

Licensing Department

Purpose Statement

While keeping the Town’s Mission Statement as our top priority, our collective purpose is to consistently provide administrative and code compliance services within Licensing and Weights & Measures capacity, to Town businesses, residents and visitors ensuring a balanced approach towards the community’s quality of life.



Recent Accomplishments

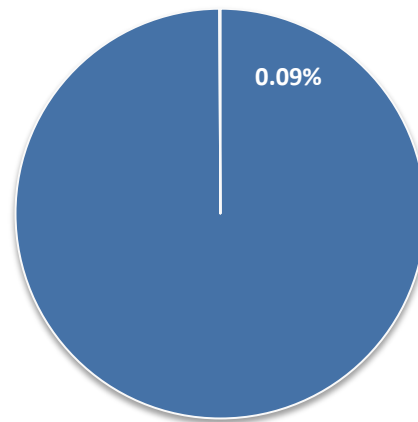
Licensing Program:

- Created step-by-step guides for each license type, made available online for easier customer understanding and access
- Assisted Town Manager’s office with drafting Use of Town Property Procedures for various locations
- Through public hearing, received Town Manager approval for a new Alcohol on Town Property fee
- Held annual compliance meetings for liquor license holders and Class I & II licensees
- Finalize procedure for 4th of July vendor permits.
- Worked with Disability Commission to create Handicap Parking Space informational flyer for businesses.

Weights & Measures Program:

- Conducted a Discover Barnstable program at the senior center regarding services provided within the W&M Program

Percentage of FY19 General Fund Budget



The Licensing Department comprises 0.09% of the overall General Fund budget.

Additional Recent Accomplishments

Weights & Measures Program:

- Created an educational display at Bismore Park regarding services within the W&M Program
- Increased participation with farmers market scale compliance
- Streamlined Taxi permit inspections and license issuances, with the assistance from the Consumer Affairs Officer

Fiscal Year 2019 Goals and Objectives

(All Goals relate to the nine areas of the Town Council's Quality of Life Strategic Plan- See Introduction Section)

Short-Term:

Licensing Division

1. Continue to work on Private Parking Lot regulation revisions with team. **(SP: Regulatory Process and Performance, Communication)**
2. Begin working on interdepartmental informational compliance meetings. **(SP: Regulatory Process and Performance, Communication)**

Weights & Measures Program

1. Begin work on creating inventory database with replacement recommendation. **(SP: Finance)**
2. Enhance school outreach programs. **(SP: Education, Communication)**
3. Increase communication of information to towns within district. **(SP: Education, Communication)**

Long-Term:

Licensing Division

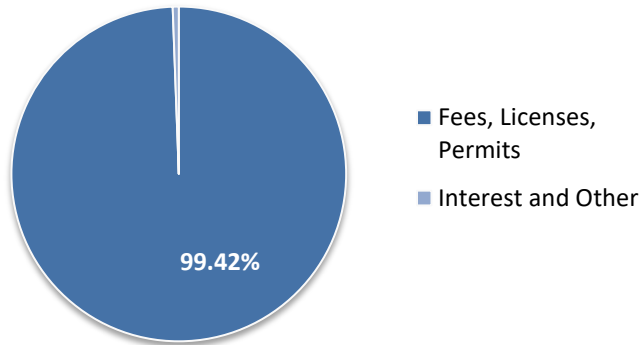
1. Begin working on recommendations to revise Taxi regulations. **(SP: Regulatory Process and Performance)**
2. Begin process of including Licensing into ePermitting. **(SP: Regulatory Process and Performance)**

Weights & Measures Program

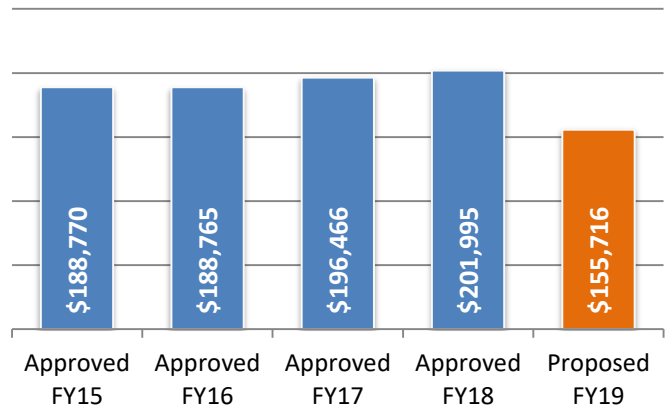
1. Increase communication and public education on Town website and through public outreach programs. **(SP: Education, Communication)**

Licensing Department Financial Summary

FY19 Source of Funding



Licensing Department Budget History



Fees, licenses and permits deliver 99% of the total source of funding. No tax support is provided.

The department’s budget has decreased from \$188,770 in FY15 to \$155,719 in FY19 over the five-year period, or (3.5%) annually.

Description of Division Services Provided

Located at 200 Main Street, the Licensing Department provides a wide range of services for both the consumer and visitor of our community. Through enforcement of local and state regulations, the Licensing and Weights & Measures programs ensure that businesses operate within compliance to meet the standards, which protects consumers on a daily basis.

Licensing Program

The Licensing program provides support to both the Licensing Authority and the Town Manager. Licensing program processes and holds public hearings for new licenses, changes to existing licenses, and renewal of existing licenses. These areas include alcohol and non-alcohol restaurants, package stores, inns, parking lots, cinemas/theatres, junk dealers, lodging houses, entertainment, sidewalk cafés, taxis and limos, duckmobiles, and mini-golf. Licensing also maintains records of all licensing applications and show cause hearings held annually. The field staff provides inspection and enforcement activities in licensed establishments throughout the Town as well as education efforts to licensees. Staff assists applicants seeking to obtain a license, and in understanding their obligations under Massachusetts General Laws with respect to license terms and conditions (M.G.L. Ch. 138 & 140).



FISCAL YEAR 2019 BUDGET

LICENSING DEPARTMENT

GENERAL FUND

Licensing Services	Actual	Approved	Projected	Proposed	Change	Percent
Source of Funding	FY 2017	FY 2018	FY 2018	FY 2019	FY18 - 19	Change
Fees, Licenses, Permits	\$ 526,178	\$ 496,000	\$ 494,261	\$ 510,500	14,500	2.92%
Interest and Other	7,967	2,000	4,817	3,000	1,000	50.00%
Total Sources	\$ 534,145	\$ 498,000	\$ 499,078	\$ 513,500	\$ 15,500	3.11%
Expenditure Category						
Personnel	\$ 181,566	\$ 190,683	\$ 185,873	\$ 144,404	\$ (46,279)	-24.27%
Operating Expenses	9,016	11,312	10,963	11,312	-	0.00%
Total Appropriation	\$ 190,582	\$ 201,995	\$ 196,836	\$ 155,716	\$ (46,279)	-22.91%
Employee Benefits Allocation:						
Life Insurance	\$ 18		\$ 19			
Medicare	2,339		2,481			
Health Insurance	14,809		16,844			
County Retirement	39,958		42,795			
Total Employee Benefits (1)	\$ 57,124		\$ 62,139			
Total Expenditures Including Benefits	\$ 247,706		\$ 258,975			

(1) Employee benefits are not included in the department's appropriation and are allocated for informational purposes only.

Summary of Significant Budget Changes

Licensing Services Department FY19 proposed budget is decreasing by (\$46,279) or (22.91%) from the FY18 budget.

Full-time Equivalent Employees

Job Title	FY 2017	FY 2018
Administrative Assistant	0.95	1.00
Director of Licensing	-	-
Consumer Affairs Division Supervisor	0.85	0.75
Director Regulatory Services	0.50	0.85
Full-time Equivalent Employees	2.30	2.60

FY 2019	Change
1.00	-
0.75	0.75
-	(0.75)
-	(0.85)
1.75	(0.85)



WEIGHTS & MEASURES TRUCK

Weights & Measures (Revolving Fund)

The Weights and Measures Program is a service of government to protect the interests of both buyer and seller of commodities. This service provides third-party verification of the accuracy of representations and measurements in the retail marketplace; manufacturing plants, and distribution centers. Retail sales of commodities sold annually in Barnstable exceed \$400,000,000. Inspectors test devices used to determine accuracy such as scales, gasoline dispensers, home heating oil delivery vehicles, taximeters, pharmacy balances and others. Packaged products are inspected in retail stores to determine accurate measurement and compliance with labeling and advertising regulations. The Division annually inspects approximately 4,000 devices and 3,500 prepackaged commodities in Barnstable (M.G.L. Ch. 94-98.101).



Performance Measures / Workload Indicators

Consumer Services (Weights & Measures)

Barnstable Weights & Measures is responsible for the compliance of over 4,000 devices in 10 towns on Cape Cod. Barnstable Weights & Measures is responsible for the inspection of devices within the Town, as well as nine contract towns. In addition to this, the Division handles the sealing duties of vehicle tank meters for two additional towns. The figure for inspected devices may fluctuate year to year, but typically, it is approximately 4,000 devices. The Weights & Measures Division conducts annual inspections on gasoline dispensers and vehicle tank meters, or oil trucks. The same can be said of scale inspections of varying sizes, which can relate to net weight inspections conducted during the year. The Division conducts Item Price inspections at food stores and stores with food departments. The goal is to have the store meet compliance requirements for ticketing and pricing. Through the Citizen's Academy, 30 residents are educated about the Weights & Measures Program and the responsibilities of the Division. Each month, the Weights & Measures Division informs thousands of Town residents on ways to being a better consumer in the marketplace. The topics range from the purchase of gasoline, to which types of devices are inspected and to many other helpful tips.

Annual Device Inspections	FY17 Actual		FY18 Estimated		FY18 Projected	
	#	\$\$	#	\$\$	#	\$\$
Retail Scales-Small, Medium & Large Capacity	1,392	\$ 93,110	1,400	\$93,540	1,425	\$94,200
Weights	236	\$1,910	238	\$1,925	240	\$1,940
RMFD/Retail Motor Fuel Dispensers	1,494	\$82,200	1,550	\$85,280	1,560	\$85,800
VTM	115	\$13,090	120	\$13,700	122	\$13,880
Taxi Meters	102	\$5,685	82	\$4,510	80	\$4,400
Reverse Vending	163	\$3,475	155	\$3,300	155	\$3,300
Bulk Storage Meters	7	\$1,195	7	\$1,195	7	\$1,195
Linear/Cordage Device	38	\$1,195	38	\$1,195	38	\$1,195
Vehicle Safety Inspections	103	\$5,150	92	\$4,600	92	\$4,600
Price Verification Scanner Inspections	915	\$27,500	830	\$26,245	850	\$26,900
Price Verification Fines	143	\$30,125	105	\$22,050	108	\$22,750
IP Inspection/Items Checked (Non-fee Based)	-	\$39,340	-	\$40,000	-	\$41,000
IP Inspection Violations	815	\$101,300	825	\$102,000	835	\$102,200
Device Fines	-	\$525	-	\$1,700	-	\$1,000
Annual Device Inspection Totals	44,863	\$366,460	45,442	\$361,240	46,512	\$363,360

Violations	FY17 Actual		FY18 Estimated		FY19 Projected	
	#	\$\$	#	\$\$	#	\$\$
# of violations by business	91	\$14,300	165	\$20,905	100	\$21,000
Supermarkets	119	\$22,100	170	\$31,450	190	\$32,000
Convenience/Gas Stations	134	\$17,700	140	\$18,760	145	\$18,150
Pharmacy	471	\$47,200	350	\$30,885	400	\$31,050
Violation Totals	815	\$101,300	825	\$102,000	835	\$102,200

Economic Impact	FY17 Actual	FY18 Projected	FY19 Estimated
Savings to Consumer - IP Inspections	\$392,368	\$325,225	\$297,580
Savings to Consumer - PV Inspections	\$267,114	\$232,320	\$218,115
Total Economic Impact	\$659,482	\$557,545	\$515,695

Licensing

This chart shows complaints to date for which show cause hearings have been held, or scheduled for licensees including restaurants, package stores, clubs, junk dealers, auto dealers, etc. The Licensing Authority has the power to cancel, suspend, revoke or impose further conditions on licenses for many causes in an effort to preserve public good and protect consumers from any illegal action.

License Type	Complaint	Sanction
Annual All Alcohol Common Victualler	502-Ir&t Sale or delivery of an alcoholic beverage to a person under 21 years of age	Five-day suspension with 2 days to be served and 3 days held for 2 years. One day to be served from previous sanction.
Annual All Alcohol Common Victualer	502-Ir&t Sale or delivery of an alcoholic beverage to a person under 21 years of age	Two-day suspension with 1 day to be served and 1 day to be held in abeyance.
Annual All Alcohol Innholder	502-Ir&t Sale or delivery of an alcoholic beverage to a person under 21 years of age	Two-day suspension with 1 day to be served and 1 day to be held in abeyance.
Annual All Alcohol Club	502-Ir&t Sale or delivery of an alcoholic beverage to a person under 21 years of age	Two-day suspension with 1 day to be served and 1 day to be held in abeyance.
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Annual All Alcohol Club	502-Ir&t Sale or delivery of an alcoholic beverage to a person under 21 years of age	Two-day suspension with 1 day to be served and 1 day to be held in abeyance.
Annual All Alcohol Common Victualer	502-Ir&t Sale or delivery of an alcoholic beverage to a person under 21 years of age	Two-day suspension with 1 day to be served and 1 day to be held in abeyance.
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