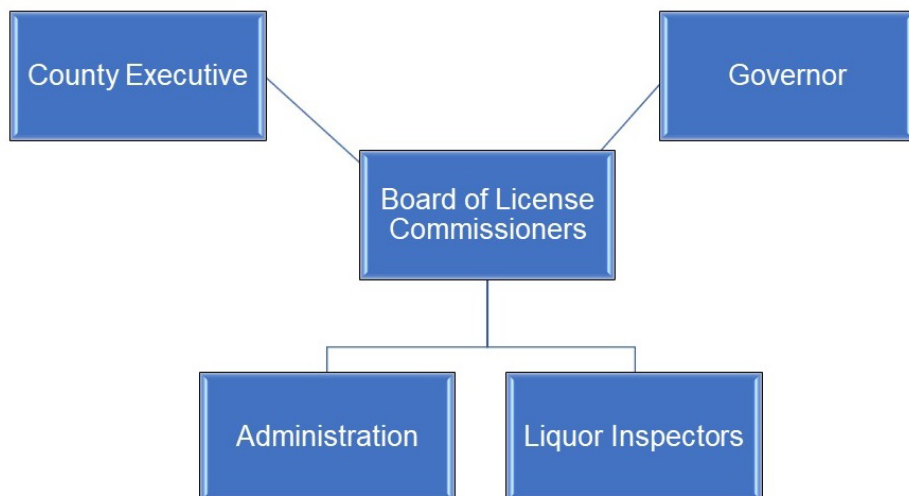


# Board of License Commissioners



## 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 2022 KEY ACCOMPLISHMENTS

- Efficiently processed licenses to produce additional revenue.
- Enhanced the inspection process through accountability, professionalism and continuity.
- Increased customer outreach to reduce license violations.
- Increased undercover operations to target problematic businesses.
- Modernized application process to reduce wasted man hours.

### STRATEGIC FOCUS AND INITIATIVES FOR FY 2023

The board's top priorities in FY 2023 are:

- Target underage consumption by using explorers and cadets 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 2023 BUDGET SUMMARY

The FY 2023 proposed budget for the Board of License Commissioners is \$1,783,800, an increase of \$87,100 or 5.1% over the FY 2022 approved budget.

### Expenditures by Fund Type

Fund Types	FY 2021 Actual		FY 2022 Budget		FY 2022 Estimate		FY 2023 Proposed	
	Amount	% Total	Amount	% Total	Amount	% Total	Amount	% Total
General Fund	\$1,726,499	100.0%	\$1,696,700	100.0%	\$1,742,600	100.0%	\$1,783,800	100.0%
<b>Total</b>	<b>\$1,726,499</b>	<b>100.0%</b>	<b>\$1,696,700</b>	<b>100.0%</b>	<b>\$1,742,600</b>	<b>100.0%</b>	<b>\$1,783,800</b>	<b>100.0%</b>

### Reconciliation from Prior Year

	Expenditures
<b>FY 2022 Approved Budget</b>	<b>\$1,696,700</b>
<b>Increase Cost: Fringe Benefits</b> — Increase in the fringe benefit rate from 35.6% to 38.1% to align with projected costs	\$39,800
<b>Increase Cost: Compensation - Mandated Salary Adjustments</b> — Annualization of FY 2022 salary adjustments	32,300
<b>Increase Cost: Operating</b> — Increase in the legal services contract and advertising costs due to a rise in the number of monthly hearings	8,000
<b>Increase Cost: Technology Cost Allocation</b> — Increase In OIT charges based on anticipated countywide costs for technology	7,000
<b>FY 2023 Proposed Budget</b>	<b>\$1,783,800</b>

**STAFF AND BUDGET RESOURCES**

Authorized Positions	FY 2021 Budget	FY 2022 Budget	FY 2023 Proposed	Change FY22-FY23
<b>General Fund</b>				
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
<b>TOTAL</b>				
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 2023		
	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
<b>TOTAL</b>	<b>9</b>	<b>19</b>	<b>0</b>

**Expenditures by Category - General Fund**

Category	FY 2021 Actual	FY 2022 Budget	FY 2022 Estimate	FY 2023 Proposed	Change FY22-FY23	
					Amount (\$)	Percent (%)
Compensation	\$1,145,704	\$1,094,200	\$1,109,900	\$1,126,500	\$32,300	3.0%
Fringe Benefits	400,201	389,500	405,400	429,300	39,800	10.2%
Operating	180,594	213,000	227,300	228,000	15,000	7.0%
Capital Outlay	—	—	—	—	—	
<b>SubTotal</b>	<b>\$1,726,499</b>	<b>\$1,696,700</b>	<b>\$1,742,600</b>	<b>\$1,783,800</b>	<b>\$87,100</b>	<b>5.1%</b>
Recoveries	—	—	—	—	—	
<b>Total</b>	<b>\$1,726,499</b>	<b>\$1,696,700</b>	<b>\$1,742,600</b>	<b>\$1,783,800</b>	<b>\$87,100</b>	<b>5.1%</b>

In FY 2023, compensation expenditures increase 3.0% over the FY 2022 budget primarily due to the annualization of prior year merit increases. Compensation includes funding for nine full time positions and 11 out of 19 part time positions. Fringe benefit expenditures increase 10.2% above the FY 2022 budget primarily due to an increase in fringe benefit rate from 35.6% to 38.1% in FY 2023 to align with anticipated costs.

Operating expenditures increase 7.0% over the FY 2022 budget due to an increase in the technology cost allocation charge, advertising and the legal services contract.

## 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 2027 Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected	Trend
100%	90%	90%	90%	90%	↔

### Trend and Analysis

The goal of the Board of License Commissioners is always to have 100% compliance from licensees regarding underage sales. Realistically, this target may never be achieved regardless of our best efforts because licensees may not comply with the board's rules and regulations. The number of compliance checks did increase marginally from the previous year.

### Performance Measures

Measure Name	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
<b>Workload, Demand and Production (Output)</b>					
Alcohol beverage business licenses suspended/revoked	0	1	0	0	0
Licensed premises in the County	620	633	619	630	635
Alcoholic beverage license hearings held	26	24	26	30	36
Routine inspections	2,808	7,351	4,637	4,900	5,200
Focused inspections	1,708	0	56	25	25
Compliance checks	158	318	139	176	200
New alcoholic beverage licenses approved	31	30	21	40	45
Compliance checks per licensed premise	0.3	0.5	0.2	0.3	0.3
Licensed establishments inspected monthly	35%	33%	33%	33%	33%
Licenses expired for unpaid taxes	4	0	17	17	10
Trail audits of inspections	139	185	6	0	0
Community meetings attended	0	1	15	20	25
<b>Impact (Outcome)</b>					
Volunteer minor operatives	4	14	7	7	10
Licensed businesses refusing to sell to underage volunteer operatives	88%	90%	90%	90%	100%
Total alcoholic beverage violations	103	144	59	75	80

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

FY 2027 Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected	Trend
100%	98%	100%	98%	98%	↔

**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. Entertainment has resumed and the BOLC expects to increase the number of entertainment permits and inspections.

**Performance Measures**

Measure Name	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
<b>Workload, Demand and Production (Output)</b>					
Businesses with a Special Entertainment Permit	114	116	114	120	125
Inspections for entertainment	600	1,177	465	500	550
<b>Impact (Outcome)</b>					
Establishments in compliance with the requirement of the Special Entertainment Permit	98%	98%	100%	98%	98%

**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 2027 Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected	Trend
100%	100%	100%	100%	100%	↔

**Trend and Analysis**

The BOLC checks each applicant and 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 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 the issuance or renewal of a license.

**Performance Measures**

Measure Name	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
<b>Workload, Demand and Production (Output)</b>					
Licensed premises in the County	620	633	619	630	635
New applications reviewed	0	36	32	40	45

**Performance Measures** *(continued)*

Measure Name	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
<b>Efficiency</b>					
Tax examinations issued	200	33	206	215	220
<b>Impact (Outcome)</b>					
Establishments in tax compliance	47%	100%	100%	100%	100%

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

FY 2027 Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected	Trend
63	63	63	63	63	↔

**Trend and Analysis**

Prior to FY 2016, all violation cases were presented before the Board. This created a backlog of cases, which increased the days between the issuance of a violation and the hearing. The number of days between a violation notice and a hearing has substantially decreased due to the incorporation of the "offer letter," which is another way to resolve minor violation cases without having a hearing. As the Board had anticipated, this duration decreased with the expectation that more violators will accept the offer letter. COVID-19 caused in-person hearings to cease. The BOLC had to develop a policy and procedure on how to conduct virtual hearings. Once implemented, the BOLC added additional hearing dates to resolve the backlog of cases.

**Performance Measures**

Measure Name	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
<b>Workload, Demand and Production (Output)</b>					
Licensed premises in the County	620	633	619	630	635
Alcoholic beverage violations issued	80	144	59	75	80
Alcoholic beverage violations adjudicated	80	17	50	40	25
<b>Efficiency</b>					
Violations issued per inspector	7	12	5	6	7
<b>Impact (Outcome)</b>					
Days between the violation being written to the time of the hearing	47	63	63	63	63

