



City of Appleton

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

Meeting Agenda - Final Safety and Licensing Committee

Wednesday, September 28, 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
[16-1474](#) Approval of September 14, 2016 Minutes.

Attachments: [S&L Minutes 9-14-16.pdf](#)

4. Public Hearings/Appealances

5. Action Items

- [16-1457](#) Operator's License application of Donald R. Hayden, W4082 Rock Road.

Attachments: [Donald R. Hayden.pdf](#)

- [16-1522](#) Operator's License application of Kyle J. Marx, 2206 E. John St.

Attachments: [Kyle J Marx.pdf](#)

- [16-1436](#) Operator's License application of Michelle L. Tegen, 1556 E. Moon Beam Trail.

Attachments: [Michelle Tegen.pdf](#)

Legislative History

9/14/16	Safety and Licensing Committee	recommended for denial
	<i>Ms. Tegen addressed the Committee regarding her conviction record stating reasons why she felt her Operator License should be approved.</i>	
9/21/16	Common Council	referred to the Safety and Licensing Committee
	<i>This item was referred back to Committee by Alderperson Jirschele.</i>	

[16-1464](#) Operator's Licenses

Attachments: [Operator's Licenses for 9-28-16 S & L.pdf](#)

[16-1470](#) "Class B" Beer/Liquor License application of Taste of Thai Appleton LLC, d/b/a Taste of Thai, Natcha Jitmaiwong, Agent, 321 E. College Ave., contingent upon approval from all departments.

[16-1519](#) Kennel License application of Woof Lodge & Rescue, Khrysta M. Plamann, Applicant, 2705 S. Lake Park Rd., contingent upon approval from all departments.

[16-1497](#) Secondhand Article License application of Kay Jewelers, 3845 E. Calumet St., Megan L. Stepniewski, Applicant, contingent upon approval from all departments.

[16-1489](#) "Class B" Beer/Liquor License - Change of Agent of Applebee's, John L. Chastain, Agent, 3040 E. College Ave., contingent upon approval from the Police Department.

[16-1469](#) Class "A" Beer License - Change of Agent of Kwik Trip, Matthew A. Oetzel, Agent, 2120 E. Edgewood Dr., contingent upon approval from the Police Department.

[16-1488](#) "Class A" Beer/Liquor License - Change of Agent of Walgreens, Jason J. Jarmuskiewicz, Agent, 729 W. Northland Ave, contingent upon approval from the Police Department.

[16-1471](#) Special Class "B" Beer License applications filed after the agenda was published.

[16-1520](#) Revised Special Event Policy

Attachments: [Special Event Policy 9-23-16.pdf](#)

[Special Event Policy - Jan. 2010.pdf](#)

[Special Events Expense 2015.pdf](#)

6. Information Items

[16-1367](#)

Special Events:

The Artery Pulse Young Professional's Network - August 27, 2016

Casa Hispana Latino Fest - September 10, 2016

St. Pius X Eucharistic Procession - September 10, 2016

License to Cruise and Oktoberfest - September 23, & 24, 2016

[16-1472](#)

Director's Reports:

City Clerk

Fire Chief

Police Chief

Attachments: [Police Weekly Report - Week 31.pdf](#)[16-1473](#)

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.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
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Meeting Minutes - Final Safety and Licensing Committee

Wednesday, September 14, 2016

6:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

The meeting was called to order by Chair Lobner at 6:09 p.m.

2. Roll call of membership

Aldersperson Williams arrived at 6:12 p.m.

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

3. Approval of minutes from previous meeting

[16-1366](#)

Approval of August 24, 2016 Minutes.

Attachments: [S&L Minutes 8-24-16.pdf](#)

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

Aye: 4 - Lobner, Jirschele, Konetzke and Meltzer

Excused: 1 - Williams

4. Public Hearings/Appealances

5. Action Items

[16-1436](#)

Operator's License application of Michelle L. Tegen, 1556 E. Moon Beam Trail.

Attachments: [Michelle Tegen.pdf](#)

Ms. Tegen addressed the Committee regarding her conviction record stating reasons why she felt her Operator License should be approved.

Williams moved, seconded by Konetzke, that the Operator License be recommended for denial. Roll Call. Motion carried by the following vote:

Aye: 4 - Lobner, Jirschele, Konetzke and Williams

Nay: 1 - Meltzer

[16-1434](#)

Operator's License application of John W. Moreland, 4 Sherman Place.

Attachments: [John Moreland.pdf](#)

Lt. Miller stated that this license is now recommended for approval as a pending warrant for the applicant has now been resolved.

Lobner moved, seconded by Jirschele, that the License be recommended for approval. Roll Call. Motion carried by the following vote:

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

[16-1435](#)

Resolution Declaring a Change of the District 4 Polling Place to Memorial Presbyterian Church located at 803 E College Ave.

Attachments: [2016 Resolution Changing District 4 Polling Place.pdf](#)

Konetzke moved, seconded by Williams, that the Resolution be recommended for approved. Roll Call. Motion carried by the following vote:

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

[16-1406](#)

Request to Modify the Training Tower Capital Improvement Project

Attachments: [2016 CIP Project Modification - Training Tower upgrade.pdf](#)

Konetzke moved, seconded by Meltzer, that the Report Action Item be recommended for approved. 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

[16-1365](#)

Operator's Licenses

Attachments: [Operator's Licenses for 9-14-16 S & L.pdf](#)

This Report Action Item was recommended for approval.

[16-1345](#)

"Class A" Beer/Liquor License - Change of Agent of Ultimate Mart LLC, d/b/a Pick 'N Save #8187, Kenneth A. Voss, Agent, 511 W. Calumet St., contingent upon approval from the Police Department.

This Report Action Item was recommended for approval.

[16-1354](#) Class "A" Beer License - Change of Agent of Kwik Trip Inc., Bryan D. Hartjes, Agent, 4085 E. Calumet St., contingent upon approval from the Police Department.

This Report Action Item was recommended for approval.

[16-1361](#) "Class B" Beer/Liquor License Change of Premise Description of TNE, Inc. d/b/a Emmetts Bar & Grill, Sharon L. Reader, Agent, 139 N. Richmond St., for events on September 23 & 24, 2016, contingent upon approval from all departments.

Attachments: [Change of Description-Emmetts Bar & Grill.pdf](#)

This Report Action Item was recommended for approval.

[16-1360](#) Special Class "B" Beer License application of Friends of Veterans Inc., Terry L. Worsech, Person in Charge, 501 N. Richmond St., September 17, 2016, contingent upon approval from all departments.

This Report Action Item was recommended for approval.

[16-1355](#) Taxi Cab Company and Limousine Service application of Mo's Taxi Service, Momodou Sanneh, 1524 Schaefer Circle, #6, contingent upon approval from all departments.

This Report Action Item was recommended for approval.

[16-1368](#) Special Class "B" Beer License applications filed after the agenda was published.

This Report Action Item was recommended for approval.

6. Information Items

[16-1367](#) Special Events:
The Artery Pulse Young Professional's Network - August 27, 2016
Casa Hispana Latino Fest - September 10, 2016
St. Pius X Eucharistic Procession - September 10, 2016
License to Cruise and Oktoberfest - September 23, & 24, 2016

[16-1369](#)

Director's Reports:
City Clerk
Fire Chief
Police Chief

Attachments: [Police Weekly Report - Week 30.pdf](#)

[16-1370](#)

Police Department information on liquor law violation convictions.

7. Adjournment

Konetzke moved, seconded by Meltzer, that the meeting be adjourned at 6:52 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 Rec'd 8/17/16

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 457318

☒ Original Application
☐ Renewal - License # _____

SECTION 1 - APPLICANT INFORMATION

Applicant Name (Last, First, MI) Hayden, Donald R		Maiden	
Street Address W4082 Rock Road	City Appleton	State WI	Zip 54913
Driver's License Number		State License Issued In: Wisconsin	
Date of Birth	Sex Male	Home Phone Number	Cell phone Number

Name and Address of Establishment you will be selling alcohol
Fox Convenience Ballard Road Appleton, WI

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)
Substantial Battery-Intend Bodily Harm, ~~Public Intoxication~~
Have you EVER been convicted of a misdemeanor or ordinance violation? ☒ YES ☐ NO
If Yes; when, where and what type of violation? (Example: speeding, OWI) OWI, Disorderly Conduct, Battery

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: [Signature]

FOR OFFICE USE ONLY

Department	Approve	Deny	By	Reason
POLICE		X	Miller	
Date sent to APD <u>8-19-16</u>	Scheduled FVTC Class	Class Completion Date <u>8-17-16</u>	Current other license: Muni _____ # _____	
Safety and Licensing	Common Council	Date Issued	Expiration Date	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



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.....enhancing the quality of life"

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

FEES ARE NON-REFUNDABLE		Date Recv'd <u>8/24/14</u>
<input type="checkbox"/> Operator License	\$60.00	Acct. 11030.4307
<input checked="" type="checkbox"/> Operator License	\$75.00	Acct. 11030.4307
plus a provisional		
<input checked="" type="checkbox"/> Investigation fee	\$ 7.00	Acct. 100.2359
Total fee paid \$ <u>82</u>		Receipt <u>4575448</u>
<input checked="" type="checkbox"/> Original Application		
<input type="checkbox"/> Renewal - License # _____		

SECTION 1 - APPLICANT INFORMATION

Applicant Name (Last, First, MI) <u>MARX KYLE J</u>		Maiden	
Street Address <u>2206 E JOHN ST.</u>	City <u>APPLETON</u>	State <u>WI</u>	Zip <u>54915</u>
Driver's License Number/State Identification Number [REDACTED]		State License Issued In: <u>WI</u>	
Date of Birth [REDACTED]	Sex <u>M</u>	Home Phone Number [REDACTED]	Cell phone Number
Name and Address of Establishment you will be selling alcohol <u>NEWBERRY MOBIL GAS STATION</u>			

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) _____

Have you EVER been convicted of a misdemeanor or ordinance violation? YES (NO)
If Yes; when, where and what type of violation? (Example: speeding, OWI) _____

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: [Signature]

FOR OFFICE USE ONLY

Department	Approve	Deny	By	Reason
POLICE		<u>X</u>	<u>Miller</u>	
Date sent to APD <u>8-24-14</u>	Scheduled FVTC Class	Class Completion Date <u>8-19-14</u>	Current other license: Muni _____ # _____	
Safety and Licensing	Common Council	Date Issued	Expiration Date	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



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

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

FEES ARE NON-REFUNDABLE		Date Recv'd <u>8-22-16</u>
<input type="checkbox"/> Operator License	\$60.00	Acct. 11030.4307
<input checked="" type="checkbox"/> Operator License	\$75.00	Acct. 11030.4307
plus a provisional		
<input checked="" type="checkbox"/> Investigation fee	\$ 7.00	Acct. 100.2359
Total fee paid \$ <u>82</u>		Receipt <u>4574008</u>
<input checked="" type="checkbox"/> Original Application		
<input type="checkbox"/> Renewal - License # _____		

SECTION 1 - APPLICANT INFORMATION				
Applicant Name (Last, First, MI) <u>Tegen, Michelle L.</u>			Maiden	
Street Address <u>15516 E. Moor Beam Tr</u>		City <u>Appleton</u>	State <u>WI</u>	Zip <u>54915</u>
Driver's License Number/State Identification Number <u>NA</u>			State License Issued In: <u>WI</u>	
Date of Birth	Sex <u>F</u>	Home Phone Number	Cell phone Number	
Name and Address of Establishment you will be selling alcohol <u>The Study Hall 313 E. Calumet St. Appleton, WI, 54915</u>				
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? <u>YES</u> NO				
If Yes; where? <u>Outagamie, WI</u>				
Have you EVER been convicted of a felony? YES <u>NO</u>				
If Yes; when, where and what type of violation? (Please be specific) _____				
Have you EVER been convicted of a misdemeanor or ordinance violation? <u>YES</u> NO				
If Yes; when, where and what type of violation? (Example: speeding, OWI) <u>Speeding De Pere Appleton</u> <u>OWI 2006 Outagamie</u>				
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: <u>Michelle Tegen</u>				
FOR OFFICE USE ONLY				
Department	Approve	Deny	By	Reason
POLICE		<u>X</u>	<u>Miller</u>	
Date sent to APD <u>8-22-16</u>	Scheduled FVTC Class		Class Completion Date	Current/other license Muni <u>Appleton</u> # <u>Exp 2016</u>
Safety and Licensing	Common Council		Date Issued	Expiration Date
				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 9/28/16 S & L

Approved

Leah M. Anthony	412 Adams Street, Neenah
Molly C. Austreng	718 W. Harris Street
Jill M. Basler	1212 W. Elsie Street
Jonnie D. Beasley	1246 E. Sylvan Avenue
Katie M. Becker	15 Tri Park Way
Ashley A. Behrent	318 E. Winnebago Street
Eric J. Breit	511 Peter Lane, Little Chute
Brandon S. Brighum	1710 S. Irma Street
Kyler M. Derrick	809 N. Durkee Street
Luke J. Dessart	148 Sally Street, Seymour
Angela C. Frank	543 N. Meade Street
Ayme Gonzalez	125 ½ E. College Avenue
Laurie S. Helm	1906 E. Pauline Street
Susana E. Hendrix	400 W. Parkway Boulevard
Samantha J. Huss	1515 Vandenbroek Road, #60, Little Chute
Jason J. Jarmuskiewicz	1671 Birch Street, Green Bay
Mario Jimenez	407 E. Calumet Street
Kaelin R. Jochman	2416 Lupine Court, Menasha
Brodie Q. Johnson	3621 Cherryvale Circle, #9
Sirena A. Jording	715 N. Division Street
Joanne M. Kizewski	1339 W. Washington Street
Amanda K. LaBrec	2219 E. John Street
Michael A. Larson	2701 N. Alexander Street
Brian Leedom	1700 Kelly Road, #11, Little Chute
Alicia A. Lemmens	10 Eastwood Court, #5
Geralyn A. Magnette-Marion	815 E. Hancock Street
Alanna R. Mueller	4516 N. Providence Ave., #12
Hannah L. Mullins	710 E. Frances Street
Amanda M. Niemuth	3603 N. Juanita Lane
Kayla E. Page	1316 Honey Suckle Lane, Neenah
Heather R. Ponschock	W2826 Brookhaven Drive
Jonathon W. Roberts	1624 W. Evergreen Drive, #6
Brittany S. Ruffalo	401 W. Winnebago Street
Katherine D. Sodeika	1401 S. Nicolet Road, #29
Jana M. Stanek	N4735 State Hwy 55, Freedom
Danielle L. Strand	1618 W. Spencer Street
Mandy Lou Van Schyndel	N1060 Woodly Road, Kaukauna
Joseph E. Verbeke	3210 E. Canary Street, #5
Savannah R. Westphal	2520 S. Kerry Lane, #7
Joshua D. Young	701 E. Pershing Street

CITY OF APPLETON POLICY	TITLE: SPECIAL EVENT POLICY	
ISSUE DATE: September 1996	LAST UPDATE: January 2010	SECTION: City Clerk
POLICY SOURCE: City Clerk	AUDIENCE: City employees and residents	TOTAL PAGES: 8
Reviewed by Legal Services Date: Nov. 22, 2002 Sept. 14, 2016	Safety and Licensing Committee Approval Date: January 14, 2010	Council Approval Date: Approve amendment to policy January 20, 2010

I. PURPOSE

The purpose of this policy is to define what constitutes a special event and to outline the steps that must take place for a special event to be properly licensed.

II. POLICY

Events and planned occurrences on City property that exceed the normal and ordinary use of such property may be considered special events and subject to review and licensing.

III. DISCUSSION

It is recognized that special events of all sizes often bring benefits to the community. At the same time, the City must have sufficient notice prior to an event so that the City can evaluate the potential impact the event might have on resources of City departments, City owned properties and facilities, and ultimately on the public.

There are three categories of special events: (i) significant events, which are events with an anticipated attendance of over 5,000 people, (ii) large events, which are events with an anticipated attendance of between 1,000 and 5,000 people, and (iii) small events, which are events with an anticipated attendance of under 1,000 people. Because events have unique characteristics, with different potential impacts on City services, the issuance of a license is considered on a case-by-case basis and in accordance with this policy.

The ultimate goal of this policy and in licensing special events is the preservation of the public's health, safety and welfare, and to promote the responsible use of publicly owned facilities and property.

IV. DEFINITIONS

- **Anticipated attendance** - an objective estimate made by an applicant of the total number of people who will attend a special event.
- **Applicant** - the individual applying for the special event license.
- **Days** - calendar days.
- **Large event** - a special event with an anticipated attendance of between 1,000 and 5,000 people.
- **Multiple day event** - a special event that occurs on more than one day, where the days are consecutive or at a consistent interval (e.g., an event occurring on a consecutive Saturday and Sunday or an event occurring every other Tuesday), at the same time and at the same location. One special event license will be issued for a multiple day event.
- **Normal and ordinary use** - the way City owned property should normally and ordinarily be used, as established by the department that of jurisdiction (e.g., a ball diamond complex's normal and ordinary use is for baseball/softball games, public street's normal and ordinary use is for vehicular traffic, etc.). Whether an event is considered within the normal and ordinary use of the property is determined by the City department that maintains jurisdiction over the property.
- **Significant event** - a special event with an anticipated attendance of over 5,000 people.
- **Single day event** - a special event that does not meet the definition of a multiple day event.
- **Small event** - a special event with an anticipated attendance of under 1,000 people.
- **Special event or event** - any planned occurrence in the public right-of-way or on public property including, but not limited to, parades, gatherings, festivals and athletic events, which are not within the normal and ordinary use of that place or which, by the nature of the event, may have a greater impact on City services or resources than would have occurred had the event not taken place. Whether the event is considered within the normal and ordinary use of the public facility or property shall be determined by the City department that maintains jurisdiction over the proposed venue. A special event may be a single day event or a multiple day event.

- **Special event license** - the license issued by the City Clerk to the applicant for the special event.
- **Special Event License Application Form** or **application** - available from the City Clerk that must be approved in order to obtain a license to hold the special event.
- **Special Events Committee** - a committee comprised of City employees representing various City departments.

V. PROCEDURES

A. License Requirements

1. Application. To obtain a special event license, the applicant must file a completed Special Event License Application Form with the City Clerk before the last applicable day and pay the license fees. *See Attachment A – Fee Schedule.*
 - a. Late Applications. Late applications will not be accepted unless the event is a large or significant event that has been held in the City for at least the past two (2) consecutive years and there are no changes to the event from the previous year. Late applications meeting this standard may be accepted by the City Clerk subject to a late fee. Applications submitted less than ten (10) days before the event will not be accepted. *See Attachment A – Fee Schedule.*
 - b. Additional Reservations/Permits/Licenses. Filing an application does **NOT** reserve a park or facility and does **NOT** include applications for any other licenses or permits as may be required.
 - c. Map/Diagram of Event. A detailed map or diagram indicating the specific location and layout of the event must be submitted with the application. This should also include any proposed street closures and the proposed route and direction of route, including all turns and the number of traffic lanes to be used, if applicable.
 - i. Street Closure. If an event requires a street closure, the applicant or their contractor must provide an acceptably-prepared Traffic Control Plan (TCP) to the Traffic Section for review and approval no less than four (4) weeks prior to the event. The plan must comply with the Federal Highway

Administration's Manual on Uniform Traffic Control Devices, latest edition, and the City of Appleton's Temporary Traffic Control Manual, latest edition. Temporary traffic control devices/services must be provided by a contractor which has extensive experience in the industry and is approved in advance by the Traffic Section.

- ii. Event Route. Event routes, if applicable, must be submitted with the application regardless of historical precedent. Proposed routes may be altered after the license has been issued only at the discretion of the Police Department and the Department of Public Works. Should a special event deviate from the route submitted without the approval of the city, the applicant may be denied a license for any special events for the following calendar year.

- d. Insurance Events are required to have adequate levels of insurance as determined by the City's Risk Manager and based on the size and type of the event. Applicants must furnish the City Clerk with a valid certificate of insurance covering any and all liability.

2. Meetings.

- a. Special Events Committee Meeting. Prior to filing an application, the applicant may request to meet with the Special Events Committee at the next regularly scheduled meeting to discuss the proposed special event and receive feedback regarding the likelihood of the application being approved.
- b. Department Meeting. The City Clerk may schedule a meeting if deemed necessary by the City Clerk or requested by the applicant and/or the affected department(s) should the applicant make a request for City services during an event. The purpose of the meeting will be to discuss the services requested. The meeting must be held no later than thirty (30) calendar days before the event. If the applicant refuses to meet at the request of the City Clerk, the license may be denied or revoked.

3. Application Review. Applications are reviewed by the voting members of the Special Events Committee, and voting members

must recommend either approving or denying the application. The City Clerk will issue a license if all voting members recommend approving the license. The review must include, but may not be limited to, an evaluation based on the following criteria:

- a. Use of department resources,
- b. Costs to the department,
- c. Benefit to the community,
- d. Any perceived public health or safety problems, and
- e. Use of City property.

If a recommendation for denial is made, an explanation must be provided to the City Clerk which will be provided to the applicant. The applicant may request the application be submitted to the Safety and Licensing Committee and the Common Council for review and a final determination of whether to grant the license.

4. False/Misleading Information. False or misleading information knowingly made on an application may result in the applicant incurring penalties including, but not limited to, being billed for City provided services and being prevented from obtaining a license or permit in the future. The license may also be denied or revoked.
5. Waiver. Some or all of the license requirements may be waived in cases where the United States Secret Service notifies the City of a proposed event in which it will be assisting with security details.

B. Safety

1. Security. Events must have a designated head of security and must have additional security personnel at the rate of one (1) security person for every 200 persons present if alcohol is available for consumption or for every 400 persons present if alcohol is not available for consumption. The Police and Fire Departments have the discretion to modify these ratios as they deem necessary.
 - a. Head of Security. The head of security must, at minimum, be: (i) 18 years of age or older, (ii) clearly identifiable as the head of security at all times during the event, (iii) reachable by phone at all times during the event by any City employee, (iv) able to call 911 during the event, and (v) able to contact and instruct the security personnel, as applicable, during the event. These requirements may be modified by the Police and Fire Departments, in their discretion, as warranted.

- b. Security Personnel. Security personnel must, at minimum, be: (i) 18 years of age or older, (ii) clearly identifiable as security personnel at all times during the event, (iii) able to call 911 during the event, (iv) reachable at all times by the head of security during the event, and (v) be able to act on instructions from the head of security, or any other authorized person, in case of an emergency. These requirements may be modified by the Police and Fire Departments, in their discretion, as warranted.
2. Additional Safety Features. The Police and Fire Departments may, at their discretion, require events have additional safety features including, but not limited to, a first aid station with a certified nurse or medical doctor, an ambulance on standby and professionally licensed security officers.
3. Compliance. Applicants are responsible for ensuring that the event complies with all applicable statutes, ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations.

C. Set-Up, Toilet Facilities and Clean-Up

1. Set-Up Time. Set-up for an event, including, but not limited to, dropping off supplies and erecting tents, shall not take place more than four (4) hours in advance of an event unless approval for earlier set-up has been granted in writing by the department director or designee with jurisdiction over the location of the event.
2. Toilets. It is the responsibility of the applicant to ensure the adequate number of toilets are available at the event.
3. Clean-Up. It is the responsibility of the applicant to ensure the proper number of waste receptacles are present at the event. If additional clean-up is needed at the conclusion of an event, the applicant will be charged back for the time spent by City employees for their clean-up efforts. All clean-up efforts must be completed within four (4) hours after the conclusion of the event unless approval for additional clean-up time has been granted in writing by the department director or designee with jurisdiction over the location of the event.

D. Fees

1. License Fee. Special event license fees are set based upon the amount of resources used by the City for similar events. The

license fee must be paid at the time of the application is filed with the City Clerk as is based on the event's anticipated attendance, whether there will be street closures, and how far in advance of the event the application is filed with the City Clerk. *See Attachment A – Fees.*

2. Late Fee. A late fee of will be added to all applications filed pursuant to Section V(A)1(a) above. *See Attachment A – Fees.*
 3. Police Investigation Fee. A background check of the applicant will be conducted by the Police Department and the fee for the check, \$7.00, will be added to all applications.
 4. City Events. Events where the applicant is an official or designated agent of the City acting on behalf of the City will not incur any fees.
 5. Permits. Charges for park facilities, food sales permits, tent permit fees, etc., are to be paid **IN ADDITION** to the fees discussed in this policy.
 6. Non-Refundable. All fees are non-refundable.
- E. Event Cancellation - The Mayor or designee may cancel an event without prior notice for any condition affecting the public health or safety of the City, or any condition that would affect facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.
- F. Annual Reporting - By July 30 of every year, a report must be submitted by the City Clerk to the Safety and Licensing Committee and the Common Council documenting the cost of services provided to special events by City departments for the previous year.
- G. Precedent. Nothing in this policy shall be read to take precedent over any applicable statutes or ordinances.

ATTACHMENT A - FEES

SINGLE DAY EVENT LICENSE FEE						
Days before the event	Small Events – Under 1,000 attendees WITHOUT STREET CLOSURE	Small Events – Under 1,000 attendees WITH STREET CLOSURE	Large Events – Between 1,000 and 5,000 attendees WITHOUT STREET CLOSURE	Large Events – Between 1,000 and 5,000 attendees WITH STREET CLOSURE	Significant Events – Over 5,000 attendees WITHOUT STREET CLOSURE	Significant Events – Over 5,000 attendees WITH STREET CLOSURE
90 days or more	\$50	\$100	\$500	\$700	\$1,000	\$1,500
60-89 days	\$60	\$150	\$600	\$750	\$1,200	\$1,700
45-59 days	\$75	\$200	\$800	\$1,000	\$1,650	\$2,500
30-44 days	\$100	\$300	DENIED	DENIED	DENIED	DENIED
10-29 days	\$200	\$400	DENIED	DENIED	DENIED	DENIED
< 10 days	DENIED	DENIED	DENIED	DENIED	DENIED	DENIED
Late Fee	N/A	N/A	\$300	\$600	\$600	\$1,200

MULTIPLE DAY EVENT LICENSE FEE						
Days before the event	Small Events – Under 1,000 attendees WITHOUT STREET CLOSURE	Small Events – Under 1,000 attendees WITH STREET CLOSURE	Large Events – Between 1,000 and 5,000 attendees WITHOUT STREET CLOSURE	Large Events – Between 1,000 and 5,000 attendees WITH STREET CLOSURE	Significant Events – Over 5,000 attendees WITHOUT STREET CLOSURE	Significant Events – Over 5,000 attendees WITH STREET CLOSURE
90 days or more	\$50	\$100	\$500	\$700 first day + \$175 each additional day	\$1,000	\$1,500 first day + \$375 each additional day
60-89 days	\$60	\$150	\$600	\$750 first day + \$188 each additional day	\$1,200	\$1,700 first day + \$425 each additional day
45-59 days	\$75	\$200	\$800	\$1,000 first day fee + \$250 each additional day	\$1,650	\$2,500 first day fee + \$750 each additional day
30-44 days	\$100	\$300	DENIED	DENIED	DENIED	DENIED
10-29 days	\$200	\$400	DENIED	DENIED	DENIED	DENIED
< 10 days	DENIED	DENIED	DENIED	DENIED	DENIED	DENIED
Late Fee	N/A	N/A	\$300	\$600	\$600	\$1,200

CITY OF APPLETON POLICY		TITLE: SPECIAL EVENT POLICY	
ISSUE DATE: September 1996	LAST UPDATE: February 2005 January 2010	SECTION: City Clerk	FILE NAME: clerk\wpwin\licenses\ Special Event Policy
POLICY SOURCE: City Clerk	AUDIENCE: City residents		TOTAL PAGES: 5
Reviewed by Attorney's Office Date: Nov. 22, 2002	Safety and Licensing Committee Approval Date: January 14, 2010	Council Approval Date: Approve amendment to policy January 20, 2010	

I. PURPOSE

It is recognized that special events often bring certain benefits to the community. At the same time, the City must have sufficient notice prior to an event so that various elected officials and City departments can evaluate the potential impact such an event might have on resources of City departments, City owned properties and facilities, and ultimately on the public. Each event has unique characteristics and will have a different impact on the services. Therefore, events should be considered on a case-by-case basis with the ultimate goal being the preservation of the public's health, safety, welfare, and to promote the responsible use of publicly owned facilities and property.

II. POLICY

Events or planned occurrences on City property that exceed the normal and ordinary use of such property, may be considered special events and be subject to review and licensing.

III. DEFINITIONS

Special event means any planned occurrence on the public right-of-way or public premises including, but not limited to, parades, gatherings, festivals and athletic events which is not within the normal and ordinary use of that public premises or place or which, by nature of the event, may have a greater impact on City services or resources than would have occurred had the event not taken place. Whether the event is considered within the normal, ordinary, or intended use of public facilities or property shall be determined by the City department that maintains jurisdiction over the proposed venue.

IV. DISCUSSION

A. Licensing Requirements

1. Applications shall be filed with the City Clerk.
2. Sponsors of Special Events must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations.
3. Every city department receiving a copy of a special event license application shall recommend either approving or denying the application and listing any reasons for denial. Each department shall review an application based upon the following criteria:
 - a. Use of department resources
 - b. Costs to the department
 - c. Benefit to the community
 - d. Any perceived public health or safety problems
 - e. Use of city property
4. Special Event license requirements shall be waived in those cases where the United States Secret Service notifies the City of a proposed event in which it will be assisting with security details.
5. All Special Events applications will be reviewed by the Special Events Coordination Committee, with the City Clerk issuing the special event permit upon approval of all departments reviewing the application. If any denial is received from one or more departments, the application shall be submitted to the Safety and Licensing Committee and the Common Council for review and a determination whether to grant the license.
6. For each special event license form submitted which requests city services, the Clerk may schedule a meeting if deemed necessary or requested by the event sponsors and/or the affected departments. The purpose of the meeting shall be to discuss the specific nature of the services requested. It shall be held no later than thirty (30) days before the event.
6. Each event shall have a designated head of security that can be contacted at any time by the Police, Fire or Health Departments. Each event may be required to have security personnel at the rate of one security person for every 300 persons present if alcohol is available or for any 600 persons present if alcohol is not available. The Police and Fire Departments, depending on facts and

circumstances specific to each event, shall have the discretion to modify these ratios, as they deem necessary.

7. Street Closures – If a special event requires any street(s) to be closed, The Event Organizer or their contractor shall be required to provide an acceptably-prepared Traffic Control Plan (TCP) to the Traffic Section for review and approval no less than 4 weeks prior to the event. The plan shall comply with the Federal Highway Administration's *Manual on Uniform Traffic Control Devices*, latest edition, and the City of Appleton's *Temporary Traffic Control Manual*, latest edition. Temporary Traffic Control devices/services shall be provided by a contractor which has extensive experience in the industry and is approved in advance by the Traffic Section.

B. Fees

1. A Police Investigation Fee of \$7.00 will be added to all applications.

The special event per day fee schedule shall be determined by the size of the event and whether or not street closures are being requested. In addition, the number of days before an event will be considered to set the fee:

PER DAY FEE STRUCTURE						
Days before the event	Small Events – Under 1,000 attendees WITHOUT STREET CLOSURE	Small Events – Under 1,000 attendees WITH STREET CLOSURE	Large Events – Between 1,000 and 5,000 attendees WITHOUT STREET CLOSURE	Large Events – Between 1,000 and 5,000 attendees WITH STREET CLOSURE	Significant Events – Over 5,000 attendees WITHOUT STREET CLOSURE	Significant Events – Over 5,000 attendees WITH STREET CLOSURE
90 days or more	\$125	\$125	\$500	\$600	\$1,000	\$1,100
60-89 days	\$125	\$200	\$500	\$750	\$1,000	\$1,250
46-60 days	\$125	\$200	\$600	\$850	\$1,250	\$1,500
45 days	\$125	\$200	\$750	\$1,000	\$1,500	\$1,750
30-45 days	\$200	\$300	DENIED	DENIED	DENIED	DENIED
10-29 days	\$500	\$600	DENIED	DENIED	DENIED	DENIED
LESS THAN 10 DAYS	DENIED	DENIED	DENIED	DENIED	DENIED	DENIED

2. City sponsored events, even though they may meet the definition of a special event, may not be required to pay a fee.
3. Charges for park facilities, food sales permits, tent permit fees, etc. are to be paid *IN ADDITION* to the Special Events application fee. Submittal of an event application does **NOT** reserve a park or

include application for any other permits as may be required.

C. Insurance Requirements

1. There are 3 categories of Special events; Significant Events, Large Events and Small Events. The activities in each category of special event will determine the appropriate levels of insurance.

The City reserves the right to make final determination of an event's classification and the related requirements that will be imposed upon the event organizer.

- a. Significant Events would include all events over 5,000 people in attendance.
 - b. Large Events would include all events with attendance between 1,000 and 5,000.
 - c. Small Events would include all events with under 1,000 people in attendance.
2. Each applicant shall furnish the City a certificate of insurance showing insurance written by a company licensed in the State of Wisconsin approved by the City's Risk Manager and covering any and all liability.

D. Mapped Routes

A detailed map or diagram indicating the specific locations and layout of the event must be submitted. This should also include any proposed street closures, proposed route and direction of route including all turns and the number of traffic lanes to be used, if applicable.

Routes for special events must be submitted with the license application, regardless of historical precedent. Proposed routes may be altered at the discretion of the Police Department and the Department of Public Works. In the event that the organizer or sponsor of any special event deviates from the route submitted without the approval of the city, the organizer or sponsor of such special event may be denied a permit for any special event for the following calendar year.

E. Event Cancellation

The Mayor, or designee, may cancel an event without prior notice for any condition affecting the public health or safety of the city, or any condition that would place facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

F. Annual Reporting

By March 30 a report will be submitted to the Safety and Licensing Committee and the Common Council documenting the cost of services provided to special events by city departments for the previous year.

2015 Special Events Cost Summary

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>Change</u>	<u>% change</u>
Total cost					
Octoberfest	45,156	46,351	50,254	3,903	
Other large events (3 parades, 4th July, Marathon, Turkey Trot)	36,494	32,991	40,584	7,592	
All other	<u>25,502</u>	<u>24,897</u>	<u>26,401</u>	<u>1,504</u>	
Total cost	\$ 107,152	\$ 104,239	\$ 117,239	\$ 13,000	12%
Average cost					
# other large events	6	6	6		
Average cost - large events	6,082	5,499	6,764	1,265.00	23%
# smaller events	70	65	84		
Average cost - smaller events	364	383	314	(69.00)	-18%
Octoberfest - cost by department					
Clerk	-	30	32	2	
Parks	-	-	3,147	3,147	
Health	2,556	1,763	2,567	804	
Police	31,692	32,122	28,564	(3,558)	
Fire	-	-	1,420	1,420	
DPW				-	
Parking	978	1,659	1,903	244	
Traffic	2,261	2,680	3,369	689	
San	3,563	3,883	4,683	800	
Overhead	<u>4,105</u>	<u>4,214</u>	<u>4,569</u>	<u>355</u>	
Total cost	<u>45,155</u>	<u>46,351</u>	<u>50,254</u>	<u>3,903</u>	8%
Other large events - total cost each					
Flag day	6,205	5,009	7,343.23	2,334.59	47%
Memorial day	3,735	3,273	7,817.66	4,544.52	139%
Christmas	14,074	12,775	13,507.71	733.20	6%
4th July	4,398	3,860	5,528.25	1,668.25	43%
Marathon	4,263	4,197	3,064.72	(1,131.92)	-27%
Turkey Trot	3,818	3,878	3,321.97	(556.47)	-14%

<u>Project</u>	<u>Description</u>	<u>Labor</u>	<u>Material</u>	<u>Equipment</u>	<u>Overhead</u>	<u>Total</u>
6	GREAT STRIDES TO BENEFIT CYSTIC FIBROSIS	118.97	-	-	11.90	130.87
11	PAPER DISCOVERY DUATHLON	339.71			33.97	373.68
12	CIVIL WAR REENACTMENT - WOODLAND PARK	11.03			1.10	12.13
13	CIVIL WAR REENACTMENT - PIERCE PARK # 1	41.67		-	4.17	45.84
14	AMERICAN CANCER SOCIETY SOLEBURNER	1,948.29	330.20	424.08	270.26	2,972.83
15	POLICE WEEK VEHICLE DISPLAY	48.56	-	-	4.86	53.42
16	JOHNSTON SCHOOL MUSTANG MILE	232.98	-	14.88	24.79	272.65
17	MEMORIAL DAY PARADE	6,376.34		730.62	710.70	7,817.66
19	FLAG DAY PARADE	6,586.07		89.59	667.57	7,343.23
20	BIG BOOM CIVIC CELEBRATION	4,946.32		79.36	502.57	5,528.25
21	HEID MUSIC SUMMER CONCERT SERIES	49.23			4.92	54.15
23	BRETT YOUNGER 10K RUN/ 2M WALK	1,063.89		5.27	106.92	1,176.08
24	M.A.S.H BLOOD DRIVE	49.23			4.92	54.15
26	MILLER ELECTRIC COMPANY PICNIC	1,068.67		20.77	108.94	1,198.38
27	APPLETON WEST CROSS COUNTRY INVITATIOI	250.09		19.84	26.99	296.92
28	COMMUNITY FIRST FOX CITIES MARATHON	2,594.54	-	191.57	278.61	3,064.72
29	WALK FOR BABIES - MARCH OF DIMES	95.13	-	-	9.51	104.64
31	LAWRENCE UNIVERSITY - COMMENCEMENT	127.71			12.77	140.48
33	CIVIL WAR REENACTMENT - ERB PARK # 1	80.30			8.03	88.33
37	APPLETON CAR SHOW	1,166.04	55.46	90.21	131.17	1,442.88
38	ART IN THE PARK	1,353.71		30.38	138.41	1,522.50
39	OCTOBERFEST	43,818.90	345.66	1,520.83	4,568.54	50,253.93
42	ST PIUS FUN RUN	76.87		10.23	8.71	95.81
43	HORIZONS FIELD DAY FUN RUN	41.67			4.17	45.84
44	PATHWAYS CHURCH PICNIC	42.48			4.25	46.73
45	USA YOUTH SOCCER MIDWEST REGIONAL CHA	113.79		28.21	14.20	156.20
48	XAVIER HOMECOMING PARADE	407.25		14.88	42.21	464.34
49	EAST H.S. HOMECOMING PARADE	552.89	-	30.07	58.30	641.26
51	FREAKY 5K RUN/WALK	927.34		64.79	99.21	1,091.34
56	TOWARD COMMUNITY PICNIC	42.48			4.25	46.73
59	APPLETON WEST H.S. HOMECOMING PARADE	460.10		84.63	54.47	599.20
62	FOX CITIES CROP WALK	136.15			13.62	149.77
67	APPLETON CHRISTMAS PARADE	11,660.50		619.24	1,227.97	13,507.71
68	SANTA SCAMPER 1 MILE FUN RUN	338.61			33.86	372.47
84	JUNETEENTH - AFRICAN HERITAGE INC.	878.69	-	9.92	88.86	977.47
90	YMCA BIRD BATH SWIM MEEET	113.19	-	31.00	14.42	158.61
112	ST. PIUS ELEMENTARY JOG-A-THON	11.13			1.11	12.24
117	CHILDREN'S PARADE/PICNIC	261.20		21.08	28.23	310.51
121	YMCA FOX CITIES SUMMER CLASSIC SWIM MEE	98.34		15.19	11.35	124.88
124	FAMILY SERVICES BUTTERFLY RELEASE	82.77			8.28	91.05
127	APPLEE TREE CONNECTIONS	1,036.79		37.36	107.42	1,181.57
138	ST PIUS PRAYER PROCESSION	13.85			1.39	15.24
140	CIVIL WAR RE-ENACTMENT - WOODLAND PK #	34.07			3.41	37.48
147	MILES FOR MYELOMA	673.96		59.52	73.35	806.83
159	APRIL FOOL'S MIDNIGHT RUN	544.61			54.46	599.07
161	ST MARY/ST JOSEPH INTERPARISH WORSHIP	52.70			5.27	57.97
163	ST PIUS X - RESPECT LIFE EUCHARISTIC PROC	208.20			20.82	229.02
166	FOX CITIES GREENWAYS	56.73			5.67	62.40
167	LAW ENFORCEMENT TORCH RUN	389.15			38.92	428.07
171	ADI - CHALK ABOUT TOWN	7.56			0.76	8.32
177	CARS, TRUCKS & THINGS THAT GO	1,463.97		209.32	167.33	1,840.62
190	TURKEY TROT - FESTIVAL FOODS	2,957.35		62.62	302.00	3,321.97
195	LIGHT UP THE FOX RIDE	41.06			4.11	45.17
198	KIDS' RUMMAGE SALE	41.67			4.17	45.84
199	PARKS & REC - MOVIES ON THE HILL	41.67			4.17	45.84
200	PARS & REC - PLAYGROUND FAIR	52.80			5.28	58.08
206	ADI MILE OF MUSIC	330.28			33.03	363.31
209	NATIONAL MS SOCIETY	48.56			4.86	53.42
211	APPLETON ICE - ALE FEST	498.23			49.82	548.05
214	TOP SHELF OFFICIAL MEET	42.48			4.25	46.73
215	SIC WIT IT MC	11.13			1.11	12.24
218	FOSTER ELEMENTARY FUN RUN	343.98		24.80	36.88	405.66
220	HOLIDAY FUN FEST	52.77			5.28	58.05
221	JET PTA COLOR RUN	44.59			4.46	49.05
222	HOUDINI 10	811.52		61.97	87.35	960.84
223	EARTH DAY RIVER HIKE	52.04			5.20	57.24
224	XAVIER ELEMENTARY SPIRIT SPRINT / ST FRAN	80.75			8.08	88.83
225	XAVIER ELEMENTARY SPIRIT SPRINT / ST THOM	112.94			11.29	124.23
226	WISDOM OF WOMBATS	49.17			4.92	54.09
227	APPLE CREEK 50K	513.09		14.88	52.80	580.77
228	MILE OF MUSIC BIKE RIDE	332.60			33.26	365.86
229	APPLETON FOOD TRUCK RALLY	117.56			11.76	129.32
230	FOX CITIES COMMUNITY ART DAY	49.23			4.92	54.15
231	BIKE TO WORK DAY PIT STOP	52.80			5.28	58.08
232	FLAG DAY PARADE FREEDOM RIDE	49.23			4.92	54.15

233 TREATMENT TRAIL	49.23		4.92	54.15
234 ART ON THE TOWN (PARK-ING DAY)	41.67		4.17	45.84
235 FOX VALLEY LITERACY COUNCIL 5K	52.80		5.28	58.08
236 APPLETON FOOD TRUCK RALLY	10.29		1.03	11.32
237 LIVING HOPE CHRISTIAN MUSIC CONCERT	45.23		4.52	49.75
238 PULSE YOUNG PROFESSIONALS NETWORK	31.38		3.14	34.52
239 SUMMER MOVIES IN THE PLAZA	45.23		4.52	49.75
240 ADVANCED MOVEMENT STUDIO FIT FOX FEST	52.80		5.28	58.08
241 PARK & REC ALL CITY CAMPOUT	10.29		1.03	11.32
242 APOSTOLIC TRUTH CHURCH FIESTA HISPANA	116.40		11.64	128.04
243 DUP15Q ALLIANCE WALK/RUN	157.76		15.78	173.54
244 APPLETON GOSPEL CHURCH WORSHIP IN THE	42.48		4.25	46.73
245 RUNAWAY SHOES FOC CITIES NITELITE RUN	597.52	29.76	62.73	690.01
246 ST JAMES UMC MALARIA NO MORE WALK	42.48		4.25	46.73
247 CASA HISPANA LATINO FEST	42.48		4.25	46.73
248 FOX CITIES BUILDING FOR THE ARTS FUNDRAI	42.48		4.25	46.73
	<u>101,202.44</u>	<u>731.32</u>	<u>4,646.87</u>	<u>10,658.13</u>
			<u>117,238.76</u>	

**APPLETON POLICE DEPARTMENT
WEEKLY REPORT
2016**

**WEEK # 31
ENDING 8/4/2016**

	TW	TWLY	TYTD	LYTD	YTD Incr
Calls for Service	1,070	1,033	29,523	28,581	3.3%
Citizen Initiated	692	719	19,330	18,299	5.6%
Officer Initiated	360	296	9,728	9,860	-1.3%
Reports Handled by Comm Technicians	21	34	449	621	-27.7%

	TW	TWLY	TYTD	LYTD	YTD Incr
Group A Crimes	86	81	2,488	2,388	4.2%
Group B Crimes	114	107	3,025	3,502	-13.6%

PARKING TICKETS	TW	TWLY	TYTD	LYTD	YTD Incr
2 A.M. to 5 A.M.	73	110	2,680	3,829	-30.0%

INCARCERATIONS	TW	TWLY	TYTD	LYTD	YTD Incr
Lock-ups	48	29	1,246	1,197	4.1%

	TW	TWLY	TYTD	LYTD	YTD Incr
Citizen Contact Reports (Written Warnings)	254	223	6,791	7,440	-8.7%
Traffic Citations	127	83	3,437	3,149	9.1%
Speeding Citations	7	6	167	332	-49.7%
Seatbelt Citations	33	4	584	190	207.4%
City Summonses	43	36	1,146	1,170	-2.1%
Underage drinking	2	-	73	80	-8.8%
Possess tobacco	-	1	16	26	-38.5%
Curfew violations	-	-	6	5	20.0%
Possess marijuana/paraphernalia	2	4	209	205	2.0%
Warrants Issued	15	14	286	359	-20.3%
APD Warrants Quashed	10	13	288	338	-14.8%
Warrants Quashed for Other Agencies	11	5	240	247	-2.8%
Initials scheduled for Court	150	93	3,997	3,884	2.9%
No shows for initials	71	54	2,007	2,030	-1.1%
City Court trials held	-	-	18	29	-37.9%
Offense Reports	169	169	4,888	4,534	7.8%
Offense Report Follow-ups	44	52	1,286	1,094	17.6%

Statistics

Start Date/Time: 7/29/2016 12:00:00 AM
End Date/Time: 8/5/2016 12:00:00 AM
Jurisdiction: WI0450100

Offenses

UCR Code	UCR Description	This Period		YTD-This Year	YTD-Last Year		YTD %										
		This Period	Last Year		Arrest	Excep Cleared		Adult	Juv	Arrest	Excep Cleared	Arrest	Excep Cleared	Arrest	Excep Cleared		
A	Group A																
09A	MURDER & NON-NEGLIGENT MANSLAUGHTER	0	0	2	0	100.0%	0	0	0	0	1	0	50.0%	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	8	7	14.3%	0	0	0	0	7	0	87.5%	0.0%	7	0	
11A	RAPE	1	0	13	16	-18.8%	0	0	0	0	1	1	7.7%	7.7%	7	1	
11B	SODOMY	0	0	10	11	-9.1%	0	0	0	0	2	1	20.0%	10.0%	5	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	0	0	27	16	68.8%	0	0	0	0	7	8	25.9%	29.6%	7	3	
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	17	9	88.9%	0	0	0	0	9	0	52.9%	0.0%	5	0	
13A	AGGRAVATED ASSAULT	1	1	84	75	12.0%	1	0	1	0	56	1	66.7%	1.2%	69	0	
13B	SIMPLE ASSAULT	9	7	253	218	16.1%	7	1	7	0	186	17	73.5%	6.7%	158	21	
13C	INTIMIDATION	1	1	22	22	0%	0	0	0	0	14	0	63.6%	0.0%	16	1	
200	ARSON	0	0	1	5	-80.0%	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	2	2	78	68	14.7%	0	0	0	0	11	0	14.1%	0.0%	12	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	7	208	200	4.0%	4	1	4	0	112	5	53.8%	2.4%	140	4	
23D	THEFT FROM BUILDINGS	6	7	179	143	25.2%	0	0	0	0	19	8	10.6%	4.5%	14	13	
23E	THEFT FROM COIN-OPERATED MACHINE OR DEVICE	0	0	6	1	400.0%	0	0	0	0	0	0	0.0%	0.0%	0	0	
23F	THEFT FROM MOTOR VEHICLE	5	7	79	111	-28.8%	0	0	0	0	0	0	0.0%	0.0%	3	1	
23G	THEFT OF MOTOR VEHICLE PARTS OR ACCESSORIES	0	0	18	12	50.0%	0	0	0	0	0	0	0.0%	0.0%	0	0	
23H	ALL OTHER LARCENY	9	11	170	146	16.4%	0	0	0	0	25	6	14.7%	3.5%	35	5	
240	MOTOR VEHICLE THEFT	0	1	25	28	-10.7%	0	0	0	0	6	0	24.0%	0.0%	7	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	1	2	36	28	28.6%		0	0	0	0	4	3	11.1%	8.3%	5	1
26A	FALSE PRETENSE/SWINDLE/CONFIDEN CE GAME	3	1	87	78	11.5%		0	0	0	0	16	2	18.4%	2.3%	27	3
26B	FRAUD CREDIT CARD/AUTOMATED TELLER MACHINES	0	0	28	61	-54.1%		0	0	0	0	4	0	14.3%	0.0%	23	1
26C	IMPERSONATION	3	1	98	158	-38.0%		0	0	0	0	3	5	3.1%	5.1%	22	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	1	3	-66.7%		0	0	0	0	0	0	0.0%	0.0%	0	0
270	EMBEZZLEMENT	1	1	14	14	0%		0	0	0	0	4	2	28.6%	14.3%	3	3
280	STOLEN PROPERTY OFFENSES (RECEIVING, ETC.)	0	0	12	12	0%		0	0	0	0	6	1	50.0%	8.3%	8	0
290	DESTRUCTIVE/DAMAGE/VANDA LISM OF PROPERTY	21	14	313	313	0%		4	0	2	2	61	12	19.5%	3.8%	84	7
35A	DRUG/NARCOTIC VIOLATIONS	4	7	210	214	-1.9%		2	0	2	0	143	5	68.1%	2.4%	156	6
35B	DRUG EQUIPMENT VIOLATIONS	3	6	180	157	14.6%		1	0	1	0	129	3	71.7%	1.7%	130	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	8	8	0%		0	0	0	0	1	7	12.5%	87.5%	3	4
370	PORNOGRAPHY/OBSCENE MATERIAL	0	0	18	12	50.0%		0	0	0	0	4	10	22.2%	55.6%	4	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	5	440.0%		0	0	0	0	14	0	51.9%	0.0%	4	1
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	1	15	19	-21.1%		0	0	0	0	10	0	66.7%	0.0%	10	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	5	3	160	144	11.1%		0	0	0	0	5	0	3.1%	0.0%	8	1
UCR A	UCR CODE A	5	0	67	52	28.8%		4	0	3	1	53	1	79.1%	1.5%	47	0
UCR B	UCR CODE B	0	0	9	15	-40.0%		0	0	0	0	9	0	100.0%	0.0%	13	0
UCR C	UCR CODE C	0	0	2	2	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	1	-100.0%	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		86	81	2,488	2,388	4.2%	23	2	20	3	925	100	37.2%	4.0%	1,034	90
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	2	1	47	90	-47.8%	1	0	0	1	15	0	31.9%	0.0%	35	0
90C	DISORDERLY CONDUCT	28	18	515	580	-11.2%	21	0	19	2	303	20	58.8%	3.9%	345	14
90D	DRIVING UNDER THE INFLUENCE	8	5	212	190	11.6%	8	0	8	0	210	0	99.1%	0.0%	190	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	12	110	-89.1%	0	0	0	0	7	0	58.3%	0.0%	95	3
90G	LIQUOR LAW VIOLATIONS	3	2	112	103	8.7%	3	0	3	0	93	1	83.0%	0.9%	88	0
90H	PEEPING TOM	0	0	0	1	-100.0%	0	0	0	0	0	0	0.0%	0.0%	1	0
90I	RUNAWAY	4	0	80	154	-48.1%	0	0	0	0	10	1	12.5%	1.3%	19	2
90J	TRESPASS OF REAL PROPERTY	13	19	246	264	-6.8%	3	0	3	0	104	1	42.3%	0.4%	115	2
90Z	ALL OTHER OFFENSES	56	61	1,800	2,007	-10.3%	42	0	29	4	1,160	25	64.4%	1.4%	1,286	32
Total Group B		114	107	3,025	3,502	-13.6%	78	0	62	7	1,902	48	62.9%	1.6%	2,174	53
NR Group NR																
00	NON UCR REPORTABLE	61	74	1,872	1,679	11.5%	0	0	0	0	12	0	0.6%	0.0%	12	0
Total Group NR		61	74	1,872	1,679	11.5%	0	0	0	0	12	0	0.6%	0.0%	12	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	\$10,021.00	\$31,049.00	\$842,738.00	\$689,849.15	22.2%
Recovered	\$2,688.00	\$10,447.00	\$167,382.00	\$233,700.25	-28.4%
Damaged	\$4,011.00	\$17,884.00	\$130,180.00	\$130,809.00	-0.5%

Statistics

Arrests		This Period	This Period Last Year	YTD This Year	YTD Last Year	YTD %
E	Adult Arrests					
	Part A Ordinance	4	6	329	323	1.9%
	Part A State Statute	20	13	691	637	8.5%
	Part B Ordinance	35	13	423	398	6.3%
	Part B State Statute	46	42	1,287	1,309	-1.7%
	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	11	4	175.0%
F	Juvenile Arrests					
	Part A Ordinance	0	0	64	99	-35.4%
	Part A State Statute	1	0	40	65	-38.5%
	Part B Ordinance	3	2	143	207	-30.9%
	Part B State Statute	9	3	151	261	-42.1%
	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	104	60	3,102	2,882	7.6%
H	Animal					
	Animal Arrests	7	1	30	15	100.0%
	Animal Complaints	44	63	1,155	1,156	-0.1%
	Animal Warnings	8	6	461	385	19.7%

Statistics

I	Accidents	This Period	This Period Last Year	YTD This Year	YTD Last Year	YTD %
	Fatal	0	0	0	1	-100.0%
	Hit & Run Personal Injury	1	1	9	9	0%
	Hit & Run Property Damage	1	2	65	49	32.7%
	Personal Injury	7	8	231	221	4.5%
	Property Damage	16	13	564	430	31.2%