



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Agenda - Final-revised Safety and Licensing Committee

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Wednesday, January 25, 2017

6:00 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting  
[17-090](#) Approval of minutes from January 11, 2017 meeting.

**Attachments:** [S&L Minutes 1-11-17.pdf](#)

### 4. Public Hearings/Apearances

### 5. Action Items

[17-082](#) Operator's Licenses

**Attachments:** [Operator's Licenses for 1-25-17 S & L.pdf](#)

[17-077](#) Special Class "B" Beer License application of St. Pius X Fish Boil, Greg Feistel, Person in Charge, 500 W. Marquette St., March 10, March 24, April 7, 2017, contingent upon approval from all departments.

**Attachments:** [Special B application-St Pius X Fish Boil.pdf](#)

[17-102](#) Taxi Cab Company License (MegaCycle) application of The Social Station, Chris Burns & Tina Seashore, W6068 Nolan Drive, contingent upon approvals from all departments.

**Attachments:** [The Social Station Taxi Cab Company application.pdf](#)

[17-091](#) 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](#)  
[Special Event Policy \(edited 1-3-17\) \(3\).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 |
|          | <i>Aldersperson Konetzke referred this item back to the Safety &amp; Licensing Committee.</i>   |  |
| 10/12/16 | Safety and Licensing Committee  | held   |
|          | <i>The following spoke regarding the Policy:<br/>Jennifer Stephany, Appleton Downtown Inc.<br/>Dave Willems, Dave Willems Marketing<br/>Amy Flanders, Fox Cities Chamber of Commerce</i>  |  |
| 1/11/17  | Safety and Licensing Committee  | recommended for approval                       |
|          | <i>Motion by Konetzke, seconded by Meltzer to Amend the Special Events Policy so that section B. Safety, 1. Security reads: Events must have a designated head of security and 'may be required to have' additional security personnel at the rate of one (1) security person for every 300 persons present if alcohol is available for consumption or for every 600 person present if alcohol is not available for consumption.<br/>Roll Call. The Motion to amend passes 4/0.</i> |  |
| 1/18/17  | Common Council  | referred to the Safety and Licensing Committee |

**6. Information Items**17-092

Director's Reports:  
 City Clerk  
 Fire Chief  
 Police Chief

**Attachments:** [Police Weekly Report - Week 48.pdf](#)

17-094

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  
[www.appleton.org](http://www.appleton.org)

## Meeting Minutes - Final Safety and Licensing Committee

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Wednesday, January 11, 2017

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:** 4 - Lobner, Jirschele, Konetzke and Meltzer

**Excused:** 1 - Williams

3. Approval of minutes from previous meeting

[17-005](#)

Approval of minutes from previous meeting

**Attachments:** [S & L Minutes 12-14-2016.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/Appearances

5. Action Items

[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](#)  
[Special Event Policy \(edited 1-3-17\) \(3\).pdf](#)

*Motion by Konetzke, seconded by Meltzer to Amend the Special Events Policy so that section B. Safety, 1. Security reads: Events must have a designated head of security and 'may be required to have' additional security personnel at the rate of one (1) security person for every 300 persons present if alcohol is available for consumption or for every 600 person present if alcohol is not available for consumption. Roll Call. The Motion to amend passes 4/0.*

**Jirschele moved, seconded by Meltzer, that the Special Events Policy be recommended for approval as amended. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Lobner, Jirschele, Konetzke and Meltzer

**Excused:** 1 - Williams

[17-040](#)

Request Approval to Purchase the Replacement Pickup Truck.

**Attachments:**    [Memo Requesting Purchase of 2017 Ford F350.pdf](#)

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

**Aye:** 4 - Lobner, Jirschele, Konetzke and Meltzer

**Excused:** 1 - Williams

[17-041](#)

Request the Approval of the Sole Source Purchase from Fire Apparatus & Equipment and the Ordering of Four Replacement Firetrucks in Advance for Future Delivery and Payment (this item also appears on the Finance Committee Agenda).

**Attachments:**    [Memo Requesting Sole Source Purchase and Ordering of Fire Apparatus for Cost Savings - January 2017.pdf](#)

**Konetzke moved, seconded by Meltzer, that the Sole Source Purchase item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Lobner, Jirschele, Konetzke and Meltzer

**Excused:** 1 - Williams

[16-1993](#)

"Class B" Beer/Liquor License application of Harvath LLC, d/b/a The Wishing Well, Terrill J. Harvath, Agent, 2709 E. Newberry St., contingent upon approval from all departments.

**Attachments:**     [The Wishing Well application.pdf](#)

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

**Aye:**    4 -    Lobner, Jirschele, Konetzke and Meltzer

**Excused:**    1 -    Williams

**Balance of the action items on the agenda.**

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

**Aye:**    4 -    Lobner, Jirschele, Konetzke and Meltzer

**Excused:**    1 -    Williams

[16-1982](#)

Operator's Licenses

**Attachments:**     [Operator's Licenses for 01-11-17 S & L.pdf](#)

**This Report Action Item was recommended for approval.**

[16-1953](#)

Secondhand Jewelry License Renewal application of AE Jewelers, Inc., Richard L. Meyer, Applicant, 3545 E. Calumet St., contingent upon approval from all departments.

**This Report Action Item was recommended for approval.**

[16-1973](#)

Secondhand Article Dealer License Renewal application of Scooter G Sports LLC, Scott A. Gonnering, Applicant, 621 W. Northland Ave., contingent upon approval from all departments.

**This Report Action Item was recommended for approval.**

[16-1978](#)

Secondhand Article License Renewal application of Heid Music, Kristin J. Masarik, Applicant, 308 E. College Ave., contingent upon approval from all departments.

**This Report Action Item was recommended for approval.**

[16-1979](#)

Secondhand Article License Renewal application of Game Stop #5520, Troy Crawford, Applicant, 3825 E. Calumet St. #500, contingent upon approval from all departments.

**This Report Action Item was recommended for approval.**

[16-1980](#)

Secondhand Article License Renewal application of Game Stop #3349, Troy Crawford, Applicant, 2640 W. College Ave., contingent upon approval from all departments.

**This Report Action Item was recommended for approval.**

[16-1981](#)

Secondhand Article License Renewal application of Side Quest Gaming, John J. Steudel, Applicant, 502 W. College Ave., contingent upon approval from all departments.

**This Report Action Item was recommended for approval.**

[16-1983](#)

Secondhand Article License Renewal application of Appleton Appliance Parts, Robert H. Caston, Applicant, 136 N. State St., contingent upon approval from all departments.

**This Report Action Item was recommended for approval.**

[16-1984](#)

Secondhand Article License Renewal application of Richmond Resale, Dean M. Vandenhoy, Applicant, 204 N. Richmond St., contingent upon approval from all departments.

**This Report Action Item was recommended for approval.**

[17-002](#)

Secondhand Jewelry License Renewal application of Kay Jewelers #4739, Megan L. Stepniewski, Applicant, 3845 E. Calumet St., contingent upon approval from all departments.

**This Report Action Item was recommended for approval.**

[16-1986](#)

Special Class "B" Beer/Wine License application of ESTHER, Fox Valley Unitarian Universalist, Sara S. Companik, Person in Charge, 2600 E. Philip Ln., contingent upon approval from all departments.

**Attachments:**     [Special B-ESTHER.pdf](#)

**This Report Action Item was recommended for approval.**

[17-003](#) Special Class "B" Beer License applications filed after the agenda was published.

**This Report Action Item was recommended for approval.**

## 6. Information Items

[17-001](#) Director's Reports:  
City Clerk  
Fire Chief  
Police Chief

**Attachments:** [Police Weekly Report - Week 46.pdf](#)

**This Presentation was presented**

[17-004](#) Police Department information on liquor law violation convictions.

**This Presentation was presented**

## 7. Adjournment

**Konetzke moved, seconded by Jirschele, that the meeting be adjourned at 6:52 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Lobner, Jirschele, Konetzke and Meltzer

**Excused:** 1 - Williams



## Operator's Licenses for 1/25/17 S & L

### Approved

|                        |                                       |
|------------------------|---------------------------------------|
| Colissa L. Erickson    | 4809 W. Scotch Pine Court             |
| Jessica M. Endres      | 600 S. Westland Drive, #N             |
| Katlynn M. Frane       | 220 W. Valley Road, #1                |
| Jacob E. King          | 1929 N. Clark Street                  |
| Charles P. Schneider   | 1500 N. McCarthy Road, #8             |
| Matthew J. Eiting      | 7869 Crestview, Kaukauna              |
| Erika L. Greely        | 1614 Oriole Street, New London        |
| Patricia L. Gumbert    | 1839 S. Schaefer Street, #C           |
| Justin D. LaCrosse     | 824 Sheboygan Street, Menasha         |
| Michelle L. Palmer     | 1322 W. Hiawatha Drive                |
| Dexter O. Peterson     | 330 W. Wilson Avenue, #7              |
| Patrick R. Winkler     | W6447 Boonesborough Drive, Greenville |
| Kayla M. Ammon         | N2249 Manley Road, Hortonville        |
| Brittany L. McKenzie   | 2208 Larkspur Drive                   |
| Jason K. Aho           | 1001 E. Glendale Avenue               |
| Molly C. Khanna        | N959 Spring Valley Drive, Hortonville |
| Bailey J. Morton       | 1254 Green Acres Lane, Neenah         |
| Chumruen Fongkrasin    | 2330 S. Walden Avenue, #5             |
| Kimberly R. Peterson   | N4855 Laird Road, Shiocton            |
| Nicholas A. Nootenboom | 711 E. Boldt Way, SPC 1035            |
| Brenda J. Klein        | 531 S. Arlington Street               |
| Ryan D. Weyker         | 3517 N. Winterset Drive               |
| Melanie A. Buno        | 3432 E. Paris Way, #7                 |
| Bobby M. Pegues        | 3200 E. Canary Street, #3             |



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

**FEES ARE NON-REFUNDABLE**

Date Rec'd 1/13/07

License Fee - \$10.00 per event

Acct. 11030.4322

Investigation Fee 37 + 7.00

Acct. 100.2359

Total Amount Paid 37

Receipt 4638349

**Application for Special Class "B" License to Sell Fermented Malt Beverages at Picnics or Gatherings****The named organization applies for:**

- ☒ A temporary Class "B" license to sell FERMENTED MALT BEVERAGES at picnics or similar gathering under s. 125.26(6) Wis. Stats.  
☐ A temporary Class "B" license to sell WINE at picnics or similar gathering under s. 125.51(10) Wis. Stats. (Limit 2 permits in a 12 month period)

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

Name of Organization (Bona fide club, lodge or society, veteran's organization or fair association) St. Pius X Fish Boil Date Organized 02/01/1999

Address 500 W. Marquette St. City Appleton State WI Zip 54911

Person in Charge of Event: Name: Last First Middle Initial Date of Birth Feistel, Greg

Address 130 E Franklin St City Appleton State WI Zip 54911 Person in charge phone number:

President Last First Middle Initial Date of Birth Male Female Feistel, Greg 11/12/1970 XXXX

Address City State Zip

Vice President Last First Middle Initial Date of Birth Male Female

Address City State Zip

Secretary Last First Middle Initial Date of Birth Male Female

Address City State Zip

Treasurer Last First Middle Initial Date of Birth Male Female

Address City State Zip

**SECTION 2 - EVENT INFORMATION SECTION**

Date(s) of Event: Beginning 03 / 10 / 2017 Ending: 04 / 07 / 2017 Hours 5:00 AM PM 9:00 AM PM

Please describe the type of event you are going to have:

Three Friday Fish Frys, Dates include: 03/10/17, 03/24/17 & 04/07/17

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

Location where beer or wine will be sold:

Basement cafeteria of the parish 100' x 200'

Address 500 W Marquette St City Appleton State WI Zip 54911

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

Describe actual location and dimensions of area to be licensed - Be precise!

Basement of parish 100' x 200'

If yes, how will you prevent minors from obtaining alcoholic beverages?

Ask for ID's when purchasing beer

**SECTION 3 - PENALTY SECTION**

This application must be on file in the Office of the City Clerk for at least ten (10) business days prior to granting the license.

If the event will last more than four (4) days, the application shall be filed 15 days prior to the granting of the license.

This organization also agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages if the license is granted. The officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Signature of Officer

*Greg Feistel*

**FOR OFFICE USE ONLY**

| Dept.      | Approve | Deny | By | Reason |
|------------|---------|------|----|--------|
| Police     |         |      |    |        |
| Fire       |         |      |    |        |
| Health     |         |      |    |        |
| Inspection |         |      |    |        |

S&L Council Date Issued Exp. Date License Number

11-01-09

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

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



17-102

**FEES ARE NON-REFUNDABLE**

Date Recv'd 1/18/17

License fee EACH Vehicle \$30.00

Acct. 11030.4320

Investigation fee \$ 7.00

Acct. 100.2359

Total fee paid \$ 37.00

Receipt 4641177

**LICENSE APPLICATION**

for

**TAXICAB COMPANY AND LIMOUSINE SERVICE**

Original Application

Renewal - License # \_\_\_\_\_

**SECTION 1 - APPLICANT INFORMATION**

Name of Company

THE SOCIAL STATION

Cell: 920-225-9644

Business Phone

920-968-3232

Business Street Address

W 6068 Nolan Dr

City

Appleton

State

WI

Zip

54913

Owner's Name

Chris Burns &amp; Tina Seashore

Date of Birth

12/20/81

☐ Individual☒ Partnership☐ Corporation

Owner's Name

Date of Birth

8/27/76

**SECTION 2 - VEHICLES TO BE OPERATED**

(Attach additional sheets if necessary)

| Vehicle Number | Capacity       | Make/Model | DOT License Plate Number |
|----------------|----------------|------------|--------------------------|
| 1              | 16 with Driver | MegaCycle  |                          |
|                |                |            |                          |
|                |                |            |                          |
|                |                |            |                          |

**SECTION 3 - COMPANY HISTORY**

Is the company currently licensed in any other municipality?

YES ☐NO ☒

If Yes, what municipality?

Has the company ever been denied a license by any municipality?

YES ☐NO ☒

If Yes, please explain:

Have any of the owners ever been convicted of a crime?

YES ☐NO ☒

If Yes, please explain:

Describe the basic operations of the company:

LOCAL TOUR BUSINESS, will provide various Pedal tour experiences morning through evening

If the business is located in the City limits, Municipal Code requires that off-street parking is provided for. If applicable, what provisions have been made for off street parking?

Tours will take place in and around the downtown (College Ave) area.

**SECTION 4 - INSURANCE NOTICE** During tours, megacycle will plan to park on streets.

Insurance Coverage:

Insurance Carrier: Nielsen Insurance Agency

Insurance Agent Name and Phone Number: Taira Stronach (503) 244-6881

Policy Number:

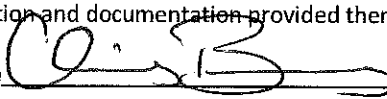
Policy Period: 2017

I confirm that I have the authority to sign and certify the information contained herein as the permittee/licensee, or duly authorized representative of the entity obtaining this permit/license. I have reviewed and understand the insurance requirements of the City of Appleton. I hereby certify that I, or the company I represent, have insurance in the amounts required to obtain this permit/license, have named the City of Appleton as an additional insured for purposes of this permit/license and have provided the name of my insurance carrier, the policy number, and policy period above. Further, I agree to maintain appropriate insurance coverage for the duration of this permit/license and to indemnify, defend and

hold harmless the City of Appleton and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorneys fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant, anyone directly or indirectly employed by any of them, which may arise from the use of city right-of-way or property under this permit or license.

I certify that this application, and all information and documentation provided therein, is true and accurate.

Applicant's Signature



**FOR OFFICE USE ONLY**

COI on file? YES NO

|            |         |      |    |        |                          |
|------------|---------|------|----|--------|--------------------------|
| Sealer     | Approve | Deny | By | Reason | S&L Date<br>1-25-17      |
| Police     |         |      |    |        | Common Council<br>2-1-17 |
| Fire       |         |      |    |        | Date issued              |
| Inspection |         |      |    |        | Exp. date                |

8-10-12

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.



# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
**1/5/2017**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| <b>PRODUCER</b><br><b>Nielsen Insurance Agency</b><br><b>12587 SW 68th Ave</b><br><b>Tigard, OR 97223</b>      | <b>CONTACT NAME:</b> <b>Taira Stronach</b><br><b>PHONE (A/C No. Ext.):</b> <b>(503) 684-6598</b> <b>FAX (A/C No.):</b> <b>(503) 244-6881</b><br><b>E-MAIL ADDRESS:</b> <b>taira@niagency.com</b>  |                               |        |                                       |  |                   |  |                   |  |                   |  |                   |  |                   |  |
|--|---|-------------------------------|--------|---------------------------------------|--|-------------------|--|-------------------|--|-------------------|--|-------------------|--|-------------------|--|
| <b>INSURED</b><br><b>The Social Station LLC</b><br><b>2391 Trumpeter Swan Lane</b><br><b>Menasha, WI 54952</b> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td><b>INSURER A: Maxum Indemnity Co.</b></td> <td></td> </tr> <tr> <td><b>INSURER B:</b></td> <td></td> </tr> <tr> <td><b>INSURER C:</b></td> <td></td> </tr> <tr> <td><b>INSURER D:</b></td> <td></td> </tr> <tr> <td><b>INSURER E:</b></td> <td></td> </tr> <tr> <td><b>INSURER F:</b></td> <td></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | <b>INSURER A: Maxum Indemnity Co.</b> |  | <b>INSURER B:</b> |  | <b>INSURER C:</b> |  | <b>INSURER D:</b> |  | <b>INSURER E:</b> |  | <b>INSURER F:</b> |  |
| INSURER(S) AFFORDING COVERAGE  | NAIC #  |                               |        |                                       |  |                   |  |                   |  |                   |  |                   |  |                   |  |
| <b>INSURER A: Maxum Indemnity Co.</b>  |   |                               |        |                                       |  |                   |  |                   |  |                   |  |                   |  |                   |  |
| <b>INSURER B:</b>  |   |                               |        |                                       |  |                   |  |                   |  |                   |  |                   |  |                   |  |
| <b>INSURER C:</b>  |   |                               |        |                                       |  |                   |  |                   |  |                   |  |                   |  |                   |  |
| <b>INSURER D:</b>  |   |                               |        |                                       |  |                   |  |                   |  |                   |  |                   |  |                   |  |
| <b>INSURER E:</b>  |   |                               |        |                                       |  |                   |  |                   |  |                   |  |                   |  |                   |  |
| <b>INSURER F:</b>  |   |                               |        |                                       |  |                   |  |                   |  |                   |  |                   |  |                   |  |

**COVERAGES**
**CERTIFICATE NUMBER:**
**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE  | ADDL INSD  | SUBR WVD   | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|--|------------|------------|---------------|-------------------------|-------------------------|--|
| <b>A</b> | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: | <b>Y</b>   |            | <b>TBD</b>    | <b>TBD</b>              | <b>TBD</b>              | EACH OCCURRENCE \$ <b>1,000,000</b><br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b><br>MED EXP (Any one person) \$ <b>1,000</b><br>PERSONAL & ADV INJURY \$ <b>1,000,000</b><br>GENERAL AGGREGATE \$ <b>2,000,000</b><br>PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b><br>\$ |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANYAUTO <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> NON-OWNED AUTOS<br><input type="checkbox"/> HIRED AUTOS  |            |            |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$  |
|          | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$   |            |            |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$   |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | <b>Y/N</b> | <b>N/A</b> |               |                         |                         | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$   |
| <b>A</b> | <b>Inland Marine</b>   |            |            | <b>TBD</b>    | <b>TBD</b>              | <b>TBD</b>              | <b>\$55,000</b>  |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**Certificate holder is named as Additional Insured.**

**CERTIFICATE HOLDER**
**CANCELLATION**

**City of Appleton**  
**100 N. Appleton St.**  
**Appleton, WI 54911**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

# DRAFT

|   |  |   |
|---|--|---|
| <b>CITY OF APPLETON POLICY</b>                                      | <b>TITLE:<br/>SPECIAL EVENT POLICY</b>                               |   |
| ISSUE DATE: September 1996  | LAST UPDATE:<br>January 2010   | SECTION:<br>City Clerk  |
| POLICY SOURCE:<br>City Clerk  | AUDIENCE:<br>City employees and residents                            | TOTAL PAGES: 8  |
| Reviewed by Legal Services Date:<br>Nov. 22, 2002<br>Sept. 14, 2016 | Safety and Licensing<br>Committee Approval<br>Date: January 14, 2010 | Council Approval Date:<br>Approve amendment to<br>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<br><b>WITHOUT STREET CLOSURE</b> | Small Events – Under 1,000 attendees<br><b>WITH STREET CLOSURE</b> | Large Events – Between 1,000 and 5,000 attendees<br><b>WITHOUT STREET CLOSURE</b> | Large Events – Between 1,000 and 5,000 attendees<br><b>WITH STREET CLOSURE</b> | Significant Events – Over 5,000 attendees<br><b>WITHOUT STREET CLOSURE</b> | Significant Events – Over 5,000 attendees<br><b>WITH STREET CLOSURE</b> |
| 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  | <b>DENIED</b>   | <b>DENIED</b>  | <b>DENIED</b>  | <b>DENIED</b>   |
| 10-29 days                   | \$200   | \$400  | <b>DENIED</b>   | <b>DENIED</b>  | <b>DENIED</b>  | <b>DENIED</b>   |
| < 10 days                    | <b>DENIED</b>   | <b>DENIED</b>  | <b>DENIED</b>   | <b>DENIED</b>  | <b>DENIED</b>  | <b>DENIED</b>   |
| Late Fee                     | <b>N/A</b>  | <b>N/A</b>   | \$300   | \$600  | \$600  | \$1,200   |

| MULTIPLE DAY EVENT LICENSE FEE |   |  |   |  |  |   |
|--------------------------------|---|--|---|--|--|---|
| Days before the event          | Small Events – Under 1,000 attendees<br><b>WITHOUT STREET CLOSURE</b> | Small Events – Under 1,000 attendees<br><b>WITH STREET CLOSURE</b> | Large Events – Between 1,000 and 5,000 attendees<br><b>WITHOUT STREET CLOSURE</b> | Large Events – Between 1,000 and 5,000 attendees<br><b>WITH STREET CLOSURE</b> | Significant Events – Over 5,000 attendees<br><b>WITHOUT STREET CLOSURE</b> | Significant Events – Over 5,000 attendees<br><b>WITH STREET CLOSURE</b> |
| 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  | <b>DENIED</b>   | <b>DENIED</b>  | <b>DENIED</b>  | <b>DENIED</b>   |
| 10-29 days                     | \$200   | \$400  | <b>DENIED</b>   | <b>DENIED</b>  | <b>DENIED</b>  | <b>DENIED</b>   |
| < 10 days                      | <b>DENIED</b>   | <b>DENIED</b>  | <b>DENIED</b>   | <b>DENIED</b>  | <b>DENIED</b>  | <b>DENIED</b>   |
| Late Fee                       | <b>N/A</b>  | <b>N/A</b>   | \$300   | \$600  | \$600  | \$1,200   |

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

| <b>PER DAY FEE STRUCTURE</b> |  |   |  |   |   |  |
|------------------------------|--|---|--|---|---|--|
| <b>Days before the event</b> | <b>Small Events – Under 1,000 attendees WITHOUT STREET CLOSURE</b> | <b>Small Events – Under 1,000 attendees WITH STREET CLOSURE</b> | <b>Large Events – Between 1,000 and 5,000 attendees WITHOUT STREET CLOSURE</b> | <b>Large Events – Between 1,000 and 5,000 attendees WITH STREET CLOSURE</b> | <b>Significant Events – Over 5,000 attendees WITHOUT STREET CLOSURE</b> | <b>Significant Events – Over 5,000 attendees WITH STREET CLOSURE</b> |
| 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> |
|---|----------------------|----------------------|----------------------|---------------------|-----------------|
| <b>Total cost</b>   |                      |                      |                      |                     |                 |
| 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>        |                 |
| <b>Total cost</b>   | <b>\$ 107,152</b>    | <b>\$ 104,239</b>    | <b>\$ 117,239</b>    | <b>\$ 13,000</b>    | <b>12%</b>      |
| <b>Average cost</b>   |                      |                      |                      |                     |                 |
| # other large events  | 6                    | 6                    | 6                    |                     |                 |
| Average cost - large events                                     | 6,082                | 5,499                | 6,764                | 1,265.00            | <b>23%</b>      |
| # smaller events  | 70                   | 65                   | 84                   |                     |                 |
| Average cost - smaller events                                   | 364                  | 383                  | 314                  | (69.00)             | <b>-18%</b>     |
| <b>Octoberfest - cost by department</b>                         |                      |                      |                      |                     |                 |
| 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>          |                 |
| <b>Total cost</b>   | <b><u>45,155</u></b> | <b><u>46,351</u></b> | <b><u>50,254</u></b> | <b><u>3,903</u></b> | <b>8%</b>       |
| <b>Other large events - total cost each</b>                     |                      |                      |                      |                     |                 |
| Flag day  | 6,205                | 5,009                | 7,343.23             | 2,334.59            | <b>47%</b>      |
| Memorial day  | 3,735                | 3,273                | 7,817.66             | 4,544.52            | <b>139%</b>     |
| Christmas   | 14,074               | 12,775               | 13,507.71            | 733.20              | <b>6%</b>       |
| 4th July  | 4,398                | 3,860                | 5,528.25             | 1,668.25            | <b>43%</b>      |
| Marathon  | 4,263                | 4,197                | 3,064.72             | (1,131.92)          | <b>-27%</b>     |
| Turkey Trot   | 3,818                | 3,878                | 3,321.97             | (556.47)            | <b>-14%</b>     |

| <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                   |
|  | <b><u>101,202.44</u></b> | <b><u>731.32</u></b> | <b><u>4,646.87</u></b>   | <b><u>10,658.13</u></b> |
|  |                          |                      | <b><u>117,238.76</u></b> |                         |



*"...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](mailto:kami.lynch@appleton.org)

| CITY OF APPLETON POLICY   |  | TITLE:<br>SPECIAL EVENT POLICY   |   |
|---|--|--|---|
| ISSUE DATE: September 1996  |  | LAST UPDATE:<br><del>February 2005</del><br>January 2010                     | SECTION:<br><u>C</u> ity Clerk  |
| POLICY SOURCE:<br>City Clerk  |  | AUDIENCE:<br>City <u>employees and</u><br>residents                          | TOTAL PAGES: <del>5</del> 8   |
| RReviewed by <u>Attorney's Office</u><br><u>Legal Services</u> Date:<br><u>Nov. 22, 2002</u><br><u>Sept. 14, 2016</u> |  | Safety and Licensing<br>Committee Approval<br><u>D</u> ate: January 14, 2010 | <u>C</u> Council Approval<br><u>D</u> ate:<br>Approve amendment to<br>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

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

| <b>CITY OF APPLETON POLICY</b>                                   | <b>TITLE:<br/>SPECIAL EVENT POLICY</b>                               |   |
|--|--|---|
| ISSUE DATE: September 1996                                       | LAST UPDATE: January 2010  | SECTION: City Clerk   |
| POLICY SOURCE:<br>City Clerk                                     | AUDIENCE:<br>City employees and residents                            | TOTAL PAGES: 8  |
| Reviewed by Legal Services Date:<br>Nov. 22, 2002<br>Jan 3, 2017 | Safety and Licensing Committee<br>Approval<br>Date: January 14, 2010 | Council Approval Date:<br>Approve amendment to<br>policy January 20, 2010 |

#### I. PURPOSE

The City is dedicated to making the special event licensing process as easy as possible for applicants. The purpose of this policy is to outline the steps that must be taken for special events to be properly licensed by the City of Appleton.

#### 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 a special 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. 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.

For licensing purposes there are three categories of special events: (i) Small Events, which are events with an anticipated attendance of under 1,000 people, (ii) Large Events, which are events with an anticipated attendance of between 1,000 and 5,000 people, and (iii) Significant Events, which are events with an anticipated attendance of over 5,000 people. Events may take place on one day or for multiple days.

The event category plus the number of days the event will occur will determine (i) the fee for the event, (ii) the license application deadline, and (iii) any other minimum resources required for the event.

#### IV. DEFINITIONS

***Anticipated attendance*** means an objective estimate made by an applicant of the total number of people who will attend a special event.

***Applicant*** means the person applying for the special event license.

***Days*** means calendar days.

***Event category*** means the size of the event, either a Small Event, Large Event or Significant Event.

***Large Event*** means a special event with an anticipated attendance of between 1,000 and 5,000 people.

***License*** means the license issued by the City Clerk to the applicant for the special event.

***Multiple day event*** means 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 start and end time and at the same location. One special event license will be issued for a multiple day event.

***Normal and ordinary use*** means 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, a public streets normal and ordinary use is for vehicular traffic, a sidewalks normal and ordinary use is for pedestrian use). 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*** means a special event with an anticipated attendance of over 5,000 people.

***Single day event*** means a special event that does not meet the definition of a multiple day event.

***Small Event*** means a special event with an anticipated attendance of under 1,000 people.

***Special event* or *event*** means 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 property. A special event may be a single day event or a multiple day event.

***Special Event License Application Form* or *application*** means the application available from the City Clerk that must be approved by the City Clerk on the recommendation of the Special Events Committee in order to obtain a license to hold a special event.

***Special Events Committee*** means the 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 application with the City Clerk before the last applicable day before the event 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 applicant. The map 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.
  - 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 a meeting 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 and have questions or concerns answered.
- 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 City Department(s) should the applicant make a request for City services. 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.

- a. Committee Review. Applications are reviewed by the Special Events Committee, which will recommend either approving or denying the application. The City Clerk will issue the license upon unanimous approval. The review by the committee must include, but may not be limited to, an evaluation based on the following criteria:
  - i. Use of department resources,
  - ii. Costs to the department,
  - iii. Benefit to the community,
  - iv. Any perceived public health or safety problems,
  - v. If the applicant has a history not complying with this policy and/or other applicable rules or regulations, and
  - vi. Use of City property.
- b. Recommendation for Denial. If a recommendation for denial is made, an explanation must be provided to the City Clerk which will then be provided to the applicant. The applicant may request the application be submitted to the Common Council by way of the Safety and Licensing Committee for review and a final determination of whether to grant the license.

- 4. 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. It will be at the discretion of the Special Events Committee which requirements will be waived.

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 300 persons present if alcohol is available for consumption or for every 600 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 and the applicant will be notified of the modification as soon as reasonably possible.
  - 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, and the applicant will be notified of the modification as soon as reasonably possible
  - 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, and the applicant will be notified of the modification as soon as reasonably possible.
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/or professionally licensed security officers. If additional safety features are required, the applicant will be notified as soon as reasonably possible.

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. Markings. Any instructions or information about or pertaining to an event applied directly to City property, such as streets, sidewalks and curbs, must be no more than twelve (12) inches in height and two (2) feet in length. Only white, temporary (lasting no longer than thirty [30] days), water-based marking paint or landscape chalk is permitted to be used.
3. Toilets. It is the responsibility of the applicant to ensure the adequate number of toilets are available at the event.

4. Waste Receptacles. It is the responsibility of the applicant to ensure the proper number of waste receptacles are present at the event.
5. Clean-Up. It is the responsibility of the applicant to ensure the location of the event is left in the same condition it was in prior to the event. 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 and 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. The license fee must be paid at the time of 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 all applicants will be conducted by the Police Department and the fee for the background check, \$7.00, is in addition to the license fees.
4. City Events. Events where the applicant is an official, employee 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 with the exception of fees for events that are cancelled by the applicant and/or the City due to weather conditions or by the City for the unforeseen or unexpected unavailability of the event venue that is not caused by an act or inaction of the applicant, in which case the fees will revert to a credit the applicant can use for rescheduling the event or for a similar event. The credit must be used within one (1) calendar year from the date of the cancelled event. No cash refunds will be given if the full value of the credit is not used by the applicant. If the event is cancelled by the applicant due to weather conditions, notification to the City Clerk must be made as soon as reasonably possible.

E. EVENT CANCELLATION. The Mayor or designee may cancel an event without prior notice for any condition affecting public health or the 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. COMPLIANCE. The applicant is responsible for ensuring that the event complies with

this policy and all applicable laws and regulations including, but not limited to, statutes, ordinances, traffic rules, park rules, health laws, fire codes, and liquor licensing regulations. Failure to comply resulting in the City providing services will result in the applicant being billed for the City provided services should the cost of services equal \$50 or more, and may also result in the applicant being prevented from obtaining a special event license in the future.

- a. In the event the City bills the applicant for services, the department director or designee with jurisdiction over the services provided will submit a bill to the applicant within thirty (30) days after the conclusion of the event. Payment is due to the City within thirty (30) days after the date on the bill.
  - b. The applicant may appeal the bill by placing the reason for the appeal in writing and submitting it to the City Clerk prior to the bill's due date. The final determination of the bill will be made by the Common Council by way of the Safety and Licensing Committee.
- G. 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.
- H. 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<br><b>WITHOUT STREET CLOSURE</b> | Small Events – Under 1,000 attendees<br><b>WITH STREET CLOSURE</b> | Large Events – Between 1,000 and 5,000 attendees<br><b>WITHOUT STREET CLOSURE</b> | Large Events – Between 1,000 and 5,000 attendees<br><b>WITH STREET CLOSURE</b> | Significant Events – Over 5,000 attendees<br><br><b>WITHOUT STREET CLOSURE</b> | Significant Events – Over 5,000 attendees<br><br><b>WITH STREET CLOSURE</b> |
| 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  |
| 11-29 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<br><b>WITHOUT STREET CLOSURE</b> | Small Events – Under 1,000 attendees<br><b>WITH STREET CLOSURE</b> | Large Events – Between 1,000 and 5,000 attendees<br><b>WITHOUT STREET CLOSURE</b> | Large Events – Between 1,000 and 5,000 attendees<br><b>WITH STREET CLOSURE</b> | Significant Events – Over 5,000 attendees<br><br><b>WITHOUT STREET CLOSURE</b> | Significant Events – Over 5,000 attendees<br><br><b>WITH STREET CLOSURE</b> |
| 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   |

**APPLETON POLICE DEPARTMENT  
WEEKLY REPORT  
2016**

**WEEK # 48  
ENDING 12/1/2016**

|                                     | <b>TW</b> | <b>TWLY</b> | <b>TYTD</b> | <b>LYTD</b> | <b>YTD Incr</b> |
|-------------------------------------|-----------|-------------|-------------|-------------|-----------------|
| Calls for Service                   | 832       | 760         | 46,160      | 44,311      | 4.2%            |
| Citizen Initiated                   | 505       | 444         | 30,616      | 28,822      | 6.2%            |
| Officer Initiated                   | 312       | 289         | 14,822      | 14,811      | 0.1%            |
| Reports Handled by Comm Technicians | 15        | 6           | 797         | 916         | -13.0%          |

|                | <b>TW</b> | <b>TWLY</b> | <b>TYTD</b> | <b>LYTD</b> | <b>YTD Incr</b> |
|----------------|-----------|-------------|-------------|-------------|-----------------|
| Group A Crimes | 89        | 58          | 4,073       | 3,850       | 5.8%            |
| Group B Crimes | 90        | 91          | 4,792       | 5,343       | -10.3%          |

| <b>PARKING TICKETS</b> | <b>TW</b> | <b>TWLY</b> | <b>TYTD</b> | <b>LYTD</b> | <b>YTD Incr</b> |
|------------------------|-----------|-------------|-------------|-------------|-----------------|
| 2 A.M. to 5 A.M.       | 58        | 65          | 4,187       | 5,685       | -26.4%          |

| <b>INCARCERATIONS</b> | <b>TW</b> | <b>TWLY</b> | <b>TYTD</b> | <b>LYTD</b> | <b>YTD Incr</b> |
|-----------------------|-----------|-------------|-------------|-------------|-----------------|
| Lock-ups              | 46        | 46          | 1,978       | 1,853       | 6.7%            |

|  | <b>TW</b> | <b>TWLY</b> | <b>TYTD</b> | <b>LYTD</b> | <b>YTD Incr</b> |
|--|-----------|-------------|-------------|-------------|-----------------|
| Citizen Contact Reports (Written Warnings) | 177       | 190         | 10,196      | 11,123      | -8.3%           |
| Traffic Citations                          | 132       | 83          | 5,189       | 4,762       | 9.0%            |
| Speeding Citations                         | 30        | 15          | 335         | 491         | -31.8%          |
| Seatbelt Citations                         | 4         | -           | 771         | 238         | 223.9%          |
| City Summonses                             | 52        | 41          | 1,802       | 1,858       | -3.0%           |
| Underage drinking                          | 1         | -           | 137         | 136         | 0.7%            |
| Possess tobacco                            | -         | -           | 21          | 45          | -53.3%          |
| Curfew violations                          | -         | -           | 11          | 15          | -26.7%          |
| Possess marijuana/paraphernalia            | 1         | 9           | 318         | 310         | 2.6%            |
| Warrants Issued                            | 13        | 3           | 453         | 509         | -11.0%          |
| APD Warrants Quashed                       | 7         | 11          | 448         | 490         | -8.6%           |
| Warrants Quashed for Other Agencies        | 9         | 11          | 391         | 390         | 0.3%            |
| Initials scheduled for Court               | 126       | 158         | 6,166       | 6,018       | 2.5%            |
| No shows for initials                      | 79        | 85          | 3,138       | 3,142       | -0.1%           |
| City Court trials held                     | 3         | -           | 27          | 34          | -20.6%          |
| Offense Reports                            | 169       | 154         | 7,745       | 7,056       | 9.8%            |
| Offense Report Follow-ups                  | 43        | 26          | 2,097       | 1,776       | 18.1%           |

# Statistics

Start Date/Time: 11/25/2016 12:00:00 AM  
End Date/Time: 12/2/2016 12:00:00 AM  
Jurisdiction: WI0450100

## Offenses

| UCR Code | UCR Description                             | This Period |                       |               |               |         | Cases Cleared This Period |                |       |      | Cases Cleared YTD |                | YTD %  |                | YTD Last Year |                |
|----------|---|-------------|-----------------------|---------------|---------------|---------|---------------------------|----------------|-------|------|-------------------|----------------|--------|----------------|---------------|----------------|
|          |   | 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 |
| <b>A</b> | <b>Group A</b>                              |             |                       |               |               |         |                           |                |       |      |                   |                |        |                |               |                |
| 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             | 1             | -100.0% | 0                         | 0              | 0     | 0    | 0                 | 0              | 0.0%   | 0.0%           | 1             | 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           | 2                     | 10            | 11            | -9.1%   | 0                         | 0              | 0     | 0    | 8                 | 0              | 80.0%  | 0.0%           | 11            | 0              |
| 11A      | RAPE  | 0           | 1                     | 23            | 24            | -4.2%   | 0                         | 0              | 0     | 0    | 2                 | 1              | 8.7%   | 4.3%           | 10            | 1              |
| 11B      | SODOMY                                      | 0           | 1                     | 12            | 16            | -25.0%  | 0                         | 0              | 0     | 0    | 2                 | 1              | 16.7%  | 8.3%           | 7             | 1              |
| 11C      | SEXUAL ASSAULT WITH AN OBJECT               | 0           | 0                     | 3             | 3             | 0%      | 0                         | 0              | 0     | 0    | 0                 | 2              | 0.0%   | 66.7%          | 1             | 1              |
| 11D      | FONDLING                                    | 0           | 0                     | 38            | 26            | 46.2%   | 0                         | 0              | 0     | 0    | 8                 | 12             | 21.1%  | 31.6%          | 10            | 6              |
| 120      | ROBBERY                                     | 1           | 1                     | 22            | 13            | 69.2%   | 1                         | 0              | 1     | 0    | 14                | 0              | 63.6%  | 0.0%           | 8             | 0              |
| 13A      | AGGRAVATED ASSAULT                          | 2           | 1                     | 126           | 125           | 0.8%    | 1                         | 0              | 1     | 0    | 88                | 5              | 69.8%  | 4.0%           | 103           | 3              |
| 13B      | SIMPLE ASSAULT                              | 7           | 4                     | 407           | 360           | 13.1%   | 6                         | 0              | 6     | 0    | 313               | 20             | 76.9%  | 4.9%           | 260           | 36             |
| 13C      | INTIMIDATION                                | 5           | 0                     | 44            | 30            | 46.7%   | 3                         | 0              | 3     | 0    | 28                | 1              | 63.6%  | 2.3%           | 24            | 1              |
| 200      | ARSON                                       | 0           | 0                     | 6             | 9             | -33.3%  | 0                         | 0              | 0     | 0    | 2                 | 1              | 33.3%  | 16.7%          | 0             | 0              |
| 210      | EXTORTION/BLACKMAIL                         | 0           | 0                     | 3             | 2             | 50.0%   | 0                         | 0              | 0     | 0    | 0                 | 0              | 0.0%   | 0.0%           | 0             | 0              |
| 220      | BURGLARY/BREAKING AND ENTERING              | 4           | 2                     | 129           | 159           | -18.9%  | 1                         | 0              | 1     | 0    | 14                | 0              | 10.9%  | 0.0%           | 39            | 3              |
| 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                                 | 2           | 4                     | 283           | 314           | -9.9%   | 1                         | 0              | 1     | 0    | 153               | 10             | 54.1%  | 3.5%           | 219           | 6              |
| 23D      | THEFT FROM BUILDINGS                        | 10          | 3                     | 297           | 232           | 28.0%   | 3                         | 0              | 2     | 1    | 50                | 18             | 16.8%  | 6.1%           | 29            | 22             |
| 23E      | THEFT FROM COIN-OPERATED MACHINE OR DEVICE  | 0           | 0                     | 5             | 2             | 150.0%  | 0                         | 0              | 0     | 0    | 1                 | 0              | 20.0%  | 0.0%           | 0             | 1              |
| 23F      | THEFT FROM MOTOR VEHICLE                    | 2           | 1                     | 148           | 175           | -15.4%  | 0                         | 0              | 0     | 0    | 4                 | 1              | 2.7%   | 0.7%           | 8             | 1              |
| 23G      | THEFT OF MOTOR VEHICLE PARTS OR ACCESSORIES | 0           | 0                     | 32            | 24            | 33.3%   | 0                         | 0              | 0     | 0    | 0                 | 0              | 0.0%   | 0.0%           | 0             | 0              |
| 23H      | ALL OTHER LARCENY                           | 3           | 2                     | 287           | 240           | 19.6%   | 0                         | 0              | 0     | 0    | 36                | 15             | 12.5%  | 5.2%           | 52            | 7              |
| 240      | MOTOR VEHICLE THEFT                         | 2           | 0                     | 43            | 51            | -15.7%  | 0                         | 0              | 0     | 0    | 12                | 0              | 27.9%  | 0.0%           | 15            | 5              |
| 250      | FORGERY/COUNTERFEITING                      | 0           | 0                     | 65            | 47            | 38.3%   | 0                         | 0              | 0     | 0    | 8                 | 4              | 12.3%  | 6.2%           | 11            | 2              |

# Statistics

| Offenses    |   |                |                             |                  |                  |         | Cases Cleared<br>This Period |                   |       |     | Cases Cleared<br>YTD |                   | YTD %  |                   | YTD Last<br>Year |                   |
|-------------|---|----------------|-----------------------------|------------------|------------------|---------|------------------------------|-------------------|-------|-----|----------------------|-------------------|--------|-------------------|------------------|-------------------|
| UCR<br>Code | UCR Description                                   | This<br>Period | This<br>Period<br>Last Year | YTD-This<br>Year | YTD-Last<br>Year | YTD %   | Arrest                       | Excep.<br>Cleared | Adult | Juv | Arrest               | Excep.<br>Cleared | Arrest | Excep.<br>Cleared | Arrest           | Excep.<br>Cleared |
| 26A         | FALSE<br>PRETENSE/SWINDLE/CONFIDEN<br>CE GAME     | 2              | 2                           | 127              | 118              | 7.6%    | 0                            | 0                 | 0     | 0   | 25                   | 5                 | 19.7%  | 3.9%              | 40               | 5                 |
| 26B         | FRAUD CREDIT<br>CARD/AUTOMATED TELLER<br>MACHINES | 11             | 0                           | 83               | 92               | -9.8%   | 7                            | 0                 | 7     | 0   | 16                   | 0                 | 19.3%  | 0.0%              | 33               | 4                 |
| 26C         | IMPERSONATION                                     | 0              | 1                           | 170              | 234              | -27.4%  | 0                            | 0                 | 0     | 0   | 11                   | 7                 | 6.5%   | 4.1%              | 41               | 9                 |
| 26D         | WELFARE FRAUD                                     | 0              | 0                           | 0                | 0                | 0%      | 0                            | 0                 | 0     | 0   | 0                    | 0                 | 0.0%   | 0.0%              | 0                | 0                 |
| 26E         | WIRE/COMPUTER/OTHER<br>ELECTRONIC MANIPULATION    | 0              | 0                           | 2                | 3                | -33.3%  | 0                            | 0                 | 0     | 0   | 0                    | 0                 | 0.0%   | 0.0%              | 0                | 0                 |
| 26F         | IDENTITY THEFT                                    | 1              | 0                           | 9                | 0                | 100.0%  | 0                            | 0                 | 0     | 0   | 0                    | 0                 | 0.0%   | 0.0%              | 0                | 0                 |
| 26G         | COMPUTER HACKING/INVASION                         | 0              | 0                           | 4                | 0                | 100.0%  | 0                            | 0                 | 0     | 0   | 0                    | 0                 | 0.0%   | 0.0%              | 0                | 0                 |
| 270         | EMBEZZLEMENT                                      | 0              | 0                           | 18               | 27               | -33.3%  | 0                            | 0                 | 0     | 0   | 6                    | 2                 | 33.3%  | 11.1%             | 13               | 3                 |
| 280         | STOLEN PROPERTY OFFENSES<br>(RECEIVING, ETC.)     | 1              | 0                           | 26               | 17               | 52.9%   | 1                            | 0                 | 0     | 1   | 12                   | 2                 | 46.2%  | 7.7%              | 12               | 1                 |
| 290         | DESTRUCTIVE/DAMAGE/VANDA<br>LISM OF PROPERTY      | 13             | 7                           | 542              | 489              | 10.8%   | 5                            | 0                 | 4     | 1   | 122                  | 23                | 22.5%  | 4.2%              | 130              | 15                |
| 35A         | DRUG/NARCOTIC VIOLATIONS                          | 8              | 8                           | 351              | 334              | 5.1%    | 5                            | 0                 | 5     | 0   | 244                  | 10                | 69.5%  | 2.8%              | 250              | 13                |
| 35B         | DRUG EQUIPMENT VIOLATIONS                         | 7              | 7                           | 290              | 236              | 22.9%   | 4                            | 1                 | 4     | 0   | 210                  | 5                 | 72.4%  | 1.7%              | 198              | 4                 |
| 36A         | INCEST  | 0              | 0                           | 0                | 0                | 0%      | 0                            | 0                 | 0     | 0   | 0                    | 0                 | 0.0%   | 0.0%              | 0                | 0                 |
| 36B         | STATUTORY RAPE                                    | 1              | 1                           | 11               | 16               | -31.3%  | 0                            | 1                 | 0     | 0   | 1                    | 9                 | 9.1%   | 81.8%             | 5                | 9                 |
| 370         | PORNOGRAPHY/OBSCENE<br>MATERIAL                   | 0              | 1                           | 22               | 24               | -8.3%   | 0                            | 0                 | 0     | 0   | 4                    | 10                | 18.2%  | 45.5%             | 9                | 6                 |
| 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<br>TING GAMBLING        | 0              | 0                           | 0                | 0                | 0%      | 0                            | 0                 | 0     | 0   | 0                    | 0                 | 0.0%   | 0.0%              | 0                | 0                 |
| 39C         | GAMBLING EQUIPMENT<br>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                           | 43               | 9                | 377.8%  | 0                            | 0                 | 0     | 0   | 23                   | 0                 | 53.5%  | 0.0%              | 6                | 1                 |
| 40B         | ASSISTING/PROMOTING<br>PROSTITUTION               | 0              | 0                           | 0                | 2                | -100.0% | 0                            | 0                 | 0     | 0   | 0                    | 0                 | 0.0%   | 0.0%              | 2                | 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                           | 21               | 24               | -12.5%  | 0                            | 0                 | 0     | 0   | 13                   | 0                 | 61.9%  | 0.0%              | 13               | 3                 |
| 64A         | HUMAN TRAFFICKING,<br>COMMERCIAL SEX ACTS         | 0              | 0                           | 0                | 1                | -100.0% | 0                            | 0                 | 0     | 0   | 0                    | 0                 | 0.0%   | 0.0%              | 1                | 0                 |
| 64B         | HUMAN TRAFFICKING,<br>INVOLUNTARY SERVITUDE       | 0              | 0                           | 0                | 0                | 0%      | 0                            | 0                 | 0     | 0   | 0                    | 0                 | 0.0%   | 0.0%              | 0                | 0                 |
| 720         | ANIMAL CRUELTY                                    | 0              | 0                           | 0                | 0                | 0%      | 0                            | 0                 | 0     | 0   | 0                    | 0                 | 0.0%   | 0.0%              | 0                | 0                 |
| NO          | NON UCR REPORTABLE                                | 2              | 5                           | 255              | 237              | 7.6%    | 0                            | 0                 | 0     | 0   | 10                   | 1                 | 3.9%   | 0.4%              | 13               | 1                 |
| UCR A       | UCR CODE A  | 2              | 3                           | 92               | 95               | -3.2%   | 2                            | 0                 | 2     | 0   | 74                   | 1                 | 80.4%  | 1.1%              | 76               | 4                 |

# Statistics

| Offenses       |  |                        |                                      |                          |                          | Cases Cleared<br>This Period |               |                          |              | Cases Cleared<br>YTD |               | YTD %                    |               | YTD Last<br>Year         |               |                          |
|----------------|--|------------------------|--------------------------------------|--------------------------|--------------------------|------------------------------|---------------|--------------------------|--------------|----------------------|---------------|--------------------------|---------------|--------------------------|---------------|--------------------------|
| UCR<br>Code    | UCR Description                          | <u>This<br/>Period</u> | <u>This<br/>Period<br/>Last Year</u> | <u>YTD-This<br/>Year</u> | <u>YTD-Last<br/>Year</u> | <u>YTD %</u>                 | <u>Arrest</u> | <u>Excep<br/>Cleared</u> | <u>Adult</u> | <u>Juv</u>           | <u>Arrest</u> | <u>Excep<br/>Cleared</u> | <u>Arrest</u> | <u>Excep<br/>Cleared</u> | <u>Arrest</u> | <u>Excep<br/>Cleared</u> |
| UCR B          | UCR CODE B                               | 1                      | 0                                    | 15                       | 23                       | -34.8%                       | 1             | 0                        | 1            | 0                    | 14            | 0                        | 93.3%         | 0.0%                     | 17            | 0                        |
| UCR C          | UCR CODE C                               | 1                      | 0                                    | 5                        | 3                        | 66.7%                        | 1             | 0                        | 1            | 0                    | 4             | 0                        | 80.0%         | 0.0%                     | 2             | 0                        |
| UCR D          | UCR CODE D                               | 1                      | 0                                    | 1                        | 1                        | 0%                           | 1             | 0                        | 1            | 0                    | 1             | 0                        | 100.0%        | 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  |  | 89                     | 58                                   | 4,073                    | 3,850                    | 5.8%                         | 43            | 2                        | 40           | 3                    | 1,535         | 166                      | 37.7%         | 4.1%                     | 1,669         | 174                      |
| B Group B      |  |                        |                                      |                          |                          |                              |               |                          |              |                      |               |                          |               |                          |               |                          |
| 90A            | WORTHLESS CHECKS                         | 0                      | 0                                    | 2                        | 4                        | -50.0%                       | 0             | 0                        | 0            | 0                    | 0             | 0                        | 0.0%          | 0.0%                     | 1             | 0                        |
| 90B            | CURFEW/LOITERING/VAGRANC<br>Y VIOLATIONS | 0                      | 0                                    | 80                       | 140                      | -42.9%                       | 0             | 0                        | 0            | 0                    | 23            | 0                        | 28.8%         | 0.0%                     | 53            | 0                        |
| 90C            | DISORDERLY CONDUCT                       | 10                     | 20                                   | 812                      | 889                      | -8.7%                        | 4             | 0                        | 4            | 0                    | 481           | 22                       | 59.2%         | 2.7%                     | 519           | 23                       |
| 90D            | DRIVING UNDER THE<br>INFLUENCE           | 6                      | 9                                    | 323                      | 304                      | 6.3%                         | 6             | 0                        | 6            | 0                    | 322           | 0                        | 99.7%         | 0.0%                     | 303           | 0                        |
| 90E            | DRUNKENNESS                              | 0                      | 0                                    | 0                        | 0                        | 0%                           | 0             | 0                        | 0            | 0                    | 0             | 0                        | 0.0%          | 0.0%                     | 0             | 0                        |
| 90F            | FAMILY-OFFENSES ,<br>NONVIOLENT          | 0                      | 0                                    | 25                       | 118                      | -78.8%                       | 0             | 0                        | 0            | 0                    | 15            | 0                        | 60.0%         | 0.0%                     | 102           | 3                        |
| 90G            | LIQUOR LAW VIOLATIONS                    | 4                      | 4                                    | 195                      | 189                      | 3.2%                         | 2             | 0                        | 2            | 0                    | 171           | 1                        | 87.7%         | 0.5%                     | 160           | 0                        |
| 90H            | PEEPING TOM                              | 0                      | 0                                    | 0                        | 2                        | -100.0%                      | 0             | 0                        | 0            | 0                    | 0             | 0                        | 0.0%          | 0.0%                     | 2             | 0                        |
| 90I            |  | 0                      | 2                                    | 121                      | 208                      | -41.8%                       | 0             | 0                        | 0            | 0                    | 13            | 2                        | 10.7%         | 1.7%                     | 25            | 2                        |
| 90J            | TRESPASS OF REAL PROPERTY                | 7                      | 7                                    | 415                      | 418                      | -0.7%                        | 2             | 0                        | 2            | 0                    | 168           | 7                        | 40.5%         | 1.7%                     | 186           | 3                        |
| 90Z            | ALL OTHER OFFENSES                       | 63                     | 49                                   | 2,819                    | 3,071                    | -8.2%                        | 51            | 0                        | 32           | 11                   | 1,878         | 38                       | 66.6%         | 1.3%                     | 1,975         | 44                       |
| Total Group B  |  | 90                     | 91                                   | 4,792                    | 5,343                    | -10.3%                       | 65            | 0                        | 46           | 11                   | 3,071         | 70                       | 64.1%         | 1.5%                     | 3,326         | 75                       |
| NR Group NR    |  |                        |                                      |                          |                          |                              |               |                          |              |                      |               |                          |               |                          |               |                          |
| 00             | NON UCR REPORTABLE                       | 57                     | 39                                   | 2,955                    | 2,651                    | 11.5%                        | 0             | 0                        | 0            | 0                    | 21            | 0                        | 0.7%          | 0.0%                     | 20            | 0                        |
| Total Group NR |  | 57                     | 39                                   | 2,955                    | 2,651                    | 11.5%                        | 0             | 0                        | 0            | 0                    | 21            | 0                        | 0.7%          | 0.0%                     | 20            | 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                 | \$22,127.00        | \$8,338.00                   | \$1,328,977.50       | \$1,352,634.89       | -1.7%        |
| Recovered              | \$12,126.00        | \$686.00                     | \$373,508.00         | \$460,195.69         | -18.8%       |
| Damaged                | \$2,300.00         | \$1,245.00                   | \$323,176.00         | \$210,990.00         | 53.2%        |

# Statistics

| Arrests  |  | This Period | This Period Last Year | YTD This Year | YTD Last Year | YTD %   |
|----------|--|-------------|-----------------------|---------------|---------------|---------|
| <b>E</b> | <b>Adult Arrests</b>                   |             |                       |               |               |         |
|          | Part A Ordinance                       | 10          | 14                    | 495           | 509           | -2.8%   |
|          | Part A State Statute                   | 32          | 12                    | 1,104         | 1,100         | 0.4%    |
|          | Part B Ordinance                       | 9           | 12                    | 660           | 648           | 1.9%    |
|          | Part B State Statute                   | 44          | 38                    | 2,025         | 1,976         | 2.5%    |
|          | Part NR Ordinance                      | 0           | 0                     | 0             | 0             | 0%      |
|          | Part NR State Statute                  | 0           | 0                     | 0             | 1             | -100.0% |
|          | Part TR Ordinance                      | 0           | 0                     | 0             | 0             | 0%      |
|          | Part TR State Statute                  | 0           | 1                     | 13            | 8             | 62.5%   |
| <b>F</b> | <b>Juvenile Arrests</b>                |             |                       |               |               |         |
|          | Part A Ordinance                       | 3           | 0                     | 109           | 141           | -22.7%  |
|          | Part A State Statute                   | 0           | 0                     | 70            | 95            | -26.3%  |
|          | Part B Ordinance                       | 9           | 8                     | 220           | 295           | -25.4%  |
|          | Part B State Statute                   | 2           | 3                     | 259           | 351           | -26.2%  |
|          | 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%      |
| <b>G</b> | <b>Adult &amp; Juv Traffic Arrests</b> |             |                       |               |               |         |
|          | Traffic Citations                      | 81          | 80                    | 4,747         | 4,358         | 8.9%    |
| <b>H</b> | <b>Animal</b>                          |             |                       |               |               |         |
|          | Animal Arrests                         | 2           | 0                     | 50            | 42            | 19.0%   |
|          | Animal Complaints                      | 23          | 19                    | 1,727         | 1,780         | -3.0%   |
|          | Animal Warnings                        | 1           | 12                    | 594           | 598           | -0.7%   |

## Statistics

| I | Accidents                 | This Period | This Period Last Year | YTD This Year | YTD Last Year | YTD %  |
|---|---------------------------|-------------|-----------------------|---------------|---------------|--------|
|   | Fatal                     | 0           | 0                     | 1             | 2             | -50.0% |
|   | Hit & Run Personal Injury | 0           | 1                     | 15            | 17            | -11.8% |
|   | Hit & Run Property Damage | 3           | 1                     | 107           | 81            | 32.1%  |
|   | Personal Injury           | 0           | 5                     | 357           | 363           | -1.7%  |
|   | Property Damage           | 18          | 19                    | 864           | 769           | 12.4%  |