

DEPARTMENT:

113 - LICENSING COMMISSION

CITY OF NEWTON BUDGET
ORGANIZATION

```
graph TD; A[Board of License Commissioners] --- B[Administrative Director/Agent]
```

Board of License Commissioners

Administrative Director/Agent

LICENSE COMMISSION

DEPARTMENT DESCRIPTION

The License Commission has responsibility for granting Common Victualler and Alcohol Licenses in accordance with M.G.L., chapter 138 and 140 and enforcing the Commission's rules and regulations and state laws pertaining to licenses under their jurisdiction. The Commission's mission is to serve the public efficiently and to grant or act upon license applications that will be an asset to the community.

The License Commission staff ensures that licensed premises operate in accordance with the rules and regulations established by the Commission and the Alcoholic Beverage Control Commission.

The Commission coordinates communications with other departments, i.e., Health Department, Fire Prevention and Inspectional Services.

ACCOMPLISHMENTS

1. Continued to improve communication by meeting with other departments involved with licensing.
2. Assisted the Treasurers Office with collecting unpaid taxes owed to the City by licensees.

3. Provided assistance to Fire Prevention Bureau in collecting outstanding payments owed by licensees.
4. Worked with the Department of Revenue to ensure that the increase in the meals tax was properly implemented.

GOALS AND OBJECTIVES

1. Help other departments to collect fees owed to them as part of the licensing process.
 - a. Obtain list from Fire Dept and Health Dept of those who have not paid fees
 - b. Bring offenders before License Commission in a timely manner
2. Ensure that all licensed premises are in compliance with city and state regulations.
 - a. Conduct periodic inspections of premises
 - b. Keep a log of such inspections
3. Ensure all licensees are apprised of any changes in state laws and Board rules and regulations by emailing them this information or by sending it via US mail.

DEPARTMENT:
113 - LICENSING COMMISSION

**CITY OF NEWTON BUDGET
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2008	ACTUAL 2009	2010			RECOMMENDED 2011	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2010 To 2011	
52 - EXPENSES	1,301	1,413	1,896	0	1,896	1,896	0	0%
SUB-TOTALS:	1,301	1,413	1,896	0	1,896	1,896	0	0%
DEPARTMENT TOTALS:	1,301	1,413	1,896	0	1,896	1,896	0	0%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2008	ACTUAL 2009	2010			RECOMMENDED 2011	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2010 To 2011	
0111301 LICENSING	1,301	1,413	1,896	0	1,896	1,896	0	0%
DEPARTMENT TOTALS:	1,301	1,413	1,896	0	1,896	1,896	0	0%

LICENSING	ACTUAL 2008	ACTUAL 2009	2010			RECOMMENDED 2011	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2010 To 2011	
52 - EXPENSES	1,301	1,413	1,896	0	1,896	1,896	0	0%
SUB-TOTALS:	1,301	1,413	1,896	0	1,896	1,896	0	0%
Element Totals:	1,301	1,413	1,896	0	1,896	1,896	0	0%

DEPARTMENT:
113 - LICENSING COMMISSION

**CITY OF NEWTON BUDGET
CLASSIFICATION DETAIL**

ACCOUNT	DESCRIPTION	EXPENDED FY2008	EXPENDED FY2009	CURRENT YEAR 2010				RECOMMENDED	APPROPRIATION CHANGE BETWEEN FY2010 AND FY2011	
				APPROPRIATION	ADDITIONAL APPROPRIATION	TOTAL APPROPRIATION	YTD EXPENSES			
113 - LICENSING COMMISSION										
0111301 - LICENSING										
EXPENSES										
52401	OFFICE EQUIPMENT R-M	0	0	50	0	50	0	50	0	0%
5341	POSTAGE	531	548	650	0	650	492	650	0	0%
5342	PRINTING	83	86	275	0	275	190	275	0	0%
5420	OFFICE SUPPLIES	415	488	596	0	596	255	596	0	0%
5592	BOOKS/MANUALS/PERIODICALS	154	168	125	0	125	0	125	0	0%
5711	IN-STATE CONFERENCES	0	0	75	0	75	0	75	0	0%
5730	DUES & SUBSCRIPTIONS	118	122	125	0	125	122	125	0	0%
EXPENSES TOTALS:		1,301	1,413	1,896	0	1,896	1,059	1,896	0	0%
FUNCTIONAL ELEMENT TOTALS:		1,301	1,413	1,896	0	1,896	1,059	1,896	0	0%
LICENSING COMMISSION TOTALS:		1,301	1,413	1,896	0	1,896	1,059	1,896	0	0%