

BOARD OF LICENSE COMMISSIONERS - 120

MISSION AND SERVICES

Mission - The Board of License Commissioners provides alcoholic beverage management services to the citizens, residents and visitors of Prince George's County in order to promote and maintain quality alcoholic beverage establishments that operate in a manner that benefits the community.

Core Services -

- Enforcement of laws and regulations regarding the sale and service of alcoholic beverages to address quality of life issues associated with alcoholic beverage establishments
- Schedule and assemble monthly administrative hearings regarding the issuance, violation and management of alcoholic beverage licenses
- Accept and process new, transfer and renewal applications in compliance with Article 2B of the Annotated Code of Maryland

Strategic Focus in FY 2015 -

The agency's top priorities in FY 2015 are:

- Increase the percentage of licensed premises refusing to sell to underage volunteer operatives by continuing to perform compliance checks with an underage operative
- Require compliance with Section 6-201 of Article 2B of the Annotated Code of Maryland, Special Entertainment Permit by ensuring licensed premises are aware of the requirement of the Special Entertainment Permit
- Address quality of life issues by ensuring that licensed premises operate in compliance with the type and class of license issued

FY 2015 BUDGET SUMMARY

The FY 2015 approved budget for the Board of License Commissioners is \$1,037,400, an increase of \$68,700 or 7.1% over the FY 2014 budget.

Budgetary Changes -

FY 2014 BUDGET	\$968,700
One-time expense for capital outlay includes moving expense and new file cabinets	\$55,000
Fringe benefits as a percentage of compensation changes from 35.1% to 38.0% to align with actual	\$18,600
Decrease in compensation due to attrition and lapse	(\$1,300)
Decrease in office automation, mileage reimbursement, and other operating cost to align with actual	(\$3,600)
FY 2015 APPROVED BUDGET	\$1,037,400

SERVICE DELIVERY PLAN AND PERFORMANCE

GOAL 1 - Increase licensee compliance with alcoholic beverage laws and regulations.

Objective 1.1 - Increase the percentage of licensed premises refusing to sell to underage volunteer operatives.

Targets	Long Term Target Compared with Performance																					
<p>Short term: By FY 2015 - 85%</p> <p>Intermediate term: By FY 2017 - 90%</p> <p>Long term: By FY 2019 - 100%</p>	<table border="1"> <caption>Long Term Target Compared with Performance</caption> <thead> <tr> <th>Fiscal Year</th> <th>Performance (%)</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>FY 2011</td> <td>94%</td> <td>Actual</td> </tr> <tr> <td>FY 2012</td> <td>85%</td> <td>Actual</td> </tr> <tr> <td>FY 2013</td> <td>82%</td> <td>Actual</td> </tr> <tr> <td>FY 2014</td> <td>75%</td> <td>Estimated</td> </tr> <tr> <td>FY 2015</td> <td>80%</td> <td>Projected</td> </tr> <tr> <td>FY 2019 (Target)</td> <td>100%</td> <td>Long Term Target</td> </tr> </tbody> </table>	Fiscal Year	Performance (%)	Status	FY 2011	94%	Actual	FY 2012	85%	Actual	FY 2013	82%	Actual	FY 2014	75%	Estimated	FY 2015	80%	Projected	FY 2019 (Target)	100%	Long Term Target
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FY 2019 (Target)	100%	Long Term Target																				

Trend and Analysis - In FY 2013, under the direction of the Chief Liquor Inspector, the Board of License Commissioners implemented a policy to realign the inspection process. Specifically, the number of routine inspections will decrease to allow the agency to redeploy resources from routine inspections to focused inspections. As a result, the FY 2014 estimated and FY 2015 projected number of inspections decrease by 43% below the FY 2013 total of 4,211. Focused inspections, a new category introduced in FY 2013, will be driven by complaints, quality of life issues and license holders suspected of serving to underage patrons. This addition required special training of its inspectors. In FY 2013, the Board of License Commissioners noted a decrease in the percentage of alcoholic beverage establishments refusing to sell to underage consumers with a success rate of 82%.

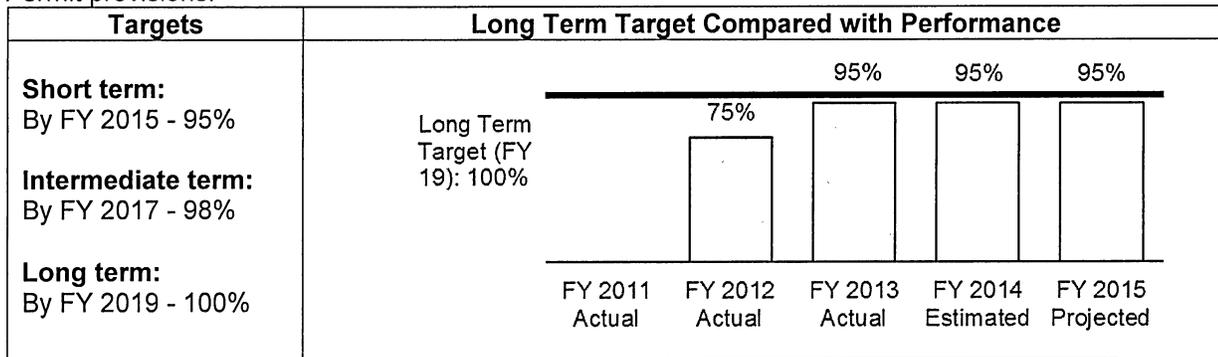
Performance Measures –

Measure Name	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Resources (input)					
Number of volunteer minor operatives	2	2	2	2	2
Number of liquor inspectors	28	24	22	24	32
Number of alcoholic beverage inspectors responsible for inspections	25	24	22	24	32
Number of alcoholic beverage inspectors responsible for compliance checks	3	3	22	24	32
Workload, Demand and Production (output)					
Number of alcohol beverage business licenses suspended/revoked	5	1	1	2	2
Number of licensed premises in the County	594	615	599	640	640
Number of alcoholic beverage license hearings held	26	36	33	34	34
Number of routine inspections	5,063	6,000	4,211	2,400	2,400
Number of focused Inspections [NEW]			0	3,500	3,500
Number of compliance checks	123	120	297	200	200
Number of event and special inspections	273	250	55	0	0
Number of new alcoholic beverage licenses approved	33	24	10	12	12
Average number of compliance checks per licensed premise	20%	20%	50%	25%	25%
Percent of licensed establishments inspected monthly	85%	90%	57%	25%	30%
Number of licenses expired for unpaid taxes			0	2	2
Efficiency					
Average number of inspections per assigned alcoholic beverage inspector	203	250	337	200	200
Average number of compliance checks per assigned alcoholic beverage inspector	41	40	93	50	50
Percent of licensed businesses refusing to sell to underage volunteer operatives	94%	85%	82%	75%	80%
Total number of alcoholic beverage violations	17	47	92	75	50
Number of violation of sales to a minor	2	8	50	25	25

Strategies to Accomplish the Objective -

- **Strategy 1.1.1** - Perform compliance checks at licensed premises on a regular basis
- **Strategy 1.1.2** - Ensure that alcoholic beverage inspectors are trained in the laws, rules and regulations of alcoholic beverage licenses by providing periodic training sessions
- **Strategy 1.1.3** - Initiate responsible methods to attract minors to be utilized as underage operatives

Objective 1.2 - Increase the percentage of establishments in compliance with the Special Entertainment Permit provisions.



Trend and Analysis - The Special Entertainment Permit (SEP) ordinance, as required by Article 2B of the Annotated Code of Maryland, governs licensed premises that provide live entertainment, assess a cover charge and allow patron dancing. The number of establishments with liquor licenses with entertainment will likely increase by 32% from FY 2012 to FY 2014, and will level off at 150 licenses in FY 2015. (Historical data, in some cases, is not available.)

Performance Measures -

Measure Name	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Resources (input)					
Number of liquor inspectors	28	24	24	24	32
Workload, Demand and Production (output)					
Number of establishments with liquor licenses that have entertainment	114	114	147	150	150
Number of businesses with a Special Entertainment Permit		77	75	75	75
Number of businesses providing Family Friendly Entertainment (Exempt from the Special Entertainment Permit)		57	72	75	75
Number of Inspections for entertainment		150	1,008	1,000	1,000
Efficiency					
Number of inspectors trained on Special Entertainment Permit		25	22	26	32
Impact (outcome)					
Percentage of establishments in compliance with the requirement of the Special Entertainment Permit		75%	95%	95%	95%

Strategies to Accomplish the Objective -

- **Strategy 1.2.1** - Perform periodic focused enforcement of establishments effected by the Special Entertainment Permit requirement
- **Strategy 1.2.2** - Train the inspection staff on laws, rules and regulations on the sale and service of alcoholic beverages
- **Strategy 1.2.3** - Work with the Prince George’s County Police Department and the Department of Permitting, Inspections and Enforcement regarding the issuance of Special Entertainment Permits
- **Strategy 1.2.4** - Cooperate with Joint Agency Group Enforcement to ensure businesses are in compliance with all required County and State laws

GOAL 2 - Improve administration of the application review and hearing process.

Objective 2.1 - Increase the percentage of establishments with compliant tax accounts with the State of Maryland and the Prince George's County Government.

Targets	Long Term Target Compared with Performance
<p>Short term: By FY 2015 - 80%</p> <p>Intermediate term: By FY 2017 - 90%</p> <p>Long term: By FY 2019 - 90%</p>	<p style="text-align: center;">This is a New Objective for FY 2015</p>

Strategies to Accomplish the Objective -

- **Strategy 2.1.1** - Notify the licensees of the mandated requirement requiring the payment of all outstanding taxes
- **Strategy 2.1.2** - Work with the Maryland Comptroller of the Treasury and the Prince George's County Office of Finance to determine delinquent accounts
- **Strategy 2.1.3** - Return all applications filed for establishments without proof of paid tax accounts

Objective 2.2 - Decrease the duration to complete a violation notice hearing.

Targets	Long Term Target Compared with Performance
<p>Short term: By FY 2015 - 90 days</p> <p>Intermediate term: By FY 2017 - 60 days</p> <p>Long term: By FY 2019 - 60 days</p>	<p style="text-align: center;">This is a New Objective for FY 2015</p>

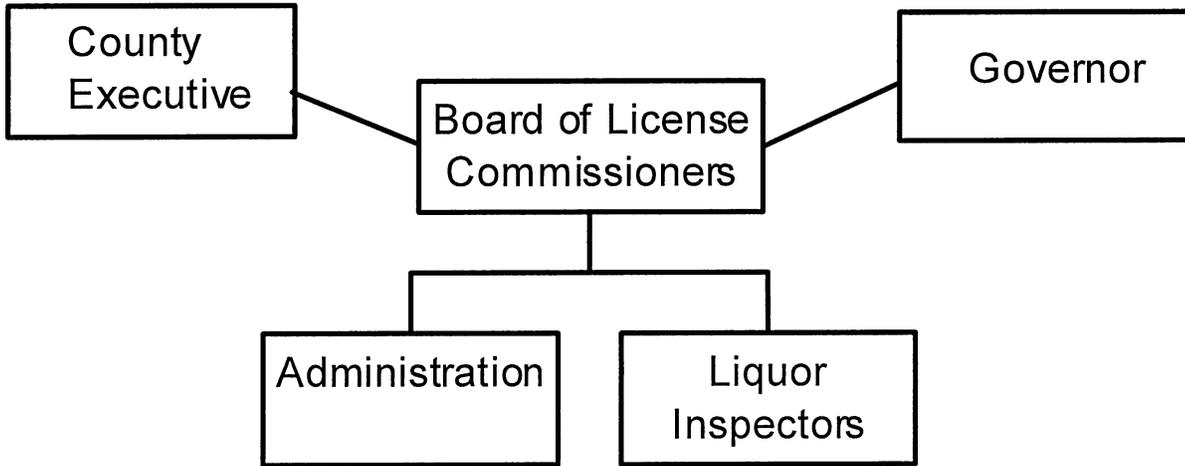
Strategies to Accomplish the Objective -

- **Strategy 2.2.1** - Review scheduling procedures to assure that the violations are scheduled in the order that they are written
- **Strategy 2.2.2** - Work with the inspection staff to gather the required violation documents
- **Strategy 2.2.3** - Review and implement methods to streamline the hearing process

FY 2014 KEY ACCOMPLISHMENTS

- Increased the efficiency of the inspection process by realigning the inspection from routine to a focused inspection process.
- Revised Rule and Regulation No. 58 in order to inform licensees of the requirement to comply with the legal description of restaurants. This will assist compliance throughout the County, especially in the six designated TNI areas.
- Implemented a comprehensive training program for the inspection staff to address quality of life issues.

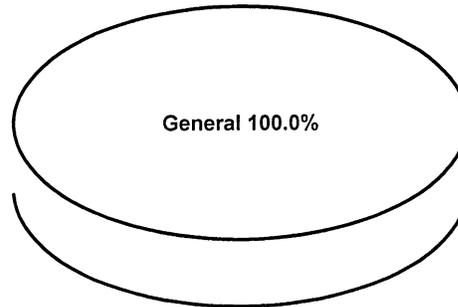
ORGANIZATIONAL CHART



	FY2013 ACTUAL	FY2014 BUDGET	FY2014 ESTIMATED	FY2015 APPROVED	CHANGE FY14-FY15
TOTAL EXPENDITURES	\$ 1,063,859	\$ 968,700	\$ 982,000	\$ 1,037,400	7.1%
EXPENDITURE DETAIL					
Bd. License Comm. Operations	1,063,859	968,700	982,000	1,037,400	7.1%
Recoveries	0	0	0	0	0%
TOTAL	\$ 1,063,859	\$ 968,700	\$ 982,000	\$ 1,037,400	7.1%
SOURCES OF FUNDS					
General Fund	\$ 1,063,859	\$ 968,700	\$ 982,000	\$ 1,037,400	7.1%
Other County Operating Funds:					
TOTAL	\$ 1,063,859	\$ 968,700	\$ 982,000	\$ 1,037,400	7.1%

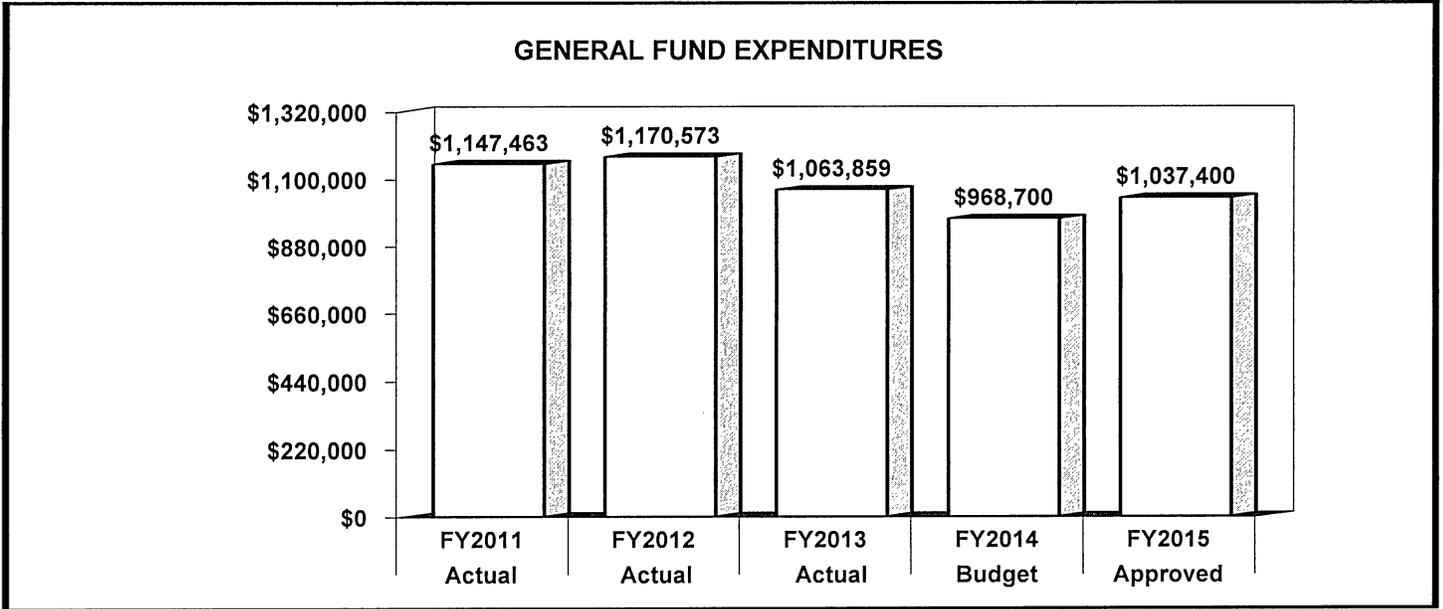
FY2015 SOURCES OF FUNDS

The agency's funding is derived solely from the County's General Fund.

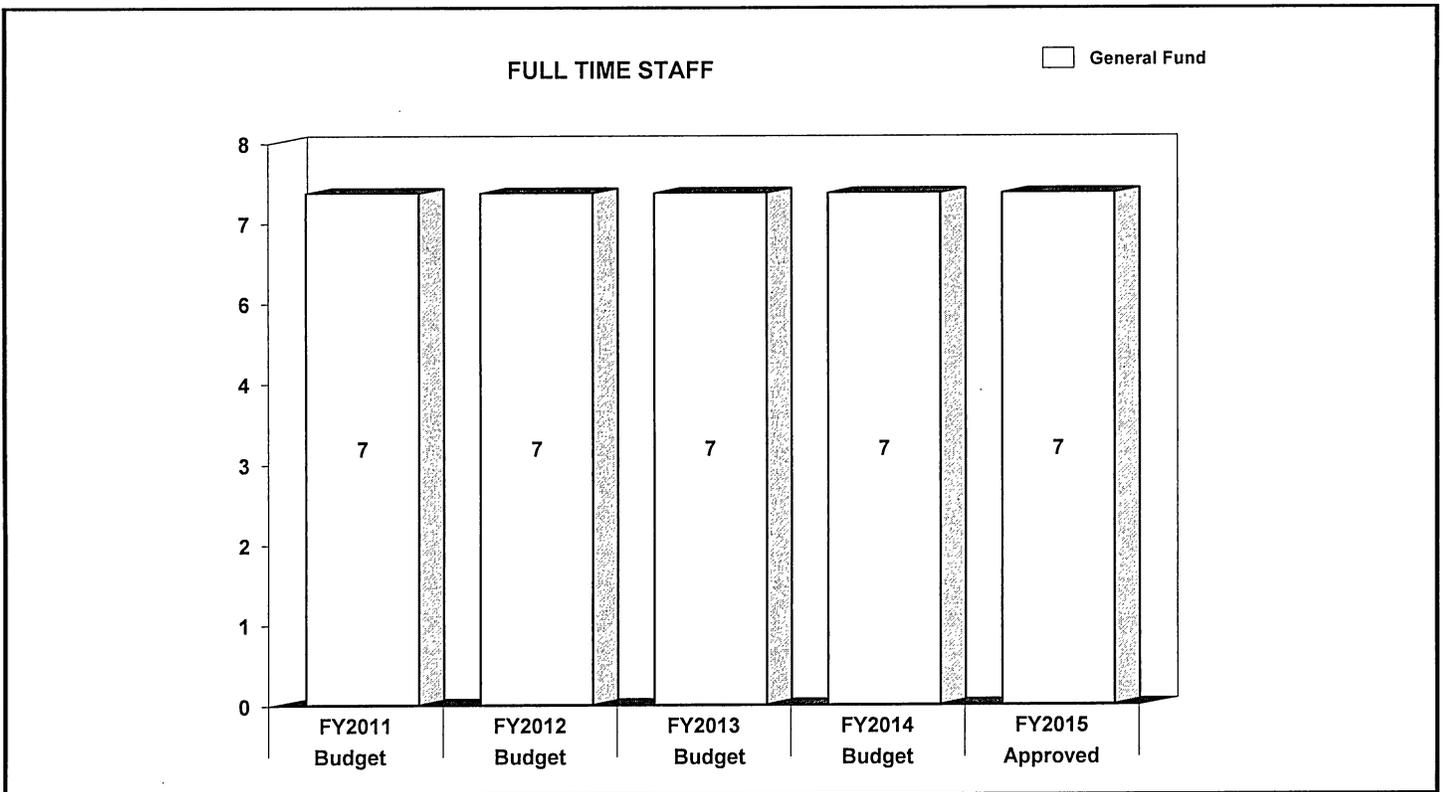


	FY2013 BUDGET	FY2014 BUDGET	FY2015 APPROVED	CHANGE FY14-FY15
GENERAL FUND STAFF				
Full Time - Civilian	7	7	7	0
Full Time - Sworn	0	0	0	0
Part Time	32	32	32	0
Limited Term	0	0	0	0
OTHER STAFF				
Full Time - Civilian				
Full Time - Sworn				
Part Time				
Limited Term Grant Funded				
TOTAL				
Full Time - Civilian	7	7	7	0
Full Time - Sworn	0	0	0	0
Part Time	32	32	32	0
Limited Term	0	0	0	0

POSITIONS BY CATEGORY	FULL TIME	PART TIME	LIMITED TERM
Administrator	1	0	0
Administrative Aides	3	0	0
Chief Liquor Inspector	1	0	0
Deputy Chief	2	0	0
Liquor Inspectors	0	32	0
TOTAL	7	32	0



The agency's expenditures decreased 7.3% from FY 2011 to FY 2013. This decrease is primarily driven by attrition. The FY 2015 approved budget is 7.1% above the FY 2014 budget.



The agency's staffing complement remained unchanged from FY 2011 to FY 2014. The FY 2015 staffing totals remain unchanged from FY 2014.

	FY2013 ACTUAL	FY2014 BUDGET	FY2014 ESTIMATED	FY2015 APPROVED	CHANGE FY14-FY15
EXPENDITURE SUMMARY					
Compensation	\$ 743,691	\$ 657,400	\$ 649,400	\$ 656,100	-0.2%
Fringe Benefits	247,049	230,700	252,000	249,300	8.1%
Operating Expenses	73,119	80,600	80,600	77,000	-4.5%
Capital Outlay	0	0	0	55,000	100%
	\$ 1,063,859	\$ 968,700	\$ 982,000	\$ 1,037,400	7.1%
Recoveries	0	0	0	0	0%
TOTAL	\$ 1,063,859	\$ 968,700	\$ 982,000	\$ 1,037,400	7.1%
STAFF					
Full Time - Civilian	-	7	-	7	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	32	-	32	0%
Limited Term	-	0	-	0	0%

In FY 2015, compensation expenditures decrease 0.2% under the FY 2014 budget due to attrition for part-time Liquor Inspector positions. Despite reduced funding for these positions, the agency will continue to fulfill its mission as it realigns the inspection process to focus on focused inspections. Fringe benefit expenditures increase 8.1% over the FY 2014 budget to reflect current trend.

Operating expenses decrease 4.5% under the FY 2014 budget in order to align with actual expenditures for printing and mileage. Operating expenses reflect funding for contracts, office automation and office supplies.

Capital outlay of \$55,000 in support of the one-time moving expense and new file cabinets.

MAJOR OPERATING EXPENDITURES FY2015	
General and Administrative	\$ 25,000
Contracts	
Office Automation	\$ 22,200
Local Transportation	\$ 6,000
Printing and Reproduction	\$ 5,100
Operating and Office Supplies	\$ 5,000

