



Office of the City Manager

ACTION CALENDAR

July 10, 2007

To: Honorable Mayor and
Members of the City Council

From: *PK* Phil Kamlarz, City Manager

Submitted by: Manuela Albuquerque, City Attorney
Gregory Daniel, Code Enforcement Supervisor

Subject: Draft Ordinance Establishing Operating Standards for Alcohol Outlets and
Fee Options

RECOMMENDATIONS

Consider the draft ordinance and fee structure options and give staff guidance as to the preferred fee structure.

FISCAL IMPACTS OF RECOMMENDATION

The intent of the proposal is to raise sufficient funds through fees on alcohol outlets to fund 1.5 additional FTE staff (\$150,000) for increased enforcement. All fee options are designed to yield a sufficient amount of funds. The funding for the additional staff will be included in a future Amendment to the Appropriations Ordinance once the ordinance and fee structure have been adopted by the Council.

CURRENT SITUATION AND ITS EFFECTS

On January 30, 2007, the Council directed staff:

- to report back on enforcement resources and approaches, including FTE resources after meeting with BAPAC; and
- to review other agency “deemed approved” ordinances relative to required training (consider recommendation of the California Grocers Association in letter dated January 30, 2007) and record keeping, establishment of “best practices” and minimum operating standards, look at provisions for those that are grandfathered in and options (including amortization) for implementing minimum operating standards that would capture grandfather[ed] and nonconforming uses.

BACKGROUND

As directed by the City Council, City staff have now met with BAPAC representatives and reviewed numerous “deemed approved” ordinances identified by BAPAC and others.

Staff have also determined the likely costs of an enhanced alcohol enforcement program. We discuss each below.

1. “Deemed Approved” Ordinances and Proposed Operating Standards Ordinance

As the Council will recall, the BAPAC report proposed a “deemed approved” program for legal nonconforming alcohol outlets. Such a program has three elements:

1. regulatory provisions that apply specifically to legal nonconforming alcohol outlets;
2. a significant investment of staff and resources solely for alcohol-related enforcement activities; and
3. an annual fee to pay for administration and enforcement of these regulatory provisions.

As explained by BAPAC representatives, BAPAC’s proposal would impose the fee only on legal nonconforming alcohol outlets. (Necessarily, increased enforcement would be limited to such outlets.)

In response to the Council’s directive, staff reviewed numerous “deemed approved” ordinances from around the state. They are generally almost identical to each other, and therefore suffer from the flaws noted in staff’s January 30, 2007, report. Specifically, they merely restate Berkeley’s existing nuisance standard as a prohibition rather than as a definition. They do not impose new or additional limitations on how alcohol outlets may operate.

To address these limitations and strengthen regulations on alcohol outlets, staff developed a new ordinance that imposes specific operating standards intended to prevent nuisances from occurring on all alcohol outlets. (Attachment 1.)

The broader applicability of the proposed ordinance is necessary for two reasons. First, given the amount of funds needed and the relatively small number of such outlets, a program limited to legal nonconforming outlets would be impracticable. Moreover, an enforcement program supported by fees on legal nonconforming alcohol outlets would be limited to such outlets, yet alcohol-related problems (*e.g.*, sales to minors, disturbances) are not limited to legal nonconforming outlets. For instance, certain types of permitted on-sale establishments also cause public nuisance problems, such as late night disturbances, and virtually all types of outlets sell to minors.

Although the ordinance is still in draft form, its key points are as follows.

All alcohol establishments, both off-sale and on-sale would be required to comply with various operating standards, covering issues such as:

- obeying applicable laws (including Responsible Beverage Service training and avoiding nuisances);

- notifying the City when an outlet closes;
- ensuring that the premises are secure by having adequate lighting and visibility,
- keeping landscaping in good condition;
- removing refuse, litter and graffiti, and repairing broken windows, promptly;
- keeping adequate records of employees and police calls;
- labeling packaging with the name of the outlet;
- refusing to sell to or serve customers who create public nuisances; and
- not allowing loitering inside the outlet.

In addition, outlets that do not comply with these requirements would be required to comply with supplemental standards and pay a supplemental fee:

- enrollment in a mandatory 2 year supplemental inspection program and payment of a supplemental fee therefore (this would depend on which fee structure option the Council chooses; see next section of this report);
- availability for quarterly meetings with neighborhood residents;
- installation of video cameras; and
- better cash handling procedures.

The ordinance would be enforced by an additional FTE City enforcement employee with ½ FTE administrative support, operating out of the Code Enforcement Office. The estimated cost would be \$150,000 per year. Possible fee structures for raising sufficient funds, and other fee-related issues, are discussed in the next part of this report. Fees would be charged to the operator of the outlet, but would also be the liability of the property owner.

With respect to the ordinance itself, we request the Council's guidance specifically on the following issues:

1. Should the operating standards apply to all alcohol outlets (*i.e.*, on- and off-sale, legal nonconforming and permitted) or only some subset?
2. Are the operating standards generally appropriate?
3. Are any of the operating standards too strict?
4. Are operating standards that would prevent specific types of alcohol-related problems missing?
5. Should there be additional operating standards for particular types of outlets beyond those identified in the ordinance?
6. Is the proposed ordinance sufficient/too complicated?

2. Inspection Program and Potential Fee Structures

As noted, the operating standards ordinance as currently proposed would apply to all retail alcohol outlets. Each alcohol outlet would be expected to operate at all times in a manner that fully complies with the proposed operating standards. All alcohol outlets would be inspected and monitored on an annual basis for conformance with the proposed operating standards, requiring new staff resources.

The inspection program would increase the level of public health, safety and welfare with respect to alcohol outlets by monitoring their compliance with the proposed operating standards, other Berkeley Municipal Code requirements and ABC operating standards and license conditions.

The expectation is that every alcohol outlet would be inspected at least annually, and problematic outlets would be inspected on a more frequent basis. . The Code Enforcement Unit would conduct daily-unannounced inspections of selected alcohol outlets.

Initially the alcohol inspections would occur as follows:

Outlet Types	No. Outlets	Inspection Schedule	No. Quarterly Inspections	No. Annual Inspections
All Off-sale	86	Quarterly	86	344
All Public Premise and On-sale	224	Annual	56	224
Total	310		142	568

Inspections that reveal noncompliance with the operating standards or other legal requirements (such as other local or state law ordinance requirements) would result in a written notice to the alcohol outlet operator, property owner and ABC. The written notice will detail the results of any violations found during the inspections and the consequences of those violations. Violations may result in citations being issued to the liquor license holder and/or the property owner. Violations of the proposed operating standards could also result in imposition of supplemental standards, as well as enrollment of the offending outlet for two years in a supplemental inspection program and payment of a supplemental inspection fee (depending on which fee structure the Council chooses).

The Council has several options for allocating fees among those outlets.

As of May 2007, there were a total of 310 retail alcohol outlets in Berkeley, as shown in the following table. This table shows the breakdown of the various major retail alcohol outlets in Berkeley, by license type. It omits types of licenses that do not generally cause public nuisance problems or sales to minor violations, such as private clubs, wholesalers, manufacturers, importers, blenders, etc. It also does not include temporary and event licenses, most of which are issued to existing licensees who already have on-sale licenses.

Outlet types	No. Outlets	No. Outlets
Off-sale general (21)	33	
Off-sale beer and wine (20)	53	
Legal nonconforming off-sale (20 + 21)*		44
Permitted off-sale (20 + 21)*		42
All off-sale (20 + 21)	86	86
Public Premises (40 + 42 + 48)	11	11
All other on-sale (41 + 47)	213	213
Total of all outlets (on- and off-sale)	310	310

* These categories refer to the zoning status of off-sale retail establishments, not their license categories.

The three tables that follow show various options for fee structures that would raise enough funds to support enforcement of the operating standards ordinance.

Options 1 and 2 show examples of possible fee levels if the total budget of \$150,000 were raised entirely by flat annual fees on alcohol outlets.

Option 1 shows 4 alternative flat fee levels, depending on the type (and therefore the number) of outlets charged. For instance, if an annual fee only on legal nonconforming outlets supported the entire enforcement program, the fee would be \$3410. In contrast, if the fee were imposed on all 310 outlets, it would be \$484. Imposing the fee on other combinations of outlet types would yield intermediate fees. Option 1 simply shows four possibilities, but there are others.

Option 1
4 Alternative Annual Flat Fees, By License Types

Options	Alternative 1	Alternative 2	Alternative 3	Alternative 4
Outlet types	Legal nonconforming off-sale (20 + 21)	All off-sale (20 + 21)	All off-sale + public premises (20 + 21 + 40 + 42 + 48)	All outlets (on- and off-sale)
No. outlets	44	86	97	310
Fee amount	\$3410	\$1744	\$1546	\$484
Total	\$150,000	\$150,000	\$150,000	\$150,000

Option 2 shows an annual flat fee structure in which various types of outlets are charged, but at different levels. The different fee levels are intended to reflect the different degrees to which different types of outlets contribute to alcohol-related problems. Thus, legal nonconforming outlets would pay more, while on-sale outlets would pay less. Again, Option 2 is just one example. For instance, on-sale outlets could be charged different rates depending on whether they are *bona fide* eating places. (On the other hand, some outlets that qualify as *bona fide* eating places tend to cause more problems than some outlets that are not, based on other factors such as clientele and hours.)

Option 2
Combined Annual Flat Fees By License Types

Outlet types	Legal nonconforming off-sale	Permitted off-sale	All on-sale (40 + 41 + 42 + 47 + 48)
No. outlets	44	42	224
Fee	\$1700	\$500	\$250
Total fee by outlet type(s)	\$74,800	\$21,000	\$56,000
Total	\$151,800		

Finally, Option 3 shows a flat annual fee structure similar to Option 2, but combined with a supplemental fee charged to outlets that violate the operating standards. This has the effect of lowering the fee on outlets that comply with the operating standards and charging higher fees for violations to the ordinance. In this option, flat fees make up 54% of the fees and violations 46%. This type of structure is fairer in that it imposes more of the cost on outlets that do not comply with the operating standards. However it has the disadvantage of yielding a less certain total annual amount, because approximately 46% of the total is based on violations, which may or may not occur, and over time will decrease. Thus this option would likely require annual adjustment.

Option 3
Combined Annual Flat Fees Plus Supplemental Fee

Outlet types	Legal nonconforming off-sale	Permitted off-sale	Public premises (40 + 42 + 48)	All other on-sale (41 + 47)
No. outlets	44	42	11	213
Flat fee amount	\$400	\$400	\$400	\$200
Annual base budget by outlet type	\$17,600	\$16,800	\$4400	\$42,600
Total annual base budget	\$81,400			
Supplemental fee amount	\$1000/violation (assuming 69 violations/year) = \$69,000			
Total annual fees	\$150,400			

With respect to the possible fee structures, we request the Council’s guidance specifically on the following issues:

1. Should the fees apply to all alcohol outlets (*i.e.*, on- and off-sale, legal nonconforming and permitted) or only some subset?
2. Should different fees be charged to different type of outlets?
3. Should some proportion of the annual budget be fees raised by charging outlets that violate the operating standards?

3. Next Steps

Once the Council provides direction to staff, staff will refine the proposals described in this report accordingly and meet with representatives of the industry and the local community to obtain their comments and concerns. We anticipate that we would then be

able to return to the Council in the autumn for adoption of the ordinance and a public hearing on the fees.

RATIONALE FOR RECOMMENDATION

See preceding discussion.

ALTERNATIVE ACTIONS CONSIDERED

See preceding discussion.

CONTACT PERSON

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Attachments:

- 1: Draft Operating Standards Ordinance
- 2: Proposed Enforcement Program & Budget

ORDINANCE NO. – N.S.

ADDING NEW CHAPTER 9.88 TO THE BERKELEY MUNICIPAL CODE TO IMPOSE STANDARDS FOR THE PREVENTION OF NUISANCES BY ALCOHOL OUTLETS

BE IT ORDAINED by the Council of the City of Berkeley as follows:

Section 1. That Berkeley Municipal Code Chapter 9.88 is hereby added to read as follows:

Chapter 9.88 Operating Standards for Alcohol Outlets

- 9.88.010 Applicability**
- 9.88.020 Findings and Purposes.**
- 9.88.030 Definitions.**
- 9.88.040 Operating Standards.**
- 9.88.050 Compliance Inspection**
- 9.88.060 Inspection Program**
- 9.88.070 Enrollment in Supplemental Inspection Program Upon Violation—
Supplemental Fee.**
- 9.88.080 Violation—Penalty—Public Nuisance—Finality of Administrative
Citations.**

9.88.010 Applicability

A. The provisions of this Chapter shall apply to all Alcohol Outlets.

B. The provisions of this Chapter are intended to create standards and a monitoring program designed to prevent alcohol outlets from creating a public nuisance, and are in addition to any other applicable obligations imposed on such outlets imposed by federal state or local law.

C. Nothing in this Chapter is intended nor shall prevent the City from imposing more stringent, site-specific operating requirements and conditions through other applicable permitting and approval and enforcement processes. In the event of a conflict between an operating regulation set forth in this Chapter and a requirement or condition contained in any other applicable permit or approval, the more stringent or restrictive requirement or condition shall apply.

9.88.020 Findings and Purposes.

A. The City Council finds that there has been a pattern and history of alcohol outlets conducting their operations with respect to the sales and service of Alcoholic Beverages in manner which violate existing laws and standards by sales to persons who are inebriated, who are under the age of 21 and who engage in public drunkenness drunk driving and other conduct constituting a public nuisance in the vicinity of such outlets and thus that significantly reduce the quality of life in both commercial and residential areas and pose a threat to public safety.

B. The City Council further finds that sales and service of alcohol after 10:00 p.m. in particular frequently and materially contributes to public nuisance conditions that significantly impair the livability and quality of residential and commercial neighborhoods.

C. According to a 2004 Safer California Universities Study, 28.1% of UC Berkeley students said it was “very easy” or “easy” to find a bar within two miles of campus where they could buy alcohol without showing an ID, 29.5% for a liquor/grocery or convenience store, and 31.40% for a restaurant.

D. According to a recent Alameda County BHCS AOD Youth Survey 23% of Berkeley High students (and 40% of Berkeley Alternative students) gain access to alcohol through local supermarkets and liquor stores.

E. The purpose of this Chapter is to address these problems by mandating appropriate operating standards for Alcohol Outlets, which will reduce public nuisances associated with Alcohol Outlets.

9.88.030 Definitions.

As used in this Chapter, the following words and phrases have the meanings set forth in this Section:

A. “Alcoholic Beverage” shall have the same meaning as in Business & Professions Code section 23004 or any successor section.

B. “Alcohol Outlet” means any physical location or structure from which any Alcoholic Beverage may be sold or served at retail pursuant to a license granted by the California Department of Alcoholic Beverage Control.

C. “Problem Alcohol Outlet” means any Alcohol Outlet that has been the location of a violation of any operating standard or supplemental operating standard set forth in this Chapter or any violation of laws or regulations relating to licensing of alcohol sales or service under state law.

D. “Operator” means any person responsible for the way in which an Alcohol Outlet is maintained, managed or operated at any time.

E. “Owner” means any person who owns the real property in which the Alcohol Outlet is located or has an ownership interest in an Alcohol Outlet.

9.88.040 Operating Standards.

The Owner and Operator of an Alcoholic Outlet shall keep the premises thereof in a clean and safe condition by, at a minimum, complying with the following operating standards.

A. General standards.

1. Taking affirmative steps to ensure that patrons of the establishment do not engage in activities that constitute a nuisance as defined in Section 23B.64.020.

2. Complying with Chapter 9.84 of this Code.

3. Notifying the City of Berkeley Zoning Officer whenever an Alcohol Outlet has been, or is planned to be, closed for at least 10 business days.

B. Security.

1. Windows, including the glass area of doors, shall be kept reasonably clean.

2. The area of windows above 36” from exterior grade shall be unobstructed by any window covering which would prevent viewing of the interior of the premises from the exterior of the premises during business hours..

3. Lighting within and at the entrance(s) to the Alcohol Outlet shall be installed and maintained to ensure the safety of the public and the employees of the Alcohol Outlet as determined by the Berkeley Police Department.

4. Landscaping on the premises shall be maintained in such a manner that it does not provide any location for hiding or concealment.

ATTACHMENT 1

5. The Alcohol Outlet shall be operated in a manner that does not create or result in any significant adverse impacts upon its premises or within 300 feet thereof.

C. Appearance and cleanliness.

1. All refuse on the premises shall be properly removed and stored, and disposed of, each business day.

2. Litter shall be removed from the premises regularly.

3. Broken windows shall be repaired within 48 hours.

4. Paint and trim shall be kept in good condition.

5. Graffiti shall be removed within 24 hours.

6. Driveways, sidewalks and landscaping on the premises of the Alcohol Outlet shall be kept clear and clean.

D. Operations.

1. Records shall be kept of all employees and Operators and the hours each employee or Operator works at the Alcohol Outlet.

2. The Operator and any employees shall log all calls to law enforcement and emergency service agencies. The log shall include at a minimum, the time and date of the call, the agency called, the reason for the call and the person who made the call. Such logs shall be retained for 1 year and shall be made available to the Berkeley Police Department on request.

3. No item sold shall be packaged except in a bag bearing the name of the establishment.

4. The Operator and any employees shall refuse to sell any product or provide any service to any patron who, in the vicinity of the Alcohol Outlet and shall promptly report all such incidents and the identity of the perpetrator to the Berkeley Police Department:

a. drinks Alcoholic Beverages in public or on neighbors' properties;

b. creates excessive noise, particularly between the hours of 11:00 p.m. and 7:00 a.m., that would cause any discomfort or annoyance to any reasonable person of normal sensitiveness residing in the area in connection with his or her patronage of the Alcohol Outlet;

c. violates chapter 13.36 or 13.37 or impairs the free use of the sidewalk by engaging in intimidating or threatening conduct, such as such as blocking the sidewalk or threatening passers-by;

d. litters on public or private property;

e. buys or attempts to buy Alcoholic Beverages while obviously intoxicated;

f. defecates or urinates on public or the private property of another; or

g. commits any disturbance of the peace or other violation of law in the vicinity of the

Alcohol Outlet.

5. The Owner shall promptly pay any fee or charged imposed under this Chapter.

E. Additional Standards for type 20 and 21 Alcohol Outlets.

1. No more than 15% of the area of windows and 10% of the glass area of doors may be obscured by signage or personal property or merchandise.

2. No person may loiter inside the Alcohol Outlet for more than 10 minutes without purchasing products sold there.

3. Lighting inside the Alcohol Outlet shall be installed and maintained to ensure visibility of all areas to the extent permitted by shelving, stock, etc.

4. A non-flammable refuse container shall be placed inside the premises near the entrance, and shall be emptied frequently enough to ensure that it does not overflow.

F. Additional Standards for Problem Alcohol Outlets.

In addition, Problem Alcohol Outlets shall comply with the following Supplemental Operating Standards, as determined by the Berkeley Police Department, and be enrolled in the mandatory inspection program pursuant to Section 9.88.040.

1. The Operator shall meet with residents within a three-block area to discuss any issues related to the Alcohol Outlet's operation and impact on the neighborhood, at least every quarter.

2. Up to 2 exterior video cameras shall be installed in a location or locations determined by the Berkeley Police Department and maintained to record all activity during operating hours that takes place in the immediate vicinity of the Alcohol Outlet but that is not visible from register. Recording media shall be retained for a period of 90 days from the date of recordation and shall be made available to the Berkeley Police Department on request.

3. To the extent feasible, cash registers shall be moved to a location that is readily visible from nearby exterior locations.

4. Proper cash handling procedures and practices that reduce the risk of robbery shall be implemented.

9.88.050 Compliance Inspection

All City employees who have any responsibility for enforcing or administering this Chapter shall have the power and authority to enter an Alcohol Outlet during regular business hours to inspect its and determine compliance with the provisions of this Chapter.

9.88.060 Inspection Program

A. The Owner of every Alcohol Outlet shall pay an annual inspection program fee as set forth in a resolution adopted by the City Council.

B. The fee shall be used for the administration of the inspection program under this Chapter and to conduct regular inspections.

C. In the event payment has not been received after thirty (30) days from the date the notice to pay was mailed, an additional penalty assessment shall be added to the required inspection program fee pursuant, in an amount set forth in a resolution adopted by the City Council.

D. Failure to pay the fee required pursuant to this Chapter shall not excuse the Operator or Owner from the responsibility of ensuring compliance with the other provisions of this Chapter.

E. The City Manager or his or her designee may cause any Alcohol Outlet to be inspected at any time during regular business hours to determine if it is in compliance with the provisions of this Chapter, other applicable provisions of this Code, and state law. All inspections shall be performed in accordance with Chapter 1.16 of this Code.

F. The Owner and Operator shall be provided a written report of an inspection within a reasonable time after the inspection.

G. Should any inspection reveal noncompliance with any of the provisions of this Chapter, a reinspection shall be conducted after allowing a reasonable time to cure the violation. The cost of any such reinspection shall be billed to the Owner in the amount set forth in a resolution adopted by the City Council.

9.88.070 Enrollment in Supplemental Inspection Program Upon Violation— Supplemental Fee.

A. Within thirty days of written notice of any violation of an Operating Standard, an Alcohol Outlet shall be enrolled in a supplemental inspection and monitoring program for the following 24 months, and shall pay a supplemental fee set by resolution of the City Council to pay the costs of that program. The Alcohol Outlet shall continue to be subject to the supplemental monitoring

and inspection program and payment of the supplemental fee until 24 months have passed since its most recent prior violation of this an Operating Standard or Supplemental Operating Standard.

B. In cases where an Operator or Owner is notified of a violation of this Chapter and enrollment under this Section, he or she may appeal the determination of violation as follows.

1. In cases where the written notice required by this Section takes the form of an administrative citation, the cited person, Operator or Owner may appeal the violation as set forth in Chapter 1.28, and the determination of violation shall be final as set forth in Section 9.88.080.

2. In all other cases, the cited person, Operator or Owner may appeal the determination of violation in the same manner and subject to the same procedures set forth in Chapter 1.28 except that the decision of the hearing officer shall be final.

9.88.080 Violation—Penalty—Public Nuisance—Finality of Administrative Citations.

A. Violation of this Chapter is a misdemeanor punishable as set forth in Chapter 1.20 of this code, but may be charged, in the discretion of the prosecutor, as an infraction.

B. 1. Nothing in this Chapter in any way limits any other remedy that may be available to the City, or any penalty that may be imposed by the City, including but not limited to, under Chapters 1.24, 9.84, 23B.60 and 23B.64.

2. Any violation of this Chapter is a public nuisance, as well as a violation of applicable law, for purposes of Chapters 1.24, 23B.60 and 23B.64.

C. A person shall be conclusively presumed to have committed any violation of this Chapter that was the subject of any administrative citation that became final within the prior 12 months.

D. For purposes of this Chapter, an administrative citation becomes final upon the expiration of the deadline for the cited person to request an administrative hearing under Chapter 1.28, or, if an administrative hearing is requested and the hearing officer determines that the violation occurred, the expiration of the deadline for seeking judicial relief as set forth in Chapter 1.28.

E. If a person cited seeks judicial relief, the administrative citation is final when the resulting judgment final if the judgment determines that the violation occurred.

Section 2. If any section, subsection, sentence, clause or phase or word of this ordinance is for any reason held to be unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council of the City of Berkeley hereby declares that it would have passed and adopted this ordinance and each and all provisions thereof irrespective of the fact that any one or more of said provisions be declared unconstitutional.

Section 3. Copies of this Bill shall be posted for two days prior to adoption in the display case located near the walkway in front of Council Chambers, 2134 Martin Luther King Jr. Way. Within fifteen days of adoption, copies of this Ordinance shall be filed at each branch of the Berkeley Public Library and the title shall be published in a newspaper of general circulation.

The Alcohol Inspection Program will conduct 568 inspections annually. The 86 Off-sale outlets will be inspected four times each year for a total 344 annual Off-sale inspections. The 224 On-sale outlets will only be inspected once annually.

Code Enforcement - Estimated Annual Alcohol Enforcement Cost		
<u>Annual Inspections by category</u>		
Type 20/21 Off-sale	86 Outlets @ 4 inspections per year	344.00
Type 40/41/42/47/48 On-sale	224 Outlets inspected annually	224.00
Total Annual Inspections		568.00
<u>Code Enforcement Hourly Rates</u>		
		Including Fringe
Code Enforcement Officer	\$35.35	\$53.47
Code Enforcement Supervisor	41.69	\$63.06
Office Specialist	\$27.08	\$40.96
<u>Inspection</u>		
	<u>Time</u>	
Records Research	568 @ 40min	\$20,227.21
CE Officer Site Inspection	568@ 40min	\$20,227.21
CE Officer (.5 FTE) Site Inspection *	284@ 40min	\$10,113.61
Issue Notice of Violation	170@ 60min	\$4,555.68
CE Officer Re-inspection	255@ 20min	\$13,667.04
<u>Supervision</u>		
Pre-Inspection Review	568 @ 30min	\$17,909.12
Post-Inspection Review	568 @ 30min	\$17,909.12
<u>Clerical Support</u>		
		Hrs/Week
File Maintenance	1.5 hr/day	7.5
Data Entry	1.5hr/day	7.5
NOV mail merge/mailing	1.5/2 days	3
NOV/Inspection Report PDF	1.5/2 days	3
Total clerical weekly hours/salary		21
Total Estimated Annual Cost of the Alcohol Inspection Program		\$44,729.64
		\$149,338.64

*Two Code Enforcement Officers are assigned to Alcohol inspections. The second Code Enforcement Officer is only assigned 50% of the time.