

# BOARD OF LICENSE COMMISSIONERS – 20

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## MISSION AND SERVICES

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**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 ensure the community uses alcoholic beverages responsibly.

**Core Services** -

- Enforcement of laws and regulations regarding the sale and service of alcoholic beverages
- Hold administrative hearings regarding the issuance, violations 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 2014** -

The agency's top priorities in FY 2014 are:

- Increase the percentage of licensed premises refusing to sell to underage volunteer operatives by ensuring inspection staff inspects licensed premises regularly
- 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

## FY 2014 BUDGET SUMMARY

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The FY 2014 approved budget for the Board of License Commissioners is \$910,800, a decrease of \$292,900 or 24.3% under the FY 2013 approved budget.

**Budgetary Changes** -

<b>FY 2013 APPROVED BUDGET</b>	<b>\$1,203,700</b>
Increase in printing, training and general office supplies	\$4,500
Decrease in mileage, office automation and court reporting costs	(\$12,600)
Fringe benefits as a percentage of compensation changes from 38.0% to 38.6%, offset by decreases in compensation	(\$75,400)
Decrease in compensation due to attrition and lapse	(\$209,400)
<b>FY 2014 APPROVED BUDGET</b>	<b>\$ 910,800</b>

## SERVICE DELIVERY PLAN AND PERFORMANCE

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**GOAL 1** - Increase compliance with alcoholic beverage laws through targeted enforcement and strategic training of alcoholic beverage establishments and inspectors.

**Objective 1.1** - Increase the percentage of licensed premises refusing to sell to underage volunteer operatives by targeted enforcement while ensuring inspection staff are appropriately trained.

Targets	Long Term Target Compared with Performance				
<b>Short term:</b> By FY 2014 - 100%	Long Term Target (FY 18): 100%	94%	94%	85%	85%
<b>Intermediate term:</b> By FY 2016 - 100%					
<b>Long term:</b> By FY 2018 - 100%		FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated
					FY 2014 Projected

**Trend and Analysis** - In FY 2013, under the direction of the new Chief Liquor Inspector, the Board of License Commissioners implemented a policy to realign the inspection process. Specifically, the number of routine inspections will decrease from monthly to quarterly to allow the agency to refocus from routine inspections to targeted inspections. As a result, the FY 2013 estimated and FY 2014 projected number of inspections decrease by 17% and 35%, respectively, under the FY 2012 inspection total of 6,000. Targeted inspections, a new category introduced in FY 2013, will be driven by complaints, quality of life issues and license holders suspected of serving to those not of age. The board advised that the targeted inspections will require training sessions to prepare inspectors for the targeted inspections. The board further advised that it hopes this training will evolve into a dynamic training program. (Historical data, in some cases, is not available.)

**Performance Measures -**

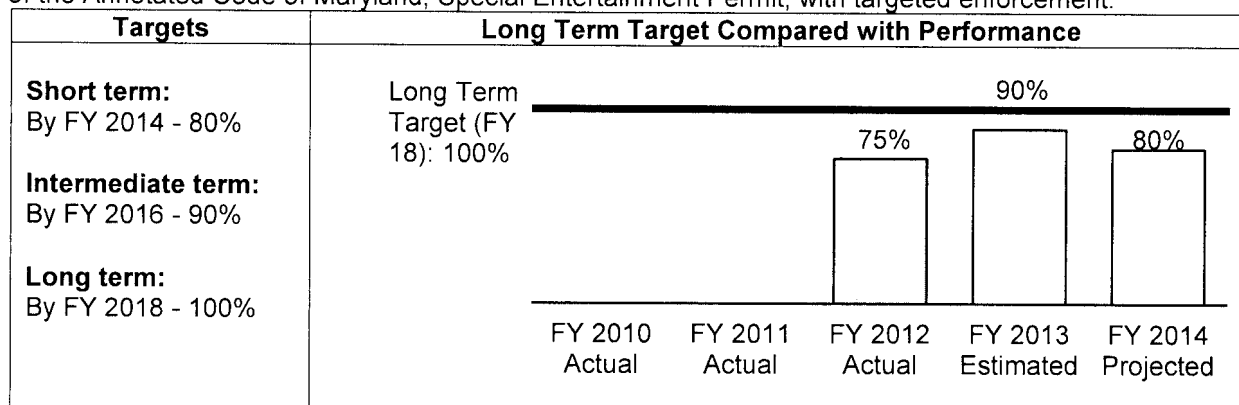
Measure Category	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
<b>Resources (input)</b>					
Number of volunteer minor operatives	2	2	2	2	2
Number of liquor inspectors	30	28	24	20	28
Number of alcoholic beverage inspectors responsible for inspections	28	25	24	20	24
Number of alcoholic beverage inspectors responsible for compliance checks	2	3	3	3	24
<b>Workload, Demand and Production (output)</b>					
Number of alcohol beverage business licenses suspended/revoked	0	5	1	1	2
Number of licensed premises in the County	584	594	615	602	640
Number of alcoholic beverage license hearings held	13	26	36	36	34
Number of Routine Inspections	6,471	5,063	6,000	4,000	2,400
Number of Targeted Inspections [NEW]				1,000	1,500
Number of compliance checks	110	123	120	240	200
Number of event and special inspections	348	273	250	75	0
Number of new alcoholic beverage licenses approved	26	33	24	10	12
Average number of compliance checks per licensed premise	19%	20%	20%	20%	20%
Percent of licensed establishments inspected monthly	92%	85%	90%	95%	25%
Number of Licenses expired for unpaid taxes				5	5
<b>Efficiency</b>					
Average number of inspections per assigned alcoholic beverage inspector	231	203	250	200	100
Average number of compliance checks per assigned alcoholic beverage inspector	55	41	40	80	10
<b>Impact (outcome)</b>					
Percent of licensed businesses refusing to sell to underage volunteer oper	94%	94%	85%	85%	75%
Total number of alcoholic beverage violations	18	17	47	98	48
Number of violation of sales to a minor	7	2	8	51	25

**Strategies to Accomplish the Objective -**

- **Strategy 1.1.1** - Ensure inspection staff inspects licensed premises regularly
- **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** - Cooperate with Justice Assistance Grant Enforcement to ensure businesses are in compliance with all required County and State licenses

**GOAL 2** - Increase compliance with the Special Entertainment Permit by enhancing the inspection process in collaboration with the Department of Permitting, Inspections and Enforcement and the Police Department to address issues created by the entertainment presented at licensed establishments.

**Objective 2.1** - Increase the percentage of establishments in compliance with Section 6-201 of Article 2B of the Annotated Code of Maryland, Special Entertainment Permit, with targeted enforcement.



**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. It was passed into law in July 2010 and went into effect on January 1, 2012. From FY 2012 to FY 2013, the number of establishments with liquor licenses that have entertainment will likely increase by 25%, with a further projected increase of 6% in FY 2014. (Historical data, in some cases, is not available.)

**Performance Measures -**

Measure Category	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
<b>Resources (input)</b>					
Number of liquor inspectors	30	28	24	28	28
<b>Workload, Demand and Production (output)</b>					
Number of establishments with liquor licenses that have entertainment	114	114	114	142	150
Number of businesses with a Special Entertainment Permit			77	82	75
Number of businesses providing Family Friendly Entertainment (Exempt from the Special Entertainment Permit)			57	60	75
Number of Inspections for entertainment			150	830	1,000
<b>Efficiency</b>					
Number of Inspectors trained on Special Entertainment Permit			25	19	26
<b>Impact (outcome)</b>					
Percentage of establishment in compliance with the requirement of the Special Entertainment Permit			75%	90%	80%

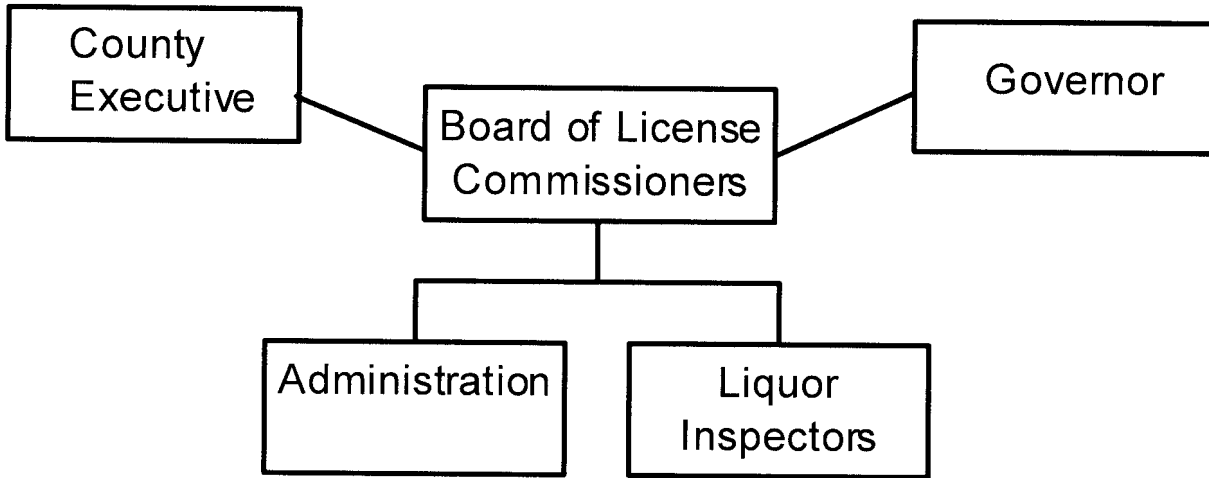
**Strategies to Accomplish the Objective -**

- **Strategy 2.1.1** - Ensure that licensed premises are aware of the requirement of the Special Entertainment Permit
- **Strategy 2.1.2** - Train the inspection staff regarding the sale and service of alcoholic beverages
- **Strategy 2.1.3** - Work with the Department of Permitting, Inspections and Enforcement and Police Department regarding the issuance of Special Entertainment Permits

**FY 2013 KEY ACCOMPLISHMENTS**

- An estimated \$1.4 million in revenue collections (fee, fines, etc.)
- Began a targeted inspection regimen that is driven by complaints and quality of life issues

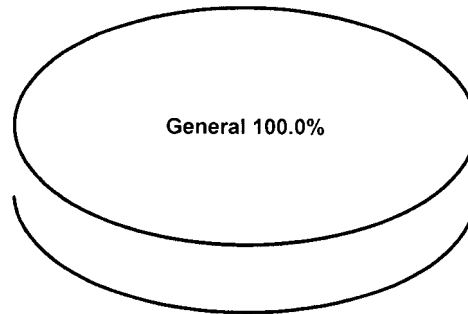
**ORGANIZATIONAL CHART**



	FY2012 ACTUAL	FY2013 BUDGET	FY2013 ESTIMATED	FY2014 APPROVED	CHANGE FY13-FY14
<b>TOTAL EXPENDITURES</b>	\$ 1,170,579	\$ 1,203,700	\$ 1,174,900	\$ 910,800	-24.3%
<b>EXPENDITURE DETAIL</b>					
Bd. License Comm. Operations	1,170,579	1,203,700	1,174,900	910,800	-24.3%
Recoveries	0	0	0	0	0%
<b>TOTAL</b>	\$ 1,170,579	\$ 1,203,700	\$ 1,174,900	\$ 910,800	-24.3%
<b>SOURCES OF FUNDS</b>					
General Fund	\$ 1,170,579	\$ 1,203,700	\$ 1,174,900	\$ 910,800	-24.3%
Other County Operating Funds:					
<b>TOTAL</b>	\$ 1,170,579	\$ 1,203,700	\$ 1,174,900	\$ 910,800	-24.3%

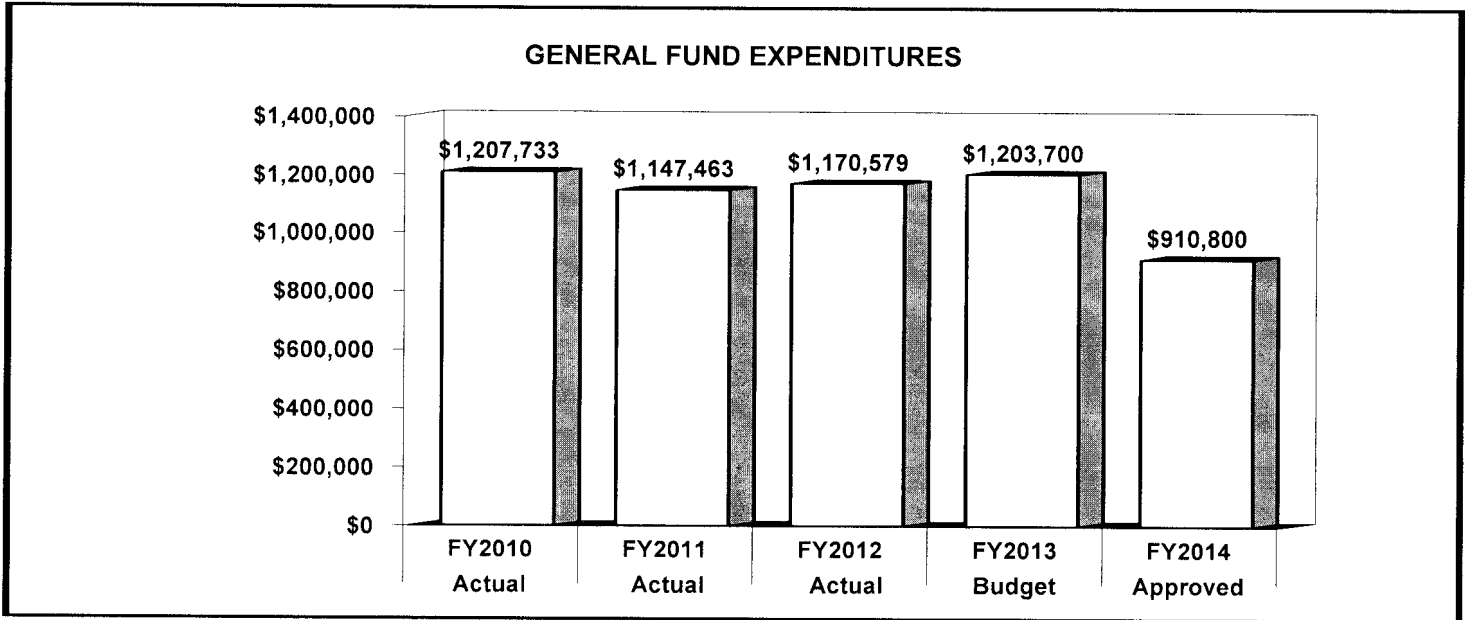
**FY2014 SOURCES OF FUNDS**

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

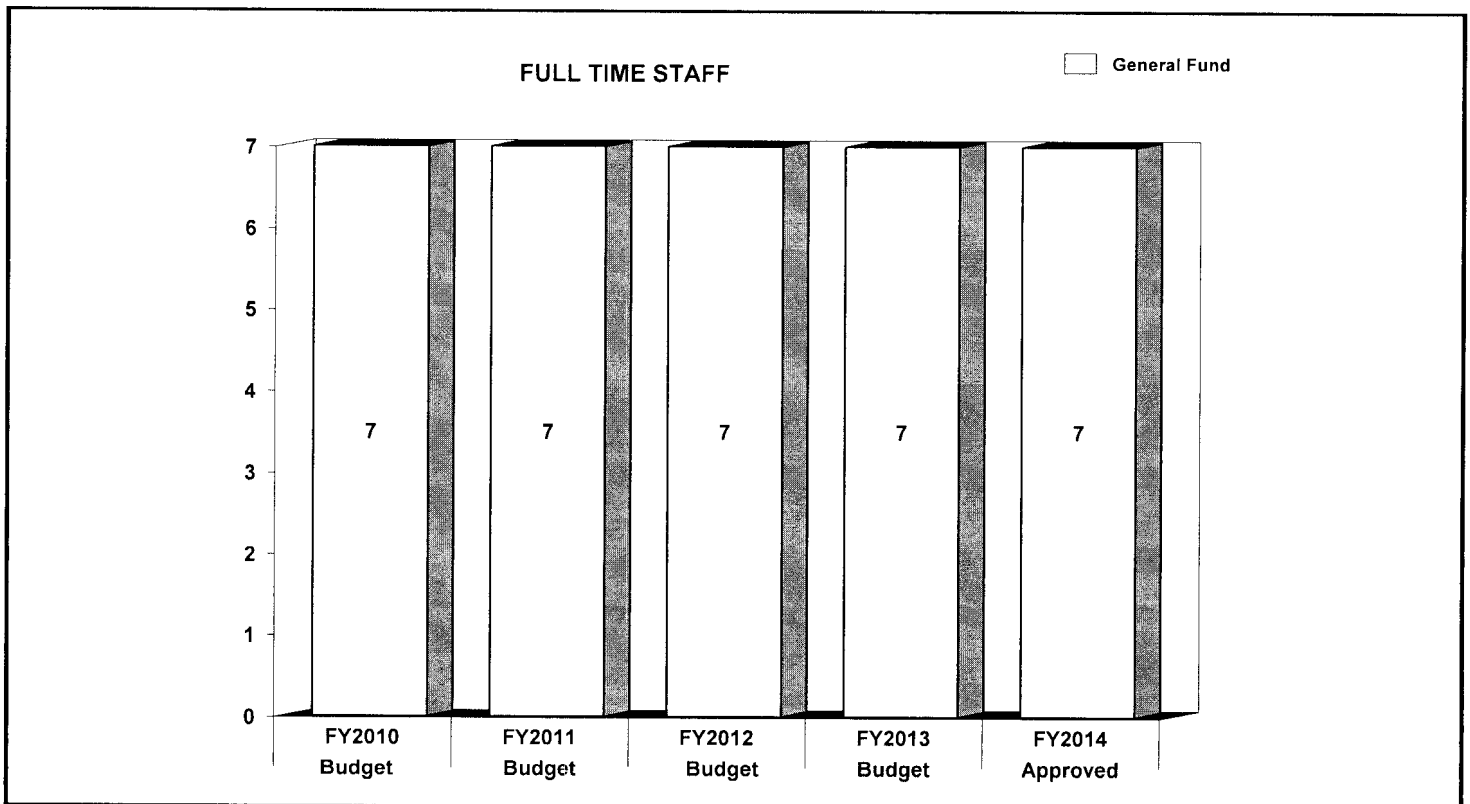


	FY2012 BUDGET	FY2013 BUDGET	FY2014 APPROVED	CHANGE FY13-FY14
<b>GENERAL FUND STAFF</b>				
Full Time - Civilian	7	7	7	0
Full Time - Sworn	0	0	0	0
Part Time	32	32	32	0
Limited Term	0	0	0	0
<b>OTHER STAFF</b>				
Full Time - Civilian				
Full Time - Sworn				
Part Time				
Limited Term Grant Funded				
<b>TOTAL</b>				
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
<b>TOTAL</b>	<b>7</b>	<b>32</b>	<b>0</b>



The agency's expenditures decreased 3.1% from FY 2010 to FY 2012. This decrease is primarily driven by operating expenditures. The FY 2014 approved budget is 24.3% below the FY 2013 approved budget.



The agency's staffing complement remained unchanged from FY 2010 to FY 2013. The FY 2014 staffing totals remain unchanged from FY 2013.



	FY2012 ACTUAL	FY2013 BUDGET	FY2013 ESTIMATED	FY2014 APPROVED	CHANGE FY13-FY14
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 789,877	\$ 809,100	\$ 784,700	\$ 599,700	-25.9%
Fringe Benefits	296,046	307,100	298,200	231,700	-24.6%
Operating Expenses	84,656	87,500	92,000	79,400	-9.3%
Capital Outlay	0	0	0	0	0%
	<b>\$ 1,170,579</b>	<b>\$ 1,203,700</b>	<b>\$ 1,174,900</b>	<b>\$ 910,800</b>	<b>-24.3%</b>
Recoveries	0	0	0	0	0%
<b>TOTAL</b>	<b>\$ 1,170,579</b>	<b>\$ 1,203,700</b>	<b>\$ 1,174,900</b>	<b>\$ 910,800</b>	<b>-24.3%</b>
<b>STAFF</b>					
Full Time - Civilian	-	7	-	7	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	32	-	32	0%
Limited Term	-	0	-	0	0%

In FY 2014, compensation expenditures decrease 25.9% under the FY 2013 budget due to a reduction in funding for one full-time Deputy Chief and several 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 targeted inspections. Fringe benefit expenditures decrease 24.6% under the FY 2013 budget due to compensation adjustments.

Operating expenses decrease 9.3% under the FY 2013 budget in order to align with actual expenditures for printing and mileage. Operating expenses reflect funding for mileage, office automation and office supplies.

MAJOR OPERATING EXPENDITURES FY2014	
General and Administrative	\$ 25,000
Contracts	
Office Automation	\$ 22,100
Local Transportation	\$ 9,100
Printing and Reproduction	\$ 5,000
Operating and Office Supplies	\$ 5,000

