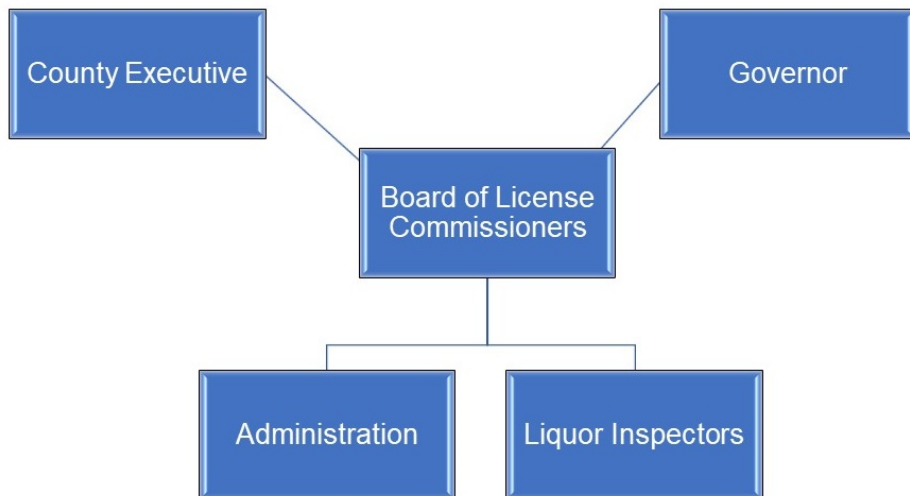


# Board of License Commissioners



## 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 2025 KEY ACCOMPLISHMENTS

- Increased customer outreach to reduce license violations.
- Increased undercover operations to target problematic businesses.

### STRATEGIC FOCUS AND INITIATIVES FOR FY 2026

The board’s top priorities in FY 2026 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 2026 BUDGET SUMMARY

The FY 2026 proposed budget for the Board of License Commissioners is \$2,191,700, an increase of \$139,300 or 6.8% over the FY 2025 approved budget.

### Expenditures by Fund Type

Fund Types	FY 2024 Actual		FY 2025 Budget		FY 2025 Estimate		FY 2026 Proposed	
	Amount	% Total	Amount	% Total	Amount	% Total	Amount	% Total
General Fund	\$2,069,100	100.0%	\$2,052,400	100.0%	\$2,045,400	100.0%	\$2,191,700	100.0%
<b>Total</b>	<b>\$2,069,100</b>	<b>100.0%</b>	<b>\$2,052,400</b>	<b>100.0%</b>	<b>\$2,045,400</b>	<b>100.0%</b>	<b>\$2,191,700</b>	<b>100.0%</b>

### Reconciliation from Prior Year

	Expenditures
<b>FY 2025 Approved Budget</b>	<b>\$2,052,400</b>
<b>Increase Cost: Compensation - Mandated Salary Requirements</b>	\$154,300
<b>Increase Cost: Operating</b> — Increased funding to support non-OIT automation costs based on an updated software subscription contract	87,700
<b>Increase Cost: Fringe Benefits</b> — Increase in the fringe benefit rate from 30.8% to 33.3% to align with projected costs	42,900
<b>Increase Cost: Technology Cost Allocation</b> — Increase in OIT charges based on anticipated countywide costs for technology	19,300
<b>Decrease Cost: Operating</b> — Net operating decrease in telephone, mileage reimbursement, training, court reporter fees and language access to meet operational needs	(36,600)
<b>Decrease Cost: Compensation</b> — Decrease in compensation costs due to an increase in budgeted attrition and salary lapse	(128,300)
<b>FY 2026 Proposed Budget</b>	<b>\$2,191,700</b>

### STAFF AND BUDGET RESOURCES

Authorized Positions	FY 2024 Budget	FY 2025 Budget	FY 2026 Proposed	Change FY25-FY26
<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 2026		
	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 2024 Actual	FY 2025 Budget	FY 2025 Estimate	FY 2026 Proposed	Change FY25-FY26	
					Amount (\$)	Percent (%)
Compensation	\$1,383,454	\$1,349,300	\$1,341,900	\$1,375,300	\$26,000	1.9%
Fringe Benefits	414,854	415,000	455,200	457,900	42,900	10.3%
Operating	270,792	288,100	248,300	358,500	70,400	24.4%
Capital Outlay	—	—	—	—	—	
<b>SubTotal</b>	<b>\$2,069,100</b>	<b>\$2,052,400</b>	<b>\$2,045,400</b>	<b>\$2,191,700</b>	<b>\$139,300</b>	<b>6.8%</b>
Recoveries	—	—	—	—	—	
<b>Total</b>	<b>\$2,069,100</b>	<b>\$2,052,400</b>	<b>\$2,045,400</b>	<b>\$2,191,700</b>	<b>\$139,300</b>	<b>6.8%</b>

In FY 2026, compensation expenditures increase 1.9% over the FY 2025 budget primarily due to annualization of FY 2025 and planned FY 2026 salary adjustments, offset with an increase in budgeted attrition. The compensation budget includes funding for nine full time positions and 13 out of 19 part time positions. Fringe benefit expenditures increase 10.3% above the FY 2025 budget due to an increase in the fringe benefit rate from 30.8% to 33.3% to align with projected costs.

Operating expenditures increase 24.4% over the FY 2025 budget due to an increase in the technology cost allocation charge and software subscription 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 2030 Target	FY 2023 Actual	FY 2024 Actual	FY 2025 Estimated	FY 2026 Projected	Trend
55%	63%	60%	60%	60%	↓

### Trend and Analysis

The Board of License Commissioners (BOLC) will continue to increase education to new and current licensees to ensure that they understand and follow alcoholic beverage laws. For FY 2024, the BOLC did not have a dedicated 1000-hour employee to assist with conducting compliance checks. The BOLC relied on cadets and explorers from the Police Department to conduct underage compliance checks. They were not consistent with providing youths/cadets. In the 2023 legislative session, the number of Class B licenses were increased, which allowed the BOLC to offer four licenses at hearings instead of one. Additionally, unique licenses were also added to the complement.

### Performance Measures

Measure Name	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Estimated	FY 2026 Projected
<b>Workload, Demand and Production (Output)</b>					
Alcohol beverage business licenses suspended/revoked	0	0	0	1	0
Licensed premises in the County	620	636	636	645	648
Alcoholic beverage license hearings held	36	42	69	72	75
Routine inspections	4,680	5,274	4,950	5,000	5,100
Compliance checks	86	178	50	60	70
New alcoholic beverage licenses approved	36	42	69	72	75
Compliance checks per licensed premise	12	15	12	12	15
Licensed establishments inspected monthly	33%	33%	65%	65%	65%
Community meetings attended	12	8	30	30	30
<b>Impact (Outcome)</b>					
Volunteer minor operatives	4	2	1	1	1
Licensed businesses refusing to sell to underage volunteer operatives	68%	63%	60%	60%	60%
Total alcoholic beverage violations	41	60	72	75	75

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

FY 2030 Target	FY 2023 Actual	FY 2024 Actual	FY 2025 Estimated	FY 2026 Projected	Trend
99%	97%	99%	99%	99%	↔

**Trend and Analysis**

The BOLC will continue to educate licensees on the rules and regulations pertaining to entertainment, which will help them avoid violations and penalties as well as keep their businesses in compliance. In FY 2024, entertainment inspections dropped due to the loss of staffing and shifted inspection focus from entertainment to education.

**Performance Measures**

Measure Name	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Estimated	FY 2026 Projected
<b>Workload, Demand and Production (Output)</b>					
Businesses with a Special Entertainment Permit	144	96	104	120	125
Inspections for entertainment	999	978	883	883	883
<b>Impact (Outcome)</b>					
Establishments in compliance with the requirement of the Special Entertainment Permit	98%	97%	99%	99%	99%

**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 2030 Target	FY 2023 Actual	FY 2024 Actual	FY 2025 Estimated	FY 2026 Projected	Trend
100%	100%	100%	100%	100%	↔

**Trend and Analysis**

The BOLC was able to obtain additional licenses through legislation; therefore, the Board is accepting and issuing more applications. All establishments must be compliant in their taxes in order to retain their licenses for the year.

**Performance Measures**

Measure Name	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Estimated	FY 2026 Projected
<b>Workload, Demand and Production (Output)</b>					
Licensed premises in the County	620	636	636	645	645
New applications reviewed	36	42	71	73	75
<b>Impact (Outcome)</b>					
Establishments in tax compliance	100%	100%	100%	100%	100%

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

FY 2030 Target	FY 2023 Actual	FY 2024 Actual	FY 2025 Estimated	FY 2026 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 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Estimated	FY 2026 Projected
<b>Workload, Demand and Production (Output)</b>					
Licensed premises in the County	620	636	636	645	645
Alcoholic beverage violations issued	41	60	72	75	75
Alcoholic beverage violations adjudicated	41	70	72	75	75
<b>Efficiency</b>					
Violations issued per inspector	12	5	6	6	6
<b>Impact (Outcome)</b>					
Days between the violation being written to the time of the hearing	63	63	63	63	63

