

COUNCIL WORKSHOP ITEM

ITEM: Cost Center Analysis – Liquor License Fees
DATE: April 15, 2002
PREPARED BY: Carol Conforti, Liaison to the Liquor Commission
PURPOSE: Adopt an Ordinance Amending Certain Fees Related to Liquor Licensing

DISCUSSION:

Please find attached the 2002/03 cost center analysis in relation to liquor licensing fees charged by the Village of Downers Grove and information concerning the administration thereof. As you may recall, a cost center analysis was prepared for FY 1998/99. In this most recent analysis, all liquor license administration cost centers have been reviewed and updated with current salary/benefit information. This is to be used as a reference document to justify those revisions contained in the attached draft ordinance which amends certain fees contained in the Downers Grove Liquor Control Ordinance. It is hoped that the analysis will provide you with useful information with regard to those fees charged to liquor license holders and justify those fee increases proposed for FY 02/03.

Cost Center Analysis

This cost center analysis details those fees charged annually by the Village for liquor licenses, application fees (for initial application and outdoor seating application) and violation hearing fees. It is a comprehensive report which includes human resources (salary and benefits), supplies and program costs.

Annual License Fees

The first portion of the analysis contains costs of programs/activities conducted in conjunction with the administration of liquor licensing over the course of the license year (July 1 - June 30th). Various programs, activities and educational materials are provided to licensees who, in turn, are charged for these services. In addition, licensees contribute to programs associated with community alcohol awareness activities. The program breakouts include information on staff time spent on the activity, resource costs and each contains a brief explanation of the program or activity.

A Liquor License Fee Schedule spreadsheet is included containing charges that pertain to the administration of each particular license classification. As you will see, not all classifications are charged for all programs. In addition, you will see some variation in the general/legal administration costs as the work involved and staff time devoted tends to vary somewhat for each classification. Also included on this spreadsheet are current fees charged, the proposed annual fees and the amount of the increase. Staff is proposing that the Village Council adopt liquor license annual fee increases ranging from \$59.00 to \$219.00.

Other Fees

Application Fee

The next portion of the analysis contains a breakout of those activities conducted when an individual makes initial application for liquor license. This fee covers items such as staff time spent reviewing application, background investigations and costs associated with the public hearing. Upon review of the current \$930.00 application fee, it is recommended that the fee be increased to \$1,000.00 as salary/benefits and associated costs have been reviewed and updated. Exhibit A-2 details those procedures involved in handling initial applications.

Outdoor Seating Application Fee

This portion of the analysis contains breakouts of those activities conducted when a licensee makes application for an outdoor seating area. See Exhibit A-3 with regard to those procedures involved in outdoor seating applications. This fee covers staff time spent reviewing plans and the costs associated with a public hearing. It is recommended that this fee be increased from \$360.00 to \$425.00. Note that in the event an applicant is also applying for the initial liquor license, this fee will be reduced by half since both indoor and outdoor seating areas can be reviewed at the same public hearing.

Liquor Violation Hearing Fee

This portion of the analysis contains breakouts of those activities conducted when a licensee fails a control buy conducted by the Police Department. This fee covers items such as staff time spent involved in prosecuting the case and costs associated with the disciplinary hearing. Exhibit A-4 details those procedures in handling/prosecuting a liquor violation. Upon my review of the current violation fee of \$525.00, it is recommended that a fee in the amount of \$680.00**, at minimum, be charged to conduct this hearing as salary/benefits and associated costs have been reviewed and updated.

General Hearing Fee Ordinance Violation/Review/DUI

The final portion of the analysis details those activities conducted when a general hearing before the Downers Grove Liquor Commission is required. If a licensee or individual violates any provision of the ordinance (other than a Control Buy), this fee would cover items such as staff time spent involved in bringing charges before the Downers Grove Liquor Commission. This fee could also be charged to those brought before the Commission for an excess number of DUI Notifications and/or Liquor Revenue Review Hearings. Exhibit A-5 details those procedures in conducting a hearing before the Commission. This is a new fee and it is recommended that, at minimum, \$475.00** is charged to cover the costs for hearings before the Commission.

**Note, pursuant to the Liquor Control Ordinance, the Mayor may, at his discretion, charge a fee up to \$1,000.00 to cover the costs of a hearing. The Liquor Violation Hearing Fee and General Hearing Fee are estimates of what it actually costs the Village to conduct the hearings. An additional (not to exceed \$1,000.00) fee may be charged in cases of extenuating circumstances or prolonged hearings in order to recoup staff and resource costs.

Comparative Information

For your information, I have included a chart which compares those fees charged by other municipalities for liquor licenses with those fee increases proposed for Downers Grove. Note that fees can vary greatly from community to community as programs/services offered to its licensees differ and the programs/services should ultimately be taken into consideration when assessing any license fee. I have also included a report which details the history of Downers Grove liquor license fee increases.

Draft Ordinance

At their meeting of May 2, 2002, the Downers Grove Liquor Commission reviewed this matter and recommended that the Cost Center Analysis and draft ordinance providing for an increase in liquor fees be forwarded to the Council for their consideration and approval.

CONCLUSION

Again, I hope this analysis provides you with useful information concerning liquor licensing and familiarize you with the programs and activities involved in the administration thereof. In addition, I hope this report provides adequate justification for the proposed liquor license fee increases for FY 02/03.

Feel free to contact me if you require additional information.

ATTACHMENTS:

2002/03 COST CENTER ANALYSIS

RECOMMENDATION & May 2, 2002 MINUTES OF THE DOWNERS LIQUOR COMMISSION MINUTES

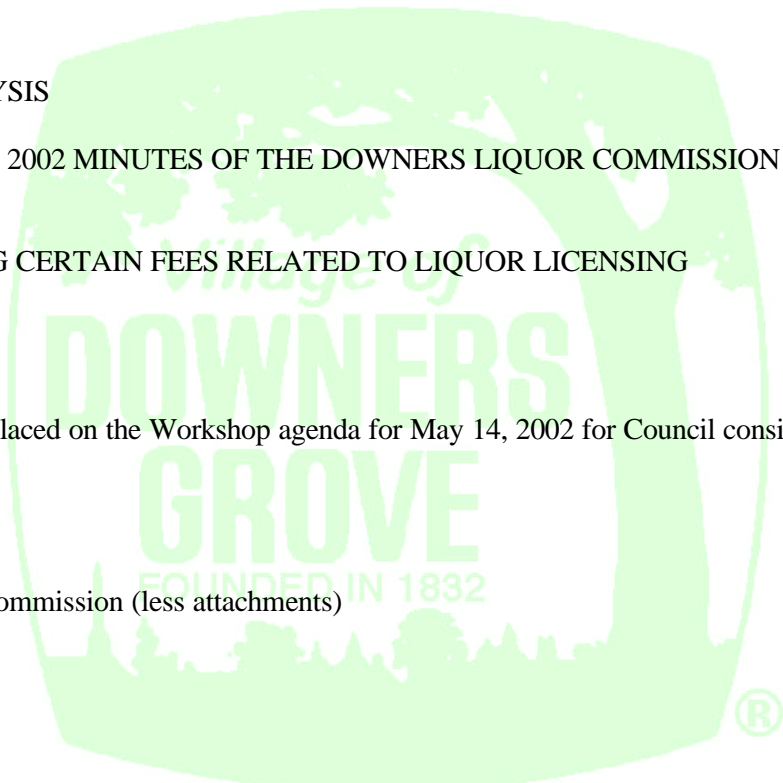
AN ORDINANCE AMENDING CERTAIN FEES RELATED TO LIQUOR LICENSING

RECOMMENDATION:

It is requested that this matter be placed on the Workshop agenda for May 14, 2002 for Council consideration.

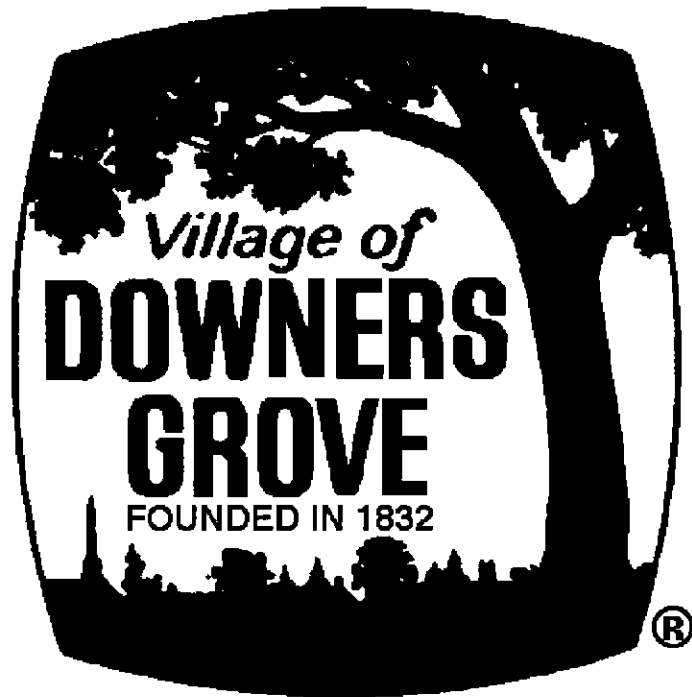
cc: Downers Grove Liquor Commission (less attachments)

1\mw\agenda-02.itm\liquorfee



DRAFT

* for confidentiality
reasons,
salary figures
have been removed
in part or in
whole.



**Village of Downers Grove
Cost Center Analysis
Liquor License Fees**

FY 2002/03

This Cost Center Analysis is a comprehensive report concerning the fees and costs associated with the administration of liquor licensing for the Village of Downers Grove.

Various programs, activities and educational materials are provided to licensees who, in turn, are charged license fees for these services.

Please note that salary and benefit figures are estimated to the closest extent possible, as salary and benefits may change during the course of a fiscal year.

Cost Center Analysis - Liquor Licensing

Resources	Budgeted Expense	Staff Rate	Staff Hours	Total Cost	Program Cost
GENERAL-Office					
Office Supplies	\$195.00			\$195.00	
001.123.0000.5210					
pens/paper/envelopes					
typewriter supplies/filing supplies					
Computer Supplies	\$126.00			\$126.00	
001.123.0000.5212					
disks/toner cartridges					
Operating Supplies	\$168.00			\$168.00	
001.123.0000.5220					
Books	\$105.00			\$105.00	
001.123.0000.5240					
ID Books/ID Manual					
			TOTAL:	\$594.00	/65 licensees
GENERAL-Office					\$9.14
Suggested:	\$10.00 per licensee				
General Supplies - Includes general supplies for day to day operations. Does not include supplies/postage for special projects (i.e. newsletter)					
GENERAL-Equipment					
Office Equipment	\$300.00			\$300.00	
001.123.0000.5281					
File cab./chairs/dictation/typewriter					
Computer Equipment	\$1,000.00			\$1,000.00	
001.123.0000.5700					
Capital Asset - Controlled Expense					
Computer & Printer Upgrade					
			TOTAL:	\$1,300.00	/65 licensees
GENERAL-Equipment					\$20.00
Suggested:	\$20.00 per licensee				
General Equipment - Includes general equipment used for day to day operations. Averaged life span of equipment is estimated at 2-3 years of usage before replacement.					

Cost Center Analysis - Liquor Licensing

Resources	Budgeted Expense	Staff Rate	Staff Hours	Total Cost	Program Cost
SAFE CELEBRATION					
Downers Grove North	\$1,300.00				
Graduation with pride lock-in					
Downers Grove South	\$1,300.00				
Exit with pride barbecue					
Liquor Liaison			2		
			TOTAL:	\$2,661.50	/65 licensees
					\$40.95
Safe Celebration					
Suggested: \$41.00 per licensee					
Safe Celebration - Pledge to local high schools that offers graduating classes events that are safe and sober alternatives to graduation parties. Staff hours includes time in contact with event coordinators, processing checks and correspondence.					
ESTABLISHMENT CHECK					
Liquor Liaison					
Walk through			1		
Follow up			0.5		
			TOTAL:		/65 licensees
Establishment Check					
Suggested: \$46.00 per licensee					
Establishment Check - Includes staff cost to conduct an establishment check. This will include walkthrough of each establishment to ensure compliance with liquor codes (i.e. adequate seating, required warning signs and posted license).					
NEWSLETTERS					
Liquor Liaison					
layout & design/article preparation/revision			6		
copying/folding/stuffing envelopes			4		
Postage	\$1.50			\$1.50	
Supplies	\$200.00			\$200.00	
			TOTAL:		/65 licensees
					\$7.83
Newsletters					
Suggested: \$8.00 per licensee					
Newsletter - Informational publication for licensees. Advises of new and/or recent legislation, updates to the Liquor Control Ordinance and contains useful information concerning various aspects of the proper service of alcohol.					

Cost Center Analysis - Liquor Licensing

Resources	Budgeted Expense	Staff Rate	Staff Hours	Total Cost	Program Cost
VIDEO PURCHASE					
001.123.0000.5484	\$300.00			\$300.00	
Update library (every other year)					
			TOTAL:	\$300.00	/65 licensees
			(Bi-yearly, divided by 2)		\$2.31
Video Purchase					
Suggested:	\$2.00 per licensee				
Videos - Includes videos in the Village's Alcohol Awareness Library and videos that the Village rents or purchases the establishment's use in training.					
EDUCATION					
Conferences/Meetings/Seminars					
001.123.0000.5303	\$205.00			\$205.00	
ILCC/Misc. Liquor Programs					
Liquor Liaison Attendance			8		
			TOTAL:		/65 licensees
					\$6.94
Education					
Suggested:	\$7.00 per licensee				
Staff Educational Courses - Charges associated with the continuing education of the Liquor Liaison on a yearly basis. Also includes staff hours spent in training courses.					
FINGERPRINTING					
Police Department Processing					
Investigative Aide					
Print			0.25		
Background investigation			1.5		
FBI & IL State Fee Processing	\$38.00				
Liquor Liaison					
meeting w/ applicant, follow-up			1		
process application					
Supplies/Postage	\$1.00				
			TOTAL:		\$108.69
Fingerprinting					
Suggested:	\$110.00 per licensee				
Fingerprinting - Includes staff time and the processing fee charged by the FBI and Illinois State Police for investigating fingerprints for the liquor managers. This is a fee which both the State and Federal Government charge for this service.					

Cost Center Analysis - Liquor Licensing

Resources	Budgeted Expense	Staff Rate	Staff Hours	Total Cost	Program Cost
UNDER 21 PROGRAMS					
SEDIT (Quarterly) DG Crime Prevention Specialist			24		
Alcohol Awareness Month DG Crime Prevention Specialist			1		
Red Ribbon Week (Annual) DG Crime Prevention Specialist			5		
Moch Crash (Bi-yearly) DG Crime Prevention Specialist			5		
Miscellaneous Awareness Programs					
Liquor Liaison			3		
DG Crime Prevention Specialist			5		
Sergeant 2			2		
			TOTAL:	\$1,293.11	
					\$19.89
Under 21 Programs Suggested:	\$20.00 per licensee				
Under 21 Programs - Educational campaign to heighten the awareness of the hazards of underage drinking. Various activities under D.A.R.E. and activities for high schools are also contained herein.					
DUI NOTIFICATION PROGRAM					
Police Officer					
Interview			0.2		
Lieutenant 2					
Report & follow up letter			0.2		
Monthly & Annual Report			0.2		
Liquor Liaison					
Follow-up			0.2		
Annual report			0.1		
			TOTAL:	\$35.11	
					\$35.11
DUI Notification Program Suggested:	\$35.00 per licensee				
DUI Notification Program - Includes staff time for advising licensees when a person is arrested for a DUI. An interview by an officer is taken as part of the booking process. If the person states he/she was drinking at a local establishment a letter is sent to the manager advising of the arrest. In the event a licensee receives a number of notifications, they are subject to a license renewal hearing. (See cost center for DUI Notification Renewal Hearing.)					

Cost Center Analysis - Liquor Licensing

Resources	Budgeted Expense	Staff Rate	Staff Hours	Total Cost	Program Cost

CONTROL BUYS

Detective 1 (monitor attempt)			0.5		
Detective 2 (monitor attempt)			0.5		
Special Employee (purchaser)	\$5.00				
Lieutenant 1 (review report)			0.2		
Investigative Aide (type report)			0.3		
Liquor Liaison					
Logs reports in file/pass letter sent			1		
			TOTAL:	\$88.44	
					\$88.44

Control Buys

Suggested: **\$90.00 per licensee****

Control Buy Program - Police supervised attempt in which an underage individual is sent into an establishment to purchase liquor. An additional control buy attempt will be completed on a license holder who has received a violation. They will be subject to a violation hearing fee which includes those costs involved in the public hearing and to cover costs of a re-test. (See Liquor Violation Hearing Fee)

**Charged to all licensees except for three (3) C licensees not charged for control buy due to sporadic activities (Club licenses - membership required) and not charged to Catering and Theater licensees which hold contracted private parties.

KEG Tag REGISTRATION PROGRAM

<i>Packaged Licensees/On Premise Brewer</i>					
Liquor Liaison					
Prepare tags/brochures			1		
Supplies	\$10.00			\$10.00	
			TOTAL:		

KEG Tag Registration Program

Suggested: **\$40.00 per packaged/on premise-brewer licensee**

Keg Tag Registration: Includes staff time and supplies associated with administration of the Keg Tag Identification Program. All kegs sold in the Village must be marked with a sticker containing unique identification numbers. At the time of keg purchase, the retailers are required to obtain the information from the purchaser. When a keg is confiscated by police at a party at which underage youths have consumed alcohol, the purchaser of the keg can be identified and arrested or fined for supplying alcohol to underage persons. Keg registration policies enable the Village of Downers Grove to hold adults who furnish alcohol to underage individuals liable for breaking the law.

Cost Center Analysis - Liquor Licensing

Resources	Budgeted Expense	Staff Rate	Staff Hours	Total Cost	Program Cost
TRAINING SEMINARS					
Packaged Seminar					
Charged to all packaged alcohol licensees					
Liquor Liaison Preparation			1		
Copy materials/handouts					
Ordinance Presentation			2		
Supplies	\$5.00				
			TOTAL:	\$97.25	
Packaged Seminar Suggested:	\$100.00 per packaged licensee				\$97.25
Seminar - On-site training seminar conducted for employees in the proper service of alcohol, carding techniques and coverage of current liquor laws.					
Restaurant Seminar					
Charged to all restaurant licensees					
Liquor Liaison Preparation			2		
Copy materials/handouts			5		
Ordinance Presentation	\$5.00				
Supplies					
			TOTAL:	\$220.25	
Restaurant Seminar Suggested:	\$220.00 per packaged licensee				\$220.25
Seminar - On-site training seminar conducted for employees in the proper service of alcohol, carding techniques and coverage of current liquor laws.					
DUI Presentation/Seminar					
Charged to all full restaurant/packaged licensees					
Sergeant 2 Preparation			1		
Proceedings			2		
Supplies	\$5.00				
			TOTAL:		\$119.69
DUI Presentation Suggested:	\$120.00 per restaurant licensee				
DUI Seminar - Seminar covering the proper service of alcohol, means of monitoring guests for signs of intoxication and the dangers of drinking and driving. Also includes DUI video presentation and interactive simulated intoxication presentation.					

Cost Center Analysis - Liquor Licensing

Resources	Budgeted Expense	Staff Rate	Staff Hours	Total Cost	Program Cost
General Administration Class A Packaged Full Alcohol					
<i>Liquor Liaison</i>					
Prepare/send out renewals		1			
Review renewals/floor plan/insurance/managers/principals		3			
Review revenue reports		0			
Prepare license/process checks		1			
Maintain Control Buy logs		1			
Miscellaneous Correspondence		2			
Maintain file/database		2			
Contact with licensees		2			
Budgeting		0.25			
Prepare reports		0.25			
General overhead		4			
<i>Legal Administration</i>					
		3			
			TOTAL:	\$811.50	
General Administration Class A	\$810.00				
General Administration Class B-1 Restaurant-35 Seat Minimum - Beer & Wine Only					
<i>Liquor Liaison</i>					
Prepare/send out renewals		1			
Review renewals/floor plan/insurance/managers/principals		2			
Review revenue reports		0			
Prepare license/process checks		1			
Maintain Control Buy logs		1			
Miscellaneous Correspondence		1			
Maintain file/database		1.5			
Contact with licensees		0.75			
Budgeting		0.25			
Prepare reports		0.25			
General overhead		1.5			
<i>Legal Administration</i>					
		1.5			
			TOTAL:	\$467.75	
General Administration Class B-1	\$465.00				

Cost Center Analysis - Liquor Licensing

Resources	Budgeted Expense	Staff Rate	Staff Hours	Total Cost	Program Cost
General Administration Class B-2 Packaged - Beer & Wine Only					
<i>Liquor Liaison</i>					
Prepare/send out renewals		1			
Review renewals/floor plan/insurance/managers/principals		1			
Review revenue reports		0			
Prepare license/process checks		1			
Maintain Control Buy logs		1			
Miscellaneous Correspondence		0.75			
Maintain file/database		1			
Contact with licensees		0.5			
Budgeting		0.5			
Prepare reports		0.25			
General overhead		1			
<i>Legal Administration</i>		0.75			
			TOTAL:	\$323.00	
General Administration Class B-2	\$320.00				
General Administration Class B-3 Restaurant - Beer & Wine Only (Lunch Only)					
<i>Liquor Liaison</i>					
Prepare/send out renewals		1			
Review renewals/floor plan/insurance/managers/principals		0.5			
Review revenue reports		0			
Prepare license/process checks		1			
Maintain Control Buy logs		0			
Miscellaneous Correspondence		0.25			
Maintain file/database		0.25			
Contact with licensees		0.5			
Budgeting		0.5			
Prepare reports		0.25			
General overhead		0			
<i>Legal Administration</i>		0.25			
			TOTAL:	\$156.75	
General Administration Class B-3	\$155.00				

Cost Center Analysis - Liquor Licensing

Resources	Budgeted Expense	Staff Rate	Staff Hours	Total Cost	Program Cost
General Administration Class C Club - Not for Profit					
<i>Liquor Liaison</i>					
Prepare/send out renewals		1			
Review renewals/floor plan/insurance/managers/principals		1			
Review revenue reports		0			
Prepare license/process checks		1			
Maintain Control Buy logs		0			
Miscellaneous Correspondence		0.25			
Maintain file/database		0.25			
Contact with licensees		0.5			
Budgeting		0.5			
Prepare reports		0.25			
General overhead		0			
<i>Legal Administration</i>					
		0.25			
			TOTAL:	\$172.25	
General Administration Class C	\$170.00				
General Administration Class C-1 Comedy Club - Full					
<i>Liquor Liaison</i>					
Prepare/send out renewals		1			
Review renewals/floor plan/insurance/managers/principals		1			
Review revenue reports		0			
Prepare license/process checks		1			
Maintain Control Buy logs		1			
Miscellaneous Correspondence		0.5			
Maintain file/database		1			
Contact with licensees		0.5			
Budgeting		0.5			
Prepare reports		0.25			
General overhead		0.25			
<i>Legal Administration</i>					
		0.25			
			TOTAL:	\$242.00	
General Administration Class C-1	\$240.00				

Cost Center Analysis - Liquor Licensing

Resources	Budgeted Expense	Staff Rate	Staff Hours	Total Cost	Program Cost
General Administration Class D-1, D-2, E-1, E-2 Restaurant - Full Alcohol					
<i>Liquor Liaison</i>					
Prepare/send out renewals		1.5			
Review renewals/floor plan/insurance/managers/principals		5			
Review revenue reports		0			
Prepare license/process checks		1.5			
Maintain Control Buy logs		1			
Miscellaneous Correspondence		5			
Maintain file/database		5			
Contact with licensees		5			
Budgeting		0.25			
Prepare reports		1.5			
General overhead		10			
<i>Legal Administration</i>					
		8			
			TOTAL:	\$1,908.25	
General Administration Class D-1, D-2, D-4, D-5, E-1, E-2, G-2, F	\$1,900.00				
General Administration Class D-3 Restaurant - Full Alcohol (Service Bar Only)					
<i>Liquor Liaison</i>					
Prepare/send out renewals		1			
Review renewals/floor plan/insurance/managers/principals		3			
Review revenue reports		0			
Prepare license/process checks		1			
Maintain Control Buy logs		1			
Miscellaneous Correspondence		3			
Maintain file/database		2.5			
Contact with licensees		2			
Budgeting		0.25			
Prepare reports		0.25			
General overhead		6			
<i>Legal Administration</i>					
		4			
			TOTAL:	\$1,020.00	
General Administration Class D-3	\$1,020.00				

Cost Center Analysis - Liquor Licensing

Resources	Budgeted Expense	Staff Rate	Staff Hours	Total Cost	Program Cost
General Administration Class G-1 Recreational Facility - Beer & Wine Only					
<i>Liquor Liaison</i>					
Prepare/send out renewals		1			
Review renewals/floor plan/insurance/managers/principals		2			
Review revenue reports		0			
Prepare license/process checks		1			
Maintain Control Buy logs		1			
Miscellaneous Correspondence		1			
Maintain file/database		1.5			
Contact with licensees		0.75			
Budgeting		0.25			
Prepare reports		0.25			
General overhead		1.5			
<i>Legal Administration</i>		1.5			
				TOTAL:	\$467.75
General Administration Class G-1	\$465.00				
General Administration Class H Golf Course					
<i>Liquor Liaison</i>					
Prepare/send out renewals		1			
Review renewals/floor plan/insurance/managers/principals		2			
Review revenue reports		0			
Prepare license/process checks		1			
Maintain Control Buy logs		1			
Miscellaneous Correspondence		1			
Maintain file/database		1.5			
Contact with licensees		0.75			
Budgeting		0.25			
Prepare reports		0.25			
General overhead		1.5			
<i>Legal Administration</i>		1.5			
				TOTAL:	\$467.75
General Administration Class H	\$465.00				

Cost Center Analysis - Liquor Licensing

Resources	Budgeted Expense	Staff Rate	Staff Hours	Total Cost	Program Cost
General Administration Class I Catering - Full					
<i>Liquor Liaison</i>					
Prepare/send out renewals		1			
Review renewals/floor plan/insurance/managers/principals		1			
Review revenue reports		1			
Prepare license/process checks		1			
Maintain Control Buy logs		0			
Miscellaneous Correspondence		1			
Maintain file/database		1			
Contact with licensees		2			
Budgeting		0.25			
Prepare reports		0.25			
General overhead		0.25			
<i>Legal Administration</i>		0.75			
			TOTAL:	\$346.25	
General Administration Class I	\$345.00				
General Administration Class R-1 Restaurant-35 Seat Minimum - Beer & Wine Only					
<i>Liquor Liaison</i>					
Prepare/send out renewals		1			
Review renewals/floor plan/insurance/managers/principals		2			
Review revenue reports		1.5			
Prepare license/process checks		1			
Maintain Control Buy logs		1			
Miscellaneous Correspondence		1			
Maintain file/database		1.5			
Contact with licensees		0.75			
Budgeting		0.25			
Prepare reports		0.25			
General overhead		1.5			
<i>Legal Administration</i>		1.75			
			TOTAL:	\$539.25	
General Administration Class R-1	\$536.00				

Cost Center Analysis - Liquor Licensing

Resources	Budgeted Expense	Staff Rate	Staff Hours	Total Cost	Program Cost
General Administration Class R Restaurant - Full Alcohol					
<i>Liquor Liaison</i>					
Prepare/send out renewals		1.5			
Review renewals/floor plan/insurance/managers/principals		5			
Review revenue reports		1.5			
Prepare license/process checks		1.5			
Maintain Control Buy logs		1			
Miscellaneous Correspondence		5			
Maintain file/database		5			
Contact with licensees		5			
Budgeting		0.25			
Prepare reports		1.5			
General overhead		10			
<i>Legal Administration</i>					
		8.25			
				TOTAL:	\$1,979.75
General Administration Class R	\$1,970.00				
<p>**NOTE: Beer & Wine and Full Alcohol Restaurants are now issued under Class R licenses - these require licensees to comply with a 40% limit on alcoholic beverage sales and a maximum of 20% of seating in the entire establishment dedicated to a bar area. These licenses were effective June 2000 and will gradually phase out the Class B-1, D-1, D-2 and D-3 restaurant licenses which currently have minimum dining seats in order to be considered a "restaurant".</p>					
General Administration Class T Theater - Full (Contracted Rental Only)					
<i>Liquor Liaison</i>					
Prepare/send out renewals		1			
Review renewals/floor plan/insurance/managers/principals		1			
Review revenue reports		1			
Prepare license/process checks		1			
Maintain Control Buy logs		0			
Miscellaneous Correspondence		1			
Maintain file/database		1			
Contact with licensees		2			
Budgeting		0.25			
Prepare reports		0.25			
General overhead		0.25			
<i>Legal Administration</i>					
		0.75			
				TOTAL:	\$346.25
General Administration Class T	\$345.00				

Exhibit A-1
Supporting Documentation
General Administration

Act as Liaison to Licensees

- Log in all calls
- Document all inquiries (form)
- Discuss issues licensees have questions about
- Inform licensees of Liquor Code changes
- Miscellaneous correspondences
- Have licensees direct requests in writing to Mayor
 - extended hours
 - changes in the stockholders
 - changes in the floor plan

Act as Liaison to Mayor

- Advise of inquiries
- Forward licensee requests
- Follow up to requests/complete requested research

Maintain Liquor Files (hard copies as well as database)

- Correspondence/Newsletters/Requests/Changes
- Applications
- Notifications

Liquor License Renewal Procedures

- Prepare correspondence and individualized application to each licensee and send out renewal application 1 month prior to expiration
- Review application, ensure its completion and compare with prior information licensee has submitted to date to ensure that all information has remained the same - if new information is given, update database/files
- Check that dram shop insurance is valid
- Collect fees/deposit with Accounting, prepare two copies of receipts - return one to licensee
- Prepare license - Mayor & Village Manager signature on laser - validate by embossing with Village seal
- Prepare correspondence and send along with license, stuff envelopes
- Update records

Budget

- Prepare/sign/maintain requisitions
- Pay invoices
- Review expenditures
- Review annual fees/fines
- Yearly budget submittal
- Input budget
- Budget meeting review with Director of Finance

Year End Report

- Continually document happenings of Liquor Commission
 - Ordinance changes
 - Number of licensees
 - New licenses issued
 - Failed control buys/passed control buys
 - Status of programs

- Documentation of Liquor Fees for each class and if increase is necessary
- Complete License fee analysis
- DUI Notifications
- Complete report forwarded to Mayor & Council

Maintain Communications with Other Departments/Agencies

- Provide other departments with information
 - Code Services/Fire
 - Legal Dept.
 - Economic Development
 - Contact with other agencies
 - Illinois Liquor Control Commission
 - Municipalities

Goals/Objectives

- Prepare goals and objectives
- Provide status of goals and objectives
- Program summary

Act as Liaison to Liquor Commission

- Month End Reports
- Update Commission on current issues
- Review/research any Commission recommendations
- Review Liquor Control Ordinance
- Review newspaper - current issues/advertisements/stories on licensees/police update

Document Control Buy Pass Information

- Receive police reports/file
- For those who passed buy, create "That-a-Boy" letter - send to Mayor for signature
- Forward signed letter to licensees
- Log control buy pass (Violations and Deny Binder)
- File correspondence
- Monthly report of status of control buy activities

Review Ordinance

- Keep up to date with changing State regulations
- Address requests for changes in ordinance
- Work with Legal to develop ordinance changes
- Draft ordinance amendments

Programs

- Training
- Newsletters
- Designated Driver
- DUI Notification
- Establishment Checks
- Keg Tag Registration
- High School Activities/Under 21 Programs

FOIA Requests

- Respond to Freedom of Information Requests as they come in
- Approval by Village Clerk

Cost Center Analysis 2002/03 Overview

Programs & Services:		General Administration Costs per Classification:	
General Office	\$10.00	Class A	\$810.00
General Equipment	\$20.00	Class B-1	\$465.00
Safe Celebration	\$41.00	Class B-2	\$320.00
Establishment Chk.	\$46.00	Class B-3	\$155.00
Newsletter	\$8.00	Class C	\$170.00
Video	\$2.00	Class C-1	\$240.00
Seminar	\$7.00	Class D-1, D-2, D-4, D-5, E-1, E-2, G-2, F	\$1,900.00
Prints	\$110.00	Class D-3	\$1,020.00
Under 21 Education	\$20.00	Class G-1	\$465.00
DUI Notification	\$35.00	Class H	\$465.00
Control Buys	\$90.00	Class I	\$345.00
Keg Tag	\$40.00	Class R	\$1,970.00
Packaged Training	\$100.00	Class R-1	\$540.00
Restaurant Training	\$220.00	Class T	\$345.00
Restaurant DUI	\$120.00		
Not Applicable	\$0.00		

Liquor License Fee Schedule - per Classification

Class	Type	Gen Ols	Gen Exp	Safe	Etaleb	Chk	Newsltr	Videos	Education	Prints	Under 21	DUI Notif	Control Buys	Keq Tag	Packaged Training	Restaurant Training	DUI Presentation	Gen/Legal Admin	TOTAL	Current	Change	Proposed
A	Packaged- full	\$10.00	\$20.00	\$41.00	\$46.00	\$8.00	\$8.00	\$2.00	\$7.00	\$110.00	\$20.00	\$35.00	\$90.00	\$40.00	\$100.00	N/A	\$120.00	\$810.00	\$1,459.00	\$1,400.00	\$59.00	\$1,460.00
B-1	Rest. BW	\$10.00	\$20.00	\$41.00	\$46.00	\$8.00	\$8.00	\$2.00	\$7.00	\$110.00	\$20.00	\$35.00	\$90.00	N/A	N/A	\$220.00	N/A	\$465.00	\$1,074.00	\$975.00	\$99.00	\$1,075.00
B-2	Packaged- BW	\$10.00	\$20.00	\$41.00	\$46.00	\$8.00	\$8.00	\$2.00	\$7.00	\$110.00	\$20.00	\$35.00	\$90.00	\$40.00	\$100.00	N/A	N/A	\$320.00	\$649.00	\$750.00	\$99.00	\$850.00
B-3	Rest. lunch	\$10.00	\$20.00	\$41.00	\$46.00	\$8.00	\$8.00	\$2.00	\$7.00	\$110.00	\$20.00	\$35.00	N/A	N/A	N/A	N/A	N/A	\$155.00	\$454.00	\$285.00	\$169.00	\$450.00
C	Club	\$10.00	\$20.00	\$41.00	\$46.00	\$8.00	\$8.00	\$2.00	\$7.00	\$110.00	\$20.00	\$35.00	N/A	N/A	N/A	N/A	N/A	\$170.00	\$469.00	\$335.00	\$134.00	\$470.00
C-1	Comedy	\$10.00	\$20.00	\$41.00	\$46.00	\$8.00	\$8.00	\$2.00	\$7.00	\$110.00	\$20.00	\$35.00	\$90.00	N/A	N/A	\$220.00	N/A	\$240.00	\$649.00	\$750.00	\$99.00	\$850.00
D-1	Rest- full	\$10.00	\$20.00	\$41.00	\$46.00	\$8.00	\$8.00	\$2.00	\$7.00	\$110.00	\$20.00	\$35.00	\$90.00	N/A	N/A	\$220.00	\$120.00	\$1,900.00	\$2,629.00	\$2,550.00	\$79.00	\$2,630.00
D-2	Rest- full	\$10.00	\$20.00	\$41.00	\$46.00	\$8.00	\$8.00	\$2.00	\$7.00	\$110.00	\$20.00	\$35.00	\$90.00	N/A	N/A	\$220.00	\$120.00	\$1,900.00	\$2,629.00	\$2,550.00	\$79.00	\$2,630.00
D-3	Rest- bar	\$10.00	\$20.00	\$41.00	\$46.00	\$8.00	\$8.00	\$2.00	\$7.00	\$110.00	\$20.00	\$35.00	\$90.00	N/A	N/A	\$220.00	\$120.00	\$1,020.00	\$1,749.00	\$1,650.00	\$99.00	\$1,750.00
D-4	Rest- bar	\$10.00	\$20.00	\$41.00	\$46.00	\$8.00	\$8.00	\$2.00	\$7.00	\$110.00	\$20.00	\$35.00	\$90.00	N/A	N/A	\$220.00	\$120.00	\$1,900.00	\$2,769.00	\$2,550.00	\$219.00	\$2,770.00
D-5	Rest. full OSD	\$10.00	\$20.00	\$41.00	\$46.00	\$8.00	\$8.00	\$2.00	\$7.00	\$110.00	\$20.00	\$35.00	\$90.00	\$40.00	\$100.00	\$220.00	\$120.00	\$1,900.00	\$2,629.00	\$2,550.00	\$79.00	\$2,630.00
E-1	Trans. Full	\$10.00	\$20.00	\$41.00	\$46.00	\$8.00	\$8.00	\$2.00	\$7.00	\$110.00	\$20.00	\$35.00	\$90.00	N/A	N/A	\$220.00	\$120.00	\$1,900.00	\$2,629.00	\$2,550.00	\$79.00	\$2,630.00
E-2	Trans. Full	\$10.00	\$20.00	\$41.00	\$46.00	\$8.00	\$8.00	\$2.00	\$7.00	\$110.00	\$20.00	\$35.00	\$90.00	N/A	N/A	\$220.00	\$120.00	\$1,900.00	\$2,629.00	\$2,550.00	\$79.00	\$2,630.00
F	Hotel full/pkg	\$10.00	\$20.00	\$41.00	\$46.00	\$8.00	\$8.00	\$2.00	\$7.00	\$110.00	\$20.00	\$35.00	\$90.00	N/A	N/A	\$220.00	\$120.00	\$1,900.00	\$2,629.00	\$2,550.00	\$79.00	\$2,630.00
G-1	Rec. BW	\$10.00	\$20.00	\$41.00	\$46.00	\$8.00	\$8.00	\$2.00	\$7.00	\$110.00	\$20.00	\$35.00	\$90.00	N/A	N/A	\$220.00	N/A	\$465.00	\$1,074.00	\$975.00	\$99.00	\$1,075.00
G-2	Rec. full	\$10.00	\$20.00	\$41.00	\$46.00	\$8.00	\$8.00	\$2.00	\$7.00	\$110.00	\$20.00	\$35.00	\$90.00	N/A	N/A	\$220.00	\$120.00	\$1,900.00	\$2,629.00	\$2,550.00	\$79.00	\$2,630.00
H	Golf Course	\$10.00	\$20.00	\$41.00	\$46.00	\$8.00	\$8.00	\$2.00	\$7.00	\$110.00	\$20.00	\$35.00	\$90.00	N/A	N/A	\$220.00	N/A	\$465.00	\$1,074.00	\$975.00	\$99.00	\$1,075.00
I	Catering	\$10.00	\$20.00	\$41.00	\$46.00	\$8.00	\$8.00	\$2.00	\$7.00	\$110.00	\$20.00	\$35.00	\$90.00	N/A	N/A	\$220.00	\$120.00	\$345.00	\$764.00	\$700.00	\$64.00	\$765.00
R	Rest. Full	\$10.00	\$20.00	\$41.00	\$46.00	\$8.00	\$8.00	\$2.00	\$7.00	\$110.00	\$20.00	\$35.00	\$90.00	N/A	N/A	\$220.00	\$120.00	\$1,970.00	\$2,699.00	\$2,550.00	\$149.00	\$2,700.00
R-1	Rest. BW	\$10.00	\$20.00	\$41.00	\$46.00	\$8.00	\$8.00	\$2.00	\$7.00	\$110.00	\$20.00	\$35.00	\$90.00	N/A	N/A	\$220.00	N/A	\$540.00	\$1,149.00	\$975.00	\$174.00	\$1,150.00
T	Theater	\$10.00	\$20.00	\$41.00	\$46.00	\$8.00	\$8.00	\$2.00	\$7.00	\$110.00	\$20.00	\$35.00	N/A	N/A	N/A	N/A	\$120.00	\$345.00	\$764.00	\$700.00	\$64.00	\$765.00

Cost Center Analysis - Liquor Licensing

Resources	Budgeted Expense	Staff Rate	Staff Hours	Total Cost	Program Cost
APPLICATION FEE					
<i>Initial Inquiry</i>					
Packet Mailed					
Liquor Liaison			2		
Postage	\$5.00				
Supplies (per packet)	\$3.00				
<i>Application processed</i>					
Review floor plan/lease/manual					
Liquor Liaison			3		
<i>Meeting with Applicant</i>					
Liquor Liaison			2		
<i>Meeting/Notice Preparation</i>					
Liquor Liaison			1		
<i>Police Department Processing</i>					
Investigative Aide					
Print - Liquor Manager			0.25		
Investigation - Liquor Manager			1.5		
FBI & IL State Fee Processing	\$38.00				
Investigative Aide			4		
Investigation - Principals					
<i>Preparing of Liquor Commission Packet</i>					
Liquor Liaison			2.5		
<i>Delivery of Packet</i>					
PSRT			1		
<i>Liquor Commission Meeting</i>					
Village Attorney			2		
Liquor Liaison			2		
Recording Secretary			6		
Court Reporter	\$90.00				
<i>Follow Up to Meeting</i>					
Liquor Liaison			2		
Notices/Issue license/Create file					
			Subtotal	\$983.87	
Administrative Charge (1%)				\$9.84	
			TOTAL:	\$993.71	
					\$993.71

Initial Application Fee Suggested: \$1,000.00 per applicant

Application fee - This fee covers the costs associated with the processing of new application and to cover the costs of a public hearing associated therewith. Those establishments upon initial application for liquor license will be responsible for these charges.

*See Exhibit A-2 for supporting documentation for procedures associated with application process.

Exhibit A-2
Supporting Documentation
Initial Application

Application procedures

- Maintain adequate supply of packets
- Review scope of business of applicant - determine if class sought is in Ordinance & available
- Review location of proposed business - send to Code Services for Certificate of Occupancy and to be sure such a business can go in the location
- Preliminary review of application
- Meet w/ prospective applicant - have them supply any additional information
- Collect all submittals (floor plan, ins., lease/proof of ownership, cert. of occupancy)
- Collect Application fee (Submit fee to Finance)
- Schedule fingerprinting for Liquor Manager
- Begin background check procedures (obtain check from Finance to conduct State & Fed. check & forward memo to Police Chief to conduct check on Liquor Manager)
- Begin background check on principles (cover memo & cc. of app. to Chief)
- Review application - ensure information provided is adequate
- Set agenda for Liquor Commission Hearing
- Contact members of Commission for quorum
- Informs applicant of hearing
- Agenda forwarded to Village Clerk
- Contacts court reporter to document proceedings (provide agenda)
- Provides Liq. Commission with two packets
(1 wk prior to meeting- sent via PSRT):
 - Agenda Packet: Include past meeting minutes, App. summary sheet, Applications, Floor Plan, Insurance, Liquor Handling Manual, Menu, Lease/Proof of Ownership, Background check findings
 - Month End Reports: Include summarization of month's activities, current newspaper articles, ordinance changes, cc's of documents to Commission, misc.
- Attend hearing
 - After Hearing:
 - Submits Commission recommendation along with minutes to Mayor for decision & forward letter of intent for signature
 - Collects any additional items license is contingent upon receipt of
 - Informs whether license is granted/denied (form letter sent)
 - Informs applicant of state requirements
 - Issues License - Collects yearly fee (Pro-rate only after 1st of year)
 - Sends individual to State
 - Forwards copy of minutes to Village Clerk no later than two weeks after the meeting
 - Prepare database file on new applicant

Cost Center Analysis - Liquor Licensing

Resources	Budgeted Expense	Staff Rate	Staff Hours	Total Cost	Program Cost
APPLICATION FEE					
Outdoor Seating					
<i>Initial Inquiry</i>					
Packet Mailed					
Liquor Liaison			0.5		
<i>Application processed</i>					
Review floor plan/manual					
Liquor Liaison			2		
<i>Meeting with Applicant</i>					
Liquor Liaison			1		
<i>Meeting/Notice Preparation</i>					
Liquor Liaison			0.75		
<i>Preparing of Liquor Commission Packet</i>					
Liquor Liaison			1		
<i>Delivery of Packet</i>					
PSRT			1		
<i>Liquor Commission Meeting</i>					
Village Attorney			1		
Liquor Liaison			1		
Recording Secretary			1		
Court Reporter	\$90.00				
<i>Follow Up to Meeting</i>					
Liquor Liaison			1		
Notices/Issue license/Create file					
			Subtotal	\$421.21	
Administrative Charge (1%)				\$4.21	
			TOTAL:	\$425.42	
					\$425.42

**Outdoor Seating
Application Fee**

Suggested: \$425.00 per outdoor seating applicant

Outdoor seating application fee - This fee covers the costs associated with an application for outdoor seating area. This will be charged in the event a licensee desires addition of an outdoor patio. In the event an applicant is also applying for its initial liquor license, this fee will be reduced by half if the plans include an outdoor seating area.

*See Exhibit A-3 for supporting documentation for procedures associated with the outdoor seating application process.

Exhibit A-3
Supporting Documentation
Outdoor Seating Application

Application procedures

- Review location of proposed seating area - send to Code Enforcement for permits/consultation
- Preliminary review of application
- Meet w/ perspective applicant - have them supply any additional information
- Collect all submittals (floor plan, ins., lease/proof of ownership)
- Review materials - ensure information provided is adequate, Code Enforcement approval
- Set agenda for Liquor Commission Hearing
- Contact members of Commission for quorum
- Informs applicant of hearing
- Agenda forwarded to Village Clerk
- Contacts court reporter to document proceedings (provide agenda)
- Provides Liq. Commission with two packets
(1 wk prior to meeting- sent via PSRT):
 - Agenda Packet: Include past meeting minutes, App. summary sheet, Outdoor Floor Plan, Insurance, Menu, Lease/Proof of Ownership
 - Month End Reports: Include summarization of month's activities, current newspaper articles, ordinance changes, cc's of documents to Commission, misc.
- Attend hearing
 - After Hearing:
 - Submits Commission recommendation along with minutes to Mayor for decision & forward letter of intent for signature
 - Collects any additional items license is contingent upon receipt of
 - Informs whether outdoor seating area is approve/denied (form letter sent)
 - Issues letter of intent - Note: no additional yearly fee
 - Forwards copy of minutes to Village Clerk no later than two weeks after the meeting
 - Update database file on new floor plan

Cost Center Analysis - Liquor Licensing

Resources	Budgeted Expense	Staff Rate	Staff Hours	Total Cost	Program Cost
Liquor Violation Hearing Fee					
<i>Police Department Processing</i>					
Detective 1			1		
Initial report					
Investigative Aide			0.5		
Notification to Legal					
Control Buy Retest	\$90.00				
<i>General Admin. Processing</i>					
Liquor Liaison			1		
Prepare Liquor Commission packet.					
Court Reporter	\$90.00				
<i>Legal Department Processing</i>					
Attorney			1		
Prepare for Hearing/Stipulation					
Legal Secretary			2		
Notices/Stipulation					
Police Officer			1		
Notices hand-delivered (2)					
<i>Hearing</i>					
Prosecuting Attorney			1		
Attorney			1		
Liquor Liaison			1		
Recording Secretary			1		
Detective 1			1		
Detective 2			1		
Special Agent	\$10.00				
<i>Other</i>					
PSRT			1		
Packet delivery					
Postage	\$5.00				
Certified mail (notices/findings)					
			Subtotal	\$673.96	
Administrative Charge (1%)				\$6.74	
			TOTAL:	\$680.69	
					\$680.69
Liquor Violation Hearing Fee					
Suggested: \$680.00 per failed control buy					
Liquor violation hearing fee - This fee covers the costs associated with the liquor violation hearing. Those establishments charged with violation of Section 3-25(a) of the Downers Grove Liquor Control Ordinance will be responsible for these charges.					
*See Exhibit A-4 for supporting documentation for procedures associated with disciplinary procedures.					

Exhibit A-4
Supporting Documentation
Liquor Violation Hearing Fee

Procedures

- Receive & forward Police Reports to Legal (Legal to issue notices)
Note: All questions from applicant concerning violations are directed to Staff Attorney
- Set agenda for Liquor Commission Hearing
- Contact members of Commission for quorum
- Contacts court reporter to document proceedings (provide agenda)
- Agenda forwarded to Village Clerk/Legal
- Prepare agenda packet and background materials (Record of Licensee, Control buy history)
- Consultation with Legal, obtain documentation
- Provides Liq. Commission with packets
(1 wk prior to meeting- sent via PSRT)

Disciplinary procedures (Legal)

- Prepare notices, stipulation, memorandum advising officers to attend hearing, forward notices to PD for service
- Consultation with licensee

Hearing procedures (Legal/Liquor/Police Department)

- Attend hearing - Prosecutor handles disciplinary

Post Hearing procedures (Legal)

- Submits Commission recommendation along with minutes to Mayor for decision & forward findings and order for signature, findings notice to PD for service

Post Hearing procedures (Liquor)

- Prepare minutes
- Forward Liquor Commission Recommendation to Legal/Village Clerk
- Document proceedings/collect information from Legal
- Collect fines - forward to Accounting
- Send violation fine letter
- Log violations (Violations and Deny Binder)
- File all violation documentation
- Collect fines - forward to Accounting

Cost Center Analysis - Liquor Licensing

Resources	Budgeted Expense	Staff Rate	Staff Hours	Total Cost	Program Cost
VIOLATION FEE, General					
<i>Processing of Ordinance violations:</i>					
<i>Provisions of Liquor Code</i>					
DUI Notification					
Liquor Promotions					
Renewal Hearings					
Liquor Revenues					
<i>Police Department Processing</i>					
Police Officer			1		
Initial report					
Investigative Aide			0.5		
Notification to Legal					
<i>General Admin. Processing</i>					
Liquor Liaison			1		
Prepare Liquor Commission packet.					
Court Reporter	\$90.00				
<i>Legal Department Processing</i>					
Attorney			1		
Prepare for Hearing					
Legal Secretary			1		
Notices/Stipulation					
Police Officer			1		
Notices hand-delivered (2)					
<i>Hearing</i>					
Prosecuting Attorney			1		
Attorney			1		
Liquor Liaison			1		
Recording Secretary			1		
<i>Other</i>					
PSRT			1		
Packet delivery					
Postage	\$5.00				
Certified mail (notices/findings)					
			Subtotal	\$466.53	
Administrative Charge (1%)				\$4.67	
			TOTAL:	\$471.19	
					\$471.19
Violation Fee					
General					
Suggested: \$475.00 per OV/disciplinary action/review hearings					
<p>General violation hearing fee - This fee covers the costs associated with conducting a violation hearing. Those establishments charged with a violation of the Liquor Control Ordinance other than Section 3-25(a) will be responsible for these charges. This would include, but are not limited to, DUI Notification Hearing, Renewal Hearing, Miscellaneous Ordinance Violations.</p>					
<p>***See Exhibit A-5 for supporting documentation for procedures associated with disciplinary procedures.</p>					

Exhibit A-5
Supporting Documentation
Ordinance Violation/Disciplinary Action/Review Hearings Fees

Procedures

- Receive & forward Police Reports to Legal (Legal to issue notices)
Note: All questions from applicant concerning violations are directed to Staff Attorney
- Set agenda for Liquor Commission Hearing
- Contact members of Commission for quorum
- Contact court reporter to document proceedings (provide agenda)
- Agenda forwarded to Village Clerk/Legal
- Prepare agenda packet and background materials
- Consultation with Legal, obtain documentation
- Provides Liq. Commission with packets
(1 wk prior to meeting- sent via PSRT)

Disciplinary procedures (Legal)

- Prepare notices, stipulation/disciplinary action
- Consultation with licensee

Hearing procedures (Legal/Liquor/Police Department)

- Attend hearing - Prosecutor handles disciplinary

Post Hearing procedures (Legal)

- Submits Commission recommendation along with minutes to Mayor for decision & forward findings and order for signature, findings notice to PD for service

Post Hearing procedures (Liquor)

- Prepare minutes
- Forward Liquor Commission Recommendation to Legal/Village Clerk
- Document proceedings/collect information from Legal
- Collect fines - forward to Accounting
- Send violation fine letter
- Log violations
- File all violation documentation
- Collect fines - forward to Accounting

Liquor License Related Fees

OTHER FEES:

	Current	Minimum Proposed	Change
Section 3-9 Application Fee	\$930.00	\$1,000.00	(\$70.00)
Section 3-30 Outdoor Seating Application Fee	\$360.00	\$425.00	(\$65.00)
Section 3-40* Control Buy Violation	\$525.00	\$680.00	(\$155.00)
Section 3-40* General Violation	\$0.00	\$475.00	(\$475.00)

*Note: Ordinance allows the Village to collect a maximum of \$1,000.00 to cover the costs of the hearing. These proposed figures are an estimate of what it costs the Village to conduct the hearing and cover the administrative costs thereof, the Liquor Commissioner, in his discretion (i.e. in the event the hearing is prolonged, expert testimony, etc...), may charge up to \$1,000.00 pursuant to the terms of the Code.

Class	Downers Grove	Proposed DG	Aurora	Arlington Hgts	Carol Stream	Lombard	Naperville	Schaumburg	Wheaton	Lisle - Annual	Lisle - Initial	Westmont - Annual	Westmont - Initial
Banquet Hall				\$4,000.00		\$3,000.00			\$3,000.00				
Bowling Alley				\$4,000.00	\$2,000.00	\$4,000.00			\$3,000.00	\$1,950.00	\$4,550.00	\$4,000.00	\$15,000.00
Gift Basket			\$550.00						\$1,500.00	\$500.00	\$200.00		
Riverboat			\$2,070.00				\$1,000.00	\$750.00					
Supplemental - to go sales				\$150.00	\$300.00								
Tavern			\$2,070.00				\$2,100.00						
Tavern w/ packaged sales						\$2,000.00	\$2,100.00						
Night Club/Adult Ent.						\$5,000.00	plus ent. fees						
Draft beer only sales					\$750.00	\$500.00							
Mail Order					\$300.00								
Telephone order					\$3,000.00								
Delivery license					\$350.00								
Wine/Coffee Shop						\$1,000.00							

Note: For similar/comparative purposes only. Each classification may vary in a slight manner or have minimum requirements associated with it. Hours of liquor service, vary as well for each community.

Historical Comparison - Fee Schedule

License	93/94 Ord. 3468	Increase (\$)	94/95 Ord. 3556	Increase (\$)	95/96 -97/98 Ord. 3749	98/99 Ord. 4034	Increase (\$)	02/03 Proposed	Increase (\$)
Application Fee	\$500.00 (Ord. 3182)	+\$320.00	\$820.00	+\$30.00	\$850.00	\$930.00	+\$80.00	\$1,000.00	+\$70.00
Liquor Violation Hearing Fee	N/A	NEW 94/95	\$350.00	+\$110.00	\$460.00	\$525.00	+\$65.00	\$680.00	+\$155.00
Application Fee Outdoor Seating	N/A	N/A	N/A	N/A	N/A	\$360.00	NEW	\$425.00	NEW
Gen. Violation Fee	N/A	N/A	N/A	N/A	N/A	N/A	NEW	\$475.00	NEW
Class A	\$1,200.00	-\$15.00	\$1,185.00	+\$55.00	\$1,240.00	\$1,400.00	+\$160.00	\$1,460.00	+\$59.00
Class B-1	\$700.00	+\$40.00	\$740.00	+\$70.00	\$810.00	\$975.00	+\$165.00	\$1,075.00	+\$100.00
Class B-2	\$575.00	+\$25.00	\$600.00	+\$30.00	\$630.00	\$750.00	+\$120.00	\$850.00	+\$100.00
Class B-3	\$150.00	-\$5.00	\$145.00	+\$20.00	\$165.00	\$285.00	+\$120.00	\$450.00	+\$169.00
Class C	\$225.00	+\$5.00	\$230.00	+\$20.00	\$250.00	\$335.00	+\$85.00	\$470.00	+\$134.00
Class C-1	N/A	N/A	N/A	N/A	N/A	N/A	NEW	\$850.00	NEW
Class D-3	N/A	NEW 94/95	\$1,450.00	+\$100.00	\$1,550.00	\$1,650.00	+\$100.00	\$1,750.00	+\$100.00
Class D-1, D-2, D-5, E-1, E-2	\$2,100.00	+\$150.00	\$2,250.00	+\$150.00	\$2,400.00	\$2,550.00	+\$150.00	\$2,630.00	+\$80.00
Class D-4	N/A	N/A	N/A	N/A	NEW	\$2,550.00	NEW	\$2,770.00	+\$220.00
Class F	\$2,100.00	+\$150.00	\$2,250.00	+\$150.00	\$2,400.00	\$2,550.00	+\$150.00	\$2,730.00	+\$180.00
Class G-1	N/A	N/A	N/A	NEW 97/98	\$810.00	\$975.00	+\$165.00	\$2,630.00	+\$80.00
Class G-2	N/A	N/A	N/A	NEW 97/98	\$2,400.00	\$2,550.00	+\$150.00	\$1,075.00	+\$100.00
Class H	N/A	N/A	N/A	N/A	NEW	\$975.00	NEW	\$1,075.00	+\$100.00
Class I	N/A	N/A	N/A	N/A	N/A	\$700.00	NEW	\$765.00	+\$65.00
Class R	N/A	N/A	N/A	N/A	N/A	\$975.00	NEW	\$1,150.00	+\$175.00
Class R-1	N/A	N/A	N/A	N/A	N/A	\$2,550.00	NEW	\$2,700.00	+\$150.00
Class T	N/A	N/A	N/A	N/A	N/A	\$700.00	NEW	\$765.00	+\$65.00



Village of
 DOWNERS GROVE
 ILLINOIS

Civic Center
 801 Burlington Avenue
 Downers Grove
 Illinois 60515-4776
 630.434.5500
 TDD 630.434.5511
 FAX 630.434.5571

*Fire Department
 Administration*
 6701 Main Street
 Downers Grove
 Illinois 60516-3426
 630.434.5980
 FAX 630.434.5998

Police Department
 825 Burlington Avenue
 Downers Grove
 Illinois 60515-4783
 630.434.5600
 FAX 630.434.5690

Public Works Department
 5101 Walnut Avenue
 Downers Grove
 Illinois 60515-4074
 630.434.5460
 FAX 630.434.5495

*Department of
 Social & Health Services*
 842 Curtiss Street
 Downers Grove
 Illinois 60515-4761
 630.434.5595
 FAX 630.434.5599

Village of
Downers Grove Website
<http://www.vil.downers-grove.il.us>
Community Response Center
 630.434.CALL (2255)

May 7, 2002

The Honorable Brian J. Krajewski
 Mayor and Liquor Commissioner

Re: Proposed Ordinance - Liquor License Fee Increases

Dear Mayor Krajewski:

On May 2, 2002 the Liquor Commission reviewed the 2002/03 Cost Center Analysis concerning liquor license fees and a draft ordinance amending certain fees related to liquor license administration. The following finding was made:

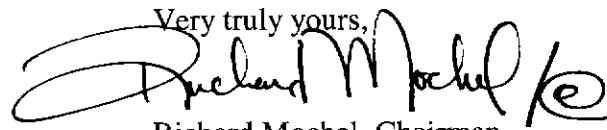
MR. KUBES MOVED TO RECOMMEND THAT THE DRAFT ORDINANCE AMENDING CERTAIN FEES RELATED TO LIQUOR LICENSING BE SUBMITTED TO THE VILLAGE COUNCIL FOR CONSIDERATION AND APPROVAL. MS. GERLOFF SECONDED.

Mr. Kubes also recommended that Ms. Conforti's report be submitted to the Village Council at their workshop meeting on May 14, 2002 along with the proposed fee increases and background information.

VOTE:	Aye:	Mr. Kubes, Ms. Gerloff, Mr. Sandack, Chairman Mochel
	Nay:	None
	Abstain:	None

MOTION CARRIED: 4:0:0

Further discussion of this subject can be found in the May 2, 2002 minutes of the Liquor Commission.

Very truly yours,

 Richard Mochel, Chairman
 Liquor Commission

VILLAGE OF DOWNERS GROVE

DRAFT

**DOWNERS GROVE LIQUOR COMMISSION
VILLAGE HALL COUNCIL CHAMBERS
801 BURLINGTON AVENUE**

May 2, 2002

I. CALL TO ORDER

Chairman Mochel called the meeting to order at 6:30 p.m.

II. ROLL CALL

PRESENT: Ms. Gerloff, Mr. Kubes, Mr. Sandack, Chairman Mochel

ABSENT: None

STAFF: Liaison to the Liquor Commission Carol Conforti, Secretary Karen Mudra

OTHERS: Diana Summers

III. APPROVAL OF MINUTES

MR. KUBES MOVED TO APPROVE THE MINUTES OF THE MARCH 7, 2002 LIQUOR COMMISSION MEETING AS PRESENTED. MR. SANDACK SECONDED.

VOTE: **Aye:** Mr. Kubes, Mr. Sandack, Ms. Gerloff

Nay: None

Abstain: Chairman Mochel

MOTION CARRIED: **3:0:1**

Ms. Conforti said there were no disciplinary hearings or license applications on the agenda for tonight's meeting.

IV. REVIEW

Ms. Conforti reviewed the Cost Center Analysis. She explained that a few years ago she completed a cost center analysis concerning fees related to liquor licensees and applicants, including fees charged for disciplinary hearings, etc. Since that time staff costs have increased. Ms. Conforti said she reviewed the Village's current fees related to licensing and revised them

using new salary and benefit figures. If approved by the Village Council, the revised license fees will be effective for the upcoming year.

In preparing the cost center analysis, Ms. Conforti said she tried to remove the individual salary figures from the reports. She asked that the Commission members treat any salary information in the Cost Center Analysis as confidential information.

Ms. Conforti said typically the Village fees for licenses and permits are based on the anticipated actual cost of providing a particular service. To determine the fees for liquor licenses, Ms. Conforti explained that she broke down the standard cost centers involved in all liquor licenses: i.e. general office costs, general equipment costs, donation for safe celebration for the high schools, establishment checks, newsletters, video purchases, education, fingerprinting, miscellaneous under 21 programs, and DUI notification programs, and those cost centers that pertain to only certain licensees: i.e. control buys, keg tag, packaged training seminars, restaurant training seminars, and DUI presentation seminar. She added that all licensees are charged for some type of general and legal administration, which is the time devoted to each file during the course of the year. Each licensee is charged a fee based on the cost centers related to their license.

Ms. Gerloff asked what the initials, P.S.R.T., stand for in the report. Ms. Conforti said P.S.R.T. is the Village's Public Service Response Team, which delivers the information packets to the Liquor Commission members each month.

In addition to reviewing the license fees, Ms. Conforti said she also reviewed the applications fees, revising them based on current salary and benefit figures. The outdoor application seating fee and the violation hearing fee have also been increased.

Ms. Conforti also included a historical comparison of past, present and proposed liquor license fees, including when the fees were raised in the past and in what amount. She also included a spreadsheet comparing the Village's current and proposed license fees with the liquor license fees in surrounding communities. In compiling the cost center analysis, she noted that the Village has kept its fees very close to the fees in other communities. In some cases the Village's fees are a little more, in some cases a lot less. She emphasized that the Village of Downers Grove attempts to base these fees on the actual cost of administering the license.

Ms. Gerloff asked if Westmont really charges \$15,000 as an initial fee for packaged liquor and restaurant licenses. Ms. Conforti said Westmont charges an initial fee and an annual fee; however, she did not believe there were a great number of licensed establishments in Westmont. Ms. Conforti said her comparison did not include the number of licensees in each community. Ms. Conforti said Downers Grove has approximately 65 liquor license holders.

Ms. Gerloff noted that Naperville charges less for a full alcohol restaurant liquor license than Downers Grove does. Ms. Conforti agreed. However, she pointed out that it was often difficult to make a direct comparison of fees and license classifications because of differences in

ordinances and differences in types of available licenses. Ms. Conforti added that not all communities provide the programs that Downers Grove does, i.e. the regular control buy program, keg tag registration, newsletters, etc.

Chairman Mochel asked if Ms. Conforti has received complaints from licensees or applicants regarding the fees for liquor licenses in Downers Grove as compared to those in surrounding communities. Ms. Conforti said occasionally she gets complaints about the application fees; however, she said most complaints concern the amount of paperwork required in conjunction with the application for a license.

Mr. Kubes asked Ms. Conforti if she feels the required paperwork discourages businesses from locating in Downers Grove. He said he thought it would be worthwhile for an establishment to complete the required paperwork in order to obtain a license in Downers Grove. Ms. Conforti agreed. He added that the fees did not seem that outrageous. Ms. Conforti agreed. She added that Downers Grove's fees are comparable to fees in other communities. Ms. Gerloff pointed out that Ms. Conforti helps applicants with the required paperwork.

Mr. Kubes asked which of the communities included in Ms. Conforti's comparison spreadsheet most closely resembles Downers Grove in terms of liquor license services. Ms. Conforti said she believed that Naperville most closely resembles Downers Grove. She said many times Downers Grove has contacted Naperville for help when creating licenses, i.e. the 60/40 revenue split requirement for restaurant licenses. She added that both towns charge similar fees for liquor licenses.

Chairman Mochel noted that the spreadsheet shows an initial fee and an annual fee for Lisle and Westmont, but not for other communities in the comparison. Ms. Conforti said Lisle and Westmont charge different initial or "application fees" for different types of licenses, whereas all other communities in the comparison charge the same one time application fee to all applicants.

Mr. Kubes noted that new businesses tend to build initial fees into their start-up costs. He asked if Downers Grove has ever thought of creating a similar initial fee. Ms. Conforti said typically the amount of time and the expense involved in processing each liquor license application is about the same regardless of the license classification so she did not see any justification for different application fees. However, the differences in annual license fees reflect the varying amount of time and resources involved in maintaining each license.

Ms. Gerloff said she hopes Downers Grove never adopts the practice of charging an initial fee of \$15,000 as Westmont and Lisle are doing. She said she feels that the Village's current system is very fair. Ms. Conforti pointed out that many towns see liquor licensing as a source of revenue. Ms. Gerloff agreed and said it appears that is what Westmont and Lisle are doing. Ms. Gerloff said she feels extremely high initial fees can deter prospective business owners from locating in Downers Grove and she would not want to do that. Mr. Kubes agreed.

Chairman Mochel asked what happens to the money from fines collected for liquor violations.

Ms. Conforti said money from fines goes into the Corporate Fund. She added that the hearing fee also goes into the Corporate Fund, which helps to pay for the police officers, and special agents involved in control buys; and for Ms. Petrarca's time, Ms. Conforti's time, the court reporter, etc.

Chairman Mochel asked if the money from fines could be used to enhance some of the existing alcohol programs provided by the Village. Ms. Conforti said she believed it could potentially be done; however, she would have to discuss the feasibility of such a plan with the Director of Finance Marty Lyons. Chairman Mochel suggested that perhaps the donation for safe celebrations on prom night could be increased, or more support given to the D.A.R.E. programs, etc.

Ms. Conforti asked if the Commission was suggesting that money collected from alcohol related fines go directly into alcohol related programs rather than into the Corporate Fund. Mr. Kubes agreed. He said the Village should let business owners know that the money that they are putting in will be used to help other businesses thrive. Ms. Conforti said she would talk to Mr. Lyons about the suggestion.

Ms. Conforti pointed out that until recently the Village did not have the authority to assess a fine and a suspension for a liquor license violation. Ms. Gerloff noted that such fines will bring in a lot of revenue. Chairman Mochel said he would like to submit this suggestion for use of the revenue from alcohol related fines before the Village becomes accustomed to having it in the Corporate Fund.

At a recent Character Counts meeting that he attended Chairman Mochel said students from high schools in Downers Grove and Hinsdale said that marijuana and liquor are extremely accessible to high school students. High school students at the meeting suggested that drug/alcohol awareness programs target junior high school students. Chairman Mochel said perhaps the Village could start some type of program to educate younger children.

Ms. Conforti said she believes that the junior high schools are included in the Village's Under 21 Miscellaneous Awareness Program. She said an officer visits the junior high schools and conducts a D.A.R.E. type program which also includes discussion of alcohol related subjects.

Ms. Gerloff said she agreed with Chairman Mochel that revenue from alcohol related fines should be used for alcohol awareness for the whole town, rather than being included in the general fund.

Mr. Kubes asked if the Commission should make a formal recommendation to the Council concerning the use of revenue from these fines. Chairman Mochel suggested that Ms. Conforti discuss the idea with Mr. Lyons to determine if such a use of the revenue could be done. If Mr. Lyons believes it is feasible, the minutes can be forwarded to the Council indicating that the Commission would like them to consider using the revenue from alcohol related fines to fund alcohol awareness programs. Chairman Mochel said if after discussing the matter with the

Director of Finance it is determined that the Village can not legally designate this revenue for alcohol awareness, then the Commission would have to pursue another avenue.

Ms. Conforti asked if the Commissioners had any questions or comments on the fee schedule.

Mr. Kubes noted that the spreadsheet shows the proposed increase for each license category. He asked if Ms. Conforti had calculated the amount of the total increase for all fees. Ms. Conforti said all of the proposed increases combined would amount to approximately \$2,200.

Mr. Kubes noted that Ms. Conforti provided a comparison of the cost of liquor licenses in Downers Grove versus the cost of liquor licenses in other communities. He asked if she had also compared the services provided by Downers Grove with those of other communities. Mr. Kubes asked if Downers Grove provides more services to their licensees. Ms. Conforti said Downers Grove is one of the more pro-active communities; offering on-site training seminars, maintenance of a video library, publication of newsletters, etc.

Mr. Kubes suggested that Ms. Conforti inform prospective liquor license applicants that although Downers Grove may charge a higher fee in some cases, we provide services above and beyond those provided by other communities. Ms. Conforti said prospective applicants are given a pamphlet outlining the programs and services provided by the Village, emphasizing on-site training seminars, keg-tag registration, the control buy program, newsletters, DUI notification, etc. She informs them that the Village is very pro-active and offers many programs to licensees that other communities do not.

Chairman Mochel pointed out that the Village offers many services, which benefit licensees, and hopefully they will realize that although the fees may be slightly higher, the Village offers many services, which help licensees work within the guidelines and the regulations of the ordinance. Mr. Kubes agreed and said he feels Downers Grove offers a better benefit to licensees for an overall increase of only \$2,200.

Mr. Kubes asked when Downers Grove last increased liquor license fees. He asked if the spreadsheet detailing the breakdown in license fees would be provided to or be available to the licensees. Ms. Conforti said the spreadsheet is only available to the Commission, Council and staff; however, she intends to send each licensee a letter informing them that the Commission has discussed the Cost Center Analysis and highlighting the services offered by the Village and the proposed increase in license fees. She added that she will also send a summary of the reasons for the proposed increases.

Ms. Conforti pointed out that 99% of the fee increases are salary-related. She said the last time the fees were increased across the board was in 1998-99. In the past few years, compensation studies have shown that Village employees' salaries were under what other municipal employees in the area were being paid. As a result Downers Grove increased employee compensation to a more comparable level. Thus, the salary increases as well as new services that are now being provided, i.e. keg tag registration, have resulted in the need to increase fees to cover related

costs.

Chairman Mochel asked if the proposed draft ordinance amending liquor license fees must now be approved by the Village Council. Ms. Conforti replied yes. Chairman Mochel asked if the Ms. Conforti plans to notify licensees of the proposed increases before the Council approves them. Ms. Conforti replied yes. She explained that she will provide the licensees with an explanation and schedule of the proposed fee increases prior to discussion and approval by the Village Council to enable licensees to voice their opinion on the proposed changes if they wish to do so. Ms. Conforti said the draft ordinance will be presented to the Village Council at their Workshop meeting on May 14, 2002. She said she wanted to present it to the Liquor Commission first to obtain their comments on the proposed changes.

Mr. Kubes asked if Ms. Conforti would inform licensees of the fees charged by other municipalities. She said they may already know, as many establishments are part of larger corporate chains. However, she said she could include that information for them. Mr. Kubes said that Village liquor fees are relatively comparable to those of surrounding communities and he thought it would be good to point out that the Village offers many more benefits to licensees for comparable fees. He said Ms. Conforti has done her job well and put together a very comprehensive presentation.

Ms. Conforti noted that over the last five years the greatest increases have been to the hotel and brew pub license fees. The hotel license increase was due in part to the addition of packaged alcohol sales to their license and the related costs. Increases to the brew pub were mainly due to the new keg tag program and related expenses. She added that the club license fee has also increased quite a bit because they have now been included in the DUI notification program. She added that package stores are also charged for the DUI notification program because they could potentially be named as the source of alcohol when an individual is stopped. Ms. Conforti said each licensee is charged for the same core group of cost centers (general office supplies, equipment, safe celebration, establishment check, newsletter, videos, education, fingerprints, Under 21 program, and DUI notification program).

Chairman Mochel asked Ms. Conforti if B-3 licensees are subject to control buys. Ms. Conforti replied no. She explained that the former "B-3" licensee, Nancy's Tea Room, was rather unique. It was only open for lunch and had an older clientele, making it impractical to conduct control buys. She added that catered events are not included in the control buy program. Chairman Mochel asked if someone can cater a party at the theater. Ms. Conforti replied yes. She and Ms. Gerloff recalled that Mr. Johnson, owner of the Tivoli, said he intended to control all alcohol sales at the theater.

Mr. Sandack said Ms. Conforti's report is impressive and comprehensive and he feels the fee adjustments are reasonable considering that it has been four or five years since the last overall fee increase. He said he did not feel the fee increases would hinder the Village's ability to attract good quality businesses.

Mr. Kubes said the staff costs seem very reasonable. Ms. Conforti said the time she spends on each license classification varies. In general she said she spends more time and receives more calls from restaurant licensees than from holders of package alcohol licenses.

Chairman Mochel asked if there were any further questions or comments. Hearing none, he called for a motion on the draft ordinance.

MR. KUBES MOVED TO RECOMMEND THAT THE DRAFT ORDINANCE AMENDING CERTAIN FEES RELATED TO LIQUOR LICENSING BE SUBMITTED TO THE VILLAGE COUNCIL FOR CONSIDERATION AND APPROVAL. MS. GERLOFF SECONDED.

Mr. Kubes also recommended that Ms. Conforti's report be submitted to the Village Council at their workshop meeting on May 14, 2002 along with the proposed fee increases and background information.

VOTE: **Aye:** Mr. Kubes, Ms. Gerloff, Mr. Sandack, Chairman Mochel

Nay: **None**

Abstain: **None**

MOTION CARRIED: 4:0:0

V. GENERAL DISCUSSION

Ms. Conforti reviewed the contents of the informational packet sent to the Commissioners. She said that on May 7, 2002, the Village Council is considering adoption of a resolution permitting Founder's Hill to have a sidewalk café on Main Street. She said she does not anticipate any objection to the outdoor café because Founder's Hill has decreased the size of the seating area it had originally proposed and limited its location to Main Street only. She said if approved by the Village Council she expects the café to be open on Wednesday, May 8th.

Ms. Conforti said she included a sample letter that is sent to area licensees at high school prom time warning them to watch for unusual alcohol purchases and to check ID's carefully.

Ms. Conforti said she is in the process of preparing the next edition of the Liquor News updating licensees on what is going on in the Village.

Ms. Conforti said the Fuddrucker's Findings and Order is also included. She pointed out that the Liquor Commissioner suspended Fuddrucker's liquor license for twenty (20) days, fined them \$1,000 and assessed an administrative fee of \$525. Ms. Conforti added that if the proposed fee schedule is approved the administrative fee will be raised to \$680.

ORDINANCE NO. _____

AN ORDINANCE AMENDING CERTAIN FEES RELATED TO LIQUOR LICENSING

BE IT ORDAINED by the Council of the Village of Downers Grove, in DuPage County, Illinois, as follows: (Additions are indicated by shading; deletions by ~~strikeout~~.)

SECTION 1. That Section 3-9 of the Downers Grove Municipal Code is hereby amended as follows:

3-9. Application.

(a) *Letter of request.* Any person who wishes to apply for a license required by Section 3-8 shall submit to the local Liquor Commissioner a letter of request containing information related to the identity, current and past business experience (including, but not limited to, handling of liquor) of the prospective applicant; the class of license desired; the location and nature of the business proposed; and any additional information relevant to his qualifications for a retail liquor dealer's license. Upon such written request, the prospective applicant shall be provided with information concerning the availability of licenses of the requested classification and the application procedure.

(b) *Availability of license.* If no license of the requested classification is available at the time a written request is received, the name of the person shall be placed on a list of persons interested in a license of such classification. Any person placed on such list shall be obligated to inform the Village Manager in writing on or before December 31 of each year of a desire to remain on such list for the next year. Failure to do so will result in removal of such person's name from the list. Persons whose names appear on such list at the time a license of the requested classification becomes available shall be so informed, and may then, at their option, proceed to apply for a liquor license.

(c) *Application for license.* Following the initial letter of request, and the Village's response to it, a person wishing to file an application for a license may obtain from the Village an application form as prescribed by the Village Manager for the purpose of providing reasonable information respecting the applicant. Such application shall be filed with the local Liquor Commissioner and shall include:

(1) A manual outlining the applicant's program for training its employees to properly handle the sale of alcoholic liquor;

(2) A floor plan:

(a) for any premises to be licensed for sale of alcoholic liquor for off premise consumption drawn to scale, with sufficient detail to depict design features.

(b) for any premises to be licensed for sale of alcoholic liquor for on-premise consumption, drawn to scale, with sufficient detail to depict the number and location of dining tables and booths, the location of any bar(s), if applicable, the establishment design features, including but not limited to, entrances/exits and hostess areas. This plan should also include the maximum occupancy of the establishment and smoking and non-smoking designated areas.

(3) A valid lease in the name of the licensee which authorizes the sale, service and/or delivery of alcoholic beverages in effect for the entire license period. Such lease shall include terms of the lease as well as a contact person as agent of the property.

(4) Menu depicting all types of food and beverage items available to its patrons.

(5) Restaurant Operation Plan describing the planned operations for the restaurant which shall include, but is not limited to, a description of the customer facilities such as seating areas, displays, service areas, access and egress and similar facilities.

(6) Hours of operation. A list of the hours of operation for the establishment.

(7) Certificate of Occupancy verifying that the applicant has met all Building, Fire and Health Department requirements of the Village.

(8) The expected date of occupancy, which shall not exceed nine months from the date such application is filed;

(9) Certification that dram shop insurance is or will be in force covering the applicant and the premises which are to be operated under the license in an amount sufficient to satisfy statutory limits. The applicant shall attach to the application a copy of the policy for dram shop insurance coverage, which policy shall contain at a minimum the following information: insurer's name, agent's name, date of expiration of policy, type and amount of coverage, and a provision that the insurance company shall give the Village at least thirty (30) days notice prior to any cancellation or termination of the policy; and

(10) The name, home address, driver's license number, and past employment experience for the person to be designated as the Liquor Manager of the establishment. Also, certification that the Liquor Manager is employed on the premises of the establishment at least thirty-five (35) hours per week.

(d) *Application for classification change.* A licensee wishing to file an application for a change of liquor license classification shall submit an application to the Village on forms as prescribed by the Village Manager. Such application shall be filed with the local Liquor Commissioner and shall include those items listed in Section 3-9(c).

(e) *Application fee.* Except as otherwise provided herein, a non-refundable application fee of ~~nine hundred and thirty dollars~~ ~~one thousand dollars~~ (\$1,000.00) shall be required with the filing of any application. The application fee may be reduced or waived as follows:

(1) If the Commissioner determines, pursuant to this Chapter, to grant a liquor license without referring the application to the local Liquor Commission or the Plan Commission, the applicant may receive a partial refund of one-half of the application fee.

(2) If the Commissioner determines, pursuant this Chapter, to grant or deny a liquor license without requiring a full investigation, the applicant may receive a partial refund of one-half of the application fee.

(3) If the Commissioner determines, pursuant this Chapter, to grant a liquor license without referring the application to the local Liquor Commission or the Plan Commission, and without requiring a full investigation, the applicant may receive a partial or full refund of the application fee as provided herein. Where the Commissioner determines, based upon the nature and complexity of the application, that the administrative functions were de minimis, a full refund may be granted. Where the Commissioner determines that the administrative functions were not de minimis, a partial refund of one-half of the application fee may be granted.

(4) If the Commissioner determines, pursuant to this Chapter, to grant a liquor license while referring the application to the local Liquor Commission or Plan Commission for change of liquor license classification, at the discretion of the Liquor Commissioner the applicant may receive a partial or full refund of the application fee. (Ord. No. 244, § 3; Ord. No. 1741, § 10; Ord. No. 1749, § 2; Ord. No. 2388, § 5; Ord. No. 2450, § 3; Ord. No. 2541, § 4; Ord. No. 2735, § 1; Ord. No. 2847, § 2; Ord. No. 3064, § 1; Ord. No. 3182, § 2; Ord. No. 3343, § 1.)

SECTION 2. That Section 3-14 of the Downers Grove Municipal Code is hereby amended as follows:

3-14. Term; fees.

- (a) The term of each license issued hereunder shall be from July 1 to June 30.
- (b) The fee for the various classes of licenses shall be as follows:

License	Annual Fee
"A"	\$ 1,400.00\$1,460.00
"B-1"	975.00\$1,075.00
"B-2"	750.00\$850.00
"B-3"	285.00\$450.00
"C"	335.00\$470.00
"C-1"	750.00\$850.00
"D-1"	2,550.00\$2,630.00
"D-3"	1,650.00\$1,750.00
"D-4"	2,550.00\$2,770.00
"D-5"	2,550.00\$2,630.00
"E-1"	2,550.00\$2,630.00
"E-2"	2,550.00\$2,630.00
"F"	2,550.00\$2,730.00
"G-1"	975.00\$1,075.00
"G-2"	2,550.00\$2,630.00
"H"	975.00\$1,075.00
"I"	700.00\$765.00
"R"	2,550.00\$2,700.00
"R-1"	975.00\$1,150.00
"T"	700.00\$765.00

(c) Except as provided herein, there shall be no refund or proration of the license fee for any portion of a year prior to issuance or during which licensee ceases to engage in the business of selling alcoholic liquor. For any license issued on or after the first day of January of any year, the license fee shall be prorated by dividing the fee set forth in subsection (b) by twelve and multiplying the resulting sum by the number of months, or parts thereof, remaining in the license year.

(d) For any change in classification issued on or before the first day of January of any year, the licensee shall be awarded a credit in the amount of the license fee previously paid by licensee in same license year for the same establishment.

(e) The annual fee shall be due and payable June 30 in each year. No licensee shall continue to engage in the business of selling alcoholic liquor unless such fee has been paid.

(f) All required fees shall be paid at the time of issuance of the license after approval by the local Liquor Commissioner pursuant to Section 3-12 of this Chapter. All such fees shall be forthwith deposited with the Village Treasurer.

(g) It is the intention of the Village to review and, if justified, adjust license fees annually based upon the costs and expenses incurred by the Village to administer this section. Provided, however, nothing herein shall require such review nor impair or prohibit any adjustment in fees as may from time to time, be approved by the Council. (Ord. No. 244 §§ 5, 6; Ord. No. 279, § 1; Ord. No. 356, § 1; Ord. No. 634, § 1; Ord. No. 635, § 1; Ord. No. 1059, § 1; Ord. No. 1200, § 1; Ord. No. 1465, § 1; Ord. No. 1741, §§ 15 to 17; Ord. No. 2167, § 4; Ord. No. 2246, § 1; Ord. No. 2388, § 7; Ord. No. 2541, § 6; Ord. No. 2735, § 1; Ord. No. 3050, § 2; Ord. No. 3377, § 1.)

SECTION 3. That Section 3-30 of the Downers Grove Municipal Code is hereby amended as follows:

3-30. Outdoor sales.

(a) Subject to the approval of the Liquor Commissioner, the sale, service and consumption of alcoholic liquor in an outdoor seating area may be permitted adjacent to premises licensed to sell alcoholic liquor for consumption on the premises; subject to the following conditions:

(1) The outdoor area is enclosed; and

(2) The outdoor area is owned or leased by the licensee; and

(3) The outdoor area is included as part of the regular food service business located on the licensed premises; and

(4) Access to the outdoor area is through the licensed premises, and no direct entrance to or exit from such area is available other than emergency exits.

(5) Seating in the outdoor area shall not be included to meet the required guest seating capacity for any license classification as established in Section 3-13 of this Chapter.

(6) A sidewalk cafe license as provided in Chapter 19 of the Downers Grove Municipal Code shall be required for any outdoor seating area conducted wholly or partially upon Village controlled property.

(b) Applications for the establishment an outdoor seating area, or the amendment of an existing outdoor seating area, shall be filed on such forms and with such information as may be directed by the Liquor Commissioner. The fee for such application shall be ~~\$360.00~~ four hundred twenty-five dollars (\$425.00). Provided, in the event an outdoor seating area application is filed and processed in conjunction with an application for issuance of a liquor license under Section 3-9, the outdoor seating area application fee shall be ~~\$180.00~~ two hundred fifteen dollars \$215.00. The Liquor Commissioner may refer an outdoor seating area application to the Liquor Commission for review and comment.(Ord. No. 2735, § 1; Ord. No. 2945, § 2.)

SECTION 4. That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 5. That this ordinance shall be in full force and effect from and after its passage and publication in the manner provided by law.

Mayor

Passed:

Published:

Attest: _____

Village Clerk

[liq-fees]