

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, rules 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 public hearings for the issuance, violation and management of alcoholic beverage licenses
- Accept and process new, transfer and renewal applications in compliance with the Alcoholic Beverage Article of the Annotated Code of Maryland

Strategic Focus in FY 2019 -

The agency's top priorities in FY 2019 are:

- Increase compliance with alcoholic beverage laws, rules and regulations.
- Improve administrative aspects of the regulatory application review and hearing process.

FY 2019 BUDGET SUMMARY

The FY 2019 approved budget for the Board of License Commissioners is \$1,661,400, an increase of \$256,600 or 18.3% over the FY 2018 approved budget.

Budgetary Changes -

FY 2018 APPROVED BUDGET	\$1,404,800
Increase Cost: Compensation - Funded Vacancy - additional funding for the previously unfunded Director position	\$120,000
Increase Cost: Compensation - Mandatory Salary Requirements	\$107,900
Increase Cost: Fringe Benefits - Increase in the fringe benefit rate from 37.8% to 41.2% and funding for the Director position	\$91,800
Increase Cost: Operating - Reflects net increase in iPad monthly charges, general office supplies and training expenses to support daily operations	\$4,000
Decrease Cost: Compensation - Aligning compensation for five commissioners to historical spending; Funding for the attorney has been removed from compensation and reflected in operating costs	(\$22,100)
Decrease Cost: Operating - Primarily reflects the removal of funding for a one-time consultant contract and identification of scanning program costs	(\$45,000)
FY 2019 APPROVED BUDGET	\$ 1,661,400

SERVICE DELIVERY PLAN AND PERFORMANCE

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

Objective 1.1 - Increase the percentage of licensed premises refusing to sell to underage volunteer operatives.					
FY 2023 Target	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected	Trend
95%	81%	80%	80%	80%	↔

Trend and Analysis

During 2017, the Board of License Commissioners was able to perform compliance checks at all 618 business with alcoholic beverage licenses. There are approximately 140 annual compliance checks performed per volunteer minor operative. The percentage of licensees refusing to sell to underage operatives remains at about 80%.

Performance Measures

Measure Name	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Resources (input)					
Number of volunteer minor operatives	10	15	5	5	5
Number of liquor inspectors	24	24	24	24	24
Workload, Demand and Production (output)					
Number of alcohol beverage business licenses suspended/revoked	6	6	6	4	4
Number of licensed premises in the County	605	618	618	630	635
Number of alcoholic beverage license hearings held	33	35	31	30	34
Number of routine inspections	1,697	1,682	1,779	1,600	1,600
Number of focused inspections	2,416	2,005	2,503	2,000	2,000
Number of compliance checks	188	684	503	500	630
Number of new alcoholic beverage licenses approved	27	21	26	12	12
Average number of compliance checks per licensed premise	0.3	1.1	0.8	0.8	1.0
Percent of licensed establishments inspected monthly	36%	49%	30%	30%	100%
Number of licenses expired for unpaid taxes	2	4	4	1	1
Efficiency					
Average number of inspections per assigned alcoholic beverage inspector	171	154	178	150	150
Average number of compliance checks per assigned alcoholic beverage inspector	21	29	21	21	26
Impact (outcome)					
Percent of licensed businesses refusing to sell to underage volunteer operatives	81%	81%	80%	80%	80%
Total number of alcoholic beverage violations	97	145	142	100	100
Number of violation of sales to a minor	36	103	101	75	75

Objective 1.2 - Increase the percentage of establishments in compliance with the Special Entertainment Permit provisions.					
FY 2023 Target	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected	Trend
100%	99%	99%	99%	99%	↔

Trend and Analysis

Almost all 450 Special Entertainment Permit inspections performed were found to be in compliance. Continual enforcement by trained inspectors and cooperative permit holders have created the desired outcome of near perfect compliance. The Board estimates near 100% compliance rates for the foreseeable future.

Performance Measures

Measure Name	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Resources (input)					
Number of liquor inspectors	24	24	24	24	24
Workload, Demand and Production (output)					
Number of establishments with liquor licenses that have entertainment	141	139	142	128	135
Number of businesses with a Special Entertainment Permit	71	71	75	90	100
Number of businesses providing family friendly entertainment (Exempt from the Special Entertainment Permit)	70	68	67	38	35
Number of inspections for entertainment	604	464	450	450	450
Efficiency					
Number of inspectors trained on Special Entertainment Permit	24	24	24	24	24
Impact (outcome)					
Percentage of establishments in compliance with the requirement of the Special Entertainment Permit	100%	99%	99%	99%	99%

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.					
FY 2023 Target	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected	Trend
95%	100%	69.1%	60.0%	60.0%	↓

Trend and Analysis

The Board continues to provide advance notice to licensed premises regarding the required tax payments. Electronic renewals were sent exclusively starting in FY 2016 which appear to have impacted the compliance rate. The Board had expected the rate to recover as licensees adapt to the new process but it failed to do so. Approximately 150 licenses are currently in a tax-hold status. They are allowed to operate while reaching tax compliance. Of these in tax arrears, the Board estimates four licenses will be not be renewed.

Performance Measures

Measure Name	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Resources (input)					
Number of account administrators	3	3	4	4	4
Workload, Demand and Production (output)					
Number of licensed premises in the County	605	618	618	630	635
Number of new applications reviewed	28	27	31	24	24
Number of transfer applications reviewed	97	80	49	24	24
Efficiency					
Number of tax examinations issued per administrative staff member	243.3	241.7	173.0	175.0	175.0
Impact (outcome)					
Percent of establishments in tax compliance	86.3%	100.0%	69.1%	60.0%	60.0%

Objective 2.2 - Decrease the duration (in days) to complete a violation notice hearing.					
FY 2023 Target	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected	Trend
60	56	72	75	75	↔

Trend and Analysis

The number of days between a violation notice and a hearing decreased substantially beginning in FY 2016 due to the incorporation of the "offer of compromise" violation resolution. The Board anticipates this rate to moderate with the expectation that more violators will accept the offer of compromise in the future.

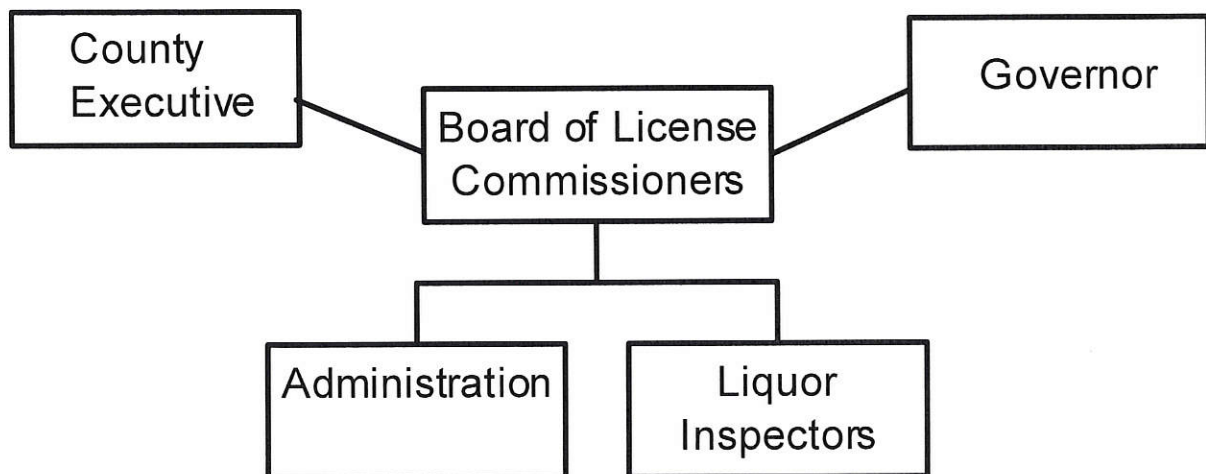
Performance Measures

Measure Name	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Resources (input)					
Number of liquor inspectors	24	24	24	24	24
Workload, Demand and Production (output)					
Number of licensed premises in the County	605	618	618	630	635
Number of alcoholic beverage violations issued	48	135	143	100	100
Number of alcoholic beverage violations adjudicated	72	130	143	100	100
Efficiency					
Number of violations issued per inspector	2.0	5.6	6.0	4.2	4.2
Impact (outcome)					
Number of days between the violation being written to the time of the hearing	110	56	72	75	75

FY 2018 KEY ACCOMPLISHMENTS

- The appointment of four new members to the Board of License Commissioners.

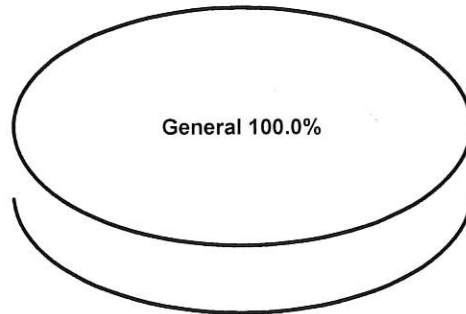
ORGANIZATIONAL CHART



	FY2017 ACTUAL	FY2018 BUDGET	FY2018 ESTIMATED	FY2019 APPROVED	CHANGE FY18-FY19
TOTAL EXPENDITURES	\$ 1,156,776	\$ 1,404,800	\$ 1,152,400	\$ 1,661,400	18.3%
EXPENDITURE DETAIL					
Bd. License Comm. Operations	1,156,776	1,404,800	1,152,400	1,661,400	18.3%
Recoveries	0	0	0	0	0%
TOTAL	\$ 1,156,776	\$ 1,404,800	\$ 1,152,400	\$ 1,661,400	18.3%
SOURCES OF FUNDS					
General Fund	\$ 1,156,776	\$ 1,404,800	\$ 1,152,400	\$ 1,661,400	18.3%
Other County Operating Funds:					
TOTAL	\$ 1,156,776	\$ 1,404,800	\$ 1,152,400	\$ 1,661,400	18.3%

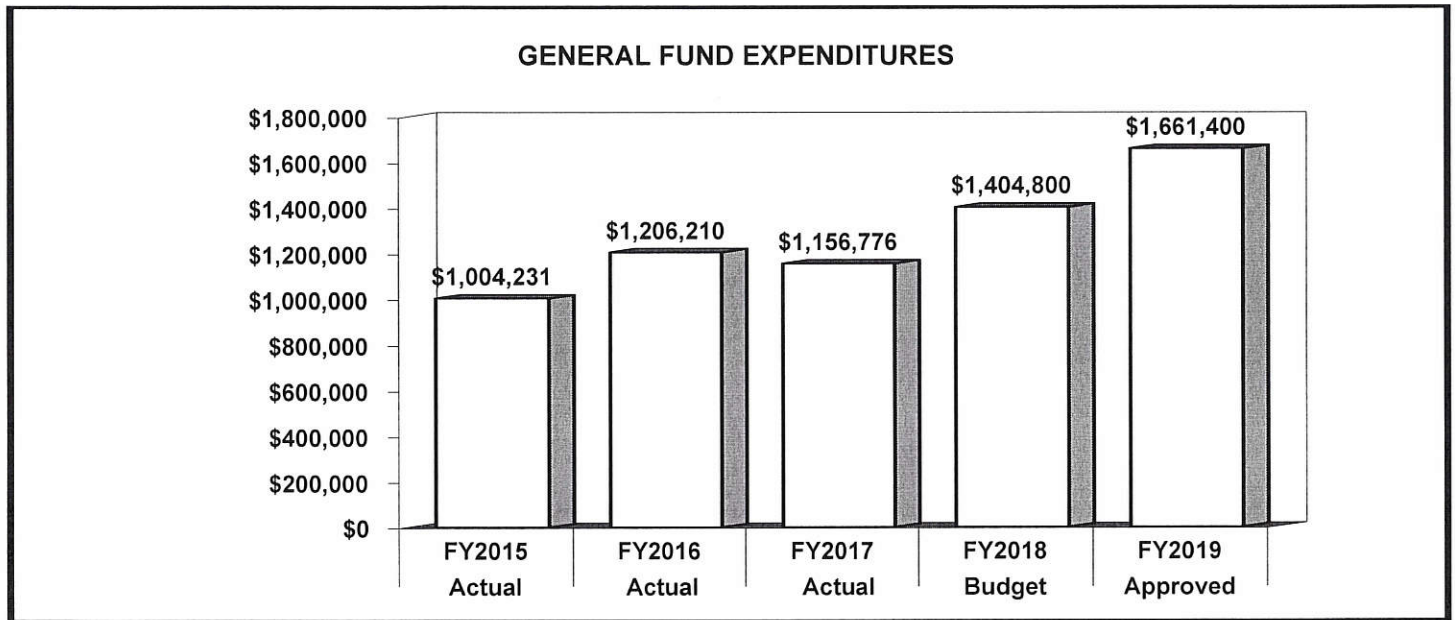
FY2019 SOURCES OF FUNDS

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

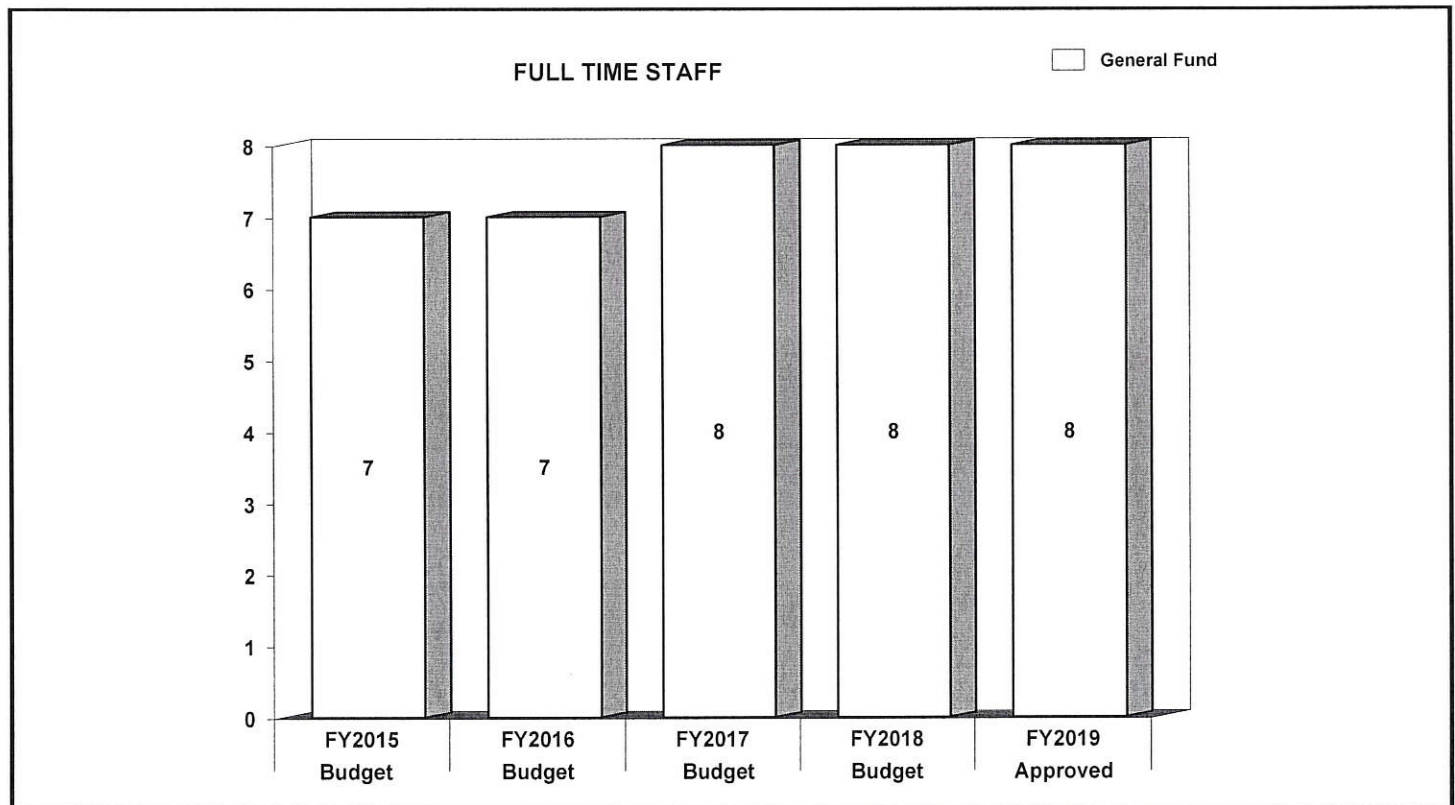


	FY2017 BUDGET	FY2018 BUDGET	FY2019 APPROVED	CHANGE FY18-FY19
GENERAL FUND STAFF				
Full Time - Civilian	8	8	8	0
Full Time - Sworn	0	0	0	0
Part Time	32	24	24	0
Limited Term	0	0	0	0
OTHER STAFF				
Full Time - Civilian	0	0	0	0
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term Grant Funded	0	0	0	0
TOTAL				
Full Time - Civilian	8	8	8	0
Full Time - Sworn	0	0	0	0
Part Time	32	24	24	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 Liquor Inspector	2	0	0
Administrative Asst	1	0	0
Liquor Inspectors	0	24	0
TOTAL	8	24	0



The agency's expenditures increased 15.2% from FY 2015 to FY 2017. This increase is primarily driven by changes in compensation and fringe expenses. The FY 2019 approved budget is 18.3% over the FY 2018 budget.



The agency's staffing complement increased by one position from FY 2015 to FY 2018. The FY 2019 staffing total remains unchanged from the FY 2018 level.

	FY2017 ACTUAL	FY2018 BUDGET	FY2018 ESTIMATED	FY2019 APPROVED	CHANGE FY18-FY19
EXPENDITURE SUMMARY					
Compensation	\$ 738,727	\$ 877,500	\$ 699,100	\$ 1,083,300	23.5%
Fringe Benefits	304,355	354,500	282,400	446,300	25.9%
Operating Expenses	113,694	172,800	170,900	131,800	-23.7%
Capital Outlay	0	0	0	0	0%
	<u>\$ 1,156,776</u>	<u>\$ 1,404,800</u>	<u>\$ 1,152,400</u>	<u>\$ 1,661,400</u>	<u>18.3%</u>
Recoveries	0	0	0	0	0%
TOTAL	\$ 1,156,776	\$ 1,404,800	\$ 1,152,400	\$ 1,661,400	18.3%
STAFF					
Full Time - Civilian	-	8	-	8	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	24	-	24	0%
Limited Term	-	0	-	0	0%

In FY 2019, compensation expenditures increase 23.5% over the FY 2018 budget primarily due to the funding of a previously unfunded Director position and mandatory salary requirements including legislatively mandated increases pursuant to HB 1317 for liquor inspectors. Compensation costs include funding for eight full-time employees and 24 part-time employees. Fringe benefit expenditures increase 25.9% over the FY 2018 budget to reflect an increase in the fringe benefit rate and funding for a previously unfunded Director position in compensation.

Operating expenses decrease 23.7% under the FY 2018 budget to reflect the removal of one-time consultant services pursuant to HB 1317. Funding also supports monthly iPad and cell phone data service costs for use of the equipment in the field to better track mileage and inspections along with general office supplies.

MAJOR OPERATING EXPENDITURES FY2019	
General and Administrative	\$ 35,000
Contracts	
Telephones	\$ 28,500
Office Automation	\$ 21,800
Training	\$ 15,000
Operating and Office Supplies	\$ 10,000

