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## City of Malden Massachusetts



### MEMORANDUM

**TO:** Mayor Gary Christenson  
All Department Heads  
Trustees, Commissions, Boards and Committees

**FROM:** Councillor-at-Large David D'Arcangelo  
Councillor-at-Large Debbie DeMaria  
Councillor Steven Ultrino  
Councillor John Matheson  
Councillor James Nestor  
Councillor Neil Kinnon

**DATE:** February 25, 2014

**RE:** Annual Reporting

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We are writing to once again ask that City Departments compile Annual Reports as required and specifically indicated under the City of Malden Ordinance 1.7, and are requesting a *"report of activities for the previous calendar year, together with any other relevant information or suggestions."*

Attached is a sample Annual Report template for your review with hopes that you find it useful in building data conformity and expedite the process of providing this important information.

Producing Annual Reports are a valuable management practice and lead to worthwhile data that can be utilized by decision makers to formulate policies that regulate our City.

Please feel free to contact us with any questions or comments.

### SECTION 3

As a Members of the Malden Licensing Board, we, James S. Conway, Chairman; Arthur Doherty, Member; and Lee A. Kinnon, Member are providing this 2013 Annual Report in compliance with City of Malden Ordinance 1.7.

We are pleased to furnish to the City Council with this report of activities for the previous calendar year. This includes a statement of receipts and expenditures and a schedule of materials, tools and property of all kinds on hand over the past fiscal year.

#### OVERVIEW

1. One of the key elements of the Licensing Board's mission is to protect the public safety by ensuring that licenses are exercised in such a manner so as to protect the common good. To that end, our primary goal is to educate licensee's to prevent violations of the law.
2. Board Members attend educational seminars for any updates to the law of the ABCC Rules and Regulations.
3. The Alcoholic Beverages Control Commission encourages licensee's to be informed and responsible. Our goal is to help prevent problems before they happen.

The Board provides the State Guide to Liquor Laws and our own General Rules for Licensees of Alcoholic Beverages in the City of Malden for:

- a. Chapter 138, Sec. 12-Sales of Alcoholic Beverages to be drunk on the premises
- b. Chapter 138, Sec 15-Sales of Alcoholic Beverages not to be drunk on the premises.
- c. Entertainment – General rules for entertainment licenses granted to licensees pursuant to Massachusetts General Laws, Chapter 138, Section 12 for sales of alcoholic beverages to be drunk on the premises.

Any and all licenses issued by the Malden Licensing Board shall be governed by the Massachusetts General Laws, the Rules and Regulations of the Alcoholic Beverage Control Commission of the Commonwealth of Massachusetts and The Code of Massachusetts Regulations and the Rules and Regulations of the Malden Licensing Board.

### SECTION 1

#### STRUCTURE OF THE MALDEN LICENSING BOARD

James S. Conway is the Chairman of the Malden Licensing Board and serves with Board Members, Arthur Doherty and Lee A. Kinnon. Diane Anthony serves as Clerk to the Board.

- A. Number of employees
  - a) Managers
  - b) Staff
  - c) Union
  - d) Full-Time
  - e) Part-Time

4 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION3**

- f) Amount of Unfilled Positions \_\_\_\_\_
- g) Other (Please Specify) \_\_\_\_\_

B. Insert Organizational Chart here

**James S. Conway**  
Chairman

**Arthur Doherty**  
Board Member

**Lee A. Kinnon**  
Board Member

**Diane M. Anthony**  
Clerk

**SECTION2**  
**FACILITIES**

The Malden Licensing Board requires one office with enough space to accommodate 2 desks and at least 5 file cabinets. Currently the Board's Offices are included within the space of the City Solicitor's Office.

A. Facilities needed to accommodate your Department (*Estimate the amount of space that is needed for your staff, equipment, public interaction, etc. Estimate on per square foot basis*)

**THE MALDEN LICENSING BOARD IS LOCATED WITHIN THE OFFICE OF THE CITY SOLICITOR**

- a) Space needed for personnel \_\_\_\_\_
- b) Space needed for files \_\_\_\_\_
- c) Space needed for equipment \_\_\_\_\_
- d) Other \_\_\_\_\_
- TOTAL \_\_\_\_\_

**REVENUE**

The Malden Licensing Board collects revenue from the following:

1. \$200 application fee assessed for each application that comes before the Board;
2. License Renewal Fees (see attached) Schedule of Fees

B. All Revenues that came into the Department (*See attached List of Revenue/Income from the Licensing Board for Calendar Year 2014 attached hereto*)

- a) City Budget \_\_\_\_\_
- b) State Budget \_\_\_\_\_
- c) Federal Budget \_\_\_\_\_
- d) Grant Monies \_\_\_\_\_
- e) Licenses/Fees \_\_\_\_\_

**SECTION 3**

- f) Other

**SECTION 4**

**EXPENDITURES**

*This Section should contain a brief summary about the expenditures from your department.*

- A. All Expenditures that came out of the Department *(Insert List of accounts with amounts here or fill out below)*

a) Personnel Costs	<u>\$9,300.00</u>
i) Overtime Breakdown	_____
b) Equipment Costs	_____
i) Breakdown	_____
c) Postal Costs	_____
i) Breakdown	_____
d) Printing Costs	_____
<b>\$1,000.00</b>	_____
i) Breakdown	_____
e) Leasing Costs	_____
i) Breakdown	_____
f) Other (Please Specify) _____	_____

**SECTIONS**

**ASSETS**

*This Section should contain a brief summary about the assets of your department.*

- A. Provide a Listing of All Major Assets Under the Control of Your Department. *(This should include materials, tools, vehicles, equipment and property on hand over the last fiscal year.)*

**THE MALDEN LICENSING BOARD IS LOCATED WITHIN THE OFFICE OF THE CITY SOLICITOR AND USES THE MATERIALS, TOOLS AND EQUIPMENT OF THE CITY SOLICITOR'S OFFICE.**

## SECTION 6 PROGRAMS

*This Section should contain a brief summary about the various programs in your department.*

- A. Provide a Listing of All Programs Under the Direction of Your Department. *(Please detail where and how these programs originate from, i.e. statutory, internal, etc.)*  
*Examples include, Water Meter Program, Street Sweeping Program, etc.*

**NOT APPLICABLE**

## SECTION 7 CHALLENGES

- A. Provide a brief description of the major challenges that the Department deals with. *List Three Challenges that your Department Confronts on a Regular Basis, what issues should the Council know about?*

- 1. The Licensing Board needs to determine whether there is a public need when reviewing applications for additional package stores;**
- 2. The Licensing Board has to determine whether new liquor licenses for restaurants are desirable for both the business and the neighborhood the business inhabits;**
- 3. Provide appropriate discipline to violators while also investigating violation notices provided by the Malden Police Department**

## SECTION 8 OPPORTUNITIES

- A. Provide a brief description of Ways that the Department could take advantage of. *List Provide Three Opportunities that you foresee for your Department.*

- 1. Educate and keep informed all liquor license holders and changes in State Law or Local Ordinance which may pertain to the successful operation of a business**
- 2. Monitor compliance by liquor license holders of State Law and Local Ordinance to ensure that laws are being obeyed.**
- 3. Monitor license holders with regard to the public safety by carefully watching for incidents of overcrowding, over-serving, or serving of minors.**

## SECTION 9 CONCLUSION

*Please Note-*

*The report of the Building Inspector shall contain detailed descriptions and valuations for all real estate owned by the City or under the control of the Malden Redevelopment Authority.*

*The report of the Public Works Commission shall contain an evaluation of the condition of streets, sidewalks, sewers, parks, playgrounds and drains.*

*The report of the City Engineer shall contain an evaluation of the condition of all bridges and culverts in the City.*

*The report of the Insurance Committee shall detail the status of all fire and boiler insurance contracts*

2013	FOR:	DATE:	FEE PAID:
Pumpsy's	Application Fee	1/8/2013	\$ 200.00
Club Adriatic	Extended Hours	1/8/2013	\$ 100.00
Immaculate Conception Church	1 Day License	2/26/2013	\$ 100.00
Immaculate Conception - KOC	1 Day License	3/19/2013	\$ 100.00
District 7	Application Fee	3/19/2013	\$ 200.00
Oya Cuban Café	Application Fee	3/19/2013	\$ 200.00
Applebee's	Application Fee	4/16/2013	\$ 200.00
Oya Cuban Café	License Fee	5/10/2013	\$ 2,500.00
Temple Tifereth Israel	1 Day License	5/17/2013	\$ 100.00
ITAM WWV	Application Fee	6/18/2013	\$ 200.00
Tornado Restaurant & Lounge	Application Fee	6/18/2013	\$ 200.00
1986 KTV	Application Fee	6/18/2013	\$ 175.00
YMCA	1 Day License (2 events)	8/20/2013	\$ 200.00
Oppa's Kitchen & Bar	Application Fee	8/20/2013	\$ 200.00
Yong Yong Restaurant	Application Fee	9/3/2013	\$ 200.00
Bling	Application Fee	9/3/2013	\$ 200.00
1986 KTV	License Fee & Entertainment	9/23/2013	\$ 1,500.00
Walgreen's	Application Fee	10/22/2013	\$ 200.00
Elks	Application Fee	10/22/2013	\$ 200.00
Ferry Street Food & Drink	Application Fee	12/10/2013	\$ 200.00
Eastside AA	Application Fee	12/31/2013	\$ 200.00
Stop & Shop	Renewal Fee	12/12/2013	\$ 2,500.00
Kappy's 77 Commercial Street	Renewal Fee	12/11/2013	\$ 2,500.00
Moose	Renewal Fee	12/19/2013	\$ 2,425.00
621 Tavern	Renewal Fee	12/19/2013	\$ 3,750.00
Hibernians	Renewal Fee	12/19/2013	\$ 2,050.00
Eagles	Renewal Fee	12/18/2013	\$ 1,925.00
Italian American Citizens Club	Renewal Fee	12/19/2013	\$ 1,800.00
American Legion	Renewal Fee	12/19/2013	\$ 2,175.00
DAV	Renewal Fee	12/18/2013	\$ 2,300.00
Oak Grove Variety	Renewal Fee	12/20/2013	\$ 1,200.00
Locke Liquors	Renewal Fee	12/19/2013	\$ 2,500.00
M & M Liquors	Renewal Fee	12/19/2013	\$ 2,500.00
Pumpsy's	Renewal Fee	12/18/2013	\$ 2,500.00
Ricci's Liquor Mart	Renewal Fee	12/18/2013	\$ 2,500.00
Edge Liquors	Renewal Fee	12/16/2013	\$ 2,500.00
Sunnyhurst	Renewal Fee	12/18/2013	\$ 1,200.00
Jackson Suite	Renewal Fee	12/18/2013	\$ 2,175.00
Joti Palace	Renewal Fee	12/17/2013	\$ 2,625.00
Hugh O'Neill's	Renewal Fee	12/20/2013	\$ 3,875.00
Pasta Market	Renewal Fee	12/17/2013	\$ 2,200.00
Summer Street Fruit	Renewal Fee	12/18/2013	\$ 1,200.00
Fuloon Restaurant	Renewal Fee	12/19/2013	\$ 3,125.00
All Season's Table	Renewal Fee	12/16/2013	\$ 3,250.00
Ryan Family Amusements	Renewal Fee	12/19/2013	\$ 2,750.00
Jack's Ristorante	Renewal Fee	12/16/2013	\$ 3,125.00
Dom's Sausage	Renewal Fee	12/16/2013	\$ 1,200.00
1986 KTV -HOLD LICENSE	Renewal Fee	12/16/2013	\$ 3,500.00
Anthony's	Renewal Fee	12/23/2013	\$ 4,000.00
Morrison's	Renewal Fee	12/23/2013	\$ 3,250.00

2013	FOR:	DATE:	FEE PAID:
Kappy's 746 Main Street	Renewal Fee	12/23/2013	\$ 2,500.00
Vernon's	Renewal Fee	12/23/2013	\$ 2,500.00
Sun Kong	Renewal Fee	12/24/2013	\$ 3,250.00
OneStop Mart Store 33	Renewal Fee	12/23/2013	\$ 1,200.00
Saigon Noodle	Renewal Fee	12/23/2013	\$ 2,500.00
Papa's	Renewal Fee	12/26/2013	\$ 3,750.00
Club Italia	Renewal Fee	12/26/2013	\$ 1,925.00
Exchange St Bistro	Renewal Fee	12/26/2013	\$ 3,250.00
Hebesha Restaurant	Renewal Fee	12/26/2013	\$ 2,625.00
Tornado Restaurant & Lounge	Renewal Fee	12/26/2013	\$ 3,375.00
Dockside Centre Street	Renewal Fee	12/27/2013	\$ 4,000.00
VFW	Renewal Fee	12/27/2013	\$ 2,300.00
Elks	Renewal Fee	12/27/2013	\$ 1,925.00
Itam WWW	Renewal Fee	12/30/2013	\$ 2,125.00
Pearl Street Station	Renewal Fee	12/30/2013	\$ 4,000.00
Irish American	Renewal Fee	12/30/2013	\$ 2,175.00
Kapys Bennett Highway	Renewal Fee	12/30/2013	\$ 2,500.00
Robinson's	Renewal Fee	12/30/2013	\$ 1,200.00
Salem Street Market	Renewal Fee	12/30/2013	\$ 1,200.00
Pisa Pizza	Renewal Fee	12/27/2013	\$ 3,125.00
Serena Ristorante	Renewal Fee	12/27/2013	\$ 3,125.00
John Brewers Tavern	Renewal Fee	12/27/2013	\$ 3,375.00
Ravi's	Renewal Fee	12/27/2013	\$ 3,500.00
Dockside at Riverview	Renewal Fee	12/27/2013	\$ 3,375.00
District 7	Renewal Fee	12/30/2013	\$ 3,375.00
Quarrystone	Renewal Fee	12/27/2013	\$ 1,200.00
Pho Hoa	Renewal Fee	12/30/2013	\$ 2,500.00
Club Adriatic	Renewal Fee	12/30/2013	\$ 2,050.00
Bossa Nova	Renewal Fee	12/30/2013	\$ 3,500.00
Oya Cuban Café	Renewal Fee	12/30/2013	\$ 2,875.00
Yong Yong Restaurant	Renewal Fee	12/27/2013	\$ 2,500.00
Patrick's	Renewal Fee	12/31/2013	\$ 4,125.00
Lyons Liquor	Renewal Fee	12/31/2013	\$ 2,500.00
Eastside	Renewal Fee	12/31/2013	\$ 2,050.00
Patio on Broadway	Renewal Fee	12/31/2013	\$ 3,750.00
Fizz Edz	Renewal Fee	12/31/2013	\$ 3,750.00
Bling	Renewal Fee	12/31/2013	\$ 3,750.00
Rain	Renewal Fee	12/31/2013	\$ 4,125.00
Oppa's Kitchen & Bar	Renewal Fee	12/31/2013	\$ 3,000.00
No. 9 Ale House	Renewal Fee	1/2/2014	\$ 3,250.00
<b>TOTAL</b>			<b>\$ 193,075.00</b>