



City of Appleton

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

Meeting Agenda - Final-revised Safety and Licensing Committee

Wednesday, July 22, 2020

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[20-0947](#) Approval of minutes from previous meeting

Attachments: [S&L Minutes 7-8-20.pdf](#)

4. **Public Hearings/Appearances**

5. **Action Items**

[20-0972](#) Resolution #13-R-20 - Modification to Fraudulent Emergency Calls

Attachments: [#13-R-20 Modification to Fraudulent Emergency Calls.pdf](#)

[20-0326](#) Recommended Denial of Class "B" Beer License application for Nusara Yang d/b/a Jai Sung Mah Pool Club, located at 122 W Wisconsin Ave.

Attachments: [Jai Sung Mah Pool Club.pdf](#)

[Nusara Yang_denial_LtMiller.pdf](#)

[20-0916](#) Class "B" Beer and "Class C" Wine License application for WAAM Enterprises LLC d/b/a Acoca, William J Wetzel Jr, Agent, located at 500-502 W College Ave, contingent upon approval from all departments.

Attachments: [Acoca.pdf](#)

[20-0917](#) Class "A" Beer License Change of Agent application for Kwik Trip Inc d/b/a Kwik Trip #181, Jennifer L Lundt, NEW Agent, located at 730 E Wisconsin Ave, contingent upon approval from the Police Department.

Attachments: [Jennifer L Lundt S&L.pdf](#)

[20-0915](#) Salvage Dealer License application for Mr C's Motorcycles, LLC, Janet Ristau, Applicant, located at 724 S Outagamie St, contingent upon approval from all departments.

Attachments: [Mr C's Motorcycles LLC S&L.pdf](#)

[20-0956](#) Commercial Quadricycle license renewal application for The Social Station, LLC.

Attachments: [The Social Station- Chris Burns.pdf](#)

[20-0948](#) Temporary Class "B" License applications filed after the agenda was published.

6. Information Items

[20-0950](#) Presentation from Lt. Mike Frisch on the SRO Program

Attachments: [SRO program description 2020.pdf](#)

[20-0958](#) Special Events
Downtown Creates, formerly Art on the Town, located along College Ave amenity strips, July 17th and August 21, 2020

[20-0952](#) Legal Services Mid-Year Budget Report

Attachments: [2020 Mid-Year Report - FINAL.pdf](#)

[20-0953](#) Police Department Mid Year Budget Report

Attachments: [2020 APD Mid-Year report.pdf](#)

[20-0954](#) Fire Department Mid Year Budget Report

Attachments: [2020 Mid-Year Report - 6-30-20.pdf](#)

[20-0949](#) Director's Reports
-City Clerk
-Fire Chief
-Police Chief

[20-0955](#) Police Department information on liquor law violations 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

Meeting Minutes - Final Safety and Licensing Committee

Wednesday, July 8, 2020

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

The meeting was called to order by Chair Siebers at 5:30 p.m.

2. Roll call of membership

Present: 4 - Siebers, Lobner, Reed and Van Zeeland

Excused: 1 - Schultz

3. Approval of minutes from previous meeting

[20-0855](#)

Approval of minutes from previous meeting

Attachments: [S&L Minutes 6-24-20.pdf](#)

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

Aye: 4 - Siebers, Lobner, Reed and Van Zeeland

Excused: 1 - Schultz

4. Public Hearings/Appealances

5. Action Items

Balance of the action items on the agenda.

**Lobner moved, Reed seconded, to recommend approval of the agenda items.
The motion carried by the following vote:**

Aye: 4 - Siebers, Lobner, Reed and Van Zeeland

Excused: 1 - Schultz

[20-0858](#)

Renewal application for Mobile Home Park License for Fox Valley Estates, Moore Enterprises, Inc., located at 106 E Primrose Lane, contingent on approval from all departments.

Attachments: [Fox Valley Estates.pdf](#)

This Report Action Item was recommended for approval

[20-0806](#)

Class "A" Beer License Change of Agent application for Kwik Trip Inc d/b/a Kwik Trip #639, Ron W Hoffmeyer, NEW Agent, located at 2175 S Memorial Dr, contingent upon approval from Police Department.

Attachments: [Ron W Hoffmeyer S&L.pdf](#)

This Report Action Item was recommended for approval.

[20-0859](#)

Cigarette and Tobacco Product License application for Marley's Smoke Shop, Andrew Thornell, Person in Charge, located at 530 W College Ave.

Attachments: [Marley's Smoke Shop S&L.pdf](#)

This Report Action Item was recommended for approval.

[20-0811](#)

Pet Store Renewal Application for Petco #1656, located at 3829 E Calumet St, contingent upon approval from all departments.

Attachments: [Petco S&L.pdf](#)

This Report Action Item was recommended for approval.

[20-0813](#)

Pet Store Renewal Application for HSA Corporation d/b/a Pet Supplies Plus, Angela DeHaan, applicant, located at 702 W Northland Ave, contingent upon approval from all departments.

Attachments: [Pet Supplies Plus S&L.pdf](#)

This Report Action Item was recommended for approval.

[20-0817](#)

Pet Store Renewal Application for Just Pets, Craig Weborg, applicant, located at 2009 N Richmond St, contingent upon approval from all departments.

Attachments: [Just Pets S&L.pdf](#)

This Report Action Item was recommended for approval.

[20-0856](#) Temporary Class "B" License applications filed after the agenda was published.

No applications were filed.

6. Information Items

[20-0864](#) Special Events:
Stand for Fair Maps! Honk for Fair Maps, along College Ave, July 9, 2020

[20-0862](#) Special Event Guidelines during COVID-19.

[20-0861](#) Presentation by Sgt. Enriquez on Behavioral Health Office and Mental Health Intervention and Services.

Attachments: [BHO Programs.pdf](#)

This Item was presented

[20-0863](#) Director's Reports
1. City Clerk
 - Election Law Changes
2. Police Chief
3. Fire Chief

[20-0857](#) Police Department information on liquor law violation convictions.

7. Adjournment

**Lobner moved, seconded by Reed, that the meeting be adjourned at 6:02 p.m.
Roll Call. Motion carried by the following vote:**

Aye: 4 - Siebers, Lobner, Reed and Van Zeeland

Excused: 1 - Schultz

Resolution #13-R-20
Modification to Fraudulent Emergency Calls

Submitted By: Alderperson Meltzer – District 2, Alderperson Thao – District 7, Alderperson Wolff- District 12

Date: 7-15-2020

Referred To: Safety & Licensing Committee

WHEREAS fraudulent emergency calls based on the perception of another individual to be a threat due to their race, religion, ethnicity, gender, sexual orientation, gender identity, immigration status, or outward appearance are exploitive, put a burden on law enforcement time and resources, and cause real harm to the individuals they target; and

WHEREAS exploitive 911 calls of a discriminatory nature, particularly calls that are racially discriminatory, have been highlighted as a national problem; and

WHEREAS Appleton has always been a leader in taking innovative action to improve the quality of life in our community;

THEREFORE be it resolved that the City of Appleton amend the municipal code Chapter 12 Section 28 by adding a subsection that specifies “fraudulent emergency calls based on the perception of another individual to be a threat due to their race, religion, ethnicity, gender, sexual orientation, gender identity, immigration status, or outward appearance” as an act of public nuisance with civil penalty.

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: _____ ending: 06-30-2020
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☐ City of } Appleton

County of Outagamie Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☒ Individual ☐ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number [REDACTED]	
FEIN Number [REDACTED]	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>100</u>
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>60 + 7</u>
TOTAL FEE	\$ <u>167</u>

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)

Nusara Yang

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name <u>Yang</u>	(First) <u>Nusara</u>	(Middle Name) <u>-</u>	Home Address (Street, City or Post Office, & Zip Code) <u>406 W Harris St Appleton 54914</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Jai Sung Mah pool club Business Phone Number 920-244-4375
2. Address of Premises 122 W Wisconsin Post Office & Zip Code 54911

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

2500 sqft pool hall
Storage and closet by kitchen



4. Legal description (omit if street address is given above): _____

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☐ Yes ☒ No

(b) If yes, under what name was license issued? _____

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ☒ Yes ☐ No
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
If yes, explain.
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ☐ Yes ☒ No
9. (a) **Corporate/limited liability company applicants only:** Insert state _____ and date _____ of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ☐ Yes ☐ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** ☐ Yes ☐ No
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) Yang Nuxara	Title/Member owner	Date 2/14/2020
Signature 	Phone Number 	Email Address

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	



City of Appleton

Liquor License Questionnaire

1. Name of Applicant: Nusara Yang
2. Name of Business: Jai Sung Mah pool club
3. Address of Business: 122 W Wisconsin AVE Appleton
WI 54911
4. Have you or any member of your organization ever been convicted of a misdemeanor or ordinance violation? Yes X No
AND/OR been convicted of a felony? Yes X No
If yes to either question, please explain in detail: gambling

5. List all partners, shareholders or investors. Include full name, middle initial and date of birth. Please use additional sheets if necessary.

<u>Nusara</u>	<u>NY</u>	<u>Yang</u>	<u> </u> / <u> </u> / <u> </u>
First name	Initial	Last name	Date of Birth
<u> </u>	<u> </u>	<u> </u>	<u> </u> / <u> </u> / <u> </u>
First name	Initial	Last name	Date of Birth
<u> </u>	<u> </u>	<u> </u>	<u> </u> / <u> </u> / <u> </u>
First name	Initial	Last name	Date of Birth
<u> </u>	<u> </u>	<u> </u>	<u> </u> / <u> </u> / <u> </u>
First name	Initial	Last name	Date of Birth

6. Name of person/corporation you are buying the premises and equipment from?

Name:

First name	Initial	Last name
<u> </u>	<u> </u>	<u> </u>

Address:

City, State, Zip:

7. What was the previous name and nature of the business operating at this location?

8. Are alcohol sales an existing use in this building? Yes _____ No X

If no, When did the operation cease? 14 months ago.

9. Are alcohol sales a new use in this building? Yes _____ No X

If yes, please contact the Community Development Department at 832-6468 to obtain a Special Use Permit.

10. Is your primary business restaurant? Yes _____ No X

11. Seating capacity: Inside 30 Outside —

12. Operating hours: 10 am to 8 pm

13. Number of floor personnel 2 Number of door checkers —

14. In general, state the size, design and type of the proposed establishment and the operational details.

2500 sq ft pool hall
storage and closet by kitchen

2/14/2020
Date

[Signature]
Signature

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

Submit to municipal clerk.

The *above named individual* provides the following information as a person who is (check one):

- ☐ _____ of _____
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

The *above named individual* provides the following information to the licensing authority:

4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No
If yes, identify:

(Name, Location and Type of License/Permit)

5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
- If yes, identify.

(Name of Wholesale Licensee or Permittee)

(Address By City and County)

6. Named individual must list in chronological order last two employers.

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

[Signature]
(Signature)

(Signature of Named Individual)



“...meeting community needs...enhancing quality of life.”

TO: Safety and Licensing Committee
Common Council

FROM: Lt. Jeff Miller

DATE: 07/09/2020

RE: Police Department’s Recommendation for Denial of Nusara N. Yang’s Class “B”
Beer License

Committee Members:

The police department is requesting that the Safety and Licensing Committee recommend to the Common Council to deny Nusara N. Yang’s application for a Class “B” Beer License Applications because of the applicants prior criminal conduct.

Pursuant to Wis. Stat. §111.335, it is not employment discrimination for a licensing agency to deny an applicant based on pending criminal charge whose circumstances substantially relate to the circumstances of the particular licensed activity and the pending criminal charge is for an exempt offense or a violent crime against a child.

Pursuant to Wis. Stat. §111.335, it is not employment discrimination for a licensing agency to deny an applicant based on conviction record where the circumstances of the conviction substantially relate to the circumstances of the particular licensed activity. If the denial is based on a delinquency adjudication, then the adjudication must be for an exempt offense.

Pursuant to Wis. Stat. §125.04, no license or permit related to alcohol beverages may be issued to a habitual law offender where the circumstances of the habitual law offenses substantially relate to the circumstances of the particular licensed activity.

Also pursuant to Wis. Stat. §111.335, the applicant is allowed an opportunity to show evidence of rehabilitation and fitness to engage in the licensed activity, *unless the conviction(s) are for exempt offenses*. The applicant may produce the following to conclusively demonstrate their rehabilitation and fitness from a given conviction:

A copy of the local, state, or federal release document; and either

(1) a copy of the relevant department of corrections document showing completion of probation, extended supervision, or parole; or

(2) other evidence that at least one year has elapsed since release from any local, state, or federal correctional institution without subsequent conviction of a crime along with

evidence showing compliance with all terms and conditions of probation, extended supervision, or parole.

Additionally, the licensing agency must consider any of the following evidence if presented by the individual:

- (1) Evidence of the nature and seriousness of any offense of which he or she was convicted.
- (2) Evidence of all circumstances relative to the offense, including mitigating circumstances or social conditions surrounding the commission of the offense.
- (3) The age of the individual at the time the offense was committed.
- (4) The length of time that has elapsed since the offense was committed.
- (5) Letters of reference by persons who have been in contact with the individual since the applicant's release from any local, state, or federal correctional institution.
- (6) All other relevant evidence of rehabilitation and present fitness presented.

STATEMENT ON SUBSTANTIAL RELATIONSHIP

As part of any denial of licensing, the police department must determine if crimes are substantially related to the sale of alcohol. Mrs. Yang was convicted of:

MA-Fraud/Benefit Application, as a Party To A Crime (a felony in violation of Wis. Stat. §946.91(2)(a)), Misstate facts in food stamp application (\geq \$5,000), as a Party To A Crime (a felony in violation of Wis. Stat. §946.92(2)(a)).

The following crimes were dismissed but "read in" to the applicant's case:

- Receive Commercial Gambling Bet, and PTAC,
- Failure to Disclose Events Affecting Eligibility in Outagamie County case # 2017CF000446

The convictions (and read in charges) for all of the above offenses in Outagamie County case # 2017CF000446 are substantially related to the sale of alcohol for the following reasons.

From the facts alleged in the criminal complaint, to which Mrs. Yang was eventually found guilty of, state that on 12/4/2014 APD officers were contacted by an agency in Minnesota. They told officers that they had information that Mrs. Yang and an associate were conducting an illegal gambling operation out of the Jai Sung Mah Pool Club at 122 W. Wisconsin Ave. A search warrant was executed on the business and Mrs. Yang's home. At those locations significant evidence was found of gambling activities. Additional charges of falsifying documents and underreporting income are the basis for the other felonies reported in this document relating to food stamp and EBT violations.

The relationship between alcohol and gambling is clear. As a person who wants to be responsible to serve alcohol, Mrs. Yang has not shown the ability to make good decisions related to her trustworthiness. The police department is not sure she has spent the amount of time necessary to rehabilitate herself and make the necessary life changes to take on the continued responsibility for alcohol service or, indeed, management of a business. The service of alcohol includes coming into contact with individuals in a very vulnerable state and the Police Department feels that through Mrs. Yang's prior convictions she has not demonstrated the necessary maturity and

decision-making capacity to be allowed an alcohol beverage license in the City of Appleton.

It is important to note that evidence of these crimes was recovered at the Jai Sung Mah Pool Club, the location where this applicant is requesting additional alcohol licensing and renewal

OTHER CONSIDERATIONS RELATED TO REHABILITATION AND FITNESS

- The applicant continues to have rules of probation/bond conditions that address gambling in any form.
- Nature and seriousness of convictions

Very Respectfully:

Lt. Jeff Miller
Appleton Police Department

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: _____ ending: 06-30-2020
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of APPLETON

County of OUTA Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☒ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number [REDACTED]	
FEIN Number [REDACTED]	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)
WETZEL, JR. WILLIAM J. WAAM ENTERPRISES LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name <u>WETZEL, JR</u>	(First) <u>WILLIAM</u>	(Middle Name) <u>J</u>	Home Address (Street, City or Post Office, & Zip Code) <u>2800 SCHAEFER CIR App 54915</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name <u>WETZEL, JR</u>	(First) <u>WILLIAM</u>	(Middle Name) <u>J</u>	Home Address (Street, City or Post Office, & Zip Code) <u>2800 SCHAEFER CIR App 54915</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Accea Business Phone Number 920.540.0123
2. Address of Premises 500 W COLLEGE AVE Post Office & Zip Code 54911

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

APPROXIMATELY 3,700 SQUARE FEET OF RENOVATED
SPACE FOR AN ALL DAY CAFE SERVING COFFEE
PRODUCTS IN THE MORNING, BREAKFAST, LUNCH, THROUGHOUT THE DAY,
AND SMALL PLATES IN THE EVENING.
BEER AND WINE SOLD IN CAFE AND STORED BEHIND
CUSTOMER SERVICE BAR, KITCHEN, STORAGE CLOSET,
OR WILL COULD HAVE STORED IN A REFRIGERATED DISPLAY CASE IN CUSTOMER

4. Legal description (omit if street address is given above): _____

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☐ Yes ☒ No

(b) If yes, under what name was license issued? _____

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ☒ Yes ☐ No
WILLIAM WETZEL, AGENT, WILL BE COMPLETING ON
LINE SERVER'S COURSE.
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? **If yes, explain.** ☐ Yes ☒ No
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ☐ Yes ☒ No
9. (a) **Corporate/limited liability company applicants only:** Insert state WI and date _____ of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** ☐ Yes ☒ No
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) WILLIAM J. WETZEL JR	Title/Member OWNER	Date JULY 13, 2020
Signature William J. Wetzel Jr.	Phone Number [REDACTED]	Email Address [REDACTED]

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	



City of Appleton Liquor License Questionnaire

1. Name of Applicant: WILLIAM J. WETZEL JR

2. Name of Business: ~~ACOCA~~ WAAM ENTERPRISES LLC dba ACOCA

(Check Applicable Box(s) to identify primary business activity)

- ☒ Restaurant
☐ Tavern/Night Club/Wine Bar
☐ Microbrewery/Brewpub
☐ Painting/Craft Studio
☐ Other (describe) _____

3. Address of Business: 500⁵⁰² W COLLEGE AVE

4. Have you or any member of your organization ever been convicted of a misdemeanor or ordinance violation? Yes _____ No X

AND/OR been convicted of a felony? Yes _____ No X

If yes to either question, please explain in detail below:

5. List all partners, shareholders or investors of your business. Include full name, middle initial and date of birth. Please use additional sheets if necessary.

WILLIAM	J	WETZEL JR	●●●●●
First name	M.I.	Last name	Date of Birth
			/ /
First name	M.I.	Last name	Date of Birth
			/ /
First name	M.I.	Last name	Date of Birth
			/ /
First name	M.I.	Last name	Date of Birth
			/ /

6. Name of person/corporation you are buying the premise and equipment from?

Name: N/A

First name	Middle Initial	Last name
------------	----------------	-----------

Address: _____

City	State	ZIP
------	-------	-----

7. What was the previous name and primary nature of the business operating at this location?

Name: ACOCA COFFEE (WILL BECOME ACOCA POST EXPANSION)

(Check Applicable Box(s) to identify primary business activity)

- ☒ Restaurant
☐ Tavern/Night Club/Wine Bar
☐ Microbrewery/Brewpub
☐ Painting/Craft Studio
☐ Other (describe) _____

8. Was this premise licensed for alcohol sales/consumption during the past license year?

Yes ____ If yes, please contact the Community and Economic Development Department at 832-6468 about obtaining a copy of an existing Special Use Permit and related requirements that may run with property.

No X If no, please contact the Community and Economic Development Department at 832-6468 about obtaining a Special Use Permit. A Special Use Permit may be required for your business activity prior to the issuance of a Liquor License, pursuant to the City of Appleton Zoning Ordinance.

9. If alcohol sales were a previous use in this building, when did the operation cease?

_____ months ago.

10. Seating capacity: Inside 99 Outside TBD

11. Operating hours (Inside the building): 6AM - 10PM
Operating hours (Outdoor seating areas): TBD

12. Employees/Staff

Number of floor personnel _____ Number of door checkers N/A

13. In general, state the size and operational details of the proposed establishment:

- a. Gross floor building area of the premises to be licensed: 3700 square feet.
b. Gross outdoor seating areas of the premises to be licensed: 300 square feet.
c. Below, identify the operational details of the proposed establishment:

COFFEE SHOP PLUS WITH FULL KITCHEN SERVING
BREAKFAST, LUNCH AND SMALL NIBBLES AT NIGHT.

William J. Witz
Signature

JULY 6, 2020
Date

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

WI Dr. Lic. #L530-4328-4664-09

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Lundt		Jennifer		Lynn	
Home Address (street/route)		Post Office	City	State	Zip Code
5310 Long Ct.		Appleton		WI	54914
Home Phone Number		Age	Date of Birth	Place of Birth	
●●●●●●●●		●	●●●●●●	Clintonville, WI	

The above named individual provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an **individual**.
- ☐ A member of a **partnership** which is making application for an alcohol beverage license.
- ☒ Agent of Kwik Trip, Inc.

(Officer / Director / Member / Manager / Agent)

(Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? ●●●
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Underage drinking FINE Outagamie Co. 2005 ☒ Yes ☐ No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No
If yes, identify.
5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
If yes, identify.

(Name, Location and Type of License/Permit)

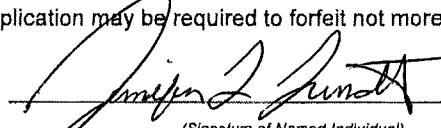
(Name of Wholesale Licensee or Permittee)

(Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name		Employed From	To
Outback Steakhouse	Appleton, WI	●●●	●●●
Pizza Hut - WHG	Multiple locations in Eastern Wisc.	●●●	●●●

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.


 (Signature of Named Individual)
 Jennifer L. Lundt

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: ☐ Town ☐ Village ☒ City of Appleton County of Outagamie

The undersigned duly authorized officer/member/manager of KWIK TRIP, INC.
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Kwik Trip 181
(Trade Name)

located at 730 E. Wisconsin Ave., Appleton, WI 54913

appoints Jennifer L. Lundt
(Name of Appointed Agent)

5310 Long Ct., Appleton, WI 54914
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

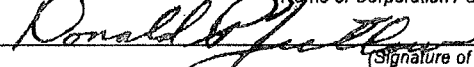
☐ Yes ☒ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? ☐ Yes ☒ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? ●●●

Place of residence last year 5310 Long Ct., Appleton, WI 54914

For: KWIK TRIP, INC.
(Name of Corporation / Organization / Limited Liability Company)

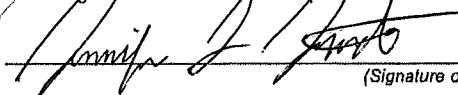
By: 
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, Jennifer L. Lundt, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

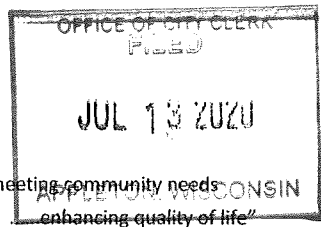
corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

 6/17/2020 Agent's age ●
(Signature of Agent) (Date)
5310 Long Ct., Appleton, WI 54914 Date of birth ●●●
(Home Address of Agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)



"meeting community needs
enhancing quality of life"

APPLICATION for SALVAGE DEALER'S LICENSE

FEES ARE NON-REFUNDABLE

Date Rec'd 7/14/20
License Fee - Local \$200.00 Acct. 11030.4309
License Fee - Out of City \$ 75.00 Acct. 11030.4309
Investigation Fee 207 + 7.00 Acct. 100.2359
Total Amount Paid 207 Receipt 1092-12
License period July 1 to June 30

SECTION 1 – BUSINESS INFORMATION – Answer all questions completely. Please PRINT clearly

Business Name Mr C's Motorcycles, LLC			
Business Street Address 724 S. Outagamie St	City Appleton	State WI	Zip 54914
Business Telephone Number 9201-205-7821			

SECTION 2 – APPLICANT INFORMATION

Name Janet Ristau			
Home Street Address 926 E College Ave	City Appleton	State WI	Zip 54911
Date of Birth ●/●/●●	Male <input type="checkbox"/>	Female <input checked="" type="checkbox"/>	Telephone Number ●●●●●●●●

SECTION 3 – CORPORATION INFORMATION – List names, addresses and dates of birth of all officers.

President	Last	First	Middle Initial	Date of Birth	Male	Female
Eric	Egelseer			●●●●●	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Address 12 Ramlen Ct				City Appleton	State WI	Zip 54915
Vice President	Last	First	Middle Initial	Date of Birth	Male	Female
Janet	Ristau			●●●●●	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Address 926 E College Ave				City Appleton	State WI	Zip 54914
Secretary	Last	First	Middle Initial	Date of Birth	Male	Female
Glenn	Ristau			●●●●●	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Address 420 Green Haven Ln				City Kaukauna	State WI	Zip 54150
Treasurer	Last	First	Middle Initial	Date of Birth	Male	Female
Daniel	Ristau			●●●●●	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Address 926 Manor PL				City Little Chute	State WI	Zip 54140

SECTION 4 – PENALTY NOTICE

I certify that I am familiar with Section 9.386 of the Municipal Code of the City of Appleton and agree that any license granted under this application may be suspended for cause at any time by the Common Council.
Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant: Janet Ristau

FOR OFFICE USE ONLY

Dept.	Approve	Deny	By	Reason
Police				
Fire				
City Sealer				
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

**FEES ARE NON-REFUNDABLE**

License fee EACH Vehicle \$30.00
Investigation fee \$ 7.00
Total fee paid \$ 37.00

Date Recv'd 7/15/20

Acct. CLLTSE

Acct. CLCPIF

Receipt 1107-7**LICENSE APPLICATION**

for

COMMERCIAL QUADRICYCLE☐ Original Application☒ Renewal – License # _____**SECTION 1 – APPLICANT INFORMATION**

Name of Company <u>Social Station, LLC</u>		Business Phone <u>[REDACTED]</u>	
Business Street Address <u>W6088 Nolan Dr</u>		City <u>Appleton</u>	State <u>WI</u>
Owner's Name <u>Chris Burns</u>		Date of Birth <u>[REDACTED]</u>	<input checked="" type="checkbox"/> Individual
Owner's Name		Date of Birth	<input type="checkbox"/> Partnership
Owner's Driver License Number <u>[REDACTED]</u>		Owner's Driver License Number	<input type="checkbox"/> Corporation

SECTION 2 – VEHICLES TO BE OPERATED

(Attach additional sheets if necessary)

Vehicle Number	Capacity	Make/Model	DOT License Plate Number
	<u>15</u>	<u>Pedal Biz - Mega Cycle</u>	<u>N/A</u>

SECTION 3 - COMPANY HISTORYIs 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:

Provides Pedal Powered tours in Downtown Appleton

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?

SECTION 4 - ROUTES

All Commercial Quadricycle Routes are subject to approval by the Police Department.

Number of APPROVED routes: _____ Maps of APPROVED routes must be submitted as an attachment to the application**SECTION 4 – INSURANCE NOTICE**

Insurance Coverage:

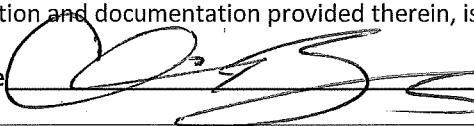
Insurance Carrier: Cincinnati through HUB IntlInsurance Agent Name and Phone Number: Ryan Stinz: 509-863-0315Policy Number: CSU 0151835

Policy Period: _____

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
Police					Common Council
Fire					Date issued
Inspection					Exp. date

date sent for approvals: 7/15/20

CSU Producer Resources, Inc.

A subsidiary of Cincinnati Financial Corporation
P.O. Box 145496, Cincinnati, OH 45250-5496
513-870-2000

Date: 06/04/2020

To: HUB International Northwest LLC
501 S Bernard St Ste 201
Spokane WA 99204-2508
46-023

From: Jennifer Lapham

Insured: Social Station, LLC

Mailing Address: 6068 W Nolan Dr.
Appleton WI 54915

INSURANCE BINDER

Thank you for placing your insurance with us. Please read this binder carefully since coverage terms may not be the same as you requested. This binder serves as proof of insurance beginning on the Effective Date shown below, subject to all terms and conditions of the policy or policies that will be issued. In the event of any inconsistency, the terms and conditions of the policy or policies prevail.

Coverage to be provided by The Cincinnati Specialty Underwriters Insurance Company, an approved non-admitted company.

NOTICE TO POLICYHOLDER:

This insurance contract is with an insurer which has not obtained a certificate of authority to transact regular insurance business in the state of Wisconsin, and is issued and delivered as a surplus line coverage pursuant to s. 618.41 of the Wisconsin Statutes. Section 618.43(1), Wisconsin Statutes, requires payment by the policyholder of 3% tax on gross premium.

Effective Date: 06/05/2020 **Expiration Date:** 06/05/2021

Policy Number: CSU0151833

Description of Operations: Party Bike

Coverage:
General Liability - OCCURRENCE

Retroactive Date: NONE



Appleton Police Department

School Resource Officer Unit



The SRO Unit History

The Appleton Police Department's SRO program is one of the longest running SRO programs in the state of Wisconsin. Enacted on January 11, 1979 with three officers being assigned to the three Junior High Schools in the city, we recently celebrated 40 years of service. In 1979, the three assigned were selected from 14 officers who applied. The selection involved submitting a resume and a report on why they wanted the position.

Their duties included Student Services Team membership, student assistant programs, Summer of Service program, ALICE training, Sources of Strength.

There are currently 12 police officers working in City of Appleton schools. Each has a primary office at the elementary, middle, or high school they are assigned to, including parochial and private schools. In addition to the 12 SROs, there is a Lieutenant who serves as a coordinator to the program and who also works on a variety of community initiatives to provide better services to juveniles and their families.



The SRO Unit Mission

M I S S I O N

Be a resource to the students, parents, and staff of all of the school communities we serve within the City of Appleton.

Work with our school, government, and community based resources to be a connection for those we serve to gain access to needed support and resources.

Establish rapport and relationships with students, in particular those deemed at risk, and find ways to divert them from becoming involved in the juvenile justice system.

Collaborate with the Outagamie County Youth and Family Services Unit, to be a link between the schools and community in an effort to manage the behaviors of youth involved in the criminal justice system.

Investigate crimes of physical and sexual abuse in concert with Children Youth and Families and community partners to protect vulnerable individuals in our city.

Work in partnership with our schools to ensure safe and secure campuses.

SRO Selection Process

1. A competitive process – no contract language, they serve at pleasure of the Chief.
2. Officers apply by submitting a memorandum indicating their interest.
3. A review of the following criteria is conducted by the SRO Coordinator:
 - Current strengths and weaknesses
 - Current job knowledge
 - Prior preparation for position
 - Contribution to department mission
 - Suitability for assignment
 - Prior evaluations
 - Understanding of the role of the SRO and relationship with AASD

SRO Selection Process

5. SRO Coordinator interviews officers direct supervisor and Captain.
6. Interested officers participate in an oral interview panel.
 - The panel consists of the SRO Unit Coordinator, Captain, SRO, and school district personnel for the school the SRO will be assigned.
7. Candidate is recommended to the Chief of Police for final approval.
8. Once selected, the new SRO completes an onboarding process.
9. The onboarding process includes:
 - Training on proper handling of Sensitive Crime Investigations.
 - Training on SANE exams and the role of the SRO.
 - Training on the mission of the SRO program and Policies.
 - Meeting with the AASD Pupil Service Assistant Superintendent about expectations.
 - Special Education, and seclusion and restraint legalities.
 - Orientation with Child Protective Services, Juvenile Intake, Boys and Girls Club and other community partners.

SRO On-going Training

- The APD School Resource Officers attend regular training on topics related to their roles and responsibilities.
 - ACES, sensitive crimes, ICAC, Multi Disciplinary Teams, youth mental health, understanding youth with disabilities, school security/threat assessment, ALICE Instructor.
- APD SRO's have acquired specialized training in ICAC, Threat Assessment, and are also Community Interviewer trained.
- The SRO's are also encouraged to attend training offered by the AASD on issues and programs the AASD offers such as ACES and AODA in youth.
- Approximately three times per school year SRO's from Outagamie County, Calumet County and the cities of Neenah and Menasha attend meetings. Speakers are brought to these meeting about various topics pertinent to the SRO role and collaboration is also fostered along jurisdictional lines.

APD SRO Unit

- **Collaboration** - The unit has a Lieutenant assigned specifically to the SRO Unit who is responsible for both the oversight of the officers activities and for fostering the relationship between the department and the school district. The SRO supervisor works closely with the administration of all schools to continue the implementation of best practices related to all students and issues.
- **MOU** - Prior to this discussion the only MOU was a financial agreement and general guidelines. Because of this discussion we have a tentative MOU, based on the NASRO and DOJ/DPI recommended language.
- **Tracking** – activity is recorded and monitored by the supervisor and in our Budget – Performance Indicators which include tracking informal contacts with students and number of complaint resolutions/diversions made through informal means.
- **Five Pillar Strategic Plan of 2015 – Youth Intervention and Mentoring Pillar**
 - Early identification and intervention, initiate wraparound services with the school district.
 - Diversion instead of citation – Reduced juvenile arrests (citations and referrals) from 698 (2016) to 296 (2019) reduction of over 57%, using “desk probation” and eliminating truancy citations and school district taking over referrals to intake for truancy.

General Duties and Responsibilities

- Provide early intervention to keep small problems from becoming large ones
- Divert students from the juvenile justice system when appropriate
- Serve as liaisons between juveniles and/or their parents, service organizations, school personnel, and the community
- Provide information about legal matters to students, their parents, and the school staff
- Work with school administrators on developing policies and procedures to keep schools safe
- Be a friend, counselor, and listener to youth with personal problems
- Investigate crimes where juveniles are either victims or perpetrators and enforce applicable laws
- Investigate sensitive crime investigations involving both adults and juveniles
- Supervise school grounds, extra curricular school activities, and school neighborhoods
- Make referrals to other agencies
- Serve as a positive role model to students
- Work closely with child protection, social services, juvenile intake, and other community agencies
- Serve on school Student Services Teams
- Share information with school administrators about the conduct of students in the community
- Provide training to other police officers on the special needs and concerns of youth
- Serve on a variety of committees and task forces working to improve services available for juveniles



LEGAL SERVICES DEPARTMENT MID-YEAR REVIEW

All figures through June 30, 2020

Significant 2020 Events:

City Attorney's Office

The Legal Services Department has been engaged in a number of matters through the first half of 2020. Below are some of the highlights for the first half of the year:

- Represented the City in traffic and ordinance related matters in 2019 including 5,435 scheduled initial court appearances, 59 scheduled jury and court trials and 2,047 scheduled pre-trials/jury trial conferences or motion hearings. 2020 statistics are significantly lower due to the courts being closed for the COVID-19 pandemic.
- Actively engaged in litigation including defense of a variety of lawsuits. In early 2020 we received a favorable decision from the State for an alleged discrimination matter that occurred at the Scheig Center. Staff resolved a number of matters through mediation, dispositive motions or negotiated settlements. This includes litigating several matters before an administrative law judge.
- In the first six months of 2020, the Attorney's Office has processed a total of 250 agreements/contracts. We also worked with City departments to review the contracting process and requirements.
- Implemented an electronic signature and routing process for contracts due to COVID-19.
- Completed a 2-year project to create a City-wide master record retention schedule that was approved by the State and adopted by the Common Council.
- Initial bids for a WWTP electrical distribution project came in almost \$1 million over budget. The equipment supplier offered a modest reduction but all bids were rejected at the advice of this office. The specs were modified and rebid resulting in a savings of over \$1.3 million. (The savings were more than the 2020 budget for the Legal Services Department.)

City Clerk's Office:

- Safely and successfully administered the Spring Election during the height of a health pandemic and also prepared for summer/fall election administration with expectations that the health pandemic may still be active.
- Processed and mailed a record number of absentee ballots.
- Verified nomination papers for 11 mayoral candidates for the Spring Primary.
- Worked closely with other departments, specifically the first floor Finance Department to administer operations of the office while closed to the public- process license applications, conduct bid openings, register voters.

- Continued to process mail for the City, while changing procedures to adapt to being closed and having minimal staff at City offices.
- Worked with IT, the Mayor's office, and Council to hold Council meetings with the option to appear remotely.
- Coordinated a process for meeting agendas to process items through a Committee of the Whole at Council.

Performance Data:

<u>Program</u>	<u>Criteria</u>	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Actual 2020</u>	<u>Projected 2020</u>
<u>Administration</u>	<u>Client Benefits/Impacts</u>					
	Timely legal information is provided upon which Alderpersons and staff members can make decisions. Meet time frame of requester.	100%	100%	100%	100%	100%
	Contracts are reviewed in a timely manner to allow performance to proceed. # of performances delayed due to review not being completed.	0	0	0	0	0
	<u>Outputs</u>					
	Written opinions issued.	44	55	25	75	40
	Ordinances reviewed.	125	109	100	81	100
	# of real estate transactions.	17	13	20	6	15
	Staff training; # of hours of staff training	70	75	75	24	40

<u>Program</u>	<u>Criteria</u>	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Actual 2020</u>	<u>Projected 2020</u>
<u>Litigation</u>	<u>Client Benefits/Impacts</u>					
	Active consultation with City depts. re: potential claims filed will mitigate damages and identify areas of risk # of claims filed against the City.	70	63	<100	15	<100
	Total # of lawsuits filed against the City	5	8	4	4	6
	<u>Outcome</u>					
	Minimize cost of settlements. Total amount demanded	\$417,178	\$206,133	\$107,018	\$107,018	\$125,000
	\$ value of settlements and judgments paid	\$2,283	\$32,805	\$0	\$0	\$42,000
	<u>Outputs</u>					
	# of claims and lawsuits resolved with no settlement or judgment paid					
	# of lawsuits filed after claim denied	2	4	1	1	1
	# of non-claim related lawsuits filed against the City	3	4	3	3	3

<u>Program</u>	<u>Criteria</u>	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Actual 2020</u>	<u>Projected 2020</u>
<u>Recordkeeping</u>	<u>Client Benefits/Impacts</u>					
	Retrieval of information. % of same day responses	98%	95%	95%	95%	98%
	1 week retrieval for detailed requests	2%	5%	5%	5%	5%
	<u>Outcome</u>					
	Legal requirements are met # of legal challenges sustained	0	0	0	0	0
	<u>Outputs</u>					
	# hours maintaining records	1,060	800	850	200	700
	# of requests for information	98	10	80	3	50
	# of publication notices	195	190	200	109	200
	# of ordinances adopted	123	108	100	79	100

<u>Program</u>	<u>Criteria</u>	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Actual 2020</u>	<u>Projected 2020</u>
<u>Licensing</u>	<u>Client Benefits/Impacts</u>					
	# Licenses sent for Committee/Council approval	New PM – no data	1,617	870	271	300
	# of licenses issued within time specified on application	New PM – no data	99%	100%	98%	98%
	<u>Outcome</u>					
	Statutory and ordinance compliance of all licenses issued. # of legal challenges	0	0	0	0	0
	<u>Outputs</u>					
	License applications processed. # of beer/liquor licenses issued	211	207	215	197	208
	# of operator licenses issued	764	911	750	276	900
	# of general licenses issued	463	448	475	211	150

<u>Program</u>	<u>Criteria</u>	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Actual 2020</u>	<u>Projected 2020</u>
<u>Elections</u>	<u>Client Benefits/Impacts</u>					
	# of voter status changes	7,287	4,497	7,500	4,430	7,000
	# of voter registrations processed	6,794	1,698	6,900	3,970	5,000
	# of absentee ballots issued	10,224	1,546	13,000	26,992	45,00
	<u>Outcome</u>					
	Fair and accurate election process. # of legal challenges	0	0	0	0	0
	<u>Outputs</u>					
	# of election votes cast	54,776	13,834	57,000	31,509	61,000
	Avg # of registered voters per election	37,825	37,263	41,000	41,067	41,000
	# of election administered	6	3	4	2	4
	% of staff trained at each election	98%	99%	100%	67%	100%

<u>Program</u>	<u>Criteria</u>	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Actual 2020</u>	<u>Projected 2020</u>
<u>Mail/Copy Services</u>	<u>Client Benefits/Impacts</u>					
	Accurate photocopy services. Remake of request	0%	0%	0%	0%	0%
	<u>Strategic Outcomes</u>					
	Reduce costs # of piece of mail returned to departments for reconciliation	New PM – no data	#	50	16	40
	<u>Outputs</u>					
	# of pieces of outgoing mail	111,231	85,982	120,000	85,265	150,000
	# of packages handled	131	55	125	19	50
	# of copies made in mail center	745,807	622,977	600,000	210,033	500,000

Areas of Primary Concentration for the remainder of 2020:

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

The City Attorney's Office will continue to vigorously defend the City of Appleton in actions filed against the City of Appleton.

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

Continue to work with various departments on large mailings and copy jobs to enhance accuracy and efficiency.

Work diligently to safely and accurately administer the Partisan Primary and General Election.

Continue to process unprecedented numbers of absentee ballots.

Budget Performance Summary

<u>Account Description</u>	<u>Original Approp</u>	<u>Revised Budget</u>	<u>YTD Expended</u>	<u>% Used</u>
14510: Administration	\$355,143	\$355,143	\$166,045	46.8%
14521: Litigation	\$193,645	\$193,645	\$103,820	53.6%
14530: Recordkeeping	\$90,578	\$90,578	\$51,193	56.5%
14540: Licensing	\$69,558	\$69,558	\$32,468	46.7%
14550: Elections	\$243,762	\$243,762	\$75,602	31%
14560: Mail/Copy	\$149,898	\$149,898	\$113,329	75.6%
Revenue Total	\$0	\$0	\$0	0%
Expense Total	\$1,102,584	\$1,102,584	\$542,457	49.2%
Grand Total	\$1,102,584	\$1,102,584	\$542,457	49.2%

APPLETON POLICE DEPARTMENT

2020 Mid-Year Budget Report

Significant 2020 Events

The Coronavirus (COVID-19) consumed and challenged our preparedness as this pandemic became prevalent in our city, nation and the world. The Governor's Emergency Orders, *Safer at Home* introduced a different challenge as closures for schools, businesses, parks, churches, etc. were enforced. The Police Department recognized the necessity to ensure officer and community safety and implemented an emergency patrol schedule that endorsed social distancing between shifts while postponing programs, projects, and other events to limit community contact. The sudden catastrophe challenged us as the public looked eagerly for leadership and answers. To keep citizens informed our emergency planning strategies included working in the Emergency Operations Center (EOC), providing social media notifications, and working with other branches of government, schools, and businesses.

Amid the pandemic police shifted from providing essential services to ensure our community was safe. Resources were reallocated to create an environment and opportunity to educate the public and to strengthen community relationships. One of these opportunities is the *Inquire, Inform, Improve* section that was added to the police website to give the community a platform for questions/comments where we can respond and educate the public on Appleton police policies and standards.

When the Appleton Area School District closed schools in March 2020, the School Resource Officers (SRO) rotated into the emergency patrol capacity. There was also postponements or cancellations of training and events such as the Summer of Service Program, ALICE training scenarios, Sensitive Crime Investigative training, and SRO conference. Several significant cases were investigated with one resulting in three arrests and confinement for possessing and distributing child pornography and another two individuals arrested and charged with Sex Trafficking of adults and children.

The Investigative Services Unit experienced a significant increase in investigations for drug overdose deaths with eleven in the first half of 2020 compared to ten for the full year of 2019. Other major investigations included armed robbery, homicide, and several instances of organized groups coming to the Fox Valley area to commit thefts and frauds that have resulted in high dollar losses.

The U.S. Department of Justice provided a COVID-19 Coronavirus Emergency Supplemental Funding Program for public safety agencies. Appleton received a \$65,132 grant award to purchase personal protective equipment and supplies.

Appleton Police has always taken a leadership role blending diversity and community enrichment while integrating our core principles *Compassion, Integrity, Courage*. The establishment of the Police Chief's Community Advisory Board expands our commitment to proactively invest in our community. Our focus is on respect and fairness as diverse board members will have a broader awareness of community concerns and acquire a healthier understanding of policing, programs, and policies. Their participation will foster discussion that reflect current viewpoints and build public trust as they become liaisons to the community,

Best practices are reflective of good policies that are legally defensible. The immensity of maintaining police policies requires consistent review of legislative changes, procedural changes, and other pertinent mandates. Lexipole, purchased in 2020 is a customized policy management program that meets the challenge of maintaining policies in a continuously changing environment. Easy access to policies is provided through a web-based program or mobile app and daily training bulletins will help us maintain our professional police standards.

Our connection to the community through our Public Information Office has grown to over 60,000 social media followers. The ability to inform the public of events or request assistance in identifying or solving community problems provides a mechanism in keeping our community safe.

PERFORMANCE INDICATORS

	Actual 2018	Actual 2019	Target 2020	Projection 2020
EXECUTIVE MANAGEMENT				
Client Benefits/Impacts				
Increase public safety and awareness				
* # media contacts	550	700	550	600
* # of new releases distributed	88	90	100	95
* # of social media followers	50,863	56,779	53,000	60,000
Identify, assess and respond to community needs				
* % of favorable survey responses to meeting community needs	84%	N/A	85%	N/A
Strategic Outcomes				
Provide excellence in police services				
* % of survey responses that are satisfied with the department's overall performance	85%	N/A	85%	N/A
Work Process Outputs				
Foster community relationships				
* # of active Neighborhood Watch Groups	75	82	100	90
Cultural responsiveness				
* # of diversity initiatives / meetings	24	20	25	30
ADMINISTRATION SERVICES				
Client Benefits/Impacts				
Process requests for information				
* % open records request processed with 10 working days	95%	95%	95%	95%
* # of TIME System transactions initiated	19,832	20,000	20,000	20,000
Strategic Outcomes				
Compliance with Uniform Crime Reporting				
* Complete monthly reporting requirements to state & FBI	100%	100%	100%	100%
Work Process Outputs				
Provide quality support services				
* # of public open records requests	2,812	3,261	3,000	3,000
* # of Criminal history queries	5,723	5,000	5,000	5,000
COMMUNITY SERVICES				
Client Benefits/Impacts				
Provide greater access to police services				
* Average # of CSO hours p/month	1,292	1,211	1,300	1,060
Strategic Outcomes				
Increased security at community events				
* % of time CSO work special events	16%	15%	15%	15%
Work Process Outputs				
Maintain community support				
* # of CSO calls for service	10,900	11,000	11,000	11,000

Appleton Police Department 2020 Mid-Year Report

	Actual 2018	Actual 2019	Target 2020	Projection 2020
INVESTIGATIVE SERVICES				
Client Benefit/Impacts				
Process specialized investigative support				
* # of cases assigned to investigators	280	240	300	300
Provide youth services				
* # of compliant resolutions/diversions made through informal means	4,525	4,400	4,400	3,000
Strategic Outcomes				
Ensure integrity in the investigative process				
* % of discovery requests processed within mandated time limits	88%	83%	100%	100%
Work Process Outputs				
Provide service excellence and quality investigative services				
* # of discovery requests	1,994	1,821	2,000	2,000
* # of sensitive crimes	135	122	120	130
* # of drug tips assigned	New	61	100	70
FIELD OPERATIONS (PATROL)				
Client Benefits/Impacts				
Increase community education in crime prevention issues				
* # of community meetings held	75	75	75	75
* # of interagency neighborhood teams	12	12	12	12
Strategic Outcomes				
Reduce crime through crime prevention strategies				
* # of reported Group A crimes	3,980	3,691	4,100	3,500
* # of reported Group B crimes	4,444	3,765	5,200	3,700
Work Process Outputs				
Improve enforcement and response to crime				
* # of self-initiated crime prevention screens	5,622	7,042	6,200	8,000
* # of citizen contacts	30,842	32,677	30,000	30,000
* # of adult arrests	3,860	2,508	4,400	2,200
* # of juvenile arrests	549	296	600	300

Areas of Primary Concentration for 2021:

Deliver a high level of police services while maximizing resources and leveraging technologies to enhance effectiveness and efficiencies.

Ensure the Crossing Guard contracted service is meeting the needs of the children at guarded crossings.

Promote the continued health and well-being of employees through wellness check-ins

Continue assessment of the Officer Safety Program for equipment and body worn cameras.

Evaluate the operations staffing levels, deployment and service levels to ensure we are providing quality police services.

Expand and use our communications platforms to educate the community on our successes and encourage active participation in public safety.

Provide excellence in investigative services to citizens, and victims, impacted by crime in our community.

Collaborate on mental health and AODA related public safety issues with the appropriate services.

Enhance crime prevention awareness within the community and increase personal interactions with citizens through meetings and community events to help build a greater sense of community safety.

Continued working on alternatives to entering students/juveniles into the juvenile justice system and continue our communication with the schools we serve on safety, education and response issues.

Budget Performance Summary

In 2020 we have experienced rapid changes in personnel and operations due to the COVID-19. The mid-year report indicates we are at 46.25% of budget. Some of the areas of concentration were schedule changes, training adjustments and/or cancellation, supplies and equipment purchases to continue operations safely and efficiently. We continue to review immediate needs and planned expenditures to ensure that we are providing the best quality of service in the most cost-effective manner.

In response to the COVID-19 crisis and the need for personal protective equipment, the U.S. Department of Justice awarded Appleton a \$65,132 grant. The department also submitted the bulletproof vest replacement grant application to the U.S. Department - Bureau of Justice Assistance; an annual grant that pays 50% of the cost to replace mandatory vests that have a five-year expiration. In July Appleton was awarded a \$30,000 Speed Grant through the Wisconsin Department of Transportation that will be shared with Grand Chute and Metro Police agencies. We also jointly participate in meth and heroin grants through the U.S. Department of Justice Community Oriented Policing Services (COPS) that is administered through the Lake Winnebago Area Metropolitan Enforcement Group (MEG).

Mid-Year Budget Summary

2020 Revised Budget	18,738,294.00
2020 Actual	8,666,059.69
2020 Encumbrances/Requisitions	0.00
2020 Available	10,072,234.31
2020 Original Budget	18,673,600.00



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

APPLETON FIRE DEPARTMENT MID-YEAR REVIEW All figures through June 30, 2020

Significant 2020 Events

In 2020, the department had four retirements: a deputy chief, a civilian fire inspector, and two driver/engineers. A deputy chief hiring process was conducted and a successful candidate was promoted from within the organization. A hiring process is underway for that vacated battalion chief position. Working with the Human Resources Department, the civilian fire inspector position was filled with an external candidate. The two driver/engineer vacancies were filled through internal promotions. The department participated in the regional hiring process for the hiring of five recruit firefighters who started in early April and have joined the ranks of the front-line operations staff.

The Fire Prevention Division implemented paperless fire inspections in the first quarter of 2020 by training all personnel on the use of tablet computers. Fire inspectors are able to access the fire records management system (ImageTrend) in the field to complete fire inspections. The division also continues work on the community risk reduction project by evaluating and identifying those properties most susceptible to risk.

In response to the COVID-19 pandemic, Appleton Fire Department personnel committed a significant amount of resources to staffing the City's Emergency Operations Center (EOC) and developing policies and procedures to ensure a safe work environment for fire department personnel. Fire department personnel spent several hours acquiring and tracking personal protective equipment to ensure that personnel have the equipment needed for both emergency response and station and apparatus decontamination throughout the pandemic. Fire department support staff worked remotely from mid-March through May in an effort to eliminate exposure for essential staff. All public education activities were cancelled and fire inspections were postponed. The department adjusted the annual schedule and conducted required training, hose testing, and ladder testing in the spring versus fall to make the best use of time during the pandemic while limiting their exposure to on-duty personnel.

On May 15, 2020, the department recognized the one-year anniversary of the line-of-duty death of Driver/Engineer Mitchell Lundgaard. The department's Memorial Committee has been meeting over the past year to develop plans to memorialize this tragic day that will never be forgotten. Due to the coronavirus pandemic, several of those plans were not able to happen. However, modifications were made to record a ceremony that paid tribute to the ultimate sacrifice by Driver/Engineer Lundgaard. In addition, the unveiling of the Lundgaard Park near Appleton Fire Station # Six occurred that morning. Other marks of respect that day included all flags flown at half-staff at all fire stations, department

members were present at his gravesite from sun up to sun down, and the dispatch center read a statement over the radio observing his time of death with the sounding of horns three times from firetrucks across the City. To date, the department has not received the final report from the National Institute of Occupational Health and Safety (NIOSH) who performed their own investigation which is characteristic of firefighter line-of-duty fatalities.

In 2020, the Administration Division had funding approved to develop a long-term strategic plan for the fire department. A contracted consultant led the department through the strategic planning process to include updating the department's key performance indicators, developing on-going measurement tools utilizing current technology, and identifying strategic goals and objectives. The division received the response from the Insurance Services Office (ISO) from last year's department audit resulting in the Public Protection Classification being unchanged.

The Resource Development and Special Operations Division provided an aerial/operator state certification class for eleven members of the department utilizing an in-house instructor. An Emergency Services Instructor class was also provided for nineteen department personnel. The Emergency Medical Services Division delivered another Emergency Medical Technician – Basic bridge class to eleven department personnel. The class was instructed by department personnel and will help the department provide a greater level of care to those who live, work, and visit the City of Appleton.

The Health and Wellness Committee continues to focus on all aspects of health and wellness for members of the Appleton Fire Department. Mental health assessments were completed by a local trauma and crisis counselor in early 2020. These mental health assessments were made possible through grant funding received from the International Association of Clear Thinking (I'ACT) through the Friends of the Appleton Fire Department.

ADMINISTRATION

Objectives

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

<u>PERFORMANCE INDICATORS</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>2020 Projected</u>	<u>Actual 2020</u>
Client Benefits/Impacts					
Staff and schedule to provide consistent emergency response within the community.					
▪ Average first-in response time.	4.4 min.	4.4 min.	4.3 min.	4.2 min.	4.2 min.
Strategic Outcomes					
Lives and property protected.					
▪ Fire per 1,000 residents.	1.6	1.4	1.3	1.3	.7
Percent of dollar loss in					
▪ inspected vs.	59%	19%	66%	29%	29%
▪ non-inspected	41%	81%	34%	71%	71%
Work Process Outputs					
Enhance internal communications.					
▪ # of employee, department, union-management meetings.	144	188	124	116	58
Enhance regional relationships					
▪ # of meetings and activities with regional partners.	176	197	235	240	120

FIRE SUPPRESSION

Objectives

- Identifying and developing pre-fire plans for new structures and update pre-fire plans for existing structures, which present potential risks within the community.
- Proactively pursuing, with our regional partners, the enhancement of our current mutual aid agreements and automatic aid agreements, evaluation of shared resources, updating of emergency management planning, and cooperative training exercises to help reduce the threats to our regional security and economy.
- Identifying and developing employee safety programs, practices, and training for reducing the impact of lost time work-related injuries.

<u>PERFORMANCE INDICATORS</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>2020 Projected</u>	<u>Actual 2020</u>
Client Benefits/Impacts					
Qualified, quick response to request for services.					
▪ Response to emergency calls for service within four minutes.	66%	68%	69%	70%	70%
Strategic Outcomes					
Enhance community safety.					
▪ Reduction in fire loss.	\$1,378,269	\$946,420	\$1,530,420	\$550,000	\$273,040
▪ Reduction in the number of fire-related deaths.	0	0	1	0	0
Work Process Outputs					
Calls responded to					
▪ # of emergency calls	3,717	4,385	3,130	2,864	1,514
▪ # of non-emergency calls	1,057	643	2,866	2,694	1,253
Reduction in lost time work-related injuries					
▪ # of lost time days	62	14	0	50	40

SPECIAL OPERATIONS

Objectives

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

<u>PERFORMANCE INDICATORS</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>2020 Projected</u>	<u>Actual 2020</u>
Client Benefits/Impacts					
Provisions of appropriate hazardous materials response service					
▪ % of satisfactory post-incident critiques	100%	100%	100%	100%	100%
Strategic Outcomes					
Lives and property protected					
▪ # of civilian injuries	0	0	0	0	0
Work Process Outputs					
Educational programs delivered.					
▪ # of specialty training hours	3,457	3,933	2,264	2,626	1,308
Program funding					
▪ # of grant applications completed	2	2	2	3	3
▪ # of grants received	2	1	2	3	3

RESOURCE DEVELOPMENT

Objectives

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

<u>PERFORMANCE INDICATORS</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>2020 Projected</u>	<u>Actual 2020</u>
Client Benefits/Impacts					
Trained personnel that meet requirements.					
▪ % of employees trained as required by classification					
Firefighter	100%	100%	100%	100%	100%
Driver	100%	100%	100%	100%	100%
Officer	100%	100%	100%	100%	100%
Strategic Outcomes					
Enhanced community safety.					
▪ % of fires contained to room/area of origin in residential structures	52%	67%	79%	85%	91%
Work Process Outputs					
Educational programs delivered.					
▪ Average number of hours of training per employee	148	140	119	168	84

EMERGENCY MEDICAL SERVICES

Objectives

- To provide timely, state of the art pre-hospital care to all people within our service area that are subject to illness or injury.
- To provide quality, consistent pre-hospital medical training to all employees of the Fire Department resulting in all employees being certified at the emergency medical responder level.
- To provide the Fire Department emergency medical responders with current equipment and supplies needed to fulfill the scope assigned to the responders.
- To actively participate in local and statewide committees to promote positive change in how we provide service.
- To maintain compliance with department, local and State codes, laws, guidelines, and regulations.
- To ensure continuous program development and quality improvement.
- Utilizing data gathered from our medical director to monitor the percentage of cardiac patients who were discovered in ventricular fibrillation that survived and were discharged from the hospital.
- To participate with other fire departments, Gold Cross Ambulance, and other agencies during medical training or exercises.

<u>PERFORMANCE INDICATORS</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>2020 Projected</u>	<u>Actual 2020</u>
Client Benefits/Impacts					
▪ Trained personnel that meet State of Wisconsin license requirements	100%	100%	100%	100%	100%
Work Process Outputs					
▪ # of identified advanced medical skills delivered	314	379	666	690	344
▪ # of hours spent on emergency medical continuing education	1,700	1,173	4,479	5,042	3,780

FIRE PREVENTION & PUBLIC EDUCATION

Objectives

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

<u>PERFORMANCE INDICATORS</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>2020 Projected</u>	<u>Actual 2020</u>
Strategic Outcomes					
Assets/resources for businesses and homeowners safeguarded.					
▪ \$ amount of losses for year	\$1,378,269	\$946,420	\$1,530,420	\$550,000	273,040
▪ Losses as % of assets protected	.028%	0.018%	.027%	.010%	.005%
Citizens with safer city environment					
▪ % of schools meeting required evacuation	100%	100%	100%	100%	100%
Enhanced community safety					
▪ Number of participants in educational programs.	14,181	17,675	16,017	313	298
▪ Number of special events	279	290	171	20	9
Work Process Outputs					
Permit and license applications processed					
▪ # of permits processed	985	1,040	996	1,100	1,003
▪ % of online permits	73%	71%	75%	97%	95%
Fire detection and suppression plan review					
▪ # of plans processed	126	96	72	100	47

TECHNICAL SERVICES

Objectives

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

<u>PERFORMANCE INDICATORS</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>2020 Projected</u>	<u>Actual 2020</u>
Client Benefits/Impacts					
Fire equipment that meet customer needs					
▪ % of hose lengths passing annual testing	99%	99%	98.4%	99%	99%
Strategic Outcomes					
Responsiveness to equipment and facilities maintenance					
▪ Work orders processed and coordinated					
- Central Equipment Agency	616	719	772	850	420
- Facilities Management	421	471	436	354	177
Work Process Outputs					
Equipment records database management					
- # of ladders tested	37	40	43	46	46

Areas of Primary Concentration in 2020:

In 2020, the Appleton Fire Department will concentrate on the following:

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

Budget Performance Summary

City of Appleton Fire Department Mid-Year Budget Report For the Period Ending June 30, 2020

Description	Year-to-Date Expense	Full Year Amended Budget	Percent of Amended Budget
Administration	\$248,715	\$554,902	45%
Fire Suppression	\$4,525,059	\$9,498,691	48%
Special Operations	\$2,271	\$165,418	1%*
Resource Development	\$68,609	\$260,653	26%
Emergency Medical Services	\$211,621	\$686,893	31%
Fire Prevention/Public Education	\$441,689	\$1,307,288	34%
Technical Services	\$140,883	\$419,634	34%
Fire Department Total	\$5,639,393	\$12,893,479	44%