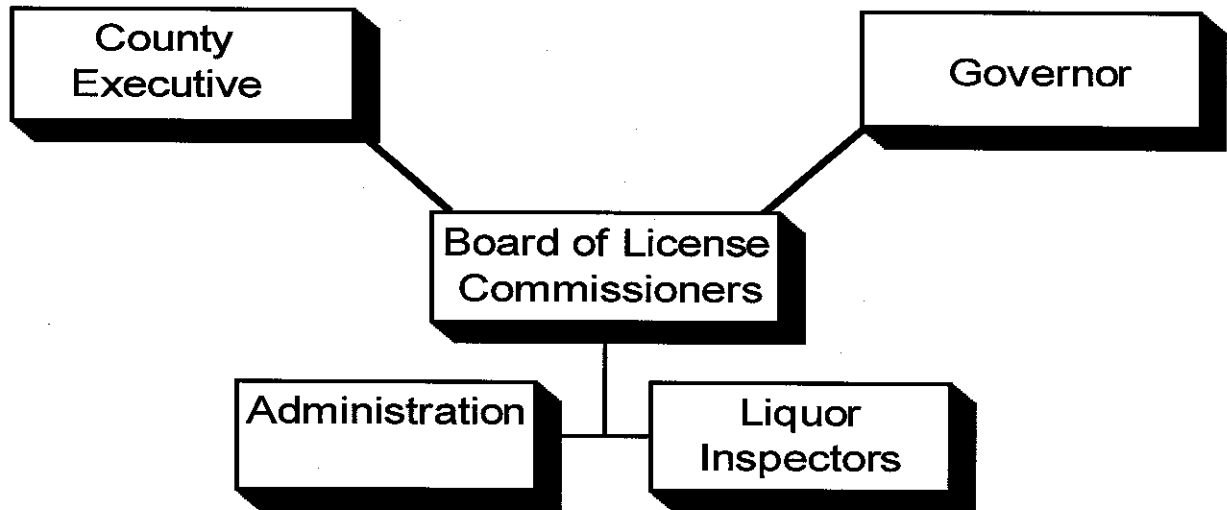


BOARD OF LICENSE COMMISSIONERS - 20

MISSION

The mission of the Board of License Commissioners is to serve the citizens and the licensees of Prince George's County in all areas regarding the regulating, controlling, distribution, retailing, and awareness of alcoholic beverages. The Board of License Commissioners' employees work together to perform diverse tasks in an extraordinary manner to insure the complete satisfaction of the community and licensees. The Board of License Commissioners is committed to excellence in every phase of its operation.

ORGANIZATION CHART



DESCRIPTION OF SERVICES

- The Board of License Commissioners for Prince George's County consists of five members, appointed by the Governor under the provisions of Section 15-101 of Article 2B of the Annotated Code of Maryland. The Board serves a quasi-judicial function in administering and enforcing the Alcoholic Beverage Laws of the State of Maryland and the Rules and Regulations of the Board of License Commissioners for Prince George's County.
- The Board's responsibilities include the approval or denial of applications for new alcoholic beverage licenses and transfers of location and/or assignments of licenses. The Board holds a minimum of two public hearings each month as well as special and administrative voting sessions. The Board is responsible for the issuance of Special One-Day licenses and Sunday On Sale Permits.
- The Board reviews the annual renewal of all alcoholic beverage licenses, all requests from licensees for permission to make alterations on their premises, and other requests. The Board also takes disciplinary action for violations of the laws and regulations through the imposition of fines, suspensions or the revocation of licenses. The Board directs the inspections of all licensed premises, including inspections conducted on a routine basis and special inspections. The Board also suggests legislation for introduction to the General Assembly and promulgates its own rules and regulations.

FY2003 HIGHLIGHTS

- Promoted alcohol awareness using a multi-faceted approach that includes education, prevention and enforcement.
- Conducted Responsible Alcohol Management Seminars to help increase our licensees' awareness of the consequences of the sale of alcohol to underage individuals.
- Worked to promote high quality alcoholic beverage establishments in the County, especially in under-served communities.
- Proposed legislation to the Maryland General Assembly to increase certain license fees and increase the maximum fine the Board can impose for certain alcoholic beverage violations.
- Developed a data management system that created electronic files of all licensed establishments.
- Translated reference materials from English to Korean for storeowners on the guidelines of operating their businesses under the laws of the State of Maryland and the rules and regulations issued by the County's Board of License Commissioners. A significant number of liquor stores in the County are owned and operated by members of the Korean community.

FY2004 OVERVIEW

The Board of License Commissioners' budget decreased marginally from FY2003. Staffing levels remain unchanged, although compensation decreased by 1% due to the lapse of one full time position for FY2004. Fringe benefits was the only category to increase in FY2004, as operating expenses maintained the same level from FY2003.

The Board plans to implement intensive in-house training opportunities for newly appointed liquor inspectors.

Technology related initiatives will include automating the process for applying for one-day alcoholic beverage licenses, new/transfer/transfer of location applications and renewals of alcoholic beverage licenses.

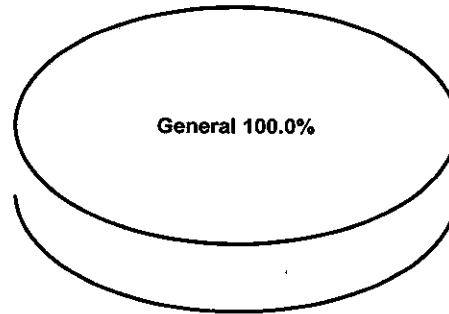
Continue to conduct Responsible Alcohol Management Seminars to help increase our licensees' awareness of the consequences of the sale of alcohol to underage individuals.

Continue to create high quality alcoholic beverage establishments in the county, especially in under-served communities, through education & enforcement.

	FY2002 ACTUAL	FY2003 BUDGET	FY2003 ESTIMATED	FY2004 PROPOSED	CHANGE FY2003-FY2004
TOTAL EXPENDITURES	\$ 831,980	\$ 989,900	\$ 918,400	\$ 989,300	-0.1%
EXPENDITURE DETAIL					
Board License Commissioners Operations	831,980	989,900	918,400	989,300	-0.1%
Recoveries	0	0	0	0	0%
TOTAL	\$ 831,980	\$ 989,900	\$ 918,400	\$ 989,300	-0.1%
SOURCES OF FUNDS					
General Fund	\$ 831,980	\$ 989,900	\$ 918,400	\$ 989,300	-0.1%
Other County Operating Funds:					
TOTAL	\$ 831,980	\$ 989,900	\$ 918,400	\$ 989,300	-0.1%

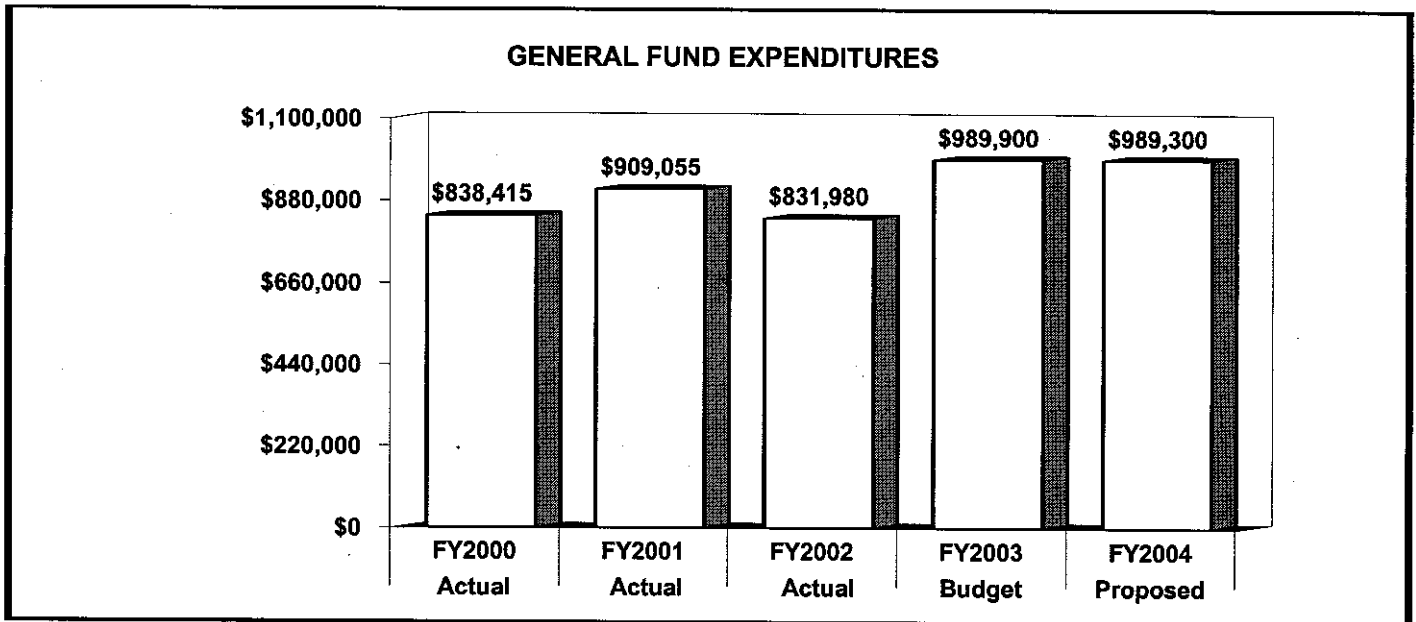
FY2004 SOURCES OF FUNDS

The operations of this agency are supported by the County's General Fund.

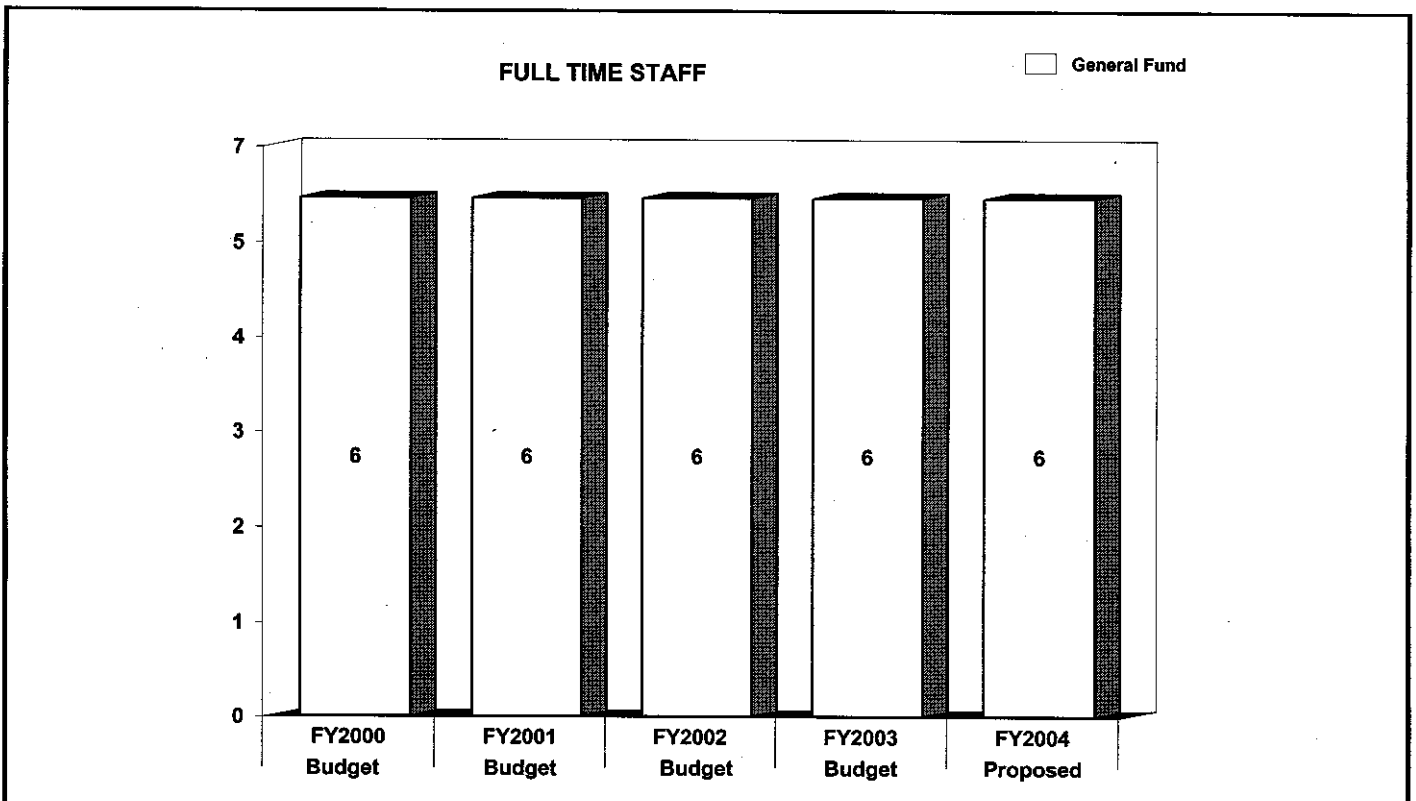


	FY2002 BUDGET	FY2003 BUDGET	FY2004 PROPOSED	CHANGE FY2003- FY2004
GENERAL FUND STAFF				
Full Time - Civilian	6	6	6	0
Full Time - Sworn	0	0	0	0
Part Time	29	29	29	0
Limited Term Grant Funded	0	0	0	0
OTHER STAFF				
Full Time - Civilian				
Full Time - Sworn				
Part Time				
Limited Term Grant Funded				
TOTAL				
Full Time - Civilian	6	6	6	0
Full Time - Sworn	0	0	0	0
Part Time	29	29	29	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	1	0	0
Liquor Inspectors	0	29	0
TOTAL	6	29	0



The Board of License Commissioners FY2004 budget is a 0.1% decrease from its FY2003 budget. Compensation for one full time position will be lapsed in FY2004 to offset the increased costs of fringe benefits.



Of the six positions, 3 are mandated by the State. They include an Administrator, a Chief Liquor Inspector and a Deputy Chief Liquor Inspector.

PERFORMANCE MEASURES	FY2000 ACTUAL	FY2001 ACTUAL	FY2002 ACTUAL	FY2003 ESTIMATED	FY2004 PROJECTED
Liquor Board					
Number of Inspections/Observations	65,760	66,418	66,408	66,195	66,195
Number of Special Investigations	1,452	1,579	1,712	1,700	1,700
Number of Hearings	28	45	50	48	41*
Number of Licenses Suspended	0	0	0	0	0
Number of Licenses Revoked/Expired	8	9	12	8	9
Fine Revenue	\$35,500	\$40,075	\$55,225	\$60,200	\$60,625
Number of Violations	26	29	25	26	26
Number of New Licenses Issued	10	7	11	6	12**

* Decline in hearings due to community meetings and intervention with the Inspection Staff and members of the Police Department in resolving and mediating problems before the need of a hearing.

** Projecting an increase in the number of new alcoholic beverage licenses being issued due to the development of National Harbor and the Boulevard at the Capital Centre.

	FY2002 ACTUAL	FY2003 BUDGET	FY2003 ESTIMATED	FY2004 PROPOSED	CHANGE FY2003-FY2004
EXPENDITURE SUMMARY					
Compensation	\$ 546,791	\$ 653,300	\$ 596,700	\$ 646,500	-1%
Fringe Benefits	141,044	176,000	162,500	182,200	3.5%
Operating Expenses	144,145	160,600	159,200	160,600	0%
Capital Outlay	0	0	0	0	0%
	\$ 831,980	\$ 989,900	\$ 918,400	\$ 989,300	-0.1%
Recoveries	0	0	0	0	0%
TOTAL	\$ 831,980	\$ 989,900	\$ 918,400	\$ 989,300	-0.1%
STAFF					
Full Time - Civilian	-	6	-	6	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	29	-	29	0%
Limited Term Grant	-	0	-	0	0%

Compensation includes funding for annualized merit increases, and reflects the salary lapse of one full time position.

Operating expenses remain flat from FY 2003 to FY 2004. Office Automation continues to provide for technology initiatives associated with automating the application process for liquor licenses.

MAJOR OPERATING EXPENDITURES FY2004	
Local Transportation	\$ 85,000
General and Administrative Contracts	\$ 26,500
Office Automation	\$ 17,900
Miscellaneous	\$ 9,200
Printing and Reproduction	\$ 6,500

