
Alcoholic Beverage Regulation Administration

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Table LQ0-1

Description	FY 2015 Actual	FY 2016 Approved	FY 2017 Proposed	% Change from FY 2016
OPERATING BUDGET	\$6,188,310	\$8,141,975	\$8,268,024	1.5
FTEs	53.0	55.0	57.0	3.6

The mission of the Alcoholic Beverage Regulation Administration (ABRA) is to support the public’s health, safety, and welfare through the control and regulation of the sale and distribution of alcoholic beverages.

Summary of Services

ABRA conducts licensing, training, adjudication, community outreach, and enforcement efforts to serve licensees, law enforcement agencies, Advisory Neighborhood Commissions (ANCs), civic associations, and the general community so that they understand and adhere to all District laws, regulations, and ABRA policies and procedures.

The agency's FY 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table LQ0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table LQ0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change
GENERAL FUND										
DEDICATED TAXES	925	1,170	1,170	0	0.0	0.0	0.0	0.0	0.0	N/A
SPECIAL PURPOSE										
REVENUE FUNDS	5,264	6,972	7,098	126	1.8	53.0	55.0	57.0	2.0	3.6
TOTAL FOR GENERAL FUND	6,188	8,142	8,268	126	1.5	53.0	55.0	57.0	2.0	3.6
GROSS FUNDS	6,188	8,142	8,268	126	1.5	53.0	55.0	57.0	2.0	3.6

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table LQ0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table LQ0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	2,494	2,045	2,783	2,927	145	5.2
12 - REGULAR PAY - OTHER	713	1,453	1,576	1,820	243	15.4
13 - ADDITIONAL GROSS PAY	53	80	65	65	0	0.0
14 - FRINGE BENEFITS - CURRENT PERSONNEL	662	719	907	1,012	105	11.6
15 - OVERTIME PAY	104	88	175	175	0	0.0
SUBTOTAL PERSONAL SERVICES (PS)	4,026	4,384	5,506	5,999	493	9.0
20 - SUPPLIES AND MATERIALS	66	81	113	123	10	8.8
30 - ENERGY, COMMUNICATION AND BUILDING RENTALS	83	0	0	0	0	N/A
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	102	74	78	80	2	2.0
40 - OTHER SERVICES AND CHARGES	423	467	582	515	-67	-11.5
41 - CONTRACTUAL SERVICES - OTHER	251	238	638	326	-312	-48.9
50 - SUBSIDIES AND TRANSFERS	534	925	1,170	1,170	0	0.0
70 - EQUIPMENT AND EQUIPMENT RENTAL	100	19	55	55	0	0.0
SUBTOTAL NONPERSONAL SERVICES (NPS)	1,560	1,804	2,636	2,269	-367	-13.9
GROSS FUNDS	5,586	6,188	8,142	8,268	126	1.5

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table LQ0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table LQ0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) AGENCY MANAGEMENT								
(1015) TRAINING AND EMPLOYEE DEVELOPMENT	27	39	39	0	0.0	0.0	0.0	0.0
(1017) LABOR RELATIONS	-1	0	0	0	0.0	0.0	0.0	0.0
(1030) PROPERTY MANAGEMENT	210	538	277	-261	0.0	0.0	0.0	0.0
(1040) INFORMATION TECHNOLOGY	278	217	107	-110	0.0	0.0	0.0	0.0
(1050) FINANCIAL MANAGEMENT	23	30	30	0	0.0	0.0	0.0	0.0
(1060) LEGAL	931	1,187	1,196	9	7.0	7.0	7.0	0.0
(1070) FLEET MANAGEMENT	37	72	80	8	0.0	0.0	0.0	0.0
(1080) COMMUNICATIONS	219	270	317	46	3.0	3.0	3.0	0.0
(1085) CUSTOMER SERVICE	75	74	72	-2	1.0	1.0	1.0	0.0
(1087) LANGUAGE ACCESS	7	15	15	0	0.0	0.0	0.0	0.0
(1090) PERFORMANCE MANAGEMENT	626	943	957	14	5.0	7.0	7.0	0.0
SUBTOTAL (1000) AGENCY MANAGEMENT	2,432	3,387	3,090	-296	16.0	18.0	18.0	0.0
(2000) LICENSING								
(2010) LICENSING	873	1,061	1,118	57	12.0	12.0	12.0	0.0
SUBTOTAL (2000) LICENSING	873	1,061	1,118	57	12.0	12.0	12.0	0.0
(3000) INVESTIGATIONS								
(3010) INVESTIGATIONS	2,820	3,614	3,822	208	24.0	24.0	24.0	0.0
SUBTOTAL (3000) INVESTIGATIONS	2,820	3,614	3,822	208	24.0	24.0	24.0	0.0
(5000) RECORDS MANAGEMENT								
(5010) RECORDS MANAGEMENT	63	80	238	158	1.0	1.0	3.0	2.0
SUBTOTAL (5000) RECORDS MANAGEMENT	63	80	238	158	1.0	1.0	3.0	2.0
TOTAL PROPOSED OPERATING BUDGET	6,188	8,142	8,268	126	53.0	55.0	57.0	2.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

The Alcoholic Beverage Regulation Administration operates through the following 4 programs:

Licensing – issues new and renewal licenses to liquor stores, grocery stores, restaurants, hotels, nightclubs, and other establishments that manufacture, distribute, sell, or serve alcoholic beverages in the District of Columbia, and works with Records Management to keep accurate and accessible paper and data records of all licensing program activities. This program provides customer services directly to the general public, the business community, ANCs, and community groups and associations.

Investigations – conducts regulatory and voluntary agreement compliance inspections, underage compliance checks, and joint investigations as needed with the Metropolitan Police Department, the Fire and Emergency Medical Services Department, the Office of Tax and Revenue, the Department of Consumer and Regulatory Affairs, and others; and conducts various inspections associated with licensing and adjudicatory processes such as final, compliance, placard, special event, and financial audit investigations. All activities serve to strengthen the awareness of, and compliance with, the appropriate laws and regulations of the District of Columbia.

Records Management– provides files, documents, and database information to ABRA staff, the Alcoholic Beverage Control (ABC) Board, and the general public so that they can receive accurate information and files. The program also provides certification services, responds to and tracks Freedom of Information Act requests, and responds to subpoena requests.

Agency Management– provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Alcoholic Beverage Regulation Administration has no program structure changes in the FY 2017 proposed budget.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table LQ0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table LQ0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
DEDICATED TAXES: FY 2016 Approved Budget and FTE		1,170	0.0
No Change		0	0.0
DEDICATED TAXES: FY 2017 Agency Budget Submission		1,170	0.0
No Change		0	0.0
DEDICATED TAXES: FY 2017 Mayor's Proposed Budget		1,170	0.0
No Change		0	0.0
DEDICATED TAXES: FY 2017 District's Proposed Budget		1,170	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Approved Budget and FTE		6,972	55.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	343	0.0
Increase: To support additional FTEs	Records Management	88	1.0
Increase: To align Fixed Costs with proposed estimates	Agency Management	2	0.0
Decrease: To partially offset projected adjustments in personal services costs	Multiple Programs	-307	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Agency Budget Submission		7,098	56.0
Enhance: To support additional FTEs	Records Management	62	1.0
Reduce: To offset projected adjustments in personal services costs	Agency Management	-62	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Mayor's Proposed Budget		7,098	57.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 District's Proposed Budget		7,098	57.0
GROSS FOR LQ0 - ALCOHOLIC BEVERAGE REGULATION ADMINISTRATION		8,268	57.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

FY 2017 Proposed Budget Changes

The Alcoholic Beverage Regulation Administration's (ABRA) proposed FY 2017 gross budget is \$8,268,024, which represents a 1.5 percent increase over its FY 2016 approved gross budget of \$8,141,975. The budget is comprised of \$1,170,000 in Dedicated Taxes and \$7,098,024 in Special Purpose Revenue funds.

Agency Budget Submission

Increase: In Special Purpose Revenue (SPR) funds, the proposed budget increased because of higher revenue estimates from the issuance of alcohol licenses and permits. Specifically, the budget increased in personal services funding by \$342,955 across multiple programs to support projected salary step and Fringe Benefits adjustments. Additionally, the budget increased by \$88,431 and 1.0 FTE in the Records Management program for the operation and support of the agency's document management system. Lastly, the budget increased by \$1,584 to cover higher Telecommunication costs as a result of revised estimates.

Decrease: In SPR funds, the proposed budget decreased by a total of \$306,922, which includes savings of \$270,000 in contractual costs due to the completion of a component of the agency's licensing document management system and \$46,922 for technology services. These costs are partially offset by an increase of \$10,000 in supply costs. The nonpersonal services savings were used to partly offset the increase in personal services as ABRA transitions from support of its document system by the Office of the Chief Technology Officer.

Mayor's Proposed Budget

Enhance: In SPR funds, ABRA's budget proposal will increase personal services by \$61,755 and 1.0 FTE in the Records Management program to support the agency's document management system.

Reduce: In SPR funds, ABRA identified a cost savings of \$61,755 in the Agency Management program to offset the proposed increases in personal services. This adjustment includes reductions of \$20,000 in Other Services and Charges and \$41,755 in Contractual Services. These adjustments to unobligated contracts will not affect the level of services provided.

District's Proposed Budget

No Change: The Alcoholic Beverage Regulation Administration's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

Agency Performance Plan*

Alcoholic Beverage Regulation Administration (ABRA) has the following strategic objectives for FY 2017:

Strategic Objectives

Strategic Objectives describe what the agency will do, at a high level, to achieve its Mission. These are action based sentences that define what an agency does for its customers, whether the customers are residents or other District agencies, and how that improves the District.

Objectives

1. Educate licensees on the District's alcoholic beverage laws and regulations.
2. Ensure that licensed establishments are in compliance with the ABC laws and regulations.
3. Engage in community outreach regarding the licensing process.
4. Create and maintain a highly efficient, transparent, and responsive District government.**

Activities

Activities include the work that happens on a daily basis to help achieve the Strategic Objectives. Activity names come from the Budget line items. This is further divided into Daily Services, (ex. sanitation disposal), and long term Key Projects that are high profile, onetime and span several years, (ex. redevelopment of Walter Reed Army Medical Center). Many agencies will mostly have Daily Services, whereas some agencies that are more capitalbased will have several Key Projects.

1. Educate licensees on the District's alcoholic beverage laws and regulations. (2 Activities)

Activity Title	Activity Description	Type of Activity
Conduct new licensee orientation classes	ABRA will be conducting a minimum of four new licensee orientation classes that shall be available to licensees and the public at no charge. The class curriculum shall include the following: (1) a review of relevant provisions contained in both Title 25 of the D.C. Code and Title 23 of the DCMR; (2) noise abatement and sound management; and (3) how to work proactively with Advisory Neighborhood Commissions, neighborhood and business groups and residents. Completion Date: September 30, 2017	Daily Service
Conduct Books and Records compliance courses	ABRA will be conducting a minimum of two training courses for licensed restaurants and hotels regarding maintaining compliance with the District's books and records and quarterly statement regulatory requirements. The course curriculum will cover the following: (1) the requirement for licensees to maintain books and records for a three-year period; (2) the requirement for restaurants and hotels to file quarterly statements with ABRA; and (3) the minimum food sales requirements for restaurants and hotels. Completion Date: September 30, 2017.	Daily Service

2. Ensure that licensed establishments are in compliance with the ABC laws and regulations. (1 Activity)

Activity Title	Activity Description	Type of Activity
Conduct a minimum of two regulatory inspections or investigations at each licensed establishment	ABRA investigators will conduct a minimum of two regulatory inspections, monitoring or investigations at each licensed establishment to verify compliance with the District's laws and regulations. ABRA will be conducting a minimum of 7,000 regulatory inspections, monitoring or investigations at licensed establishments located in the District. Completion Date: September 30, 2017.	Daily Service

3. Engage in community outreach regarding the licensing process. (2 Activities)

Activity Title	Activity Description	Type of Activity
Engage in proactive community outreach regarding the Calendar Year 2016 Holiday Extension of Hours licensing process	ABRA will engage in community outreach and provide timely information to active onpremises licensees and the public regarding the Holiday Extension of Hours licensing process for Calendar Year 2016. Specifically, the Agency shall provide written notice to onpremises licensees regarding the Holiday Extension of Hours licensing process for Calendar Year 2016. The written notice will also provide on premises licensees with a Holiday Extension of Hours Calendar for 2016. Notice of the Holiday Extension of Hours licensing process for Calendar Year 2016 shall be provided to the public by posting information regarding the process on the ABRA website. Completion Date: December 1, 2016.	Daily Service
Licensing	Provide written notice to onpremises licensees regarding the Holiday Extension of Hours licensing process for calendar year 2016.	Daily Service

KEY PERFORMANCE INDICATORS

Key Performance Indicators measure how well an agency is achieving its Strategic Objectives. They are outcome oriented and should be used to answer the question, “What does the agency need to measure to determine success?”

1. Ensure that licensed establishments are in compliance with the ABC laws and regulations. (7 Measures)

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2015 Target	FY 2016 Target	FY 2017 Target
Number of establishments inspected to ensure compliance with underage drinking laws		889	908	700	700	700
Number of inspections, investigations, and monitoring activities		10,200	10,437	7,000	7,000	7,000
Amount of revenue generated by licenses and permits		\$5,178,664	\$4,900,000	\$3,700,000	\$3,700,000	\$3,700,000
Amount of revenue generated by fines		\$469,800	\$601,725	\$290,000	\$290,000	\$290,000
Total number of citations issued		524	653	250	250	250
Percent of oneday and substantial change permits issued within 15 days or less		98.4%	100%	90%	90%	90%
Number of licensees and members of the public that received training from the Agency	X	Not available	Not available	Not available	Not available	100

2. Create and maintain a highly efficient, transparent and responsive District government. (10 Measures)**

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2015 Target	FY 2016 Target	FY 2017 Target
Contracts/Procurement Expendable Budget spent on Certified Business Enterprises	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Contracts/Procurement Contracts lapsed into retroactive status	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Budget Local funds unspent	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Budget Federal Funds returned	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Customer Service Meeting Service Level Agreements	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Human Resources Vacancy Rate	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Human Resources Employee District residency	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Human Resources Employee Onboard Time	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Performance Managemen-Employee Performance Plan Completion	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Number of community meetings attended to educate the community regarding the licensing process	X	Not available	Not available	Not available	Not available	20

Performance Plan End Notes:

*For more information about the new structure and components of FY 2017 draft performance plans, please see the FY 2017 Proposed Budget and Financial Plan, Volume 1, Appendix E

***"Create and maintain a highly efficient, transparent and responsive District government" is a new Strategic Objective this year required for all agencies.

***Key Performance Indicators that are new may not have historical data and may only have FY 2017 targets.