

Alcoholic Beverage Regulation Administration FY2018

Agency Alcoholic Beverage Regulation Administration

Agency Code LQ0

Fiscal Year 2018

Mission 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.

2018 Strategic Objectives

Objective Number	Strategic Objective	# of Measures	# of Operations
1	Educate licensees on the District's alcoholic beverage laws and regulations.	1	2
2	Ensure that licensed establishments are in compliance with the ABC laws and regulations.	6	1
3	Engage in community outreach regarding the licensing process.	1	1
4	Create and maintain a highly efficient, transparent and responsive District government.**	9	0
TOT		17	4

2018 Key Performance Indicators

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target
1 - Educate licensees on the District's alcoholic beverage laws and regulations. (1 Measure)									
Number of licensees and members of the public that received training from the Agency	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	75	92	75
2 - Ensure that licensed establishments are in compliance with the ABC laws and regulations. (6 Measures)									
Amount of revenue generated by licenses and permits	<input type="checkbox"/>	\$5,178,664	\$3,700,000	\$4,900,000	\$3,700,000	\$7,839,795	\$3,700,000	\$5,746,567	\$3,700,000
Amount of revenue generated by fines	<input type="checkbox"/>	\$469,800	\$290,000	\$601,725	\$290,000	\$719,000	\$290,000	\$566,860	\$400,000
Percent of one-day and substantial change permits issued within 15 days or less	<input type="checkbox"/>	98.4	90	100	90	100	90	100	90
Number of inspections, investigations, and monitoring activities	<input type="checkbox"/>	10,200	7000	10,437	7000	15,675	7000	12,962	10,000

Number of establishments inspected to ensure compliance with underage drinking laws	<input type="checkbox"/>	889	700	908	700	1458	700	1246	900
Total number of citations issued	<input type="checkbox"/>	524	250	653	250	819	250	481	250
3 - Engage in community outreach regarding the licensing process. (1 Measure)									
Number of community meetings attended to educate the community regarding the licensing process	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	20	58	20

**We've revisited a project to standardize District wide measures for the Objective "Create and maintain a highly efficient, transparent and responsive District government." New measures will be tracked in FY18 and FY19 and published starting in the FY19 Performance Plan.

2018 Operations

Operations Header	Operations Title	Operations Description	Type of Operations	# of Measures	# of Strategic Initiatives
1 - Educate licensees on the District's alcoholic beverage laws and regulations. (2 Activities)					
LICENSING	Daily Issuance of Licenses and Permits	This is a key driver in all of ABRA's operations. The number of licenses and permits issued daily is in direct correlation to the amount of revenue the agency generates on a monthly basis.	Daily Service	1	1
LICENSING	Renewal of Licenses and Permits	This is a key driver in all of ABRA's operations. The number of licenses and permits renewed directly affects the amount of revenue the agency generates on a monthly basis.	Daily Service	1	0
TOT				2	1
2 - Ensure that licensed establishments are in compliance with the ABC laws and regulations. (1 Activity)					
INVESTIGATIONS	Conduct a minimum of two regulatory inspections or investigations at each licensed establishment.	Thorough conduction of the regulatory inspections for all licensed establishments.	Daily Service	0	2
TOT				0	2
3 - Engage in community outreach regarding the licensing process. (1 Activity)					
COMMUNICATIONS	Community Outreach and Notifications	Ensuring the general public are well informed of the schedule of extension of hours for calendar 2017 and its exceptions.	Key Project	0	1

TOT				0	1
TOT				2	4

2018 Workload Measures

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY2016 Actual	FY 2017 Actual
1 - Daily Issuance of Licenses and Permits (1 Measure)					
Number of one-day and substantial change permits issued within 15 days or less.	<input type="checkbox"/>	Not available	Not Available	484	544
1 - Renewal of Licenses and Permits (1 Measure)					
Number of ABC licenses and permits renewed.	<input type="checkbox"/>	Not available	Not Available	3700	3443

Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Engage in proactive community outreach regarding the Calendar Year 2018 Holiday Extension of Hours licensing process.	ABRA will engage in community outreach and provide timely information to active on-premises licensees and the public regarding the Holiday Extension of Hours licensing process for Calendar Year 2018. Specifically, the Agency shall provide written notice to on - premises licensees regarding the Holiday Extension of Hours licensing process for Calendar Year 2018. The written notice will also provide on-premises licensees with a Holiday Extension of Hours Calendar for 2018. Notice of the Holiday Extension of Hours licensing process for Calendar Year 2018 shall be provided to the public by posting information regarding the process on the ABRA website.	12-31-2017
Conduct a minimum of two regulatory inspections at each licensed establishments	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 10,000 regulatory inspections, monitoring or investigations at licensed establishments located in the District.	09-30-2018
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.	09-30-2018

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.	09-30-2018
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