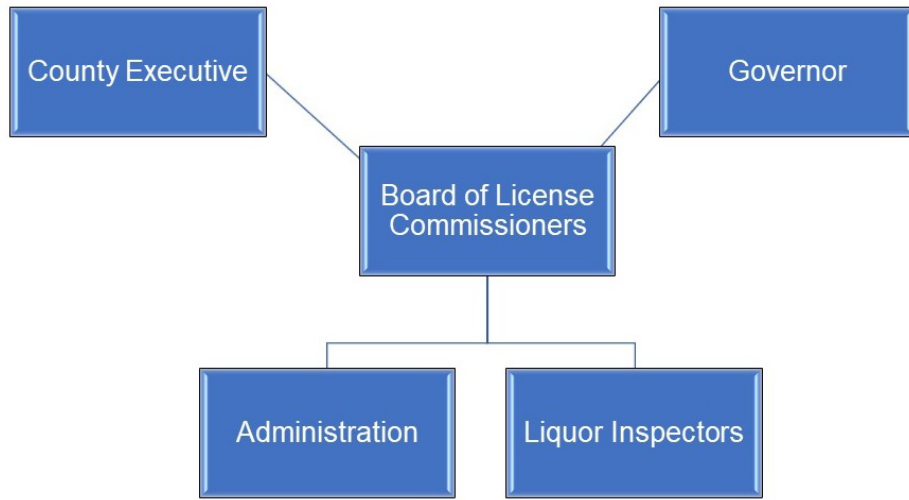


Board of License Commissioners



MISSION AND SERVICES

The Board of License Commissioners (BOLC) 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

- Provide alcoholic beverage license management for Prince George’s County in a manner that promotes and maintains quality alcoholic beverage establishments
- Issue alcoholic beverage licenses to qualifying establishments
- Conduct inspections of licensed establishments

FY 2024 KEY ACCOMPLISHMENTS

- Enhanced the inspection process through accountability, professionalism and continuity.
- Increased customer outreach to reduce license violations.
- Increased undercover operations to target problematic businesses.

STRATEGIC FOCUS AND INITIATIVES FOR FY 2025

The board’s top priorities in FY 2025 are:

- Target underage consumption by using summer youth participants and 1,000-hour employees to eliminate sales to minors.
- Enhance the automation and efficiency of the alcoholic beverage licensing and inspection process.
- Reduce the time of application submission to effectuation of license.

FY 2025 BUDGET SUMMARY

The FY 2025 approved budget for the Board of License Commissioners is \$2,052,400, a decrease of -\$16,700 or -0.8% under the FY 2024 approved budget.

Expenditures by Fund Type

Fund Types	FY 2023 Actual		FY 2024 Budget		FY 2024 Estimate		FY 2025 Approved	
	Amount	% Total	Amount	% Total	Amount	% Total	Amount	% Total
General Fund	\$1,928,146	100.0%	\$2,069,100	100.0%	\$2,059,300	100.0%	\$2,052,400	100.0%
Total	\$1,928,146	100.0%	\$2,069,100	100.0%	\$2,059,300	100.0%	\$2,052,400	100.0%

Reconciliation from Prior Year

	Expenditures
FY 2024 Approved Budget	\$2,069,100
Increase Cost: Operating — Net operating increase (mileage reimbursement, general office supplies, training and court reporter fees) to meet operational needs	\$20,300
Increase Cost: Technology Cost Allocation — Increase in OIT charges based on anticipated countywide costs for technology	7,300
Increase Cost: Compensation - Mandated Salary Requirements — Increase due to the annualization of FY 2024 salary adjustments offset by budgeted attrition in FY 2025	3,600
Decrease Cost: Fringe Benefits — Decrease in the fringe benefit rate from 34.4% to 31.1% to align with projected costs	(47,900)
FY 2025 Approved Budget	\$2,052,400

STAFF AND BUDGET RESOURCES

Authorized Positions	FY 2023 Budget	FY 2024 Budget	FY 2025 Approved	Change FY24-FY25
General Fund				
Full Time - Civilian	9	9	9	0
Full Time - Sworn	0	0	0	0
Subtotal - FT	9	9	9	0
Part Time	19	19	19	0
Limited Term	0	0	0	0
TOTAL				
Full Time - Civilian	9	9	9	0
Full Time - Sworn	0	0	0	0
Subtotal - FT	9	9	9	0
Part Time	19	19	19	0
Limited Term	0	0	0	0

Positions By Classification	FY 2025		
	Full Time	Part Time	Limited Term
Administrative Aide	3	0	0
Administrative Assistant	1	0	0
Chief Liquor Inspector	1	0	0
Deputy Chief Liquor Inspector	2	0	0
Director	1	0	0
Human Resources Analyst	1	0	0
Liquor Inspector	0	19	0
TOTAL	9	19	0

Expenditures by Category - General Fund

Category	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimate	FY 2025 Approved	Change FY24-FY25	
					Amount (\$)	Percent (%)
Compensation	\$1,295,165	\$1,345,700	\$1,349,600	\$1,349,300	\$3,600	0.3%
Fringe Benefits	401,571	462,900	452,400	415,000	(47,900)	-10.3%
Operating	231,410	260,500	257,300	288,100	27,600	10.6%
Capital Outlay	—	—	—	—	—	
SubTotal	\$1,928,146	\$2,069,100	\$2,059,300	\$2,052,400	\$(16,700)	-0.8%
Recoveries	—	—	—	—	—	
Total	\$1,928,146	\$2,069,100	\$2,059,300	\$2,052,400	\$(16,700)	-0.8%

In FY 2025, compensation expenditures increase 0.3% over the FY 2024 budget primarily due to annualization of FY 2024 salary adjustments. The compensation budget includes funding for nine full time positions and 13 out of 19 part time positions. Fringe benefit expenditures decrease -10.3% below the FY 2024 budget due to reduction in the fringe benefit rate from 34.4% to 31.1% to align with projected cost.

Operating expenditures increase 10.6% over the FY 2024 budget due to an increase in the technology cost allocation charge, mileage reimbursement and interpreter fees. Funding is provided for office automation, mileage reimbursement, general and administrative contracts.

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 2029 Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected	Trend
65%	68%	63%	63%	63%	↓

Trend and Analysis

The BOLC will continue to conduct outreach and training to County licensed establishments in order to increase the number of licensed establishments that refuse to sell to underage customers.

Due to changes in operational protocol and other priorities, the following measures will no longer be reported on; "Focused inspections," "Licenses expired for unpaid taxes" and "Trail audits."

Note: FY 2022 Actual for "Licensed establishments inspected monthly" has been restated for accuracy.

Performance Measures

Measure Name	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected
Workload, Demand and Production (Output)					
Alcohol beverage business licenses suspended/revoked	0	0	0	0	0
Licensed premises in the County	619	620	636	636	636
Alcoholic beverage license hearings held	26	36	24	30	30
Routine inspections	4,637	4,680	5,274	5,274	5,274
Focused inspections	56	0	0	0	0
Compliance checks	139	86	178	150	178
New alcoholic beverage licenses approved	21	36	42	42	42
Compliance checks per licensed premise	4	12	15	12	15
Licensed establishments inspected monthly	33%	33%	33%	33%	33%
Licenses expired for unpaid taxes	17	0	0	0	0
Trail audits of inspections	6	0	0	0	0
Community meetings attended	15	12	8	8	8
Impact (Outcome)					
Volunteer minor operatives	7	4	2	2	2
Licensed businesses refusing to sell to underage volunteer operatives	90%	68%	63%	63%	63%
Total alcoholic beverage violations	59	41	60	60	60

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

FY 2029 Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected	Trend
100%	98%	97%	97%	97%	↔

Trend and Analysis

Legislation was submitted by the Prince George's County Police Department to require licensed establishments that wish to provide entertainment to adhere to stringent security measures. The BOLC inspects these locations to ensure provisions of the law are followed. During this timeframe, Use and Occupancy Permits (U&O) did not reflect an entertainment allowance. Therefore, in order to correct this issue, licensees had to apply for new U&Os. This application process caused licensees to lose their entertainment permits due to time constraints.

Performance Measures

Measure Name	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected
Workload, Demand and Production (Output)					
Businesses with a Special Entertainment Permit	114	144	96	96	96
Inspections for entertainment	465	999	978	978	978
Impact (Outcome)					
Establishments in compliance with the requirement of the Special Entertainment Permit	100%	98%	97%	97%	97%

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 2029 Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected	Trend
100%	100%	100%	100%	100%	↔

Trend and Analysis

The BOLC checks each applicant/licensee to ensure that there are no unresolved tax issues prior to processing the application for an alcoholic beverage license. For businesses not in good standing, a tax release is required from the State of Maryland Comptroller's Office and/or the County's Office of Finance prior to issuance or renewal of a license. The BOLC continues to provide notice to applicants/licensees that taxes must be paid prior to issuance or renewal of a license.

The measure, "Tax examinations issued," will no longer be reported. Operational protocol requires the review of all licensed premises in the County rendering this data point moot.

Performance Measures

Measure Name	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected
Workload, Demand and Production (Output)					
Licensed premises in the County	619	620	636	636	636
New applications reviewed	32	36	42	47	50
Efficiency					
Tax examinations issued	206	207	0	0	0
Impact (Outcome)					
Establishments in tax compliance	100%	100%	100%	100%	100%

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

FY 2029 Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected	Trend
63	63	63	63	63	↔

Trend and Analysis

The BOLC has maintained a relatively lower average number of days between violation and hearing. Sixty-three days is the standard for violation processing.

Performance Measures

Measure Name	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected
Workload, Demand and Production (Output)					
Licensed premises in the County	619	620	636	636	636
Alcoholic beverage violations issued	59	41	70	72	72
Alcoholic beverage violations adjudicated	50	41	60	60	60
Efficiency					
Violations issued per inspector	5	12	5	6	6
Impact (Outcome)					
Days between the violation being written to the time of the hearing	63	63	63	63	63

