

BOARD OF LICENSE COMMISSIONERS - 20

MISSION

The Board of License Commissioners promotes a high quality of life in Prince George's County by licensing alcoholic beverage establishments and assuring compliance with liquor laws through training, enforcement, adjudication and community involvement.

CORE SERVICES:

- Enforce the alcoholic beverage laws, rules, and regulations to provide a safe environment for Prince George's County residents and citizens.
- Observe and inspect all licensed establishments within Prince George's County to ensure compliance with Article 2B of the Annotated Code of Maryland and the local rules and regulations of the Board of License Commissioners.
- Affirm compliance with Prince George's County licensed establishments on the County Executive's Livable Communities initiative by adhering to standards of cleanliness and beautification.
- Promote and facilitate customized training sessions for license holders addressing alcohol awareness issues.
- Hold Administrative Public Hearings, approve or deny new or transfer of location applications; and hold Violation Hearings that can result in dismissal, fines, suspension or revocation of a license.

FY 2008 KEY ACCOMPLISHMENTS:

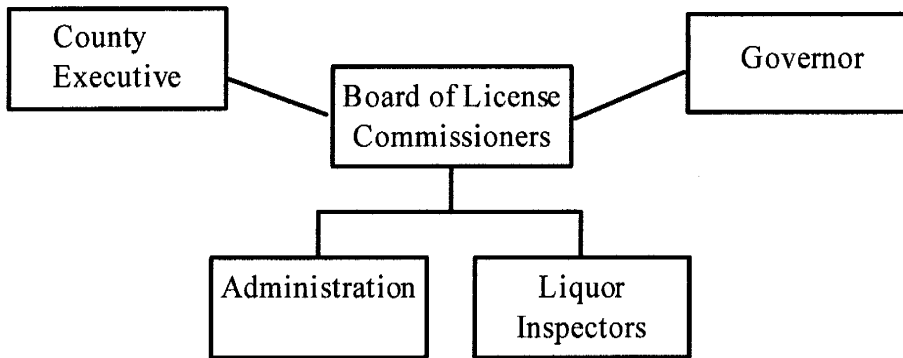
- Achieved 99% compliance on legislation enacted June 1, 2005 – no off sale of beer, wine or liquor after 12:00 midnight.
- Increased attractiveness of communities by enforcing a reduction of signage in windows and exterior facades of licensed establishments selling alcoholic beverages.
- Conducted forums with Prince George's County licensees to discuss new laws, procedures, concerns, and other issues relating to the sale and service of alcoholic beverages.
- Renewed and collected revenue for 585 alcoholic beverage licenses.

FY 2009 FISCAL & STAFFING OVERVIEW:

The FY 2009 approved budget for the Board of License Commissioners is \$1,263,500 an increase of \$35,800 or 2.9% from the FY 2008 approved budget of \$1,227,700. Major changes to the FY 2009 approved budget include:

- Cost of living adjustment and merit increases for eligible employees.

ORGANIZATIONAL CHART:



PERFORMANCE MANAGEMENT:

GOAL 1 - To decrease the number of alcohol beverage violations through strengthening and streamlining training provided to current licensees, prospective licensees and their employees.

Objective 1.1 – By FY 2010, decrease the number of alcoholic beverage violations from 20 in FY 2008 to 18 to ensure the safety of citizens and residents of Prince George's County.

MEASURES

Measure Name	Measure Category	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Projected
Number of staff testing licensees on alcohol compliance regulations	Input					1	1
Number of tests on alcohol compliance regulations given	Output					120	120
Number of alcohol compliance training sessions	Output					24	30
Number of informational handouts distributed	Output					100	150
Number of training session attendees	Output					200	200
Number of tests given per testing staff	Efficiency					120	120
Average alcohol compliance regulation test score	Quality					75%	80%
Percent of new licensees whom request alcohol compliance training	Quality					50%	75%
Number of licenses suspended	Outcome	1	0	0	1	1	1
Number of alcohol violations	Outcome	7	12	15	18	20	23

Performance Measures Explanation – The Board of License Commissioners is committed to impacting the increasing alcohol violation trend through training to licensed alcohol beverage providers. To be successful, one approach that the Board is using to accomplish this is to test liquor law knowledge at each hearing.

GOAL 2 – To achieve voluntary compliance with liquor laws through targeted enforcement and swift adjudication.

Objective 2.1 - By FY 2010 increase the percentage of licensees that refuse to sell to underage volunteer operatives from 50% in FY 2008 to 75% to prevent minors from having access to alcoholic beverages.

MEASURES

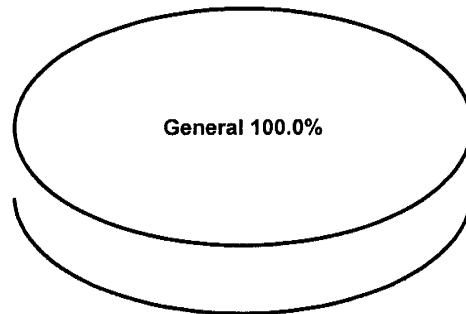
Measure Name	Measure Category	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Projected
Number of minor operatives (volunteers)	Input					2	2
Number of liquor inspectors	Input					29	29
Number of liquor inspectors responsible for observations	Input					24	24
Number of liquor inspectors responsible for compliance checks	Input					5	5
Number of liquor licenses the Board is authorized to approve (determined by law)	Input	668	668	668	700	700	700
Number of licensed premises in the County	Output	568	579	572	571	585	590
Number of observations	Output			6,864	7,528	8,000	8,000
Number of compliance checks	Output					20	25
Number of event and special inspections and compliance checks	Output					250	250
Number of licensed premises per liquor inspector	Efficiency					20	20
Number of observations per liquor inspector	Efficiency					333	250
Number of compliance checks per liquor inspector	Efficiency					4	5
Number of compliance checks resulting in a minor operative that is unable to purchase alcohol	Quality					10	15
Average number of compliance checks per licensed premises	Quality					0.03	0.04
Average number of observations per licensed premises	Quality			12	13	14	14
Percentage of compliance checks resulting in a minor operative that is unable to purchase alcohol	Outcome					50%	60%

Performance Measures Explanation – To reduce the sale of alcohol to minors (under age 21) and ensure liquor law compliance, the Board inspects, observes and checks the County’s alcohol beverage providers. Inspections occur once a month for all County licensed alcohol providers. The Board also observes alcohol providers, by viewing what is occurring at the establishment from the outside. Lastly, the Board uses compliance checks, sending minor (under age 21) operatives to attempt to purchase alcohol.

	FY2007 ACTUAL	FY2008 BUDGET	FY2008 ESTIMATED	FY2009 APPROVED	CHANGE FY08-FY09
TOTAL EXPENDITURES	\$ 1,129,655	\$ 1,227,700	\$ 1,225,000	\$ 1,263,500	2.9%
EXPENDITURE DETAIL					
Bd. License Comm. Operations	1,129,655	1,227,700	1,225,000	1,263,500	2.9%
Recoveries	0	0	0	0	0%
TOTAL	\$ 1,129,655	\$ 1,227,700	\$ 1,225,000	\$ 1,263,500	2.9%
SOURCES OF FUNDS					
General Fund	\$ 1,129,655	\$ 1,227,700	\$ 1,225,000	\$ 1,263,500	2.9%
Other County Operating Funds:					
TOTAL	\$ 1,129,655	\$ 1,227,700	\$ 1,225,000	\$ 1,263,500	2.9%

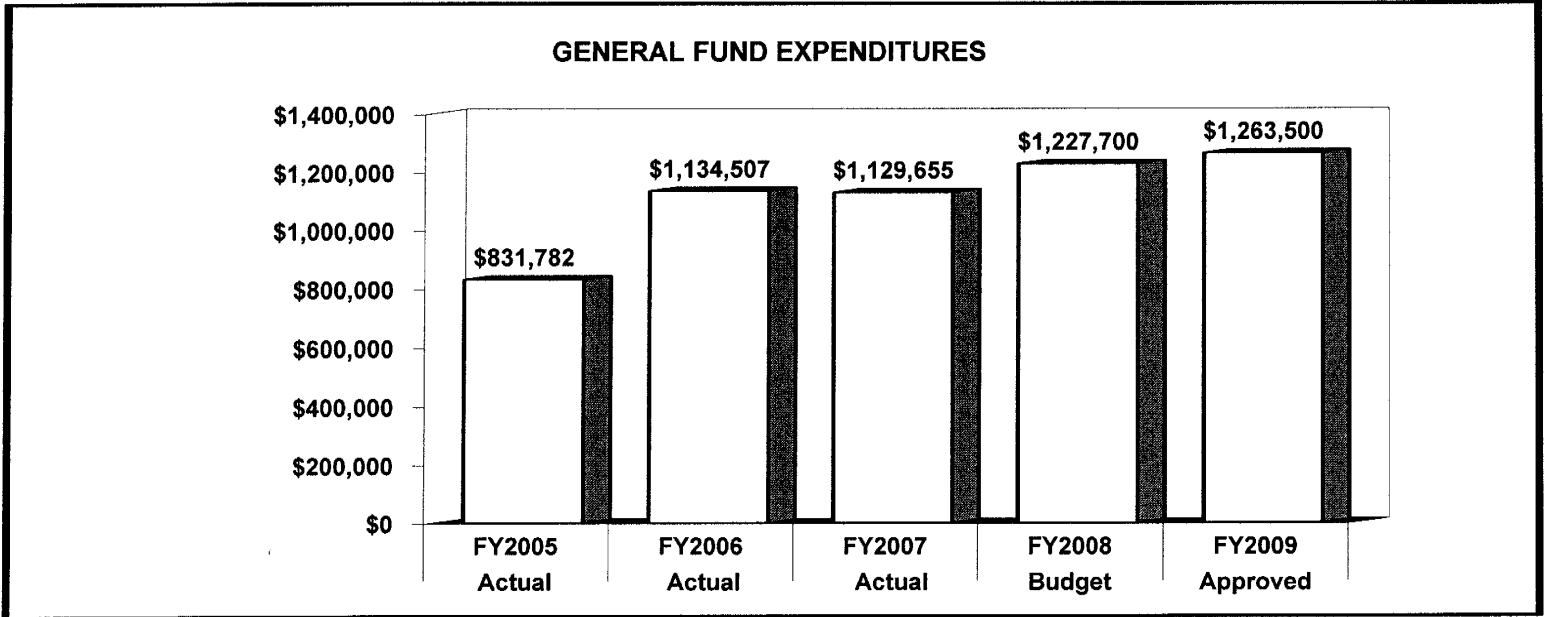
FY2009 SOURCES OF FUNDS

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

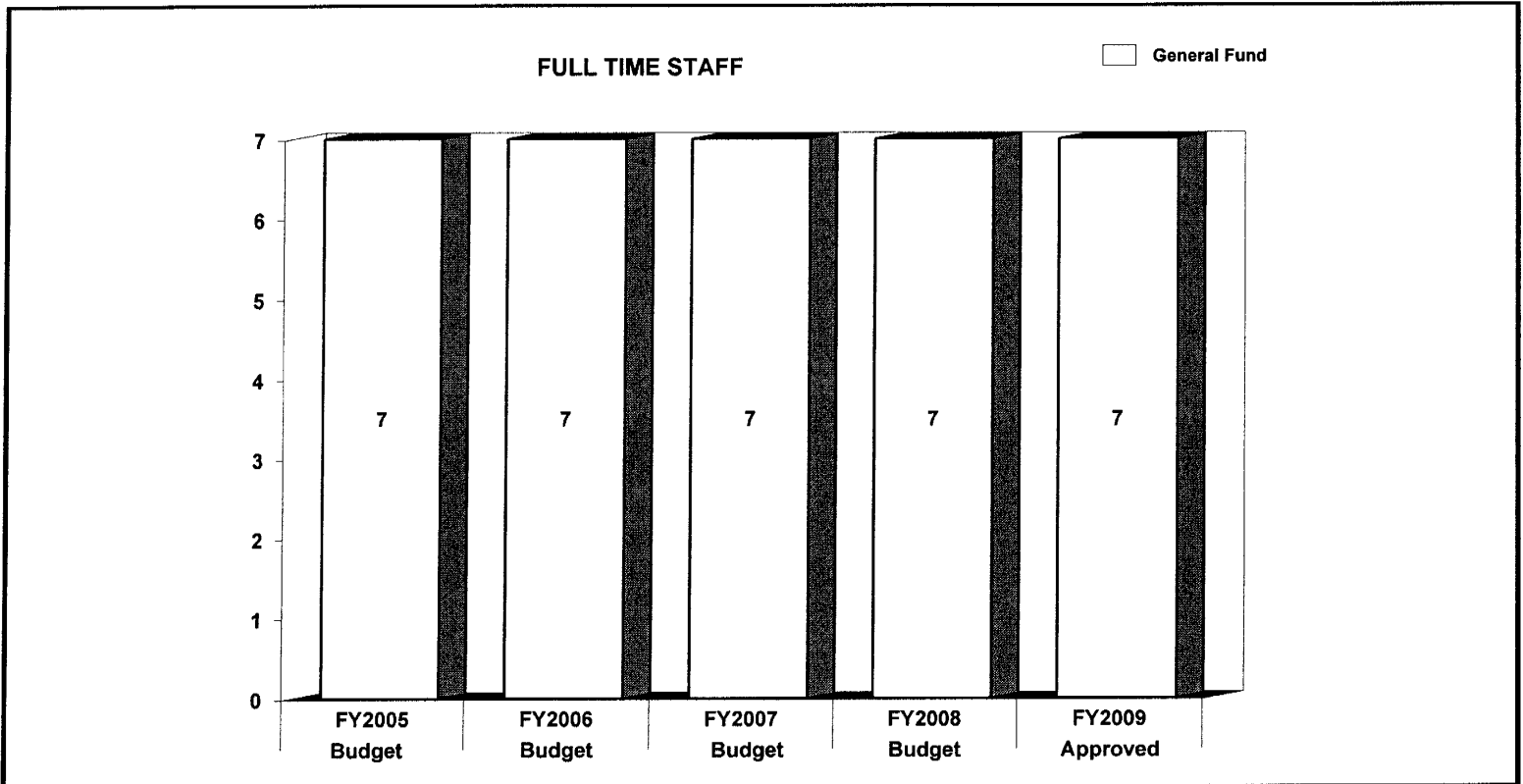


	FY2007 BUDGET	FY2008 BUDGET	FY2009 APPROVED	CHANGE FY08-FY09
GENERAL FUND STAFF				
Full Time - Civilian	7	7	7	0
Full Time - Sworn	0	0	0	0
Part Time	32	32	37	5
Limited Term	0	0	0	0
OTHER STAFF				
Full Time - Civilian				
Full Time - Sworn				
Part Time				
Limited Term Grant Funded				
TOTAL				
Full Time - Civilian	7	7	7	0
Full Time - Sworn	0	0	0	0
Part Time	32	32	37	5
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	37	0
TOTAL	7	37	0



The agency's actual expenditures increased 34.7% from FY 2005 to FY 2007. This increase is primarily driven by cost of living and merit adjustments. The FY 2009 approved budget is 2.9% more than the FY 2008 approved budget.



The agency's authorized staffing level remains unchanged from FY 2008.

	FY2007 ACTUAL	FY2008 BUDGET	FY2008 ESTIMATED	FY2009 APPROVED	CHANGE FY08-FY09
EXPENDITURE SUMMARY					
Compensation	\$ 731,664	\$ 799,200	\$ 792,200	\$ 834,100	4.4%
Fringe Benefits	237,002	252,000	256,300	249,800	-0.9%
Operating Expenses	160,989	176,500	176,500	179,600	1.8%
Capital Outlay	0	0	0	0	0%
	\$ 1,129,655	\$ 1,227,700	\$ 1,225,000	\$ 1,263,500	2.9%
Recoveries	0	0	0	0	0%
TOTAL	\$ 1,129,655	\$ 1,227,700	\$ 1,225,000	\$ 1,263,500	2.9%
STAFF					
Full Time - Civilian	-	7	-	7	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	32	-	37	15.6%
Limited Term	-	0	-	0	0%

In FY 2009 compensation expenditures increase by 4% over FY 2008 due to cost of living and merit adjustments for eligible employees. Compensation and fringe benefit costs include funding for 7 full-time and 37 part-time positions.

Compensation costs include funding to support seven part-time Commissioners, however FY 2009 is the first year all of the Commissioners have been included in the authorized part-time staffing.

In FY 2009, Operating expenditures increase by 2% from the FY 2008 approved budget. This increase is primarily driven by relocation expenses

MAJOR OPERATING EXPENDITURES FY2009	
Local Transportation	\$ 106,100
General and Administrative	\$ 26,500
Contracts	
Office Automation	\$ 16,800
Operating and Office Supplies	\$ 15,400
Printing and Reproduction	\$ 4,300

