



City of Appleton

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

Meeting Agenda - Final-revised Safety and Licensing Committee

Wednesday, October 12, 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

[16-1569](#) Approval of September 28, 2016 Minutes.

Attachments: [S&L Minutes 9-28-16.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[16-1589](#) Operator's Licenses

Attachments: [Operator's Licenses for 10-12-16 S & L.pdf](#)

[16-1543](#) "Class B" Beer/Liquor License change of premise description of Lindo Michoacan, Pedro Juarez, Agent, 209 N. Richmond St., contingent upon approval from all departments.

Attachments: [Lindo Michoacan-Change of Description.pdf](#)

[16-1544](#) Class "A" Beer License Change of Agent of Kwik Trip 181, Ron W. Hoffmeyer, Agent, 730 E. Wisconsin Ave., contingent upon approval from the Police Department.

[16-1560](#) Special Class "B" Beer License application of Ice Dog Booster Club, Inc., Nick B. Laird, Person in Charge, 1717 E. Witzke Blvd., November 11, 2016 through March 25, 2017, contingent upon approval from all departments.

[16-1475](#) 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](#)
[Special Event Policy Update Memo to S&L.pdf](#)
[Special Event Policy 9-23-16 Redlined.pdf](#)

Legislative History

9/28/16	Safety and Licensing Committee	recommended for approval
10/5/16	Common Council	referred to the Safety and Licensing Committee

Aldersperson Konetzke referred this item back to the Safety & Licensing Committee.

6. Information Items

[16-1594](#) Request to Adopt Chapter 9 Revisions to Conform with New Legislation

Attachments: [Chapter 9 Edits - AJ \(changed sections only\).pdf](#)

[16-1593](#) Wellness Grant to the Police Department in the amount of \$2,000 from the State of Wisconsin Department of Justice

[16-1476](#) Director's Reports:
City Clerk
Fire Chief
Police Chief

Attachments: [Police Weekly Report - Week 33.pdf](#)

[16-1477](#) Police Department information on liquor law violation convictions.

[16-1561](#) Discussion of the 2017 Clerk's Office Budget

[16-1562](#) Discussion of the 2017 Fire Department Budget

[16-1565](#) Discussion of the 2017 Police Department Budget

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
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Meeting Minutes - Final Safety and Licensing Committee

Wednesday, September 28, 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

[16-1474](#)

Approval of September 14, 2016 Minutes.

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

**Meltzer moved, seconded by Konetzke, 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

[16-1522](#)

Operator's License application of Kyle J. Marx, 2206 E. John St.

Attachments: [Kyle J Marx.pdf](#)
[SL Denials- K. Marx.pdf](#)

Mr. Marx was in attendance and addressed the Committee stating that he didn't know he had to disclose his convictions on the application.

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

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

[16-1457](#)

Operator's License application of Donald R. Hayden, W4082 Rock Road.

Attachments: [Donald R. Hayden.pdf](#)
 [SL Denials- D. Hayden.pdf](#)

The Motion to recommend approval failed 2/3.

Mr. Hayden was in attendance and addressed the Committee stating that he is working to get his life back on track and needs the license in order to advance at his current employer. Mr. Hayden brought three individuals with him that spoke in favor of him receiving the license:

Patricia Stirn, 3320 E Paris Way #9, Appleton- Current Supervisor

Jolene Birlton, 930 Roosevelt St, Kaukauna -Current Manager

Holly Tank, W4082 Rock Rd, Appleton -friend and Former Supervisor

Meltzer moved, seconded by Konetzke, that the Operator License be recommended for approval. Roll Call. Motion failed by the following vote:

Aye: 2 - Konetzke and Meltzer

Nay: 3 - Lobner, Jirschele and Williams

[16-1436](#)

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

Attachments: [Michelle Tegen.pdf](#)
 [Tegan denial.pdf](#)

Ms. Tegen was in attendance and addressed the Committee regarding her record and why she feels she is eligible for an operator's license.

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

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

[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](#)
 [Special Event Policy Update Memo to S&L.pdf](#)
 [Special Event Policy 9-23-16 Redlined.pdf](#)

Jirschele moved, seconded by Meltzer, that the Policy 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, Jirschele seconded, to approve the report. The motion carried by the following vote:

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

[16-1464](#)

Operator's Licenses

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

This Report Action Item was recommended for approval.

[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.

This Report Action Item was recommended for approval.

[16-1519](#)

Kennel License application of Woof Lodge & Rescue, Khrysta M. Plamann, Applicant, 2705 S. Lake Park Rd., contingent upon approval from all departments.

This Report Action Item was recommended for approval

[16-1497](#)

Secondhand Article License application of Kay Jewelers, 3845 E. Calumet St., Megan L. Stepniewski, Applicant, contingent upon approval from all departments.

This Report Action Item was recommended for approval.

[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.

This Report Action Item was recommended for approval.

[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.

This Report Action Item was recommended for approval.

[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.

This Report Action Item was recommended for approval.

[16-1471](#) 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

[16-1472](#) 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

Konetzke moved, seconded by Meltzer, that the meeting be adjourned at 7:00 p.m. Roll Call. Motion carried by the following vote:

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

Operator's Licenses for 10/12/16 S & L

Approved

Blake R. Barrington	N1499 Forest Glen Drive, Greenville
Breanna E. Schulz	1300 Geneva Road, Menasha
Cameron M. Hadley	1715 Golf Bridge Drive, Neenah
Candace D. Dyer	3301 E. Edgemere Drive, #3
Cathleen A. Hammerstein	1202 S. Lee Street
Cherie L. Susor	2621 Maple Grove Drive, Neenah
Dani J. Cigler	1345 Lucerne Drive, #15, Menasha
Denene M. Malone	2026 W. 2 nd Street
Eliza J. Landskron	3636 Cherryvale Place #10
Erin E. Bates	827 ½ W. Harris Street
Jonathan L. Hatch	1408 S. Jackson Street
Kara A. Kordus	500 E. Eagle Flats Pkwy #202
Keri D. Fish	4141 Boardwalk Court, #323
Sactin Bhanuprasad Ka Patel	200 N. Perkins Street, #110
Natalie J. Schaaf	106 W. 16 th Avenue, Oshkosh
Nicholas A. August	N1071 Redwing Drive, Greenville
Patricia A. Bartels	401 Wilson Street, Little Chute
Peggy A. Moehn	1108 Jennifer Court, Chilton
Rebecca J. Anderson	1502 N. Appleton Street
Rochelle A. Andrew	1700 Dublin Trail, #313, Neenah
Sean P. Reynolds	415 S. Old Oneida Street, #336
Shelly A. Smith	400 Pheasant Run, Kaukauna
Steven RB Metzger	724 N. Richmond Street
Susan J. VanderMaazen	621 ½ W. Third Street
Tammy M. Fraundorf	1403 N. Birchwood Avenue

Hello Cathy,

We currently are in the process of expanding into the 209 N Richmond space. Both 207 and 209 combined are approximately 2,780 square feet. Liquor will be server and storage through out both spaces and basements.

Sincerely,
Pedro

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>



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

LEGAL SERVICES DEPARTMENT

Office of the City Clerk

100 North Appleton Street

Appleton, WI 54911

Phone: 920/832-6443

Fax: 920/832-5823

September 27, 2016

Safety & Licensing Committee

Re: Special Event Policy Updates

Attached you will find a proposed Special Event Policy in which the staff Special Events Committee has worked diligently on revising over the past few months. The policy was last updated in 2010 and that update seemed to focus mainly on the fees. Here are the highlights of the major changes in the proposed 2016 version:

1. Fee changes- The fees were increased by about 20% and some fees were even lowered to better reflect actual time spent/services used on these events. The smaller event fees were lowered and the large or significant event fees were increased. We also addressed fees for multiple day or reoccurring events.
2. Multiple day events was added to the policy as this was something that was not previously addressed and that we have seen an increase in. The fees for multiple day events include an additional fee of 25% of the original application fee.
3. The revised policy provides definitions for various terms/aspects of the policy such as defining days since our fees relate to the days prior to the even in which the application was filed. It also outlines procedures for the denial of special event applications due to not filing in time or providing false information on the application.
4. The policy also specifies timing for which an event may begin set up and when the event must be cleaned up by to ensure the location of the event is suitable for other uses in a timely manner.

This is a basic summary of the significant policy changes and if there are further questions I would be happy to answer them. I also welcome other suggested changes. Staff hopes to have a final policy in place in the next month or so, but certainly before the end of the year for adequate notice to current special event applicants.

Thank you,

Kami Lynch
City Clerk, City of Appleton
kami.lynch@appleton.org

CITY OF APPLETON POLICY		TITLE: SPECIAL EVENT POLICY	
ISSUE DATE: September 1996		LAST UPDATE: February 2005 January 2010	SECTION: <u>C</u> ity Clerk
POLICY SOURCE: City Clerk		AUDIENCE: City <u>employees and</u> residents	TOTAL PAGES: 5 8
RReviewed by <u>Attorney's Office</u> <u>Legal Services</u> Date: <u>Nov. 22, 2002</u> <u>Sept. 14, 2016</u>		Safety and Licensing Committee Approval <u>D</u> ate: January 14, 2010	<u>C</u> Council Approval <u>D</u> ate: 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 ~~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 the~~ City ~~departments~~ can evaluate the potential impact ~~such an~~the 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

- Small event - a special event with an anticipated attendance of under 1,000 people.
- ~~SS~~**Special event** ~~means~~or event - any planned occurrence ~~on~~in the public right-of-way or on public ~~premises~~property including, but not limited to, parades, gatherings, festivals and athletic events, which ~~is~~are not within the normal and ordinary use of that ~~public premises or~~ 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, ~~or intended~~ use of the public ~~facilities~~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.

S

IV. ~~DISCUSSION~~

Special event

~~A.~~ Licensing Requirements

- 1. 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.

~~SS~~Special 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:~~

- Events Committee - a committee comprised of City employees representing various City departments.

V. PROCEDURES

- ~~Use of department resources~~
- ~~Costs to the department~~

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.

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 Closures—Closure. If a special event requires any street(s) to be closed, The Event Organizer closure, the applicant or their contractor shall be required to 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 shall 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 traffic control devices/services shall must 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 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

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. ~~be considered to~~ 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.

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.

<u>MULTIPLE DAY EVENT LICENSE FEE</u>						
<u>Days before the event</u>	<u>Small Events – Under 1,000 attendees WITHOUT STREET CLOSURE</u>	<u>Small Events – Under 1,000 attendees WITH STREET CLOSURE</u>	<u>Large Events – Between 1,000 and 5,000 attendees WITHOUT STREET CLOSURE</u>	<u>Large Events – Between 1,000 and 5,000 attendees WITH STREET CLOSURE</u>	<u>Significant Events – Over 5,000 attendees WITHOUT STREET CLOSURE</u>	<u>Significant Events – Over 5,000 attendees WITH STREET CLOSURE</u>
<u>90 days or more</u>	<u>\$50</u>	<u>\$100</u>	<u>\$500</u>	<u>\$700 first day + \$175 each additional day</u>	<u>\$1,000</u>	<u>\$1,500 first day + \$375 each additional day</u>
<u>60-89 days</u>	<u>\$60</u>	<u>\$150</u>	<u>\$600</u>	<u>\$750 first day + \$188 each additional day</u>	<u>\$1,200</u>	<u>\$1,700 first day + \$425 each additional day</u>
<u>35-59 days</u>	<u>\$75</u>	<u>\$200</u>	<u>\$800</u>	<u>\$1,000 first day fee + \$250 each additional day</u>	<u>\$1,650</u>	<u>\$2,500 first day fee + \$750 each additional day</u>
<u>30-44 days</u>	<u>\$100</u>	<u>\$300</u>	<u>DENIED</u>	<u>DENIED</u>	<u>DENIED</u>	<u>DENIED</u>
<u>10-29 days</u>	<u>\$200</u>	<u>\$400</u>	<u>DENIED</u>	<u>DENIED</u>	<u>DENIED</u>	<u>DENIED</u>
<u>< 10 days</u>	<u>DENIED</u>	<u>DENIED</u>	<u>DENIED</u>	<u>DENIED</u>	<u>DENIED</u>	<u>DENIED</u>
<u>Late Fee</u>	<u>N/A</u>	<u>N/A</u>	<u>\$300</u>	<u>\$600</u>	<u>\$600</u>	<u>\$1,200</u>

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~~

Sec. 9-52. Operation of premises licensed for retail sales.

All class A and B retail licenses granted under this article shall be granted subject to the following conditions and all other conditions of this article, and subject to all other ordinances and regulations of the City applicable thereto:

- (1) Every applicant procuring a license thereby consents to the entry of police or other authorized representatives of the City at all reasonable hours for the purpose of inspection and search, and consents to the removal from the premises of all things and articles there in violation of City ordinances or state laws and consents to the introduction of such things and articles in evidence in any prosecution that may be brought for such offense.
- (2) No retail licensee shall hire any person under twenty-one (21) years of age, except as modified by W.S.A. §125.07(4)(bm).
- (3) No gambling or games of chance shall be permitted upon the licensed premises. Dice, slot machines, or any other devices of chance are prohibited and shall not be kept upon the premises, except those permitted by law.
- (4) No premises for which a class B or class C retail license has been issued shall be permitted to remain open during the closing hours required by W.S.A. §125.32(3) or W.S.A. §125.68(4), and the premises shall be vacated during such hours.
- (5) Each premises shall be conducted in a sanitary manner and shall be a safe and proper place for the purpose for which used. Effective July 1, 2017, taverns serving no food shall obtain a municipal health permit from the Health Department on an annual basis, pursuant to §9-190. Additionally, ~~The~~ Board of Health may make reasonable rules for the sanitation of all places of business possessing licenses under this article. Such rules or regulations may be classified and made applicable according to the class of business conducted. All such rules and regulations shall have the same force as this article and infraction thereof may be punished as a violation of this article.
- (6) A violation of this article by a duly authorized agent or employee of a licensee or permit holder shall constitute a violation by the licensee or permit holder.
- (7) Class “A” retail licensees shall not sell, dispense, give away or furnish, directly or indirectly, fermented malt beverages for consumption off the premises between 12 midnight and 8:00 a.m., Central Standard Time. “Class A” retail licensees shall not sell, dispense, give away or furnish, directly or indirectly, intoxicating liquors including wine for consumption off the premises between 9:01 p.m. and 8:00 a.m., Central Standard Time.
- (8) Class B or class C retail licensees shall not sell, dispense, give away or furnish directly or indirectly fermented malt beverages or intoxicating liquors for consumption off the premises between 12:01 a.m. and 8:00 a.m., Central Standard Time.
- (9) ***Abandonment or non-use.*** Any licensee granted or issued a license to sell alcohol beverages that abandons such business shall forfeit any right or preference the licensee may have to the holding or renewal of such license. Abandonment shall be sufficient grounds for revocation or non-renewal of any alcohol beverage license. In this section “abandon” and “abandonment” shall mean a continuing refusal or failure of the licensee to use the license for the purpose or purposes for which the license was granted by the city council for a period of one (1) year. The Common Council may, for good cause shown, extend such period.
- (10) A retail class A, B or C license shall not be granted to any applicant whereby the applicant had been convicted of selling alcoholic beverages without the proper retail license within the last eighteen (18) months.

DIVISION 2. RETAIL FOOD ESTABLISHMENTS*

Sec. 9-216. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Food means articles used for food or drink by persons, chewing gum, and articles used as components of food.

Retail food establishment means an establishment required to be licensed under W.S.A. §97.30, and all other commercial enterprises, fixed or mobile, where food is processed or sold or offered for sale at retail. The term shall also include all areas and facilities of such establishments used in conjunction therewith and all vehicles and equipment utilized in conjunction therewith. It includes retail grocery stores; meat markets; poultry markets; fish markets; delicatessens; bakeries; confectioneries; ice cream shops; cheese stores; convenience marts; milk cases; spice and herb shops; ~~temporary-mobile~~ retail food establishments; and all other establishments where food is processed or sold or offered for sale at retail.

Sec. 9-219. State sanitation regulations adopted.

All retail food establishments and licenses under this division shall be subject to and comply with the provisions of Wisconsin Administrative Code, Sections ATCP 75.01 through ATCP 75.~~4205~~, which are hereby adopted by reference and incorporated as part of this division.

DIVISION 3. RESTAURANTS AND OTHER PUBLIC EATING AND DRINKING ESTABLISHMENTS

Sec. 9-236. Definition.

For purposes of this division, public eating and drinking establishment shall mean any premises as defined by Wisconsin Administrative Code, ~~DHS-ATCP §49675.03(5)~~, and shall also mean any restaurant, coffee shop, cafeteria, caterer, luncheonette, ~~tavern~~, sandwich stand and all other catering ~~and drinking~~ establishments, as well as kitchens and other places where food or drink is prepared, served or sold to the public for human consumption.

Sec. 9-238. State sanitation regulations adopted.

All restaurants and licensees under this division shall be subject to and comply with the provisions of Wisconsin Administrative Code, sections ~~DHS-ATCP 49675.01~~ through ~~DHSATCP-49675.112~~, which are hereby adopted by reference and incorporated as part of this division.

DIVISION 2. BED AND BREAKFAST ESTABLISHMENTS*

Sec. 9-323. State sanitation regulations adopted.

All bed and breakfast establishments and licensees under this division shall be subject to and comply with Wisconsin Administrative Code, ~~DHS-ATCP §49773.01~~ through ~~DHSATCP §49773.15~~, which are hereby adopted by reference and incorporated as part of this division.

DIVISION 3. HOTELS, MOTELS AND TOURIST ROOMING HOUSES*

Sec. 9-343. State sanitation regulations adopted.

All hotels, motels and tourist rooming houses and licensees under this division shall be subject to and comply with the provisions of Wisconsin Administrative Code, ~~DHSATCP §49572.01~~ through ~~DHSATCP~~

§~~495~~72.16, which are hereby adopted by reference and incorporated as part of this division.

ARTICLE XII. PUBLIC SWIMMING POOLS*

Sec. 9-680. Right of entry; testing of samples.

The Health Officer may enter any establishment required to be licensed in this article at all reasonable times to inspect the premises, secure samples or specimens, examine and copy documents, obtain photographs, or take any other action he deems necessary to properly enforce the provisions of applicable laws regulating such business or activity. Samples of water from any licensed premises may be taken and examined by the Health Officer at such time as he deems necessary, for detection of microbiological quality, chemical disinfection, or any other enforcement purposes. Standards and definitions set forth in Wisconsin Administrative Code ~~DHS-ATCP~~ §~~172~~76 are hereby adopted as reference and incorporated as part of this section.

Sec. 9-684. State sanitation regulations adopted.

All public swimming pools and licensees under this article shall be subject to and comply with the provisions of Wisconsin Administrative Code, SPS 390 or ~~DHS-ATCP~~ §~~172~~76 as applicable.

Sec. 9-685. Authority to close pools.

In addition to the closing criteria set forth in Wisconsin Administrative Code, ~~DHS-ATCP~~ §~~172~~76, the Health Officer may order any public swimming pool closed if the following conditions exist:

- (1) Bacteriological or chemical analysis of water samples exceeds those standards listed in Wisconsin Administrative Code, ~~DHS-ATCP~~ §~~172~~76.30 or the presence of *Pseudomonas aeruginosa* or any other microbiological pathogen capable of transmitting a communicable disease is detected; or
- (2) Any imminent health or safety hazard is identified.

DIVISION 2. RECREATIONAL AND EDUCATIONAL CAMPS

Sec. 9-798. State sanitation regulations adopted.

All recreational and educational camps and licenses under this division shall comply with Wisconsin Administrative Code ~~DHS-ATCP~~ §~~175~~78.01 through §~~175~~78.22, which are hereby adopted by reference and incorporated as part of this division.

DIVISION 3. CAMPGROUNDS

Sec. 9-814. State sanitation regulations adopted.

All campgrounds under this division shall comply with Wisconsin Administrative Code ~~DHS-ATCP~~ §~~178~~79.01 through ~~DHS-ATCP~~ §~~178~~79.~~24~~27, which are hereby adopted by reference and incorporated as part of this division.

ARTICLE XVIII. TATTOO AND BODY PIERCING ESTABLISHMENTS

Sec. 9-850. Authority and purpose

(a) This chapter is promulgated under the authority of Wis. Stats. §~~252.23(4)~~, ~~§252.24(4)~~ and ~~§252.245(9)~~463.16 for the purpose of regulating tattooists, tattoo establishments, body piercers and body piercing establishments in order to protect public health and safety.

(b) ***State sanitation regulations adopted.*** All tattoo and body piercing establishments, practitioners, and licenses under this division shall be subject to and comply with the provisions of Wis. Admin. Code, ~~Sees. DHS SPS §173.01 through DHS §173.17221~~, which are hereby adopted by reference and incorporated as part of this division.

Sec. 9-851. Definitions.

Agent means a local health department serving a population greater than five thousand (5,000) which is designated by the Wisconsin Department ~~of Health and Family Services~~ ***Safety and Professional Services*** under a written agreement authorized by Wis. Stat. §252.245(1), to issue licenses to and make investigations or inspections of tattooists, tattoo establishments, body piercers and body piercing establishments.

Antiseptic means a chemical that kills or inhibits the growth of organisms on skin or living tissue.

Approved means acceptable to the department based on its determination of conformance to this chapter and good public health practices.

Autoclave means an apparatus that is registered and listed with the Federal Food and Drug Administration for sterilizing articles by using superheated steam under pressure.

Body pierce, as a verb, means to perforate any human body part or tissue, except an ear, and to place a foreign object in the perforation to prevent the perforation from closing.

Body piercer means a person who performs body piercing on another person at that person's request.

Body piercing means perforating any human body part of tissue, except an ear, and placing a foreign object in the perforation to prevent the perforation from closing.

Body piercing establishment means the permanent premises where a body piercer performs body piercing and is in business for more than seven (7) consecutive days in a license year.

Branding means the burning of skin with a hot tool, cauterizing laser or dry ice so that a mark is imbedded in the deep tissue.

Cleaning means the removal of foreign material from objects, normally accomplished with detergent, water and mechanical action.

Department means the Wisconsin Department of Health and Family Services.

Disinfectant means a chemical that is capable of destroying disease-causing organisms on inanimate objects, with the exception of bacterial spores.

Health Officer means and includes the Health Officer or authorized agent of the Health Officer.

Hot water means water at a temperature of 110 ☐F, or higher.

Implantation means the insertion of an object under the skin, so that it remains under the skin, in whole or in part, after the procedure. This definition shall not apply to the post used in body piercing to keep the perforation from closing.

Local health department means an agency of local government that takes any of the forms specified in Wis. Stats. §250.01(4), specifically the City of Appleton Health Department.

Operator means the owner or person responsible to the owner for the operation of a tattoo or body-piercing

establishment.

Patron means a person receiving a tattoo or body piercing.

Practitioner means a tattooist or body piercer.

Premises means a building, structure, area or location where tattooing or body piercing is performed.

Scarification means the cutting of the skin so that when it heals, scar tissue remains.

Sharps waste means waste that consists of medical equipment or clinical laboratory articles that may cause punctures or cuts, such as hypodermic needles, syringes with attached needles and lancets, whether contaminated, unused or disinfected.

Single use means a product or item that is disposed of after one use, such as a razor, a needle, a cotton swab, a tissue or paper product, a paper of soft plastic cup, or gauze or other sanitary covering.

Sterilization means the killing of all organisms and spores through use of an autoclave operated at a minimum of 250 minutes or through use of an autoclave approved by the department that is operated at different temperature and pressure levels but is equally effective in killing all organisms and spores.

☐F (121☐C) at

Tattoo, as a verb, means to insert pigment under the surface of the skin of a person, by pricking with a needle or otherwise, so as to produce an indelible mark or figure through the skin.

Tattoo establishment means the permanent premises where a tattooist applies a tattoo to another person and is in business for more than seven (7) consecutive days in a license year.

Tattooist means a person who tattoos another person at that person's request.

Tempered water means water ranging in temperature from 85 ☐F to less than 110☐F.

Temporary establishment means a single building, structure, area or location where a tattooist or body piercer performs tattooing or body piercing for a maximum of seven (7) days per license year.

DIVISION 2. LICENSES

Sec. 9-862. Application for practitioner license.

(a) **Requirements.**

- (1) No person may tattoo or body pierce another person, use or assume the title of tattooist or body piercer or designate or represent himself or herself as a body piercer unless the person has obtained a license from the ~~local health department by~~ Department of Safety and Professional Services and also completing an application made upon a form furnished by the local health department. An application submitted to the local health department shall ~~be accompanied by the required fee~~ conform with the requirements set forth in 9-880.
- (2) No person shall engage in the practice of tattooing and/or body piercing except in a permanent licensed tattoo and/or body-piercing establishment.

(b) Reciprocity within the State of Wisconsin will be recognized upon receipt of proof that the local requirements as set forth in this article are met by the applicant.

DIVISION 4. HEALTH AND SANITARY REQUIREMENTS

Sec. 9-880. Requirements.

Prior to ~~license~~ approval, all practitioners shall provide proof that they are negative for Hepatitis B and C, as demonstrated by documentation of negative results for HbsAG and anti-HCV tests, as confirmed by a practicing physician. The expenses of the testing and examination shall be paid by the practitioner.
(Ord 63-09, §1, 5-26-09)

Sec. 9-885. Equipment.

(a) All surfaces, counters and general use equipment in the tattoo or body piercing area shall be cleaned and disinfected before a patron is seated.

(b) All inks and pigments shall be obtained from sources generally recognized as safe. Information indicating the sources of all inks and pigments shall be available to the local health department or agent upon request. Sterile single-use or sterile individual containers of pigment or ink shall be used for each patron. No pigment or ink in which needles were dipped may be used on another person. Pigment and ink cups shall be for single-patron use. All bulk materials used for the procedure shall be dispensed with single-use utensils. The remainder of dispensed portions shall be disposed of after application.

(c) Needles, bars and tubes shall be construed in a manner that permits easy cleaning and sterilizing.

(d) No tattooist shall use and no tattoo establishment shall permit the use of solder which contains lead to be used to fasten needles.

(e) Acetate tattoo stencils shall be single-use.

(f) No body piercer may use a piercing gun or similar device for body piercing a patron unless such piercing gun is disposable, sterile, and for single patron use only or is sterilized between each use as set forth in Wis. Admin. Code Sec. ~~DHS~~ SPS473221.03(20).

**APPLETON POLICE DEPARTMENT
WEEKLY REPORT
2016**

**WEEK # 33
ENDING 8/18/2016**

	TW	TWLY	TYTD	LYTD	YTD Incr
Calls for Service	995	1,012	31,630	30,603	3.4%
Citizen Initiated	708	692	20,773	19,648	5.7%
Officer Initiated	270	304	10,354	10,506	-1.4%
Reports Handled by Comm Technicians	29	20	504	659	-23.5%

	TW	TWLY	TYTD	LYTD	YTD Incr
Group A Crimes	120	92	2,695	2,558	5.4%
Group B Crimes	134	115	3,285	3,737	-12.1%

PARKING TICKETS	TW	TWLY	TYTD	LYTD	YTD Incr
2 A.M. to 5 A.M.	41	106	2,768	4,045	-31.6%

INCARCERATIONS	TW	TWLY	TYTD	LYTD	YTD Incr
Lock-ups	54	35	1,352	1,267	6.7%

	TW	TWLY	TYTD	LYTD	YTD Incr
Citizen Contact Reports (Written Warnings)	215	221	7,180	7,934	-9.5%
Traffic Citations	118	111	3,723	3,373	10.4%
Speeding Citations	4	13	179	358	-50.0%
Seatbelt Citations	20	4	667	200	233.5%
City Summonses	37	44	1,232	1,255	-1.8%
Underage drinking	7	1	95	85	11.8%
Possess tobacco	-	1	16	27	-40.7%
Curfew violations	4	-	10	5	100.0%
Possess marijuana/paraphernalia	4	6	221	215	2.8%
Warrants Issued	9	12	299	386	-22.5%
APD Warrants Quashed	10	12	304	365	-16.7%
Warrants Quashed for Other Agencies	17	3	265	258	2.7%
Initials scheduled for Court	86	119	4,214	4,147	1.6%
No shows for initials	42	47	2,114	2,152	-1.8%
City Court trials held	3	-	21	29	-27.6%
Offense Reports	186	141	5,253	4,813	9.1%
Offense Report Follow-ups	50	39	1,377	1,158	18.9%

Statistics

Start Date/Time: 8/12/2016 12:00:00 AM
End Date/Time: 8/19/2016 12:00:00 AM
Jurisdiction: WI0450100

Offenses

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
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	9	7	28.6%	0	0	0	0	7	0	77.8%	0.0%	7	0
11A	RAPE	0	1	13	17	-23.5%	0	0	0	0	1	1	7.7%	7.7%	7	1
11B	SODOMY	0	0	10	12	-16.7%	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	28	16	75.0%	0	0	0	0	7	8	25.0%	28.6%	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	1	0	18	9	100.0%	0	0	0	0	9	0	50.0%	0.0%	5	0
13A	AGGRAVATED ASSAULT	6	1	93	79	17.7%	6	0	5	1	63	1	67.7%	1.1%	71	0
13B	SIMPLE ASSAULT	11	5	272	230	18.3%	9	0	9	0	201	18	73.9%	6.6%	168	22
13C	INTIMIDATION	1	1	23	23	0%	1	0	1	0	15	0	65.2%	0.0%	17	1
200	ARSON	0	1	1	8	-87.5%	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	6	5	86	79	8.9%	0	0	0	0	11	0	12.8%	0.0%	14	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	5	11	215	214	0.5%	5	0	3	2	118	5	54.9%	2.3%	152	4
23D	THEFT FROM BUILDINGS	14	5	196	152	28.9%	0	1	0	0	19	10	9.7%	5.1%	16	14
23E	THEFT FROM COIN-OPERATED MACHINE OR DEVICE	0	0	5	1	400.0%	0	0	0	0	0	0	0.0%	0.0%	0	0
23F	THEFT FROM MOTOR VEHICLE	3	6	85	121	-29.8%	0	0	0	0	0	0	0.0%	0.0%	4	1
23G	THEFT OF MOTOR VEHICLE PARTS OR ACCESSORIES	1	0	21	12	75.0%	0	0	0	0	0	0	0.0%	0.0%	0	0
23H	ALL OTHER LARCENY	21	5	201	157	28.0%	3	1	2	1	30	7	14.9%	3.5%	35	5
240	MOTOR VEHICLE THEFT	2	6	29	36	-19.4%	0	0	0	0	7	0	24.1%	0.0%	10	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	3	1	39	29	34.5%	0	0	0	0	4	3	10.3%	7.7%	5	1
26A	FALSE PRETENSE/SWINDLE/CONFIDEN CE GAME	2	5	92	89	3.4%	0	0	0	0	17	3	18.5%	3.3%	30	3
26B	FRAUD CREDIT CARD/AUTOMATED TELLER MACHINES	3	0	34	61	-44.3%	0	0	0	0	4	0	11.8%	0.0%	23	1
26C	IMPERSONATION	6	3	108	162	-33.3%	0	0	0	0	3	5	2.8%	4.6%	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	0	1	15	15	0%	0	0	0	0	4	2	26.7%	13.3%	4	3
280	STOLEN PROPERTY OFFENSES (RECEIVING, ETC.)	0	1	13	13	0%	0	0	0	0	6	1	46.2%	7.7%	8	0
290	DESTRUCTIVE/DAMAGE/VANDA LISM OF PROPERTY	15	10	347	336	3.3%	3	1	3	0	70	13	20.2%	3.7%	89	7
35A	DRUG/NARCOTIC VIOLATIONS	12	6	227	227	0%	10	0	10	0	157	5	69.2%	2.2%	167	6
35B	DRUG EQUIPMENT VIOLATIONS	4	5	189	169	11.8%	3	0	3	0	137	3	72.5%	1.6%	140	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	9	-11.1%	0	0	0	0	1	7	12.5%	87.5%	3	5
370	PORNOGRAPHY/OBSCENE MATERIAL	0	3	19	15	26.7%	0	0	0	0	4	10	21.1%	52.6%	6	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	20	-25.0%	0	0	0	0	10	0	66.7%	0.0%	11	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	4	3	168	152	10.5%	0	0	0	0	5	0	3.0%	0.0%	10	1
UCR A	UCR CODE A	0	3	69	56	23.2%	0	0	0	0	55	1	79.7%	1.4%	51	0
UCR B	UCR CODE B	0	1	11	16	-31.3%	0	0	0	0	11	0	100.0%	0.0%	14	0
UCR C	UCR CODE C	0	1	2	3	-33.3%	0	0	0	0	2	0	100.0%	0.0%	2	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		120	92	2,695	2,558	5.4%	40	3	36	4	996	106	37.0%	3.9%	1,108	93
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	3	2	55	96	-42.7%	2	0	2	0	18	0	32.7%	0.0%	37	0
90C	DISORDERLY CONDUCT	21	15	549	616	-10.9%	11	0	9	2	328	20	59.7%	3.6%	369	14
90D	DRIVING UNDER THE INFLUENCE	7	7	227	201	12.9%	7	0	7	0	225	0	99.1%	0.0%	201	0
90E	DRUNKENNESS	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
90F	FAMILY OFFENSES , NONVIOLENT	1	1	13	112	-88.4%	1	0	1	0	8	0	61.5%	0.0%	96	3
90G	LIQUOR LAW VIOLATIONS	9	7	131	111	18.0%	9	0	8	1	112	1	85.5%	0.8%	93	0
90H	PEEPING TOM	0	0	0	1	-100.0%	0	0	0	0	0	0	0.0%	0.0%	1	0
90I	RUNAWAY	6	2	93	158	-41.1%	0	0	0	0	11	1	11.8%	1.1%	19	2
90J	TRESPASS OF REAL PROPERTY	11	14	267	289	-7.6%	4	0	3	1	111	2	41.6%	0.7%	127	2
90Z	ALL OTHER OFFENSES	76	67	1,949	2,150	-9.3%	58	0	42	6	1,269	27	65.1%	1.4%	1,374	37
Total Group B		134	115	3,285	3,737	-12.1%	92	0	72	10	2,082	51	63.4%	1.6%	2,317	58
NR Group NR																
00	NON UCR REPORTABLE	49	53	1,990	1,791	11.1%	0	0	0	0	12	0	0.6%	0.0%	13	0
Total Group NR		49	53	1,990	1,791	11.1%	0	0	0	0	12	0	0.6%	0.0%	13	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	\$48,698.00	\$138,095.00	\$910,920.00	\$907,476.15	0.4%
Recovered	\$31,689.00	\$59,333.00	\$205,491.00	\$331,405.25	-38.0%
Damaged	\$2,406.00	\$3,352.00	\$140,638.00	\$137,621.00	2.2%

Statistics

Arrests		This Period	This Period Last Year	YTD This Year	YTD Last Year	YTD %
E	Adult Arrests					
	Part A Ordinance	12	18	354	351	0.9%
	Part A State Statute	25	19	735	676	8.7%
	Part B Ordinance	16	19	457	432	5.8%
	Part B State Statute	58	44	1,396	1,402	-0.4%
	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	11	5	120.0%
F	Juvenile Arrests					
	Part A Ordinance	1	4	65	103	-36.9%
	Part A State Statute	1	1	42	67	-37.3%
	Part B Ordinance	4	6	147	214	-31.3%
	Part B State Statute	10	4	173	270	-35.9%
	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	105	123	3,361	3,107	8.2%
H	Animal					
	Animal Arrests	0	1	31	17	82.4%
	Animal Complaints	47	50	1,237	1,246	-0.7%
	Animal Warnings	10	16	475	418	13.6%

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	0	0	9	9	0%
	Hit & Run Property Damage	1	0	68	54	25.9%
	Personal Injury	8	8	245	242	1.2%
	Property Damage	19	25	600	474	26.6%