad trestles and trails near the Fox River. That is a long process and we are making progress on obtaining those facilities in the future.
- The City Clerk's Office successfully conducted 2 elections so far in 2016.
- The City Clerk's Office learned and utilized the new State WisVote system.
- As a result of the Spring Election held on April 5th the Clerk's Office processed 4,811 Voter Registrations.
- The City Clerk's Office administered 8 weeks of early in-person absentee voting with a very high volume of early voters and registrations.
- The City Clerk's Office implemented new laws regarding voter Photo ID, absentee ballots, and campaign finance.
- At the time of liquor license renewals 194 beer/liquor licenses were routed and issued.
- Staff attended various training including the liquor licensing updates, and election law changes.
- The General Policy for Alcohol Licensing was revised to reflect changes in legislation such as the issuance of Class "A" Cider Only licenses and to remove the Economic Development Grant program for Reserve "Class B" licenses.
- The City Clerk's Office along with the Special Events Staff Committee reviewed and updated the Special Events Policy.
- The Board of Review proceeding was completed at the beginning of June.
- The City Attorney's Office staff represented the City in traffic and ordinance related

matters. Through June 4, 2016, staff has represented the City in 2,637 scheduled initial court appearances, 40 scheduled jury and court trials and 1,597 scheduled pre-trials/jury trial conferences or motion hearings.

- The City Attorney's Office represented the City in truancy court both at the courthouse and by travelling to each of the high schools and middle schools multiple times each month.
- The City Attorney's Office is actively engaged in other litigation including the defense in a variety of lawsuits. Staff also resolved a number of matters through mediation or dispositive motions.
- The City Attorney's Office continues working closely with various departments and the Appleton Area School District regarding establishing a joint employee health clinic with the School District.
- The City Attorney's Office is assisting the Parks, Recreation and Facilities Management Department with a performance bond claim.
- Staff continues to assist outside counsel and monitor work of outside counsel in matters pending in Federal Court.
- Staff worked closely with various departments regarding employee discipline and discharge matters.
- City Attorney's Office staff provided training regarding HIPPA issues.
- The City Attorney's Office worked with the Department of Public Works on the Appleton East High School stormwater project. We worked with the contractor who would do the inspections of the structure and reworked the contract so it was acceptable to both sides.
- Staff in the City Attorney's Office has been working with the Department of Public Works and their consultant on tasks relating to the land acquisitions for the Richmond Street/CTH OO roundabout project.
- The City has filed a second lawsuit against the Village of Harrison and Town of Harrison over the attempted annexation of property in the City's growth area. The case has just begun and we anticipate there being significant activity over the next several months.
- Working with the Department of Public Works, we completed an update to the Stormwater Management and Erosion Control ordinances.

Performance Data:

<u>Program</u>	<u>Criteria</u>	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Actual 2016</u>	<u>Projected 2016</u>
<u>Administration</u>	<u>Client Benefits/Impacts</u>					
	Timely legal information is provided upon which Alderpersons and staff members can make decisions. Meet time frame of requester.	100%	100%	>100%	100%	100%
	Contracts are reviewed in a timely manner to allow performance to proceed. # of performances delayed due to review not being completed.	0	0	0	0	0
	The City will acquire necessary real estate within the time period requested by the department heads making the request. Projects will not be delayed due to real estate acquisition issues. # of projects delayed.	0	0	0	0	0
	<u>Outcome</u>					
	Prompt Service: % of external customers surveyed rating service acceptable or better	100%	100%	100%	100%	100%
	# of surveys returned	40	26	75		50
	Acquisitions are made in a manner acceptable to both the property owner and to the City. # of contested condemnation cases.	1	0	0	0	0
	<u>Outputs</u>					
	Written opinions issued.	7	3	>20	5	10
	Ordinances reviewed.	205	106	120	51	100
	# of real estate transactions.	15	21	13	13	15
	Staff training; # of hours of staff training	194	56	120		120

<u>Program</u>	<u>Criteria</u>	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Actual 2016</u>	<u>Projected 2016</u>
<u>Litigation</u>	<u>Client Benefits/Impacts</u>					
	Active participation by this office will minimize the number of claims against the City. # of claims filed against the City.	66	66	<100	25	<100
	<u>Outcome</u>					
	Dispute avoidance: # of suits filed against the City.	9	12	0	2	3
	Minimize cost of settlements. \$ value of settlements and judgments.	\$39,977	\$19,644	\$50,000	\$12,165	\$50,000
	Minimize use of outside counsel. # of cases.	4	4	0	1	1
	<u>Outputs</u>					
	Most cases handled will be handled by the City Attorney staff. # of cases handled by staff.	67%	67%	100%	91%	91%

<u>Program</u>	<u>Criteria</u>	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Actual 2016</u>	<u>Projected 2016</u>
<u>Recordkeeping</u>	<u>Client Benefits/Impacts</u>					
	Retrieval of information. % of same day responses	95%	95%	95%	96%	95%
	1 week retrieval for detailed requests	5%	5%	5%	%	5%
	<u>Outcome</u>					
	Legal requirements are met. # of legal challenges sustained	0	0	0	0	0
	<u>Outputs</u>					
	# hours maintaining records	261	480	500		500
	# of requests for information	208	78	250		250
	# of publication notices	184	498	300		300
	# of ordinances adopted	77	106	200	49	100

<u>Program</u>	<u>Criteria</u>	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Actual 2016</u>	<u>Projected 2016</u>
<u>Licensing</u>	<u>Client Benefits/Impacts</u>					
	Prompt application process. % processed the same day	100%	100%	100%	%	100%
	% issued within 90 days of application	100%	100%	100%	%	100%
	<u>Outcome</u>					
	Statutory and ordinance compliance of all licenses issued. # of legal challenges	0	0	0	0	0
	<u>Outputs</u>					
	License applications processed. # of beer/liquor licenses issued	215	222	225		225
	# of operator licenses issued	615	1,159	1,200		1,200
	# of general licenses issued	368	556	500		500

<u>Program</u>	<u>Criteria</u>	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Actual 2016</u>	<u>Projected 2016</u>
<u>Elections</u>	<u>Client Benefits/Impacts</u>					
	# of changes, add and deletes	6,164	2,775	6,000		6,000
	# of voter registrations processed	4,475	378	8,500		8,500
	# of absentee ballots issued	7,023	945	8,500		8,500
	<u>Outcome</u>					
	Fair and accurate election process. # of legal challenges	0	0	0	0	0
	<u>Outputs</u>					
	# of election votes cast	47,660	8,620	90,000		90,000
	# of registered voters	41,000	41,900	45,000		45,000
	# of elections administered	4	2	4	2	4
	# of candidates filing nomination papers					
	# of ballot styles					
	% of staff trained at each election	98%	98%	100%	%	100%

<u>Program</u>	<u>Criteria</u>	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Actual 2016</u>	<u>Projected 2016</u>
<u>Mail/Copy Services</u>	<u>Client Benefits/Impacts</u>					
	Accurate photocopy services. Remake of request	0%	0%	1%	%	1%
	<u>Outcome</u>					
	Efficient mail processing. # of pieces of mail returned for correction from mailing service	-	0	5		0
	<u>Outputs</u>					
	# of pieces of outgoing mail	142,658	144,429	160,000		160,000
	# of packages handled	337	298	400		400
	# of copies made in mail center	887,812	682,072	1,000,000	*	1,000,000

**less June count*

Areas of Primary Concentration for the remainder of 2016:

We will continue working with other departments in the City to ensure that City projects run smoothly and there is no delay in project completions.

The City Attorney's Office will work with outside counsel for the Fox River clean up, the excessive assessments lawsuits that are current pending and the outstanding open records lawsuits. We will also continue to vigorously defend the City of Appleton in actions filed against the City of Appleton.

We also intend to continue to have an active role, in conjunction with the Finance Department and the Appleton Public Library, in the collection of outstanding funds and/or materials.

We will continue with the development of the document management system for Council and Committee Agendas, Minutes and video streaming.

We will conduct election worker training to provide information on the numerous legislative changes.

The City Clerk's Office will conduct the remaining two elections in 2016, including the November General Election.

We will continue to assist, guide and advise City staff from all departments as well as elected officials on legal matters in a timely fashion.

Continue to identify training and education opportunities for staff as it relates to duties of the City Clerk's Office.

Budget Performance Summary

Please see the attached FASTR report.

J:\Attorney\WORD\BUDGET\2016\2016 Mid-Year Review.doc

APPLETON POLICE DEPARTMENT

2016 Mid-Year Budget Report

Significant 2016 Events

During the first six months of 2016 the department experienced significant challenges that targeted available resources critical to providing essential police services. Not only in our own City with multiple events in a short period of time, but events throughout the county have had a resounding effect on officer safety and the safety of the community. We remain determined and committed to provide the highest quality law enforcement and public safety services to the community.

In 2016, the Appleton Police Department began to shift the priorities of patrol officers to be more visibly engaging in our community. In conjunction with traditional discretionary duties like traffic and ordinance enforcement, the department is emphasizing the importance and desirability of having more of a positive presence in public places like schools, parks, shopping areas, and neighborhoods. Patrol officers are expected to spend some discretionary time out on foot in these areas as well as areas with crime concerns like apartment complexes.

A Vehicle Committee was formed to address the discontinued Chevrolet Impala that has historically been the police vehicle. The primary consideration in the research and evaluation process involved selecting vehicles to maximize safety, reliability, and performance. Significant to officers was the All-Wheel Drive feature that provides better traction when driving in Wisconsin winters and other weather conditions. The committee recommended the Ford Interceptor AWD sedan for 2017 vehicle replacements.

Staffing shortages continue to be a concern as calls for service involve more complex crimes. Although we strive to maintain the maximum 110 sworn staff we are challenged to maintain minimum staffing for Patrol, special events, and special details due to officers on FMLA leave, military obligations, recruit school, and field training. For the current fiscal year the department hired four new officers in 2016 and will begin a new hiring process this summer.

Department personnel continually undergo training to ensure that we are prepared to address currently identified threats to community safety and security. Training completed through mid-year included: Unified Tactics sessions, EVOC training for half of the department, Legal Update/Taser training, and Fair/Impartial training.

Troubleshooting problems with the current Records Management System the department began researching other vendors/software. The current system is problematic for the officers and end users. In collaboration with other agencies APD employees will be attending several demos to evaluate RMS software.

Patrol officers continue to use technology as a resource to work more efficiently. One of the resources is the use of Body Worn Cameras (BWC). The BWC has provided supervisory staff with a tremendous resource to investigate claims against department personnel quickly, when footage of an encounter exists. The cameras also provide valuable training/coaching opportunities for supervisors and field training officers working directly with new officers. To expand the BWC program the 2016 application for the Department of Justice Edward Byrne Memorial Justice Assistance grant was submitted for 10 additional BWC's. The additional cameras will be assigned to the Community Resource Unit and several investigators.

The Police Communication Technicians (PCT) continue to process citizen contacts, handle incoming calls for service and meet the needs of the internal and external customers, specifically by assisting officers with their needs and being a 24/7 contact for the citizens of Appleton. During recent events at the end of May into June the PCT's worked diligently to support the need to call in officers and notify employees of the officer-involved shooting event. Evaluating the process the department has since made changes to reduce the time commitment for notifications.

The Wisconsin Department of Justice Beat Grant will continue through 2016, however the Appleton Police Department has been notified that the remainder of the grant cycle may not be awarded to us in years 2 or 3. Grant funds are used to support crime suppression in areas of human trafficking interdiction, surveillance, investigation, drug seizures, and other notable task force operations. They will continue to partnership with Outagamie County and the Metropolitan Enforcement Group (MEG) to investigate, analyze and identify crime patterns that result in clearance by arrests.

The School Resource Officers continue to be interactive in areas that have a great impact on students, parents, and schools. For example, truancy court piloted in 2008 is a collaboration with other agencies to provide students a speedier court process and to provide assistance and guidance. Recognizing the challenges for youth today a pilot program was presented at middle schools regarding sex trafficking to provide the knowledge and to be empowered to take action if necessary. Internet safety is another concern in today's world of technology-savvy youth that was presented to the Appleton School District Parent Teachers Association. ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training has become an important preparation for schools in the event of an aggressive intruder. In addition to the Appleton School District, Xavier High School also received this training.

PERFORMANCE INDICATORS

	Actual 2014	Actual 2015	Target 2016	Projection 2016
EXECUTIVE MANAGEMENT				
Client Benefits/Impacts				
Identify, assess and respond to community needs				
* # of favorable survey responses to meeting community needs	New	→	0.8	N/A
Strategic Outcomes				
Excellence in police services				
* % of survey responses that rate service as good or excellent	New	→	0.7	N/A
Work Process Outputs				
Foster community relationships				
* # of self-initiated crime prevention screens	New	→	700	4200
Cultural responsiveness				
* # of chief's diversity initiatives / meetings	27	24	24	24
Promote strong work culture through employee engagement				
* # of team building events	New	→	6	30
ADMINISTRATION SERVICES				
Client Benefits/Impacts				
Process requests for information				
* % open records request processed with 10 working days	95%	95%	95%	95%
Strategic Outcomes				
Compliance with Uniform Crime Reporting				
* Complete monthly reporting requirements to state & FBI	100%	100%	100%	100%
Work Process Outputs				
Improve process time of information				
* # of open records requests	14,236	11,285	14,000	n/a
* Average # of pages for taped offenses reports	2.7		2.5	n/a
* Average # of taped offense reports completed weekly	75	146	75	156
* # of active Neighborhood Watch Groups	143	145	140	140

	Actual 2014	Actual 2015	Target 2016	Projection 2016
SUPPORT SERVICES				
Client Benefits/Impacts				
Increase public safety and awareness				
* # of media contacts	532	427	500	450
* # of new releases distributed	88	66	90	70
* # of social media followers	new	19,000	25,000	25,000
Increase Department proficiency				
* Avg. training hrs. p/sworn employee	98	101	95	100
* Avg. training hrs. p/civilian employee	26	27	30	28
* % of officers re-certified	100%	100%	100%	100%
Strategic Outcomes				
Maintain adequate staffing levels				
* # of sworn p/1000 population	1.48	1.49	1.49	1.49
Work Process Outputs				
Enhance policing efforts				
* # of career fairs attended	9	9	12	8
* # of internal training sessions	70	75	70	83
PUBLIC COMMUNICATIONS				
Client Benefits/Impacts				
Maintain responsiveness to public				
* # of phone calls per year	100,796	109,872	105,000	110,000
* # of 2-5 parking requests processed	19,557	22,384	18,000	23,000
Strategic Outcomes				
Support services provided				
* Completion of warrant process within mandated time limit	100%	100%	100%	100%
Work Process Outputs				
Provide quality support service				
* # Time System transactions initiated	28,379	25,140	30,000	27,000
* of Criminal history queries	8,171	6,321	10,000	7,000
* of citizen contacts entered	14,797	11,940	16,000	12,000
* # of training hours p/employee	47	33	50	40

	Actual 2014	Actual 2015	Target 2016	Projection 2016
CROSSING GUARDS				
Client Benefits/Impacts				
Promote safety at guarded crossings				
* # of Crossing Guard complaint forms processed for moving and parking violations	31	81	40	85
Strategic Outcomes				
Safety awareness in school zone				
* # accidents at guarded crossings	1	0	0	0
Work Process Outputs				
Provide safety education at busy intersections				
* # of classes given to students	17	19	20	20
* # of students in attendance	1,164	1,182	850	1,200
Provide assistance at controlled intersections				
* Avg. # of students crossing at guarded intersections	2,004	2,244	2,200	2,200

	Actual 2014	Actual 2015	Target 2016	Projection 2016
COMMUNITY SERVICES				
Client Benefits/Impacts				
Provide greater access to police services				
* Average # of CSO hours p/month	1,483	1,080	1,400	1,400
Strategic Outcomes				
Increased security at community events				
* % of time working special events	58%	12%	55%	12%
Work Process Outputs				
Engage, collaborate and identify community service needs to create a safer and more secure environment for citizens				
* # of park patrols	3,140	3,367	3,500	3,400
* # of offenses - animal	1,828	1,623	2,000	1,600
* # of offenses – parking	1,289	1,076	1,300	1,200
* # of responses to hazard-related events	644	582	650	500
* # of assists in calls for service	850	693	800	700

SCHOOL RESOURCE OFFICERS	Actual 2014	Actual 2015	Target 2016	Projection 2016
Benefits/Impacts				
Provide youth services				
* # of students crises/mental health issues requiring Informal SRO intervention	2,566	2,317	2,200	2,300
* # of other complaint resolutions/diversions Made through informal means	3,848	3,471	2,800	3,400
Strategic Outcomes				
Increase quality of life for youth				
* % of time mentoring and/or socializing with youth	39%	28%	35%	35%
Work Process Outputs				
Promote safety at schools				
* # of assigned investigations	1,252	1,519	1,400	1,500
Provide law enforcement resources				
* # of educational presentations to students/parents/school staff	233	202	250	225
* # of referrals to intake/CPS/agencies	314	385	300	325
* # of truancy issues addressed	4,182	3,293	3,000	3,200

INVESTIGATIVE SERVICES	Actual 2014	Actual 2015	Target 2016	Projection 2016
Client Benefit/Impacts				
Process requests for information				
* % of discovery requests processed within 10 work days	99%	60%	100%	100%
Strategic Outcomes				
Compliance with accreditation standards				
* # of audits completed	2	2	2	2
* % of evidence & property maintained appropriately	100%	100%	100%	100%
Work Process Outputs				
Improve process time of information				
* # of discovery requests	1,719	2,030	1,700	1,700
* # of evidence & property maintained	32,604	35,107	33,000	33,500
* # of digital folder maintained	3,870	3,926	4,000	4,000
Provide investigative forensic analysis to officers				
* # of crime lab submissions	487	420	550	550

	Actual 2014	Actual 2015	Target 2016	Projection 2016
FIELD OPERATIONS (PATROL)				
Client Benefits/Impacts				
Increase community education in crime prevention issues				
* # of community meetings held	75	75	50	75
* # of interagency Neighborhood Teams	12	12	10	12
Strategic Outcomes				
Improve quality of life in the community				
* # of reported Group A crimes	4,229	4,128	4,500	4,300
* # of reported Group B crimes	5,939	5,666	7,000	
* \$ value of stolen/damaged property	\$1,304,135	\$1,501,406	\$1,300,000	\$1,300,000
* \$ value of recovered property	\$236,462	\$369,878	\$350,000	\$350,000
Work Process Outputs				
Improve enforcement and response to crime				
* # of citizen contacts	30,313	31,065	30,000	30,000
* # of adult arrests	4,819	4,511	6,400	5,000
* # of juvenile arrests	979	929	1,500	1,000

Areas of Primary Concentration for 2017:

Expand Body Worn Camera (BWC) footage in our training program.

Evaluate products and research options for a Records Management System.

Continue to spend discretionary time by patrol office in areas of schools, parks, shopping, and neighborhoods, as well as areas with crime concerns.

Focus on violence prevention initiatives that target at-risk youth. Continued prevention efforts will identify and mitigate the threats that present themselves.

Targeted intelligence gathering and use advanced forensic investigative skills and software to identify and arrest criminals responsible for human trafficking, child pornography, fraud, financial crimes, physical/sexual violence and threats

Focus on technology utilization to augment growing demands and supplement officers' activities. Advances in technology continue to make our streets and facilities safer.

Continue our partnership at the Fox Valley Public Safety Training Center.

Use technology to support Threat Assessment Models for community and school safety to reduce violence against women, children, elderly, and law enforcement officers.

Budget Performance Summary

The Police Department maintains its \$16M budget with oversight on revenue and expenses to ensure fiscal responsibility. At the end of June our expenditures were at 46.4% of budget.

The department utilizes a variety of funding sources each year, including grants, to provide services. The department has maintained Street Crimes Officers since 2013 through the Wisconsin Office of Justice Assistance Beat Grant. In 2016, the Beat Grant for \$121,434 supports the initiatives of the Community Resource Unit. The department also received a \$36,000 traffic safety grant through the Wisconsin Department of Transportation for Seat Belt Enforcement.

Application was submitted to the Bureau of Justice Assistance for bulletproof vest replacement. This is an annual grant that pays 50% of the cost to replace vests. The department also applied for the Edward Byrne Memorial Justice Assistance Grant for additional body worn cameras. This is a formula grant determined by the Department of Justice with the award to disparate jurisdictions, which means we share the \$21,614 grant with Outagamie County. As administering agency we developed the Memorandum of Understanding and submitted the application on behalf of both agencies.

Mid-Year Budget Comparison

83500
TEACHERA
MIDYER POL

City of Appleton
Police Department
Summary Budget to Actual Report
For the Six Months Ending June 30, 2016

1
07/06/16
06:03:07

Description	Year to Date Expense	Encumbered Amount	Total Expended and Encumbered	Full Year Amended Budget	Percent of Amended Budget
Executive Management	277,041	0	277,041	559,368	49.5 %
Administrative Services	572,594	0	572,594	1,233,963	46.4 %
Support Services	194,179	0	194,179	388,548	50.0 %
Public Communication	358,328	0	358,328	725,146	49.4 %
Community Resources	0	0	0	0	.0 %
Operational Service	0	0	0	0	.0 %
Crossing Guards	97,453	0	97,453	174,894	55.7 %
Community Services	121,157	0	121,157	353,079	34.3 %
Police - School Liaison	698,711	0	698,711	1,495,958	46.7 %
Adult Investigation	804,370	0	804,370	1,658,040	48.5 %
Evidence/Investigation	0	0	0	0	.0 %
Central District Patrol	4,636,240	0	4,636,240	10,142,648	45.7 %
Southern District Patrol	0	0	0	0	.0 %
Northern District Patrol	0	0	0	0	.0 %
Total	7,760,073	0	7,760,073	16,731,644	46.4 %