



February 15, 2018

The Honorable Councilmember Kenyan McDuffie  
John A. Wilson Building  
1350 Pennsylvania Avenue, NW, Suite 506  
Washington, D.C. 20004

RE: Oversight Hearing Questions

Dear Chairperson McDuffie:

In response to the Committee on Business and Economic Development's performance oversight questions related to the Alcoholic Beverage Regulation Administration (ABRA), I respectfully submit the following information.

Thank you for the opportunity to provide prehearing responses to your questions related to ABRA's FY17 performance.

Sincerely,

Fred P. Moosally  
Director  
Alcoholic Beverage Regulation Administration

**Alcoholic Beverage Regulation Administration (“ABRA”)**  
**FY17-18 Performance Oversight Hearing Questions**  
**Committee on Business and Economic Development**  
**Kenyan McDuffie, Chairperson**

General Questions

1. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled positions in each division or subdivision. Include the names and titles of all senior personnel, and note the date that the information was collected on the chart.
  - a. Please provide an explanation of the roles and responsibilities of each division and subdivision.

**Response: Please see the attached response to Question 1 for an agency organizational chart. The organizational chart is accurate as of January 2018.**

- b. Please provide a narrative explanation of any changes to the organizational chart made during the previous year.

**Response: The sole change to the organization was the hiring of the Freedom of Information Act Officer.**

2. Please provide a current Schedule A for the agency which identifies each position by program and activity, with the employee’s title/position, salary, fringe benefits, and length of time with the agency. Please note the date that the information was collected. The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen. Please separate salary and fringe and indicate whether the position must be filled to comply with federal or local law.

**Response: Please see the attached response to Question 2 for the Schedule A document.**

3. Please list all employees detailed to or from your agency. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee’s projected date of return.

**Response: ABRA does not have any employees that have been detailed to or from our agency.**

4. Please provide the Committee with:

- a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY17 and FY18, to date;

**Response: Please see the attached response to Question 4a.**

- b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned, as well as a description of all vehicle accidents involving the agency's vehicles in FY17 and FY18, to date;

**Response: ABRA has nine vehicles that are assigned as follows:**

**Primary Vehicle used by Supervisory Investigators**

| <u>Tag</u> | <u>Make and Model</u> | <u>Year</u> |
|------------|-----------------------|-------------|
| DC-10891   | Toyota Camry          | 2017        |

**Supervisory Investigator Keith Gethers  
Green Team (Rotating Shift)**

| <u>Tag</u> | <u>Make and Model</u> | <u>Year</u> |
|------------|-----------------------|-------------|
| DC-12847   | Ford Taurus           | 2017        |
| DC-8842    | Dodge Caravan         | 2014        |
| DC-10595   | Toyota Corolla        | 2014        |
| DC-10190   | Toyota Corolla        | 2013        |

**Supervisory Investigator John Suero  
Blue Team (Rotating Shift)**

| <u>Tag</u> | <u>Make and Model</u> | <u>Year</u> |
|------------|-----------------------|-------------|
| DC-11379   | Dodge Avenger         | 2010        |
| DC-11385   | Pontiac G6            | 2009        |
| DC-10596   | Toyota Corolla        | 2014        |
| DC-11503   | Toyota Corolla        | 2013        |

**Supervisory Investigator Kevin Hargrave  
Orange Team (Night Shift)**

**The Orange Team has access to the nine vehicles listed above.**

**There were six (6) accidents in FY 2017 and three (3) thus far in FY 2018.**

**Response: Please see the attached worksheets – Agency Accidents in FY 2017 and Accidents in FY 2018.**

- c. A list of travel expenses, arranged by employee for FY17 and FY18, to date, including the justification for travel; and

**Response: Please see the attached response to Question 4c.**

- d. A list of the total workers' compensation payments paid in FY17 and FY18, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

**Response: Please see the attached response to Question 4d.**

5. For FY17 and FY18, to date, what was the total cost for mobile communications and devices, including equipment and service plans?

**Response: For FY 17, the total cost for mobile communications and devices was \$81,028.19. For FY 18, to date, the total cost for mobile communications and devices is \$80,388.62.**

6. For FY17 and FY18, to date, please list all intra-District transfers to or from the agency. For each transfer, include the following details:
  - a. Buyer agency;
  - b. Seller agency;
  - c. The program and activity codes and names in the sending and receiving agencies' budgets;
  - d. Funding source (i.e. local, federal, SPR);
  - e. Description of MOU services;
  - f. Total MOU amount, including any modifications;
  - g. Whether a letter of intent was executed for FY17 or FY18 and if so, on what date,
  - h. The date of the submitted request from or to the other agency for the transfer;
  - i. The dates of signatures on the relevant MOU; and
  - j. The date funds were transferred to the receiving agency.

**Response: Please see the attached response to Question 6.**

7. Please list any additional intra-district transfers planned for FY18, including the anticipated agency(ies), purposes, and dollar amounts.

**Response: No additional intra-district transfers are planned for FY18 at this time.**

8. For FY17 and FY18, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide:
  - a. The revenue source name and code;
  - b. The source of funding;
  - c. A description of the program that generates the funds;

- d. The amount of funds generated by each source or program;
- e. Expenditures of funds, including the purpose of each expenditure; and
- f. The current fund balance.

**Response: Please see the attached response to Question 8.**

- 9. For FY17 and FY18, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.

**Response: Please see the attached response for question 9.**

- 10. Please list all memoranda of understanding (“MOU”) entered into by your agency during FY17 and FY18, to date, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.

**Response: Please see the attached response to question 10.**

- 11. Please list the ways, other than MOU, in which the agency collaborated with analogous agencies in other jurisdictions, with federal agencies, or with non-governmental organizations in FY17 and FY18, to date.

**Response: ABRA worked with various federal, District, and state agencies in FY17 and FY 18, to date. Specifically, ABRA coordinates with the US Marshal Service (USMS) anytime the USMS executes an eviction for an ABC licensed premises in the District of Columbia. ABRA is notified in advance of the eviction and is present on the scene during the eviction to ensure that any alcoholic beverages are properly secured and stored.**

**Additionally, ABRA also works with the US Attorney’s Office (USAO) on those matters that occur at an ABC licensed establishment that are criminal in nature, such as an assault or the bribing of an ABRA investigator. ABRA will assist the USAO attorney with testimony and evidence.**

**ABRA’s Enforcement Division collaborated with the National Liquor Law Enforcement Association (NLLEA) by providing information regarding District of Columbia Alcohol Laws and Regulations, and best practices learned during Underage Drinking enforcement activities. ABRA Enforcement has also assisted the United States Park Police in the investigation of a fatality which was a result of an intoxicated driver that was involved in an accident where occupants of the struck vehicle were killed. The driver/defendant was a patron at a District of Columbia ABC Licensed establishment prior to the accident. ABRA Enforcement also assisted the Montgomery County Police Department (Maryland), in the follow up investigation of a death of a 17 year old where the death was partially caused by severe alcohol intoxication, and it was believed that the alcohol consumed was purchased in Washington, D.C.**

**Finally, ABRA has collaborated with DCRA and the Office and Tax Revenue on licensing and enforcement issues.**

12. Please identify all recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during the previous 3 years. Please provide an update on what actions have been taken to address these recommendations. If the recommendation has not yet been implemented, please explain why.

**Response: ABRA has not received any recommendations in FY16, FY17, or thus far in FY18.**

13. Please list all capital projects in the financial plan and provide an update on all capital projects under the agency's purview in FY17 and FY18, to date, including the amount budgeted, actual dollars spent, and any remaining balances. In addition, please provide:
- a. An update on all capital projects begun, in progress, or concluded in FY16, FY17, and FY18, to date, including the amount budgeted, actual dollars spent, and any remaining balances.
  - b. An update on all capital projects planned for FY18, FY19, FY20, FY21, FY22, and FY23.
  - c. A description of whether the capital projects begun, in progress, or concluded in FY16, FY17, or FY18, to date, had an impact on the operating budget of the agency. If so, please provide an accounting of such impact.

**Response: ABRA does not have any capital projects.**

14. Please provide a table showing your agency's Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program and activity, for fiscal years 2016, 2017, and the first quarter of 2018. For each program and activity, please include total budget and break down the budget by funding source (federal, local, special purpose revenue, or intra-district funds).
- a. Include any over- or under-spending. Explain any variances between fiscal year appropriations and actual expenditures for fiscal years 2016 and 2017 for each program and activity code.
  - b. Attach the cost allocation plans for FY17 and FY18.
  - c. In FY16 or FY17, did the agency have any federal funds that lapsed? If so, please provide a full accounting, including amounts, fund sources (e.g. grant name), and reason the funds were not fully expended.

**Response: Please see the attached response to question 14.**

15. Please provide a list of all budget enhancement requests (including capital improvement needs) for FY17 and FY18, to date. For each, include a description of the need and the amount of funding requested.

**Response: ABRA did not have any budget enhancement requests for FY 17 or FY18, to date.**

16. Please list, in chronological order, each reprogramming in FY17 and FY18, to date, that impacted the agency, including those that moved funds into the agency, out of the agency, and within the agency. Include the revised, final budget for your agency after the reprogrammings for FY17 and FY18, to date. For each reprogramming, list the date, amount, rationale, and reprogramming number. Please also include the program, activity, and CSG codes for the originating and receiving funds.

**Response: ABRA did not have any reprogrammings in FY17 or FY18, to date.**

17. Please list each grant or sub-grant received by your agency in FY17 and FY18, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.

**Response: ABRA did not receive any grants for FY17 or FY18.**

- a. How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans, if any, are in place to continue funding the FTEs?

**Response: ABRA does not have any FTEs that are dependent upon grant funding.**

18. Please describe every grant your agency is, or is considering, applying for in FY19.

**Response: ABRA is not applying for any grants in FY19.**

19. Please list each contract, procurement, and lease, entered into, extended, and option years exercised by your agency during FY17 and FY18, to date. For each contract, please provide the following information, where applicable:

- a. The name of the contracting party;
- b. Contract number;
- c. Contract type (e.g. HCA, BPA, Sole Source, sing/exempt from competition award, etc.)
- d. The nature of the contract, including the end product or service;
- e. Contract's outputs and deliverables;
- f. Status of deliverables;
- g. The dollar amount of the contract, including amount budgeted and amount actually spent;
- h. The term of the contract;
- i. Whether the contract was competitively bid;
- j. Subcontracting status (i.e. Did the Contractor sub any provision of the goods and/or services with another vendor);
- k. CBE status;

- l. Division and activity within ABRA utilizing the goods and/or services;
- m. The name of the agency's contract monitor and the results of any monitoring activity; and
- n. The funding source.

**Response: Please see the attached response to Question 19.**

20. Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District to significant financial liability or will result in a change in agency practices, and describe the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success. For those identified, please include an explanation about the issues involved in each case.

**Response: There are two lawsuits pending against the agency at this time. They are:**

1. **Scahill v. District of Columbia, (271 F. Supp. 3d 216 (D.D.C. 2017), where the plaintiff alleged conditions imposed by the Board violated his Fifth Amendment rights to travel and movement, procedural due process, and other liberty in general. The Court dismissed the case, and the matter is now pending before the federal appellate court.**
2. **2461 Corporation Madam's Organ Restaurant and Bar v. District of Columbia, (Case No. 2016 CA 001769 B). This lawsuit is related to enforcement action taken by ABRA investigators against the establishment. The Superior Court stayed the case pending resolution of the administrative proceeding that is currently on appeal before the District of Columbia Court of Appeals.**

21. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY17 or FY18, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).

**Response: The agency did not enter into any litigation or administrative complaint settlements in FY17 or FY18 to date.**

22. Please list the administrative complaints or grievances that the agency received in FY17 and FY18, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received. For any complaints or grievances that were resolved in FY17 or FY18, to date, describe the resolution.

**Response: ABRA has one pending administrative complaint or administrative grievance that was filed after the employee's term appointment was not renewed.**

23. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any



allegations received by the agency in FY17 and FY18, to date, whether or not those allegations were resolved.

**Response: The agency has not received any complaints regarding sexual harassment or sexual misconduct in FY17 or FY18, to date. If a complaint regarding sexual harassment or sexual misconduct were to be filed, ABRA management would address the matter pursuant to the requirements set forth in Mayor's Order 2017-313, issued December 18, 2017.**

24. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency, or any investigations, studies, audits, or reports on the agency or any employee of the agency that were completed during FY17 and FY18, to date.

**Response: ABRA is one of several District agencies participating in an on-going audit being conducted by the Office of the District of Columbia Auditor on those D.C. Code provisions that require the views of Advisory Neighborhood Commissions to be given great weight in government decisions.**

25. Please describe any spending pressures the agency experienced in FY17 and any anticipated spending pressures for the remainder of FY18. Include a description of the pressure and the estimated amount. If the spending pressure was in FY17, describe how it was resolved, and if the spending pressure is in FY18, describe any proposed solutions.

**Response: The agency did not experience any spending pressures in FY17. The agency does not anticipate any spending pressures in FY18.**

26. Please provide a copy of the agency's FY17 performance plan. Please explain which performance plan objectives were completed in FY17 and whether they were completed on time and within budget. If they were not, please provide an explanation.

**Response: A copy of the agency's FY17 performance plan is attached. ABRA completed all of its performance plan objectives on time and within budget.**

27. Please provide a copy of your agency's FY18 performance plan as submitted to the Office of the City Administrator.

**Response: A copy of the agency's FY18 performance plan is attached.**

28. Please provide the number of FOIA requests for FY17 and FY18, to date, that were submitted to your agency. Include the number granted, partially granted, denied, and pending. In addition, please provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.

**Response:** In FY17, there were a total of seventy-two (72) FOIA requests submitted to the agency. Of the 72 requests submitted, Sixty-Nine (69) requests were completed. Three (3) requests were pending at the end of the fiscal year.

Fourteen (14) requests were *Granted in Full* with no information withheld. Forty-Five (45) requests were *Granted in Part/ Denied in Part* with some personal information, trade secrets, and other exempt information, withheld. One (1) request was *Denied in Full*. The remaining nine (9) requests were disposed of by other means, i.e. “Withdrawn” or “Not Agency Record”. The average processing time was 8.3 days. The FOIA officer spent approximately 1,248 hours per year responding to FOIA requests. This is approximately 60% of the total working hours for the year. The remaining time was spent responding to subpoenas and preparation of routine ABRA records for public dissemination such as Enforcement Division case reports and investigative histories.

In FY18, as of February 8, 2018, there have been a total of sixteen (16) FOIA requests submitted to the agency. Of the 16 requests submitted, ten (10) requests have been completed. Six (6) requests are currently pending; three (3) due to administrative holds for clarification of the request from the requestor. Two (2) requests were *Granted in Full* with no information withheld. Seven (7) requests were *Granted in Part/ Denied in Part* with personal information, trade secrets, and other exempt information, withheld. Zero (0) requests were *Denied in Full*. One (1) request was disposed of by other means. (Withdrawn). The average processing time is 13.7 days. The increase in processing time is attributable to the agency’s understanding of and compliance with 1 DCMR §405.6 (“Stopping the Clock”). The FOIA officer has spent approximately 504 hours, to date, responding to FOIA requests. This is approximately 70% of the total hours worked for the year. The remaining time was spent responding to subpoenas and preparation of routine ABRA records for public dissemination, such as Enforcement Division case reports and investigative histories.

| <b>Alcoholic Beverage Regulation Administration<br/>Freedom of Information Act Data Summary<br/>FY17 &amp; FY 18</b> |              |              |
|--|--------------|--------------|
|  | <b>FY 17</b> | <b>FY 18</b> |
| <b>Total Requests Submitted</b>  | 72           | 16           |
| <b>Total Requests Completed</b>  | 69           | 10           |
| <b>Average Processing Time (DAYS)</b>  | 8.3          | 13.7         |
| <b>Dispositions</b>  |              |              |

|                                       | <b>FY 17</b>        | <b>FY 18</b>       |
|---------------------------------------|---------------------|--------------------|
| <b>Granted in Full</b>                | 14                  | 2                  |
| <b>Granted in Part/Denied In Part</b> | 45                  | 7                  |
| <b>Denied</b>                         | 1                   | 0                  |
| <b>Pending</b>                        | 3 (As of 9/30/2017) | 6 (As of 2/8/2018) |
| <b>Disposed by Other Means</b>        | 9                   | 1                  |

29. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY17 and FY18, to date. Please state the status and purpose of each. Please submit a hard copy to the Committee if the study, research paper, report, or analysis is complete.

**Response: The agency did not contract for any studies, research papers or reports in either FY17 or FY18, to date.**

30. Please separately list each employee whose salary was \$100,000 or more in FY17 and FY18, to date. Provide the name, position number, position title, program, activity, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.

**Response: Please see the attached response to Question 30.**

31. Please list in descending order the top 25 overtime earners in your agency in FY17 and FY18, to date, if applicable. For each, state the employee's name, position number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned.

**Response: Please see the attached response to Question 31.**

32. For FY17 and FY18, to date, please provide a list of employee bonuses or special pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

**Response: ABRA Assistant Attorney Generals Jonathan Berman and April Randall received a 2 percent bonus of their salary in FY17. These amounts were required by the attorneys' union contract under the American Federation of Government Employees. These two attorneys are also entitled to receive a 2 percent bonus of their salary in FY18 as a result of their union contract.**

**For more detail, please see the attached response to Question 30.**

33. Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement. Please note if the agency is currently in bargaining and its anticipated completion.

**Response: A copy of ABRA's collective bargaining agreements currently in effect are attached. Collective bargaining agreements for ABRA's union employees are negotiated by the Mayor's Office of Labor Relations and Collective Bargaining.**

34. If there are any boards or commissions associated with your agency, please provide a chart listing the names, confirmation dates, terms, wards of residence, and attendance of each member. Include any vacancies. Please also attach agendas and minutes of each board or commission meeting in FY17 or FY18, to date, if minutes were prepared. Please inform the Committee if the board or commission did not convene during any month.

**Response: The requested information regarding specific Board Members is contained in the responses to questions 55 through 58.**

**The Board's agendas and the results of the Board's deliberations are posted on ABRA's website on a weekly basis. The Board does not maintain its own written minutes, but rather Board discussion on agenda items are captured on the record in transcripts on a weekly basis when the Board is in session. These transcripts are also posted on the agency's website, which is [www.abra.dc.gov](http://www.abra.dc.gov).**

35. Please list all reports or reporting currently required of the agency in the District of Columbia Code or Municipal Regulations. Provide a description of whether the agency is in compliance with these requirements, and if not, why not (e.g. the purpose behind the requirement is moot, etc.).

**Response: Pursuant to DC Official Code § 25-205, the ABC Board is required to provide an annual report to the Council detailing its activities during the previous year. This report includes:**

- (1) Licenses, including the number of licenses outstanding; the number of new alcohol licenses and permits issued; the number of alcohol licenses and permits renewed; the number of licenses suspended; and the number of licenses revoked;**
- (2) Enforcement, including the number of regulatory inspections performed and the number of investigations conducted;**
- (3) The workload of the Board, including the number of adjudicated cases processed; the number of hearings conducted; and the number of show cause cases pending;**
- (4) Community notification efforts, including the number of ANC notifications issued; the number of ANC meetings attended by Board members; and the number of community meetings attended by Board members; and**
- (5) Revenue generated by Board actions, including revenue generated by the Board from permits and licenses and from fines.**

**The agency is in compliance with these reporting requirements.**

36. Please attach copies of the required annual **small business enterprise (SBE) expenditure** reports for your agency for FY16 and FY17.

- a. D.C. Official Code § 2-218.53(b) requires each District agency to submit supplemental information with their annual SBE expenditure report, including: a description of the activities the agency engaged in to achieve their fiscal year SBE expenditure goal; and a description of any changes the agency intends to make during the next fiscal year to achieve their SBE expenditure goal. Has your agency submitted the required information for fiscal year 2017? Please provide a copy as an attachment.

**Response: Please see the attached FY16 and FY17 SBE expenditure reports.**

37. Please provide a list of any additional training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, the names of the trainers, and the number of agency employees that were trained.

**Response: Active Shooter Training was provided to all ABRA employees on October 16, 2017. The training was offered and put together by Serve DC. Customer Care Training was provided to ABRA employees on January 19, 2017. The training was conducted by Steven Conley at DCHR. ABRA employees are encouraged to take on-line training throughout the year. ABRA employees have either completed or in the process of completing the Sexual Harassment training offered on PeopleSoft and mandated by Mayor's Order 2017-313, issued on December 18, 2017. Finally, the ABC Board received one hour of ethics training and one hour of training on the Open Meetings Act on May 10, 2017. This training was conducted by BEGA.**

38. Does the agency conduct annual performance evaluations of all its employees? Who conducts such evaluations? What steps are taken to ensure that all agency employees are meeting individual job requirements?

**Response: Yes, ABRA conducts mid-year and annual performance plans for its employees, including managers. Mid-year performance plans are required to be completed by managers and reviewed with the employee. The mid-year is a marker for the employee to ensure they are on track to meet or exceed their performance goals. Annual performance plans are then completed at the end of the fiscal year by the manager to evaluate the employee's performance and provide feedback. The mid-year review provides an opportunity for all managers to ensure that employees are meeting their individual job requirements. Managers may at any time during the course of the performance year provide feedback to the employee to encourage and assist with meeting all job requirements.**

## Agency Operations

39. Please describe any initiatives that the agency implemented in FY17 or FY18, to date, to improve the internal operations of the agency or the interaction of the agency with outside parties. Please describe the results, or expected results, of each initiative.

**Response:** In FY17 and FY18, to date, the agency implemented many new initiatives that included new and revised forms and enhancements to improve on the efficiency of internal operations as well as the interactions with outside parties. This included on-going division-specific trainings on regulatory processes, policies, and procedures. The agency also undertook efforts to roll out Twitter/Facebook campaigns to advertise the agency's activities, such as licensee training sessions. This resulted in a significant increase in participant enrollment. The agency also launched campaigns to provide the public with important licensee information on all renewal, extended hours, and pub crawl license deadlines. As a result, ABRA's licensing division experienced an increase in licensees renewing on time and a decrease in the number of licenses that were renewed late. ABRA also experienced a decrease in cease and desist orders and cancellations.

Pub Crawl interest significantly increased at the end of FY17 into FY 18 as licensees and applicants were afforded the opportunity to file applications and submit documentation on-line and on time. Separate campaigns were created to inform licensees and the public of rule changes and postings for all closures including the expansion of customer services by improving on-line services to better inform customers as quickly as possible. ABRA's effort to facilitate enhanced internal processes with the expectation of delivering better external customer service also included:

- On-line registration for new and existing licensee training;
- Licensee training for maintaining books and records;
- Ability for caterers to submit semi-annual and annual reports on-line;
- Availability of moratorium zone maps on-line; and
- On-line FOIA requests and public inquiries for documents.

In addition to the aforementioned, ABRA created and implemented the below:

New public information documents:

- Class B renewal checklist trifold brochure; and
- Class A renewal checklist trifold brochure.

New webpages:

- Moratorium Zone Maps;

- **Licensee Map;**
- **Class B renewal webpage; and**
- **Class A renewal webpage.**

**Updated forms and applications:**

- **Online Import-transport permit;**
- **Solicitor License Renewal Application;**
- **Private Collector Tasting Permit; and**
- **Clean Hands Certificate.**

**New graphics:**

- **Social media graphics for trainings promotions; and**
- **Image rotator for ABRA updates.**

40. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY18. How did the agency address its top priorities listed for this question last year?

**Response: The agency's top five priorities in FY18 are:**

- 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 agency in the District of Columbia government; and**
- 5. Attend community meetings to educate the community regarding the licensing process.**

**The agency did not have this question in FY17.**

41. Please list each new program implemented by the agency during FY17 and FY18, to date. For each initiative, please provide:

- A description of the initiative;
- The funding required to implement to the initiative; and
- Any documented results of the initiative.

**Response: The agency did not implement any new programs in FY 17 or FY18, to date.**

42. How does the agency measure programmatic success? Please discuss any changes to outcomes measurement in FY17 and FY18, to date.

**Response:** The agency measures programmatic success by accomplishing all of the goals in its performance plan, which it did successfully in FY17. In response to suggestions from the Committee, ABRA changed three measureable goals in its performance plan for FY18. First, ABRA increased its target goal for conducting regulatory inspections from 7,000 to 10,000. Second, the agency increased its target goal for conducting sale to minor compliance checks from 700 to 900. Finally, ABRA increased its target goal for fine collections from \$290,000 to \$400,000.

43. What are the top metrics regularly used by the agency to evaluate its operations? Please be specific about which data points are monitored by the agency.

**Response:** The agency uses a variety of metrics to meet goals, be transparent, and ensure that licensees and the community are educated. ABRA's key metrics consist of tracking the number of ABC licenses and permits issued and renewed, along with the number of temporary licenses issued. These metrics have a direct effect on ABRA's annual revenue collection, which correlates directly with the ability of the agency to sustain operations without requiring local funds to operate. ABRA also tracks revenue and citation collections. ABRA additionally tracks the number of regulatory inspections, investigations and sale to minor violations. Regarding the ABC Board (Board), ABRA tracks the number of cases adjudicated; show cause cases pending; Board approved settlement agreements; number of hearings conducted by the Board; fines ordered by the Board; citations issued; and ABC licenses suspended or revoked.

44. Please list the task forces and organizations of which the agency is a member.

**Response:** ABRA is a member of the following task forces and organizations:

- The National Liquor Law Enforcement Association (NLLEA);
- The Noise Task Force, which consists of personnel from ABRA and the Department of Consumer and Regulatory Affairs (DCRA); and
- The Mayor's Special Events Task Group (MSETG), which consists of members from several agencies in the city tasked to review and approve special events for the District.

45. Please explain the impact on your agency of any legislation passed at the federal level during FY17 and FY18, to date, which significantly affected agency operations.

**Response:** There was not any legislation passed on the federal level during FY17 and FY18, to date, that has had an impact on ABRA.

46. Please describe any steps the agency took in FY17 and FY18, to date, to improve the transparency of agency operations.

**Response:** For ABRA, transparency is of utmost concern. The agency takes every reasonable step to ensure that the public is duly informed about matters before the ABC



Board and the decisions that the ABC Board makes during its Wednesday meetings. To achieve this goal, ABRA does the following:

- a) ABRA regularly updates its website. ABC Board decisions and copies of Board Orders are posted on ABRA's website within 24 hours of the Board issuing its decision or executing an Order. ABRA also posts its rulemakings on its website to ensure that the public is aware of any pending proposed rulemakings so that they can submit comments. In addition, the contact information for ABRA staff is always kept current so that members of the public can be assured that if they contact the agency, they will receive a response.
- b) In accordance with the Open Meetings Amendment Act, ABRA publishes its weekly calendars in the *D.C. Register* in advance of the ABC Board's meeting. In addition to publishing the calendar on the website, the calendar is posted outside of the hearing room.
- c) ABRA also has a mailing distribution list that any member of the public can join. The mailing list gives the public access to frequent updates of ABC Board hearings, rulemakings, and ABC Board decisions. ABRA also has an electronic newsletter that provides the public with a wealth of information.
- d) ABRA has hired a FOIA Officer and Records Division Staff to ensure timely responses to document requests.
- e) Lastly, customer service is paramount to the Agency. All staff persons are expected to respond to e-mails and/or telephone calls within 24 hours. If the staff member is unable to assist a member of the public, they are expected to refer the individual to someone that can assist them.

47. Please identify all electronic databases maintained by your agency, including the following:

- a. A detailed description of the information tracked within each system;
- b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and
- c. Whether the public can be granted access to all or part of each system.

**Response:** ABRA utilizes an electronic database referred to as Accela. The Accela database tracks every alcohol license that has been processed by the agency since 2008. Accela tracks the status of each license, changes made to the license, protests against the license, and enforcement actions related to the license. Both permanent and temporary licenses are tracked, in addition to ABC Manager and Solicitor licenses. The Ad Hoc reporting system of the database can be used to produce informational and statistical reports regarding the number and kinds of licenses that ABRA has processed over time. Two years ago, ABRA completed a migration of the Accela system to the cloud and, in the past year, additional upgrades were made to bring the capabilities of the system more up-to-date with current laws and procedures and increase reporting capabilities. The public cannot currently access the Accela system.

48. Please provide a detailed description of any new technology acquired in FY17 and FY18, to date, including the cost, where it is used, and what it does. Please explain if there have been any issues with implementation.

**Response: ABRA did not purchase any new technology, excluding computers, in FY17 or FY18, to date.**

49. How many in-person training programs took place in FY17 and FY18, to date?

**Response: Please see the response to Question 37.**

50. What training deficiencies, if any, has the agency identified during FY17 and FY18, to date?

**Response: The agency has identified no training deficiencies. Consistent with the Mayor's directive, ABRA employees are required to complete on-line sexual harassment training by February 28, 2018.**

#### Voluntary Agreements

51. How many voluntary agreements were submitted to the ABC Board for review and approval in FY17 and FY18, to date?

**Response: In FY17, the ABC Board received 165 voluntary/settlement agreements. Of those, 138 were new voluntary/settlement agreements; 9 were petitions to terminate or amend a voluntary/settlement agreement, and 18 were amendments to voluntary/settlement agreements.**

**In FY18, as of February 8, 2018, the ABC Board has received 44 voluntary/settlement agreements. Of those, 32 are new voluntary/settlement agreements; 11 are amended voluntary/settlement agreements, and 1 is a petition to terminate or amend a voluntary/settlement agreement.**

52. How many such agreements were approved in FY17 and FY18, to date? Please provide the reason(s) for each approval?

**Response: In FY 2017, the ABC Board approved 160 voluntary/settlement agreements. Of the 160 voluntary/settlement agreements, 133 were new settlement/voluntary agreements; 11 were for petitions to terminate or amend; and 16 were amendments.**

**In FY 2018, to date, the ABC Board has approved 30 voluntary/settlement agreements. Of the 30 voluntary/settlement agreements, 18 are new voluntary/settlement agreements; 11 are amendments; and 1 is for a petition to terminate or amend an agreement.**

53. How many voluntary agreements were either violated or terminated in FY17 and FY18, to date? Please provide a breakdown of the reason(s) for each violation and termination.

**Response:** The Board has held adjudicatory hearings on violations of settlement agreements, as it does with any violation of the law and regulations that govern licensees. However, the Board does not maintain statistics that break down the specific information with regard to settlement agreement violations. No two agreements are alike and the tracking of this type of information would be burdensome to the agency.

**For information regarding settlement agreement terminations, please see the response to Question No. 54 below.**

54. How many establishments have requested to have their voluntary agreements terminated without community approval? How many of those requests were granted? Please provide the location of each establishment.

**Response:** In FY 2017, nine establishments sought to terminate or amend its voluntary/settlement agreement without community approval. Below are specifics about the petitions:

- a) A unilateral petition to terminate or amend a voluntary/settlement agreement was filed in ANC 1B and it resulted in a new settlement agreement.
- b) A unilateral petition to terminate or amend a voluntary/settlement agreement was filed in ANC 1C and it resulted in an amended settlement agreement.
- c) Another unilateral petition to terminate or amend a voluntary/settlement agreement was filed in ANC 1B. The Board denied the request.
- d) \*Another unilateral petition to terminate or amend a voluntary/settlement agreement was filed in ANC 1C. The Board voted to placard the petition.
- e) A unilateral petition to terminate was filed in ANC 2E. The Board granted the petition.
- f) \*The Board received a petition to terminate or amend a voluntary/settlement agreement in ANC 3B. The Board voted to placard the petition.
- g) \*The Board received a unilateral petition to terminate or amend a voluntary/settlement agreement in FY 2016 for an establishment in ANC 1D. The Board issued a Board Order granting the petition in FY 2017.
- h) \*The ABC Board received a unilateral petition to terminate or amend a voluntary/settlement agreement for an establishment in ANC 6A in FY 2016. The Board issued an Order on a Settlement Agreement and Terminating Settlement Agreement and Addendum to Settlement Agreement in FY 2017.
- i) A petition to unilaterally terminate or amend a voluntary/settlement agreement was submitted to the ABC Board for an establishment in ANC 1C that resulted in an amended settlement agreement.
- j) Another petition to unilaterally terminate or amend a voluntary/settlement agreement was submit for an establishment in ANC 6B. This petition resulted in an amended settlement agreement.
- k) Lastly, a unilateral petition to terminate or amend a voluntary/settlement agreement was received for an establishment in ANC 2F. The Board denied the petition.

The items with asterisks next to them refer to petitions that were filed in FY 2016 and were not captured in the statistics for FY 2017. However, the dispositions are provided for information.

In FY 2018, the ABC Board has only received one unilateral petition to terminate or amend a voluntary/settlement agreement. The Board denied the request.

Board Questions

55. What is the current number of seats filled on the Board? How many seats are vacant?

**Response: There are currently seven (7) seats that are filled on the Board. As of February 14, 2018, there are no vacant seats on the Board.**

56. Please provide the date when each member was appointed and the date their appointment ends.

**Response: Please see the table below:**

| <b>ABC Board Member</b>  | <b>Initial Appointment Date</b> | <b>Term End Date</b> |
|--------------------------|---------------------------------|----------------------|
| <b>Donovan Anderson</b>  | <b>November 3, 2015</b>         | <b>May 7, 2019</b>   |
| <b>Nick Alberti</b>      | <b>June 3, 2008</b>             | <b>May 7, 2019</b>   |
| <b>James N. Short</b>    | <b>January 7, 2014</b>          | <b>May 7, 2020</b>   |
| <b>Mike Silverstein</b>  | <b>April 20, 2010</b>           | <b>May 7, 2019</b>   |
| <b>Donald Isaac, Sr.</b> | <b>April 4, 2017</b>            | <b>May 7, 2019</b>   |
| <b>Bobby Cato, Jr.</b>   | <b>January 9, 2018</b>          | <b>May 7, 2019</b>   |
| <b>Rema Wahabzadah</b>   | <b>January 9, 2018</b>          | <b>May 7, 2020</b>   |

57. Please provide the Ward in which each Board member resides.

**Response: Donovan Anderson, Chairperson, Ward 7  
 Nick Alberti, Member, Ward 6  
 James N. Short, Member, Ward 7  
 Mike Silverstein, Member, Ward 2  
 Donald Isaac, Sr., Member, Ward 7  
 Bobby Cato, Jr., Member, Ward 5  
 Rema Wahabzadah, Member, Ward 6**

58. What was the attendance rate of each ABC Board member at Board meetings in FY17?  
What has been the attendance rate for each member at Board meetings in FY18, to date?

**Response: Please see the attached response to Question 58.**

59. The ABC Board's hours sometimes pose difficulty for community and ANC volunteers who hold a job during the traditional work week. Will the ABC Board continue to provide 4:30 p.m. protest hearing time slots?

**Response: Yes, the ABC Board will continue to hold hearings at 4:30 p.m.**

60. Please provide whether the ABC Board filled all vacant positions in FY17.

**Response: All vacant positions on the ABC Board were filled in FY18.**

#### Reimbursable Detail Officer ("RDO") Program

61. How much of the RDO subsidy did your agency spend in FY17 and how much has been spent so far in FY18?

**Response: In FY17, ABRA spent \$1,047,683.00 of the RDO Subsidy. For FY 18, to date, ABRA will be receiving a spending breakdown from MPD in the coming weeks.**

62. How many total ABC licensees, independently or in a group, utilized the RDO Subsidy Program in FY17 and FY18, to date?

**Response: In FY 17, there were 57 ABC licensees that utilized the RDO Subsidy Program. For FY18, ABRA will be receiving a list of participating establishments from MPD in the coming weeks.**

63. Please provide a monthly listing of the funds spent from the RDO Subsidy Program for FY17 and FY18, to date.

**Response: Please see the attached RDO subsidy worksheet. Per the answer to question 61, ABRA does not yet have the RDO spending breakdown for FY18, to date.**

#### Noise Issues

64. How many complaints did ABRA receive from residents regarding noise from ABC establishments in FY17 and thus far in FY18? In addition, how many such complaints were referred to ABRA by MPD in FY17 and thus far in FY18?

**Response: Please see below.**

**FY 17**

**Residents: 396**

**Others: 6 (MPD, DCRA, and ABRA)**

**FY 18**

**Residents: 224**

**Others: 2 (1 - MPD and 1 - ABC Manager)**

**MPD Referrals: FY 17      4**

**MPD Referrals: FY 18      1**

65. Of those total complaints, how many did ABRA formally investigate?

**Response: Noise complaints that are received via the ABRA hotline are routinely assigned for immediate follow-up. Complaints that are received by ABRA through e-mails and other means are typically assigned for monitoring by one of the ABRA Enforcement investigative teams and follow-up by the Noise Task Force.**

**The number of noise complaints substantiated in FY17 was (3) three.**

**The number of noise complaints substantiated, thus far, in FY18 was (1) one.**

66. How many citations were issued to ABC establishments for noise violations in FY17 and FY18, to date? List each citation and establishment.

**Response: ABRA is currently submitting investigative reports involving noise violations to the ABC Board for appropriate enforcement action instead of issuing noise citations.**

67. Explain ABRA's current procedures with respect to responding and investigating complaints about noise from ABC establishments.

**Response: ABRA responds to noise complaints according to DC Official Code § 25-725, which reads as follows:**

**25-725. Noise from licensed premises**

**(a) The licensee under an on-premises retailer's license shall not produce any sound, noise, or music of such intensity that it may be heard in any premises other than the licensed establishment by the use of any:**

**(1) Mechanical device, machine, apparatus, or instrument for amplification of the human voice or any sound or noise;**

**(2) Bell, horn, gong, whistle, drum, or other noise-making article, instrument, or device; or**

**(3) Musical instrument.**

**(b) This section shall not apply to:**

**(1) Areas in the building which are not part of the licensed establishment;**

**(2) A building owned by the licensee which abuts the licensed establishment;**

(3) Any premises other than the licensed establishment which are located within a C-1, C-2, C-3, C-4, C-M, or M zone, as defined in the zoning regulations for the District and *the zoning map conversation table*; or

(4) Sounds, noises, or music occasioned by normal opening of entrance and exit doors for the purpose of ingress and egress.

(c) The licensees under this subchapter shall comply with the noise level requirements set forth in Chapter 27 of Title 20 of the District of Columbia Municipal Regulations.

The open access complaint process currently in place allows complainants to forward complaints using the following methods:

- ABRA phone hotline;
- ABRA on-line complaint form;
- Email;
- Letter; and
- Twitter.

For complaints that are received while the noise (usually music) is active, complainants commonly call the ABRA hotline and speak with the Supervisory Investigator on-duty.

The complaint is screened and recorded to ensure that it is responded to by the appropriate agency. The complaint is included on the ABRA Noise Log with the following information:

1. Time and date of the complaint;
2. Name and address of the establishment that is the subject of the complaint;
3. Name and address of the complainant, if available;
4. Nature of the noise complaint; and
5. Whether the complaint was substantiated.

If it is a matter for ABRA, the on-duty Supervisory Investigator refers to the District of Columbia Official Zoning electronic map to determine the zoning information for the complainant's address. ABRA records are also reviewed to determine if there is a Settlement Agreement.

Following this supervisory assessment, the complainant is provided with information concerning ABRA's response options and the likelihood of a violation based on zoning information.

If it is determined that the circumstances are fitting for ABRA follow-up, the complainant is provided with an overview of the standard procedures for follow-up, which involves two investigators entering the complainant's residence to determine whether the noise can be heard with the doors and windows closed. If the complainant elects to have investigators respond, the supervisor sends two investigators to the residence. Upon their arrival, the investigators enter the residence to listen and determine if there is a noise violation.

If the noise is not heard, investigators will advise the complainant and notify the licensee's representative that the business was the subject of a complaint.

If noise is heard, the investigators will respond to the establishment to verify the source and advise the licensee's representative (owner or ABC Manager) of the violation. In the days following the violation notification, one of the investigators prepares a case report. The report details the circumstances and investigative findings.

Regardless of how and when the noise complaint is received, an ABRA employee will contact a representative (ABC Manager or owner) of the establishment by phone or registered mail, or in person to inform them that the establishment is the subject of a noise complaint.

ABRA's Noise Program Coordinator is Supervisory Investigator Keith Gethers, who is responsible for maintaining the log, responding to questions and concerns, and conducting presentations. In situations where the law does not provide the desired relief, the complainants are supplied with alternative methods to seek relief or a compromise via one the following processes:

- **Alternative Dispute Resolution:** Efforts are undertaken with complainants and ABC licensees to informally resolve issues. For noise, the agreed upon remedies commonly involve agreements to reposition speakers, determine and utilize predetermined volume settings, and reduce bass settings (which is a common problem).
- **Settlement Agreement Enforcement:** ABRA is responsible for enforcing the terms of Settlement Agreements. A Settlement Agreement is a contractual agreement between an ABC licensee and often a protestant to a license, which becomes part of the terms of the ABC license.
- **Filing a Protest:** A Protest is a written statement submitted to the ABC Board opposing the issuance of, or modification to, an establishment's ABC license. Protests are often initiated in regards to:
  - A new ABC license application or license renewal (every three years);
  - Transfer of an ABC license to a new location;
  - Substantial changes to the nature of an operation, e.g. the addition of a sidewalk café, summer garden, extension of hours of operation, or additional seating;
  - Changes to license class (e.g. from restaurant to tavern); and
  - Application for an entertainment endorsement.

68. How many times has the Noise Task Force gone out to investigate noise complaints in FY17 and thus far in FY18? Please provide the dates and the locations.

**Response:** In FY17, ABRA visited 499 establishments (see the attached response to Question 68, FY17 for details)  
In FY18, ABRA visited 81 establishments as of 2/3/18 (see the attached response to Question 68, FY 18 for details)



Entertainment Endorsements and Promoters

69. How many ABC establishments currently have entertainment endorsements?

**Response: As of February 5, 2018, 671 establishments have entertainment endorsements.**

70. Please provide an update of ABRA's new regulations regarding "pub crawls". Has ABRA received positive or negative feedback concerning the effects of the new regulations?

**Response: ABRA's pub crawl regulations have been in place since February 8, 2017. The agency has received positive feedback regarding the new rules. Of note, the decline in complaints from the community involving pub crawl events is profound.**

**In FY 2017, ABRA received 30 pub crawl applications. Of the 30 applications received, the Board approved 27 of them. The majority of the pub crawls occur in Chinatown, Dupont Circle, and on U Street. ABRA did not receive any complaints in FY 2017 about the pub crawl events. Under the new regulations, the pub crawl promoters are required to notify MPD, FEMS, and DPW 60 days in advance of the pub crawl event. This helps tremendously in ensuring the public's safety and health are protected. The BIDs have also been instrumental in ensuring that pub crawls are run effectively. The community is always informed of an approved pub crawl on ABRA's website within 24 hours of the Board approving an application.**

**Thus far in FY 2018, ABRA has received 10 pub crawl applications. All 10 of these pub crawl applications have been approved by the Board.**

Additional Questions

71. How many protests regarding current ABC establishments or establishments applying for and ABC license were initiated in FY17 and have been initiated thus far in FY18?

**Response: In FY17, there were 93 protests filed with ABRA. In FY18, to date, 45 protests have been filed.**

72. Please provide an update on the Minor Compliance Check Program and provide whether the vendor of the hired minors are District residents.

**Response: During FY 2018, Hales Creative Solutions was contracted by the Office of Contracting and Procurement as the vendor to provide ABRA with minors for the Compliance Check Program. All of the minors contracted by Hales Creative Solutions for ABRA are District of Columbia residents. For FY 17, ABRA conducted 1,246 Compliance Checks with 110 Sale to Minor violations. For FY 18, as of 1/31/18, ABRA conducted 214 Compliance Checks with 34 Sale to Minor violations.**

73. Please provide an update on the partnership with Office of Cable, Television, Film, Music, and Entertainment to stream and archive ABC Board hearings and meetings during FY17 and FY18, to date.

**Response: ABRA has had discussions with the Office of Cable, Television, Film, Music, and Entertainment on this issue and is continuing to assess the potential partnership.**

74. Please provide an update on the moratorium to ban the sale of individual beer purchase.

**Report: ABRA intends to submit a report to the Committee on this issue by September 30, 2018.**

75. What has the agency done in the past year to make the activities of the agency more transparent to the public? Please identify ways in which the activities of the agency and information retained by the agency could be made more transparent.

**Response: ABRA continues to post numerous updates for the public via its listserv, Twitter, and the ABRA website. This includes copies of Board agendas, decisions, and transcripts being posted on the ABRA website. The licensing division ensures that all public hearing notices and agendas are published in the DC register in accordance with DC Government guidelines. Finally, ABRA continues to conduct licensee and community member specific workshops and trainings to keep the public informed on District laws and regulations. Please see the response to Question 46 for more detail.**

76. How does the agency solicit feedback from customers?

a. Has the agency changed any practices or procedures as a result of such feedback?

**Response: The agency's Community Resource Officer solicits feedback from licensees, ANC Commissioners, and members of the public following customer training sessions held at ABRA, including through in-person and direct email surveys. Specifically, ABRA requests that training participants fill out surveys after training sessions held at ABRA which include but are not limited to:**

**(1) New licensee orientation trainings;**

**(2) Books and records trainings; and**

**(3) Advisory Neighborhood Commission and community organization trainings.**

**ABRA has made changes to its website as a result of customer feedback received at these training sessions.**

ALCOHOLIC BEVERAGE REGULATION ADMINISTRATION  
INTRA-DISTRICTS

| FY 2017                                |              |  |      |                                 |          |                    |                           |                               |
|--|--------------|--|------|---------------------------------|----------|--------------------|---------------------------|-------------------------------|
| ABRA (LQ0) Buyer                       |              |  |      |                                 |          |                    |                           |                               |
| Agency                                 | MOU Value    | Program/Activity   | Fund | Letter of Intent (LOI) Executed | LOI Date | Date of Signed MOU | Date Funds Transferred    | Description                   |
| Office of Unified Communications       | 1,953.71     | Program 3000 - Investigations<br>Activity 3010 - Investigations          | 6017 | Yes                             | 12/10/15 | 10/12/16           | 06/12/17                  | Citywide radio system         |
| Department of Public Works             | 55,110.19    | Program 1000 - Agency Management<br>Activity 1070 - Fleet Management     | 6017 | N/A                             | N/A      | N/A                | 11/01/16                  | Fleet maintenance             |
| Office of the Chief Technology Officer | 79,906.13    | Program 1000 - Agency Management<br>Activity 1030 - Property Management  | 6017 | N/A                             | N/A      | N/A                | 10/01/16                  | IT ServUs and Network Support |
| Office of Finance and Treasury         | 40,262.75    | Program 1000 - Agency Management<br>Activity 1050 - Financial Management | 6017 | No                              | N/A      | 04/04/17           | 06/05/17<br>-<br>09/06/17 | Merchant service fees         |
| Metropolitan Police Department         | 1,170,000.00 | Program 3000 - Investigations<br>Activity 3010 - Investigations          | 0110 | Yes                             | 12/11/15 | 04/03/17           | 10/01/16                  | Reimbursable Detail Program   |
| FY 2017                                |              |  |      |                                 |          |                    |                           |                               |
| ABRA (LQ0) Seller                      |              |  |      |                                 |          |                    |                           |                               |
| Agency                                 | MOU Value    | Program/Activity   | Fund | Letter of Intent (LOI) Executed | LOI Date | Date of Signed MOU | Date Funds Transferred    | Description                   |
| N/A                                    |              |  |      |                                 |          |                    |                           |                               |

ALCOHOLIC BEVERAGE REGULATION ADMINISTRATION  
INTRA-DISTRICTS

| FY 2018                                |              |  |      |                                 |          |                    |                        |                               |
|--|--------------|--|------|---------------------------------|----------|--------------------|------------------------|-------------------------------|
| ABRA (LQ0) Buyer                       |              |  |      |                                 |          |                    |                        |                               |
| Agency                                 | MOU Value    | Program/Activity   | Fund | Letter of Intent (LOI) Executed | LOI Date | Date of Signed MOU | Date Funds Transferred | Description                   |
| Office of Unified Communications       | 1,953.71     | Program 3000 - Investigations<br>Activity 3010 - Investigations          | 6017 | Yes                             | 10/12/16 |                    |                        | Citywide radio system         |
| Department of Public Works             | 18,399.79    | Program 1000 - Agency Management<br>Activity 1070 - Fleet Management     | 6017 | N/A                             | N/A      | N/A                | 12/01/17               | Fleet maintenance             |
| Office of the Chief Technology Officer | 80,388.62    | Program 1000 - Agency Management<br>Activity 1030 - Property Management  | 6017 | N/A                             | N/A      | N/A                | 10/01/17<br>10/12/17   | IT ServUs and Network Support |
| Office of Finance and Treasury         | 70,000.00    | Program 1000 - Agency Management<br>Activity 1050 - Financial Management | 6017 | No                              | N/A      |                    | 01/03/18               | Merchant service fees         |
| Metropolitan Police Department         | 1,170,000.00 | Program 3000 - Investigations<br>Activity 3010 - Investigations          | 0110 | No                              | N/A      |                    |                        | Reimbursable Detail Program   |
| FY 2018                                |              |  |      |                                 |          |                    |                        |                               |
| ABRA (LQ0) Seller                      |              |  |      |                                 |          |                    |                        |                               |
| Agency                                 | MOU Value    | Program/Activity   | Fund | Letter of Intent (LOI) Executed | LOI Date | Date of Signed MOU | Date Funds Transferred | Description                   |
| N/A                                    |              |  |      |                                 |          |                    |                        |                               |

ALCOHOLIC BEVERAGE AND REGULATION ADMINISTRATION  
(LQ0)  
CURRENT SCHEDULE A

| Activity Code                         | Activity Title               | Position Nbr | Title                          | Hire Date  | Filled/<br>Vacant | Grade | Step | Reg/<br>Temp/<br>Term | O-Type<br>Fund<br>(0600) | FTE'S     | Salary           | Fringe         |
|---------------------------------------|------------------------------|--------------|--------------------------------|------------|-------------------|-------|------|-----------------------|--------------------------|-----------|------------------|----------------|
| <b>1000 - AGENCY MANAGEMENT</b>       |                              |              |                                |            |                   |       |      |                       |                          |           |                  |                |
| 1060                                  | LEGAL                        | 00013752     | Mediation Specialist           | 5/21/1990  | F                 | 13    | 7    | Reg                   | 6017                     | 1         | 104,523          | 22,263         |
|                                       |                              | 00022846     | Adjudication Specialist        | 2/23/2015  | F                 | 9     | 4    | Term                  | 6017                     | 1         | 55,929           | 11,913         |
|                                       |                              | 00031504     | Legal Administrative Specialis | 3/6/2006   | F                 | 11    | 6    | Reg                   | 6017                     | 1         | 71,371           | 15,202         |
|                                       |                              | 00041738     | SUPERVISORY ATTORNEY ADVISOR   | 6/11/2007  | F                 | 1     | 0    | Reg                   | 6017                     | 1         | 152,771          | 32,540         |
|                                       |                              | 00041739     | ATTORNEY ADVISOR               | 2/16/2010  | F                 | 14    | 5    | Reg                   | 6017                     | 1         | 129,403          | 27,563         |
|                                       |                              | 00043314     | ATTORNEY ADVISOR               | 11/10/2008 | F                 | 13    | 7    | Reg                   | 6017                     | 1         | 115,943          | 24,696         |
|                                       |                              | 00092139     | Paralegal Specialist           | 3/31/2008  | F                 | 12    | 7    | Reg                   | 6017                     | 1         | 90,254           | 19,224         |
| <b>1060 Total</b>                     |                              |              |                                |            |                   |       |      |                       |                          | <b>7</b>  | <b>720,194</b>   | <b>153,401</b> |
| 1080                                  | COMMUNICATIONS               | 00010741     | Community Outreach Specialist  | 10/11/2011 | F                 | 12    | 3    | Reg                   | 6017                     | 1         | 80,806           | 17,212         |
|                                       |                              | 00031508     | Public Affairs Specialist      | 6/12/2017  | F                 | 12    | 8    | Term                  | 6017                     | 1         | 85,626           | 18,238         |
|                                       |                              | 00092068     | Public Information Officer     | 6/17/2013  | F                 | 13    | 0    | Reg                   | 6017                     | 1         | 107,000          | 22,791         |
| <b>1080 Total</b>                     |                              |              |                                |            |                   |       |      |                       |                          | <b>3</b>  | <b>273,432</b>   | <b>58,241</b>  |
| 1085                                  | CUSTOMER SERVICE             | 00031512     | CONTACT REPRESENTATIVE         | 12/21/1986 | F                 | 8     | 10   | Reg                   | 6017                     | 1         | 59,701           | 12,716         |
| <b>1085 Total</b>                     |                              |              |                                |            |                   |       |      |                       |                          | <b>1</b>  | <b>59,701</b>    | <b>12,716</b>  |
| 1090                                  | PERFORMANCE MANAGEMENT       | 00000382     | Director of Alcoholic Beverage | 1/4/1999   | F                 | 11    | 0    | Term                  | 6017                     | 1         | 182,891          | 38,956         |
|                                       |                              | 00013529     | Administrative Officer         | 4/12/1999  | F                 | 14    | 0    | Reg                   | 6017                     | 1         | 139,521          | 29,718         |
|                                       |                              | 00021204     | OPERATIONS MGR                 | 10/11/1987 | F                 | 13    | 10   | Reg                   | 6017                     | 1         | 112,956          | 24,060         |
|                                       |                              | 00021501     | Staff Assistant                | 8/11/2014  | F                 | 11    | 10   | Term                  | 6017                     | 1         | 79,275           | 16,886         |
|                                       |                              | 00031499     | CONTACT REPRESENTATIVE         | 11/14/2016 | F                 | 7     | 2    | Term                  | 6017                     | 1         | 43,718           | 9,312          |
|                                       |                              | 00088521     | Information Technology Special | 5/16/2016  | F                 | 12    | 3    | Term                  | 6017                     | 1         | 74,711           | 15,913         |
| 00088664                              | Administrative Support Spec. | 6/13/2016    | F                              | 12         | 5                 | Term  | 6017 | 1                     | 79,077                   | 16,843    |                  |                |
| <b>1090 Total</b>                     |                              |              |                                |            |                   |       |      |                       |                          | <b>7</b>  | <b>712,149</b>   | <b>151,688</b> |
| <b>1000 - AGENCY MANAGEMENT Total</b> |                              |              |                                |            |                   |       |      |                       |                          | <b>18</b> | <b>1,765,476</b> | <b>376,046</b> |
| <b>2000 - LICENSING</b>               |                              |              |                                |            |                   |       |      |                       |                          |           |                  |                |
| 2010                                  | LICENSING                    | 00008074     | LICENSING SPEC                 | 10/1/2012  | F                 | 11    | 1    | Reg                   | 6017                     | 1         | 61,491           | 13,098         |
|                                       |                              | 00012097     | Licensing Officer              | 2/6/2006   | F                 | 13    | 0    | Reg                   | 6017                     | 1         | 100,468          | 21,400         |
|                                       |                              | 00016930     | LICENSING SPEC                 | 8/17/1987  | F                 | 11    | 7    | Reg                   | 6017                     | 1         | 73,347           | 15,623         |
|                                       |                              | 00019864     | LICENSING SPEC                 | 7/29/2013  | F                 | 9     | 4    | Reg                   | 6017                     | 1         | 55,929           | 11,913         |
|                                       |                              | 00025384     | LICENSING SPEC                 | 7/27/2015  | F                 | 11    | 4    | Term                  | 6017                     | 1         | 67,419           | 14,360         |
|                                       |                              | 00031505     | Freedom of Info Spec           | 11/14/2016 | F                 | 12    | 1    | Term                  | 6017                     | 1         | 70,345           | 14,983         |
|                                       |                              | 00077044     | Licensing Manager              | 5/20/2013  | F                 | 14    | 0    | Reg                   | 6017                     | 1         | 139,522          | 29,718         |
|                                       |                              | 00077054     | CONTACT REPRESENTATIVE         | 11/18/2013 | F                 | 8     | 4    | Reg                   | 6017                     | 1         | 50,833           | 10,827         |
|                                       |                              | 00091275     | CONTACT REPRESENTATIVE         | 3/7/2016   | F                 | 7     | 2    | Term                  | 6017                     | 1         | 43,718           | 9,312          |
|                                       |                              | 00091418     | LICENSING SPEC                 | 1/22/2018  | F                 | 9     | 1    | Term                  | 6017                     | 1         | 51,039           | 10,871         |
|                                       |                              | 00091968     | LICENSING SPEC                 | (blank)    | V                 | 11    | 1    | Reg                   | 6017                     | 1         | 61,491           | 13,098         |
| <b>2010 Total</b>                     |                              |              |                                |            |                   |       |      |                       |                          | <b>11</b> | <b>775,602</b>   | <b>165,203</b> |
| <b>2000 - LICENSING Total</b>         |                              |              |                                |            |                   |       |      |                       |                          | <b>11</b> | <b>775,602</b>   | <b>165,203</b> |
| <b>3000 - INVESTIGATIONS</b>          |                              |              |                                |            |                   |       |      |                       |                          |           |                  |                |
| 3010                                  | INVESTIGATIONS               | 00003368     | Investigator                   | 3/15/1999  | F                 | 12    | 7    | Reg                   | 6017                     | 1         | 90,254           | 19,224         |
|                                       |                              | 00005244     | Investigator                   | 8/12/2013  | F                 | 12    | 4    | Reg                   | 6017                     | 1         | 83,168           | 17,715         |
|                                       |                              | 00010731     | Compliance Analyst             | 9/14/2009  | F                 | 12    | 10   | Reg                   | 6017                     | 1         | 97,340           | 20,733         |
|                                       |                              | 00019748     | Investigator                   | 2/20/2007  | F                 | 12    | 10   | Reg                   | 6017                     | 1         | 97,340           | 20,733         |
|                                       |                              | 00021798     | Investigator                   | 1/4/2010   | F                 | 12    | 2    | Term                  | 6017                     | 1         | 78,444           | 16,709         |
|                                       |                              | 00022254     | Investigator                   | 4/18/2017  | F                 | 9     | 1    | Term                  | 6017                     | 1         | 51,039           | 10,871         |
|                                       |                              | 00024962     | Investigator                   | 8/26/2013  | F                 | 11    | 0    | Term                  | 6017                     | 1         | 65,443           | 13,939         |
|                                       |                              | 00031511     | Supervisory Investigator       | 10/22/2012 | F                 | 13    | 0    | Reg                   | 6017                     | 1         | 95,326           | 20,304         |
|                                       |                              | 00033545     | Supervisory Investigator       | 12/11/2006 | F                 | 15    | 0    | Reg                   | 6017                     | 1         | 142,710          | 30,397         |
|                                       |                              | 00045489     | Investigator                   | 11/28/2016 | F                 | 11    | 2    | Term                  | 6017                     | 1         | 63,467           | 13,518         |
|                                       |                              | 00045490     | Investigator                   | 9/28/2009  | F                 | 12    | 5    | Reg                   | 6017                     | 1         | 85,530           | 18,218         |

ALCOHOLIC BEVERAGE AND REGULATION ADMINISTRATION  
(LQ0)  
CURRENT SCHEDULE A

| Activity Code                          | Activity Title     | Position Nbr | Title                         | Hire Date  | Filled/<br>Vacant | Grade | Step | Reg/<br>Temp/<br>Term | O-Type<br>Fund<br>(0600) | FTE'S     | Salary           | Fringe         |
|--|--------------------|--------------|-------------------------------|------------|-------------------|-------|------|-----------------------|--------------------------|-----------|------------------|----------------|
|  |                    | 00085658     | Supervisory, Investigator I   | 12/3/2012  | F                 | 13    | 0    | Reg                   | 6017                     | 1         | 95,325           | 20,304         |
|  |                    | 00087322     | Investigator                  | 11/28/2016 | F                 | 9     | 2    | Term                  | 6017                     | 1         | 52,669           | 11,218         |
|  |                    | 00087784     | Investigator                  | 4/8/2013   | F                 | 12    | 4    | Reg                   | 6017                     | 1         | 83,168           | 17,715         |
|  |                    | 00087786     | Investigator                  | 4/18/2017  | F                 | 9     | 1    | Term                  | 6017                     | 1         | 51,039           | 10,871         |
|  |                    | 00088458     | Investigator                  | 3/31/2008  | F                 | 12    | 4    | Term                  | 6017                     | 1         | 83,168           | 17,715         |
|  |                    | 00090690     | Supervisory Investigator      | 6/3/2013   | F                 | 13    | 0    | Reg                   | 6017                     | 1         | 86,660           | 18,459         |
|  |                    | 00091083     | Investigator                  | 7/27/2015  | F                 | 11    | 4    | Term                  | 6017                     | 1         | 67,419           | 14,360         |
|  |                    | 00091084     | Investigator                  | 7/27/2015  | F                 | 11    | 4    | Term                  | 6017                     | 1         | 67,419           | 14,360         |
|  |                    | 00091085     | Investigator                  | (blank)    | V                 | 11    | 0    | Reg                   | 6017                     | 1         | 61,491           | 13,098         |
|  |                    | 00091086     | Investigator                  | 7/27/2015  | F                 | 11    | 4    | Term                  | 6017                     | 1         | 67,419           | 14,360         |
|  |                    | 00091467     | Staff Assistant               | 8/22/2016  | F                 | 11    | 2    | Term                  | 6017                     | 1         | 63,467           | 13,518         |
|  |                    | 00092367     | Compliance Monitor            | 7/2/2012   | F                 | 11    | 2    | Reg                   | 6017                     | 1         | 63,467           | 13,518         |
|  |                    | 00093189     | Investigator                  | 1/8/2018   | F                 | 9     | 1    | Term                  | 6017                     | 1         | 51,039           | 10,871         |
| <b>3010 Total</b>                      |                    |              |                               |            |                   |       |      |                       |                          | <b>24</b> | <b>1,843,811</b> | <b>392,732</b> |
| <b>3000 - INVESTIGATIONS Total</b>     |                    |              |                               |            |                   |       |      |                       |                          | <b>24</b> | <b>1,843,811</b> | <b>392,732</b> |
| <b>5000 - RECORDS MANAGEMENT</b>       |                    |              |                               |            |                   |       |      |                       |                          |           |                  |                |
| 5010                                   | RECORDS MANAGEMENT | 00075317     | RECORDS MANAGEMENT SPECIALIST | 3/20/2017  | F                 | 9     | 1    | Term                  | 6017                     | 1         | 51,039           | 10,871         |
|  |                    | 00091087     | RECORDS MANAGEMENT SPECIALIST | 4/18/2016  | F                 | 9     | 1    | Term                  | 6017                     | 1         | 51,039           | 10,871         |
|  |                    | 00091213     | RECORDS MANAGEMENT SPECIALIST | (blank)    | V                 | 9     | 1    | Reg                   | 6017                     | 1         | 51,039           | 10,871         |
|  |                    | 00091915     | Records Officer               | 7/15/2013  | F                 | 12    | 0    | Reg                   | 6017                     | 1         | 86,660           | 18,459         |
| <b>5010 Total</b>                      |                    |              |                               |            |                   |       |      |                       |                          | <b>4</b>  | <b>239,777</b>   | <b>51,073</b>  |
| <b>5000 - RECORDS MANAGEMENT Total</b> |                    |              |                               |            |                   |       |      |                       |                          | <b>4</b>  | <b>239,777</b>   | <b>51,073</b>  |
| <b>Grand Total</b>                     |                    |              |                               |            |                   |       |      |                       |                          | <b>57</b> | <b>4,624,666</b> | <b>985,054</b> |



**Alcoholic Beverage Regulation Administration  
Answer to Question 4C**

**FY'17**

| <b>EMPLOYEE NAME &amp; TITLE</b>           | <b>EVENT TITLES</b>  | <b>BENEFIT TO AGENCY</b>                                     | <b>REGISTRATION</b> | <b>FUNDING SOURCE</b> | <b>LODGING</b> | <b>AIRFARE (RT)</b> | <b>PER DIEM</b> | <b>MILEAGE REIMBURSEMENT</b> |
|--|--|--|---------------------|-----------------------|----------------|---------------------|-----------------|------------------------------|
| Shawn Townsend, Investigator               | CADCA'S 2017 National Leadership Forum                     | Enhance attendee knowledge on alcoholic laws and regulations | \$905.00            | O Type                | \$0.00         | \$0.00              | \$0.00          | \$0.00                       |
| Jason Peru, Investigator                   | CADCA'S 2017 National Leadership Forum                     | Enhance attendee knowledge on alcoholic laws and regulations | \$905.00            | O Type                | \$0.00         | \$0.00              | \$0.00          | \$0.00                       |
| Jonathan Berman, Assistant General Counsel | 24th Annual Symposium on Alcohol Beverage Law & Regulation | Enhance attendee knowledge on alcoholic laws and regulations | \$895.00            | O Type                | \$0.00         | \$0.00              | \$0.00          | \$0.00                       |
| Martha Jenkins, General Counsel            | 24th Annual Symposium on Alcohol Beverage Law & Regulation | Enhance attendee knowledge on alcoholic laws and regulations | \$895.00            | O Type                | \$0.00         | \$0.00              | \$0.00          | \$0.00                       |
| April Randall, Assistant General Counsel   | 24th Annual Symposium on Alcohol Beverage Law & Regulation | Enhance attendee knowledge on alcoholic laws and regulations | \$895.00            | O Type                | \$0.00         | \$0.00              | \$0.00          | \$0.00                       |
| Neal Adejunnobi, Auditor                   | Graduate School  | Enhance Attendee on writing audit reports by objectives      | \$899.00            | O Type                | \$0.00         | \$0.00              | \$0.00          | \$0.00                       |
| Johnnie Jackson, Chief Investigator        | 31st Annual NLLEA Conference                               | Accept agency award  | \$450.00            | O Type                | \$334.80       | \$470.96            | \$206.50        | \$0.00                       |

**FY'18**

| <b>EMPLOYEE NAME &amp; TITLE</b>     | <b>EVENT TITLES</b>                            | <b>BENEFIT TO AGENCY</b>                      | <b>REGISTRATION</b> | <b>FUNDING SOURCE</b> | <b>LODGING</b> | <b>AIRFARE (RT)</b> | <b>PER DIEM</b> | <b>MILEAGE REIMBURSEMENT</b> |
|--------------------------------------|--|---|---------------------|-----------------------|----------------|---------------------|-----------------|------------------------------|
| John Suero, Supervisory Investigator | FBI-LEEDA Supervisor Leadership Training       | Enhance management skills                     | \$650.00            | O Type                | \$485.45       | \$233.29            | \$324.50        | \$0.00                       |
| John Suero, Supervisory Investigator | FBI-LEEDA                                      | Enhance leadership skills                     | \$650.00            | O Type                | \$0.00         | \$0.00              | \$0.00          | \$0.00                       |
| Neal Adejunnobi, Auditor             | ISACA Membership Dues                          | To ensure Auditor maintains his certification | \$220.00            | O Type                | \$0.00         | \$0.00              | \$0.00          | \$0.00                       |
| Neal Adejunnobi, Auditor             | Institute of Internal Auditors Membership Dues | To ensure Auditor maintains his certification | \$255.00            | O Type                | \$0.00         | \$0.00              | \$0.00          | \$0.00                       |



**ALCOHOLIC BEVERAGE REGULATION ADMINISTRATION  
WORKERS' COMPENSATION (4D)**

| <b>ClaimNumber</b> | <b>Status</b> | <b>Injury Date</b> | <b>Accident Description</b>   | <b>Source of Injury</b>        | <b>Nature of Injury</b> | <b>Part Of Body</b>   | <b>Net Paid</b> | <b>Reserved</b> | <b>Net Incurred</b> |
|--------------------|---------------|--------------------|---|--------------------------------|-------------------------|---|-----------------|-----------------|---------------------|
| 0468-WC-17-0000533 | Open          | 2/12/2017          | Employee was checking out a nightclub for job duties. Employee fell and hit knee on concrete floor and when attempting to break fall hit hands, elbows and chest on unused bar. ()  | NOC-Fall, Slip, or Trip Injury | Strain                  | Multiple Body Parts (Including Body Systems and Body Parts) | \$265.75        | \$234.25        | \$500.00            |
| 0468-WC-17-0001406 | Closed        | 8/19/2017          | IW was investigating a complaint of unlawful activity at a club and went in undercover and as customers where exiting via a rear exit, he exited with the customers and jumped off a elevated edge and injured his left knee. (Exiting a investigation location | Jumping                        | Strain                  | Knee  | \$0.00          | \$0.00          | \$0.00              |

ALCOHOLIC BEVERAGE AND REGULATION ADMINISTRATION  
SPECIAL PURPOSE REVENUE

| FY 2017 Special Purpose Revenue Funds |              |   |   |  |   |   |   |
|---------------------------------------|--------------|---|---|--|---|---|---|
| Revenue Source Name                   | Revenue Code | Source of Funding   | Program Description   | FY 2017 Revenue                            | FY 2017 Expenditures                            | FY 2017 Spending  | FY 2017 Fund Balance                            |
| ABC - IMPORT AND CLASS LICENSE FEES   | 6017         | Business owners of establishments that manufacture, distribute sell and/or serve alcoholic beverages (liquor stores, grocery stores, restaurants, hotels)<br><br>- Licensing (2000) | Revenue is generated from the collection of fees associated with the issuance and renewal of licenses and permits | 5,724,787                                  | 6,199,271                                       | 57 FTE's - salaries, benefits, overtime<br>Supplies, scanning, shredding, equipment maintenance, background checks, attorney resources, Accela subscription, reference materials, employee training, computers and office equipment | 6,402,642                                       |
| FY 2018 Special Purpose Revenue Funds |              |   |   |  |   |   |   |
| Fund                                  | Revenue Code | Source of Funding   | Program Description   | FY 2018 Revenue<br><i>(as of 01/31/18)</i> | FY 2018 Expenditures<br><i>(as of 01/31/18)</i> | FY 2018 Spending  | FY 2018 Fund Balance<br><i>(as of 01/31/18)</i> |
| ABC - IMPORT AND CLASS LICENSE FEES   | 6017         | Business owners of establishments that manufacture, distribute sell and/or serve alcoholic beverages (liquor stores, grocery stores, restaurants, hotels)<br><br>- Licensing (2000) | Revenue is generated from the collection of fees associated with the issuance and renewal of licenses and permits | 1,076,900                                  | 2,555,233                                       | 57 FTE's - salaries, benefits, overtime<br>Supplies, scanning, shredding, equipment maintenance, background checks, attorney resources, Accela subscription, reference materials, employee training, computers and office equipment | 6,402,642                                       |

\* The monies in the fund balance account are needed to fund the agency in FY 18 and FY 19.

**Alcoholic Beverage Regulation Administration  
Answer to Council Question 9**

FY'17

| <b>DATE</b> | <b>VENDOR</b>         | <b>AGENCY CREDIT CARD HOLDER</b> | <b>AMOUNT</b> | <b>GENRAL PURPOSE</b>         |
|-------------|-----------------------|----------------------------------|---------------|-------------------------------|
| 5/1/2017    | A Digital Solutions   | Jackie Richardson                | \$ 2,973.60   | Printing of agency code books |
| 4/26/2017   | Adobe                 | Jackie Richardson                | \$ 359.76     | Acrobat subscription          |
| 6/14/2017   | Adobe                 | Jackie Richardson                | \$ 156.22     | Acrobat subscription          |
| 6/20/2017   | Adobe                 | Kim Gordon                       | \$ 634.37     | Adobe                         |
| 8/21/2017   | Adobe                 | Jackie Richardson                | \$ 244.44     | Acrobat subscription          |
| 9/15/2017   | Adobe                 | Jackie Richardson                | \$ 110.39     | Acrobat subscription          |
| 12/9/2016   | AOP Business Services | Jackie Richardson                | \$ 2,150.05   | General office supplies       |
| 12/9/2016   | AOP Business Services | Jackie Richardson                | \$ 387.46     | General office supplies       |
| 12/14/2016  | AOP Business Services | Jackie Richardson                | \$ 472.42     | General office supplies       |
| 1/25/2017   | AOP Business Services | Jackie Richardson                | \$ 1,023.81   | General office supplies       |
| 1/26/2017   | AOP Business Services | Jackie Richardson                | \$ 832.17     | General office supplies       |
| 2/1/2017    | AOP Business Services | Jackie Richardson                | \$ 478.87     | General office supplies       |
| 2/7/2017    | AOP Business Services | Jackie Richardson                | \$ 11.56      | General office supplies       |
| 2/16/2017   | AOP Business Services | Jackie Richardson                | \$ 259.78     | General office supplies       |
| 2/15/2017   | AOP Business Services | Jackie Richardson                | \$ 125.48     | General office supplies       |
| 2/22/2017   | AOP Business Services | Jackie Richardson                | \$ 126.17     | General office supplies       |
| 3/16/2017   | AOP Business Services | Jackie Richardson                | \$ 1,178.01   | General office supplies       |
| 3/16/2017   | AOP Business Services | Jackie Richardson                | \$ 2,299.50   | General office supplies       |
| 3/29/2017   | AOP Business Services | Jackie Richardson                | \$ 207.46     | General office supplies       |
| 5/8/2017    | AOP Business Services | Jackie Richardson                | \$ 191.04     | General office supplies       |
| 5/16/2017   | AOP Business Services | Jackie Richardson                | \$ 754.45     | General office supplies       |
| 5/23/2017   | AOP Business Services | Jackie Richardson                | \$ 226.48     | General office supplies       |
| 7/11/2017   | AOP Business Services | Jackie Richardson                | \$ 805.80     | General office supplies       |
| 8/22/2017   | AOP Business Services | Jackie Richardson                | \$ 313.95     | General office supplies       |
| 2/12/2016   | Best Buy              | Jackie Richardson                | \$ 99.98      | Purchased ethernet switches   |

| DATE       | VENDOR                         | AGENCY CREDIT CARD HOLDER | AMOUNT      | GENRAL PURPOSE                |
|------------|--------------------------------|---------------------------|-------------|-------------------------------|
| 9/8/2017   | Best Buy                       | Jackie Richardson         | \$ 14.99    | Purchased HDML cable          |
| 12/21/2016 | CADCA                          | Jackie Richardson         | \$ 905.00   | Conference Fees               |
| 12/21/2016 | CADCA                          | Jackie Richardson         | \$ 905.00   | Conference Fees               |
| 1/27/2017  | Canon Business Solutions       | Jackie Richardson         | \$ 413.91   | Purchased staples for copier  |
| 3/16/2017  | Capital Services               | Jackie Richardson         | \$ 57.98    | General office supplies       |
| 4/12/2017  | Capital Services               | Jackie Richardson         | \$ 372.40   | General office supplies       |
| 5/10/2017  | Capital Services               | Jackie Richardson         | \$ 599.00   | General office supplies       |
| 6/8/2017   | Capital Services               | Jackie Richardson         | \$ 410.00   | General office supplies       |
| 7/20/2017  | Capital Services               | Jackie Richardson         | \$ 873.75   | General office supplies       |
| 8/4/2017   | Capital Services               | Jackie Richardson         | \$ 390.00   | General office supplies       |
| 1/3/2017   | Custom Banner                  | Kim Gordon                | \$ 202.71   | Purchased table cover         |
| 1/5/2017   | Custom Banner                  | Kim Gordon                | \$ 240.53   | Purchased retractable banner  |
| 11/7/2016  | Fed Ex Office                  | Jackie Richardson         | \$ 107.56   | Xeroxing of court files       |
| 9/13/2017  | Fed Ex Office                  | Jackie Richardson         | \$ 141.00   | Printing of brochures         |
| 5/2/2017   | Graduate School                | Jackie Richardson         | \$ 899.00   | Class for Auditor             |
| 9/21/2017  | Human Scale                    | Jackie Richardson         | \$ 242.84   | Purchase of keyboard          |
| 5/4/2017   | Innocorp Ltd.                  | Jackie Richardson         | \$ 2,501.96 | Mats for double check program |
| 12/12/2016 | Institute of Internal Auditors | Jackie Richardson         | \$ 250.00   | Membership Dues for Auditor   |
| 12/12/2016 | ISACA                          | Jackie Richardson         | \$ 220.00   | Membership Dues for Auditor   |
| 10/14/2016 | LT Printing                    | Jackie Richardson         | \$ 151.90   | Business cards                |
| 11/13/2016 | LT Printing                    | Jackie Richardson         | \$ 3,015.00 | Printing of placards          |
| 1/3/2017   | LT Printing                    | Jackie Richardson         | \$ 187.90   | Business cards                |
| 2/28/2017  | LT Printing                    | Jackie Richardson         | \$ 469.75   | Printing of business cards    |
| 3/23/2017  | LT Printing                    | Jackie Richardson         | \$ 187.90   | Printing of business cards    |
| 3/27/2017  | LT Printing                    | Jackie Richardson         | \$ 2,315.00 | Printing of warning signs     |
| 4/26/2017  | LT Printing                    | Jackie Richardson         | \$ 281.85   | Printing of business cards    |
| 5/25/2017  | LT Printing                    | Jackie Richardson         | \$ 84.95    | Printing of business cards    |
| 7/5/2017   | LT Printing                    | Jackie Richardson         | \$ 1,205.83 | Printing of letterhead        |

| <b>DATE</b> | <b>VENDOR</b>                   | <b>AGENCY CREDIT CARD HOLDER</b> | <b>AMOUNT</b> | <b>GENRAL PURPOSE</b>                 |
|-------------|---------------------------------|----------------------------------|---------------|---------------------------------------|
| 7/10/2017   | LT Printing                     | Jackie Richardson                | \$ 187.90     | Printing of business cards            |
| 8/7/2017    | LT Printing                     | Jackie Richardson                | \$ 3,135.00   | Printing of placards                  |
| 8/21/2017   | LT Printing                     | Jackie Richardson                | \$ 187.90     | Printing of business cards            |
| 8/22/2017   | LT Printing                     | Jackie Richardson                | \$ 2,200.80   | Printing of large envelopes           |
| 9/14/2017   | LT Printing                     | Jackie Richardson                | \$ 84.95      | Printing of business cards            |
| 10/17/2016  | Metropolitan Office Products    | Jackie Richardson                | \$ 162.70     | General office supplies               |
| 10/31/2016  | Metropolitan Office Products    | Jackie Richardson                | \$ 49.98      | General office supplies               |
| 11/9/2016   | Metropolitan Office Products    | Jackie Richardson                | \$ 1,899.81   | General office supplies               |
| 11/10/2016  | Metropolitan Office Products    | Jackie Richardson                | \$ 134.50     | General office supplies               |
| 12/15/2016  | Metropolitan Office Products    | Jackie Richardson                | \$ 3,193.39   | General office supplies               |
| 12/21/2016  | Metropolitan Office Products    | Jackie Richardson                | \$ 328.01     | General office supplies               |
| 3/13/2017   | Metropolitan Office Products    | Jackie Richardson                | \$ 857.20     | General office supplies               |
| 3/17/2017   | Metropolitan Office Products    | Jackie Richardson                | \$ 857.20     | Supplies returned                     |
| 5/16/2017   | Metropolitan Office Products    | Jackie Richardson                | \$ 1,781.59   | General office supplies               |
| 6/1/2017    | Metropolitan Office Products    | Jackie Richardson                | \$ 369.99     | General office supplies               |
| 8/7/2017    | Metropolitan Office Products    | Jackie Richardson                | \$ 871.92     | General office supplies               |
| 9/18/2017   | Metropolitan Office Products    | Jackie Richardson                | \$ 134.24     | General office supplies               |
| 9/18/2017   | Metropolitan Office Products    | Jackie Richardson                | \$ 2,664.17   | General office supplies               |
| 9/18/2017   | Metropolitan Office Products    | Jackie Richardson                | \$ 223.54     | General office supplies               |
| 9/18/2017   | Metropolitan Office Products    | Jackie Richardson                | \$ 307.81     | General office supplies               |
| 10/24/2016  | National Liquor Law Enforcement | Jackie Richardson                | \$ 300.00     | Agency membership                     |
| 7/6/2017    | National Liquor Law Enforcement | Jackie Richardson                | \$ 450.00     | Conference Fees                       |
| 4/3/2017    | North Capitol Partners          | Jackie Richardson                | \$ 328.00     | Hired mover to move surplus equipment |
| 1/12/2017   | Office World                    | Jackie Richardson                | \$ 1,265.00   | General office supplies               |
| 2/6/2017    | Office World                    | Jackie Richardson                | \$ 157.69     | General office supplies               |
| 4/11/2017   | Office World                    | Jackie Richardson                | \$ 1,577.94   | General office supplies               |
| 5/19/2017   | Office World                    | Jackie Richardson                | \$ 143.37     | General office supplies               |
| 6/15/2017   | Office World                    | Jackie Richardson                | \$ 137.03     | General office supplies               |
| 6/15/2017   | Office World                    | Jackie Richardson                | \$ 1,288.20   | General office supplies               |
| 7/5/2017    | Office World                    | Jackie Richardson                | \$ 310.05     | General office supplies               |
| 7/13/2017   | Office World                    | Jackie Richardson                | \$ 1,439.85   | General office supplies               |
| 8/31/2017   | Paper Direct                    | Jackie Richardson                | \$ 374.85     | Purchased certificate paper           |
| 6/29/2017   | Reingold Link                   | Jackie Richardson                | \$ 400.35     | Printing of poster and palm cards     |

| DATE       | VENDOR                       | AGENCY CREDIT CARD HOLDER | AMOUNT      | GENERAL PURPOSE                                      |
|------------|------------------------------|---------------------------|-------------|--|
| 6/29/2017  | Reingold Link                | Jackie Richardson         | \$ 1,000.00 | Graphic design services                              |
| 9/13/2017  | Standard Office Supply       | Jackie Richardson         | \$ 2,717.94 | General office supplies                              |
| 9/15/2017  | Standard Office Supply       | Jackie Richardson         | \$ 196.05   | General office supplies                              |
| 9/19/2017  | Standard Office Supply       | Jackie Richardson         | \$ 1,612.08 | General office supplies                              |
| 10/26/2016 | Statewide Bonding Company    | Jackie Richardson         | \$ 2,257.00 | Bonding of agency cashiers                           |
| 10/13/2016 | Uline                        | Jackie Richardson         | \$ 48.53    | Purchased labels                                     |
| 10/4/2016  | United States Postal Service | Jackie Richardson         | \$ 470.00   | Postage stamps                                       |
| 10/5/2016  | United States Postal Service | Jackie Richardson         | \$ 470.00   | Postage stamps                                       |
| 10/11/2016 | United States Postal Service | Jackie Richardson         | \$ 6.68     | Certified Mail                                       |
| 10/26/2016 | United States Postal Service | Jackie Richardson         | \$ 349.68   | Postage stamps                                       |
| 10/27/2016 | United States Postal Service | Jackie Richardson         | \$ 57.20    | Certified Mail                                       |
| 12/7/2016  | United States Postal Service | Jackie Richardson         | \$ 17.20    | Return records to NRC                                |
| 12/15/2016 | United States Postal Service | Jackie Richardson         | \$ 238.00   | Postage stamps                                       |
| 1/9/2017   | United States Postal Service | Jackie Richardson         | \$ 78.00    | Returned post card stamps & purchased Forever stamps |
| 1/9/2017   | United States Postal Service | Jackie Richardson         | \$ 6.59     | Certified Mail                                       |
| 2/15/2017  | United States Postal Service | Jackie Richardson         | \$ 588.00   | Postage stamps                                       |
| 2/21/2017  | United States Postal Service | Jackie Richardson         | \$ 6.59     | Certified Mail                                       |
| 2/23/2017  | United States Postal Service | Jackie Richardson         | \$ 42.00    | Additional ounce stamps                              |
| 3/10/2017  | United States Postal Service | Jackie Richardson         | \$ 741.80   | Postage stamps                                       |
| 3/20/2017  | United States Postal Service | Jackie Richardson         | \$ 448.80   | Postage stamps                                       |
| 4/12/2017  | United States Postal Service | Jackie Richardson         | \$ 6.80     | Certified Mail                                       |
| 4/27/2017  | United States Postal Service | Jackie Richardson         | \$ 6.59     | Certified Mail                                       |
| 5/3/2017   | United States Postal Service | Jackie Richardson         | \$ 490.00   | Postage stamps                                       |
| 5/19/2017  | United States Postal Service | Jackie Richardson         | \$ 115.40   | Additional ounce stamps                              |
| 5/25/2017  | United States Postal Service | Jackie Richardson         | \$ 490.00   | Postage stamps                                       |
| 6/2/2017   | United States Postal Service | Jackie Richardson         | \$ 6.80     | Certified Mail                                       |
| 6/21/2017  | United States Postal Service | Jackie Richardson         | \$ 7.20     | Priority Mail  |
| 6/27/2017  | United States Postal Service | Jackie Richardson         | \$ 14.58    | Certified Mail                                       |
| 7/5/17     | United States Postal Service | Jackie Richardson         | \$ 15.60    | Return records to NRC                                |
| 7/31/2017  | United States Postal Service | Jackie Richardson         | \$ 11.05    | Certified Mail                                       |
| 8/4/2017   | United States Postal Service | Jackie Richardson         | \$ 490.00   | Postage stamps                                       |
| 8/17/2017  | United States Postal Service | Jackie Richardson         | \$ 1,225.00 | Postage stamps                                       |
| 8/30/2017  | United States Postal Service | Jackie Richardson         | \$ 36.45    | Certified Mail                                       |
| 9/15/2017  | United States Postal Service | Jackie Richardson         | \$ 399.29   | Postage stamps                                       |

| DATE      | VENDOR                      | AGENCY CREDIT CARD<br>HOLDER | AMOUNT    | GENERAL PURPOSE                     |
|-----------|-----------------------------|------------------------------|-----------|-------------------------------------|
| 9/16/2017 | Varidesk                    | Jackie Richardson            | \$ 363.75 | Varidesk                            |
| 9/7/2017  | Washington Business Journal | Jackie Richardson            | \$ 113.00 | Washington Business Journal on-line |

ALCOHOLIC BEVERAGE REGULATION ADMINISTRATION  
MOUs

| <b>FY 2017</b>                         |                   |                           |                         |                               |
|--|-------------------|---------------------------|-------------------------|-------------------------------|
| <b>ABRA MOUs</b>                       |                   |                           |                         |                               |
| <b>Agency</b>                          | <b>MOU Amount</b> | <b>Date of Signed MOU</b> | <b>Termination Date</b> | <b>Description</b>            |
| Office of Unified Communications       | 1,953.71          | 10/12/16                  | 09/30/17                | Citywide radio system         |
| Department of Public Works             | 55,110.19         | N/A                       | 09/30/17                | Fleet maintenance             |
| Office of the Chief Technology Officer | 79,906.13         | N/A                       | 09/30/17                | IT ServUs and Network Support |
| Office of Finance and Treasury         | 40,262.75         | 04/04/17                  | 09/30/17                | Merchant service fees         |
| Metropolitan Police Department         | 1,170,000.00      | 04/03/17                  | 09/30/17                | Reimbursable Detail Program   |

| <b>FY 2018</b>                         |                   |                           |                         |                               |
|--|-------------------|---------------------------|-------------------------|-------------------------------|
| <b>ABRA MOUs</b>                       |                   |                           |                         |                               |
| <b>Agency</b>                          | <b>MOU Amount</b> | <b>Date of Signed MOU</b> | <b>Termination Date</b> | <b>Description</b>            |
| Department of Public Works             | 18,399.79         | N/A                       | 09/30/18                | Fleet maintenance             |
| Office of the Chief Technology Officer | 80,388.62         | N/A                       | 09/30/18                | IT ServUs and Network Support |



OFFICE OF THE CHIEF FINANCIAL OFFICER  
ALCOHOLIC BEVERAGE REGULATION ADMINISTRATION  
BUDGET VS. EXPENDITURES BY FUND/PROGRAM/ACTIVITY

| Comptroller Source Group                         | Comptroller Source Group Title      | Original Budget  | Revised Budget   | Expenditures     | Available Balance | Variance Description   |
|--|-------------------------------------|------------------|------------------|------------------|-------------------|--|
| <b>SPECIAL PURPOSE REVENUE FUNDS - FUND 6017</b> |                                     |                  |                  |                  |                   |  |
| <b>PROGRAM 1000 - AGENCY MANAGEMENT</b>          |                                     |                  |                  |                  |                   |  |
| <b>1015 - TRAINING AND EMPLOYEE DEVELOPMENT</b>  |                                     |                  |                  |                  |                   |  |
| 0040   | OTHER SERVICES AND CHARGES          | \$39,000         | \$39,000         | \$4,172          | \$34,828          | Travel/training cost less than projected   |
| <b>NON-PERSONNEL SERVICES</b>                    |                                     | <b>\$39,000</b>  | <b>\$39,000</b>  | <b>\$4,172</b>   | <b>\$34,828</b>   |  |
| <b>1015 - TRAINING AND EMPLOYEE DEVELOPMENT</b>  |                                     | <b>\$39,000</b>  | <b>\$39,000</b>  | <b>\$4,172</b>   | <b>\$34,828</b>   |  |
| <b>1030 - PROPERTY MANAGEMENT</b>                |                                     |                  |                  |                  |                   |  |
| 0020   | SUPPLIES AND MATERIALS              | \$71,000         | \$71,000         | \$52,645         | \$18,355          | Reduced spending for employee supplies and materials   |
| 0031   | TELEPHONE, TELEGRAPH, TELEGRAM, ETC | \$78,322         | \$78,322         | \$79,458         | (\$1,136)         | Additional telecommunications services for RTS   |
| 0040   | OTHER SERVICES AND CHARGES          | \$119,000        | \$191,000        | \$101,431        | \$89,569          | Reduced spending for equipment maintenance agreements, printing and postage                                |
| 0041   | CONTRACTUAL SERVICES - OTHER        | \$270,000        | \$270,000        | \$268,047        | \$1,953           | Accela cloud transition  |
| <b>NON-PERSONNEL SERVICES</b>                    |                                     | <b>\$538,322</b> | <b>\$610,322</b> | <b>\$501,581</b> | <b>\$108,741</b>  |  |
| <b>1030 - PROPERTY MANAGEMENT</b>                |                                     | <b>\$538,322</b> | <b>\$610,322</b> | <b>\$501,581</b> | <b>\$108,741</b>  |  |
| <b>1040 - INFORMATION TECHNOLOGY</b>             |                                     |                  |                  |                  |                   |  |
| 0031   | TELEPHONE, TELEGRAPH, TELEGRAM, ETC | \$0              | \$7,000          | \$0              | \$7,000           | Reprogramming for telecommunications services - expenditures posted to Activity 1030 - Property Management |
| 0040   | OTHER SERVICES AND CHARGES          | \$187,218        | \$187,218        | \$186,267        | \$951             | MOU with OCTO for IT ServUs and Network Support  |
| 0070   | EQUIPMENT & EQUIPMENT RENTAL        | \$30,000         | \$50,000         | \$7,098          | \$42,902          | Additional funding reprogrammed for Filenet - Accela cloud infrastructure migration                        |
| <b>NON-PERSONNEL SERVICES</b>                    |                                     | <b>\$217,218</b> | <b>\$244,218</b> | <b>\$193,365</b> | <b>\$50,853</b>   |  |
| <b>1040 - INFORMATION TECHNOLOGY</b>             |                                     | <b>\$217,218</b> | <b>\$244,218</b> | <b>\$193,365</b> | <b>\$50,853</b>   |  |
| <b>1050 - FINANCIAL MANAGEMENT</b>               |                                     |                  |                  |                  |                   |  |
| 0040   | OTHER SERVICES AND CHARGES          | \$30,000         | \$30,000         | \$29,970         | \$30              | MOU with OFT for Merchant service fees for on-site cashiering services                                     |
| <b>NON-PERSONNEL SERVICES</b>                    |                                     | <b>\$30,000</b>  | <b>\$30,000</b>  | <b>\$29,970</b>  | <b>\$30</b>       |  |
| <b>1050 - FINANCIAL MANAGEMENT</b>               |                                     | <b>\$30,000</b>  | <b>\$30,000</b>  | <b>\$29,970</b>  | <b>\$30</b>       |  |

OFFICE OF THE CHIEF FINANCIAL OFFICER  
ALCOHOLIC BEVERAGE REGULATION ADMINISTRATION  
BUDGET VS. EXPENDITURES BY FUND/PROGRAM/ACTIVITY

| Comptroller Source Group       | Comptroller Source Group Title   | Original Budget    | Revised Budget     | Expenditures     | Available Balance | Variance Description  |
|--------------------------------|----------------------------------|--------------------|--------------------|------------------|-------------------|---|
| <b>1060 - LEGAL</b>            |                                  |                    |                    |                  |                   |   |
| 0011                           | REGULAR PAY - CONT FULL TIME     | \$355,755          | \$355,755          | \$378,558        | (\$22,802)        | 2% bonus payment for AFGE contract for attorneys                        |
| 0012                           | REGULAR PAY - OTHER              | \$271,795          | \$271,795          | \$254,130        | \$17,666          |   |
| 0013                           | ADDITIONAL GROSS PAY             | \$0                | \$0                | \$4,482          | (\$4,482)         |   |
| 0014                           | FRINGE BENEFITS - CURR PERSONNEL | \$129,903          | \$129,903          | \$130,783        | (\$880)           |   |
| 0015                           | OVERTIME PAY                     | \$0                | \$0                | \$220            | (\$220)           |   |
| <b>PERSONNEL SERVICES</b>      |                                  | <b>\$757,454</b>   | <b>\$757,454</b>   | <b>\$768,172</b> | <b>(\$10,718)</b> |   |
| 0040                           | OTHER SERVICES AND CHARGES       | \$155,000          | \$155,000          | \$89,270         | \$65,730          | Board member stipends   |
| 0041                           | CONTRACTUAL SERVICES - OTHER     | \$275,000          | \$275,000          | \$95,019         | \$179,981         | Reduced spending for transcription services                             |
| <b>NON-PERSONNEL SERVICES</b>  |                                  | <b>\$430,000</b>   | <b>\$430,000</b>   | <b>\$184,289</b> | <b>\$245,711</b>  |   |
| <b>1060 - LEGAL</b>            |                                  | <b>\$1,187,454</b> | <b>\$1,187,454</b> | <b>\$952,460</b> | <b>\$234,994</b>  |   |
| <b>1070 - FLEET MANAGEMENT</b> |                                  |                    |                    |                  |                   |   |
| 0040                           | OTHER SERVICES AND CHARGES       | \$47,383           | \$47,383           | \$20,175         | \$27,209          | MOU with DPW for fleet maintenance                                      |
| 0070                           | EQUIPMENT & EQUIPMENT RENTAL     | \$25,000           | \$60,000           | \$30,000         | \$30,000          | Reprogramming to purchase additional fleet vehicles                     |
| <b>NON-PERSONNEL SERVICES</b>  |                                  | <b>\$72,383</b>    | <b>\$107,383</b>   | <b>\$50,175</b>  | <b>\$57,209</b>   |   |
| <b>1070 - FLEET MANAGEMENT</b> |                                  | <b>\$72,383</b>    | <b>\$107,383</b>   | <b>\$50,175</b>  | <b>\$57,209</b>   |   |
| <b>1080 - COMMUNICATIONS</b>   |                                  |                    |                    |                  |                   |   |
| 0011                           | REGULAR PAY - CONT FULL TIME     | \$87,584           | \$87,584           | \$121,739        | (\$34,155)        | Vacancies - Public Affairs Specialist;<br>Community Outreach Specialist |
| 0012                           | REGULAR PAY - OTHER              | \$136,364          | \$136,364          | \$22,691         | \$113,674         |   |
| 0014                           | FRINGE BENEFITS - CURR PERSONNEL | \$46,357           | \$46,357           | \$23,441         | \$22,916          |   |
| 0015                           | OVERTIME PAY                     | \$0                | \$0                | \$3,012          | (\$3,012)         |   |
| <b>PERSONNEL SERVICES</b>      |                                  | <b>\$270,306</b>   | <b>\$270,306</b>   | <b>\$170,883</b> | <b>\$99,423</b>   |   |
| <b>1080 - COMMUNICATIONS</b>   |                                  | <b>\$270,306</b>   | <b>\$270,306</b>   | <b>\$170,883</b> | <b>\$99,423</b>   |   |
| <b>1085 - CUSTOMER SERVICE</b> |                                  |                    |                    |                  |                   |   |
| 0011                           | REGULAR PAY - CONT FULL TIME     | \$61,618           | \$61,618           | \$51,672         | \$9,946           | Proposed grade/step increase budgeted and not realized                  |
| 0012                           | REGULAR PAY - OTHER              | \$0                | \$0                | \$5,066          | (\$5,066)         |   |
| 0014                           | FRINGE BENEFITS - CURR PERSONNEL | \$12,755           | \$12,755           | \$10,519         | \$2,236           |   |
| 0015                           | OVERTIME PAY                     | \$0                | \$0                | \$494            | (\$494)           |   |
| <b>PERSONNEL SERVICES</b>      |                                  | <b>\$74,373</b>    | <b>\$74,373</b>    | <b>\$67,752</b>  | <b>\$6,621</b>    |   |
| <b>1085 - CUSTOMER SERVICE</b> |                                  | <b>\$74,373</b>    | <b>\$74,373</b>    | <b>\$67,752</b>  | <b>\$6,621</b>    |   |

OFFICE OF THE CHIEF FINANCIAL OFFICER  
ALCOHOLIC BEVERAGE REGULATION ADMINISTRATION  
BUDGET VS. EXPENDITURES BY FUND/PROGRAM/ACTIVITY

| Comptroller Source Group             | Comptroller Source Group Title                | Original Budget    | Revised Budget     | Expenditures       | Available Balance | Variance Description  |
|--------------------------------------|---|--------------------|--------------------|--------------------|-------------------|---|
| <b>1087 - LANGUAGE ACCESS</b>        |   |                    |                    |                    |                   |   |
| 0041                                 | CONTRACTUAL SERVICES - OTHER                  | \$15,000           | \$15,000           | \$14,460           | \$540             | Translation and interpretation services                       |
|                                      | <b>NON-PERSONNEL SERVICES</b>                 | <b>\$15,000</b>    | <b>\$15,000</b>    | <b>\$14,460</b>    | <b>\$540</b>      |   |
|                                      | <b>1087 - LANGUAGE ACCESS</b>                 | <b>\$15,000</b>    | <b>\$15,000</b>    | <b>\$14,460</b>    | <b>\$540</b>      |   |
| <b>1090 - PERFORMANCE MANAGEMENT</b> |   |                    |                    |                    |                   |   |
| 0011                                 | REGULAR PAY - CONT FULL TIME                  | \$541,068          | \$426,068          | \$240,902          | \$185,166         | 2 vacancies within activity for 3 quarters of the fiscal year |
| 0012                                 | REGULAR PAY - OTHER                           | \$239,991          | \$239,991          | \$293,424          | (\$53,433)        |   |
| 0013                                 | ADDITIONAL GROSS PAY                          | \$0                | \$0                | \$7,528            | (\$7,528)         |   |
| 0014                                 | FRINGE BENEFITS - CURR PERSONNEL              | \$161,679          | \$142,679          | \$88,340           | \$54,339          |   |
| 0015                                 | OVERTIME PAY                                  | \$0                | \$0                | \$12,256           | (\$12,256)        |   |
|                                      | <b>PERSONNEL SERVICES</b>                     | <b>\$942,738</b>   | <b>\$808,738</b>   | <b>\$642,450</b>   | <b>\$166,288</b>  |   |
|                                      | <b>1090 - PERFORMANCE MANAGEMENT</b>          | <b>\$942,738</b>   | <b>\$808,738</b>   | <b>\$642,450</b>   | <b>\$166,288</b>  |   |
|                                      | <b>PROGRAM 1000 - AGENCY MANAGEMENT TOTAL</b> | <b>\$3,386,794</b> | <b>\$3,116,488</b> | <b>\$2,456,385</b> | <b>\$660,103</b>  |   |
| <b>PROGRAM 2000 - LICENSING</b>      |   |                    |                    |                    |                   |   |
| <b>2010 - LICENSING</b>              |   |                    |                    |                    |                   |   |
| 0011                                 | REGULAR PAY - CONT FULL TIME                  | \$634,693          | \$634,693          | \$464,562          | \$170,131         | 2 vacancies within activity; filled before end of fiscal year |
| 0012                                 | REGULAR PAY - OTHER                           | \$204,176          | \$204,176          | \$334,693          | (\$130,517)       |   |
| 0013                                 | ADDITIONAL GROSS PAY                          | \$0                | \$0                | \$1,437            | (\$1,437)         |   |
| 0014                                 | FRINGE BENEFITS - CURR PERSONNEL              | \$176,878          | \$176,878          | \$189,385          | (\$12,508)        |   |
| 0015                                 | OVERTIME PAY                                  | \$15,000           | \$15,000           | \$24,922           | (\$9,922)         |   |
|                                      | <b>PERSONNEL SERVICES</b>                     | <b>\$1,030,746</b> | <b>\$1,030,746</b> | <b>\$1,014,998</b> | <b>\$15,748</b>   |   |
| 0020                                 | SUPPLIES AND MATERIALS                        | \$20,000           | \$20,000           | \$18,637           | \$1,363           | Supplies for licensing division                               |
| 0041                                 | CONTRACTUAL SERVICES - OTHER                  | \$10,000           | \$10,000           | \$2,115            | \$7,885           | Video production and template design                          |
|                                      | <b>NON-PERSONNEL SERVICES</b>                 | <b>\$30,000</b>    | <b>\$30,000</b>    | <b>\$20,752</b>    | <b>\$9,248</b>    |   |
|                                      | <b>2010 - LICENSING</b>                       | <b>\$1,060,746</b> | <b>\$1,060,746</b> | <b>\$1,035,751</b> | <b>\$24,996</b>   |   |
|                                      | <b>PROGRAM 2000 - LICENSING</b>               | <b>\$1,060,746</b> | <b>\$1,060,746</b> | <b>\$1,035,751</b> | <b>\$24,996</b>   |   |
| <b>PROGRAM 3000 - INVESTIGATIONS</b> |   |                    |                    |                    |                   |   |
| <b>3010 - INVESTIGATIONS</b>         |   |                    |                    |                    |                   |   |
| 0011                                 | REGULAR PAY - CONT FULL TIME                  | \$1,047,516        | \$1,047,516        | \$836,009          | \$211,507         | Vacancies within activity throughout the fiscal year          |
| 0012                                 | REGULAR PAY - OTHER                           | \$723,711          | \$723,711          | \$849,684          | (\$125,973)       |   |
| 0013                                 | ADDITIONAL GROSS PAY                          | \$64,837           | \$64,837           | \$84,210           | (\$19,373)        |   |
| 0014                                 | FRINGE BENEFITS - CURR PERSONNEL              | \$368,331          | \$368,331          | \$372,708          | (\$4,378)         |   |
| 0015                                 | OVERTIME PAY                                  | \$155,000          | \$155,000          | \$108,526          | \$46,474          |   |
|                                      | <b>PERSONNEL SERVICES</b>                     | <b>\$2,359,395</b> | <b>\$2,359,395</b> | <b>\$2,251,138</b> | <b>\$108,258</b>  |   |

OFFICE OF THE CHIEF FINANCIAL OFFICER  
 ALCOHOLIC BEVERAGE REGULATION ADMINISTRATION  
 BUDGET VS. EXPENDITURES BY FUND/PROGRAM/ACTIVITY

| Comptroller Source Group                     | Comptroller Source Group Title   | Original Budget    | Revised Budget     | Expenditures       | Available Balance | Variance Description  |
|--|----------------------------------|--------------------|--------------------|--------------------|-------------------|---|
| 0020   | SUPPLIES AND MATERIALS           | \$12,500           | \$12,500           | \$10,000           | \$2,500           | Supplies for investigations division  |
| 0040   | OTHER SERVICES AND CHARGES       | \$4,500            | \$4,500            | \$4,465            | \$35              | Travel/training for investigative staff   |
| 0041   | CONTRACTUAL SERVICES - OTHER     | \$68,000           | \$68,000           | \$95,300           | (\$27,300)        | \$52,295 of Reimbursable Detail Program expenses charged to ABRA SPR budget; dedicated taxes budget exhausted |
| <b>NON-PERSONNEL SERVICES</b>                |                                  | <b>\$85,000</b>    | <b>\$85,000</b>    | <b>\$109,765</b>   | <b>(\$24,765)</b> |   |
| <b>3010 - INVESTIGATIONS</b>                 |                                  | <b>\$2,444,395</b> | <b>\$2,444,395</b> | <b>\$2,360,903</b> | <b>\$83,493</b>   |   |
| <b>PROGRAM 3000 - INVESTIGATIONS</b>         |                                  | <b>\$2,444,395</b> | <b>\$2,444,395</b> | <b>\$2,360,903</b> | <b>\$83,493</b>   |   |
| <b>PROGRAM 5000 - RECORDS MANAGEMENT</b>     |                                  |                    |                    |                    |                   |   |
| <b>5010 - RECORDS MANAGEMENT</b>             |                                  |                    |                    |                    |                   |   |
| 0011   | REGULAR PAY - CONT FULL TIME     | \$54,300           | \$54,300           | \$0                | \$54,300          | New FTE salary higher than budgeted salary  |
| 0012   | REGULAR PAY - OTHER              | \$0                | \$0                | \$64,133           | (\$64,133)        |   |
| 0014   | FRINGE BENEFITS - CURR PERSONNEL | \$11,240           | \$11,240           | \$14,629           | (\$3,389)         |   |
| 0015   | OVERTIME PAY                     | \$5,000            | \$5,000            | \$414              | \$4,586           |   |
| <b>PERSONNEL SERVICES</b>                    |                                  | <b>\$70,540</b>    | <b>\$70,540</b>    | <b>\$79,177</b>    | <b>(\$8,637)</b>  |   |
| 0020   | SUPPLIES AND MATERIALS           | \$9,500            | \$9,500            | \$0                | \$9,500           | Supply cost reserved to absorb deficit in personnel services  |
| <b>NON-PERSONNEL SERVICES</b>                |                                  | <b>\$9,500</b>     | <b>\$9,500</b>     | <b>\$0</b>         | <b>\$9,500</b>    |   |
| <b>5010 - RECORDS MANAGEMENT</b>             |                                  | <b>\$80,040</b>    | <b>\$80,040</b>    | <b>\$79,177</b>    | <b>\$863</b>      |   |
| <b>PROGRAM 5000 - RECORDS MANAGEMENT</b>     |                                  | <b>\$80,040</b>    | <b>\$80,040</b>    | <b>\$79,177</b>    | <b>\$863</b>      |   |
| <b>FUND - 6017 (SPECIAL PURPOSE REVENUE)</b> |                                  | <b>\$6,971,975</b> | <b>\$6,701,669</b> | <b>\$5,932,215</b> | <b>\$769,454</b>  |   |
| <b>DEDICATED TAXES FUND - FUND 0110</b>      |                                  |                    |                    |                    |                   |   |
| <b>PROGRAM 3000 - INVESTIGATIONS</b>         |                                  |                    |                    |                    |                   |   |
| <b>3010 - INVESTIGATIONS</b>                 |                                  |                    |                    |                    |                   |   |
| 0050   | SUBSIDIES AND TRANSFERS          | \$1,170,000        | \$1,170,000        | \$1,170,000        | \$0               | MPD Reimbursable Detail Program   |
| <b>NON-PERSONNEL SERVICES</b>                |                                  | <b>\$1,170,000</b> | <b>\$1,170,000</b> | <b>\$1,170,000</b> | <b>\$0</b>        |   |
| <b>0110 DEDICATED TAXES</b>                  |                                  | <b>\$1,170,000</b> | <b>\$1,170,000</b> | <b>\$1,170,000</b> | <b>\$0</b>        |   |
| <b>FUND - 0110 (DEDICATED TAXES)</b>         |                                  | <b>\$1,170,000</b> | <b>\$1,170,000</b> | <b>\$1,170,000</b> | <b>\$0</b>        |   |

**Alcoholic Beverage Regulation Administration  
Answer to Council Question 19**

FY'18

| VENDOR                               | NATURE OF CONTRACT   | AMOUNT      | AMOUNT SPENT | CONTRACT TERM    | COMPETITIVELY BIDDED | CONTRACT MONITOR  | FUNDING SOURCE | CBE | DIVISION UTILIZING GOODS             |
|--------------------------------------|--|-------------|--------------|------------------|----------------------|-------------------|----------------|-----|--------------------------------------|
| Accela, Inc.                         | Accela subscription needed to support ABRA's use in the agency's licensing software system                             | \$85,660.31 | \$85,660.31  | 10/2/17-9/30/18  | OCP solicits bids    | Jackie Richardson | O Type         | No  | Licensing Division                   |
| Accela, Inc.                         | Accela civic platform for individual subscription users.   | \$16,716.00 | \$0.00       | 01/18/18-9/30/18 | OCP solicits bids    | Jackie Richardson | O Type         | No  | Licensing Division                   |
| Canon Solutions America, Inc.        | Annual maintenance on Canon copier   | \$23,689.08 | \$7,896.36   | 11/28/17-9/30/18 | OCP solicits bids    | Jackie Richardson | O Type         | No  | Administrative Division              |
| Dell Marketing, LP                   | Purchase Dell 27" monitor  | \$233.99    | \$0.00       | 2/2/18-9/30/18   | OCP solicits bids    | Jackie richardson | O Type         | No  | Enforcement Division                 |
| Dell Marketing, LP                   | Purchase Dell 22" monitors   | \$1,195.92  | \$1,195.92   | 12/14/17-9/30/18 | OCP solicits bids    | Jackie Richardson | O Type         | No  | All Divisions                        |
| Digi Docs, Inc.                      | Shredding services   | \$1,868.40  | \$0.00       | 10/2/17-9/30/18  | OCP solicits bids    | Jackie Richardson | O Type         | Yes | Records Division                     |
| Dupont Computers (Citywide Contract) | Translation & interpretation services for hearings, meetings, and trainings. Also, translate various agency documents. | \$13,000.00 | \$2,972.50   | 11/09/17-9/30/18 | OCP solicits bids    | Jackie Richardson | O Type         | No  | Adjudication & Enforcement Divisions |
| Hales Creative Solutions             | Vendor provides youth to participate in ABRA's underage Compliance Check Program.                                      | \$39,600.00 | \$4,960.00   | 10/13/17-9/30/18 | OCP solicits bids    | Jackie Richardson | O Type         | No  | Enforcement Division                 |
| Neal R. Gross & Company, Inc.        | Transcription Services for ABC Board hearings. (Emergency Procurement)   | \$99,000.00 | \$11,759.10  | 10/2/17-9/30/18  | OCP solicits bids    | Jackie Richardson | O Type         | Yes | Adjudication Division                |
| Sharp Electronics Corp.              | Annual maintenance on Sharp copier   | \$15,000.00 | \$778.66     | 10/2/17-9/30/18  | OCP solicits bids    | Jackie Richardson | O Type         | No  | Administrative Division              |
| Tracers Information Specialist       | Background checks on new hires   | \$500.00    | \$87.50      | 10/6/17-9/30/18  | OCP solicits bids    | Jackie Richardson | O Type         | No  | Enforcement Division                 |
| Westlaw Publishing Corp.             | Access to Westlaw on-line data base for agency attorneys   | \$1,698.75  | \$417.10     | 10/02/17-9/30/18 | OCP solicits bids    | Jackie Richardson | O Type         | No  | Adjudication Division                |

OFFICE OF THE CHIEF FINANCIAL OFFICER  
ALCOHOLIC BEVERAGE REGULATION ADMINISTRATION  
SALARY GREATER THAN \$100K

| Activity Code                   | Activity Title         | Position Number | Name                     | Title                          | Salary     | Fringe    | FY 2017 Overtime/Bonus Pay | FY 2018 Overtime/Bonus Pay |
|---------------------------------|------------------------|-----------------|--------------------------|--------------------------------|------------|-----------|----------------------------|----------------------------|
| <b>1000 - AGENCY MANAGEMENT</b> |                        |                 |                          |                                |            |           |                            |                            |
| 1060                            | LEGAL                  | 00013752        | Fletcher, La Verne       | Mediation Specialist           | 104,523.00 | 22,263.40 |                            |                            |
|                                 |                        | 00041738        | Jenkins, Martha L        | SUPERVISORY ATTORNEY ADVISOR   | 152,771.13 | 32,540.25 |                            |                            |
|                                 |                        | 00041739        | Berman, Jonathan A.      | ATTORNEY ADVISOR               | 129,403.00 | 27,562.84 | 2,281.02                   |                            |
|                                 |                        | 00043314        | Randall, April Renee     | ATTORNEY ADVISOR               | 115,943.00 | 24,695.86 | 2,111.28                   |                            |
| 1080                            | COMMUNICATIONS         | 00092068        | Cornelius, Jessie K.     | Public Information Officer     | 107,000.00 | 22,791.00 |                            |                            |
| 1090                            | PERFORMANCE MANAGEMENT | 00000382        | Moosally, Frederick P    | Director of Alcoholic Beverage | 182,891.00 | 38,955.78 |                            |                            |
|                                 |                        | 00013529        | Robinson, Camille        | Administrative Officer         | 139,521.08 | 29,717.99 |                            |                            |
|                                 |                        | 00021204        | Richardson, Jacqueline R | OPERATIONS MGR                 | 112,956.00 | 24,059.63 | 1,271.00                   | 1,331.00                   |
| <b>2000 - LICENSING</b>         |                        |                 |                          |                                |            |           |                            |                            |
| 2010                            | LICENSING              | 00012097        | Jackson, Karen D         | Licensing Officer              | 100,468.00 | 21,399.68 | 7,396.00                   |                            |
|                                 |                        | 00077044        | Gordy, Sean C            | Licensing Manager              | 139,522.00 | 29,718.19 |                            |                            |
| <b>3000 - INVESTIGATIONS</b>    |                        |                 |                          |                                |            |           |                            |                            |
| 3010                            | INVESTIGATIONS         | 00033545        | Jackson Jr., Johnnie E   | Supervisory Investigator       | 142,710.00 | 30,397.23 |                            |                            |

OFFICE OF THE CHIEF FINANCIAL OFFICER  
ALCOHOLIC BEVERAGE REGULATION ADMINISTRATION  
OVERTIME

| FY 2017 Overtime Payments By Employee |                         |                 |                               |                           |          |            |           |                     |
|---------------------------------------|-------------------------|-----------------|-------------------------------|---------------------------|----------|------------|-----------|---------------------|
| Count                                 | Name                    | Position Number | Title                         | Program                   | Activity | Salary     | Fringe    | Overtime Pay Earned |
| 1                                     | Demby,Dorshae DuJuan    | 00088458        | Investigator                  | 3000 - INVESTIGATIONS     | 3010     | \$ 83,168  | \$ 17,715 | \$ 21,742           |
| 2                                     | Pleitez,Vanessa         | 00024962        | Investigator                  | 3000 - INVESTIGATIONS     | 3010     | \$ 65,443  | \$ 13,939 | \$ 20,484           |
| 3                                     | Gilliam,Countee         | 00091083        | Investigator                  | 3000 - INVESTIGATIONS     | 3010     | \$ 67,419  | \$ 14,360 | \$ 19,239           |
| 4                                     | Townsend,Shawn J.       | 00021798        | Investigator                  | 3000 - INVESTIGATIONS     | 3010     | \$ 78,444  | \$ 16,709 | \$ 16,351           |
| 5                                     | Leftwich,Vernon         | 00091084        | Investigator                  | 3000 - INVESTIGATIONS     | 3010     | \$ 67,419  | \$ 14,360 | \$ 15,389           |
| 6                                     | Howze,Anthony           | 00091086        | Investigator                  | 3000 - INVESTIGATIONS     | 3010     | \$ 67,419  | \$ 14,360 | \$ 13,525           |
| 7                                     | Jones,Earl              | 00045490        | Investigator                  | 3000 - INVESTIGATIONS     | 3010     | \$ 85,530  | \$ 18,218 | \$ 13,209           |
| 8                                     | Puente,Kevin            | 00045489        | Investigator                  | 3000 - INVESTIGATIONS     | 3010     | \$ 63,467  | \$ 13,518 | \$ 11,391           |
| 9                                     | Peru,Jason R            | 00087784        | Investigator                  | 3000 - INVESTIGATIONS     | 3010     | \$ 83,168  | \$ 17,715 | \$ 10,671           |
| 10                                    | Fox,Torren              | 00091085        | Investigator                  | 3000 - INVESTIGATIONS     | 3010     | \$ 67,419  | \$ 14,360 | \$ 9,997            |
| 11                                    | Jackson,Karen D         | 00012097        | Licensing Officer             | 2000 - LICENSING          | 2010     | \$ 100,468 | \$ 21,400 | \$ 7,396            |
| 12                                    | Cullings,Tasha          | 00025384        | LICENSING SPEC                | 3000 - INVESTIGATIONS     | 3010     | \$ 67,419  | \$ 14,360 | \$ 4,348            |
| 13                                    | Langway,Nicole          | 00087322        | Investigator                  | 3000 - INVESTIGATIONS     | 3010     | \$ 52,669  | \$ 11,218 | \$ 3,137            |
| 14                                    | Apraku,Kofi K.          | 00022254        | Investigator                  | 3000 - INVESTIGATIONS     | 3010     | \$ 78,444  | \$ 16,709 | \$ 3,053            |
| 15                                    | Johnson,Constance S     | 00091467        | Staff Assistant               | 1000 - AGENCY MANAGEMENT  | 1090     | \$ 63,467  | \$ 13,518 | \$ 2,069            |
| 16                                    | Brashears,Mark W        | 00005244        | Investigator                  | 3000 - INVESTIGATIONS     | 3010     | \$ 83,168  | \$ 17,715 | \$ 2,059            |
| 17                                    | Dantzler,Felicia        | 00019748        | Investigator                  | 3000 - INVESTIGATIONS     | 3010     | \$ 97,340  | \$ 20,733 | \$ 1,287            |
| 18                                    | Richardson,Jacqueline R | 00021204        | OPERATIONS MGR                | 1000 - AGENCY MANAGEMENT  | 1090     | \$ 112,956 | \$ 24,060 | \$ 1,271            |
| 19                                    | Todd,Davon A            | 00087786        | Investigator                  | 3000 - INVESTIGATIONS     | 3010     | \$ 51,039  | \$ 10,871 | \$ 1,260            |
| 20                                    | Edwards,Mechellelee R   | 00008074        | LICENSING SPEC                | 2000 - LICENSING          | 2010     | \$ 61,491  | \$ 13,098 | \$ 931              |
| 21                                    | Ampomah,Beatrice Y      | 00025384        | LICENSING SPEC                | 2000 - LICENSING          | 2010     | \$ 65,443  | \$ 13,939 | \$ 417              |
| 22                                    | Butler,Donnell S        | 00003368        | Investigator                  | 3000 - INVESTIGATIONS     | 3010     | \$ 90,254  | \$ 19,224 | \$ 338              |
| 23                                    | Kelly,Kathleen A        | 00091213        | RECORDS MANAGEMENT SPECIALIST | 5000 - RECORDS MANAGEMENT | 5010     | \$ 69,395  | \$ 14,781 | \$ 300              |
| 24                                    | Wilkinson,Mark          | 00022254        | Investigator                  | 3000 - INVESTIGATIONS     | 3010     | \$ 51,039  | \$ 10,871 | \$ 299              |
| 25                                    | Stewart,Michael         | 00091968        | LICENSING SPEC                | 2000 - LICENSING          | 2010     | \$ 63,467  | \$ 13,518 | \$ 281              |
| <b>Overtime Total</b>                 |                         |                 |                               |                           |          |            |           | <b>180,442.77</b>   |

ALCOHOLIC BEVERAGE REGULATION ADMINISTRATION  
BONUS OR SPECIAL PAY

| <b>FY 2017 Bonus or Special Pay</b> |                 |                             |
|-------------------------------------|-----------------|-----------------------------|
| <b>Name</b>                         | <b>Total</b>    | <b>Purpose</b>              |
| Berman,Jonathan A.                  | 2,281.02        | AFGE Contract for attorneys |
| Randall,April Renee                 | 2,111.28        | AFGE Contract for attorneys |
| <b>Bonus Pay Total</b>              | <b>4,392.30</b> |                             |
| <b>FY 2018 Bonus or Special Pay</b> |                 |                             |
| <b>Name</b>                         | <b>Total</b>    | <b>Purpose</b>              |
| n/a                                 | n/a             |                             |
| <b>Bonus Pay Total</b>              | -               |                             |



**Alcoholic Beverage Regulation Administration  
Answer to Council Question 58**

**ABC BOARD MEMBER NICK ALBERTI**

**FY'17**

| <b>ABC BOARD SESSION DATES</b> | <b>ATTENDED</b> | <b>NOT ATTENDED</b> | <b>PERCENTAGE</b> |
|--------------------------------|-----------------|---------------------|-------------------|
| Wednesday, October 5, 2016     | 1               |                     |                   |
| Wednesday, October 19, 2016    | 1               |                     |                   |
| Thursday, October 20, 2016     | 1               |                     |                   |
| Wednesday, October 26, 2016    | 1               |                     |                   |
| Monday, November 2, 2016       | 1               |                     |                   |
| Wednesday, November 9, 2016    |                 | 1                   |                   |
| Wednesday, November 16, 2016   | 1               |                     |                   |
| Wednesday, November 30, 2016   | 1               |                     |                   |
| Wednesday, December 7, 2016    | 1               |                     |                   |
| Wednesday, December 14, 2016   | 1               |                     |                   |
| Wednesday, January 11, 2017    | 1               |                     |                   |
| Wednesday, January 25, 2017    | 1               |                     |                   |
| Wednesday, February 1, 2017    | 1               |                     |                   |
| Wednesday, February 8, 2017    | 1               |                     |                   |
| Wednesday, February 15, 2017   | 1               |                     |                   |
| Wednesday, March 1, 2017       |                 | 1                   |                   |
| Wednesday, March 8, 2017       | 1               |                     |                   |
| Wednesday, March 15, 2017      | 1               |                     |                   |
| Wednesday, March 22, 2017      | 1               |                     |                   |
| Tuesday, March 28, 2017        | 1               |                     |                   |
| Wednesday, March 29, 2017      | 1               |                     |                   |
| Wednesday, April 5, 2017       | 1               |                     |                   |
| Wednesday, April 12, 2017      | 1               |                     |                   |
| Wednesday, April 26, 2017      | 1               |                     |                   |
| Wednesday, May 3, 2017         | 1               |                     |                   |
| Wednesday, May 10, 2017        | 1               |                     |                   |
| Wednesday, May 24, 2017        | 1               |                     |                   |
| Wednesday, June 7, 2017        | 1               |                     |                   |
| Wednesday, June 14, 2017       | 1               |                     |                   |
| Wednesday, June 21, 2017       | 1               |                     |                   |
| Wednesday, June 28, 2017       | 1               |                     |                   |
| Wednesday, June 14, 2017       | 1               |                     |                   |
| Wednesday, June 21, 2017       | 1               |                     |                   |
| Wednesday, June 28, 2017       | 1               |                     |                   |
| Wednesday, July 12, 2017       | 1               |                     |                   |
| Wednesday, July 19, 2017       |                 | 1                   |                   |

**Alcoholic Beverage Regulation Administration  
Answer to Council Question 58**

**ABC BOARD MEMBER NICK ALBERTI**

**FY'17**

| <b>ABC BOARD SESSION DATES</b> | <b>ATTENDED</b> | <b>NOT ATTENDED</b> | <b>PERCENTAGE</b> |
|--------------------------------|-----------------|---------------------|-------------------|
| Wednesday, July 26, 2017       | 1               |                     |                   |
| Wednesday, August 2, 2017      | 1               |                     |                   |
| Wednesday, August 9, 2017      | 1               |                     |                   |
| Wednesday, August 16, 2017     | 1               |                     |                   |
| Wednesday, September 13, 2017  | 1               |                     |                   |
| Wednesday, September 20, 2017  | 1               |                     |                   |
| Wednesday, September 27, 2017  | 1               |                     |                   |
|                                |                 |                     |                   |
| <b>TOTAL SESSIONS</b>          | <b>40</b>       | <b>3</b>            | <b>93.02%</b>     |

**FY'18**

| <b>ABC BOARD SESSION DATES</b> | <b>ATTENDED</b> | <b>NOT ATTENDED</b> | <b>PERCENTAGE</b> |
|--------------------------------|-----------------|---------------------|-------------------|
|                                |                 |                     |                   |
| Wednesday, October 4, 2017     | 1               |                     |                   |
| Wednesday, October 18, 2017    | 1               |                     |                   |
| Wednesday, October 25, 2017    | 1               |                     |                   |
| Wednesday, November 1, 2017    | 1               |                     |                   |
| Wednesday, November 15, 2017   | 1               |                     |                   |
| Wednesday, November 29, 2017   | 1               |                     |                   |
| Friday, December 1, 2017       | 1               |                     |                   |
| Wednesday, December 6, 2017    | 1               |                     |                   |
| Wednesday, December 13, 2017   | 1               |                     |                   |
| Wednesday, January 10, 2018    | 1               |                     |                   |
| Wednesday, January 24, 2018    | 1               |                     |                   |
| Wednesday, January 31, 2018    | 1               |                     |                   |
|                                |                 |                     |                   |
| <b>TOTAL SESSIONS</b>          | <b>12</b>       |                     | <b>100%</b>       |

**Alcoholic Beverage Regulation Administration  
Answer to Council Question 58**

**ABC BOARD CHAIR DONOVAN ANDERSON**

**FY'17**

| <b>ABC BOARD SESSION DATES</b> | <b>ATTENDED</b> | <b>NOT ATTENDED</b> | <b>PERCENTAGE</b> |
|--------------------------------|-----------------|---------------------|-------------------|
| Wednesday, October 5, 2016     | 1               |                     |                   |
| Wednesday, October 19, 2016    | 1               |                     |                   |
| Thursday, October 20, 2016     | 1               |                     |                   |
| Wednesday, October 26, 2016    | 1               |                     |                   |
| Monday, November 2, 2016       | 1               |                     |                   |
| Wednesday, November 9, 2016    | 1               |                     |                   |
| Wednesday, November 16, 2016   | 1               |                     |                   |
| Wednesday, November 30, 2016   | 1               |                     |                   |
| Wednesday, December 7, 2016    | 1               |                     |                   |
| Wednesday, December 14, 2016   | 1               |                     |                   |
| Wednesday, January 11, 2017    | 1               |                     |                   |
| Wednesday, January 25, 2017    | 1               |                     |                   |
| Wednesday, February 1, 2017    | 1               |                     |                   |
| Wednesday, February 8, 2017    | 1               |                     |                   |
| Wednesday, February 15, 2017   | 1               |                     |                   |
| Wednesday, March 1, 2017       | 1               |                     |                   |
| Wednesday, March 8, 2017       | 1               |                     |                   |
| Wednesday, March 15, 2017      | 1               |                     |                   |
| Wednesday, March 22, 2017      | 1               |                     |                   |
| Tuesday, March 28, 2017        | 1               |                     |                   |
| Wednesday, March 29, 2017      | 1               |                     |                   |
| Wednesday, April 5, 2017       | 1               |                     |                   |
| Wednesday, April 12, 2017      | 1               |                     |                   |
| Wednesday, April 26, 2017      | 1               |                     |                   |
| Wednesday, May 3, 2017         | 1               |                     |                   |
| Wednesday, May 10, 2017        | 1               |                     |                   |
| Wednesday, May 24, 2017        | 1               |                     |                   |
| Wednesday, June 7, 2017        | 1               |                     |                   |
| Wednesday, June 14, 2017       | 1               |                     |                   |
| Wednesday, June 21, 2017       | 1               |                     |                   |
| Wednesday, June 28, 2017       | 1               |                     |                   |
| Wednesday, June 14, 2017       | 1               |                     |                   |
| Wednesday, June 21, 2017       | 1               |                     |                   |
| Wednesday, June 28, 2017       | 1               |                     |                   |
| Wednesday, July 12, 2017       | 1               |                     |                   |
| Wednesday, July 19, 2017       | 1               |                     |                   |

**ABC BOARD CHAIR DONOVAN ANDERSON**

**FY'17**

| <b>ABC BOARD SESSION DATES</b> | <b>ATTENDED</b> | <b>NOT ATTENDED</b> | <b>PERCENTAGE</b> |
|--------------------------------|-----------------|---------------------|-------------------|
| Wednesday, July 26, 2017       | 1               |                     |                   |
| Wednesday, August 2, 2017      | 1               |                     |                   |
| Wednesday, August 9, 2017      | 1               |                     |                   |
| Wednesday, August 16, 2017     | 1               |                     |                   |
| Wednesday, September 13, 2017  | 1               |                     |                   |
| Wednesday, September 20, 2017  | 1               |                     |                   |
| Wednesday, September 27, 2017  | 1               |                     |                   |
|                                |                 |                     |                   |
| <b>TOTAL SESSIONS</b>          | <b>43</b>       |                     | <b>100%</b>       |

**FY'18**

| <b>ABC BOARD SESSION DATES</b> | <b>ATTENDED</b> | <b>NOT ATTENDED</b> | <b>PERCENTAGE</b> |
|--------------------------------|-----------------|---------------------|-------------------|
|                                |                 |                     |                   |
| Wednesday, October 4, 2017     | 1               |                     |                   |
| Wednesday, October 18, 2017    | 1               |                     |                   |
| Wednesday, October 25, 2017    | 1               |                     |                   |
| Wednesday, November 1, 2017    | 1               |                     |                   |
| Wednesday, November 15, 2017   | 1               |                     |                   |
| Wednesday, November 29, 2017   | 1               |                     |                   |
| Friday, December 1, 2017       | 1               |                     |                   |
| Wednesday, December 6, 2017    | 1               |                     |                   |
| Wednesday, December 13, 2017   | 1               |                     |                   |
| Wednesday, January 10, 2018    | 1               |                     |                   |
| Wednesday, January 24, 2018    | 1               |                     |                   |
| Wednesday, January 31, 2018    | 1               |                     |                   |
|                                |                 |                     |                   |
| <b>TOTAL SESSIONS</b>          | <b>12</b>       |                     | <b>100%</b>       |

**Alcoholic Beverage Regulation Administration  
Answer to Council Question 58**

**ABC BOARD MEMBER MAFARA HOBSON**

**FY'17**

| <b>ABC BOARD SESSION DATES</b> | <b>ATTENDED</b> | <b>NOT ATTENDED</b> | <b>PERCENTAGE</b> |
|--------------------------------|-----------------|---------------------|-------------------|
| Wednesday, October 26, 2016    | 1               |                     |                   |
| Monday, November 2, 2016       | 1               |                     |                   |
| Wednesday, November 9, 2016    | 1               |                     |                   |
| Wednesday, November 16, 2016   | 1               |                     |                   |
| Wednesday, November 30, 2016   |                 | 1                   |                   |
| Wednesday, December 7, 2016    |                 | 1                   |                   |
| Wednesday, December 14, 2016   | 1               |                     |                   |
| Wednesday, January 11, 2017    | 1               |                     |                   |
| Wednesday, January 25, 2017    | 1               |                     |                   |
| Wednesday, February 1, 2017    | 1               |                     |                   |
| Wednesday, February 8, 2017    | 1               |                     |                   |
| Wednesday, February 15, 2017   | 1               |                     |                   |
| Wednesday, March 1, 2017       | 1               |                     |                   |
| Wednesday, March 8, 2017       |                 | 1                   |                   |
| Wednesday, March 15, 2017      | 1               |                     |                   |
| Wednesday, March 22, 2017      | 1               |                     |                   |
| Tuesday, March 28, 2017        |                 | 1                   |                   |
| Wednesday, March 29, 2017      | 1               |                     |                   |
| Wednesday, April 5, 2017       | 1               |                     |                   |
| Wednesday, April 12, 2017      | 1               |                     |                   |
| Wednesday, April 26, 2017      | 1               |                     |                   |
| Wednesday, May 3, 2017         |                 | 1                   |                   |
|                                |                 |                     |                   |
|                                |                 |                     |                   |
| <b>TOTAL SESSIONS</b>          | <b>17</b>       | <b>5</b>            | <b>77.27%</b>     |

**Alcoholic Beverage Regulation Administration  
Answer to Council Question 58**

**ABC BOARD MEMBER JAKE PERRY**

**FY'17**

| <b>ABC BOARD SESSION DATES</b> | <b>ATTENDED</b> | <b>NOT ATTENDED</b> | <b>PERCENTAGE</b> |
|--------------------------------|-----------------|---------------------|-------------------|
| Wednesday, October 26, 2016    | 1               |                     |                   |
| Monday, November 2, 2016       | 1               |                     |                   |
| Wednesday, November 9, 2016    | 1               |                     |                   |
| Wednesday, November 16, 2016   | 1               |                     |                   |
| Wednesday, November 30, 2016   | 1               |                     |                   |
| Wednesday, December 7, 2016    | 1               |                     |                   |
| Wednesday, December 14, 2016   | 1               |                     |                   |
| Wednesday, January 11, 2017    | 1               |                     |                   |
| Wednesday, January 25, 2017    | 1               |                     |                   |
| Wednesday, February 1, 2017    | 1               |                     |                   |
| Wednesday, February 8, 2017    |                 | 1                   |                   |
| Wednesday, February 15, 2017   | 1               |                     |                   |
| Wednesday, March 1, 2017       | 1               |                     |                   |
| Wednesday, March 8, 2017       | 1               |                     |                   |
| Wednesday, March 15, 2017      |                 | 1                   |                   |
| Wednesday, March 22, 2017      | 1               |                     |                   |
| Tuesday, March 28, 2017        |                 | 1                   |                   |
| Wednesday, March 29, 2017      | 1               |                     |                   |
| Wednesday, April 5, 2017       | 1               |                     |                   |
| Wednesday, April 12, 2017      | 1               |                     |                   |
| Wednesday, April 26, 2017      | 1               |                     |                   |
| Wednesday, May 3, 2017         | 1               |                     |                   |
| Wednesday, May 10, 2017        |                 | 1                   |                   |
| Wednesday, May 24, 2017        | 1               |                     |                   |
| Wednesday, June 7, 2017        | 1               |                     |                   |
| Wednesday, June 14, 2017       | 1               |                     |                   |
| Wednesday, June 21, 2017       | 1               |                     |                   |
| Wednesday, June 28, 2017       | 1               |                     |                   |
| Wednesday, June 14, 2017       |                 | 1                   |                   |
| Wednesday, June 21, 2017       | 1               |                     |                   |
| Wednesday, June 28, 2017       | 1               |                     |                   |
| Wednesday, July 12, 2017       | 1               |                     |                   |
| Wednesday, July 19, 2017       | 1               |                     |                   |
| Wednesday, July 26, 2017       | 1               |                     |                   |
| Wednesday, August 2, 2017      |                 | 1                   |                   |

**ABC BOARD MEMBER JAKE PERRY**

**FY'17**

| <b>ABC BOARD SESSION DATES</b> | <b>ATTENDED</b> | <b>NOT ATTENDED</b> | <b>PERCENTAGE</b> |
|--------------------------------|-----------------|---------------------|-------------------|
| Wednesday, August 9, 2017      | 1               |                     |                   |
| Wednesday, August 16, 2017     | 1               |                     |                   |
| Wednesday, September 13, 2017  | 1               |                     |                   |
| Wednesday, September 20, 2017  | 1               |                     |                   |
| Wednesday, September 27, 2017  | 1               |                     |                   |
|                                |                 |                     |                   |
| <b>TOTAL SESSIONS</b>          | <b>34</b>       | <b>6</b>            | <b>85%</b>        |

**FY'18**

| <b>ABC BOARD SESSION DATES</b> | <b>ATTENDED</b> | <b>NOT ATTENDED</b> | <b>PERCENTAGE</b> |
|--------------------------------|-----------------|---------------------|-------------------|
|                                |                 |                     |                   |
| Wednesday, October 4, 2017     |                 | 1                   |                   |
| Wednesday, October 18, 2017    | 1               |                     |                   |
| Wednesday, October 25, 2017    | 1               |                     |                   |
| Wednesday, November 1, 2017    | 1               |                     |                   |
| Wednesday, November 15, 2017   |                 | 1                   |                   |
| Wednesday, November 29, 2017   |                 | 1                   |                   |
| Friday, December 1, 2017       |                 | 1                   |                   |
| Wednesday, December 6, 2017    | 1               |                     |                   |
| Wednesday, December 13, 2017   |                 | 1                   |                   |
|                                |                 |                     |                   |
| <b>TOTAL SESSIONS</b>          | <b>4</b>        | <b>5</b>            | <b>44.44%</b>     |

**Alcoholic Beverage Regulation Administration  
Answer to Council Question 58**

**ABC BOARD MEMBER JAMES SHORT**

**FY'17**

| <b>ABC BOARD SESSION DATES</b> | <b>ATTENDED</b> | <b>NOT ATTENDED</b> | <b>PERCENTAGE</b> |
|--------------------------------|-----------------|---------------------|-------------------|
| Wednesday, October 5, 2016     | 1               |                     |                   |
| Wednesday, October 19, 2016    | 1               |                     |                   |
| Thursday, October 20, 2016     | 1               |                     |                   |
| Wednesday, October 26, 2016    | 1               |                     |                   |
| Monday, November 2, 2016       | 1               |                     |                   |
| Wednesday, November 9, 2016    | 1               |                     |                   |
| Wednesday, November 16, 2016   | 1               |                     |                   |
| Wednesday, November 30, 2016   | 1               |                     |                   |
| Wednesday, December 7, 2016    | 1               |                     |                   |
| Wednesday, December 14, 2016   | 1               |                     |                   |
| Wednesday, January 11, 2017    | 1               |                     |                   |
| Wednesday, January 25, 2017    | 1               |                     |                   |
| Wednesday, February 1, 2017    | 1               |                     |                   |
| Wednesday, February 8, 2017    | 1               |                     |                   |
| Wednesday, February 15, 2017   | 1               |                     |                   |
| Wednesday, March 1, 2017       | 1               |                     |                   |
| Wednesday, March 8, 2017       | 1               |                     |                   |
| Wednesday, March 15, 2017      | 1               |                     |                   |
| Wednesday, March 22, 2017      |                 | 1                   |                   |
| Tuesday, March 28, 2017        |                 | 1                   |                   |
| Wednesday, March 29, 2017      | 1               |                     |                   |
| Wednesday, April 5, 2017       | 1               |                     |                   |
| Wednesday, April 12, 2017      | 1               |                     |                   |
| Wednesday, April 26, 2017      | 1               |                     |                   |
| Wednesday, May 3, 2017         | 1               |                     |                   |
| Wednesday, May 10, 2017        | 1               |                     |                   |
| Wednesday, May 24, 2017        | 1               |                     |                   |
| Wednesday, June 7, 2017        | 1               |                     |                   |
| Wednesday, June 14, 2017       | 1               |                     |                   |
| Wednesday, June 21, 2017       | 1               |                     |                   |
| Wednesday, June 28, 2017       | 1               |                     |                   |
| Wednesday, June 14, 2017       | 1               |                     |                   |
| Wednesday, June 21, 2017       | 1               |                     |                   |
| Wednesday, June 28, 2017       | 1               |                     |                   |



**ABC BOARD MEMBER JAMES SHORT**

**FY'17**

| <b>ABC BOARD SESSION DATES</b> | <b>ATTENDED</b> | <b>NOT ATTENDED</b> | <b>PERCENTAGE</b> |
|--------------------------------|-----------------|---------------------|-------------------|
| Wednesday, July 12, 2017       | 1               |                     |                   |
| Wednesday, July 19, 2017       | 1               |                     |                   |
| Wednesday, July 26, 2017       | 1               |                     |                   |
| Wednesday, August 2, 2017      | 1               |                     |                   |
| Wednesday, August 9, 2017      | 1               |                     |                   |
| Wednesday, August 16, 2017     | 1               |                     |                   |
| Wednesday, September 13, 2017  | 1               |                     |                   |
| Wednesday, September 20, 2017  | 1               |                     |                   |
| Wednesday, September 27, 2017  | 1               |                     |                   |
|                                |                 |                     |                   |
| <b>TOTAL SESSIONS</b>          | <b>41</b>       | <b>2</b>            | <b>94.23%</b>     |

**FY'18**

| <b>ABC BOARD SESSION DATES</b> | <b>ATTENDED</b> | <b>NOT ATTENDED</b> | <b>PERCENTAGE</b> |
|--------------------------------|-----------------|---------------------|-------------------|
|                                |                 |                     |                   |
| Wednesday, October 4, 2017     | 1               |                     |                   |
| Wednesday, October 18, 2017    | 1               |                     |                   |
| Wednesday, October 25, 2017    | 1               |                     |                   |
| Wednesday, November 1, 2017    | 1               |                     |                   |
| Wednesday, November 15, 2017   | 1               |                     |                   |
| Wednesday, November 29, 2017   |                 | 1                   |                   |
| Friday, December 1, 2017       | 1               |                     |                   |
| Wednesday, December 6, 2017    | 1               |                     |                   |
| Wednesday, December 13, 2017   | 1               |                     |                   |
| Wednesday, January 10, 2018    | 1               |                     |                   |
| Wednesday, January 24, 2018    | 1               |                     |                   |
| Wednesday, January 31, 2018    | 1               |                     |                   |
|                                |                 |                     |                   |
| <b>TOTAL SESSIONS</b>          | <b>11</b>       | <b>1</b>            | <b>92%</b>        |

**Alcoholic Beverage Regulation Administration  
Answer to Council Question 58**

**ABC BOARD MEMBER MIKE SILVERSTEIN**

**FY'17**

| <b>ABC BOARD SESSION DATES</b> | <b>ATTENDED</b> | <b>NOT ATTENDED</b> | <b>PERCENTAGE</b> |
|--------------------------------|-----------------|---------------------|-------------------|
| Wednesday, October 5, 2016     | 1               |                     |                   |
| Wednesday, October 19, 2016    |                 | 1                   |                   |
| Thursday, October 20, 2016     | 1               |                     |                   |
| Wednesday, October 26, 2016    | 1               |                     |                   |
| Monday, November 2, 2016       | 1               |                     |                   |
| Wednesday, November 9, 2016    | 1               |                     |                   |
| Wednesday, November 16, 2016   | 1               |                     |                   |
| Wednesday, November 30, 2016   | 1               |                     |                   |
| Wednesday, December 7, 2016    | 1               |                     |                   |
| Wednesday, December 14, 2016   | 1               |                     |                   |
| Wednesday, January 11, 2017    | 1               |                     |                   |
| Wednesday, January 25, 2017    | 1               |                     |                   |
| Wednesday, February 1, 2017    | 1               |                     |                   |
| Wednesday, February 8, 2017    | 1               |                     |                   |
| Wednesday, February 15, 2017   | 1               |                     |                   |
| Wednesday, March 1, 2017       | 1               |                     |                   |
| Wednesday, March 8, 2017       | 1               |                     |                   |
| Wednesday, March 15, 2017      | 1               |                     |                   |
| Wednesday, March 22, 2017      | 1               |                     |                   |
| Tuesday, March 28, 2017        | 1               |                     |                   |
| Wednesday, March 29, 2017      | 1               |                     |                   |
| Wednesday, April 5, 2017       | 1               |                     |                   |
| Wednesday, April 12, 2017      | 1               |                     |                   |
| Wednesday, April 26, 2017      | 1               |                     |                   |
| Wednesday, May 3, 2017         | 1               |                     |                   |
| Wednesday, May 10, 2017        | 1               |                     |                   |
| Wednesday, May 24, 2017        | 1               |                     |                   |
| Wednesday, June 7, 2017        | 1               |                     |                   |
| Wednesday, June 14, 2017       | 1               |                     |                   |
| Wednesday, June 21, 2017       | 1               |                     |                   |
| Wednesday, June 28, 2017       | 1               |                     |                   |
| Wednesday, June 14, 2017       | 1               |                     |                   |
| Wednesday, June 21, 2017       | 1               |                     |                   |
| Wednesday, June 28, 2017       | 1               |                     |                   |

**ABC BOARD MEMBER MIKE SILVERSTEIN**

**FY'17**

| <b>ABC BOARD SESSION DATES</b> | <b>ATTENDED</b> | <b>NOT ATTENDED</b> | <b>PERCENTAGE</b> |
|--------------------------------|-----------------|---------------------|-------------------|
| Wednesday, July 12, 2017       | 1               |                     |                   |
| Wednesday, July 19, 2017       | 1               |                     |                   |
| Wednesday, July 26, 2017       | 1               |                     |                   |
| Wednesday, August 2, 2017      | 1               |                     |                   |
| Wednesday, August 9, 2017      | 1               |                     |                   |
| Wednesday, August 16, 2017     | 1               |                     |                   |
| Wednesday, September 13, 2017  | 1               |                     |                   |
| Wednesday, September 20, 2017  | 1               |                     |                   |
| Wednesday, September 27, 2017  | 1               |                     |                   |
|                                |                 |                     |                   |
| <b>TOTAL SESSIONS</b>          | <b>42</b>       | <b>1</b>            | <b>97.67%</b>     |

**FY'18**

| <b>ABC BOARD SESSION DATES</b> | <b>ATTENDED</b> | <b>NOT ATTENDED</b> | <b>PERCENTAGE</b> |
|--------------------------------|-----------------|---------------------|-------------------|
|                                |                 |                     |                   |
| Wednesday, October 4, 2017     | 1               |                     |                   |
| Wednesday, October 18, 2017    | 1               |                     |                   |
| Wednesday, October 25, 2017    | 1               |                     |                   |
| Wednesday, November 1, 2017    | 1               |                     |                   |
| Wednesday, November 15, 2017   | 1               |                     |                   |
| Wednesday, November 29, 2017   | 1               |                     |                   |
| Friday, December 1, 2017       |                 | 1                   |                   |
| Wednesday, December 6, 2017    | 1               |                     |                   |
| Wednesday, December 13, 2017   | 1               |                     |                   |
| Wednesday, January 10, 2018    | 1               |                     |                   |
| Wednesday, January 24, 2018    | 1               |                     |                   |
| Wednesday, January 31, 2018    | 1               |                     |                   |
|                                |                 |                     |                   |
| <b>TOTAL SESSIONS</b>          | <b>11</b>       | <b>1</b>            | <b>92%</b>        |

**Alcoholic Beverage Regulation Administration  
Answer to Council Question 58**

**ABC BOARD MEMBER RUTHANNE MILLER**

**FY'17**

| <b>ABC BOARD SESSION DATES</b> | <b>ATTENDED</b> | <b>NOT<br/>ATTENDED</b> |
|--------------------------------|-----------------|-------------------------|
|                                |                 |                         |
| Wednesday, October 5, 2016     | 1               |                         |
|                                |                 |                         |
| <b>TOTAL SESSIONS</b>          | <b>1</b>        |                         |

**Alcoholic Beverage Regulation Administration  
Answer to Council Question 58**

**ABC BOARD MEMBER DONALD ISAAC, SR.**

**FY'17**

| <b>ABC BOARD SESSION DATES</b> | <b>ATTENDED</b> | <b>NOT ATTENDED</b> | <b>PERCENTAGE</b> |
|--------------------------------|-----------------|---------------------|-------------------|
| Wednesday, May 3, 2017         | 1               |                     |                   |
| Wednesday, May 10, 2017        | 1               |                     |                   |
| Wednesday, May 24, 2017        | 1               |                     |                   |
| Wednesday, June 7, 2017        |                 | 1                   |                   |
| Wednesday, June 14, 2017       |                 | 1                   |                   |
| Wednesday, June 21, 2017       | 1               |                     |                   |
| Wednesday, June 28, 2017       | 1               |                     |                   |
| Wednesday, July 12, 2017       | 1               |                     |                   |
| Wednesday, July 19, 2017       | 1               |                     |                   |
| Wednesday, July 26, 2017       | 1               |                     |                   |
| Wednesday, August 2, 2017      |                 | 1                   |                   |
| Wednesday, August 9, 2017      |                 | 1                   |                   |
| Wednesday, August 16, 2017     |                 | 1                   |                   |
| Wednesday, September 13, 2017  | 1               |                     |                   |
| Wednesday, September 20, 2017  | 1               |                     |                   |
| Wednesday, September 27, 2017  | 1               |                     |                   |
|                                |                 |                     |                   |
| <b>TOTAL SESSIONS</b>          | <b>11</b>       | <b>5</b>            | <b>68.75%</b>     |

**FY'18**

| <b>ABC BOARD SESSION DATES</b> | <b>ATTENDED</b> | <b>NOT ATTENDED</b> | <b>PERCENTAGE</b> |
|--------------------------------|-----------------|---------------------|-------------------|
| Wednesday, October 4, 2017     | 1               |                     |                   |
| Wednesday, October 18, 2017    | 1               |                     |                   |
| Wednesday, October 25, 2017    |                 | 1                   |                   |
| Wednesday, November 1, 2017    | 1               |                     |                   |
| Wednesday, November 15, 2017   |                 | 1                   |                   |
| Wednesday, November 29, 2017   | 1               |                     |                   |
| Friday, December 1, 2017       | 1               |                     |                   |
| Wednesday, December 6, 2017    | 1               |                     |                   |
| Wednesday, December 13, 2017   | 1               |                     |                   |

| <b>ABC BOARD SESSION DATES</b> | <b>ATTENDED</b> | <b>NOT<br/>ATTENDED</b> | <b>PERCENTAGE</b> |
|--------------------------------|-----------------|-------------------------|-------------------|
| Wednesday, January 10, 2018    | 1               |                         |                   |
| Wednesday, January 24, 2018    | 1               |                         |                   |
| Wednesday, January 31, 2018    | 1               |                         |                   |
| Wednesday, February 7, 2018    |                 | 1                       |                   |
| Wednesday, February 14, 2018   |                 | 1                       |                   |
|                                |                 |                         |                   |
| <b>TOTAL SESSIONS</b>          | <b>10</b>       | <b>4</b>                | <b>71.43%</b>     |

**Alcoholic Beverage Regulation Administration  
Answer to Council Question 58**

**ABC BOARD MEMBER BOBBY CATO**

**FY'18**

| <b>ABC BOARD SESSION DATES</b> | <b>ATTENDED</b> | <b>NOT<br/>ATTENDED</b> | <b>PERCENTAGE</b> |
|--------------------------------|-----------------|-------------------------|-------------------|
|                                |                 |                         |                   |
| Wednesday, January 24, 2018    | 1               |                         |                   |
| Wednesday, January 31, 2018    | 1               |                         |                   |
| Wednesday, February 7, 2018    | 1               |                         |                   |
| Wednesday, February 14, 2018   | 1               |                         |                   |
|                                |                 |                         |                   |
| <b>TOTAL SESSIONS</b>          | <b>4</b>        | <b>0</b>                | <b>100%</b>       |

**Alcoholic Beverage Regulation Administration**  
**Answer to Council Question 58**

**ABC BOARD MEMBER REMA WAHABZADAH**

**FY'18**

| <b>ABC BOARD SESSION DATES</b> | <b>ATTENDED</b> | <b>NOT ATTENDED</b> | <b>PERCENTAGE</b> |
|--------------------------------|-----------------|---------------------|-------------------|
| Wednesday, January 24, 2018    | 1               |                     |                   |
| Wednesday, January 31, 2018    | 1               |                     |                   |
| Wednesday, February 7, 2018    | 1               |                     |                   |
| Wednesday, February 14, 2018   | 1               |                     |                   |
|                                |                 |                     |                   |
| <b>TOTAL SESSIONS</b>          | <b>4</b>        | <b>0</b>            | <b>100%</b>       |



**ALCOHOLIC BEVERAGE REGULATION ADMINISTRATION  
FY 2017 REIMBURSABLE DETAIL COSTS**

| MONTH                  | ABRA COST            |
|------------------------|----------------------|
| <b>STARTING BUDGET</b> | <b>\$ 1,170,000</b>  |
| OCTOBER                | \$ 114,217.00        |
| NOVEMBER               | \$ 89,013.00         |
| DECEMBER               | \$ 76,205.00         |
| JANUARY                | \$ 79,984.00         |
| FEBRUARY               | \$ 98,395.00         |
| MARCH                  | \$ 85,245.00         |
| APRIL                  | \$ 126,190.00        |
| MAY                    | \$ 81,193.00         |
| JUNE                   | \$ 90,473.00         |
| JULY                   | \$ 22,249.00         |
| AUGUST                 | \$ 65,110.00         |
| SEPTEMBER              | \$ 119,409.00        |
| <b>BALANCE</b>         | <b>\$ 122,317.00</b> |

**Agency Accidents FY 2017 (4B)**

| <b>Accident Date</b> | <b>Time of Accident</b> | <b>Police Report Number (CCN)</b> | <b>Location Address</b>                          | <b>Description</b>  | <b>Outcome</b>   |
|----------------------|-------------------------|-----------------------------------|--|---|--|
| January 6, 2017      | 10:35 PM                | 17-003-562                        | Near 9 <sup>th</sup> and Independence Avenue, NW | In attempt to make a U-turn the operator of an ABRA vehicle (DC-10596), was struck by a privately owned vehicle (Kia – SUV, VA).                                | No injuries, Front end damage                              |
| January 22, 2017     | 3:39 AM                 | 17-012-039                        | 11 <sup>th</sup> and U Street, NW                | A privately owned vehicle (Chevrolet, Malibu) struck the ABRA owned vehicle (DC-10190) which was pushed by another vehicle into a fourth vehicle.               | No injuries, Front end damage                              |
| May 15, 2017         | 9:50 AM                 | 17-081-087                        | 1100 New York Avenue, NW                         | The operator of an ABRA vehicle (DC-10190) bumped a privately owned vehicle while parking.  | No injuries, Small scratches on the bumper of each car     |
| June 3, 2017         | 12:50 AM                | 17-093-771                        | 913 U Street, NW                                 | While the ABRA vehicle (DC-11503) was legally parked a bicycle hit the vehicle. The bicyclist left the bike on the scene and the rider fled on foot.            | No known injuries, Small scratch on the bumper of each car |
| July 5, 2017         | 12:50 AM                | 17-114-884                        | 2000 Block of Florida Avenue, NW                 | While exiting a parking space the ABRA vehicle (DC-8842) struck a privately owned vehicle.  | No known injuries, Small scratch on the bumper of each car |
| August 16, 2017      | 12:42 PM                | 17-141-251                        | 2300 Block of Georgia Avenue, NW                 | While an ABRA employee was parking in a legal space, a privately owned vehicle struck the ABRA vehicle (DC-10190), as the operator was also attempting to park. | No injuries, Damage to left rear bumper                    |

**Agency Accidents FY 2018 (4B)**

| <b>Accident Date</b> | <b>Time of Accident</b> | <b>Police Report Number (CCN)</b> | <b>Location Address</b>                | <b>Description</b>  | <b>Outcome</b>   |
|----------------------|-------------------------|-----------------------------------|--|---|--|
| October 26, 2017     | 10:45 AM                | 17-185-836                        | First and G Place, NE                  | As a commercial vehicle (Chevrolet, VA) turned onto First Street NE it struck the ABRA vehicle (DC-10595).                | No injuries, Damage to right bumper and quarter panel      |
| December 1, 2017     | 11:10 PM                | 17-207-714                        | 9 <sup>th</sup> and Florida Avenue, NW | While passing through the intersection the ABRA vehicle (DC-8842) was struck by a privately owned vehicle.                | No injuries, Damage to left front bumper and quarter panel |
| December 17, 2017    | 2:45 AM                 | 17-216-777                        | 1818 New York Avenue, NW               | While the ABRA vehicle (DC-10596) was legally parked in a parking lot, a privately owned vehicle struck the ABRA vehicle. | No injuries, Damage to rear bumper and left quarter panel  |

**ALCOHOLIC BEVERAGE REGULATION ADMINISTRATION  
FY 2017 NOISE TASK FORCE ESTABLISHMENTS VISITED  
QUESTION 68**

| <b>DATE</b> | <b>ESTABLISHMENT</b>   | <b>ADDRESS</b>        | <b>QUAD</b> |
|-------------|------------------------|-----------------------|-------------|
| 10/7/2016   | Avery's Bar and Lounge | 1370 H St             | NE          |
| 10/7/2016   | Black Whiskey          | 1410 14th St          | NW          |
| 10/7/2016   | Flash                  | 645 Flordia Ave       | NW          |
| 10/7/2016   | Lost Society           | 2001 14th St          | NW          |
| 10/7/2016   | Mytholoy               | 816 8th St            | NE          |
| 10/7/2016   | Old Engine 12          | 1626 North Capitol St | NW          |
| 10/7/2016   | Smith Point            | 1338 Wisconsin Ave    | NW          |
| 10/7/2016   | Some Place Else        | 1637 R St             | NW          |
| 10/7/2016   | The Fringe             | 1358 Florida Ave      | NE          |
| 10/7/2016   | Touche Supper Club     | 1123 H St             | NW          |
| 10/7/2016   | Town tavern            | 2323 18th St          | NW          |
| 10/15/2016  | Black Whiskey          | 1410 14th St          | NW          |
| 10/15/2016  | Dacha Beer Garden      | 1600 7th St           | NW          |
| 10/15/2016  | Eye Bar/Garden of Eden | 1716 I St             | NW          |
| 10/15/2016  | Flash                  | 645 Flordia Ave       | NW          |
| 10/15/2016  | Old Engine 12          | 1626 North Capitol St | NW          |
| 10/15/2016  | Room 11                | 3234 11th St          | NW          |
| 10/15/2016  | Smith Point            | 1338 Wisconsin Ave    | NW          |
| 10/15/2016  | Some Place Else        | 1637 R St             | NW          |
| 10/15/2016  | Tenley Bar             | 4611 41st St          | NW          |
| 10/15/2016  | Town tavern            | 2323 18th St          | NW          |
| 10/15/2016  | Wundergarten           | 1100 First St NE      | NW          |
| 10/21/2016  | Eye Bar/Garden of Eden | 1716 I St             | NW          |
| 10/21/2016  | Flash                  | 645 Flordia Ave       | NW          |
| 10/21/2016  | Old Engine 12          | 1626 North Capitol St | NW          |
| 10/21/2016  | Room 11                | 3234 11th St          | NW          |
| 10/21/2016  | Sabor Latino Bar       | 3910 14th St          | NW          |
| 10/21/2016  | Smith Point            | 1338 Wisconsin Ave    | NW          |
| 10/21/2016  | Some Place Else        | 1637 R St             | NW          |
| 10/21/2016  | The Blaguard           | 2003 18th St NW       | NW          |
| 10/21/2016  | Town tavern            | 2323 18th St          | NW          |
| 10/21/2016  | Uproar                 | 639 Flordia Ave       | NW          |
| 10/29/2016  | Bluejacket             | 300 Tingey St         | SE          |
| 10/29/2016  | Eye Bar/Garden of Eden | 1716 I St             | NW          |
| 10/29/2016  | Flash                  | 645 Flordia Ave       | NW          |
| 10/29/2016  | Juanita's              | 3521 14th St          | NW          |
| 10/29/2016  | Old Engine 12          | 1626 North Capitol St | NW          |
| 10/29/2016  | Sabor Latino Bar       | 3910 14th St          | NW          |
| 10/29/2016  | Smith Point            | 1338 Wisconsin Ave    | NW          |
| 10/29/2016  | Some Place Else        | 1637 R St             | NW          |

| DATE       | ESTABLISHMENT                                | ADDRESS                | QUAD |
|------------|--|------------------------|------|
| 10/29/2016 | The Blaguard                                 | 2003 18th St NW        | NW   |
| 10/29/2016 | Town tavern                                  | 2323 18th St           | NW   |
| 10/29/2016 | Uproar                                       | 639 Florida Ave        | NW   |
| 12/31/2016 | Betty's GoJo Bar                             | 7616 Georgia Ave       | NW   |
| 12/31/2016 | EXPO   | 1928 9th St            | NW   |
| 12/31/2016 | Eye Bar/Garden of Eden                       | 1716 I St              | NW   |
| 12/31/2016 | Flash  | 645 Florida Ave        | NW   |
| 12/31/2016 | Salina Bar and Lounge                        | 1936 9th St            | NW   |
| 12/31/2016 | Smith Point                                  | 1338 Wisconsin Ave     | NW   |
| 12/31/2016 | Ten Tigers                                   | 3815 Georgia Ave       | NW   |
| 12/31/2016 | Uproar                                       | 639 Florida Ave        | NW   |
| 12/31/2016 | Washington Firehouse<br>Restaurant           | 1629 North Capitol Ave | NW   |
| 2/24/2017  | Amsterdam Lounge                             | 1201 U St              | NW   |
| 2/24/2017  | Cloud Restaurant and Lounge                  | 1919 9th               | NW   |
| 2/24/2017  | Exiles                                       | 1610 U St              | NW   |
| 2/24/2017  | Flash  | 645 Florida Ave        | NW   |
| 2/24/2017  | Peace Lounge                                 | 2682 Georgia Ave       | NW   |
| 2/24/2017  | Sip  | 1812 Hamlin St         |      |
| 2/24/2017  | Smith Point                                  | 1338 Wisconsin Ave     | NW   |
| 2/24/2017  | Uproar                                       | 639 Florida Ave        | NW   |
| 2/24/2017  | Vita Restaurant and<br>Lounge/Penthouse Nine | 1318 9th St            | NW   |
| 5/20/2017  | Avery's Bar and Lounge                       | 1370 H St              | NW   |
| 5/20/2017  | Dodge City                                   | 917 U St               | NW   |
| 5/20/2017  | Flash  | 645 Florida Ave        | NW   |
| 5/20/2017  | Halfsmoke                                    | 651 Florida Ave        | NW   |
| 5/20/2017  | Impala                                       | 1358 H St              | NE   |
| 5/20/2017  | Kiss Tavern                                  | 637 T St               | NW   |

| DATE      | ESTABLISHMENT                                       | ADDRESS               | QUAD |
|-----------|---|-----------------------|------|
| 5/20/2017 | Lesly's Grill                                       | 4811 Georgia Ave      | NW   |
| 5/20/2017 | MK Lounge   | 1930 9th St           | NW   |
| 5/20/2017 | Peace Lounge  | 2632 Georgia Ave      | NW   |
| 5/20/2017 | RedRocks  | 1348 H St             | NE   |
| 5/20/2017 | Slash Run   | 201 Upshur St         | NW   |
| 5/20/2017 | The Washington Firehouse Restaurant (Old Engine 12) | 1629 North Capitol St | NW   |
| 5/20/2017 | Vita Restaurant and Lounge/Penthouse Nine           | 1318 9th St           | NW   |
| 5/26/2017 | Avery's Bar and Lounge                              | 1370 H St             | NE   |
| 5/26/2017 | Dance Loft  | 4618 14th St          | NW   |
| 5/26/2017 | DCRA - LOCATION                                     | 5335 Wisconsin Ave    | NW   |
| 5/26/2017 | Flash   | 645 Florida Ave       | NW   |
| 5/26/2017 | Halfsmoke   | 651 Florida Ave       | NW   |
| 5/26/2017 | Hitching Post                                       | 200 Upshur St         | NW   |
| 5/26/2017 | Impala  | 1358 H St             | NE   |
| 5/26/2017 | Kiss Tavern   | 637 T St              | NW   |
| 5/26/2017 | Lesly's Grill                                       | 4811 Georgia Ave      | NW   |
| 5/26/2017 | MK Lounge   | 1930 9th St           | NW   |
| 5/26/2017 | Peace Lounge  | 2632 Georgia Ave      | NW   |
| 5/26/2017 | Peace Lounge  | 2632 Georgia Ave      | NW   |
| 5/26/2017 | RedRocks  | 1348 H St             | NE   |
| 5/26/2017 | Slash Run   | 201 Upshur St         | NW   |
| 5/26/2017 | Velvet  | 915 U St              | NW   |
| 5/26/2017 | Vita Restaurant and Lounge/Penthouse Nine           | 1318 9th St           | NW   |
| 5/27/2017 | Avery's Bar and Lounge                              | 1370 H St             | NE   |

| DATE      | ESTABLISHMENT                                       | ADDRESS               | QUAD |
|-----------|---|-----------------------|------|
| 5/27/2017 | Dodge City  | 917 U St              | NW   |
| 5/27/2017 | Flash   | 645 Florida Ave       | NW   |
| 5/27/2017 | Halfsmoke   | 651 Florida Ave       | NW   |
| 5/27/2017 | Kiss Tavern   | 637 T St              | NW   |
| 5/27/2017 | MK Lounge   | 1930 9th St           | NW   |
| 5/27/2017 | Peace Lounge  | 2632 Georgia Ave      | NW   |
| 5/27/2017 | RedRocks  | 1348 H St             | NE   |
| 5/27/2017 | Vita Restaurant and Lounge/Penthouse Nine           | 1318 9th St           | NW   |
| 6/2/2017  | Avery's Bar and Lounge                              | 1370 H St             | NE   |
| 6/2/2017  | Dodge City  | 917 U St              | NW   |
| 6/2/2017  | Flash   | 645 Florida Ave       | NW   |
| 6/2/2017  | Halfsmoke   | 651 Florida Ave       | NW   |
| 6/2/2017  | Hitching Post                                       | 200 Upshur St         | NW   |
| 6/2/2017  | Johana's  | 4728 14th St          | NW   |
| 6/2/2017  | Lesly's Grill                                       | 4811 Georgia Ave      | NW   |
| 6/2/2017  | MK Lounge   | 1930 9th St           | NW   |
| 6/2/2017  | Peace Lounge  | 2632 Georgia Ave      | NW   |
| 6/2/2017  | Red Rocks   | 1348 HSt              | NE   |
| 6/2/2017  | Salina Bar and Lounge                               | 1936 9th St           | NW   |
| 6/2/2017  | The Brixton   | 901 U St              | NW   |
| 6/2/2017  | The Washington Firehouse Restaurant (Old Engine 12) | 1629 North Capitol St | NW   |
| 6/2/2017  | Velvet  | 915 U St              | NW   |
| 6/2/2017  | Vita  | 6200 3rd St           | NW   |
| 6/3/2017  | Dodge City  | 917 U St              | NW   |
| 6/3/2017  | Flash   | 645 Florida Ave       | NW   |
| 6/3/2017  | Halfsmoke   | 651 Florida Ave       | NW   |
| 6/3/2017  | Hitching Post                                       | 200 Upshur St         | NW   |
| 6/3/2017  | Kiss Tavern   | 637 T St              | NW   |
| 6/3/2017  | MK Lounge   | 1930 9th St           | NW   |
| 6/3/2017  | Salina Bar and Lounge                               | 1936 9th St           | NW   |
| 6/3/2017  | Slash Run   | 201 Upshur St         | NW   |

| DATE      | ESTABLISHMENT                             | ADDRESS               | QUAD |
|-----------|---|-----------------------|------|
| 6/3/2017  | The Brixton                               | 901 U St              | NW   |
| 6/3/2017  | Velvet                                    | 915 U St              | NW   |
| 6/3/2017  | VIP                                       | 6200 3rd St           | NW   |
| 6/9/2017  | Chinese Disco                             | 3251 Prospect St NW   | NW   |
| 6/9/2017  | Cloud Restaurant and Lounge               | 1919 9th St           | NW   |
| 6/9/2017  | Dirty Bar                                 | 1223 Connecticut Ave  | NW   |
| 6/9/2017  | Dodge City                                | 917 U St              | NW   |
| 6/9/2017  | El Centro                                 | 1218 Wisconsin Ave NW | NW   |
| 6/9/2017  | El Rincon Espanol                         | 1826 Columbia Rd      | NW   |
| 6/9/2017  | Exiles                                    | 1610 U St             | NW   |
| 6/9/2017  | Eye Bar/Garden of Eden                    | 1716 I St             | NW   |
| 6/9/2017  | Flash                                     | 645 Florida Ave       | NW   |
| 6/9/2017  | Glover Park Hot2501 Wisconsin Ave el      |                       | NW   |
| 6/9/2017  | Halfsmoke                                 | 651 Florida Ave       | NW   |
| 6/9/2017  | Johana's                                  | 4728 14th St          | NW   |
| 6/9/2017  | Kiss Tavern                               | 637 T St              | NW   |
| 6/9/2017  | MK Lounge                                 | 1930 9th St           | NW   |
| 6/9/2017  | Rose Bar                                  | 1215 Connecticut Ave  | NW   |
| 6/9/2017  | The Brixton                               | 901 U St              | NW   |
| 6/9/2017  | Velvet                                    | 915 U St              | NW   |
| 6/10/2017 | Avery's Bar and Lounge                    | 1370 H St             | NE   |
| 6/10/2017 | Dodge City                                | 917 U St              | NW   |
| 6/10/2017 | Flash                                     | 645 Florida Ave       | NW   |
| 6/10/2017 | Halfsmoke                                 | 651 Florida Ave       | NW   |
| 6/10/2017 | Hitching Post                             | 200 Upshur St         | NW   |
| 6/10/2017 | Kiss Tavern                               | 637 T St              | NW   |
| 6/10/2017 | Lesly's Grill4811 Georgia Ave             |                       | NW   |
| 6/10/2017 | MK Lounge                                 | 1930 9th St           | NW   |
| 6/10/2017 | Nellie's Sports Bar                       | 900 U St              | NW   |
| 6/10/2017 | Peace Lounge                              | 2632 Georgia Ave      | NW   |
| 6/10/2017 | RedRocks                                  | 1348 H St             | NE   |
| 6/10/2017 | Salina Bar and Lounge                     | 1936 9th St           | NW   |
| 6/10/2017 | Slash Run                                 | 201 Upshur St         | NW   |
| 6/10/2017 | The Brixton                               | 901 U St              | NW   |
| 6/10/2017 | Velvet                                    | 915 U St              | NW   |
| 6/10/2017 | Vita Restaurant and Lounge/Penthouse Nine | 1318 9th St           | NW   |
| 6/17/2017 | Avery's Bar and Lounge                    | 1370 H St             | NE   |
| 6/17/2017 | Dodge City                                | 917 U St              | NW   |



| DATE      | ESTABLISHMENT                             | ADDRESS          | QUAD |
|-----------|---|------------------|------|
| 6/17/2017 | Flash                                     | 645 Florida Ave  | NW   |
| 6/17/2017 | Halfsmoke                                 | 651 Florida Ave  | NW   |
| 6/17/2017 | Hitching Post                             | 200 Upshur St    | NW   |
| 6/17/2017 | Kiss Tavern                               | 637 T St         | NW   |
| 6/17/2017 | Lesly's Grill                             | 4811 Georgia Ave | NW   |
| 6/17/2017 | MK Lounge                                 | 1930 9th St      | NW   |
| 6/17/2017 | Peace Lounge                              | 2632 Georgia Ave | NW   |
| 6/17/2017 | RedRocks                                  | 1348 H St        | NE   |
| 6/17/2017 | Salina Bar and Lounge                     | 1936 9th St      | NW   |
| 6/17/2017 | Slash Run                                 | 201 Upshur St    | NW   |
| 6/17/2017 | The Brixton                               | 901 U St         | NW   |
| 6/17/2017 | Velvet                                    | 915 U St         | NW   |
| 6/17/2017 | Vita Restaurant and Lounge/Penthouse Nine | 1318 9th St      | NW   |
| 6/23/2017 | Dodge City                                | 917 U St         | NW   |
| 6/23/2017 | Hitching Post                             | 200 Upshur St    | NW   |
| 6/23/2017 | Lesly's Grill                             | 4811 Georgia Ave | NW   |
| 6/23/2017 | MK Lounge                                 | 1930 9th St      | NW   |
| 6/23/2017 | Peace Lounge                              | 2632 Georgia Ave | NW   |
| 6/23/2017 | Safari Restaurant and Lounge              | 4306 Georgia Ave | NW   |
| 6/23/2017 | Salina Bar and Lounge                     | 1936 9th St      | NW   |
| 6/23/2017 | Slash Run                                 | 201 Upshur St    | NW   |
| 6/23/2017 | The Brixton                               | 901 U St         | NW   |
| 6/23/2017 | Velvet                                    | 915 U St         | NW   |
| 6/23/2017 | Vita Restaurant and Lounge/Penthouse Nine | 1318 9th St      | NW   |
| 6/24/2017 | Avery's Bar and Lounge                    | 1370 H St        | NE   |
| 6/24/2017 | Bachelor Mill Backdoor Pad                | 1104 8th St      | SE   |
| 6/24/2017 | Dodge City                                | 917 U St         | NW   |
| 6/24/2017 | Flash                                     |                  | NW   |
| 6/24/2017 | Hitching Post                             | 200 Upshur St    | NW   |
| 6/24/2017 | Howard Theatre                            | 620 T St         | NW   |
| 6/24/2017 | Peace Lounge                              | 2682 Georgia Ave | NW   |
| 6/24/2017 | RedRocks                                  | 1348 H St        | NE   |
| 6/24/2017 | Salina Bar and Lounge                     | 1936 9th St      | NW   |
| 6/24/2017 | Slash Run                                 | 201 Upshur St    | NW   |
| 6/24/2017 | The Brixton                               | 901 U St         | NW   |
| 6/24/2017 | Velvet                                    | 915 U St         | NW   |

| DATE      | ESTABLISHMENT                             | ADDRESS          | QUAD |
|-----------|---|------------------|------|
| 6/24/2017 | Vita Restaurant and Lounge/Penthouse Nine | 1318 9th St      | NW   |
| 6/30/2017 | Dodge City                                | 917 U St         | NW   |
| 6/30/2017 | Flash                                     | 645 Florida Ave  | NW   |
| 6/30/2017 | Franklin Hall                             | 1348 Florida Ave | NW   |
| 6/30/2017 | Hitching Post                             | 200 Upshur St    | NW   |
| 6/30/2017 | Kiss Tavern                               | 637 T St         | NW   |
| 6/30/2017 | Lesly's Grill4811 Georgia Ave             |                  | NW   |
| 6/30/2017 | MK Lounge                                 | 1930 9th St      | NW   |
| 6/30/2017 | Peace Lounge                              | 2682 Georgia Ave | NW   |
| 6/30/2017 | Safari Restaurant and Lounge              | 4306 Georgia Ave | NW   |
| 6/30/2017 | Salina Bar and Lounge                     | 1936 9th St      | NW   |
| 6/30/2017 | Slash Run                                 | 201 Upshur St    | NW   |
| 6/30/2017 | The Brixton                               | 901 U St         | NW   |
| 6/30/2017 | Velvet                                    | 915 U St         | NW   |
| 6/30/2017 | Vita Restaurant and Lounge/Penthouse Nine | 1318 9th St      | NW   |
| 7/1/2017  | Avery's Bar and Lounge                    | 1370 H St        | NE   |
| 7/1/2017  | Bachelor Mill Backdoor Pad                | 1104 8th St      | NW   |
| 7/1/2017  | Dodge City                                | 917 U St         | NW   |
| 7/1/2017  | Eden Nightclub & Lounge - DC              | 1716 I St        | NW   |
| 7/1/2017  | Flash                                     |                  | NW   |
| 7/1/2017  | Hitching Post                             | 200 Upshur St    | NW   |
| 7/1/2017  | Howard Theatre                            | 620 T St         | NW   |
| 7/1/2017  | MK Lounge                                 | 1930 9th St      | NW   |
| 7/1/2017  | Peace Lounge                              | 2682 Georgia Ave | NW   |
| 7/1/2017  | RedRocks                                  | 1348 H St        | NE   |
| 7/1/2017  | Slash Run                                 | 201 Upshur St    | NW   |
| 7/1/2017  | The Brixton                               | 901 U St         | NW   |
| 7/1/2017  | Velvet                                    | 915 U St         | NW   |
| 7/1/2017  | Vita Restaurant and Lounge/Penthouse Nine | 1318 9th St      | NW   |
| 7/7/2017  | Avery's Bar and Lounge                    | 1370 H Str       |      |
| 7/7/2017  | Dodge City                                | 917 U St         | NW   |
| 7/7/2017  | Flash                                     | 645 Florida Ave  | NW   |
| 7/7/2017  | Hitching Post                             | 200 Upshur St    | NW   |
| 7/7/2017  | Juanita's                                 | 3521 14th St     | NW   |
| 7/7/2017  | Lesly's Grill                             | 4811 Georgia Ave | NW   |
| 7/7/2017  | MK Lounge                                 | 1930 9th St      | NW   |
| 7/7/2017  | Peace Lounge                              | 2632 Georgia Ave | NW   |

| DATE      | ESTABLISHMENT                             | ADDRESS                      | QUAD |
|-----------|---|------------------------------|------|
| 7/7/2017  | Safari Restaurant and Lounge              | 4306 Georgia Ave             | NW   |
| 7/7/2017  | Salina Bar and Lounge                     | 1936 9th St                  | NW   |
| 7/7/2017  | Slash Run                                 | 201 Upshur St                | NW   |
| 7/7/2017  | The Brixton                               | 901 U St                     | NW   |
| 7/7/2017  | Velvet                                    | 915 U St                     | NW   |
| 7/7/2017  | Vita Restaurant and Lounge/Penthouse Nine | 1318 9th St                  | NW   |
| 7/7/2017  | XS Lounge                                 | 2335 Bladensburg Road        | NE   |
| 7/8/2017  | Avery's Bar and Lounge                    | 1370 H St                    | NE   |
| 7/8/2017  | Bachelor Mill Backdoor Pad                | 1104 8th St                  | SE   |
| 7/8/2017  | Eye Bar/Garden of Eden                    | 1716 I St                    | NW   |
| 7/8/2017  | Flash                                     | 645 Florida Ave              | NW   |
| 7/8/2017  | Golden Triangle                           | 1200 Block of Connecticut Av | NW   |
| 7/8/2017  | MK Lounge                                 | 1930 9th St                  | NW   |
| 7/8/2017  | RedRocks                                  | 1348 H St                    | NE   |
| 7/8/2017  | The Brig                                  | 1007 8th St                  | NW   |
| 7/8/2017  | The Brig                                  | 1007 8th St                  | SE   |
| 7/8/2017  | Unknown                                   | 1200 block Connecticut Ave   | NW   |
| 7/14/2017 | Freemyster 4                              | 807 Georgia Ave, NW *        | NW   |
| 7/14/2017 | Hitching Post                             | 200 Upshur St                | NW   |
| 7/14/2017 | Lesley's Grill NW                         | 4811 Georgia Ave             | NW   |
| 7/14/2017 | Peace Lounge                              | 2632 Georgia Ave NW          | NW   |
| 7/14/2017 | Safari Restaurant and Lounge              | 4306 Georgia Ave             | NW   |
| 7/14/2017 | Slash Run                                 | 201 Upshur St                | NW   |
| 7/15/2017 | 801                                       | 801 Florida Ave, NW          | NW   |
| 7/15/2017 | Bachelor Mill Backdoor Pad                | 1104 8th St SE               | SE   |
| 7/15/2017 | Dodge City                                | 917 U St                     | NW   |
| 7/15/2017 | Flash                                     | 645 Florida Ave              | NW   |
| 7/15/2017 | Juanita's                                 | 3521 14th St NW              | NW   |
| 7/15/2017 | MK Lounge                                 | 1930 9th St NW               | NW   |
| 7/15/2017 | Peace Lounge                              | 2632 Georgia Ave             | NW   |
| 7/15/2017 | Safari Restaurant and Lounge              | 4306 Georgia Ave             | NW   |
| 7/15/2017 | Salina Bar and Lounge                     | 1936 9th St                  | NW   |
| 7/15/2017 | Slash Run                                 | 201 Upshur St                | NW   |
| 7/15/2017 | The Brixton                               | 901 U St NW                  | NW   |
| 7/15/2017 | Velvet                                    | 915 U St                     | NW   |
| 7/15/2017 | Vita Restaurant and Lounge/Penthouse Nine | 1318 9th St NW               | NW   |
| 7/22/2017 | 801                                       | 801 Florida Ave              | NW   |
| 7/22/2017 | Bachelor Mill Backdoor Pad                | 1104 8th St                  | SE   |
| 7/22/2017 | Dodge City                                | 917 U St                     | NW   |

| DATE      | ESTABLISHMENT                             | ADDRESS          | QUAD |
|-----------|---|------------------|------|
| 7/22/2017 | Flash                                     | 645 Florida Ave  | NW   |
| 7/22/2017 | Flash                                     | 645 Florida Ave  | NW   |
| 7/22/2017 | Heaven and Hell                           | 2327 18th St     | NW   |
| 7/22/2017 | Juanita's                                 | 3521 14th St     | NW   |
| 7/22/2017 | MK Lounge                                 | 1930 9th St      | NW   |
| 7/22/2017 | Peace Lounge                              | 2632 Georgia Ave | NW   |
| 7/22/2017 | Safari Restaurant and Lounge              | 4306 Georgia Ave |      |
| 7/22/2017 | Salina Bar and Lounge                     | 1936 9th St      | NW   |
| 7/22/2017 | Slash Run                                 | 201 Upshur St    | NW   |
| 7/22/2017 | The Brixton                               | 901 U St         | NW   |
| 7/22/2017 | Velvet                                    | 915 U St         | NW   |
| 7/22/2017 | Vita Restaurant and Lounge/Penthouse Nine | 1318 9th St      | NW   |
| 7/28/2017 | 801                                       |                  | NW   |
| 7/28/2017 | Dodge City                                | 917 U St         | NW   |
| 7/28/2017 | Juanita's                                 | 4306 Georgia Ave | NW   |
| 7/28/2017 | MK Lounge                                 | 1930 9th St      | NW   |
| 7/28/2017 | Nellies                                   | 900 U St         | NW   |
| 7/28/2017 | Peace Lounge                              | 2632 Georgia Ave | NW   |
| 7/28/2017 | Pearl Dive Oyster Palace/BlackJack        | 1612 14th St     | NW   |
| 7/28/2017 | Salina Bar and Lounge                     | 1936 9th St      | NW   |
| 7/28/2017 | Slash Run                                 | 201 Upshur St    | NW   |
| 7/28/2017 | The Brixton                               | 901 U St         | NW   |
| 7/28/2017 | Velvet                                    | 915 U St         | NW   |
| 7/28/2017 | Vita Restaurant and Lounge/Penthouse Nine | 1318 9th St      | NW   |
| 8/4/2017  | 801                                       | 801 Florida Ave  | NW   |
| 8/4/2017  | Bachelor Mill Backdoor Pad                | 1104 8th St      | SE   |
| 8/4/2017  | Bardo Brewing                             | 25 Potomac Ave   | SE   |
| 8/4/2017  | Dodge City                                | 917 U St         | NW   |
| 8/4/2017  | Flash                                     | 645 Florida Ave  | NW   |
| 8/4/2017  | Juanita's                                 | 3521 14th St     | NW   |
| 8/4/2017  | Local 16                                  | 1602 U Street    | NW   |
| 8/4/2017  | Local 16                                  | 1602 U St        | NW   |
| 8/4/2017  | MK Lounge                                 | 1930 9th St      | NW   |
| 8/4/2017  | Nellies                                   | 900 U St         | NW   |
| 8/4/2017  | Peace Lounge                              | 2632 Georgia Ave | NW   |
| 8/4/2017  | Salina Bar and Lounge                     | 1936 9th St      | NW   |
| 8/4/2017  | Slash Run                                 | 201 Upshur St    |      |
| 8/4/2017  | The Brixton                               |                  | NW   |
| 8/4/2017  | Velvet                                    | 915 U St         | NW   |

| DATE      | ESTABLISHMENT   | ADDRESS          | QUAD |
|-----------|---|------------------|------|
| 8/4/2017  | Vita Restaurant and Lounge/Penthouse Nine1318 9th St    |                  | NW   |
| 8/5/2017  | 801   | 801 Florida Ave  | NW   |
| 8/5/2017  | Dodge City  | 917 U St         | NW   |
| 8/5/2017  | Flash   | 645 Florida Ave  | NW   |
| 8/5/2017  | Freemyster  | 4807 Georgia Ave | NW   |
| 8/5/2017  | Hazel   | 808 V St         | NW   |
| 8/5/2017  | Lesly's Grill   | 4811 Georgia Ave | NW   |
| 8/5/2017  | MK Lounge   | 1930 9th St      | NW   |
| 8/5/2017  | Nellies   | 900 U St         | NW   |
| 8/5/2017  | Peace Lounge  | 2632 Georgia Ave | NW   |
| 8/5/2017  | Safari Restaurant and Lounge                            | 4306 Georgia Ave |      |
| 8/5/2017  | Salina Bar and Lounge                                   | 1936 9th St      | NW   |
| 8/5/2017  | Sandovan's  | 4809 Georgia Ave | NW   |
| 8/5/2017  | Slash Run   | 201 Upshur St    | NW   |
| 8/5/2017  | The Brixton   | 901 U St         | NW   |
| 8/5/2017  | The Pitch   | 4015 Georgia Ave | NW   |
| 8/5/2017  | Velvet  | 915 U St         | NW   |
| 8/5/2017  | Vita Restaurant and Lounge/Penthouse Nine1318 9th St NW |                  | NW   |
| 8/11/2017 | Dodge City  | 917 U St         | NW   |
| 8/11/2017 | Flash   | 645 Florida Ave  | NW   |
| 8/11/2017 | Juanita's   | 3521 14th St     | NW   |
| 8/11/2017 | MK Lounge   | 1930 9th St      | NW   |
| 8/11/2017 | Nellies   | 900 U St         | NW   |
| 8/11/2017 | Peace Lounge  | 2632 Georgia Ave | NW   |
| 8/11/2017 | Safari Restaurant and Lounge                            | 4306 Georgia Ave |      |
| 8/11/2017 | Salina Bar and Lounge                                   | 1936 9th St      | NW   |
| 8/11/2017 | The Brixton   | 901 U St         | NW   |
| 8/11/2017 | Velvet  | 915 U St         | NW   |
| 8/11/2017 | Vita Restaurant and Lounge/Penthouse Nine               | 1318 9th St NW   | NW   |
| 8/12/2017 | Dodge City  | 917 U St         | NW   |
| 8/12/2017 | Flash   | 645 Florida Ave  | NW   |
| 8/12/2017 | Hazel   | 808 V St         | NW   |
| 8/12/2017 | Juanita's   | 3521 14th St     | NW   |
| 8/12/2017 | MK Lounge   | 1930 9th St      | NW   |
| 8/12/2017 | Nellies   | 900 U St         | NW   |
| 8/12/2017 | Peace Lounge  | 2632 Georgia Ave | NW   |

| DATE      | ESTABLISHMENT                             | ADDRESS              | QUAD |
|-----------|---|----------------------|------|
| 8/12/2017 | Pearl Dive Oyster Palace/BlackJack        | 1612 14th St         | NW   |
| 8/12/2017 | Pearl Dive Oyster Palace/BlackJack        | 1612 14th St         | NW   |
| 8/12/2017 | Safari Restaurant and Lounge              | 4306 Georgia Ave     | NW   |
| 8/12/2017 | Salina Bar and Lounge                     | 1936 9th St          | NW   |
| 8/12/2017 | The Blaguard                              | 2003 18th St         | NW   |
| 8/12/2017 | The Brixton                               | 901 U St             | NW   |
| 8/12/2017 | Velvet                                    | 915 U St             | NW   |
| 8/12/2017 | Vita Restaurant and Lounge/Penthouse Nine | 1318 9th St          | NW   |
| 8/18/2017 | Dirty Bar                                 | 1223 Connecticut Ave | NW   |
| 8/18/2017 | Eye Bar/Garden of Eden                    | 1716 I St            | NW   |
| 8/18/2017 | Juanita's                                 | 3521 14th St         | NW   |
| 8/18/2017 | Juanita's                                 | 3521 14th St         | NW   |
| 8/18/2017 | Ozio Martini & Cigar Lounge               | 1813 M St            | NW   |
| 8/18/2017 | Peace Lounge                              | 2632 Georgia Ave     | NW   |
| 8/18/2017 | Peace Lounge                              | 2632 Georgia Ave     | NW   |
| 8/18/2017 | Safari Restaurant and Lounge              | 4306 Georgia Ave     | NW   |
| 8/18/2017 | Safari Restaurant and Lounge              | 4306 Georgia Ave     | NW   |
| 8/19/2017 | Hazel                                     | 808 V St             | NW   |
| 8/19/2017 | Nellies                                   | 900 U St             | NW   |
| 8/19/2017 | ÖOVE LOUNGE                               | 1853 7th St          | NW   |
| 8/19/2017 | Pearl Dive Oyster Palace/BlackJack        | 1612 14th St         | NW   |
| 8/19/2017 | TG Cigars                                 | 1118 9th St          | NW   |
| 8/19/2017 | The Blaguard                              | 2003 18th St         | NW   |
| 8/25/2017 | Flash                                     | 645 Florida Ave      | NW   |
| 8/25/2017 | Hazel                                     | 808 V St             | NW   |
| 8/25/2017 | Juanita's                                 | 3521 14th St         | NW   |
| 8/25/2017 | Nellies                                   | 900 U St             | NW   |
| 8/25/2017 | ÖOVE LOUNGE                               | 1853 7th St          | NW   |
| 8/25/2017 | Peace Lounge                              | 2632 Georgia Ave     | NW   |
| 8/25/2017 | Pearl Dive Oyster Palace/BlackJack        | 1612 14th St         | NW   |
| 8/25/2017 | Safari Restaurant and Lounge              | 4306 Georgia Ave     | NW   |
| 8/25/2017 | TG Cigars                                 | 1118 9th St          | NW   |
| 8/25/2017 | The Brixton                               | 901 U St             | NW   |
| 8/26/2017 | Flash                                     | 645 Florida Ave      | NW   |

| DATE      | ESTABLISHMENT                         | ADDRESS          | QUAD |
|-----------|---------------------------------------|------------------|------|
| 8/26/2017 | Hazel                                 | 808 V St         | NW   |
| 8/26/2017 | Juanita's                             | 3521 14th St     | NW   |
| 8/26/2017 | Kiss                                  | 637 T St         | NW   |
| 8/26/2017 | Peace Lounge                          | 2632 Georgia Ave | NW   |
| 8/26/2017 | Pearl Dive Oyster<br>Palace/BlackJack | 1612 14th St     | NW   |
| 8/26/2017 | Safari Restaurant and Lounge          | 4306 Georgia Ave | NW   |
| 8/26/2017 | Safari Restaurant and Lounge          | 4306 Georgia Ave | NW   |
| 8/26/2017 | Slash Run                             | 201 Upshur St    | NW   |
| 8/26/2017 | TG Cigars                             | 1118 9th St      | NW   |
| 8/26/2017 | The Brixton                           | 901 U St         | NW   |
| 9/1/2017  | Flash                                 | 645 Florida Ave  | NW   |
| 9/1/2017  | Hazel                                 | 808 V St         | NW   |
| 9/1/2017  | Juanita's                             | 3521 14th St     | NW   |
| 9/1/2017  | Nellies                               | 900 U St         | NW   |
| 9/1/2017  | Peace Lounge                          | 2632 Georgia Ave | NW   |
| 9/1/2017  | Pearl Dive Oyster<br>Palace/BlackJack | 1612 14th St     | NW   |
| 9/1/2017  | Safari Restaurant and Lounge          | 4306 Georgia Ave | NW   |
| 9/1/2017  | The Blaguard                          | 2003 18th St     | NW   |
| 9/1/2017  | The Brixton                           | 901 U St         | NW   |
| 9/2/2017  | Cloud Restaurant and Lounge           |                  | NW   |
| 9/2/2017  | Flash                                 | 645 Florida Ave  | NW   |
| 9/2/2017  | Hazel                                 | 808 V St         | NW   |
| 9/2/2017  | Juanita's                             | 3521 14th St     | NW   |
| 9/2/2017  | Kiss                                  | 637 T St         | NW   |
| 9/2/2017  | Peace Lounge                          | 2632 Georgia Ave | NW   |
| 9/2/2017  | Pearl Dive Oyster<br>Palace/BlackJack | 1612 14th St     | NW   |
| 9/2/2017  | Safari Restaurant and Lounge          | 4306 Georgia Ave | NW   |
| 9/2/2017  | Slash Run                             | 201 Upshur St    | NW   |
| 9/2/2017  | The Brixton                           | 901 U St         | NW   |
| 9/8/2017  | Flash                                 | 645 Florida Ave  | NW   |
| 9/8/2017  | Juanita's                             | 3521 14th St     | NW   |
| 9/8/2017  | Nellies                               | 900 U St         | NW   |
| 9/8/2017  | Peace Lounge                          | 2632 Georgia Ave | NW   |
| 9/8/2017  | Pearl Dive Oyster<br>Palace/BlackJack | 1612 14th St     | NW   |

| DATE      | ESTABLISHMENT                         | ADDRESS                      | QUAD |
|-----------|---------------------------------------|------------------------------|------|
| 9/8/2017  | Safari Restaurant and Lounge          | 4306 Georgia Ave             | NW   |
| 9/8/2017  | Slash Run                             | 201 Upshur St                | NW   |
| 9/8/2017  | The Blaguard                          | 2003 18th St                 | NW   |
| 9/9/2017  | Flash                                 | 645 Florida Ave              | NW   |
| 9/9/2017  | Gallery O on H                        | 1354 H St                    | NE   |
| 9/9/2017  | Halfsmoke                             | 651 Florida Ave              | NW   |
| 9/9/2017  | Hazel                                 | 808 V St                     | NW   |
| 9/9/2017  | Juanita's                             | 3521 14th St                 | NW   |
| 9/9/2017  | Peace Lounge                          | 2632 Georgia Ave             | NW   |
| 9/9/2017  | Pearl Dive Oyster<br>Palace/BlackJack | 1612 14th St                 | NW   |
| 9/9/2017  | Redrocks                              | 1348 H St                    | NE   |
| 9/9/2017  | Safari Restaurant and Lounge          | 4306 Georgia Ave             | NW   |
| 9/9/2017  | Safari Restaurant and Lounge          | 4306 Georgia Ave             | NW   |
| 9/9/2017  | Slash Run                             | 201 Upshur St                | NW   |
| 9/9/2017  | The Brixton                           |                              | NW   |
| 9/9/2017  | Unknown                               | 1300 blk. of Connecticut Ave | NW   |
| 9/15/2017 | Flash                                 | 645 Florida Ave              | NW   |
| 9/15/2017 | HalfSmoke                             | 651 Florida Ave              | NW   |
| 9/15/2017 | Hazel                                 | 808 V St                     | NW   |
| 9/15/2017 | Juanita's                             | 3521 14th St                 | NW   |
| 9/15/2017 | Nellies                               | 900 U St                     | NW   |
| 9/15/2017 | Peace Lounge                          | 2632 Georgia Ave             | NW   |
| 9/15/2017 | Pearl Dive Oyster<br>Palace/BlackJack | 1612 14th St                 | NW   |
| 9/15/2017 | Safari Restaurant and Lounge          | 4306 Georgia Ave             | NW   |
| 9/15/2017 | Slash Run                             | 201 Upshur St                | NW   |
| 9/15/2017 | The Blaguard                          |                              | NW   |
| 9/15/2017 | The Brixton                           | 901 U St                     | NW   |
| 9/16/2017 | Flash                                 | 645 Florida Ave              | NW   |
| 9/16/2017 | HalfSmoke                             | 651 Florida Ave              | NW   |
| 9/16/2017 | Hazel                                 | 808 V St                     | NW   |
| 9/16/2017 | Juanita's                             | 3521 14th St                 | NW   |
| 9/16/2017 | Peace Lounge                          | 2632 Georgia Ave             | NW   |
| 9/16/2017 | Pearl Dive Oyster<br>Palace/BlackJack | 1612 14th St                 | NW   |
| 9/16/2017 | Safari Restaurant and Lounge          | 4306 Georgia Ave             | NW   |
| 9/16/2017 | Slash Run                             | 201 Upshur St                | NW   |
| 9/16/2017 | The Brixton                           | 901 U St                     | NW   |



| DATE      | ESTABLISHMENT                         | ADDRESS              | QUAD |
|-----------|---------------------------------------|----------------------|------|
| 9/16/2017 | The Pinch                             | 3548 14th St         | NW   |
| 9/22/2017 | Flash                                 | 645 Florida Ave      | NW   |
| 9/22/2017 | Hazel                                 | 808 V St             | NW   |
| 9/22/2017 | Juanita's                             | 3521 14th St         | NW   |
| 9/22/2017 | Nellies                               | 900 U St             | NW   |
| 9/22/2017 | Oove Lounge                           | 1853 7th St          | NW   |
| 9/22/2017 | Peace Lounge                          | 2632 Georgia Ave     | NW   |
| 9/22/2017 | Pearl Dive Oyster<br>Palace/BlackJack | 1612 14th St         | NW   |
| 9/22/2017 | Safari Restaurant and Lounge          | 4306 Georgia Ave     | NW   |
| 9/22/2017 | Slash Run                             | 201 Upshur St        | NW   |
| 9/22/2017 | TG Cigars                             | 1118 9th St          | NW   |
| 9/22/2017 | The Blaguard                          | 2003 18th St         | NW   |
| 9/22/2017 | The Brixton                           | 901 U St             | NW   |
| 9/23/2017 | Dirty Martini                         | 1223 Connecticut Ave | NW   |
| 9/23/2017 | Flash                                 | 645 Florida Ave      | NW   |
| 9/23/2017 | Halfsmoke                             | 651 Florida Ave      | NW   |
| 9/23/2017 | Hazel                                 | 808 V St             | NW   |
| 9/23/2017 | Juanita's                             | 3521 14th St         | NW   |
| 9/23/2017 | Peace Lounge                          | 2632 Georgia Ave     | NW   |
| 9/23/2017 | Pearl Dive Oyster<br>Palace/BlackJack | 1612 14th St         | NW   |
| 9/23/2017 | Safari Restaurant and Lounge          | 4306 Georgia Ave     | NW   |
| 9/23/2017 | Slash Run                             | 201 Upshur St        | NW   |
| 9/23/2017 | The Brixton                           | 901 U St             | NW   |
| 9/29/2017 | Dacha Beer Garden                     | 1600 7th St          | NW   |
| 9/29/2017 | Flash                                 | 645 Florida Ave      | NW   |
| 9/29/2017 | Hazel                                 | 808 V St             | NW   |
| 9/29/2017 | Juanita's                             | 3521 14th St         | NW   |
| 9/29/2017 | Kiss                                  | 637 T St             | NW   |
| 9/29/2017 | Oove Lounge                           | 1853 7th St          | NW   |
| 9/29/2017 | Peace Lounge                          | 2632 Georgia Ave     | NW   |
| 9/29/2017 | Safari Restaurant and Lounge          | 4306 Georgia Ave     | NW   |
| 9/29/2017 | TG Cigars                             | 1118 9th St          | NW   |
| 9/29/2017 | The Blaguard                          | 2003 18th St         | NW   |
| 9/29/2017 | The Brixton                           | 901 U St             | NW   |
| 9/30/2017 | Decades                               | 1219 Connecticut Ave | NW   |
| 9/30/2017 | Dirty Martini                         | 1223 Connecticut Ave | NW   |
| 9/30/2017 | Flash                                 | 645 Florida Ave      | NW   |
| 9/30/2017 | HalfSmoke                             | 651 Florida Ave      | NW   |
| 9/30/2017 | Juanita's                             | 3521 14th St         | NW   |

| <b>DATE</b> | <b>ESTABLISHMENT</b>                  | <b>ADDRESS</b>       | <b>QUAD</b> |
|-------------|---------------------------------------|----------------------|-------------|
| 9/30/2017   | Kiss                                  | 637 T St             | NW          |
| 9/30/2017   | Pearl Dive Oyster<br>Palace/BlackJack | 1612 14th St         | NW          |
| 9/30/2017   | Public                                | 1214 18th St         | NW          |
| 9/30/2017   | Rosebar                               | 1215 Connecticut Ave | NW          |
| 9/30/2017   | Safari Restaurant and Lounge          | 4306 Georgia Ave     | NW          |
| 9/30/2017   | The Brixton                           | 901 U St             | NW          |
|             | Juanita's                             | 3521 14th St         | NW          |

**ALCOHOLIC BEVERAGE REGULATION ADMINISTRATION  
FY 2018 NOISE TASK FORCE ESTABLISHMENTS VISITED  
QUESTIONS 68**

| <b>DATE</b> | <b>ESTABLISHMENT</b>                | <b>ADDRESS</b>   | <b>QUAD</b> |
|-------------|-------------------------------------|------------------|-------------|
| 1/12/2018   | 12 Twelve DC/ Kyss Kyss             | 1212 H St NE     | NE          |
| 1/12/2018   | 930 Club                            | 815 V St         | NW          |
| 1/12/2018   | MK Lounge                           | 1930 9th St      | NW          |
| 1/12/2018   | Peace Lounge                        | 2632 Georgia Ave | NW          |
| 1/12/2018   | Safari Restaurant and Lounge        | 4306 Georgia Ave | NW          |
| 1/13/2018   | Betty Gojo                          | 7616 Georgia Ave | NW          |
| 1/13/2018   | Cloud Restaurant and Lounge         | 1919 9th St      | NW          |
| 1/13/2018   | Columbia Lodge #85 I.B.P.E.O. Of Wo | 1844 3rd St      | NW          |
| 1/13/2018   | DC Smokehouse                       | 203 Florida Ave  | NW          |
| 1/13/2018   | MK Lounge                           | 1930 9th St      | NW          |
| 1/13/2018   | Safari Restaurant and Lounge        | 4306 Georgia Ave | NW          |
| 1/13/2018   | Secret Lounge                       | 1928 9th St      | NW          |
| 1/19/2018   | 930 Club                            | 815 V St         | NW          |
| 1/19/2018   | Amsterdam Lounge                    | 1208 U Street NW | NW          |
| 1/19/2018   | Cloud Restaurant and Lounge         | 1919 9th St NW   | NW          |
| 1/19/2018   | Flash                               | 645 Florida Ave  | NW          |
| 1/19/2018   | Kiss                                | 637 T Street     | NW          |
| 1/19/2018   | MK Lounge                           | 1926 9th St      | NW          |
| 1/19/2018   | Peace Lounge                        | 2632 Georgia Ave | NW          |
| 1/19/2018   | Pearl Dive Oyster Palace/BlackJack  | 1612 14th        | NW          |
| 1/19/2018   | Safari Restaurant and Lounge        | 4306 Georgia Ave | NW          |
| 1/19/2018   | Secret Lounge                       | 1928 9th St      | NW          |
| 1/19/2018   | The Brixton                         | 901 U St         | NW          |
| 1/19/2018   | Uproar                              | 639 Florida Ave  | NW          |
| 1/20/2018   | Avery's                             | 1370 H St        | NE          |
| 1/20/2018   | Cloud Restaurant and Lounge         | 1919 9th St      | NW          |
| 1/20/2018   | Flash                               | 645 Florida Ave  | NW          |
| 1/20/2018   | Halftime Sports Bar                 | 1427 H Street    | NE          |
| 1/20/2018   | Kiss                                | 637 T Street     | NW          |
| 1/20/2018   | MK Lounge                           | 1930 9th St      | NW          |
| 1/20/2018   | Peace Lounge                        | 2632 Georgia Ave | NW          |
| 1/20/2018   | Rose's Dejavu                       | 1378 H St        | NE          |
| 1/20/2018   | Secret Lounge                       | 1928 9th St      | NW          |
| 1/20/2018   | The Blaguard                        | 2003 18th Street | NW          |
| 1/20/2018   | The VIP Room                        | 2003 18th Street | NW          |
| 1/26/2018   | 930 Club                            | 815 V St         | NW          |

| DATE      | ESTABLISHMENT                      | ADDRESS              | QUAD |
|-----------|------------------------------------|----------------------|------|
| 1/26/2018 | Cloud Restaurant and Lounge        | 1919 9th St          | NW   |
| 1/26/2018 | Flash                              | 645 Florida Ave      | NW   |
| 1/26/2018 | Halfsmoke                          | 651 Florida Ave      | NW   |
| 1/26/2018 | Kiss                               | 637 T Street         | NW   |
| 1/26/2018 | MK Lounge                          | 1930 9th St          | NW   |
| 1/26/2018 | Peace Lounge                       | 2632 Georgia Ave     | NW   |
| 1/26/2018 | Secret Lounge                      | 1928 9th St          | NW   |
| 1/26/2018 | TG Cigars                          | 1118 9th St          | NW   |
| 1/26/2018 | Uproar                             | 639 Florida Ave      | NW   |
| 1/27/2018 | 930 Club                           | 815 V St             | NW   |
| 1/27/2018 | Cloud Restaurant and Lounge        | 1919 9th St          | NW   |
| 1/27/2018 | Flash                              | 645 Florida Ave      | NW   |
| 1/27/2018 | Halfsmoke                          | 651 Florida Ave      | NW   |
| 1/27/2018 | Kiss                               | 637 T Street         | NW   |
| 1/27/2018 | Peace Lounge                       | 2632 Georgia Ave     | NW   |
| 1/27/2018 | Safari Restaurant and Lounge       | 4306 Georgia Ave     | NW   |
| 1/27/2018 | Safari Restaurant and Lounge       | 4306 Georgia Ave     | NW   |
| 1/27/2018 | Secret Lounge                      | 1928 9th St          | NW   |
| 1/27/2018 | Uproar                             | 639 Florida Ave      | NW   |
| 2/2/2018  | 930 Club                           | 815 V St             | NW   |
| 2/2/2018  | Amsterdam Lounge                   | 1208 U Street        | NW   |
| 2/2/2018  | Cloud Restaurant and Lounge        | 1919 9th St          | NW   |
| 2/2/2018  | Drafting Table                     | 1529 14th St         | NW   |
| 2/2/2018  | Flash                              | 645 Florida Ave      | NW   |
| 2/2/2018  | Glow Lounge                        | 1608 7th Street      | NW   |
| 2/2/2018  | Kiss                               | 637 T Street         | NW   |
| 2/2/2018  | MK Lounge                          | 1930 9th St          | NW   |
| 2/2/2018  | Peace Lounge                       | 2632 Georgia Ave     | NW   |
| 2/2/2018  | Pearl Dive Oyster Palace/BlackJack | 1612 14th St         | NW   |
| 2/2/2018  | Rito Loco                          | 606 Florida Ave      | NW   |
| 2/2/2018  | Safari Restaurant and Lounge       | 4306 Georgia Ave     | NW   |
| 2/2/2018  | Secret Lounge                      | 1928 9th St          | NW   |
| 2/2/2018  | The Brixton                        | 901 U St             | NW   |
| 2/2/2018  | Uproar                             | 639 Florida Ave      | NW   |
| 2/3/2018  | Cloud Restaurant and Lounge        | 1919 9th St          | NW   |
| 2/3/2018  | Dirty Bar                          | 1223 Connecticut Ave | NW   |
| 2/3/2018  | Eye Bar/Garden of Eden             | 1716 I St            | NW   |
| 2/3/2018  | Flash                              | 645 Florida Ave      | NW   |
| 2/3/2018  | Kiss                               | 637 T Street         | NW   |
| 2/3/2018  | MK Lounge                          | 1930 9th St          | NW   |
| 2/3/2018  | Ozio Martini & Cigar Lounge        | 1813 M St            | NW   |
| 2/3/2018  | Peace Lounge                       | 2632 Georgia Ave     | NW   |

| <b>DATE</b> | <b>ESTABLISHMENT</b> | <b>ADDRESS</b>   | <b>QUAD</b> |
|-------------|----------------------|------------------|-------------|
| 2/3/2018    | Secret Lounge        | 1928 9th St      | NW          |
| 2/3/2018    | TG Cigars            | 1118 9th St      | NW          |
| 2/3/2018    | The Blaguard         | 2003 18th Street | NW          |

**Alcoholic Beverage Control Board**

**Alcoholic Beverage Regulation Administration**  
Director  
Fred Moosally

**Adjudication Division**  
General Counsel  
Martha Jenkins

**Licensing Division**  
Program Manager  
Sean Gordy

**Enforcement Division**  
Chief, Enforcement  
Johnnie Jackson, Jr.

**Agency Management Program**  
Administrative Officer  
Camille Robinson

**Assistant General Counsel**  
Jonathan Berman  
April Randall

**Paralegal Specialist**  
Yazmin Delgado

**Mediation Specialist**  
LaVerne Fletcher

**Legal Administrative Specialist**  
Dannette Walker

**Adjudication Specialist**  
Imani Moreland

**Licensing Officer**  
Karen Jackson

**Licensing Specialists**  
Tyler Blocker  
Jewell Boyd  
T. Nicole Cullings  
Mechellelee Edwards  
Marty Fowler  
Vacancy (1)

**Staff Assistant**  
Kelly Campbell

**Contact Representatives**  
Sandra Anthony  
Reina Guevara  
Juanita Paz  
Charnel Sullivan

**Supervisory Investigators**  
Keith Gethers  
Kevin Hargrave  
John Suero (Bilingual)

**Investigators**  
Mark Brashears  
Donnell Butler  
Felicia Dantzler  
Dorshae Demby  
Countee Gilliam  
Anthony Howze  
Earl Jones  
Nicole Langway  
Vernon Leftwich  
Jason Peru  
Vanessa Pleitez  
Kevin Puente  
Cameron Royster  
DaVon Todd  
Shawn Townsend  
Mark Wilkinson  
Vacancy (1)

**Compliance Analysts**  
Adeniyi Adejunmobi  
Monica Clark

**Staff Assistant**  
Constance Johnson

**Administrative Support Specialist**  
Kim Gordon

**Community Resource Officer**  
Sarah Fashbaugh

**Freedom of Information Act Officer**  
Paula Gibbs

**IT Specialist**  
Simone Andrews

**Public Information Officer**  
Vacancy (1)

**Public Affairs Specialist**  
Phillip Max Bluestein

**Operations Manager**  
Jackie Richardson

**Records Officer**  
Kwanee Butler

**Records Management Specialists**  
Joseph Brown  
Arianna Jones  
Vacancy (1)

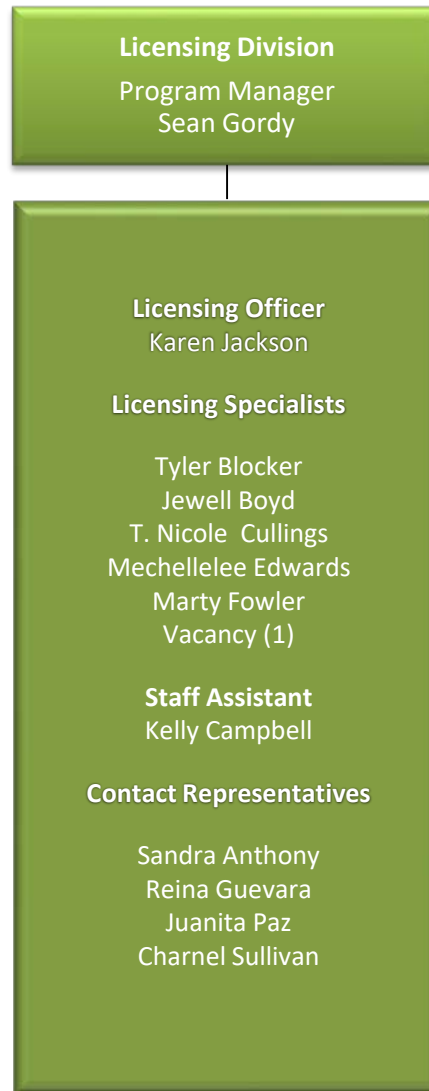
# Alcoholic Beverage Regulation Administration

The Adjudication Division is responsible for the administration of the ABC Board's adjudicative system. There are two primary case processing and adjudication components: enforcement cases and protest cases. For enforcement cases, the Adjudication staff works closely with ABRA investigators and the Office of the Attorney General to ensure that cases are brought timely for hearing before the Board. Additionally, OGC staff prepares Board Orders and ensures the collection of Board-ordered fines. For protest cases, the Adjudication staff tracks all filed protests and works closely with licensees, Advisory Neighborhood Commissions and the public to keep parties apprised of hearings and the protest process. For those protests that settle through ABRA's mediation process, staff reviews and briefs the Board on Settlement Agreements, as well as prepares the Board Orders approving the settlement.



# Alcoholic Beverage Regulation Administration

The Licensing Division 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. This program provides customer services directly to the general public, the business community, Advisory Neighborhood Commissions, and community groups and associations, among others.





# Alcoholic Beverage Regulation Administration

The Enforcement Division conducts regulatory and settlement agreement compliance inspections, conducts underage compliance checks, conducts joint investigations as needed with the Metropolitan Police Department (MPD), Fire and Emergency Medical Services Department, (FEMS), the Office of Tax and Revenue (OTR), the Department of Consumer and Regulatory Affairs (DCRA), and others; and conducts various inspections associated with the licensing and adjudicatory processes such as final, compliance, placard, special event, and financial audit investigations. The program also participates in Neighborhood Core Meetings, meetings and briefings with MPD Districts, police roll calls, and other activities in order to facilitate interagency cooperation and knowledge sharing on matters of common concern.



# Alcoholic Beverage Regulation Administration

The Agency Management Program provides for administrative support to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting. In addition, the Records Management component provides file, document and database information to ABRA staff, the Alcoholic Beverage and Control (ABC) Board and the general public so that they can receive accurate information and files. The Public Information Officer (PIO) is responsible for planning, developing, and communicating the agency's programs, policies, and activities, as well as externally to the general public through news media, various constituencies, and municipal entities for the agency. The PIO is responsible for providing leadership and direction for program operations including, but not limited to records management, community resources, and communications.

## Agency Management Program



**Alcoholic Beverage Regulation Administration FY2017**

Agency Alcoholic Beverage Regulation Administration Agency Acronym ABRA Agency Code LCO

To edit agency and POC information press your agency name (underlined and in blue above).

Agency Performance POCs Camille (ABRA) Robinson; Kim (ABRA) Gordon Agency Budget POCs Camille (ABRA) Robinson; Kim (ABRA) Gordon Fiscal Year 2017

When you believe you are finished with this phase of your Performance Plan, press edit in the upper right, check this box, and then press save.

**2017 Strategic Objectives**

FY17 Objectives

| Objective Number | Strategic Objective   |
|------------------|---|
| 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.** |

Add Strategic Objective

**2017 Key Performance Indicators**

| Measure  | New Measure/Benchmark Year | Frequency of Reporting | Add Data Fields (if applicable) | FY 2014 Actual | FY 2014 Target | FY 2015 Actual | FY 2015 Target | FY 2016 Actual | FY 2016 Target | FY 2017 Actual | FY 2017 Target | FY 2017 Quarter 1 | FY 2017 Quarter 2 | FY 2017 Quarter 3 | FY 2017 Quarter 4 | FY 2017 Actual | Was 2017 KPI Met? | Are Explanations of Barriers to Meeting KPIs Complete |  |
|--|----------------------------|------------------------|---------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------------|-------------------|-------------------|----------------|-------------------|---|--|
| <b>2 - Ensure that licensed establishments are in compliance with the ABC laws and regulations. (7 Measures)</b> |                            |                        |                                 |                |                |                |                |                |                |                |                |                   |                   |                   |                   |                |                   |   |  |
| Number of establishments inspected to ensure compliance with underage drinking laws                              | <input type="checkbox"/>   | Quarterly              |                                 | 889            | 700            | 908            | 700            | 1458           | 700            | 1246           | 700            | 176               | 400               | 290               | 380               | 1246           | Met               |   |  |
| Number of inspections, investigations, and monitoring activities   | <input type="checkbox"/>   | Quarterly              |                                 | 10,200         | 7000           | 10437          | 7000           | 15,675         | 7000           | 12,962         | 7000           | 2620              | 3236              | 3557              | 3549              | 12,962         | Met               |   |  |
| Amount of revenue generated by licenses and permits  | <input type="checkbox"/>   | Quarterly              |                                 | \$5,178,664    | \$3,700,000    | \$4900000      | \$3700000      | \$7,839,795    | \$3700000      | \$5,746,567    | \$3700000      | \$709994          | \$2287803         | \$1271552         | \$1477218         | \$5,746,567    | Met               |   |  |
| Amount of revenue generated by fines   | <input type="checkbox"/>   | Quarterly              |                                 | \$469,800      | \$290,000      | \$601725       | \$290000       | \$719,000      | \$290000       | \$566,860      | \$290000       | \$167400          | \$102000          | \$156560          | \$140900          | \$566,860      | Met               |   |  |
| Total number of citations issued   | <input type="checkbox"/>   | Quarterly              |                                 | 524            | 250            | 653            | 250            | 819            | 250            | 481            | 250            | 29                | 93                | 165               | 194               | 481            | Met               |   |  |
| Percentage of one-day and substantial change permits issued  | <input type="checkbox"/>   | Quarterly              |                                 | 98.4           | 90             | 100            | 90             | 100            | 90             | 100            | 90             | 100               | 100               | 100               | 100               | 100            | Met               |   |  |

| Measure  | New Measure/Benchmark Year | Frequency of Reporting | Add Data Fields (if applicable) | FY 2014 Actual | FY 2015 Target | FY 2015 Actual | FY 2016 Target | FY 2016 Actual | FY 2017 Target | FY 2017 Quarter 1 | FY 2017 Quarter 2 | FY 2017 Quarter 3 | FY 2017 Quarter 4 | FY 2017 Actual | Was 2017 KPI Met? | Are Explanations of Barriers to Meeting KPIs Complete |
|--|----------------------------|------------------------|---------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------------|-------------------|-------------------|----------------|-------------------|---|
| within 15 days or less   |                            |                        |                                 |                |                |                |                |                |                |                   |                   |                   |                   |                |                   |   |
| Number of licensees and members of the public that received training from the Agency           | ✓                          | Quarterly              | Not available                   | Not available  | Not available  | Not available  | Not available  | New Measure    | 75             | 5                 | 46                | 20                | 21                | 92             | Met               |   |
| <b>3 - Engage in community outreach regarding the licensing process. (1 Measure)</b>           |                            |                        |                                 |                |                |                |                |                |                |                   |                   |                   |                   |                |                   |   |
| Number of community meetings attended to educate the community regarding the licensing process | ✓                          | Quarterly              | Not available                   | Not available  | Not available  | Not available  | Not available  | New Measure    | 20             | 5                 | 17                | 25                | 11                | 58             | Met               |   |

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.

2017 Operations

| Operations Header  | Operations Title  | Operations Description   | Type of Operations | # of Measures | # of Strategic Initiatives |
|--|---|--|--------------------|---------------|----------------------------|
| <b>1 - Educate licensees on the District's alcoholic beverage laws and regulations. (2 Activities)</b>           |   |  |                    |               |                            |
| 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                          |
| <b>TOT</b>   |   |  |                    | <b>2</b>      | <b>1</b>                   |
| <b>2 - Ensure that licensed establishments are in compliance with the ABC laws and regulations. (1 Activity)</b> |   |  |                    |               |                            |
| INVESTIGATIONS   | Conduct a minimum of two regulatory inspections or investigations at each licensed establishment. | Thorough conduct regulatory inspections for all licensed establishments.   | Daily Service      | 0             | 2                          |
| <b>TOT</b>   |   |  |                    | <b>0</b>      | <b>2</b>                   |
| <b>3 - Engage in community outreach regarding the licensing process. (1 Activity)</b>                            |   |  |                    |               |                            |
| 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                          |
| <b>TOT</b>   |   |  |                    | <b>0</b>      | <b>1</b>                   |
| <b>TOT</b>   |   |  |                    | <b>2</b>      | <b>4</b>                   |

2017 Workload Measures

All Workload Measures must be linked to a specific Operation. If Workload Measures are already in the system but not yet linked, email the Office of Performance Management with a spreadsheet that identifies to which Operation each Workload Measure belongs.

| Workload Measures - Operations | Measure   | New Measure/Benchmark Year | Add Historical and Target Data (FY17) | Numerator Title                         | Units | Frequency of Reporting | FY 2014       | FY 2015       | FY 2016 Actual | FY 2017 Quarter 1 | FY 2017 Quarter 2 | FY 2017 Quarter 3 | FY 2017 Quarter 4 | FY 2017 |  |
|--------------------------------|---|----------------------------|---------------------------------------|---|-------|------------------------|---------------|---------------|----------------|-------------------|-------------------|-------------------|-------------------|---------|--|
|                                | <b>1 - Daily Issuance of Licenses and Permits (1 Measure)</b>                   |                            |                                       |   |       |                        |               |               |                |                   |                   |                   |                   |         |  |
|                                | Number of one-day and substantial change permits issued within 15 days or less. | <input type="checkbox"/>   |                                       | Number of applications accepted.        | 1     | Quarterly              | Not available | Not available | 484            | 113               | 96                | 156               | 179               | 544     |  |
|                                | <b>1 - Renewal of Licenses and Permits (1 Measure)</b>                          |                            |                                       |   |       |                        |               |               |                |                   |                   |                   |                   |         |  |
|                                | Number of ABC licenses and permits renewed.                                     | <input type="checkbox"/>   |                                       | Number of licenses and permits renewed. | 1     | Quarterly              | Not available | Not available | 3700           | 702               | 816               | 952               | 973               | 3443    |  |

2017 Strategic Initiatives

| Strategic Initiative Title  | Strategic Initiative Description  | Proposed Completion Date | Add Initiative Update | # of Initiative Updates | Needs Initiative Update Notification |
|---|---|--------------------------|-----------------------|-------------------------|--------------------------------------|
| <b>COMMUNICATIONS (1 Strategic Initiative)</b>  |   |                          |                       |                         |                                      |
| Engage in proactive community outreach regarding the Calendar Year 2017 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 2017. Specifically, the Agency shall provide written notice to on-premises licensees regarding the Holiday Extension of Hours licensing process for Calendar Year 2017. The written notice will also provide on-premises licensees with a Holiday Extension of Hours Calendar for 2017. Notice of the Holiday Extension of Hours licensing process for Calendar Year 2017 shall be provided to the public by posting information regarding the process on the ABRA website. | 12-31-2016               |                       | 1                       |                                      |
| <b>TOT</b>  |   |                          |                       | <b>1</b>                |                                      |
| <b>INVESTIGATIONS (2 Strategic Initiatives)</b>   |   |                          |                       |                         |                                      |
| 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.   | 09-30-2017               |                       | 3                       |                                      |
| 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 7,000 regulatory inspections, monitoring or investigations at licensed establishments located in the District.   | 09-30-2017               |                       | 3                       |                                      |
| <b>TOT</b>  |   |                          |                       | <b>6</b>                |                                      |
| <b>LICENSING (1 Strategic Initiative)</b>   |   |                          |                       |                         |                                      |
| 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   | 09-30-2017               |                       | 3                       |                                      |
| <b>TOT</b>  |   |                          |                       | <b>3</b>                |                                      |
| <b>TOT</b>  |   |                          |                       | <b>10</b>               |                                      |

2017 Initiative Updates

| Initiative Updates  | Strategic Initiative-Operation Link -Strategic Initiative Title | Initiative Status Update | % Complete to date | Confidence in completion by end of fiscal year (9/30)? | Status of Impact | Explanation of Impact | Supporting Data | FY2017 Quarters |
|---|---|--------------------------|--------------------|--|------------------|-----------------------|-----------------|-----------------|
| Conduct a minimum of two regulatory inspections at each licensed establishments. (3 Initiative Updates) |   |                          |                    |  |                  |                       |                 |                 |

| Strategic Initiative- Operation Link -Strategic Initiative Title   | Initiative Status Update  | % Complete to date | Confidence in completion by end of fiscal year (9/30)? | Status of Impact | Explanation of Impact   | Supporting Data | FY2017 Quarters |
|--|---|--------------------|--|------------------|---|-----------------|-----------------|
| Conduct a minimum of two regulatory inspections at each licensed establishments.   | ABRA has completed 37% of the goal of this initiative. The goal is 7,000 regulatory inspections and ABRA has conducted 2,620 in the first quarter of FY 2017.   | 25-49%             | High   | Incremental      | This initiative has a public safety impact to ensure that establishments are in compliance with ABC regulations and laws.   |                 | FY17Q1          |
| Conduct a minimum of two regulatory inspections at each licensed establishments.   | ABRA has completed 83% for this initiative. The goal was 7,000 regulatory inspections, and ABRA has conducted 5,856 overall.  | 75-99%             | High   | Incremental      | This initiative has a public safety impact to ensure that establishments are in compliance with ABC regulations and laws.   |                 | FY17Q2          |
| Conduct a minimum of two regulatory inspections at each licensed establishments.   | ABRA has exceeded the goal for this year by 2,413 inspections by the end of the third quarter.  | Complete           | High   | Incremental      | This initiative has a continuing public safety impact to ensure that our licensed establishments are in compliance with ABC regulations and laws.   |                 | FY17Q3          |
| <b>Conduct Books and Records compliance courses. (3 Initiative Updates)</b>  |   |                    |  |                  |   |                 |                 |
| Conduct Books and Records compliance courses.  | ABRA is on track to conduct training in the third and fourth quarters of fiscal year 2017. Training has been scheduled for April 25, 2017, and September 19, 2017, for books and records training which will meet our goal of two courses for 2017.           | 0-24%              | High   | Incremental      | The impact is on licensees to ensure they are aware of the requirements for restaurants and hotels to file quarterly statements; be aware of the minimum food sales requirements; and the requirements to maintain books and records for a three year period.   |                 | FY17Q1          |
| Conduct Books and Records compliance courses.  | No change for the second quarter. ABRA is on track to conduct training in the third and fourth quarters of FY 2017. The training has been scheduled for April 25, 2017, and September 19, 2017, for books and records training.                               | 0-24%              | High   | Incremental      | The impact is on licensees to ensure that they are aware of the requirements for restaurants and hotels to file quarterly statements, be aware of the minimum food sales requirements, and the requirements to maintain books and records for a three year period.  |                 | FY17Q2          |
| Conduct Books and Records compliance courses.  | ABRA held two books and records trainings on April 25, 2017 for the licensed restaurants and hotels regarding maintaining compliance with regulatory requirements.  | Complete           | High   | Incremental      | The training ensures (1) that the licensees know they are to maintain books and records for a three-year period, (2) the requirement is for restaurants and hotels to file quarterly statements with ABRA, and (3) what the minimum food sales requirements are for restaurants and hotels.   |                 | FY17Q3          |
| <b>Conduct new licensee orientation classes. (3 Initiative Updates)</b>  |   |                    |  |                  |   |                 |                 |
| Conduct new licensee orientation classes.  | ABRA held one new licensee orientation class on December 1, 2016 that was available to the public and licensees.  | 0-24%              | High   | Incremental      | The orientation provides an overview of both Title 25 and Title 23; noise abatement and sound management; and working proactively with ANCs and the community.  |                 | FY17Q1          |
| Conduct new licensee orientation classes.  | ABRA completed two more new licensee orientation trainings during the second quarter of FY 2017. We now have completed a total of 3 trainings for the fiscal year. ABRA will complete the last training during the last quarter of the fiscal year in August. | 75-99%             | High   | Incremental      | The new licensee orientation trainings are provided to lay a groundwork of understanding to our customers and assist in their daily compliance with ABC laws and regulations. Orientation provides an overview of both Titles 25 and 23, noise abatement and sound management, and working proactively with ANCs and the community. |                 | FY17Q2          |
| Conduct new licensee orientation classes.  | ABRA has completed this initiative for FY 2017. ABRA has met the goal in the third quarter for this initiative and is planning to have another training in August of 2017 as well.  | Complete           | High   | Incremental      | The training's provide the licensees with (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.               |                 | FY17Q3          |
| <b>Engage in proactive community outreach regarding the Calendar Year 2017 Holiday Extension of Hours licensing process. (1 Initiative Update)</b> |   |                    |  |                  |   |                 |                 |
| Engage in proactive community outreach regarding the Calendar Year 2017 Holiday Extension of Hours licensing process.                              | ABRA has completed this initiative for FY 2017.   | Complete           | High   | Incremental      | The Holiday Extension of Hours notice provides on premise licensees with prior written notice that their business will have the ability for extended hours on specific dates.   |                 | FY17Q1          |

**Agency Accomplishment**

Add Accomplishment  
 Accomplishment  
 Accomplishments

| What is the accomplishment that your agency wants to highlight?   | How did this accomplishment impact residents of DC?  | How did this accomplishment impact your agency?   |
|---|--|---|
| <p>ABRA collected \$566,860 in fines in FY 2017. This significantly exceeded the agency's FY 2017 goal of \$290,000.</p> <p>ABRA conducted 1,246 sale to minor compliance checks at licensed establishments in FY 2017. This significantly exceeded the agency's goal to conduct 700 sale to minor compliance checks in FY 2017.</p> <p>ABRA conducted 12,962 regulatory inspections in FY 2017. This significantly exceeded the agency's goal to conduct 7,000 regulatory inspections and investigations in FY 2017.</p> | <p>This accomplishment benefits District residents as fines collected by the agency are returned to the District's general fund to be utilized for other District services.</p> <p>This accomplishment benefits District residents by taking enforcement action to reduce the sale of alcoholic beverages to minors under 21 years of age. ABRA was able to conduct two sale to minor compliance checks at operating retail establishments in Ward 7 and Ward 8.</p> <p>This accomplishment benefits District residents by investigating licensed establishments to ensure that they are in compliance with the District's alcohol laws and regulations.</p> | <p>This accomplishment benefits ABRA by ensuring that fines imposed by the agency are collected in a timely manner.</p> <p>This accomplishment benefits ABRA by working jointly with minors under 21 years of age to identify licensed establishments that sell alcoholic beverages to minors.</p> <p>This accomplishment benefits ABRA by ensuring that licensed establishments operate under the terms of their liquor license.</p> |

2017 Special Mayoral Plans

| Strategic Initiative Header             | Strategic Initiative Title | Special Mayoral Plan | Mayoral Plan Domain | Mayoral Plan Goal | Mayoral Plan Action |
|---|----------------------------|----------------------|---------------------|-------------------|---------------------|
| No links to special mayoral plans found |                            |                      |                     |                   |                     |

Administrative Information

**FY Performance Plan** Alcoholic Beverage Regulation Administration FY2017 **Record ID#** 316  
**Performance Plan ID** 190

Created on Dec. 15, 2015 at 4:14 PM (EST). Last updated by [Fowles-Emm.,MeghanMarie \(OSSE\)](#) on March 18, 2016 3:33 PM (EDT). Owned by [Fowles-Emm.,MeghanMarie \(OSSE\)](#).

## Alcoholic Beverage Regulation Administration FY2018

Agency Alcoholic Beverage Regulation Administration

Agency Acronym ABRA

Agency LGO Code

Agency Performance POCs  
Camille (ABRA) Robinson; Kim (ABRA) Gordon

Agency Budget POCs  
Camille (ABRA) Robinson; Kim (ABRA) Gordon

Fiscal Year 2018

**To edit agency and POC information press your agency name (underlined and in blue above).**

**When you believe you are finished with this phase of your Performance Plan, press edit in the upper right, check this box, and then press save.**

### 2018 Objectives

#### 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               |
| <b>TOT</b>       |  | <b>17</b>     | <b>4</b>        |

Add Strategic Objective

### 2018 Key Performance Indicators

#### Key Performance Indicators

| Measure   | New Measure/<br>Benchmark Year | Directionality | FY 2014<br>Actual | FY 2015<br>Target | FY 2015<br>Actual | FY 2016<br>Target | FY 2016<br>Actual | FY 2017<br>Target | FY 2017<br>Actual | FY 2018<br>Target | FY 2018<br>Quarter 1 |
|---|--------------------------------|----------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------------------|
| <b>1 - Educate licensees on the District's alcoholic beverage laws and regulations. (1 Measure)</b> |                                |                |                   |                   |                   |                   |                   |                   |                   |                   |                      |
| Number of licensees and members of the public that received training from the Agency                | <input type="checkbox"/>       | Up is Better   | Not available     | Not available     | Not available     | Not available     | Not Available     | 75                | 92                | 75                | 14                   |



| Measure  | New Measure/<br>Benchmark<br>Year | Directionality | FY 2014<br>Actual | FY 2015<br>Target | FY<br>2015<br>Actual | FY<br>2016<br>Target | FY 2016<br>Actual | FY<br>2017<br>Target | FY 2017<br>Actual | FY<br>2018<br>Target | FY<br>2018<br>Quarter<br>1 |
|--|-----------------------------------|----------------|-------------------|-------------------|----------------------|----------------------|-------------------|----------------------|-------------------|----------------------|----------------------------|
| <b>2 - Ensure that licensed establishments are in compliance with the ABC laws and regulations. (6 Measures)</b> |                                   |                |                   |                   |                      |                      |                   |                      |                   |                      |                            |
| Amount of revenue generated by licenses and permits  | <input type="checkbox"/>          | Up is Better   | \$5,178,664       | \$3,700,000       | \$4900000            | \$3700000            | \$7,839,795       | \$3700000            | \$5,746,567       | \$3700000            | \$970472                   |
| Amount of revenue generated by fines   | <input type="checkbox"/>          | Up is Better   | \$469,800         | \$290,000         | \$601725             | \$290000             | \$719,000         | \$290000             | \$566,860         | \$400000             | \$107350                   |
| Percent of one-day and substantial change permits issued within 15 days or less                                  | <input type="checkbox"/>          | Up is Better   | 98.4              | 90                | 100                  | 90                   | 100               | 90                   | 100               | 90                   | 100                        |
| Number of inspections, investigations, and monitoring activities   | <input type="checkbox"/>          | Up is Better   | 10,200            | 7000              | 10437                | 7000                 | 15,675            | 7000                 | 12,962            | 10000                | 2851                       |
| Number of establishments inspected to ensure compliance with underage drinking laws                              | <input type="checkbox"/>          | Up is Better   | 889               | 700               | 908                  | 700                  | 1458              | 700                  | 1246              | 900                  | 148                        |
| Total number of citations issued   | <input type="checkbox"/>          | Up is Better   | 524               | 250               | 653                  | 250                  | 819               | 250                  | 481               | 250                  | 126                        |
| <b>3 - Engage in community outreach regarding the licensing process. (1 Measure)</b>                             |                                   |                |                   |                   |                      |                      |                   |                      |                   |                      |                            |
| Number of community meetings attended to educate the community regarding the licensing process                   | <input type="checkbox"/>          | Up is Better   | Not available     | Not available     | Not available        | Not available        | Not Available     | 20                   | 58                | 20                   | 17                         |

| Measure | New Measure/<br>Benchmark<br>Year | Directionality | FY 2014<br>Actual | FY 2015<br>Target | FY<br>2015<br>Actual | FY<br>2016<br>Target | FY 2016<br>Actual | FY<br>2017<br>Target | FY 2017<br>Actual | FY<br>2018<br>Target | FY<br>2018<br>Quarter<br>1 |
|---------|-----------------------------------|----------------|-------------------|-------------------|----------------------|----------------------|-------------------|----------------------|-------------------|----------------------|----------------------------|
|         |                                   |                |                   |                   |                      |                      |                   |                      |                   |                      |                            |

We've revised 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 |
|--|---|--|--------------------|---------------|----------------------------|
| <b>1 - Educate licensees on the District's alcoholic beverage laws and regulations. (2 Activities)</b>           |   |  |                    |               |                            |
| 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                          |
| <b>TOT</b>   |   |  |                    | <b>2</b>      | <b>1</b>                   |
| <b>2 - Ensure that licensed establishments are in compliance with the ABC laws and regulations. (1 Activity)</b> |   |  |                    |               |                            |
| 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                          |
| <b>TOT</b>   |   |  |                    | <b>0</b>      | <b>2</b>                   |
| <b>3 - Engage in community outreach regarding the licensing process. (1 Activity)</b>                            |   |  |                    |               |                            |
| 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                          |
| <b>TOT</b>   |   |  |                    | <b>0</b>      | <b>1</b>                   |
| <b>TOT</b>   |   |  |                    | <b>2</b>      | <b>4</b>                   |

## 2018 Workload Measures

**Workload Measures - Operations**

| Measure   | New Measure/<br>Benchmark<br>Year | Numerator Title                         | Units | FY 2014 | FY 2015 | FY 2016 | FY 2017<br>Actual | FY 2018<br>Quarter 1 |
|---|-----------------------------------|---|-------|---------|---------|---------|-------------------|----------------------|
| <b>1 - Daily Issuance of Licenses and Permits (1 Measure)</b>                   |                                   |   |       |         |         |         |                   |                      |
| Number of one-day and substantial change permits issued within 15 days or less. | <input type="checkbox"/>          | Number of applications accepted.        | 1     |         |         | 484     | 544               | 25                   |
| <b>1 - Renewal of Licenses and Permits (1 Measure)</b>                          |                                   |   |       |         |         |         |                   |                      |
| Number of ABC licenses and permits renewed.                                     | <input type="checkbox"/>          | Number of licenses and permits renewed. | 1     |         |         | 3700    | 3443              | 773                  |

**2018 Initiatives**

| Strategic Initiative Title   | Strategic Initiative Description  | Proposed Completion Date |
|--|---|--------------------------|
| <b>Community Outreach and Notifications (1 Strategic Initiative)</b>   |   |                          |
| 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               |
| <b>Conduct a minimum of two regulatory inspections or investigations at each licensed establishment. (2 Strategic initiatives)</b> |   |                          |
| 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               |

| Strategic Initiative Title   | Strategic Initiative Description   | Proposed Completion Date |
|--|--|--------------------------|
| <b>Daily Issuance of Licenses and Permits (1 Strategic Initiative)</b> |  |                          |
| 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               |

2018 Initiative Updates

| Initiative Updates | Strategic Initiative Title   | Initiative Status Update   | % Complete to date | Confidence in completion by end of fiscal year (9/30)? | Status of Impact | Explanation of Impact  | Supporting Data | Quarters |
|--------------------|--|--|--------------------|--|------------------|--|-----------------|----------|
|                    | <b>Conduct a minimum of two regulatory inspections at each licensed establishments (1 Initiative Update)</b> |  |                    |  |                  |  |                 |          |
|                    | Conduct a minimum of two regulatory inspections at each licensed establishments                              | ABRA has completed 28.51% of the goal of this initiative. The goal is 10,000 regulatory inspections, and ABRA conducted 2,851 in the first quarter of FY 2018. | 25-49%             | High   | Incremental      | The initiative has a public safety impact to ensure that establishments are in compliance with ABC regulations and laws.   |                 | Q1       |
|                    | <b>Conduct Books and Records compliance courses (1 Initiative Update)</b>                                    |  |                    |  |                  |  |                 |          |
|                    | Conduct Books and Records compliance courses   | ABRA has met this goal as two books and records training course were held on December 12, 2017   | Complete           | High   | Incremental      | The training ensures (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. |                 | Q1       |
|                    | <b>Conduct new licensee orientation classes. (1 Initiative Update)</b>                                       |  |                    |  |                  |  |                 |          |
|                    | Conduct new licensee orientation classes.  | ABRA held one new licensee orientation class on October 19, 2017,  | 0-24%              | High   | Incremental      | The orientation provides an overview of both Title 25 and Title 23; noise abatement and sound  |                 | Q1       |

| Strategic Initiative Title   | Initiative Status Update  | % Complete to date | Confidence in completion by end of fiscal year (9/30)? | Status of Impact | Explanation of Impact   | Supporting Data | Quarters |
|--|---|--------------------|--|------------------|---|-----------------|----------|
| <b>Engage in proactive community outreach regarding the Calendar Year 2018 Holiday Extension of Hours licensing process. (1 Initiative Update)</b> |   |                    |  |                  |   |                 |          |
| Engage in proactive community outreach regarding the Calendar Year 2018 Holiday Extension of Hours licensing process.                              | This goal was met as written information was provided to licensees and the public regarding the Holiday Extension of Hours licensing process for Calendar Year 2018. Notice regarding the Holiday Extension of Hours Calendar for 2018 was also posted on the ABRA website. | Complete           | High   | Incremental      | The Holiday Extension of Hours notice provides on premise licensees with prior written notice that their business will have the ability for extended hours on specific dates. |                 | Q1       |

**Administrative Information**

FY Performance Plan Alcoholic Beverage Regulation Administration FY2018 Record ID# 506  
 Performance Plan ID 380

Created on Dec. 15, 2016 at 3:17 PM (EST). Last updated by [Katz, Lia \(EOM\)](#) on June 6, 2017 5:49 PM at 5:49 PM (EDT). Owned by [Katz, Lia \(EOM\)](#).

**COMPENSATION AGREEMENT**

**BETWEEN**

**THE DISTRICT OF COLUMBIA**

**AND**

**THE OFFICE OF THE ATTORNEY GENERAL**

**AND**

**THE AMERICAN FEDERATION OF GOVERNMENT**

**EMPLOYEES, LOCAL 1403,**

**AFL-CIO**

**EFFECTIVE OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2020**

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**PREAMBLE**

This Compensation Agreement (Agreement or Compensation Agreement) is entered into between the District of Columbia and the American Federation of Government Employees, Local 1403, (Union) (herein after jointly referred to as the parties) the sole and exclusive collective bargaining representative of unit employees comprising Compensation Unit 33, as certified by the Public Employee Relations Board (PERB).

**ARTICLE 1  
RECOGNITION**

AFGE Local 1403 is recognized as the sole and exclusive collective bargaining representative for the bargaining units set forth in PERB Certification No. 121 and PERB Certification No. 133.

**ARTICLE 2  
WAGES**

|            | FY 2018 | FY 2019 | FY 2020 |
|------------|---------|---------|---------|
| % Increase | 1.8%    | 1.8%    | 1.8%    |

**SECTION A – FY 2018:**

The A-35 salary schedule for all bargaining unit employees will be increased by one and eight-tenths percent (1.8%) effective the first day of the first full pay period commencing on or after October 1, 2017.

**SECTION B – FY 2019:**

The A-35 salary schedule for all bargaining unit employees will be increased by one and eight-tenths percent (1.8%) effective the first day of the first full pay period commencing on or after October 1, 2018.

**SECTION C -- FY 2020:**

The A-35 salary schedule for all bargaining unit employees will be increased by one and eight-tenths percent (1.8%) effective the first day of the first full pay period commencing on or after October 1, 2019.

The Union has agreed to forego any adjustments coming from the District's Classification and Compensation initiative for the term of this Agreement.



**ARTICLE 2A  
BONUSES**

**SECTION A – FY 2018:**

Each employee who receives an “Excellent” or substantially similar rating for the evaluation period ending August 31, 2017, shall receive a one and a half percent (1.5%) bonus. Each employee who receives an “Outstanding” or substantially similar rating for the evaluation period ending August 31, 2017, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2017, and in no event later than March 31, 2018. If Employer has not conducted a performance review for an employee by December 31, 2017, the employee shall be entitled to the bonus amount for FY 2018, established by the rating in the most recent annual performance evaluation, if any.

**SECTION B -- FY 2019:**

Each employee who receives an “Excellent” or substantially similar rating for the evaluation period ending August 31, 2018, shall receive a one and a half percent (1.5%) bonus. Each employee who receives an “Outstanding” or substantially similar rating for the evaluation period ending August 31, 2018, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2018, and in no event later than March 31, 2019. If Employer has not conducted a performance review for an employee by December 31, 2018, the employee shall be entitled to the bonus amount for FY 2019, established by the rating in the most recent annual performance evaluation, if any.

**SECTION C -- FY 2020:**

Each employee who receives an “Excellent” or substantially similar rating for the evaluation period ending August 31, 2019, shall receive a one and a half percent (1.5%) bonus. Each employee who receives an “Outstanding” or substantially similar rating for the evaluation period ending August 31, 2019, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2019, and in no event later than March 31, 2020. If Employer has not conducted a performance review for an employee by December 31, 2019, the employee shall be entitled to the bonus amount for FY 2020, established by the rating in the most recent annual performance evaluation, if any.

**ARTICLE 2B  
SATURDAY AND HOLIDAY PAY**

Effective FY 2018, attorneys who are required to work on Saturdays or holidays to provide court coverage will receive straight time pay for all hours worked. Disbursements for Saturday and holiday pay will not exceed \$65,000.00 for any fiscal year of this Agreement. After disbursements reach \$65,000.00 in any one fiscal year, attorneys who are required to work on

Saturdays or holidays for the remainder of that fiscal year will receive compensatory time for the number of hours actually worked.

### **ARTICLE 3 BENEFITS COMMITTEE**

#### **SECTION A – General:**

The parties herein agree to establish a Benefits Committee for the purpose of addressing the benefits of bargaining unit employees represented by the Union. The Union shall select two representatives to serve on the committee. The District of Columbia Human Resources office shall appoint at least one committee representative with authority to make benefits decisions. Within thirty (30) business days following the Council of the District of Columbia's approval of this Agreement, the Union shall contact DCHR's Associate Director of the Benefits and Retirement Administration to establish the Benefits Committee and meet to hold an initial meeting to review current benefits. Subsequently, the Benefits Committee shall meet at least twice during the 6-month period immediately prior to the expiration of any of the District of Columbia contracts for benefits implicated herein that is prior to the formal solicitation of bids from providers for such contracts as provided for in Section C3 below.

#### **SECTION B – Purpose:**

The purpose of the Benefits Committee shall be to address the benefits of employees in the Local 1403 bargaining unit and of other local unions that may join this committee and make recommendations to the Executive regarding those benefits. AFGE shall not have final decision making authority with regard to benefits. Differences in opinion arising from Benefits Committee meetings or the procurement process, including but not limited to vendor recommendations/selection and what benefits the District shall provide shall not be subject to grievance arbitration or any bargained or statutory resolution process.

#### **SECTION C – Responsibilities:**

The members of the Benefits Committee are authorized to consider all matters that concern the benefits of employees represented by the Committee. The Benefits Committee shall:

1. Monitor the quality and level of services provided to bargaining unit employees under existing Health, Retirement, Optical, Life, Disability, Indemnity and Dental Insurance Plans.
2. Review and recommend changes and enhancements in Health, Retirement, Optical, Life, Disability, Indemnity and Dental benefits, and any proposals for new benefits, consistent with D.C. Official Code, Chapter 6, Subchapter XXI.
3. DCHR will review with the Committee in advance the technical requirements in preparation for the formal solicitation of bids from providers in order for the Committee

to provide any comments and recommendations on the criteria for bids and preparation of solicitations for requests for proposals for DCHR's consideration. DCHR will highlight any changes or enhancements to existing benefit plans or programs reflected in the technical requirements. After DCHR has reviewed and considered the Union's comments and recommendations, the Committee shall meet in order for DCHR to inform the Union how or if DCHR will incorporate the Union's comments and recommendations in the final solicitation for bids.

4. Explore issues concerning the workers' compensation system that affect bargaining unit employees consistent with D.C. Official Code, Chapter 6, Subchapter XXIII (Public Sector Workers' Compensation).
5. DCHR shall notify the Committee by email after the award to providers but prior to implementation of any significant alteration of existing benefits programs, and proposed additional benefit programs to determine the extent to which they impact employees. Upon notification, the Committee shall notify the Office of Labor Relations and Collective Bargaining within ten (10) calendar days to discuss any concerns any Committee member has regarding the impact on bargaining unit employees.

**SECTION D – Maintenance of Benefits:**

Nothing herein shall be construed to reduce, modify or eliminate any benefits available to the bargaining unit employees prior to entering into this Agreement.

**SECTION E – Additional Benefits:**

The parties agree that the establishment of this Benefits Committee does not limit or prohibit the parties to this Agreement from negotiating and agreeing to additional or modified benefits.

**ARTICLE 4  
BENEFITS**

Except as otherwise provided in this Agreement, the Parties hereby incorporate the following specific benefits provided under the Compensation Agreement between the District of Columbia Government and Compensations Units 1 and 2, FY 2013 – FY 2017

( Compensation Units 1 & 2 Agreement): Life Insurance; Health Insurance; Indemnity Insurance; Short and Long Term Disability Insurance; Optical and Dental Insurance; Annual, Sick and Other Leave; Pre-Tax Benefits; Retirement; Civil Service Retirement System; Defined Contribution; Deferred Compensation; Metro Pass/Monthly Transit Subsidy; Holidays; at least equal to the level of benefits provided to their general membership as the applicable benefits for bargaining unit members covered by this Agreement. To the extent that any successor Compensation Units 1 & 2 Agreement provides for higher levels of benefits than what is

provided for under this Agreement with respect to any of the specific or substantively related benefits listed above in this paragraph, the Parties agree to reopen negotiations for the sole purpose of renegotiating those specific benefits. In no event will the benefits stated in this Agreement be reduced through this process.

**SECTION A -- Life Insurance:**

1. Life insurance is provided to covered employees in accordance with §1-622.01, et seq. of the District of Columbia Official Code (2012 Repl.) and Chapter 87 of Title 5 of the United States Code.

District of Columbia Official Code §1-622.03 (2012 Repl.) requires that benefits shall be provided as set forth in §1-622.07 to all employees of the District first employed after September 30, 1987, except those specifically excluded by law or by rule.

District of Columbia Official Code §1-622.01 (2012 Repl.) requires that benefits shall be provided as set forth in Chapter 87 of Title 5 of the United States Code for all employees of the District government first employed before October 1, 1987, except those specifically excluded by law or rule and regulation.

2. Life insurance benefits for employees hired on or after October 1, 1987 shall be set at the following minimum level of benefits: The District of Columbia provides life insurance in an amount equal to the employee's annual salary rounded to the next thousand, plus an additional \$2,000. Employees are required to pay two-thirds (2/3) of the total cost of the monthly premium. The District Government shall pay one-third (1/3) of the total cost of the premium. Employees may choose to purchase additional life insurance coverage through the District Government. These additions to the basic coverage are set-forth in the schedule below:

Option A – Standard. Provides \$10,000 additional coverage. Cost determined by age.

Option B – Additional. Provides coverage up to five times the employee's annual salary. Cost determined by age and employee's salary.

Option C – Family. Provides \$10,000 coverage for the eligible spouse and \$10,000 for each eligible child; \$25,000 coverage for eligible spouse and \$10,000 for each eligible child; or \$50,000 coverage for eligible spouse and \$10,000 for each eligible child. Cost determined by age.

3. The level of life insurance benefits provided to Employees covered under this Agreement shall not be decreased or revised during the term of this Agreement without the express advance written consent of the Union. The District shall provide life insurance coverage for employees hired on or after October 1, 1987 that shall provide a level of benefits that is equal

in coverage and level of benefits to other similarly situated District of Columbia bargaining unit employees.

4. Employees must contact their respective personnel office to enroll or make changes in their life insurance coverage.

**SECTION B -- Health Insurance:**

1. Pursuant to D.C. Official Code § 1-621.02 (2012 Repl.), all employees covered by this agreement and hired after September 30, 1987, shall be entitled to enroll in group health insurance provided by the District of Columbia. Health insurance coverage shall provide a level of benefits that is at least equal in coverage and level of benefits to the plan(s) provided on the effective date of this agreement. District employees are required to execute an enrollment form in order to participate in this program.

(a) The Employer may elect to provide additional health care insurance providers for employees employed after September 1, 1987, provided that additional insurance providers do not reduce the current level of benefits provided to employees. If the Employer decides to expand or reduce the list of eligible insurance providers, the Employer shall give Union representatives notice of the additions or reductions after the award but prior to implementation.

(b) Employees are required to contribute 25% of the total premium cost of the employee's selected plan. The Employer shall contribute 75% of the premium cost of the employee's selected plan.

2. Pursuant to D.C. Official Code § 1-621.01 (2012 Repl.), all District employees covered by this agreement and hired before October 1, 1987, shall be eligible to participate in group health insurance coverage provided through the Federal Employees Health Benefits Program (FEHB) as provided in Chapter 89 of Title 5 of the United States Code. The United States Office of Personnel Management administers this program.

3. The plan descriptions shall provide the terms of coverage and administration of the respective plans. Plan summaries and the full plans will be available on the DCHR website. Where the full plan is not posted a link to the plans will be provided on the DCHR website.

**SECTION C -- Optical and Dental:**

1. The District shall provide Optical and Dental Plan coverage at a level of benefits that is at least equal in coverage and level of benefits to the plan(s) provided on the effective date of this agreement. Benefit levels shall not be reduced during the term of this agreement. District employees are required to execute an enrollment form in order to participate in the Optical and Dental program.

2. The District may elect to provide additional Optical and/or Dental insurance providers, provided that additional insurance providers do not reduce the current level of

benefits provided to employees. Should the District Government decide to expand or reduce the list of eligible insurance providers, the District shall give Union representatives notice of the additions or reductions after the award but prior to implementation.

**SECTION D – Short and Long Term Disability:**

1. Employees covered by this Agreement shall be eligible to enroll, at their own expense, in the District's Short and Long Term Disability Insurance Programs, which provide for partial income replacement when employees are required to be absent from duty due to a non-work-related qualifying medical condition. Employees may use income replacement benefits under the program in conjunction with annual or sick leave benefits provided for in this Agreement.

2. Short and Long Term Disability Benefit levels shall not be decreased or revised during the term of this Agreement without the express written consent of the Union.

3. The District may elect to provide additional Short and/or Long Term Disability coverage providers, provided that additional insurance providers do not reduce or substantively modify the current level of benefits provided to employees. If the District decides to expand or reduce the list of eligible disability insurance providers, the District shall give the Union notice of the additions or reductions after the award but prior to implementation.

**SECTION E – Indemnity Benefits:**

Employer shall provide access to the indemnity benefits currently in effect for Union employees.

**SECTION F – Annual Leave:**

1. In accordance with D.C. Official Code §1-612.03 (2012 Repl.), full-time employees covered by the terms of this Agreement are entitled to:

(a) one-half (1/2) day (4 hours) for each full biweekly pay period for an employee with less than three (3) years of service (accruing a total of thirteen (13) annual leave days per annum);

(b) three-fourths (3/4) day (6 hours) for each full biweekly pay period, except that the accrual for the last full biweekly pay period in the year is one and one-fourth days (10 hours), for an employee with more than three (3) but less than fifteen (15) years of service (accruing a total of twenty (20) annual leave days per annum); and,

(c) one (1) day (8 hours) for each full biweekly pay period for an employee with fifteen (15) or more years of service (accruing a total of twenty-six (26) annual leave days per annum).

2. Part-Time employees who work on a prearranged scheduled tour of duty are entitled to earn leave as provided above on a pro rata basis.

3. Employees shall be eligible to use annual leave in accordance with the District of Columbia Laws.

4. An employee's request to use annual leave shall not be unreasonably denied.

**SECTION G – Sick Leave:**

1. In accordance with District of Columbia Code §1-612.03 (2014 Repl.), a full-time employee covered by the terms of this Agreement may accumulate up to thirteen (13) sick days which accrues on the basis of four hours for each full biweekly pay period, and may accumulate up to thirteen (13) days in a calendar year.

2. In the case of part-time employment, the rate at which leave accrues under this subsection shall be a percentage of the rate prescribed above which is determined by dividing 40 into the number of hours in the regularly scheduled work week of that employee during that fiscal year.

3. An employee may use sick leave to:

(a) Seek medical attention and/or recover from illness or injury;

(b) Provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth;

(c) Provide care for a family member as a result of medical, dental, or optical examination or treatment;

(d) Provide care for a foster child or a prospective or newly adopted child in the employee's care; or

(e) Make any other use allowed by law, including to obtain social, medical or legal services if the employee or the employee's family member is a victim of stalking, domestic violence or sexual abuse as provided for under D.C. Official Code § 32-131.02(b)(4) (2014 Repl.).

4. An employee's request to take sick leave shall not be unreasonably denied.

**SECTION H – Other Forms of Leave:**

1. **Military Leave:** An employee is entitled to leave, without loss of pay, leave, or credit for time of service as reserve members of the armed forces or as members of the National Guard to the extent provided in D.C. Official Code §1-612.03(m)(2014 Repl.).

2. **Court Leave:** An employee is entitled to leave, without loss of pay, leave, or service credit during a period of absence in which he or she is required to report for jury duty or to appear as a witness on behalf of the District of Columbia Government, or the Federal or a

State or Local Government to the extent provided in D.C. Official Code §1-612.03(l) (2014 Repl.).

3. Funeral Leave:

An employee is entitled to three (3) days of leave without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service for an immediate relative in accordance with Funeral and Memorial Service Leave Amendment Act, D.C. Law 20-83, § 2(a), 61 DCR 176, effective February 22, 2014. In addition, the Employer shall grant an employee's request for annual, sick or compensatory time up to three (3) days upon the death of an immediate relative. Approval of additional time shall be at the Employer's discretion. However, requests for leave shall be granted unless the Agency's ability to accomplish its work would be seriously impaired. For purposes of this section "immediate relative" is an individual who is related to an employee by blood, marriage, adoption, or domestic partnership as father, mother, child, husband, wife, sister, brother, aunt, uncle, grandparent, grandchild or similar familial relationship; or an individual for whom the recipient employee is the legal guardian; or a fiancé, fiancée or domestic partner of an employee, as defined in D.C. Official Code §32-701 (2014 Repl.) and related laws. For the purpose of leave certification, employees shall provide a copy of the obituary or death notice, a note from clergy or funeral professional or a death certificate within ten (10) business days of the Employer's request.

4. Administrative Closing – An employee who has previously scheduled leave for a day (or portion of a day) on which the District of Columbia or the Office of the Attorney General closes by order of the Mayor or the Attorney General shall not be charged leave for that day, or portion of the day, that the District agency is closed.

5. Back-to-School Leave – Subject to the discretion of an individual's manager as described in this section, any employee who serves as the primary caregiver for a child enrolled in school, including pre-school, elementary school, middle or junior high school, or high school, may take 2 hours of excused leave (that is without charge to the employee's leave balance) to assist his or her child in preparing for and traveling to the first day of school during the academic year. An employee's individual manager shall make every effort to grant requests for excused absences on the first day; however, the granting of all such requests may not be feasible if it results in disruption of public services provided by the administration. Accordingly, when an employee cannot be granted an excused absence on his or her child's first school day, he or she shall be given an excused absence of 2 hours during the first week of school or as soon thereafter as practicable, in order to assist his or her child in preparing for an attending school.

6. Family Leave – Within any 12-month period, an employee is entitled to up to eight weeks of paid family leave for the birth or adoption of a child or to care for a family member (a person related by blood, legal custody, domestic partnership or marriage) with a serious health condition.



**SECTION I – Pre-Tax Benefits:**

1. Employee contributions to benefits programs established pursuant to D.C. Official Code §1-611.19 (2012 Repl.), including the District of Columbia Employees Health Benefits Program, may be made on a pre-tax basis in accordance with the requirements of the Internal Revenue Code and, to the extent permitted by the Internal Revenue Code, such pre-tax contributions shall not effect a reduction of the amount of any other retirement, pension, or other benefits provided by law.

2. To the extent permitted by the Internal Revenue Code, any amount of contributions made on a pre-tax basis shall be included in the employee's contributions to existing life insurance, retirement system, and for any other District government program keyed to the employee's scheduled rate of pay, but shall not be included for the purpose of computing Federal or District income tax withholdings, including F.I.C.A., on behalf of any such employee.

**SECTION J – Retirement:**

1. **CIVIL SERVICE RETIREMENT SYSTEM (CSRS):** As prescribed by 5 U.S.C. § 8401 and related chapters, employees first hired by the District of Columbia Government before October 1, 1987, are subject to the provisions of the CSRS, which is administered by the U.S. Office of Personnel Management. Under Optional Retirement the aforementioned employee may choose to retire when he/she reaches:

- (a) Age 55 and 30 years of service;
- (b) Age 60 and 20 years of service;
- (c) Age 62 and 5 years of service.

Under Voluntary Early Retirement, which must be authorized by the U.S. Office of Personnel Management, an employee may choose to retire when he/she reaches:

- (a) Age 50 and 20 years of service;
- (b) Any age and 25 years of service.

The pension of an employee who chooses Voluntary Early Retirement will be reduced by 2% for each year under age 55.

2. **DEFINED CONTRIBUTION PENSION PLAN:** The District shall continue the Defined Contribution Pension Plan currently in effect which includes:

- (a) All eligible employees hired by the District on or after October 1, 1987, shall be enrolled into the defined contribution pension plan as prescribed by D.C. Official Code § 1-626.09 (2012 Repl.).

(b) After the completion of one year of service, the District shall contribute an amount not less than 5% of their base salary to an employee's Defined Contribution Pension Plan account. The District government funds this plan. There is no employee contribution to the Defined Contribution Pension Plan. After two years of plan participation, an employee is entitled to 20% of the account. After three years of plan participation, an employee is entitled to 40% of the account. After 4 years of plan participation, an employee is entitled to 60% of the account. An employee is fully vested after five years of plan participation and is entitled to 100% of the account.

3. **DEFERRED COMPENSATION PROGRAM:** All District employees covered by this Agreement shall be eligible to participate in the District's Deferred Compensation Program described in Section 1-626.05 and related Chapters of the D.C. Official Code (2012 Repl.). The Deferred Compensation Program is a savings system through pre-tax deductions and allows employees to accumulate funds for long-term goals, including retirement. The portion of salary contributed reduces the amount of taxable income in each paycheck. The Internal Revenue Service determines the annual maximum deferral amount. Under the program, employees may choose from various fixed or variable rate investment options.

**SECTION K – Holidays:**

1. The following legal public holidays are provided to all employees covered by this Agreement:

- (a) New Year's Day, January 1st of each year;
- (b) Dr. Martin Luther King, Jr.'s Birthday, the 3rd Monday in January of each year;
- (c) Washington's Birthday, the 3rd Monday in February of each year;
- (d) D.C. Emancipation Day, April 16<sup>th</sup> of each year;
- (e) Memorial Day, the last Monday in May of each year;
- (f) Independence Day, July 4th of each year;
- (g) Labor Day, the 1st Monday in September of each year;
- (h) Columbus Day, the 2nd Monday in October of each year;
- (i) Veterans Day, November 11th of each year;
- (j) Thanksgiving Day, the 4th Thursday in November of each year; and
- (k) Christmas Day, December 25th of each year.

2. Any other legal public holiday observed by the District and any other day declared a holiday for District workers by the President, Congress, or the Mayor will also be granted to employees covered by this Agreement (together, the holidays described in this section are referred to as Holidays throughout this Agreement). When an employee, having a regularly scheduled tour of duty is relieved or prevented from working on a day District agencies are closed by order of the Mayor, he or she is entitled to the same pay for that day as for a day on which an ordinary day's work is performed.

**SECTION L – Benefits Levels:**

The level of benefits shall not be decreased or revised during the term of this Agreement without the express written consent of the Union.

**ARTICLE 5  
COMPENSATORY TIME**

**SECTION A:**

A lawyer who is required to work one or more hours outside his or her normal work hours may, whenever possible, request an equal amount of compensatory time from his or her supervisor before the work is performed. The decision to grant an employee compensatory time is at the discretion of management but shall not be unreasonably denied. The denial of a request shall be in writing and shall state the reason for the denial.

**SECTION B:**

Compensatory time may be approved for work that exceeds an employee's regular tour of duty, including:

- Extraordinary assignments
- Scheduled or special events
- Travel time outside normal work hours

**SECTION C:**

If the request is granted, the time will be recorded on the employee's records and may be used in the same manner that annual leave is used. However, accrued compensatory time off must be used by the end of the 26th pay period after the pay period during which it was earned. In no event will an employee be entitled to pay in lieu of compensatory time, except as expressly provided elsewhere in this Agreement.

**ARTICLE 6  
MONTHLY TRANSIT SUBSIDY**

Beginning the first full pay period on or after Council approval, the District of Columbia Government shall subsidize the cost of monthly transit for personal use by employees by twenty-five dollars (\$25.00) per month for actual transportation expenses incurred by employees who commute to and from work.

**ARTICLE 7  
MILEAGE ALLOWANCE METRO REIMBURSEMENT AND  
ACCESS TO OFFICIAL GOVERNMENT VEHICLES AND TRANSPORTATION**

**SECTION A – Parking Spaces:**

Three (3) parking spaces shall be set aside from among those allocated to the Office of the Attorney General in the underground parking garage at 441 4th St., NW, Washington, D.C. for use by bargaining unit members as determined by the Union. The parking spaces shall be funded by the Union. The parking rate payable by the Union will not exceed the rate applicable to the parking spaces allocated to the Office of the Attorney General. The Union, within its sole discretion, may utilize one or more of its allocated spaces from time to time to provide short term parking for its members. Upon request, the Union shall notify the Employer which employees are authorized to use the Union parking spaces.

**SECTION B – Mileage Allowance:**

The parties agree that the mileage allowance established by the U.S. General Services Administration for authorized Federal Government travel shall be the reimbursement rate for Union employees authorized to use their personal vehicles for official District of Columbia business. To receive such allowance, authorization by Employer must be received in advance of the employees' travel. Employees shall use the appropriate District Form to document mileage and timely request reimbursement.

**SECTION C – Use of Personal Vehicles:**

1. Employees who are authorized and are within the scope of employment while using their personal vehicle for official business are covered by the District of Columbia Non-Liability Act (D.C. Official Code §§2-411 through 2-416 (2012 Repl.)). The Non-Liability Act generally provides that a District Employee is not subject to personal liability in a civil suit for property damage or for personal injury arising out of a motor vehicle accident during the discharge of the employee's official duties, so long as the employee was acting within the scope of his or her employment.

2. Claims by employees for personal property damage or loss incident to the use of their personal vehicle for official business may be made under the Military Personnel and Civilian Employees Claim Act of 1964 (31 U.S.C. §3701 et seq.).

**SECTION D – Reimbursement for Use of Personal Vehicles:**

Management shall not require an employee to use his/her personal vehicle for government purposes. In the event it becomes necessary for employees to use their personal vehicle for official government business, employees shall obtain prior approval from his/her immediate supervisor and shall be reimbursed for mileage and parking incurred consistent with District of Columbia rules, regulations and orders.

**SECTION E - Reimbursement for Taxicab or Online Vehicle Expenses:**

Employees who must travel by taxicab or online vehicle (e.g. Uber or Zipcar) for official government business to a destination that is not reasonably accessible by Metro shall be reimbursed for their travel, provided that they receive prior authorization from an immediate supervisor for reimbursement.

**SECTION F – Metro Fare Cards:**

Upon request, Employer shall provide metro fare cards in electronic form to employees for official government travel within the WMATA system. The metro fare card value shall be equivalent to the cost of travel at the time of day during which the employee travels.

**SECTION G – Availability of Fleet Vehicles:**

Upon prior approval by an immediate supervisor, management shall facilitate the request for a Department of Public Works fleet vehicle to the extent available. Employees may use the vehicle for official government business at no charge to the Employee.

**ARTICLE 8  
SICK LEAVE INCENTIVE PROGRAM**

In order to recognize an employee's productivity through his/her responsible use of accrued sick leave, the Employer agrees to provide time-off in accordance with the following:

**SECTION A – Accrual:**

A full time employee who is in a pay status for the leave year shall accrue annually:

1. Three (3) days off for utilizing a total of no more than two (2) days of accrued sick leave.
2. Two (2) days off for utilizing a total of more than two (2) but not more than four (4) days of accrued sick leave.

3. One (1) day off for utilizing a total of more than four (4) but no more than five (5) days of accrued sick leave.

**SECTION B – Employees in a Non-pay Status:**

Employees in a non-pay status for no more than two (2) pay periods for the leave year shall remain eligible for incentive days under this Article. Sick leave usage for maternity or catastrophic illness/injury, not to exceed two (2) consecutive pay periods, shall not be counted against sick leave for calculating eligibility for incentive leave under this Article.

**SECTION C – Procedure for Use of Time Accrued:**

Time off pursuant to a sick leave incentive award shall be selected by the employee and requested at least three (3) full workdays in advance of the leave date. Requests for time off pursuant to an incentive award shall be given priority consideration and the employee's supervisor shall approve such requests for time off unless staffing needs or workload considerations dictate otherwise. If the request is denied, the employee shall request and be granted a different day off within one month of the date the employee initially requested. Requests for time off shall be made on the standard "Application for Leave" form.

**SECTION D – Use of Time Accrued:**

All incentive days must be used in full-day increments following the leave year in which they were earned. Incentive days may not be substituted for any other type of absence from duty. There shall be no carryover or payment for any unused incentive days.

**SECTION E – Part Time Employees:**

Part-time employees are not eligible for the sick leave incentive as provided in this Article.

**ARTICLE 9  
ANNUAL LEAVE BUY-OUT**

**SECTION A – Payment for Annual Leave:**

An employee who is separated or is otherwise entitled to a lump-sum payment under personnel regulations for the District of Columbia Government shall receive payment for each hour of unused annual leave in the employee's official leave record.

**SECTION B – Computation:**

The lump-sum payment shall be computed on the basis of the employee's hourly pay rate at the time of separation.

**ARTICLE 10  
BACK PAY**

Arbitration awards or settlement agreements in cases involving an individual employee shall be paid within a reasonable time of receipt from the employee of relevant documentation, including documentation of interim earnings and other potential offsets. Employer shall submit the SF-52 and all other required documentation to the Department of Human Resources or the Office of Pay and Retirement Services within thirty (30) days following receipt from the employee of relevant documentation.

**ARTICLE 11  
WAITING PERIODS FOR ADVANCEMENT WITHIN STEPS**

The within-grade waiting periods on the A-35 salary scale for step advancement for bargaining unit employees with a prearranged regularly scheduled tour of duty are as follows:

1. Steps 2, 3, 4 and 5: fifty-two (52) calendar weeks of creditable service;
2. Steps 6, 7, 8, 9 and 10: one hundred and four (104) calendar weeks of creditable service.

**ARTICLE 12  
GRIEVANCE AND ARBITRATION PROCEDURES**

Grievance procedures shall be determined by the terms and conditions of Article 28 in the Non Compensation Agreement.

**ARTICLE 13  
SAVINGS CLAUSE**

**SECTION A:**

In the event any article, section or portion of this Agreement is held to be invalid and unenforceable by any court or other authority of competent jurisdiction, such decision shall apply only to the specific article, section, or portion thereof specified in the decision; and upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated article, section or portion thereof to the extent possible.

**SECTION B:**

The terms of this Agreement supersede any subsequently enacted D.C. laws, District Personnel Manual (DPM) regulations, or departmental rules concerning compensation covered herein for the term of this agreement.

**ARTICLE 14  
DURATION AND FINALITY**

**SECTION A -- Effective Date:**

This agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the District of Columbia Comprehensive Merit Personnel Act D.C. Official Code, § 1-617.15(a), (2012 Repl.). This Agreement shall be effective on the date provided by law (i.e., when it is approved by the Council or as otherwise effective pursuant to D.C. Official Code § 1-617.17 (2012 Repl.)) and shall remain in full force and effect until September 30, 2020, or until a new compensation agreement becomes effective. Notice to reopen the Agreement shall be provided as required by D.C. Official Code § 1-617.17 (f)(1)(A)(i) (2012 Repl.).

**SECTION B – Finality:**

This Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable compensation issues, and contains the full agreement of the parties as to all such compensation issues that were or could have been negotiated.

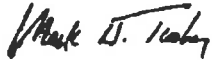
**ARTICLE 15  
INCORPORATION OF NON-COMPENSATION AGREEMENT**

The terms and conditions of the Non Compensation Agreement between the District of Columbia and the American Federation of Government Employees, Local 1403, AFL-CIO, effective October 1, 2017 through September 30, 2020 (Non-Compensation Agreement), are incorporated herein by reference into this Agreement. The provisions of this Compensation Agreement shall control to the extent of any inconsistency.



On this 31<sup>st</sup> day of October, 2017 and in witness to this Agreement, the parties hereto set their signatures.

**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**



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**Mark H. Tuohey, III, Director  
Mayor's Office of Legal Counsel**



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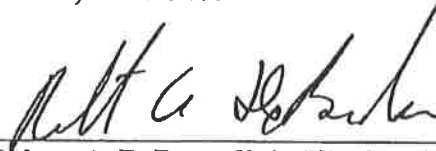
**Karl A. Racine, Attorney General  
Office of the Attorney General**

**FOR THE AMERICAN FEDERATION  
OF GOVERNMENT EMPLOYEES  
LOCAL 1403**



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**Steve Anderson, President  
AFGE, Local 1403**



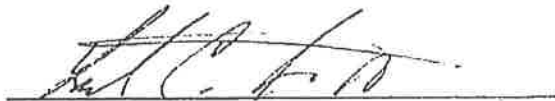
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**Robert A. DeBerardinis, Vice President  
AFGE, Local 1403**


On this 31<sup>st</sup> day of October, 2017 and in witness to this Agreement, the parties hereto set their signatures.


**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**

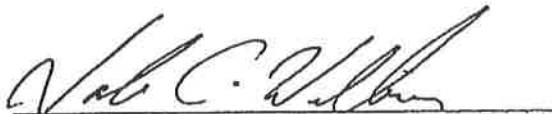
**FOR THE AMERICAN FEDERATION  
OF GOVERNMENT EMPLOYEES  
LOCAL 1403**


  
Lionel C. Sims Jr., Esq., Director  
Office of Labor Relations & Collective  
Bargaining

  
Olga L. Clegg, Vice President  
AFGE, Local 1403

  
Ronald R. Ross, Deputy Director  
Mayor's Office of Legal Counsel

  
Anne Hollander  
AFGE, Local 1403


  
Nadine Wilburn, Chief  
Personnel, Labor & Employment Division  
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Marie-Claire Brown  
AFGE Local 1403

  
Asha Bryant, Attorney Advisor  
Office of Labor Relations & Collective  
Bargaining

**APPROVAL**

This compensation collective bargaining agreement between the District of Columbia and Compensation Unit 33 represented by AFGE, Local 1403, dated \_\_\_\_\_, has been reviewed in accordance with Section 1-617.17 of the District of Columbia Official Code (2012 Repl.) and is hereby approved on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Muriel E. Bowser, Mayor

# District of Columbia Government Salary Schedule: Legal Services (Union)

Fiscal Year: 2018 Service Code Definition: Attorneys (includes both OAG and other agencies)

Effective Date: October 1, 2017

Union/Nonunion: Union Affected CBU/Service Code(s): BQA A35

Pay Plan/Schedule: LS (Legal Service)  
 Peoplesoft Schedule: LA0002

% Increase: 1.80%

Resolution Number:

Date of Resolution:

| Grade | Steps   |            |            |            |            |            |            |            |            |            | Between Steps |        |
|-------|---------|------------|------------|------------|------------|------------|------------|------------|------------|------------|---------------|--------|
|       | 1       | 2          | 3          | 4          | 5          | 6          | 7          | 8          | 9          | 10         |               |        |
| 09 \$ | 56,027  | \$ 57,895  | \$ 59,763  | \$ 61,631  | \$ 63,499  | \$ 65,367  | \$ 67,235  | \$ 69,103  | \$ 70,971  | \$ 72,839  | \$            | 1,868  |
| 10 \$ | 61,701  | \$ 63,758  | \$ 65,815  | \$ 67,872  | \$ 69,929  | \$ 71,986  | \$ 74,043  | \$ 76,100  | \$ 78,157  | \$ 80,214  | \$            | 2,057  |
| 11 \$ | 67,783  | \$ 70,046  | \$ 72,309  | \$ 74,572  | \$ 76,835  | \$ 79,098  | \$ 81,361  | \$ 83,624  | \$ 85,887  | \$ 88,150  | \$            | 2,263  |
| 12 \$ | 81,246  | \$ 83,956  | \$ 86,666  | \$ 89,376  | \$ 92,086  | \$ 94,796  | \$ 97,506  | \$ 100,216 | \$ 102,926 | \$ 105,636 | \$            | 2,710  |
| 13 \$ | 96,623  | \$ 99,843  | \$ 103,063 | \$ 106,283 | \$ 109,503 | \$ 112,723 | \$ 115,943 | \$ 119,163 | \$ 122,383 | \$ 125,603 | \$            | 3,220  |
| 14 \$ | 114,171 | \$ 117,979 | \$ 121,787 | \$ 125,595 | \$ 129,403 | \$ 133,211 | \$ 137,019 | \$ 140,827 | \$ 144,635 | \$ 148,443 | \$            | 3,808  |
| 15 \$ | 134,310 | \$ 138,785 | \$ 143,260 | \$ 147,735 | \$ 152,210 | \$ 156,685 | \$ 161,160 | \$ 165,635 | \$ 168,043 | \$ 171,434 | \$            | Varies |

# District of Columbia Government Salary Schedule: Legal Services (Union)

Fiscal Year: 2019 Service Code Definition: Attorneys (includes both OAG and other agencies)

Effective Date: October 14, 2018

Union/Nonunion: Union Affected CBU/Service Code(s): BOA A35

Pay Plan/Schedule: LS (Legal Service)  
Peoplesoft Schedule: LA0002

% Increase: 1.80%

Resolution Number:

Date of Resolution:

| Grade | Steps   |         |         |         |         |         |         |         |         |         | Between Steps |        |
|-------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------------|--------|
|       | 1       | 2       | 3       | 4       | 5       | 6       | 7       | 8       | 9       | 10      |               |        |
| 09 \$ | 57,034  | 58,936  | 60,838  | 62,740  | 64,642  | 66,544  | 68,446  | 70,348  | 72,250  | 74,152  | \$            | 1,902  |
| 10 \$ | 62,812  | 64,906  | 67,000  | 69,094  | 71,188  | 73,282  | 75,376  | 77,470  | 79,564  | 81,658  | \$            | 2,094  |
| 11 \$ | 69,002  | 71,306  | 73,610  | 75,914  | 78,218  | 80,522  | 82,826  | 85,130  | 87,434  | 89,738  | \$            | 2,304  |
| 12 \$ | 82,708  | 85,467  | 88,226  | 90,986  | 93,744  | 96,503  | 99,262  | 102,021 | 104,780 | 107,539 | \$            | 2,759  |
| 13 \$ | 98,362  | 101,640 | 104,918 | 108,196 | 111,474 | 114,752 | 118,030 | 121,308 | 124,586 | 127,864 | \$            | 3,278  |
| 14 \$ | 116,228 | 120,104 | 123,980 | 127,856 | 131,732 | 135,608 | 139,484 | 143,360 | 147,236 | 151,112 | \$            | 3,876  |
| 15 \$ | 136,728 | 141,283 | 145,839 | 150,394 | 154,950 | 159,505 | 164,061 | 168,616 | 171,068 | 174,520 | \$            | Varies |

# District of Columbia Government Salary Schedule: Legal Services (Union)

Fiscal Year: 2020 Service Code Definition: Attorneys (includes both OAG and other agencies)

Effective Date: October 13, 2019

Union/Nonunion: Union Affected CBU/Service Code(s): BOA A35

Pay Plan/Schedule: LS (Legal Service)  
 Peoplesoft Schedule: LA0002

% Increase: 1.80%

Resolution Number:

Date of Resolution:

| Grade | Steps   |            |            |            |            |            |            |            |            |            | Between Steps |       |
|-------|---------|------------|------------|------------|------------|------------|------------|------------|------------|------------|---------------|-------|
|       | 1       | 2          | 3          | 4          | 5          | 6          | 7          | 8          | 9          | 10         |               |       |
| 09 \$ | 58,058  | \$ 59,995  | \$ 61,932  | \$ 63,869  | \$ 65,806  | \$ 67,743  | \$ 69,680  | \$ 71,617  | \$ 73,554  | \$ 75,491  | \$            | 1,937 |
| 10 \$ | 63,945  | \$ 66,076  | \$ 68,207  | \$ 70,338  | \$ 72,469  | \$ 74,600  | \$ 76,731  | \$ 78,862  | \$ 80,993  | \$ 83,124  | \$            | 2,131 |
| 11 \$ | 70,242  | \$ 72,588  | \$ 74,934  | \$ 77,280  | \$ 79,626  | \$ 81,972  | \$ 84,318  | \$ 86,664  | \$ 89,010  | \$ 91,356  | \$            | 2,346 |
| 12 \$ | 84,199  | \$ 87,007  | \$ 89,815  | \$ 92,623  | \$ 95,431  | \$ 98,239  | \$ 101,047 | \$ 103,855 | \$ 106,663 | \$ 109,471 | \$            | 2,808 |
| 13 \$ | 100,133 | \$ 103,470 | \$ 106,807 | \$ 110,144 | \$ 113,481 | \$ 116,818 | \$ 120,155 | \$ 123,492 | \$ 126,829 | \$ 130,166 | \$            | 3,337 |
| 14 \$ | 118,319 | \$ 122,265 | \$ 126,211 | \$ 130,157 | \$ 134,103 | \$ 138,049 | \$ 141,995 | \$ 145,941 | \$ 149,887 | \$ 153,833 | \$            | 3,946 |
| 15 \$ | 139,189 | \$ 143,826 | \$ 148,464 | \$ 153,101 | \$ 157,739 | \$ 162,376 | \$ 167,014 | \$ 171,651 | \$ 174,147 | \$ 177,661 | \$            | Vanes |

**COLLECTIVE BARGAINING WORKING CONDITIONS AGREEMENT**

**BETWEEN**

**AMERICAN FEDERATION OF GOVERNMENT  
EMPLOYEES, LOCAL 1403,  
AFL-CIO,**

**AND**

**THE DISTRICT OF COLUMBIA,**

**AND**

**THE OFFICE OF THE ATTORNEY GENERAL,  
THE GOVERNMENT OF THE  
DISTRICT OF COLUMBIA**

**EFFECTIVE OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2020**

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## **ARTICLE 1 RECOGNITION**

### **Section 1 – Recognition:**

A. The American Federation of Government Employees, (AFGE) Local 1403 (Union) is recognized as the sole and exclusive collective bargaining representative of employees in the bargaining unit as defined in Section 2 of this Article.

B. As the sole and exclusive representative, the Union is entitled to act for and to negotiate collective bargaining agreements (CBA) on behalf of all employees in the bargaining unit. The Union shall represent the interests of all employees in the bargaining unit without discrimination as to membership.

C. The Employer shall give the Union an opportunity to be present at any formal meeting between the Employer and one or more employee(s) in the bargaining unit concerning any grievance or general condition of employment of the employee(s) in the bargaining unit. A “formal meeting” refers to any meeting between an employee and any individual in his or her supervisory chain of control that includes at least one (1) other management official or supervisor and at least one (1) Union representative.

### **Section 2 – Coverage:**

A. All Series 905 attorneys employed by the Office of the Attorney General for the District of Columbia (“OAG”), and all attorneys employed by an agency of the District of Columbia Government which is subordinate to the Mayor (“Agency Counsel Office” collectively with OAG referred to herein as “Employer”), except employees excluded under D.C. Official Code § 1-617.09(b). PERB Case No. O1-RC-03; Certification No. 121; PERB Case No. 01014-RC-0301, Certification No. 121, 133 (April 19, 2005).

B. AFGE Local 1403 is recognized as the sole and exclusive bargaining representative for the bargaining units set forth in PERB Certification No. 121 and PERB Certification No. 133.

## **ARTICLE 2 LABOR-MANAGEMENT RELATIONS**

### **Section 1-A - Composition and Function of the OAG Labor-Management Committee:**

A. The Union and the OAG shall continue the existing OAG Labor-Management Committee (LMC) that will consist of an agreed upon number of Union and OAG representatives.

B. The purpose of the OAG LMC, which shall meet monthly unless canceled in advance by the chairs, is to provide a forum for the exchange of views on working conditions, terms of employment, risk assessment, matters of common interest or other matters, which either party believes will contribute to improvement in the relations between the Union and the Employer within the framework of this Agreement.

C. Performance evaluation appeals, grievances and disciplinary matters shall not be the subject of discussions at these meetings, nor shall the meeting be for any other purpose, which would modify, add to or detract from the provisions of this Agreement. The Committee shall adopt rules for meetings including rules for notices, agendas, times and locations.

**Section 1-B -Composition and Function of the MOLC Labor-Management Committee:**

- A. The Union and the Mayor's Office of Legal Counsel (MOLC) shall establish a Labor-Management Committee (LMC) that will consist of an agreed upon number of Union and MOLC representatives.
- B. The purpose of the MOLC LMC, which shall meet quarterly, is to provide a forum for the exchange of views on working conditions, terms of employment, risk assessment, matters of common interest or other matters, which either party believes will contribute to improvement in the relations between the Union and the Mayor within the framework of this Agreement.
- C. Performance evaluation appeals, grievances and disciplinary matters shall not be the subject of discussions at these meetings, nor shall the meeting be for any other purpose, which would modify, add to or detract from the provisions of this Agreement. The Committee shall adopt rules for meetings including rules for notices, agendas, times and locations.

**Section 2 – Subcommittees:**

The parties may mutually agree to establish subcommittees of the LMCs to study problems and conditions.

**Section 3 – Union's Right to Request Impact and Effects Bargaining:**

Nothing herein shall be construed to limit the Union's right to request impact and effects bargaining over any proposed organizational changes.

**Section 5 - Labor-Management Meetings:**

- A. In mutual recognition of the parties' joint desire to discuss and resolve matters of concern at the lowest possible level, the Union steward and first-level supervisor, should meet periodically for the purpose of meaningful consultation and communication on the problems and policies of the organization in their working unit, and if appropriate, the steward may meet with supervisors of a higher level. Such meetings between supervisors and stewards shall be on duty time, shall be brief, and shall cover matters of concern between them and appropriate to their relationship.
- B. Appropriate representatives from the Union and Employer shall meet at either party's request to discuss problems concerning the implementation of this Agreement. Each party shall furnish the other with an itemized agenda setting forth the topics of discussion one (1) day before the meeting,

unless otherwise agreed. The parties further agree that items not on the agenda may be raised for discussion, if agreed to by the parties at the meeting.

**Section 6 - Organizational Changes:**

A. The parties agree that changes to the functions and structure (except changes involving a particular individual as to personnel/supervisory appointments or transfers or space relocations) of the Employer, are a proper matter for consideration by the Labor-Management Committee or relevant subcommittee. The Employer may, in its discretion, solicit the views of the Union on any proposed organizational change at any time, but agrees that it shall provide to the Union President a copy of the final draft of organizational changes that will impact Bargaining Unit Employees. The Union President or his/her designee may request a meeting concerning the proposed changes and the Attorney General and/or the Mayor, as appropriate, or their designees, shall honor any such request. Following these consultations, the Union will be provided a copy of the final plan that has been approved by appropriate officials. If any changes to the plan are made thereafter, the Union shall be provided a copy of such changes.

**Section 7 – Risk Assessment:**

B. The Union may make recommendations to the Attorney General and/or the Mayor, as appropriate, concerning risk management issues for District legal service employees. The Attorney General and/or the Mayor, as appropriate, or their designees will respond to risk management recommendations within a reasonable period of time after receipt, but in no event later than six months following the transmittal of a written recommendation from the LMC to the Attorney General and/or the Mayor, as appropriate.

**ARTICLE 3  
ADMINISTRATION OF LEAVE**

Except as otherwise provided in this Agreement or the corresponding Compensation Agreement, the parties shall adhere to all applicable law and District government rules and regulations in the administration of leave. Annual leave must be requested reasonably in advance except in an emergency (unanticipated event). Employer's decision to grant or deny annual leave shall be made within 72 hours of the request, excluding Saturdays, Sundays, holidays, and any other day that the District government is closed and will be based solely on mission (including coverage) requirements. Except in emergency situations, the Employer shall not consider the reason for the annual leave request in making the leave determination. If requested by the employee, the supervisor shall discuss the reason for the denial of any request, and discuss when the employee will be able to take the requested leave. Requests for annual leave shall be approved when possible.

**ARTICLE 4  
ALTERNATIVE WORK SCHEDULES**

**Section 1 – Definitions:**

A. Except as provided in this Article, the professional workday for full-time employees shall consist of eight (8) hours of work within a 24-hour period. The normal hours of work shall be consecutive except that they may be interrupted by a lunch period.

**B. Professional Workweek:**

Attorneys work a professional work week on a salaried basis consisting of a minimum of forty (40) hours. The normal workweek for full-time attorneys shall consist of five (5) consecutive days, at least eight (8) hours of work, Monday through Friday. Management may vary the workweek of attorneys in order to meet work load requirements or emergency situations and must provide the employees with at least a two (2) day advance notice, if possible. Attorneys are exempt from the overtime restrictions under the Fair Labor Standards Act. However, in the event an employee is asked to work more than 8 hours per day or 40 hours per week, management will attempt to give as much notice as possible and reasonably consider any request for compensatory time covered elsewhere in this agreement.

**Section 2 Fair Labor Standards Act:**

Attorneys are excluded from the overtime provisions of the Fair Labor Standards Act (FLSA) and no overtime pay or compensatory time is authorized for work performed unless authorized elsewhere in this Agreement.

**Section 3 Flexible/Alternative Work Schedules:**

Employer shall maintain, to the extent already in effect, or establish at least the following three Alternative Work Schedules (AWS) for covered employees: (1) a Flexible Work Schedule, (2) a Compressed Work Schedule, and (3) a Flexiplace/Telecommuting Schedule, including Ad Hoc Telecommuting. AWS may be combined, except that a Compressed Work Schedule may only be combined with Ad Hoc Telecommuting. The existing AWS policies of all agencies are hereby incorporated by reference into this Agreement provided that they include the three AWS described in this Section. In the event that any agency does not currently have an AWS policy that includes the three AWS described in this Section, the OAG Office Order # 2015-03 shall apply until such time as the agency establishes its policy. The normal work hours shall be adjusted, consistent with a supervisor's discretion set forth in the applicable Office Order or other governing policy, rule, regulation or law to allow for AWS schedules, with appropriate adjustments in affected leave. In deciding whether to grant an employee's request to use an alternative work schedule, the employee's supervisor shall consider, but is not limited to the following factors:

- A. The demands of the requesting individual's work;
- B. The need to maintain adequate staffing to handle unanticipated matters or cover

matters that are handled by the Office, Unit, Section, or Division, even if that assignment is not assigned to the requesting employee;

- (1) The needs of the work unit, including the need to ensure sufficient staffing levels during core hours and availability of office staff or government officials;
- (2) Whether granting an AWS request results in the denial of annual or sick leave to other members of the Office, Unit, Section, or Division;
- (3) The past performance of the requesting individual;
- (4) Equitable sharing of Office functions;
  - a. Whether work assignments can be performed effectively and efficiently by an employee on the type of AWS being requested;
  - b. Whether the requested AWS places an undue burden on others covered by this Office Order within a particular Unit, Section, or Division; and
  - c. Any other factor that may affect the quality or quantity of work accomplished by the Office, Unit, Section or Division.

Such schedules maybe appropriate where:

1. It is cost effective;
2. It increases employee morale and productivity; or
3. It better serves the needs of the public.

The Union shall be given advance notice when flexible/alternative work schedules are proposed and shall be given the opportunity to consult. A flexible/alternative work schedule shall not affect the existing leave system. Leave will continue to be earned at the same number of hours per pay period as for employees on five (5) day, forty (40) hour schedules and will be charged on an hour-by-hour basis.

#### **Section 4 Flexiplace/Telecommuting:**

Supervisors may permit employees to use flexiplace/telecommuting plans. Employees participating in flexiplace/telecommuting plans must be accessible and available during their entire tour of duty and for recall to physically appear in the office. Employees should make every effort to report as soon as possible, generally within 2 hours. Employees are solely responsible for completing assigned work after appropriate management review and shall comply with management's requirements with regard to advance review of drafts prior to a final deadline.

**Section 5 Supervisor's Authority:**

An attorney's request for AWS shall not be unreasonably denied. An immediate supervisor must provide written justification for the denial of an AWS request. An attorney may seek review of the denial of an alternative work schedule to the manager of his/her immediate supervisor. OAG employees may appeal a manager's denial of his/her AWS request to the Attorney General. Agency employees may appeal a manager's denial of his/her AWS request to the Director of the MOLC. A supervisor may require AWS participants to provide additional information about conformance with their approved tours, such as the use of sign-in sheets, or other time accountability systems or methods.

**Section 6 Impact and Effect Bargaining:**

The Attorney General shall not change its existing AWS Office Order # 2015-03 without advance notice to the union and an opportunity to engage in impact and effects bargaining. Agencies shall not implement an alternate work schedule policy without advance notice to the union, an opportunity to engage in impact and effects bargaining and an opportunity to make substantive suggestions to any AWS policy before the policy's effective date.

**ARTICLE 5  
EMPLOYEE ASSISTANCE PROGRAM**

**Section 1 – General:**

The parties recognize that alcoholism, drug abuse, and emotional and mental illness are health problems that may affect job performance. To this end, the Employer will, at least annually, make employees aware of the District's Employee Assistance Program (DPM Chapter 20B, Section 2050, EAP) and available services provided under it. The provisions of the DPM govern except as provided below.

**Section 2 - Use of Sick Leave:**

Employees undergoing a prescribed program of treatment for alcoholism, drug abuse, emotional illness, or mental illness will be allowed to use available sick leave for this purpose on the same basis as any other illness with appropriate documentation of attendance.

**ARTICLE 6  
UNION STEWARDS/OFFICAL TIME**

**Section 1 - Number of Stewards:**

A. The Union may designate, other than the Chief Steward, no more than five (5) stewards, or one (1) steward for every fifty (50) bargaining unit employees, whichever is greater.

B. The Union will endeavor, whenever possible, to limit the number of Union Representatives working in the same division, to a number that will not cause a significant work disruption in that work unit.

## **Section 2 - Designation of Representatives:**

### **A. Union Officers, Stewards and Other Representatives**

1. **Union Officers and Stewards:** The Union agrees to provide the Employer and the Office of Labor Relations and Collective Bargaining (OLRCB) with a written list of its officers and stewards within two (2) workdays after the date this Agreement is executed and within five (5) working days after each general election.
2. **Other Representatives:** The Union will also notify the Employer and OLRCB, in writing, of other Union representatives who may request official time, along with a description of their individual Union assignments.

B. Changes in the list will be submitted to the Employer's designated official(s) at least two (2) workdays prior to the assumption of representational responsibilities by any new officers, stewards or other representatives. If a Union official is not on the list of designated representatives and is needed prior to the two (2) days notice, the Union President shall notify the Employer's designated official(s) by phone and/or e-mail before the official will be recognized. The Employer shall recognize any Union official designated pursuant to this section.

C. The Employer will not recognize any Union official or representative who is not listed as required or for whom notification was not provided in accordance with this section.

D. Except where explicitly provided, this Agreement shall not be interpreted in any manner that interferes with the Union's right to designate representatives of its own choosing on any particular representational matter.

E. The Union will be notified prior to any change in tours of duty of duly appointed Stewards. The Union shall also be notified prior to the organization of tours of duty that would affect the members of the unit.

F. Employer recognizes that the Union may designate employee members, selected or appointed to a Union office or delegated to a Union function and agrees that, upon request, the employee may be granted annual leave or leave without pay for the period of time required to be away from his/her job. Such requests will be submitted as far in advance as possible, but not less than one (1) working day prior to the day the leave is to begin in the event the leave request is eight (8) hours or less, or five (5) working days in advance, in the event the leave request exceeds eight (8) hours. The Union shall be notified of a disapproval of leave in writing together with the Employer's justification. Leave contemplated under this article shall not be denied except for good cause.



### **Section 3 - Performance Appraisals:**

A. No Union representative will be disadvantaged in the assessment of his/her performance based on his/her participation in Union activities and/or use of official time to conduct labor-management business authorized by this Agreement. However, performance problems unrelated to participation in Union activities and/or the use of official time may be addressed in accordance with other relevant provisions of this Agreement.

B. At the beginning of the rating year or when the Union representative is initially appointed, workload and performance expectations will be established that consider the actual use of official time and the impact on performance of the duties of the employee's position. Additionally, the designated supervisor and the Union representative will meet at least quarterly to discuss needed adjustments to workload and representational needs.

### **Section 4 - Official Time for Representational Activity:**

A. Pursuant to the statutory right and responsibility of the Union to represent bargaining unit employees, representatives of the Union will be granted reasonable amounts of official time to investigate, prepare for, and conduct representational functions in accordance with the provisions of this Article as follows. The Union President will be assigned a caseload equal to no greater than 50% of the average caseload of an attorney with his or her grade level and experience in the Division which employs the Union President. The Union Vice President # 1 will be assigned a caseload equal to no greater than 80% of the average caseload of an attorney with his/her grade level and experience in the Division which employs the Union Vice President #1. The Union Vice President # 2 will be assigned a caseload equal to no greater than 85% of the average caseload of an attorney with his/her grade level and experience in the office which employs the Union Vice President #2. The Union represents that Union Vice President # 1 will primarily represent OAG employees and Union Vice President # 2 will primarily represent employees in subordinate agencies. No other Union members or officer will be assigned a reduced caseload. However, other Union members or officers shall be granted reasonable amounts of official time to investigate, prepare for, and conduct representational functions as needed, including necessary travel time. Employer will not be required to grant or approve official time for any Union shop steward, officer or other representative who has not complied with the Employer notification requirements of Section 2 of this Article.

B. For the purpose of this Article, "representational functions" means those authorized activities undertaken by employees on behalf of other employees or the Union pursuant to representational rights under the terms of this Agreement and District of Columbia law. Examples of activities for which reasonable amounts of official time will be authorized include:

- (1) collective bargaining negotiations;
- (2) discussions with Employer representatives concerning personnel policies, practices, and matters affecting working conditions;
- (3) any proceeding in which the Union is representing an employee or the Union pursuant to its obligations under this Agreement;

- (4) grievance meetings and arbitration hearings;
- (5) a disciplinary or adverse action oral reply meeting, if the Union is designated as representative of the employee;
- (6) any meetings for the purpose of presenting replies to the proposed termination of probationers, if the Union is designated as representative of the employee;
- (7) any meeting for the purpose of presenting reconsideration replies in connection with the denial of within-grade increases, if the Union is designated as representative of the employee;
- (8) attendance at an examination of an employee who reasonably believes he or she may be the subject of a disciplinary or adverse action;
- (9) informal consultation meetings between the Employer and the Union;
- (10) conferring with affected employees about matters for which remedial relief is available under the terms of this Agreement;
- (11) attendance at meetings of committees on which Union representatives are authorized members by the Employer or this Agreement;
- (12) attendance at labor-management committee meetings or other joint labor-management cooperative efforts;
- (13) attendance at Employer recognized or sponsored activities to which the Union has been invited;
- (14) attendance at public hearings of the District of Columbia City Council or other legislative/administrative bodies of the District or federal government relating to matters that affect either the Employer or labor relations/labor matters in the District of Columbia that impact or may impact the Union;
- (15) necessary travel to any of the activities listed above;
- (16) training related to the representational functions of Union officials and stewards which the parties agree is to their mutual benefit and for which management is given notice and provided with an agenda and course description; and
- (17) new employee orientation meetings.

C. Official time shall not include time spent on internal Union business, including, but not limited to:

- (1) Attending Local, Regional, or National Union meetings;
- (2) Soliciting members;
- (3) Collecting dues;

- (4) Posting notices of Union meetings; administering elections;
- (5) Preparing and distributing internal Union newsletters or other such internal documents; and,
- (6) Internal Union strategy sessions, except for representational functions.

**Section 5 - Requesting Official Time:**

A. All use of official time by any Union officer, official, steward or other representative must be recorded on the Employer-approved Official Time Report Form and submitted on a monthly basis to Employer's designee.

B. Official time for Union representatives should be requested on the approved "Official Time Report" form. The Union representative will request authorization for official time from his or her supervisor in advance and as is consistent with workload requirements except when circumstances do not allow for advance approval (e.g., unscheduled meetings called by management where the Union's attendance is requested; or representation of employees in investigatory interviews; or circumstances where the employee might be subject to discipline). Failure to properly request and obtain approval of official time may result in disciplinary action depending on the circumstances.

C. All advance requests for official time are understood to be estimates.

D. If a request for official time is denied, the manager or supervisor refusing such permission shall give the reasons for refusal in writing to the individual who was so denied, if the individual involved makes such a request.

E. Employee Union representatives, except the Union President, in light of his 50% reduced caseload, Vice President #1, in light of his or her 20% reduced caseload, and Vice President #2, in light of his or her 15% reduced caseload, will complete the "Official Time Report" form (attached to this Agreement as Exhibit "A") provided by the Employer to accurately depict the actual official time used in a timely manner each pay period.

F. Management shall not prevent Union representatives from representing employees at reasonable times consistent with the provisions of this Agreement. The Union and employees recognize that workload and scheduling considerations will not always allow for the immediate release of employees from their assignments. However, the Employer agrees that such permission for release shall not be unreasonably delayed or denied. Workload needs will be balanced with official time needs prior to approval based on the following standard: official time requests shall be granted unless they hinder the accomplishment of essential workload requirements that cannot otherwise be accommodated.

G. All affected employees (e.g., grievants, representatives, witnesses, and appellants) whose presence has been determined to be necessary, by either the Union or the Employer, as the case may be, at relevant proceedings (including hearings, meetings, arbitrations, oral replies, or other labor-management business) will receive necessary official/duty time to participate in and travel to and from the proceedings.

**Section 6:**

A. The parties agree that Union officials and stewards are entitled to take a reasonable amount of official time and the officials and stewards requesting/using official time shall be treated with civility and shall not be discriminated against because they participate in Union activities and/or take official time. Likewise, Union officials and stewards shall treat supervisors with civility in regard to their supervisors need to have information about the amount and type of official time being requested so that the supervisor can effectively manage their personnel and allotted workload. The parties agree that there is a need for flexibility to enable managers to effectuate the mission of the government and, at the same time, to enable Union officials and stewards of the bargaining unit to take care of Union business expeditiously.

B. In cases of alleged abuse of official time by the Union, or alleged improper restriction of official time or discrimination by the Employer, the parties shall endeavor to resolve the matter at the lowest possible level. If efforts to resolve the matter between the first line supervisor and the Union official or representative fail, then the party alleging the abuse or improper restriction shall bring the matter to the attention of the appropriate management and Union representatives. If the matter is not resolved then either party may seek assistance from the D.C. Office of Labor Relations and Collective Bargaining.

**Section 7:**

The parties shall conduct separate training concerning use of official time for members and managers and supervisors.

**ARTICLE 7  
UNION USE OF EMPLOYER FACILITIES AND SERVICES**

**Section 1:**

Upon request, the Union may have access to meeting space by following established Employer procedures. Except as provided elsewhere in this Agreement, the Union shall attempt to hold meetings during the non-work time of employees attending the meetings. The Union will be responsible for maintaining decorum at meetings on the Employer's premises and for restoring the space to the same condition to which it existed prior to the meetings.

**Section 2:**

Employer manpower, office space, and supplies, except as otherwise provided in this Agreement, shall not be used in support of internal Union business.

**Section 3:**

The Employer may provide appropriate office space with a locking door for the Union. Assigned Union office space will remain in use unless or until the Employer needs the use of the assigned space. In this event, management will notify the Union sixty (60) days in advance. Other approximately equivalent or mutually agreeable space will be made available at least

fifteen (15) business days prior to the time the Union is required to vacate the present office.

**Section 4:**

The Employer will make available to the Union at a minimum two (2) locking file cabinets, one (1) desk, and three (3) chairs.

**Section 5:**

The Union shall limit its posting of notices and bulletins to Union-designated bulletin boards, and each such posting shall be authorized and initialed by a Union officer or steward. A courtesy copy of all materials to be posted pursuant to this article will be provided to the Attorney General and/or Mayor, as appropriate, or their designees at the time of posting. Each bulletin board shall have the following notice posted in a prominent place:

This bulletin board is for the exclusive use of AFGE Local 1403 and its membership. Matters posted on the board are not intended to reflect the official views of the DC Government or the Employer unless issued by them.

**Section 6:**

The contents of the notices posted on the bulletin board shall be at the discretion of the Union, except that the Attorney General and/or Mayor, as appropriate, or their designees may request the removal of language or material that it believes is defamatory or discriminatory. With notice to the Union, Employer may remove language or material that is defamatory or discriminatory.

**Section 7:**

Union officers and representatives, and other unit members who serve in any capacity on behalf of the Union, may use their regular workstations including telephones, computers, and e-mails to communicate with bargaining unit employees in connection with their representational functions; provided however, such activity shall not interfere with the effective operation of the Government's business. Employer shall not monitor Union telephone or email activity or content related to representational functions. All communication regarding terms and conditions of employment shall be in accordance with the Code of Conduct applicable to District Government employees as defined in the Government Ethics Act (D.C. Law 19-124, D.C. Official Code § 1-1161.01 *et seq.*). Communications, including broadcast emails, will not contain statements that reflect on or attack the integrity or motives of individuals, the Office of the Attorney General, the Mayor, or other agencies of the District Government. Communications will clearly identify the Union official responsible for its content.

**ARTICLE 8  
PERSONNEL FILES**

**Section 1 - Official Files – Definition and Right to Examine:**

Employees and/or their authorized representatives shall be permitted to examine all contents of the employee's personnel files, including without limitation the Official Personnel File ("OPF"), whether maintained by the Employer, DCHR or elsewhere, upon request.

**Section 2 - Right to Respond:**

Each Employee shall have the right to answer any material filed in his/her personnel files and his/her answer shall be attached to the material to which it relates. Unless prohibited by law or regulation, in the case of complaints made orally that are reduced to writing and placed in an personnel file, Employees shall be informed of the person making the complaint; the substance of the complaint, and the date the complaint was made and may respond as provided for in this section.

**Section 3 - Right to Copy:**

An employee and/or their authorized representatives will be permitted to copy any material in all personnel files, including without limitation the OPF, for that employee maintained by the Employer.

**Section 4 - Access by Union:**

Upon presentation of written authorization by an employee, the Union representative may examine all of the employee's personnel files, including without limitation the OPF, and obtain copies of the material free of charge.

**Section 5 – Employee to Receive Copies:**

As consistent with applicable law, the employee shall receive a copy of all material placed in his/her OPF and all personnel related materials, including electronic data, upon request.

**ARTICLE 9  
JOB DESCRIPTIONS**

Each employee within the unit shall receive a copy of his/her current job description upon request. When an employee's job description is changed, the employee and the Union shall be provided a copy of the new job description. When there is a material change in job duties, the employee shall be given advance notice of the change.

**ARTICLE 10  
LATE ARRIVAL/EARLY DISMISSAL**

**Section 1 -- Late Arrival:**

Employees shall be permitted to arrive late at work without charge to leave during inclement weather or during other extraordinary circumstances where the District government has authorized a late arrival for all non-essential employees, consistent with the authorization. All employees shall be considered non-essential for purposes of this Article unless they have been previously notified of their essential status.

**Section 2 -- Early Dismissal:**

A. Whenever the Attorney General, the Mayor, designated agency head, or an authorized official authorizes the early dismissal of District government employees, all employees (except those who have been designated in advance as essential employees consistent with the applicable laws and regulations and those who have been notified by their supervisor that because of specific pressing work requirements that they may not leave work early) shall be permitted to leave their duty stations consistent with the early dismissal authorization. The Attorney General and/or Mayor (or their designees) shall make every reasonable effort to ensure that employees are notified timely of the early dismissal or other leave policy during extraordinary circumstances. In addition, managers and supervisors shall make every reasonable attempt to ensure that employees who they manage or supervise are notified of the early dismissal authorization.

B. Notice shall be provided to employees whose work assignments do not permit them to leave work early regardless of the general early release authorization.

**Section 3 -- Employees on leave during the late arrival/early dismissal period:**

An employee who previously requested and was granted leave during the authorized late arrival and/or early dismissal hours shall not be charged leave for the period requested that coincides with the authorized late arrival and/or early dismissal hours.

**ARTICLE 11  
STRIKES AND LOCKOUTS**

In accordance with applicable law, it shall be unlawful for any District Government employee or the Union to authorize, ratify or participate in a strike against the District. The term strike as used herein means any unauthorized concerted work stoppage or slowdown. No lockout of employees shall be instituted by the Employer during the term of this Agreement except that the Employer in a strike situation retains the right to close down any facilities to provide for the safety of employees, equipment or the public.

**ARTICLE 12  
CONTRACTING OUT/PRIVATIZATION**

Employer recognizes the Union's desire to retain all work regularly performed for the Employer, and the Union recognizes the Employer's need to maintain an efficient workplace; therefore, Employer will use its best efforts to continue to use bargaining unit employees and not subcontract work that has been traditionally and regularly performed by its employees. Decisions regarding contracting out are areas of discretion of the Employer. The impact and implementation of contracting out upon bargaining unit employees is a mandatory subject of bargaining. The Employer must notify the Union at least thirty (30) days in advance of any contracting out actions. The Union shall have full opportunity to make its recommendations known to the Employer who will duly consider the Union's position and give reasons in writing to the Union for any contracting out action. The Employer shall consult with the Union to determine if the needs of the Government may be met by means other than contracting out work traditionally performed by bargaining unit employees. The Employer shall minimize displacement actions by reassigning or retraining affected employees in order to retain bargaining unit employees consistent with available budget and applicable laws and regulations.

**ARTICLE 13  
UNION RIGHTS AND SECURITY**

**Section 1 – Exclusive Agent:**

The Union shall be the exclusive collective bargaining representative of bargaining unit employees.

**Section 2 – Access to Employees:**

Representatives of the Union shall have access to individual employees, either new or rehired, in its bargaining unit to explain Union membership, services and programs. Such access shall be voluntary for new and rehired employees and shall occur during the formal orientation session. The Union shall have the opportunity to provide a fifteen (15) minute presentation as a part of the orientation programs for the Employer.

**Section 3 – Dues Check Off:**

Pursuant to D.C. Official Code § 1-617.07 (2012 Rcpl.), the Employer shall deduct dues from the bi-weekly salaries of those employees who authorize the deduction of said dues. The Union shall be solely responsible for notifying employees, prior to obtaining their authorization, that they have certain constitutional rights under *Chicago Teachers Union Local No. 1 v. Hudson*, 475 U.S. 292 (1986) and related cases. The employee must complete and sign an authorized dues deduction form to authorize the withholding. Employer will promptly process dues deduction forms.



**Section 4 – Annual Notification of Annual Dues Amount:**

The amount to be deducted shall be certified to the Office of Labor Relations and Collective Bargaining (OLRCB) annually in writing by the appropriate official of the Union. The employee's authorization shall be forwarded to the OLRCB. It is the responsibility of the employee and the Union to bring errors or changes in status to the attention of the Employer. Corrections or changes shall be made at the earliest opportunity after notification is received but in no case will changes be made retroactively, unless the Employer fails to deduct dues due to the Employer's action or inaction. This provision shall supersede any other dues deduction agreement in effect prior to the effective date of this Agreement.

**Section 5 – Service Fees:**

In keeping with the principle that employees who benefit by the Agreement should share in the cost of its administration, the Union shall require that employees who do not pay Union dues to pay an amount (not to exceed Union dues) that represents the cost of negotiation and/or representation. Such service fee deductions shall be allowed when the Union presents evidence that at least fifty-one percent (51%) of the employees in the unit are members of the Union.

**Section 6 – Cost of Processing:**

Union dues and/or service fees shall be transmitted to the Union, minus a fee of \$.15 per deduction (dues or service fee) per pay period, payable to the OLRCB or the Office of the Attorney General, as the case may be, for the administrative expenses associated with the collection of said dues pursuant to executed dues check off authorizations.

**Section 7 – Hold Harmless:**

The Union shall indemnify, defend and hold the Employer harmless against any and all claims, demands and other forms of liability that may arise from the operation of this Article. In any case in which a judgment is entered against the Employer as a result of the deduction of dues or other fees, the amount held to be improperly deducted from an employee's pay and actually transferred to the Union by the Employer shall be returned to the Employer or conveyed by the Union to the employee(s) as appropriate.

**Section 8:**

Payment of dues or service fees shall not be a condition of employment.

**Section 9:**

When a service fee is not in effect, the Union may require that an employee who does not pay dues or service fees to pay reasonable costs incurred by the Union in representing such employee in grievances, adverse actions or appeal proceedings within the provisions of the CMPA, provided the Union gives advance notice of said costs to the employee.

**Section 10:**

The terms and conditions of this Agreement shall apply to all employees in the bargaining unit without regard to Union membership.

**ARTICLE 14  
TERM EMPLOYEES**

**Section 1:**

A. Term employees in the bargaining unit shall be given not less than two (2) pay periods notice of the termination of their appointment.

B. Term bargaining unit employees shall be fully informed in their offer letter prior to their entrance on duty that the offer of employment is a term position. Term employees shall be provided a copy of their official position description.

C. To the extent not inconsistent with District or Federal law and regulations, the Employer shall use its best efforts, to convert term bargaining unit employees ("NTE employees") to permanent ("FTE") status by the end of each fiscal year if (1) the employee is in a pay status on September 30, 2017, and at the start of each successive fiscal year; (2) Council appropriates sufficient funding that may be utilized for the conversion of attorney term employment into permanent employment; (3) the employee performs services for which the Employer has a continuous need; and (4) the employee has both served for at least one year and performed at a meets expectations level, or the equivalent, for the most recent evaluation rating period. If a term employee is separated by management for any reason, other than project termination or budgetary reasons, and management previously extended the employee's term for 13 months, so that the employee is separated at the end of his or her second term, the employee shall have an opportunity to challenge his or her separation to the same extent as permanent unit employees.

D. By December 1st of each year, Employer must provide the Union with the names of all unit term employees, the reason why their positions are term positions, and the names of all unit employees who have been converted to FTE status.

**Section 2 – Priority Conversion of NTE Employees to FTE Status:**

When management determines to fill a FTE vacancy in a legal services section, the most senior qualified NTE employee with substantially similar, or greater, experience to the vacant position in that section, providing that the employee has a satisfactory performance appraisal and more than 24 months continuous employment, must be offered the FTE position.

## **ARTICLE 15 DISCRIMINATION**

### **Section 1 – General Provisions:**

A. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code 2-1401 et seq. (2012 Repl.), the Employer shall not discriminate against any Employee because of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, disability, gender identity or expression or genetic information.

B. Employer and the Union agree to cooperate to provide equal opportunity for employment and promotion to all qualified persons, to cooperate in ending discrimination, and to promote the full realization of equal employment opportunity through a positive and continuing effort. To this end, EEO concerns may be filed with OAG's or the Mayor's EEO Director, as applicable and in accordance with OAG's Equal Employment Opportunity Office Order currently in effect, as amended, or any substantively similar Mayoral policy or directive, respectively and as the case may be. . At the request of either the Union or Employer, the appropriate EEO Director shall consider any employment practice or policy that allegedly has an adverse impact on members of any protected group.

### **Section 2 - Equal Employment Practices:**

The Employer shall continue implementation of any applicable Equal Employment Opportunity Policy and any applicable Affirmative Action Plan in accordance with existing law on affirmative action. The respective Affirmative Action Plans will be developed in accordance with Federal and D.C. Office of Human Rights guidelines. The Union may provide nonbinding input on the development of the Affirmative Action Plans through OAG's or the Mayor's EEO Director, as applicable. The Employer shall provide the Union a copy of the Affirmative Action Plans, when developed by the Employer.

### **Section 3 – Sexual Harassment:**

A. All Employees must be allowed to work in an environment free from sexual harassment. Therefore, the Union and Employer agree to identify and work to eliminate such occurrences in accordance with any applicable District sexual harassment policy as amended or any subsequent policy developed.

B. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

#### **Section 4 – Union Activity:**

The Employer shall not in any way discriminate against any employee because of his/her membership or affiliation in or with the Union or service in any capacity on behalf of the Union. Each employee has the right, freely and without fear of penalty or reprisal:

- A. To form, join and assist in labor organization or to refrain from this activity;
- B. To engage in collective bargaining concerning terms and conditions of employment, as may be appropriate under the law, rules and regulations through a duly designated representative; and
- C. To be protected in the exercise of these rights.

#### **Section 5 – Discrimination Charges and Election:**

A. An employee may raise a complaint of discrimination under applicable law (to the Mayor's or OAG's EEO Director through the administrative complaint process, the Office of Human Rights, the Equal Employment Opportunity Commission, local or federal courts). In consideration for the benefits of arbitration, each employee must sign the attached waiver acknowledging voluntary waiver of his/her federal statutory rights, including his/her rights under Title VII as a condition precedent to submission of his/her discrimination complaint to the grievance process. If an employee elects not to voluntarily waive his/her rights, the employee cannot submit his/her discrimination claim through the grievance process. Grievances must be filed within thirty (30) days of the date that the employee knew or should have known of the conduct being grieved. An employee shall be deemed to have exercised this option when the matter that gives rise to the allegation of discrimination is made the subject of a timely filed grievance or an informal EEO complaint, whichever event (filing) occurs first.

B. The Union and Employer shall agree on a panel of arbitrators who shall have at least five years of experience in employment discrimination law to hear such grievances at the arbitration level of review.

C. A party may appeal an arbitrator's award to the Public Employee Relations Board (PERB). If PERB fails to either exercise jurisdiction or fails to take any step to move the matter forward within 180 days, the complainant shall remove and file the matter with D.C. Office of Human Rights for *de novo* review.

D. A complainant has the right to be accompanied, represented, and advised by a representative of her/his choosing at any stage of the complaint process, except where there is a conflict of interest or position. No party (including the Employee or the Union) is entitled to attorney fees or costs at any level of review for any grievance filed under this Article.

E. The Employer shall notify the Union of all remedial or corrective actions that impact on bargaining unit employees to be taken as the result of informal or formal resolution of EEO complaints.

FORM TO BE COMPLETED BY EMPLOYEES WHO DECIDE TO FILE A GRIEVANCE  
OVER A DISCRIMINATION CHARGE

I, \_\_\_\_\_, acknowledge that I have decided to submit my  
employment discrimination charge through the grievance procedure. In consideration of  
arbitration, I will forego and waive my rights to file a separate claim under the discrimination  
statutes, including Title VII, in accordance with applicable law governing such elections. *See*  
*Alexander v. Denver-Gardner*, 415 U.S. 36 (1974).

Dated:

\_\_\_\_\_  
EMPLOYEE'S NAME

**ARTICLE 16**  
**SAFETY AND HEALTH**

**Section 1 - Working Conditions:**

A. The Employer shall provide and maintain safe working conditions for all  
employees. It is understood that the District may exceed standards established by regulations  
consistent with the objectives set by law. The Union will cooperate in these efforts by  
encouraging its members to work in a safe manner and to obey established safety practices and  
regulations.

B. Matters involving safety and health will be governed by the D.C. Occupational  
Safety and Health Plan in accordance with the Comprehensive Merit Personnel Act (D.C.  
Official Code section 1-620.01 et seq., as amended (2012 Repl.)).

**Section 2 - Corrective Actions:**

A. If an employee observes a condition that he or she reasonably believes to be unsafe, the employee shall report the condition to the immediate supervisor and the OAG Risk Manager Specialist or the Risk Manager for the District agency, as applicable.

B. If the supervisor determines that a condition constitutes an immediate hazard to the health and safety of the employee, the supervisor shall take immediate precautions to protect the employee and contact the appropriate Risk Manager Specialist, as necessary. If the supervisor does not agree that the condition constitutes an immediate hazard to the health and safety of the employee, the employee may immediately refer the matter to the next level supervisor or designee. The supervisor or designee shall meet as soon as possible with the employee and his/her Union representative to make a determination of final actions to be taken, if any.

C. Employees shall be protected against penalty or reprisal for reporting an unsafe or unhealthful working condition or practice, or assisting in the investigation of such condition or practice.

**Section 3 - First Aid Kits and Defibrillators:**

A. Employer shall make first-aid kits reasonably available for the use of all employees in case of on the job injuries.

B. The need for additional first-aid kits is an appropriate issue for the Risk Assessment and Control Committee recommendation. Recommendations of the Risk Assessment and Control Committee will be referred to the Attorney General and/or the Mayor, or their designees.

C. Employer shall provide accessible defibrillators meeting the applicable standard of care where employees in the District legal service occupy office space.

D. Employees who have been identified by the Risk Management Specialist as having been exposed to a toxic substance (including, but not limited to asbestos) in sufficient quantity or duration to meet District Government risk standards shall receive appropriate health screening. In the absence of District Government risk standards, the OAG Risk Manager or the Risk Manager for the District agency, as applicable, will refer to standards established by other appropriate authorities such as OSHA, NIOSH or the EPA.

**Section 4 - Excessive Temperatures in Buildings:**

Employees, other than those determined by the Employer to be essential, shall be released from duty or reassigned to other duties of a similar nature at a suitably temperate site because of excessively hot or cold conditions in a building. The Employer shall make this determination as expeditiously as possible. In lieu of dismissal, the Employer may authorize employees affected

by excessive temperature conditions to telecommute until the condition abates. Administrative leave shall be granted if authorized by the Mayor, the Attorney General, or their designees.

**Section 5 – Maintenance of Health Records:**

Medical records of employees shall be maintained in accordance with the applicable provisions of law. Medical records shall not be disclosed to anyone except in compliance with applicable laws, rules and regulations relating to the disclosure of information. Copies of rules relating to medical records and information shall be made available to the Union.

**ARTICLE 17  
INFORMATIONAL REPORTS ON EMPLOYEES**

Upon request, and at least annually by December 31<sup>st</sup> of each year, Employer shall provide the Union a list of bargaining unit members that includes the name, grade, step, title, hire date, organizational unit, assignment, location, contact information (including work address, telephone number and fax number) and bargaining unit status of each bargaining unit employee. The Employer shall maintain the Union on the regular distribution list for the New Hires and Resignations Report, which shall be updated at least quarterly. The Employer shall include the Union status on the New Hires and Resignations Report provided to the Union.

**ARTICLE 18  
FITNESS FOR DUTY**

The Employer agrees to comply with applicable District law and controlling regulations concerning fitness for duty.

**ARTICLE 19  
REQUESTS FOR INFORMATION**

Consistent with law and upon request of the Union, the Employer shall provide relevant information that the Union needs to perform its duties in grievance processing and collective bargaining negotiations.

**ARTICLE 20  
EMPLOYEE USE OF INFORMATION TECHNOLOGY**

**Section 1 – New Technology:**

Whenever the Employer proposes to acquire or implement equipment or technological changes that may adversely impact employees in the bargaining unit, the Employer shall notify the Union and, when requested, bargain over any adverse effect. Appropriate training for affected employees that will enable

them to maintain their present job status shall be among the principal considerations as part of such bargaining. The Employer shall provide training for affected employees to acquire and maintain the skills and knowledge necessary for new equipment or procedures. The training shall be held during working hours. The Employer shall bear the expense of the training. The Employer shall provide training for employees who had previously not been required to use existing technology but who are then required to do so.

#### **Section 2 – Electronic Mail Use:**

The parties acknowledge that D.C. Government-provided electronic mail (email) services are to be used for internal and external communications that serve legitimate government functions and purposes. Employees are expected to be familiar with the D.C. Government's Email User Policy. The parties agree that employees are allowed to use email on a limited basis for personal purposes, but such use should be limited to non-work time and should not interfere with the performance of the employee's duties, nor used to conduct outside employment or for discriminatory or harassing purposes or exchange of pornographic, discriminatory or harassing material.

#### **Section 3 – Internet Access and Use:**

The parties agree that Internet access through the Employer is considered D.C. Government property and must be used for the program needs of the OAG and the District of Columbia. Employees are expected to be familiar with the D.C. Government's Internet Access and Use Policy. The parties agree that employees are allowed to use the Internet on a limited basis for personal purposes, but that such use should not interfere with the performance of the employee's duties. Employees are expressly prohibited from visiting websites to conduct outside employment or that contain discriminatory, pornographic, bandwidth-consuming, or harassing material.

#### **Section 4 – Telephone Use:**

The Employer and Union agree that D.C. Government telephones must be used primarily in support of D.C. Government programs. The parties acknowledge that employees are permitted to use telephones on an occasional and selective basis for personal purposes. Such use is a privilege and not a right and may not be abused for the conduct of outside employment during the scheduled tour of duty of the employee or for discriminatory, pornographic, or harassing purposes.

#### **Section 5 – Privacy:**

Except as provided generally under current, written, and published D.C. Government policies, the Office of the Attorney General shall not monitor employee email, telephone, or internet use, unless it has good cause to believe that an employee has violated this Article or any applicable law or regulation. The Employer will share with the Union notices of any changes or modifications to said policies that it receives.



## **ARTICLE 21 TRAINING**

### **Section 1 - New Employee Orientation:**

Employer will provide each new employee with an orientation and will notify the Union, in advance, of any such orientation. The orientation shall include a fifteen (15) minute presentation by the Union regarding Union membership.

### **Section 2 - Continued Training Opportunities:**

The Employer and Union mutually agree that the legal services provided by attorneys employed by OAG and other District agencies that employ District legal service attorneys will be enhanced by the opportunity for attorneys to engage in continuing legal education that is relevant to their work. The Employer shall encourage and assist Employees in obtaining career-related training and education both inside and outside the OAG and other District agencies that employ District legal service attorneys by collecting and posting current information available on training and educational opportunities. The Employer shall inform Employees of time or expense assistance the Employer may be able to provide. Continued training shall be provided and approved within budgetary constraints. The Employer will use its best efforts to provide a variety of appropriate continuing legal education opportunities, including ongoing access to online training opportunities and legal ethics training opportunities, throughout each year at no cost to employees to enable employees to meet their continuing legal education requirements under the Legal Service Act.

### **Section 3 - Requests for Continued Training:**

The Employer may consider requests for continued training of Employees and may provide time or expense assistance to Employees. Continued training opportunities shall be afforded Employees on a fair and impartial basis to the maximum extent possible. Employees shall be promptly informed of a denial of a training request together with the reason for the denial. The parties agree that the program needs of the Employer are paramount in providing training to Bargaining Unit Employees.

## **ARTICLE 22 EMPLOYEE RIGHTS**

### **Section 1 – Respect in the Workplace:**

It is the intent of the Mayor, the Attorney General, and the Union that all employees both within the bargaining unit and outside shall be treated with fairness and dignity.

**Section 2 - Employee Rights:**

A. All Union employees have the right, and shall be protected in the free exercise of that right without fear of penalty or reprisal:

- (1) to organize a labor organization free from interference, restraint, or coercion;
- (2) to form, join, or assist any labor organization;
- (3) to bargain collectively through representatives of their own choosing; and
- (4) to refrain from any or all such activities under subsections (1), (2), and (3) of this subsection, except to the extent that such right may be affected by an agreement requiring membership in a labor organization as a condition of employment as authorized in D.C. Official Code § 1-617.11 (2012 Supp.) (“Employee Rights”).

B. Employee Rights shall extend to participation in the management of the Union and acting for it in the capacity of a Union representative, including representation of its views to the officials of the Mayor, the Attorney General, D.C. Council and Congress.

**Section 3 - Employee Grievances:**

An individual employee may present a grievance at any time to the Employer without the intervention of the Union; provided, however, that the Union is afforded at least forty-eight (48) hours advance notice by the Employer to be present and to offer its view when requested by an employee at any meeting held to resolve the grievance. Any employee or group of employees who present a personal grievance to the Employer may not do so under the name, or by representation, of the Union. Resolutions of grievance must be consistent with the terms of this Agreement.

**Section 4 – Conflicts of Interest:**

This Agreement does not authorize participation in the management of or acting as a representative of a labor organization by any employee if the participation or activity would result in a conflict of interest, a breach of legal ethics, or otherwise be incompatible with applicable law or with the official duties of the employee.

**Section 5 - Campaigns or Drives - Solicitation of Employees in the Bargaining Unit:**

A. Definition: For the purpose of this Article, solicitation of employees in the bargaining unit means OAG or District government approved solicitations which have been announced in generally published OAG or D.C. government directives.

B. Participation: Contributions from employees in the bargaining unit and participation by employees in the unit to solicit contributions shall be voluntary. There shall be no discrimination against

any employee in the unit for non-participation or for any level of contributions. An employee in the bargaining unit may be requested to volunteer or solicit for contributions. Absent a volunteer, management will request the Union to assist in providing the needed volunteer. Consistent with District government ethics rules, regulations and law, no management or supervisory employee shall participate in any direct solicitation of employees in the bargaining unit who are under his/her supervision except for occasional office functions.

## **ARTICLE 23 SABBATICAL/EXTENDED LEAVE**

It is management policy to allow attorneys to apply for an extended time away from work for community service, education, travel or other outside interests in a non-pay status. To be eligible for a sabbatical, an attorney must have both: 1) been employed within the District legal service for seven years, and 2) received a performance evaluation of at least Successful, or an equivalent rating, in every category for the rating period which immediately precedes the application for sabbatical/extended leave. An attorney who receives a Needs Improvement or a Fails Expectation, or an equivalent rating, in any category is ineligible. At any time after completion of the attorney's seventh anniversary with the District legal service and each successive seven years after return from a sabbatical, the attorney may request up to one (1) year of leave as sabbatical. Attorneys who elect to take a sabbatical will return to a comparable position with the OAG or the District agency in which they worked prior to the sabbatical.

### **Section 1 – Process:**

Application for sabbatical should be submitted to the attorney's immediate supervisor no later than 120 days before the proposed leave is to commence. The immediate supervisor shall review each application and send a recommendation to approve or disapprove the request to the Attorney General or agency director within 30 days of the submission of the request.

### **Section 2 – Supervisor's Authority:**

Sabbaticals may be taken for any purpose. However, the reason for the request may be taken into consideration by the employee's supervisor in determining whether to approve the request. Final decision on request for sabbatical is in the sole discretion of the Mayor or Attorney General, as applicable, who, in his/her discretion, may set limits on the number of attorneys who shall be approved for a sabbatical in any one year. If an employee asks for the reason for the denial, a supervisor must provide a written justification for the denial. The denial of an application for sabbatical/extended leave is not grievable.

### **Section 3 – Potential Loss of Benefits and Insurance Premiums:**

Attorneys understand that an extended leave of absence in a non-pay status may impact his or her retirement and other benefits with the District of Columbia. Attorneys also understand that they are required to pay their portion of any insurance premiums while in a non-pay status. Attorneys shall inform themselves of the District of Columbia rules and regulations applicable to

an extended leave of absence in a non -pay status before submitting the request for sabbatical. Under no circumstances is the management required to allow attorneys to use leave intermittently to avoid the loss of benefits while the attorney is on sabbatical.

## **ARTICLE 24 REASSIGNMENTS, PROMOTIONS, DETAILS**

### **Section 1 – Promotions:**

The criteria and selection process for line attorney promotions are contained in OAG Office Order number 2007-36, entitled Promotion Policy for Legal Service Attorneys in the Office of the Attorney General. The terms of this policy are incorporated by reference into this Agreement, except as otherwise provided herein.

### **Section 2 - Promotion Priority Process:**

Notwithstanding any other provision in this Agreement or in promotion policies and office orders, an attorney who is rated qualified for a promotion and assigned a promotion ranking number but not promoted in the rating period for which he or she is first qualified shall be promoted in rank order before attorneys who are later qualified for promotion, unless the Employer can demonstrate that a substantial reason exists for deviating from this provision.

### **Section 3 - The Promotions Ranking Committee:**

A. The Promotions Ranking Committee (PRC) shall be comprised of Employer representatives (i) from each division in OAG or (ii) selected by the Mayor's Office of Legal Counsel for each subordinate agency. The PRC will rank all promotion candidates office-wide in accordance with procedures outlined in the Office Order establishing the PRC. The PRC shall be governed by the specific provisions set forth in applicable District of Columbia laws and regulations.

B. Management will provide a copy of the current list and it shall provide an updated copy as changes are made.

### **Section 4 – Grievance on Failure to Comply with Process:**

Attorneys may not grieve a failure to obtain a promotion or failure to appear on a list of candidates recommended for promotion. The decision on whether to grant a promotion is within the sole and unreviewable discretion of the Attorney General or agency head, as applicable. However, attorneys may grieve management's alleged failure to comply with the process outlined in Office Order number 2007-36, later orders or section 2 above.

**Section 5 – Filling Vacancies:**

A. Whenever an attorney vacancy exists within OAG or at a subordinate agency, other than a temporary opening, in any existing job classification or as the result of the development or establishment of a new job classification, Employer shall provide a copy to the Union which shall post such vacancy notice on all Union bulletin boards. The Employer shall also post the announcement electronically through the use of agency-wide e-mail no later than ten (10) working days prior to the closing date. A copy of the notices of job openings will be provided to the appropriate Union Steward at the time of posting.

B. During this period, employees who wish to apply for the position, including employees on layoff, may do so. The application shall be in writing, and may be submitted by electronic mail, any official District online application system or in person to the appropriate Personnel Office.

**Section 6 - Job Qualifications:**

Management has the right to determine job qualifications. Where the Employer has considered the recommendations of the PRC and has determined that two or more employees/applicants for a position are equally qualified to perform the duties of the position, the selection shall be made by the Employer from the designated qualified candidates. The Employer may also reject all candidates on the list and may request a new list.

**Section 7 - Additional Duties:**

Issues involving changed or additional duties assigned to an employee, within his/her present position, shall be considered in accordance with District government position classification guidelines set forth in the District Personnel Manual and any other applicable District of Columbia law.

**ARTICLE 25  
TIMELY RECEIPT OF CORRECT PAY AND EXPENSE REIMBURSEMENTS**

**Section 1 - Tardy or Non-Receipt of Pay:**

A. Employer shall use its best efforts to take all action necessary to correct tardy receipts or non-receipts of employee paychecks due to electronic, delivery, or other pay errors within its control.

B. Employer shall use its best efforts to take all action necessary to assist in correcting tardy receipts or non-receipts of employee paychecks due to electronic, delivery, or other pay errors when the specific error or needed correction is not within its control.

**Section 2 - Pay Errors:**

Employer shall expeditiously use its best efforts to take all action necessary to correct all other paycheck errors including those concerning benefits, sick leave, annual leave and various deductions. In any event, the Employer shall correct all pay errors no later than two (2) weeks following the identification of the error by the employee or the Employer. In the event that pay errors continue to exist more than two pay period after employee provides notice to the appropriate Employer representative and the delay results due to no fault of employee, employee shall receive four (4) hours of administrative leave.

**Section 3 - Timely Receipt of Pay, Pay Increases, Bonuses and Reimbursements:**

A. Employer agrees to use its best efforts to ensure that pay increases, including but not limited to those resulting from step increases, promotions, bonuses and other salary increases, are paid on the effective date. To this end, Employer shall, among other things, use its best efforts to ensure that paperwork needed to implement such increases is completed within a reasonable time of the proposed effective date of the action and shall process the proposed action as expeditiously as possible, to avoid or minimize any delay in implementation.

A. The Employer must pay all pay increases, including but not limited to those resulting from step increases, promotions, bonuses and other salary increases no later than two (2) pay periods following the effective date of the increase.

**Section 4 - Timely Reimbursement of Expenses:**

Employer shall use its best efforts to take all necessary action to ensure that reimbursement of pre-authorized expenses related to the employee's employment, including but not limited to travel and education expenses, is paid within thirty (30) days of submission of a proper request.

**Section 5 – Audits:**

In the event employee requests an audit of pay and benefit records because of errors made in their computation, Employer shall complete such audit and transmit the results to the requesting employee within ten (10) business days or shall provide the employee a reason why additional time is required and shall give a projected date of completion.

**ARTICLE 26  
GENERAL PROVISIONS**

**Section 1 - Work Rules:**

Employees will be advised of verbal and written work rules that they are required to follow. The Employer agrees that proposed new written work rules and the revision of existing written work rules shall be subject to notice and consultation with the Union.

**Section 2 – Identification Device:**

The Employer agrees that the employee has a right to participate and identify with the Union as his/her representative in collective bargaining matters. Therefore, the Employer agrees that such identification devices as emblems, buttons and pins supplied by the Union to the employees within the bargaining unit may be worn on their clothing except when appearing in court or before any administrative tribunal or other government agency on behalf of the Employer.

**Section 3 - Distribution of Agreement:**

The Employer and the Union agree to electronically distribute the fully executed version of this contract to all management and covered employees upon execution of the contract by the parties.

**Section 4 – Office Space:**

Employer will consider the attorney client and other privileges in providing space. Office space will be identified by OAG, the Mayor, or their designees, and assigned by the Union. Employer determines space, division and section allocation, as well as what offices are available for bargaining unit employees. Employer will afford the Union the advance opportunity to consult over the design of new office space at each step of the design process. The parties acknowledge that this does not interfere with management’s final authority to determine the final design.

**ARTICLE 27  
COMPUTATION OF TIME**

All time frames referenced in this Agreement shall be interpreted as business days, unless otherwise specified.

**ARTICLE 28  
GRIEVANCE AND ARBITRATION PROCEDURES**

**Section 1 – Definitions:**

A grievance under this section is an allegation that the other party has violated a provision of this Agreement. RIFs, furloughs, disciplinary actions and performance rating appeals are excluded from the definition of grievance under this section and such disciplinary actions and ratings are not subject to challenge, review or arbitration under the grievance and arbitration procedures of this section. The grievability of disciplinary actions and performance evaluations is governed by other parts of this Agreement and the Compensation Agreement.

**Section 2 – Performance Ratings:**

Any performance rating may be appealed within thirty (30) calendar days of receipt by the employee to a three-person committee established by the Attorney General or the Mayor’s Office of Legal Counsel. The committee shall be empowered to review the basis for a direct

supervisor's rating, conduct a hearing, receive written briefs, and issue a written decision which shall approve, modify, or reject a performance rating. Any decision by the Committee shall be appealable to the Attorney General or agency head, as applicable, within thirty (30) calendar days of receipt of the decision by the employee. The Attorney General's decision or agency head's decision, as applicable, shall be final and no further appeal shall be allowed under this Agreement. If the committee does not act within thirty (30) calendar days of the appeal, the evaluation may be appealed to the Attorney General or the agency head, as applicable who shall issue a decision within fifteen (15) calendar days thereafter. If the Attorney General or agency head, as applicable, does not act within fifteen (15) calendar days, unsatisfactory evaluations may be appealed under the provisions of this Article within fifteen (15) calendar days. The Attorney General and the Mayor's Office of Legal Counsel shall establish procedures for appeals under this Article to the committee and to the Attorney General and agency head, respectively.

### **Section 3 – General Provisions:**

Any grievance that may arise between the parties involving an alleged violation of this Agreement shall be settled as described in this Article unless otherwise agreed to in writing by the Union President and the Attorney General or agency head, as applicable, or his/her designee.

### **Section 4 – Information Requests:**

Both parties shall provide all information determined to be reasonable and needed by the other party for processing of a grievance after a request by the other party within a reasonable amount of time.

### **Section 5 – Procedure:**

A. This procedure is designed to enable the parties to settle grievances at the lowest possible administrative level. Grievances must be filed at the lowest level where resolution is possible. Therefore, all grievances shall ordinarily be presented to the immediate supervisor unless it is clear that the immediate supervisor does not have authority to deal with the grievance and that it should be filed elsewhere. The Union may request a face-to-face meeting with the appropriate management representative who is delegated authority to deal with the grievance at each step. The parties agree to endeavor to engage in productive meetings to resolve a grievance.

B. Nothing in this Agreement shall be construed as precluding discussion between an employee, the Union and the appropriate supervisor over a matter of interest or concern to any of them prior to the initiation of a grievance. Once a matter has been made the subject of a grievance under this procedure, nothing herein shall preclude any party (the Union, the Employer or the Employee) from attempting to resolve the grievance informally at the appropriate level.

**Step 1:** The employee and/or the Union shall take up the grievance, in writing, with the employee's immediate supervisor within fifteen (15) business days from the date of the occurrence or when the employee or the Union knew or should have known of the occurrence. The written grievance shall be clearly identified as a grievance submitted under the provisions of this Article, and shall list the name of the grievant or grievants, the contract provisions allegedly



violated, the basic facts, issues, or concerns giving rise to the grievance, the date or approximate date and location of the violation and the remedy sought. The supervisor shall address the matter and shall respond, in writing, to the Steward and/or the employee within fifteen (15) business days after the receipt of the grievance.

**Step 2:** If the grievance has not been settled, or the supervisor has failed to respond, it may be presented in writing by the Union to the second level supervisor within ten (10) business days after the Step 1 response is due or received, whichever is sooner. The second level supervisor shall respond to the Union in writing within ten (10) business days after receipt of the written grievance.

**Step 3:** If the grievance is still unresolved, or the supervisor has failed to respond, it may be presented in writing by the Union to the Attorney General or agency head, as applicable, or his/her designee, within twenty (20) working days after the Step 2 response is due or received, whichever is sooner. The Attorney General or agency head, as applicable, or his/her designee, shall respond in writing to the Union within twenty (20) business days after receipt of the written grievance.

**Step 4:** If the grievance is still unresolved, or the Attorney General, or agency head, as applicable, or his/her designee has failed to respond, the Union may by written notice request arbitration within twenty (20) business days after the reply at Step 3 is due or received whichever is sooner.

A grievance filed by the Union on a matter involving more than one division within OAG, may be filed with the Attorney General or his/her designee at Step 3. The grievance must be filed within fifteen (15) business days from the date of the occurrence giving rise to the grievance or when the Union knew or should have known of the occurrence.

When mutually agreed by the parties, grievances on the same matter on behalf of two (2) or more employees may be processed as a single grievance for the purpose of resolving all the grievances.

A grievance filed by the Union which does not seek personal relief for a particular employee or a group of employees, but rather expresses the Union's disagreement with management's interpretation or application of the Agreement and which seeks an institutional remedy shall be filed at Step 3 within fifteen (15) business days from the date of the occurrence or when the Union knew or should have known of the occurrence to the extent reasonably possible.

A grievance filed by the Employer should be filed directly with the Union President within fifteen (15) business days from the date of the occurrence or when the Employer knew or should have known of the occurrence giving rise to the grievance. The Union President shall have fifteen (15) business days to respond. If the Employer's grievance is still unresolved, or the Union President or his/her designee has failed to respond, the Employer may by written notice request arbitration within twenty (20) business days after the Union's reply is due or received whichever is sooner.

A grievance concerning a continuing violation of this Agreement may be filed at any time during the existence of the alleged violation of this Agreement.

**Section 6 - Selection of the Arbitrator:**

The arbitration proceeding shall be conducted by an arbitrator selected by the Employer and the Union. The Federal Mediation and Conciliation Service (FMCS) shall be requested to provide a list of seven (7) arbitrators from which an arbitrator shall be selected within seven (7) calendar days after receipt of the list by both parties. Both the Employer and the Union may strike three (3) names from the list using the alternate strike method. The party requesting arbitration shall strike the first name. The arbitration hearing shall be conducted pursuant to the FMCS guidelines unless modified by this Agreement.

**Section 7 – Authority of the Arbitrator:**

The jurisdiction and authority of the arbitrator and his/her opinion and award shall be confined exclusively to the interpretation or application of the express provisions of this Agreement at issue between the Union and the Employer consistent with applicable law and regulation. He/she shall have no authority to add to, detract from, alter, amend, or modify any provision of this Agreement; or to impose on either party a limitation or obligation not explicitly provided for in this Agreement. The written award of the arbitrator on the merits of any grievance adjudicated within his jurisdiction and authority shall be final and binding on the aggrieved employee, the Union and the Employer, subject to either party's appeal rights to the Public Employee Relations Board and the Superior Court of the District of Columbia.

**Section 8 - Decision of the Arbitrator:**

The arbitrator shall be requested to render his/her decision in writing within thirty (30) calendar days after the conclusion of the arbitration hearing.

**Section 9 - Expenses of the Arbitrator:**

Expenses for the arbitrator's services and the proceeding shall be borne equally by the Employer and the Union. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a record of the arbitration proceedings, it may cause such a recording to be made, providing it pays for the record and makes copies available without charge to the other party and the arbitrator.

**Section 10 - Time Off For Grievance Hearings:**

The employee, Union Steward and/or Union representative shall, upon request, be permitted to meet and discuss grievances with designated management officials at each step of the Grievance Procedure within the time specified consistent with Section 4 of Article 6 on Union Stewards.

**Section 11 – Time Limits:**

All time limits following the initiation of any grievance set forth in this Article may be extended by mutual consent, but if not so extended, must be strictly observed. If the matter in dispute is not resolved within the time period provided for in any step, the next step may be invoked. The appropriate representative of either party shall not unreasonably deny a request for an extension of time if the request is made in writing by the original deadline date. The parties may mutually agree in writing to waive Steps 1 and/or 2 of the procedure described in this Article.

**Section 12 – Termination of Grievance:**

A grievance shall terminate when either party terminates its own grievance, when both parties consent or for failure to meet contractual time limits. The termination of a grievance shall not prejudice either party from reinstating a grievance at a later date.

**Section 13 – Exclusions:**

Matters not within the jurisdiction of the Employer will not be processed as a grievance under this Article unless the matter is specifically included in another provision of this Agreement or the Compensation Agreement.

**ARTICLE 29  
DISCIPLINE AND DISCHARGE**

**Section 1 -- Disciplinary Actions:**

A. Assistant Attorneys General ("AAG") in the bargaining unit are appointed to serve the District of Columbia consistent with the provisions of the Legal Service Act. An AAG may be subject to disciplinary action, including reprimand, suspension (with or without pay), reduction in grade or step, or removal for unacceptable performance or for any reason that is not arbitrary or capricious. Disciplinary actions shall be processed in accordance with Section 3614, Chapter 36 of the D.C. Personnel Regulations. The Employer shall provide the Employee with ten (10) calendar days advance notice, consistent with the notice provisions of Chapter 36 of the D.C. Personnel Regulations, of any proposed discipline, with the exception of summary removal. The proposed notice of discipline will also be sent to the Union.

B. Notwithstanding Section 1A herein, the Attorney General or an agency head, may summarily suspend or remove a bargaining unit member, in accordance with Sections 1616 and 1617 of the DPM, when the employee's conduct:

1. Threatens the integrity of government operations;
2. Constitutes an immediate hazard to the agency, to other District employees, or to the employee; or

3. Is detrimental to public health, safety, or welfare.

C. Upon request, an employee subject to any disciplinary action shall be allowed access to his or her office, at a mutually agreeable time, to retrieve personal items.

D. If there is no appeal pursuant to the provisions herein, the Attorney General's decision or agency head's decision, as applicable, shall be the final agency decision.

**Section 2 -- Appeal Procedures:**

After the Attorney General or agency head issues an administrative decision in accordance with §3614, Chapter 36 of the D.C. Personnel Regulations, the Union, on behalf of the Employee, may appeal the Attorney General's or agency head's suspensions of ten days or more, including demotions and terminations, within ten (10) business days of the Attorney General's or agency head's decision. This time limit may be extended by mutual consent of the parties, but if not so extended, must be strictly observed. An appeal to the nonbinding arbitrator shall stay the time limits for invoking a review by the Mayor under Section 3614, Chapter 36 of the D.C. Personnel Regulations. The Attorney General's or the agency head's decision in connection with a suspension of less than ten days or any other corrective action is final and not subject to appeal.

**Section 3 -- Stay of Disciplinary Action:**

The filing of an appeal shall not serve to stay or delay the effective date of the Attorney General's or agency head's final administrative decision.

**Section 4 -- Standard of Review and Authority of the Arbitrator:**

A. The arbitrator's jurisdiction and authority and opinion shall be confined exclusively to suspensions of ten days or more, and shall be an advisory, nonbinding decision concerning whether the Employer's decision to discipline is: (1) a result of the Employee's unacceptable performance, (2) for any reason that is not arbitrary or capricious in accordance with § 106.56(a) of the Legal Service Act, or (3) both.

B. The arbitrator does not have authority to modify, amend, or rescind any disciplinary action or to impose any back-pay or other financial obligation on the Employer resulting from the disciplinary action.

**Section 5 -- Time Limits:**

All time limits set forth, in this Article must be strictly observed. If the Union fails to pursue any step within the time limit then it shall have no further right to continue the appeal.

**Section 6 -- Extension of Time Limits:**

All time limits set forth in this Article may be extended by mutual consent, but if not so extended, must be strictly observed. If the matter in dispute is not resolved within the time

period provided for in any step, the next step may be invoked. However, if a party fails to pursue any step within the time limit, then he/she shall have no further right to continue the grievance. The appropriate representative of either party shall not unreasonably deny a request for an extension of time if such request is made in writing by the original deadline date. The parties may mutually agree in writing to waive Steps 1 and or 2 of the procedure described in this Article.

**Section 7 -- Substitution of Binding Arbitration Procedures:**

In the event that the Council of the District of Columbia legislatively establishes a binding arbitration process concerning discipline and discharge for any unit employees in the Legal Service, the parties agree to reopen negotiations solely to rescind this Article to the extent of any conflict and incorporate the binding arbitration process into this Agreement to the maximum extent possible.

**ARTICLE 30  
SAVINGS CLAUSE**

**SECTION 1:**

In the event any article, section or portion of this Agreement is held to be invalid and unenforceable by any court or other authority of competent jurisdiction, such decision shall apply only to the specific article, section, or portion thereof specified in the decision; and upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated article, section or portion thereof to the extent possible.

**SECTION 2:**

The terms of this Agreement supersede any subsequently enacted D.C. laws, District Personnel Manual (DPM) regulations, or departmental rules concerning non-compensation covered herein for the term of this agreement.

**ARTICLE 31  
INCORPORATION OF COMPENSATION AGREEMENT TERMS**

The terms and conditions of the Compensation Agreement between the District of Columbia and the American Federation of Government Employees, Local 1403, AFL-CIO, effective October 1, 2017, through September 30, 2020 (Compensation Agreement), are incorporated by reference into this Agreement. The provisions of the Compensation Agreement shall control to the extent of any inconsistency.

**ARTICLE 32**  
**DURATION AND FINALITY**

**Section 1 -- Effective Date**

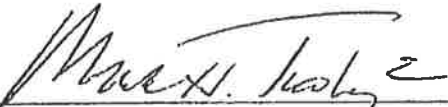
This agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the District of Columbia Comprehensive Merit Personnel Act D.C. Official Code, § 1-617.15(a), (2012 Repl.). This Agreement shall be effective on the date provided by law (i.e., when it is approved by the Council or as otherwise effective pursuant to D.C. Official Code § 1-617.17 (2012 Repl.)) and shall remain in full force and effect until September 30, 2020, or until a new non-compensation agreement becomes effective. Notice to reopen the Agreement shall be provided as required by D.C. Official Code § 1-617.17 (f)(1)(A)(i) (2012 Repl.).

**Section 2 – Finality**

This Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable non-compensation issues, and contains the full agreement of the parties as to all such non-compensation issues that were or could have been negotiated.


On this 31<sup>st</sup> day of October, 2017 and in witness to this Agreement, the parties hereto set their signatures.

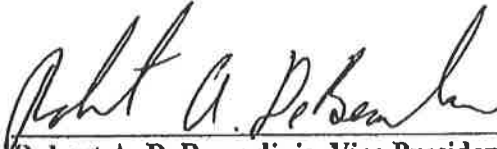
**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**

  
\_\_\_\_\_  
Mark H. Tuohey, III, Director  
Mayor's Office of Legal Counsel

  
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Karl A. Ragan, Attorney General  
Office of the Attorney General

**FOR THE AMERICAN FEDERATION  
OF GOVERNMENT EMPLOYEES  
LOCAL 1403**


  
\_\_\_\_\_  
Steve Anderson, President  
AFGE, Local 1403

  
\_\_\_\_\_  
Robert A. DeBerardinis, Vice President  
AFGE, Local 1403


On this 31<sup>st</sup> day of October, 2017 and in witness to this Agreement, the parties hereto set their signatures.


**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**

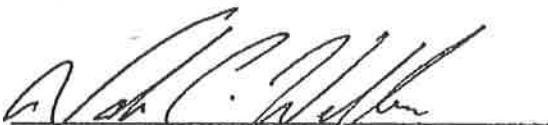
**FOR THE AMERICAN FEDERATION  
OF GOVERNMENT EMPLOYEES  
LOCAL 1403**

  
\_\_\_\_\_  
Lionel C. Sims Jr., Esq., Director  
Office of Labor Relations & Collective  
Bargaining


  
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Olga I. Clegg, Vice President  
AFGE, Local 1403

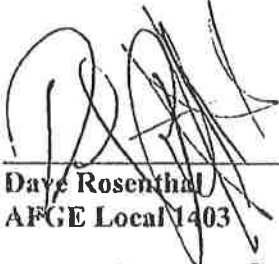
  
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Ronald R. Ross, Deputy Director  
Mayor's Office of Legal Counsel

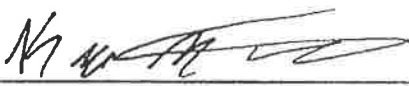
  
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Anne Hollander  
AFGE, Local 1403


  
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Nadine Wilburn, Chief  
Personnel, Labor & Employment Division  
Office of the Attorney General

  
\_\_\_\_\_  
Beth-Sherri Akyereko  
AFGE, Local 1403

  
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Kathryn Naylor, Attorney Advisor  
Office of Labor Relations & Collective  
Bargaining

  
\_\_\_\_\_  
Dave Rosenthal  
AFGE Local 1403

  
\_\_\_\_\_  
Kevin Stokes, Chief of Staff  
Office of Labor Relations & Collective  
Bargaining

  
\_\_\_\_\_  
Marie-Claire Brown  
AFGE Local 1403

  
\_\_\_\_\_  
Asha Bryant, Attorney Advisor  
Office of Labor Relations & Collective  
Bargaining



**COMPENSATION COLLECTIVE BARGAINING  
AGREEMENT**

**BETWEEN**

**THE DISTRICT OF COLUMBIA GOVERNMENT**

**AND**

**COMPENSATION UNITS 1 AND 2**

**EFFECTIVE APRIL 1, 2013 – SEPTEMBER 30, 2017**

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## PREAMBLE

This Compensation Agreement is entered into between the Government of the District of Columbia and the undersigned labor organizations representing units of employees comprising Compensation Units 1 and 2, as certified by the Public Employee Relations Board (PERB).

The Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable compensation issues, and contains the full agreement of the parties as to all such compensation issues. The Agreement shall not be reconsidered during its life nor shall either party make any changes in compensation for the duration of the Agreement unless by mutual consent or as required by law.

## ARTICLE 1 WAGES

### SECTION A: FISCAL YEAR 2013:

Effective the first day of the first full pay period beginning on or after April 1, 2013, the FY 2013 salary schedules of employees employed in bargaining units as certified and assigned to Compensation Units 1 and 2 by the Public Employees Relations Board shall be adjusted by 3%.

### SECTION B: FISCAL YEAR 2014:

The Parties agree that the District shall set aside the amount equivalent to 1.5% of the total salaries for Compensation Units 1 and 2, as of November 19, 2012, to be used to implement any compensation adjustment required by the Classification and Compensation and Reform Project.

### SECTION C: FISCAL YEAR 2015:

Effective the first day of the first full pay period beginning on or after October 1, 2014, the FY 2015 salary schedules of employees employed in bargaining units as certified and assigned to Compensation Units 1 and 2 by the Public Employees Relations Board shall be adjusted by 3%.

### SECTION D: FISCAL YEAR 2016:

Effective the first day of the first full pay period beginning on or after October 1, 2015, the FY 2016 salary schedules of employees employed in bargaining units as certified and assigned to Compensation Units 1 & 2 by the Public Employees Relations Board shall be adjusted by 3%.

**SECTION E: FISCAL YEAR 2017:**

Effective the first day of the first full pay period beginning on or after October 1, 2016, the FY 2017 salary schedules of employees employed in bargaining units as certified and assigned to Compensation Units 1 & 2 by the Public Employees Relations Board shall be adjusted by 3%.

**ARTICLE 2  
METRO PASS**

The District of Columbia Government shall subsidize the cost of monthly transit passes for personal use by employees by not less than twenty five (\$25.00) per month for employees who purchase and use such passes to commute to and from work.

**ARTICLE 3  
PRE-PAID LEGAL PLAN**

**SECTION A:**

The Employer shall make a monthly contribution of ten dollars (\$10.00) for each bargaining unit member toward a pre-paid legal services plan. The Employer shall make monthly contributions directly to the designated provider of the legal services program.

**SECTION B:**

The plan shall be contracted for by the Union subject to a competitive bidding process where bidders are evaluated and selected by the Union. The District may present a proposed contract which shall be evaluated on the same basis as other bidders. The contract shall provide that the Employer will be held harmless from any liability arising out of the implementation and administration of the plan by the benefit provider, that the benefit provider will supply utilization statistics to the Employer and the Union upon request for each year of the contract, and that the benefit provider shall bear all administrative costs.

**SECTION C:**

The parties shall meet to develop procedures to implement the legal plan which shall be binding upon the benefit provider. The procedures shall include an enrollment process.

**SECTION D:**

To be selected for a contract under this Article, the benefit provider must maintain an office in the District of Columbia; be incorporated in the District and pay a franchise tax and other applicable taxes; have service providers in the District; and maintain a District bank account.

**SECTION E:**

The Employer's responsibility under the terms of this Article shall be as outlined in Section C of this Article and to make premium payments as is required under Section A of this Article. To the extent that any disputes or inquiries are made by the legal services provider chosen by the Union, those inquiries shall be made exclusively to the Union. The Employer shall only be required to communicate with the Union to resolve any disputes that may arise in the administration of this Article.

**ARTICLE 4  
DISTRICT OF COLUMBIA  
NEGOTIATED EMPLOYEE ASSISTANCE HOME PURCHASE  
PROGRAM**

**SECTION A:**

The Parties shall continue the Joint Labor-Management Taskforce on Employee Housing.

**SECTION B:**

Pursuant to the DPM, Part 1, Chapter 3 §301, the District provides a preference for District residents in employment. In order to encourage employees to live and work in the District of Columbia, a joint Labor-Management Task Force on Employee Housing was established during previous negotiations with Compensation Units 1 & 2. The Taskforce strives to inform employees of the programs currently available for home ownership in the District of Columbia. Additionally, the Taskforce collaborates with other government agencies including the Department of Housing and Community Development and the District's Housing Finance Agency to further affordable housing opportunities for bargaining unit employees, who have been employed by the District Government for at least one year.

**SECTION C:**

The parties agree that \$500,000.00 will be set aside to be used toward Negotiated employee Assistance Home Purchase Program (NEAHP) for the duration of the Agreement. If at any time, the funds set aside have been depleted, the Parties will promptly convene negotiations to provide additional funds for the program.

**SECTION D:**

Any funds set aside in Fiscal Years 2014, 2015, 2016 and 2017 shall be available for expenditure in that fiscal year or any other fiscal year covered by the Compensation Units 1 and 2 Agreement. All funds set aside for housing incentives shall be expended or obligated prior to the expiration of the Compensation Units 1 and 2 Agreement for FY 2014 – FY 2017.

**ARTICLE 5  
BENEFITS COMMITTEE**

**SECTION A:**

The parties agree to continue their participation on the District's Joint Labor-Management Benefits Committee for the purpose of addressing the benefits of employees in Compensation Units 1 and 2. The Benefits Committee shall meet quarterly, in January, April, July and October of each year.

**SECTION B: RESPONSIBILITIES:**

The Parties shall be authorized to consider all matters that concern the benefits of employees in Compensation Units 1 and 2 that are subject to mandatory bargaining between the parties. The Parties shall be empowered to address such matters only to the extent granted by the Unions in Compensation Units 1 and 2 and the District of Columbia Government. The parties agree to apply a system of expedited arbitration if necessary to resolve issues that are subject to mandatory bargaining. The Committee may, by consensus, discuss and consider other benefit issues that are not mandatory bargaining subjects.

**SECTION C:**

The Committee shall:

1. Monitor the quality and level of services provided to covered employees under existing Health, Optical and Dental Insurance Plans for employees in Compensation Units 1 and 2.
2. Recommend changes and enhancements in Health, Optical and Dental benefits for employees in Compensation Units 1 and 2 consistent with Chapter 6, Subchapter XXI of the D.C. Official Code (2001 ed.).
3. With the assistance of the Office of Contracting and Procurement, evaluate criteria for bids, make recommendations concerning the preparation of solicitation of bids and make recommendations to the contracting officer concerning the selection of providers following the receipt of bids, consistent with Chapter 4 of the D.C. Official Code (2001 ed.).

4. Following the receipt of bids to select health, dental, optical, life and disability insurance providers, the Union's Chief Negotiator shall be notified to identify no more than two individuals to participate in the RFP selection process.
5. Explore issues concerning the workers' compensation system that affect employees in Compensation Units 1 and 2 consistent with Chapter 6, Subchapter XXIII of the D.C. Official Code (2001 ed.).
6. The Union shall be notified of proposed benefit programs to determine the extent to which they impact employees in Compensation Units 1 and 2. Upon notification, the Union shall inform the Office of Labor Relations and Collective Bargaining within ten (10) calendar days to discuss any concerns it has regarding the impact on employees in Compensation Units 1 and 2.

## **ARTICLE 6 BENEFITS**

### **SECTION A: LIFE INSURANCE:**

1. Life insurance is provided to covered employees in accordance with §1-622.01, *et seq.* of the District of Columbia Official Code (2001 Edition) and Chapter 87 of Title 5 of the United States Code.

(a) District of Columbia Official Code §1-622.03 (2001 Edition) requires that benefits shall be provided as set forth in §1-622.07 to all employees of the District first employed after September 30, 1987, except those specifically excluded by law or by rule.

(b) District of Columbia Official Code §1-622.01 (2001 Edition) requires that benefits shall be provided as set forth in Chapter 87 of Title 5 of the United States Code for all employees of the District government first employed before October 1, 1987, except those specifically excluded by law or rule and regulation.

2. The current life insurance benefits for employees hired on or after October 1, 1987 are: The District of Columbia provides life insurance in an amount equal to the employee's annual salary rounded to the next thousand, plus an additional \$2,000. Employees are required to pay two-thirds (2/3) of the total cost of the monthly premium. The District Government shall pay one-third (1/3) of the total cost of the premium. Employees may choose to purchase additional life insurance coverage through the District Government. These additions to the basic coverage are set-forth in the schedule below:

|                       |  |  |
|-----------------------|--|--|
| Option A – Standard   | Provides \$10,000 additional coverage  | Cost determined by age                       |
| Option B – Additional | Provides coverage up to five times the employee's annual salary                        | Cost determined by age and employee's salary |
| Option C – Family     | Provides \$5,000 coverage for the eligible spouse and \$2,500 for each eligible child. | Cost determined by age.                      |

Employees must contact their respective personnel offices to enroll or make changes in their life insurance coverage.

**SECTION B: HEALTH INSURANCE:**

1. Pursuant to D.C. Official Code §1-621.02 (2001 Edition), all employees covered by this agreement and hired after September 30, 1987, shall be entitled to enroll in group health insurance coverage provided by the District of Columbia.

(a) Health insurance coverage shall provide a level of benefits comparable to the plan(s) provided on the effective date of this agreement. Benefit levels shall not be reduced during the term of this agreement except by mutual agreement of the District, representatives of Compensation Units 1 and 2 and the insurance carrier(s). District employees are required to execute an enrollment form in order to participate in this program.

(b) The District may elect to provide additional health care providers for employees employed after September 30, 1987, provided that such addition of providers does not reduce the current level of benefits provided to employees. Should the District Government decide to expand the list of eligible providers, the District shall give Compensation Units 1 & 2 representatives notice of the proposed additions.

(c) Employees are required to contribute 25% of the total premium cost of the employee's selected plan. The District of Columbia Government shall contribute 75% of the premium cost of the employee's selected plan.

2. Pursuant to D.C. Official Code §1-621.01 (2001 Edition), all District employees covered by this agreement and hired before October 1, 1987, shall be eligible to participate in group health insurance coverage provided through the Federal Employees Health Benefits Program (FEHB) as provided in Chapter 89 of Title 5 of the United States Code. This program is administered by United States Office of Personnel Management.

3. The plan descriptions shall provide the terms of coverage and administration of the respective plans. Employees and union representatives are entitled to receive a copy of the summary plan description upon request. Additionally, employees



and union representatives are entitled to review copies of the actual plan description upon advance request.

**SECTION C: OPTICAL AND DENTAL:**

1. The District shall provide Optical and Dental Plan coverage at a level of benefits comparable to the plan(s) provided on the effective date of this agreement. Benefit levels shall not be reduced during the term of this agreement except by mutual agreement of the District, the Union and the insurance carrier(s). District employees are required to execute an enrollment form in order to participate in the Optical and Dental program.

2. The District may elect to provide additional Optical and/or Dental providers, provided that such addition of providers does not reduce the current level of benefits provided to employees. Should the District Government decide to expand the list of eligible providers, the District shall give Compensation Units 1 & 2 representatives notice of the proposed additions.

**SECTION D: SHORT-TERM DISABILITY INSURANCE PROGRAM**

Employees covered by this Agreement shall be eligible to enroll, at their own expense, in the District's Short-Term Disability Insurance Program, which provides for partial income replacement when employees are required to be absent from duty due to a non-work-related qualifying medical condition. Employees may use income replacement benefits under the program in conjunction with annual or sick leave benefits provided for in this Agreement.

**SECTION E: ANNUAL LEAVE:**

1. In accordance with D.C. Official Code §1-612.03 (2001 Edition), full-time employees covered by the terms of this agreement are entitled to:

(a) one-half (1/2) day (4 hours) for each full biweekly pay period for an employee with less than three years of service (accruing a total of thirteen (13) annual leave days per annum);

(b) three-fourths (3/4) day (6 hours) for each full biweekly pay period, except that the accrual for the last full biweekly pay period in the year is one and one-fourth days (10 hours), for an employee with more than three (3) but less than fifteen (15) years of service (accruing a total of twenty (20) annual leave days per annum); and,

(c) one (1) day (8 hours) for each full biweekly pay period for an employee with fifteen (15) or more years of service (accruing a total of twenty-six (26) annual leave days per annum).

2. Part-time employees who work at least 40 hours per pay period earn annual leave at one-half the rate of full-time employees.

3. Employees shall be eligible to use annual leave in accordance with the District of Columbia laws.

**SECTION F: SICK LEAVE:**

1. In accordance with District of Columbia Official Code §1-612.03 (2001 Edition), a full-time employee covered by the terms of this agreement may accumulate up to thirteen (13) sick days in a calendar year.

2. Part-time employees for whom there has been established in advance a regular tour of duty of a definite day or hour of any day during each administrative workweek of the biweekly pay period shall earn sick leave at the rate of one (1) hour for each twenty (20) hours of duty. Credit may not exceed four (4) hours of sick leave for 80 hours of duty in any pay period. There is no credit of leave for fractional parts of a biweekly pay period either at the beginning or end of an employee's period of service.

**SECTION G: OTHER FORMS OF LEAVE:**

1. **Military Leave:** An employee is entitled to leave, without loss of pay, leave, or credit for time of service as reserve members of the armed forces or as members of the National Guard to the extent provided in D.C. Official Code §1-612.03(m) (2001 Edition).

2. **Court Leave:** An employee is entitled to leave, without loss of pay, leave, or service credit during a period of absence in which he or she is required to report for jury duty or to appear as a witness on behalf of the District of Columbia Government, or the Federal or a state or local government to the extent provided in D.C. Official Code §1-612.03(l) (2001 Edition).

3. **Funeral Leave:**

a. An employee is entitled to two (2) days of leave, without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service for an immediate relative. In addition, the Employer shall grant an employee's request for annual or compensatory time up to three (3) days upon the death of an immediate relative. Approval of additional time shall be at the Employer's discretion. However, requests for leave shall be granted unless the Agency's ability to accomplish its work would be seriously impaired.

b. For the purpose of this section "immediate relative" means the following relatives of the employee: spouse (including a person identified by an employee as his/her "domestic partner" (as defined in D.C. Official Code §32-701 (2001 edition), and related laws), and parents thereof, children (including adopted and foster children and children of whom the employee is legal guardian and spouses thereof, parents, grandparents, grandchildren, brothers, sisters, and spouses thereof. For the purposes of certification of leave, employees shall provide a copy of the obituary or death notice, a note from clergy or funeral professional or a death certificate upon the Employer's request.

c. An employee is entitled to not more than three (3) days of leave, without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service for a family member who died as a result of a wound, disease or injury incurred while serving as a member of the armed forces in a combat zone to the extent provided in D.C. Official Code §1-612.03(n) (2001 Edition).

**SECTION H: PRE-TAX BENEFITS:**

1. Employee contributions to benefits programs established pursuant to D.C. Official Code §1-611.19 (2001 ed.), including the District of Columbia Employees Health Benefits Program, may be made on a pre-tax basis in accordance with the requirements of the Internal Revenue Code and, to the extent permitted by the Internal Revenue Code, such pre-tax contributions shall not effect a reduction of the amount of any other retirement, pension, or other benefits provided by law.

2. To the extent permitted by the Internal Revenue Code, any amount of contributions made on a pre-tax basis shall be included in the employee's contributions to existing life insurance, retirement system, and for any other District government program keyed to the employee's scheduled rate of pay, but shall not be included for the purpose of computing Federal or District income tax withholdings, including F.I.C.A., on behalf of any such employee.

**SECTION I: RETIREMENT:**

1. **CIVIL SERVICE RETIREMENT SYSTEM (CSRS):** As prescribed by 5 U.S.C. §8401 and related chapters, employees first hired by the District of Columbia Government before October 1, 1987, are subject to the provisions of the CSRS, which is administered by the U.S. Office of Personnel Management. Under Optional Retirement the aforementioned employee may choose to retire when he/she reaches:

- (a) Age 55 and 30 years of service;
- (b) Age 60 and 20 years of service;
- (c) Age 62 and 5 years of service.

Under Voluntary Early Retirement, which must be authorized by the U.S. Office of Personnel Management, an employee may choose to retire when he/she reaches:

- (a) Age 50 and 20 years of service;
- (b) Any age and 25 years of service.

The pension of an employee who chooses Voluntary Early Retirement will be reduced by 2% for each year under age 55.

**2. CIVIL SERVICE RETIREMENT SYSTEM: SPECIAL RETIREMENT PROVISIONS FOR LAW ENFORCEMENT OFFICERS:**

Employees first hired by the District of Columbia Government before October 1, 1987, who are subject to the provisions of the CSRS and determined to be:

- (a) a "law enforcement officer" within the meaning of 5 U.S.C. §8331(20)(D);  
and
- (b) eligible for benefits under the special retirement provision for law enforcement officers;

shall continue to have their retirement benefits administered by the U. S. Office of Personnel Management in accordance with applicable law and regulation.

**3. DEFINED CONTRIBUTION PENSION PLAN:**

Section A:

The District of Columbia shall continue the Defined Contribution Pension Plan currently in effect which includes:

(1) All eligible employees hired by the District on or after October 1, 1987, are enrolled into the defined contribution pension plan.

(2) As prescribed by §1-626.09(c) of the D.C. Official Code (2001 Edition) after the completion of one year of service, the District shall contribute an amount not less than 5% of their base salary to an employee's Defined Contribution Pension Plan account. The District government funds this plan; there is no employee contribution to the Defined Contribution Pension Plan.

(3) As prescribed by §1-626.09(d) of the D.C. Official Code (2001 Edition) the District shall contribute an amount not less than an additional .5% of a detention officer's base salary to the same plan.

(4) Compensation Units 1 and 2 Joint Labor Management Technical Advisory Pension Reform Committee

(a) Establishment of the Joint Labor-Management Technical Advisory Pension Reform Committee (JLMTAPRC or Committee)

(1) The Parties agree that employees should have the security of a predictable level of income for their retirement after a career in public service. In order to support the objective of providing retirement income for employees hired on or after October 1, 1987, the District shall plan and implement an enhanced retirement program effective October 1, 2008. The enhanced program will consist of a

deferred compensation component and a defined benefit component.

(2) Accordingly, the Parties agree that the JLMTAPRC is hereby established for the purpose of developing an enhanced retirement program for employees covered by the Compensation Units 1 and 2 Agreement.

(b) Composition of the JLMTAPRC

The Joint Labor-Management Technical Advisory Pension Reform Committee will be composed of six (6) members, three (3) appointed by labor and three (3) appointed by management, and the Chief Negotiators (or his/her designee) of Compensation Units 1 and 2. Appointed representatives must possess a pension plan background including but not limited to consulting, financial or actuarial services. In addition, an independent consulting firm with demonstrated experience in pension plans design and actuarial analysis will support the Committee.

(c) Responsibilities of the JLMTAPRC

The Committee shall be responsible to:

- Plan and design an enhanced retirement program for employees hired on or after October 1, 1987 with equitable sharing of costs and risks between employee and employer;
- Establish a formula cap for employee and employer contributions;
- Establish the final compensation calculation using the highest three-year consecutive average employee wages;
- Include retirement provisions such as disability, survivor and death benefits, health and life insurance benefits;
- Design a plan sustainable within the allocated budget;
- Draft and support legislation to amend the D.C. Code in furtherance of the "Enhanced Retirement Program."

(d) Duration of the Committee

The Committee shall complete and submit a report with its recommendations to the City Administrator for the District of Columbia within one hundred and twenty (120) days after the effective date of the Compensation Units 1 and 2 Agreement.

**4. TIAA-CREF PLAN:**

For eligible education service employees at the University of the District of Columbia hired by the University or a predecessor institution, the University will contribute an amount not less than seven percent (7%) of their base salary to the Teachers Insurance and Annuity Association College Retirement Equities Fund (TIAA-CREF).

**SECTION J: HOLIDAYS:**

1. As prescribed by D.C. Official Code §1-612.02 (2001 Edition) the following legal public holidays are provided to all employees covered by this agreement:

- (a) New Year's Day, January 1st of each year;
- (b) Dr. Martin Luther King, Jr.'s Birthday, the 3rd Monday in January of each year;
- (c) Washington's Birthday, the 3rd Monday in February of each year;
- (d) Emancipation Day, April 16<sup>th</sup>;
- (e) Memorial Day, the last Monday in May of each year;
- (f) Independence Day, July 4th of each year;
- (g) Labor Day, the 1st Monday in September of each year;
- (h) Columbus Day, the 2nd Monday in October of each year;
- (i) Veterans Day, November 11th of each year;
- (j) Thanksgiving Day, the 4th Thursday in November of each year;  
and
- (k) Christmas Day, December 25th of each year.

2. When an employee, having a regularly scheduled tour of duty is relieved or prevented from working on a day District agencies are closed by order of the Mayor, he or she is entitled to the same pay for that day as for a day on which an ordinary day's work is performed.

**ARTICLE 7  
OVERTIME**

**SECTION A: Overtime Work:**

Hours of work authorized in excess of eight (8) hours in a pay status in a day or forty (40) hours in a pay status in a work week shall be overtime work for which an employee shall receive either overtime pay or compensatory time unless the employee has used unscheduled leave during the eight (8) hours shift or the forty (40) hour work week. The unscheduled leave rule will not apply when an employee has worked a sixteen (16) hour shift (back-to-back) and takes unscheduled leave for an eight (8) hour period following the back-to-back shift or where an employee has indicated his/her preference not to work overtime and the Employer has no other option but to order the employee to work overtime. Scheduled leave is leave requested and approved prior to the close of the preceding shift.

**SECTION B: Compressed, Alternate and Flexible Schedules:**

1. Compressed, Alternate and Flexible schedules may be jointly determined within a specific work area that modifies this overtime provision (as outlined in Section A of this Article) but must be submitted to the parties to this contract prior to implementation. This Agreement to jointly determine compressed schedules does not impact on the setting of the tour of duty.

2. When an employee works a Compressed, Alternate, and Flexible schedule, which generally means (1) in the case of a full-time employee, an 80-hour biweekly basic work requirement which is scheduled for less than 10 workdays, and (2) in the case of a part-time employee, a biweekly basic work requirement of less than 80 hours which is scheduled for less than 10 workdays, the employee would receive overtime pay or compensatory time for all hours in a pay status in excess of his/her assigned tour of duty, consistent with the 2004 District of Columbia Omnibus Authorization Act, 118 Stat. 2230, Pub. L. 108-386 Section (October 30, 2004).

3. The purpose of this Section is to allow for authorized Compressed, Alternate, and Flexible time schedules which exceed eight (8) hours in a day or 40 hours in a week to be deemed the employee's regular tour of duty, and not be considered and not be considered overtime within the confines of the specific compressed work schedule and this Article. Bargaining unit members so affected would receive overtime or compensatory time for all hours in pay status in excess of their assigned tour of duty.

**SECTION C:**

Subject to the provisions of Section D of this Article, an employee who performs overtime work shall receive either pay or compensatory time at a rate of time and one-half (1-1/2) for each hour of work for which overtime is payable.

**SECTION D:**

Bargaining Unit employees shall receive overtime pay unless the employee and the supervisor mutually agree to compensatory time in lieu of pay for overtime work. Such mutual agreement shall be made prior to the overtime work being performed.

**SECTION E:**

Paramedics and Emergency Medical Services Technicians employed by the Fire and Emergency Medical Services Department and represented by the American Federation of Government Employees, Local 3721 shall earn overtime after they have worked 40 hours in a week.

**ARTICLE 8  
INCENTIVE PROGRAMS**

## **PART I - SICK LEAVE INCENTIVE PROGRAM:**

In order to recognize an employee's productivity through his/her responsible use of accrued sick leave, the Employer agrees to provide time-off in accordance with the following:

### **SECTION A:**

A full time employee who is in a pay status for the leave year shall accrue annually:

1. Three (3) days off for utilizing a total of no more than two (2) days of accrued sick leave.
2. Two (2) days off for utilizing a total of more than two (2) but not more than four (4) days of accrued sick leave.
3. One (1) day off for utilizing a total of more than four (4) but no more than five (5) days of accrued sick leave.

### **SECTION B:**

Employees in a non-pay status for no more than two (2) pay periods for the leave year shall remain eligible for incentive days under this Article. Sick leave usage for maternity or catastrophic illness/injury, not to exceed two (2) consecutive pay periods, shall not be counted against sick leave for calculating eligibility for incentive leave under this Article.

### **SECTION C:**

Time off pursuant to a sick leave incentive award shall be selected by the employee and requested at least three (3) full workdays in advance of the leave date. Requests for time off pursuant to an incentive award shall be given priority consideration and the employee's supervisor shall approve such requests for time off unless staffing needs or workload considerations dictate otherwise. If the request is denied, the employee shall request and be granted a different day off within one month of the date the employee initially requested. Requests for time off shall be made on the standard "Application for Leave" form.

### **SECTION D:**

All incentive days must be used in full-day increments following the leave year in which they were earned. Incentive days may not be substituted for any other type of absence from duty. There shall be no carryover or payment for any unused incentive days.

### **SECTION E:**

Part-time employees are not eligible for the sick leave incentive as provided in this Article.



**SECTION F:**

This program shall be in effect in Fiscal Years 2014, 2015, 2016 and 2017.

**PART II – PERFORMANCE INCENTIVE PILOT PROGRAM:**

In order to recognize employees' productivity through their accomplishment of established goals and objectives, special acts toward the accomplishment of agency initiatives, demonstrated leadership in meeting agency program and/or project goals and/or the District's Strategic Plan initiatives, the Employer, in accordance with criteria established by the High Performance Workplace Committee agrees to establish pilot incentive programs within agencies, including time off without loss of pay or charge to leave as an incentive award. The District of Columbia Government Office of Labor Management Partnerships and the District of Columbia Incentive Awards Committee may serve as resources at the request of the parties in the implementation of the pilot incentive programs within agencies.

**ARTICLE 9**

**CALL-BACK/CALL-IN/ON-CALL AND PREMIUM PAY**

**SECTION A: CALL-BACK**

A minimum of four (4) hours of overtime, shall be credited to any employee who is called back to perform unscheduled overtime work on a regular workday after he/she completes the regular work schedule and has left his/her place of employment.

**SECTION B: CALL-IN**

1. When an employee is called in before his/her regular tour of duty to perform unscheduled overtime and there is no break before the regular tour is to begin, a minimum of two (2) hours of overtime shall be credited to the employee.

2. A minimum of four (4) hours of overtime work shall be credited to any employee who is called in when not scheduled and informed in advance, on one of the days when he/she is off duty.

**SECTION C: ON-CALL**

1. An employee may be required to be on call after having completed his/her regular tour of duty. The employer shall specify the hours during which the employee is on call; and shall compensate the employee at a rate of twenty-five percent (25%) of his/her basic rate of pay for each hour the employee is on call.

2. The employee's schedule must specify the hours during which he/she will be required to remain on-call. On call designation will be made on the form attached as Appendix 1.

**SECTION D: HOLIDAY PAY**

An employee who is required to work on a legal holiday falling within his or her regular basic workweek, shall be paid at the rate of twice his or her regular basic rate of pay for not more than eight (8) hours of such work.

**SECTION E: NIGHT DIFFERENTIAL**

An employee shall receive night differential pay at a rate of ten percent (10%) in excess of their basic day rate of compensation when they perform night work on a regularly scheduled tour of duty falling between 6:00 p.m. and 6:00 a.m. Employees shall receive night differential in lieu of shift differential.

**SECTION F: PAY FOR SUNDAY WORK**

A full-time employee assigned to a regularly scheduled tour of duty, any part of which includes hours that fall between midnight Saturday and midnight Sunday, is entitled to Sunday premium pay for each hour of work performed which is not overtime work and which is not in excess of eight (8) hours for each tour of duty which begins or ends on Sunday. Sunday premium pay is computed as an additional twenty-five percent (25%) of the employee's basic rate of compensation.

**SECTION G: ADDITIONAL INCOME ALLOWANCE FOR CHILD AND FAMILY SERVICES**

1. The Additional Income Allowance (AIA) program within the Child and Family Services Agency (CFSA) which was established pursuant to the "Personnel Recruitment and Retention Incentives for Child and Family Services Agency Compensation System Changes Emergency Approval Resolution of 2001", Council Resolution 14-53 (March 23, 2001) and as contained in Chapter 11, Section 1154 of the District Personnel Manual, "Recruitment and Retention Incentives – Child and Family Services Agency," shall remain in full force and effect during the term of this Agreement.
2. The Administration of the AIA within CFSA shall be governed by the implementing regulations established in Child and Family Services Agency, Human Resources Administration Issuance System, HRA Instruction No. IV.11-3.

3. **OTHER SUBORDINATE AGENCIES WITH SIGNIFICANT RECRUITMENT AND RETENTION PROBLEMS**

Subordinate agencies covered by this Agreement may provide additional income allowances for positions that have significant recruitment and retention problems consistent with Chapter 11, Part B, Section 1143 of the District Personnel Manual.

**ARTICLE 10  
MILEAGE ALLOWANCE**

**SECTION A:**

The parties agree that the mileage allowance established for the employees of the Federal Government who are authorized to use their personal vehicles in the performance of their official duties shall be the rate for Compensation Units 1 and 2 employees, who are also authorized in advance, by Management to use their personal vehicles in the performance of their official duties.

**SECTION B:**

To receive such allowance, authorization by Management must be issued prior to the use of the employee's vehicle in the performance of duty. Employees shall use the appropriate District Form to document mileage and request reimbursement of the allowance.

**SECTION C:**

1. Employees required to use their personal vehicle for official business if a government vehicle is not available, who are reimbursed by the District on a mileage basis for such use, are within the scope of the District of Columbia Non-Liability Act (D.C. Official Code §§2-411 through 2-416 (2001 Edition)). The Non-Liability Act generally provides that a District Employee is not subject to personal liability in a civil suit for property damage or for personal injury arising out of a motor vehicle accident during the discharge of the employee's official duties, so long as the employee was acting within the scope of his or her employment.

2. Claims by employees for personal property damage or loss incident to the use of their personal vehicle for official business if a government vehicle is not available may be made under the Military Personnel and Civilian Employees Claim Act of 1964 (31 U.S.C. §3701 *et seq.*).

**SECTION D:**

No employee within Compensation 1 and 2 shall be required to use his/her personal vehicle unless the position vacancy announcement, position description or other pre-hire

documentation informs the employee that the use of his/her personal vehicle is a requirement of the job.

**SECTION E:**

Employees required as a condition of employment to use their personal vehicle in the performance of their official duties may be provided a parking space or shall be reimbursed for non-commuter parking expenses, which are incurred in the performance of their official duties.

**ARTICLE 11**  
**ANNUAL LEAVE/COMPENSATORY TIME BUY-OUT**

**SECTION A:**

An employee who is separated or is otherwise entitled to a lump-sum payment under personnel regulations for the District of Columbia Government shall receive such payment for each hour of unused annual leave or compensatory time in the employee's official leave record.

**SECTION B:**

The lump-sum payment shall be computed on the basis of the employee's rate at the time of separation in accordance with such personnel regulations.

**ARTICLE 12**  
**BACK PAY**

Arbitration awards or settlement agreements in cases involving an individual employee shall be paid within sixty (60) days of receipt from the employee of relevant documentation, including documentation of interim earnings and other potential offsets. The responsible Agency shall submit the SF-52 and all other required documentation to the Department of Human Resources within thirty (30) days upon receipt from the employee of relevant documentation.

**ARTICLE 13**  
**DUTY STATION COVERAGE**

The Fire and Emergency Medical Services employees and the correctional officers at the Department of Corrections and the Department of Youth Rehabilitative Services who are covered under Section 7(k) of the Fair Labor Standards Act shall be compensated a minimum of one hour pay if required to remain at his/her duty station beyond the normal tour of duty.

## **ARTICLE 14 GRIEVANCES**

### **SECTION A:**

This Compensation Agreement shall be incorporated by reference into local working conditions agreements in order to utilize the grievance/arbitration procedure in those Agreements to consider alleged violations of this Agreement.

### **SECTION B:**

Grievances concerning compensation shall be filed with the appropriate agency and the Office of Labor Relations and Collective Bargaining under the applicable working conditions agreement.

## **ARTICLE 15 LOCAL ENVIRONMENT PAY**

### **SECTION A:**

Each department or agency shall eliminate or reduce to the lowest level possible all hazards, physical hardships, and working conditions of an unusual nature. When such action does not overcome the hazard, physical hardship, or unusual nature of the working condition, additional pay is warranted. Even though additional pay for exposure to a hazard, physical hardship, or unusual working condition is authorized, there is a responsibility on the part of a department or agency to initiate continuing positive action to eliminate danger and risk which contribute to or cause the hazard, physical hardship, or unusual working condition. The existence of pay for exposure to hazardous working conditions or hardships in a local environment is not intended to condone work practices that circumvent safety laws, rules and regulations.

### **SECTION B:**

Local environment pay is paid for exposure to (1) a hazard of an unusual nature which could result in significant injury, illness, or death, such as on a high structure when the hazard is not practically eliminated by protective facilities or an open structure when adverse conditions exist, e.g., darkness, lightning, steady rain, snow, sleet, ice, or high wind velocity; (2) a physical hardship of an unusual nature under circumstances which cause significant physical discomfort in the form of nausea, or skin, eye, ear or nose irritation, or conditions which cause abnormal soil of body and clothing, etc., and where such distress or discomfort is not practically eliminated.

### **SECTION C:**

Wage Grade (WG) employees as listed in Chapter 11B, Appendix C of the DPM and any other employee including District Service (DS) employees as determined pursuant to Section 4 of this Article and Chapter 11B, Subpart 10.6 of the DPM are eligible for environmental differentials.

### **SECTION D:**

The determination as to whether additional pay is warranted for workplace exposure to environmental hazards, hardships or unusual working conditions may be initiated by an agency or labor organization in accordance with the provisions of Chapter 11B, Subpart 10.6 of the DPM.

### **SECTION E:**

Employees eligible for local environment pay under the terms of this Agreement shall be compensated as follows:

1. **Severe Exposure.** Employees subject to “Severe” exposure shall receive local environment pay equal to twenty seven percent (27%) of *the rate for RW 10, step 2 on the Compensation Unit 2 pay schedule*. The following categories of work are currently paid the rate for “severe” exposure:

- High Work

2. **Moderate Exposure.** Employees subject to “Moderate” exposure shall receive local environment pay equal to ten percent (10%) of *the rate for RW 10, step 2 on the Compensation Unit 2 pay schedule*. The following categories of work are currently paid the rate for “moderate” exposure:

- Explosives and Incendiary  
Materials – High Degree Hazard
- Poison (Toxic Chemicals)  
– High Degree Hazard
- Micro Organisms  
– High Degree Hazard

3. **Low Exposure.** Employees subject to “Low” exposure shall receive local environment pay equal to five percent (5%) of *the rate for RW 10, step 2 on the Compensation Unit 2 pay schedule*. The following categories of work are currently paid the rate for “low” exposure:

- Dirty Work
- Cold Work
- Hot Work
- Welding Preheated metals

- Explosives and Incendiary Materials
  - Low Degree Hazard
- Poison (Toxic Chemicals)
  - Low Degree Hazard
- Micro Organisms
  - Low Degree Hazard

**SECTION F:**

These changes to local environment pay shall not take effect until the payroll modules of PeopleSoft are implemented by the District of Columbia.

**ARTICLE 16  
NEWLY CERTIFIED BARGAINING UNITS**

For units placed into a new compensation unit, working conditions or non-compensatory matters shall be negotiated simultaneous with negotiations concerning compensation. Where the agreement is for a newly certified collective bargaining unit assigned to an existing compensation unit, the parties shall proceed promptly to negotiate simultaneously any working conditions, other non-compensatory matters, and coverage of the compensation agreement. There should not be read into the new language any intent that an existing compensation agreement shall become negotiable when there is a newly certified collective bargaining unit. Rather, the intent is to require prompt negotiations of non-compensatory matters as well as application of compensation (e.g., when pay scale shall apply to the newly certified unit).

**ARTICLE 17  
TERM AND TEMPORARY EMPLOYEES**

The District of Columbia recognizes that many temporary and term employees have had their terms extended to perform permanent services. To address the interests of current term and temporary employees whose appointments have been so extended over time and who perform permanent services, the District of Columbia and the Union representing the employees in Compensation Units 1 and 2 agree to the following:

**SECTION A:**

Joint labor-management committees established in each agency/program in the Compensation Units 1 and 2 collective bargaining agreement which was effective through September 30, 2010, shall continue and will identify temporary and term employees whose current term and or temporary appointments extend to September 30, 2006, and who perform permanent services in District agency programs.

**SECTION B:**

Each Agency and Local Union shall review all term appointments within the respective agencies to determine whether such appointments are made and maintained consistent with applicable law. The Union shall identify individual appointments it believes to be contrary to applicable law and notify the Agency. The Agency shall provide the Union reason(s) for the term or temporary nature of the appointment(s), where said appointments appear to be contrary to law. If an employee has been inappropriately appointed to or maintained in a temporary or term appointment, the Agency and the Union shall meet to resolve the matter.

**SECTION C:**

The agency shall convert bargaining unit temporary and term employees identified by the joint labor-management committees, who perform permanent services, who are in a pay status as of September 30, 2010, and are paid from appropriated funding to the career service prior to the end of the FY 2013 – FY 2017 Compensation Agreement.

**SECTION D:**

Prior to the end of the FY 2013 – FY 2017 Compensation Agreement, to the extent not inconsistent with District or Federal law and regulation, the District shall make reasonable efforts to convert to the career service temporary and term bargaining unit employees identified by the joint labor-management committees who perform permanent services, are in a pay status as of September 30, 2017, are full-time permanent positions, and are paid through intra-district funding or federal grant funding.

**SECTION E:**

Employees in term or temporary appointments shall be converted to permanent appointments, consistent with the D.C. Official Code.

**SECTION F:**

District agencies retain the authority to make term and temporary appointments as appropriate for seasonal and temporary work needs.

**SECTION G:**

A Joint-Labor Management Committee shall consist of one (1) representative from each national union comprising Compensation Units 1 and 2. The District shall appoint an equal number of representatives. The Committee will facilitate the implementation of this Article should difficulties arise in the Joint-Labor Management Committees set forth in Section A.



**ARTICLE 18**  
**SAVINGS CLAUSE**

**SECTION A:**

Should any provisions of this Agreement be rendered or declared invalid by reason of any existing or subsequently enacted law or by decree of a court or administrative agency of competent jurisdiction, such invalidation shall not affect any other part or provision hereof. Where appropriate, the parties shall meet within 120 days to negotiate any substitute provision(s).

**SECTION B:**

The terms of this contract supersede any subsequently enacted D.C. laws, District Personnel Manual (DPM) regulations, or departmental rules concerning compensation covered herein.


**ARTICLE 19**  
**DURATION**

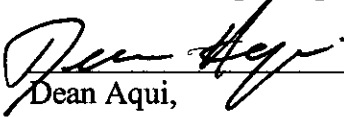
This Agreement shall remain in full force and effect through September 30, 2017. On this \_\_\_\_\_ day of \_\_\_\_\_ 2013, and as witness the parties hereto have set their signature.

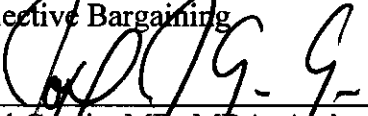
**Compensation Units One and Two Collective Bargaining Agreement**

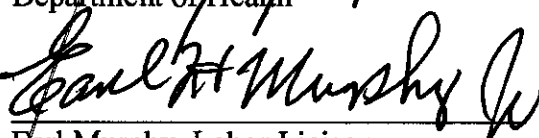
Signed: July, 2013


**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**

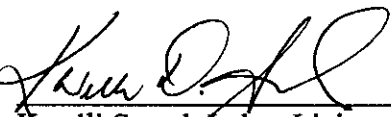
  
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Office of Labor Relations and  
Collective Bargaining

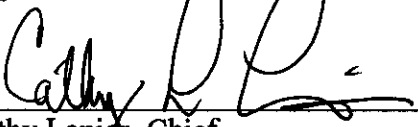
  
\_\_\_\_\_  
Dean Aquino,  
Supervisory Attorney Advisor  
Office of Labor Relations and  
Collective Bargaining

  
\_\_\_\_\_  
Joxel Garcia, MD, MBA, Acting Director  
Department of Health


  
\_\_\_\_\_  
Earl Murphy, Labor Liaison  
Department of Health


  
\_\_\_\_\_  
William Howland, Director  
Department of Public Works

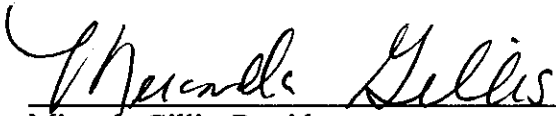
  
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Department of Public Works

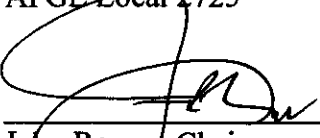
  
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Metropolitan Police Department

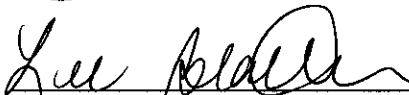
**FOR THE UNIONS**

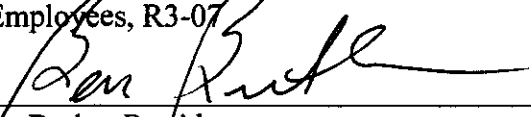
  
\_\_\_\_\_  
Geo T. Johnson, Chief Negotiator  
Compensation Units 1 and 2


  
\_\_\_\_\_  
James Ivey, President  
AFSCME Local 2091

  
\_\_\_\_\_  
Miranda Gillis, President  
AFGE Local 2725

  
\_\_\_\_\_  
John Rosser, Chairman  
Fraternal Order of Police/Department of  
Corrections Labor Committee

  
\_\_\_\_\_  
Lee Blackmon, President  
National Association of Government  
Employees, R3-07


  
\_\_\_\_\_  
Ben Butler, President  
AFGE Local 2741


  
\_\_\_\_\_  
Cynthia Perry, Staff Representative  
1199 NUCHHE

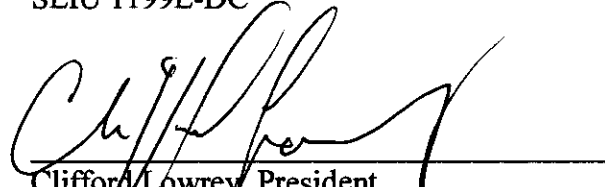
**Compensation Units One and Two Collective Bargaining Agreement**

Signed: July, 2013

\_\_\_\_\_  
Mark Viehmeyer, Labor Liaison  
Metropolitan Police Department


  
\_\_\_\_\_  
Lisa Wallace, Vice President  
SEIU 1199E-DC

  
\_\_\_\_\_  
Kenneth Ellerbe, Chief  
DC Fire and Emergency Medical Services


  
\_\_\_\_\_  
Clifford Lowrey, President  
AFGE Local 1975


\_\_\_\_\_  
Brian Lee  
DC Fire and Emergency Medical Services

\_\_\_\_\_  
Sabrina Brown, President  
AFSCME Local 2401

  
\_\_\_\_\_  
Jesús Aguirre, Director  
Department of Parks and Recreation

\_\_\_\_\_  
Reginald Walker, President  
AFSCME Local 1200

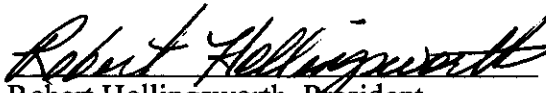
  
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Department of Park and Recreation

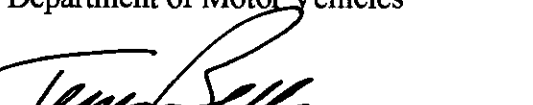
  
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Cliff Dedrick, President  
AFSCME Local 2743


  
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Lucinda Babers, Director  
Department of Motor Vehicles

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Kenneth Lyons, President  
AFGE Local 3721

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Department of Motor Vehicles

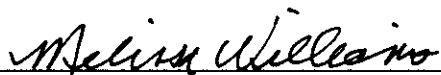
  
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Robert Hollingsworth, President  
AFSCME Local 2776


  
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Terry Bellamy, Director  
Department of Transportation

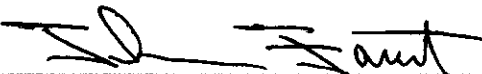
  
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Antoinette White-Richardson, President  
AFSCME Local 1808


Compensation Units One and Two Collective Bargaining Agreement


Signed: July, 2013

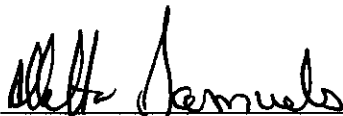
  
Melissa Williams, Labor Liaison  
Department of Transportation


  
Robert Mayfield, President  
AFGE Local 2978


  
Thomas Faust, Director  
Department of Corrections

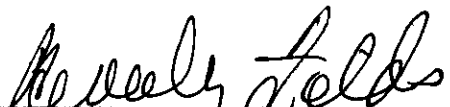
  
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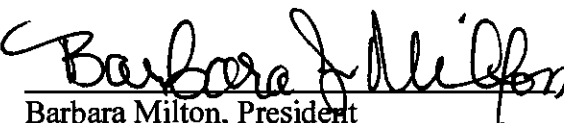
  
Paulette Johnson-Hutchings,  
Labor Liaison  
Department of Corrections


  
~~Richard Campbell~~, President Alletta Samuel  
AFGE Local 1000

  
Marie Lydie Merre-Louis  
Chief Medical Examiner  
Office of the Chief Medical Examiner


  
Walter Jones, President  
AFSCME Local 2087

  
Beverly Fields, Labor Liaison  
Office of the Chief Medical Examiner

  
Barbara Milton, President  
AFGE Local 631


  
Brian Hanlon, Director  
Department of General Services

Antonio Reed, President  
NAGE R3-05

  
Cecelia Banks, Labor Liaison  
Department of General Services

Cedric Crawley  
FOP-DYRSLC

  
Phillip A. Lattimore, III, Director  
Office of Risk Management

  
Darren Roach, President  
AFSCME Local 877

**Compensation Units One and Two Collective Bargaining Agreement**

Signed: July, 2012

\_\_\_\_\_  
Amy Mauro, Labor Liaison  
Office of Risk Management

\_\_\_\_\_  
Sheila Bailey-Wilson, President  
AFSCME Local 709

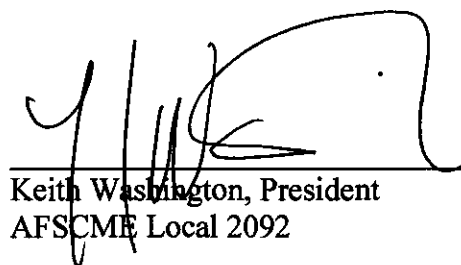


\_\_\_\_\_  
Emily Duso, Interim State  
Superintendent of Education  
Office of the State Superintendent  
Of Education

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Johnnie Walker, Representative  
AFGE Local 3444



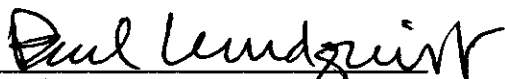
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Office of the State Superintendent  
Of Education



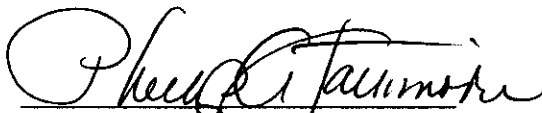
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Keith Washington, President  
AFSCME Local 2092

\_\_\_\_\_  
Dr. Natwar Gandhi,  
Chief Financial Officer  
Office of the Chief Financial Officer

\_\_\_\_\_  
Mary Horne, President  
AFSCME Local 2095



\_\_\_\_\_  
Paul Lundquist, Labor Liaison  
Office of the Chief Financial Officer



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Phillip A. Lattimore, III, Director  
Office of Risk Management



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Wayne M. Turnage, Director  
Department of Health Care Finance

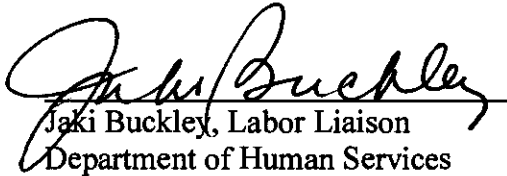
**Compensation Units One and Two Collective Bargaining Agreement**

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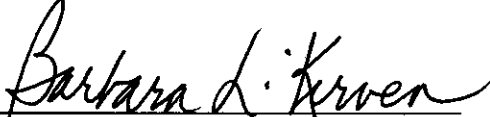
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Department of Health Care Finance



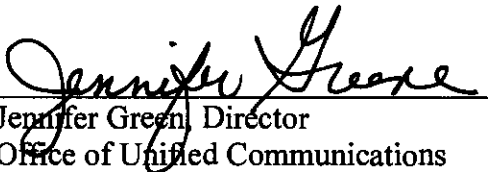
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Department of Human Services

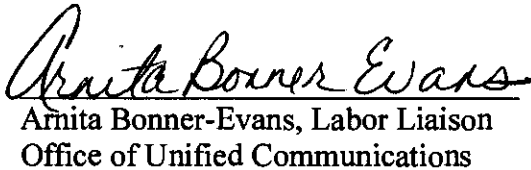
  
Jaki Buckley, Labor Liaison  
Department of Human Services

\_\_\_\_\_  
Ginnie Cooper, Executive Director  
DC Public Libraries



\_\_\_\_\_  
Barbara Kirven, Labor Liaison  
DC Public Libraries

  
Jennifer Green, Director  
Office of Unified Communications

  
Armita Bonner-Evans, Labor Liaison  
Office of Unified Communications

**Compensation Units One and Two Collective Bargaining Agreement**

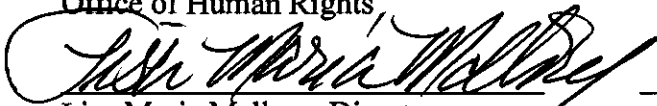
Signed: July, 2012

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Gustavo F. Velasquez, Director  
Office of Human Rights

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Ayanna Lee, Labor Liaison  
Office of Human Rights




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Lisa Maria Mallory, Director  
Department of Employment Services


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Rahsaan J. Coefield, Labor Liaison  
Department of Employment Services




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William P. White, Commissioner  
Department of Insurance, Securities  
And Banking




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Margaret Schwender, Labor Liaison  
Department of Insurance, Securities  
And Banking



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Nicholas A. Majett, Director  
Department of Consumer and  
Regulatory Affairs



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Donald Tatum, Labor Liaison  
Department of Consumer and  
Regulatory Affairs

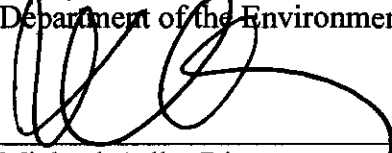
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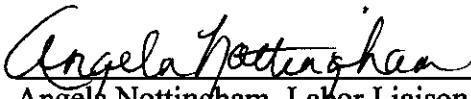
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Department of the Environment



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Denise Rivera-Portis, Labor Liaison  
Department of the Environment



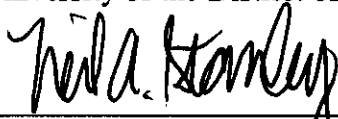
\_\_\_\_\_  
Michael Kelly, Director  
Department of Housing and  
Community Development



\_\_\_\_\_  
Angela Nottingham, Labor Liaison  
Department of Housing and  
Community Development

\_\_\_\_\_  
Dr. James E. Lyons, Sr., Interim President  
University of the District of Columbia

\_\_\_\_\_, Labor Liaison  
University of the District of Columbia



\_\_\_\_\_  
Neil Stanley, Director  
Department of Youth Rehabilitation  
Services

\_\_\_\_\_  
Tania Mortensen, Labor Liaison  
Department of Youth Rehabilitation  
Services



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Vikkie Garay, Labor Liaison  
Department of General Services



**Compensation Units One and Two Collective Bargaining Agreement**

Signed: July, 2012

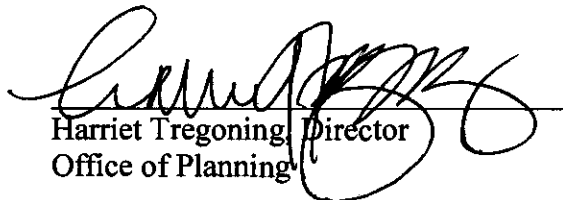
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Ron M. Linton, Commissioner  
DC Taxicab Commission

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Patty Mason, Labor Liaison  
DC Taxicab Commission

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Harriet Tregoning, Director  
Office of Planning

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Sandra Harp, Labor Liaison  
Office of Planning

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Eric E. Richardson, Executive Director  
Office of Cable Television

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Angela Harper, Labor Liaison  
Office of Cable Television

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Robert Mancini, Chief Technology Officer  
Office of the Chief Technology Officer

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Christina Fleps, Labor Liaison  
Office of the Chief Technology Officer

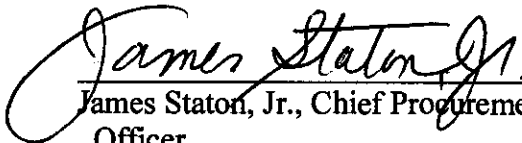
**Compensation Units One and Two Collective Bargaining Agreement**

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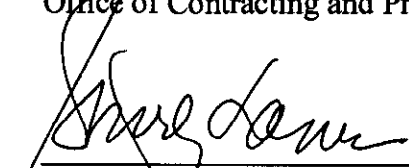


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Laura L. Nuss, Director  
Department of Disability Services

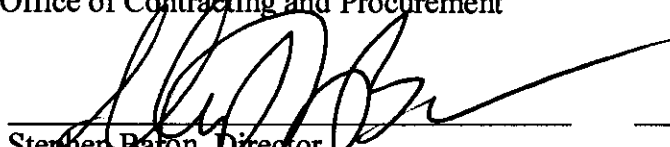
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Department of Disability Services



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James Staton, Jr., Chief Procurement  
Officer  
Office of Contracting and Procurement



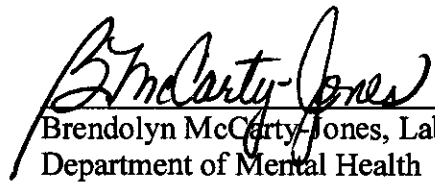
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Shirley Danner, Labor Liaison  
Office of Contracting and Procurement



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Stephen Baron, Director  
Department of Mental Health



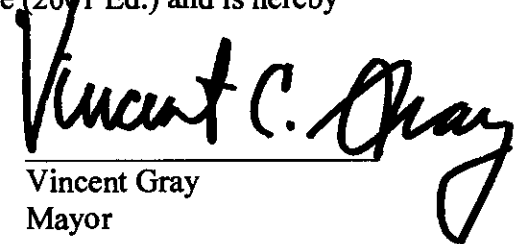
\_\_\_\_\_  
Frankie T. Wheeler, Director,  
Human Resources  
Department of Mental Health



\_\_\_\_\_  
Brendolyn McCarty-Jones, Labor Liaison  
Department of Mental Health

APPROVAL

This collective bargaining agreement between the District of Columbia and Compensation Units 1 and 2, dated April 12, 2012, has been reviewed in accordance with Section 1-617.15 of the District of Columbia Official Code (2001 Ed.) and is hereby approved on this 10 day of July, 2013.

  
Vincent Gray  
Mayor

APPENDIX A

Memorandum of Understanding

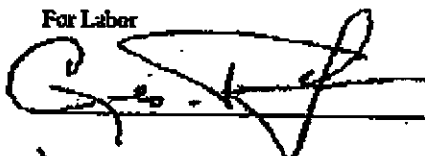
Between  
Compensation Units 1 & 2  
and  
The District of Columbia  
Concerning Classification and Compensation Collaborative Review

"The Parties hereby agree that in order to support the objective of rewarding a high performance workforce, a training program for all bargaining committee members shall be developed by a joint labor-management committee. The Committee will be composed of sixteen members, eight appointed by labor and eight appointed by management, and the Chief and Co-Chief negotiators of Compensation Units 1 & 2. This training program shall enhance the understanding of compensation and classification concepts and explore the appropriateness and application of high performance rewards to the District's workforce.

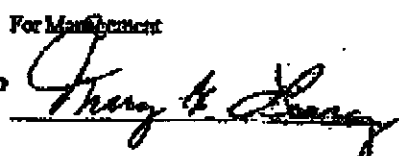
Furthermore, the Parties hereby agree that the District and the Unions shall commence a joint labor-management classification and compensation collaborative review of District jobs. This project shall examine the current classification and compensation systems in order to ensure that job classifications fairly represent actual work performed by District employees as well as the appropriateness of the District's current classification and compensation systems.

In order to support the training, classification and compensation joint labor-management initiatives, it is understood that the District shall retain the services of The Segal Company to assume the role of the lead consultant with these projects."

For Labor

  
\_\_\_\_\_  
David J. Schlein

For Management

  
\_\_\_\_\_

January 30, 2001

**APPENDIX B**

**MEMORANDUM OF AGREEMENT  
BETWEEN THE  
DISTRICT OF COLUMBIA  
AND  
COMPENSATION UNITS 1 AND 2  
CLASSIFICATION AND COMPENSATION REFORM TASK FORCE INITIATIVES**

Pursuant to the terms of the "Memorandum of Understanding Between Compensation - Units 1 and 2 and the District of Columbia Concerning Classification and Compensation Collaborative Review," which was incorporated as part of the Compensation Agreement between the District of Columbia Government and Compensation Units I and 2, FY 2001-FY 2003 ("Compensation Agreement"), the District of Columbia Government and the Unions in Compensation Units I and 2, established the Joint Labor-Management Classification and Compensation Reform Task Force (Joint Task Force). In addition, under the terms of the Compensation Agreement, the District Government agreed to set aside certain funding in fiscal years 2002 and 2003, which would be used by the Joint Task Force to implement initiatives designed to reform the District's compensation and classification systems.

The Compensation Agreement provides that in FY 2003 the District shall invest the equivalent of a minimum of one percent (1 %) increase in the aggregate salaries of Compensation Units 1 and 2 ("1 % Set-aside") toward classification and compensation reform. The District expended a portion of the 1 % Set-aside to implement the first significant change to the compensation system in the District by changing the pay progression of Compensation Units 1 and 2 employees, or how employees move between steps within a grade. The Joint Task Force has also agreed to begin the first classification reform project by reviewing the position classifications in each of the 9 occupational pay groups and where appropriate reclassify positions and adjust the grades and rates of pay for the reclassified positions.


The Joint Task Force classification review will begin in August 2003, with a review of positions in the clerical/administrative occupational group and specific classification series and/or positions, which the Joint Task Force has determined, requires immediate review. The Joint Task Force has agreed that the District shall expend the unencumbered FY 2003 1% Set-aside fund balance under the terms of the Compensation Agreement, to fund increases in salaries or make other pay adjustments for employees in Compensation Units 1 and 2 who occupy positions the grade and/or the rate of pay of which is changed because of reclassification, re-grading, rate adjustment or changes in the District's classification and/or compensation policy as part of the classification reform project initiated by the Joint Task Force in FY 2003.

The Joint Task Force has agreed to apply any rate adjustment retroactively to a date in FY 2003. The retroactive date of implementation will be determined based on the number of employees affected and the unexpended balance of the 1% set-aside. That is pay adjustments will be made in affected employees' pay retroactive to the date permitted by the fund balance. Payment to employees should be made by March 31, 2004.

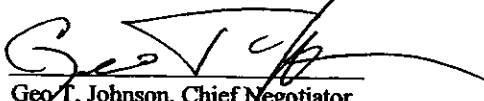
Further, the contracting parties agree that amounts hereafter designated through collective bargaining for classification and compensation collaborative review under the terms of the FY 2004 to FY2006 Compensation Units 1 and 2 Agreement, shall be accorded similar treatment for purposes of implementation. Specifically, any funds set aside in the Fiscal Years 2004, 2005 or 2006 shall be available for expenditure in that fiscal year or any other fiscal year covered by the Compensation Unit 1 and 2 agreement. Provided however, that all funds set aside for compensation and classification reform shall be expended or obligated prior to the expiration of the Compensation Units 1 and 2 Agreement for FY2004 – FY2006.

AGREED, this 26<sup>th</sup> day of August, 2003.

**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**

  
Mary E. Neary, Director  
Office of Labor Relations  
and Collective Bargaining

**FOR COMPENSATION UNITS 1 & 2**

  
Geo. T. Johnson, Chief Negotiator  
Compensation Units 1 and 2

Memorandum of Understanding  
Between  
Compensation Units 1 and 2 and the District of Columbia

*Union Proposal  
2/1/06*

The "Memorandum of Understanding between Compensation Units 1 and 2 and the District of Columbia Concerning Classification and Compensation Collaborative Review" was initially incorporated as part of the Compensation Agreement between the District of Columbia Government and Compensation Units 1 and 2 covering fiscal years 2001 through 2003.

Pursuant to the terms of this MOU, the joint Labor Management Classification and Compensation Reform Task Force (LMCCRTF) shall:

1. Effective March 1, 2006, this joint labor management committee established pursuant to the terms of the Compensation Units 1 and 2 collective bargaining agreements (the LMCCRTF) shall be administered under the District's Office of Labor Relations and Collective Bargaining (OLRCB);
2. The LMCCRTF shall have eight (8) voting representatives from labor including representatives from each national labor union comprising Compensation Units 1 and 2 and the District's OLRCB shall appoint an equal number of management representatives;
3. Outside consultants and other subject matter experts are not members of the LMCCRTF and shall not have voting rights in the LMCCRTF. However, such persons may be invited to attend said meetings only when they are presenting information relevant to the task;
4. The funds from the LMCCRTF for fiscal years FY 2004 through FY 2006 shall be used to implement the new pay schedules the last pay period of September 2006, which are attached as Appendices A(1) through A(8) to management's proposals for base wage increases for the contract beginning October 1, 2006.

*med  
2/1/06  
G.T.S.  
2/1/06*

**MASTER AGREEMENT**

**BETWEEN**

**THE AMERICAN FEDERATION OF STATE,  
COUNTY AND MUNICIPAL EMPLOYEES,  
DISTRICT COUNCIL 20,  
AFL-CIO**

**AND**

**THE GOVERNMENT OF THE  
DISTRICT OF COLUMBIA**

**EFFECTIVE THROUGH SEPTEMBER 30, 2010**



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## **PREAMBLE**

The District of Columbia Comprehensive Merit Personnel Act (D.C. Law 2-139, Title I, Chapter 6, Subchapter 1, D.C. Official Code § 1-601.02) states that the Council of the District of Columbia declares that it is the purpose and policy of this act to assure that the District of Columbia Government shall have a modern flexible system of public personnel administration, which shall “provide for a positive policy of labor-management relations including collective bargaining between the District of Columbia and its employees . . . .”

The District of Columbia Comprehensive Merit Personnel Act (D.C. Law 2-139, Title 1, Chapter 6, Subchapter XVIII, (D.C. Official Code) Section 1-617.01) states [t]he District of Columbia Government finds and declares that an effective collective bargaining process is in the general public interest and will improve the morale of public employees and the quality of service to the public.

The District of Columbia Comprehensive Merit Personnel Act (D.C. Law 2-139, Title 1, Chapter 6, Subchapter XVIII, (D.C. Official Code) Section 1-617.01(b) provides for collective bargaining between the Mayor of the District of Columbia and labor organizations accorded exclusive recognition for employee representation for employees of the District of Columbia Government.

Pursuant to the District of Columbia Comprehensive Merit Personnel Act (D.C. Law 2-139, Title 1, Chapter 6, Subchapter XVIII, (D.C. Official Code) Section 1-617.10), various local unions or District Council 20 of the American Federation of State, County and Municipal Employees, AFL-CIO, (herein “AFSCME” or the “Union”) have been certified and/or recognized as the exclusive collective bargaining agent for employees of the District of Columbia Government (hereinafter the “District” or the “Employer”).

Accordingly, AFSCME and the District enter into this Agreement, which shall have as its purposes:

- (1) Promotion of a positive policy of labor-management relations between the District of Columbia Government and its employees;
- (2) Improvement of morale of employees in service to the District of Columbia Government;
- (3) Enhancement of the quality of public service to the citizens of the District of Columbia;
- (4) Creation of a government that works better; and
- (5) Promotion of the rights of District of Columbia Government employees to express their views without fear of retaliation.

AFSCME and the District of Columbia Government declare that each party has been afforded the opportunity to put forth all its non-compensation proposals and to bargain in good faith. Both parties agree that this Agreement is the result of their collective bargaining and each party affirms its contents without reservation. This Preamble is intended to provide the background and purpose of the Collective Bargaining Agreement. Alleged violations of the Preamble per se will not be cited as contract violations.

## **ARTICLE 1** **RECOGNITION**

### **Section 1 – Recognition:**

The District of Columbia Government (hereinafter referred to as the “District” or “Employer”) hereby recognizes as the sole and exclusive representative for the purpose of collective bargaining, the American Federation of State, County and Municipal Employees, AFL-CIO, District of Columbia District Council 20, and its affiliated Local Unions (hereinafter referred to collectively as the "Union" or "AFSCME") for each of the bargaining units under the personnel authority of the Mayor for which AFSCME is the certified collective bargaining representative.

### **Section 2 - Bargaining Units Descriptions:**

This Agreement may also include agencies with independent personnel authority if they have executed an addendum opting to be covered by the provisions herein.

### **Section 3 - Coverage:**

AFSCME, the certified exclusive representative of all employees in the bargaining unit referenced above, shall be responsible for representing the interests of employees in the units without discrimination as to membership; provided, however, that an employee who does not pay dues or service fees may be required by the Union to pay reasonable costs for personal representation.

### **Section 4 – New Units:**

Bargaining units of employees under the administrative jurisdiction of the Mayor of the District of Columbia certified during the term of this Agreement shall be covered by the provisions of this Agreement, if agreed to by the parties.

### **Section 5 – Unit Clarification(s):**

The Union and the Employer shall file a Joint Petition with the Public Employee Relations Board (hereinafter referenced as PERB) to clarify and correct inaccuracies contained on the current unit certifications. Prior to filing of the joint petition, the Union and Employer shall confer on the revised unit descriptions.

**ARTICLE 2**  
**MANAGEMENT RIGHTS**

**Section 1 – Management Rights in Accordance with the Comprehensive Merit Personnel Act (CMPA):**

(a) Management's rights shall be administered consistent with D.C. Official Code §1-617.08, 2001 edition as amended.

(b) All matters shall be deemed negotiable except those that are proscribed by this subchapter. Negotiations concerning compensation are authorized to the extent provided in Sections 1-617.16 and 1-617.17 (as amended).

**Section 2 - Impact of the Exercise of Management Rights:**

Management rights are not subject to negotiations; however, in the Employer's exercise of such rights, the Union may request the opportunity to bargain the impact and effects, where there has been an adverse impact upon employees regarding terms and conditions of employment.

**ARTICLE 3**  
**UNION RIGHTS AND SECURITY**

**Section 1 – Exclusive Agent:**

The District shall not negotiate with any other employee organization or group with reference to terms and/or conditions of employment for employees represented by AFSCME. AFSCME shall have the right of unchallenged representation in its bargaining units for the duration of this Agreement in accordance with PERB Interim Rules, Section 502.9(b).

**Section 2 – Meeting Space:**

Upon request at least one day in advance, the Employer will provide meeting space as available for bargaining unit business. Except as provided elsewhere in this Agreement, meetings will be held on the non-work time of all employees attending the meetings. The Union will be responsible for maintaining decorum at meetings on the Employer's premises and for restoring the space to the same condition to which it existed prior to the meetings.

**Section 3 – Access to Employees:**

The Union shall have access to all new and rehired employees to explain Union membership, services and programs. Such access shall occur during either a formal orientation session or upon

such employees' reporting to their work site within thirty (30) calendar days of employees' appointment or reappointment.

**Section 4 - Dues Checkoff:**

The Employer agrees to deduct union dues bi-weekly from the pay of employee members upon proper authorization. The employee must complete and sign Form 277 to authorize the withholding. The amount to be deducted shall be certified to the Employer in writing by the appropriate official of District Council 20. It is the responsibility of the employee and the Union to bring errors or changes in status to the attention of the Employer. Corrections or changes will be made at the earliest opportunity after notification is received but in no case will changes be made retroactively. Union dues withholding authorization may be cancelled upon written notification to the Union and the Employer within the thirty (30) calendar day period prior to the anniversary date of this Agreement. When Union dues are cancelled, the Employer shall withhold a service fee in accordance with Section 5 of this Article.

**Section 5 - Service Fees:**

In keeping with the principle that employees who benefit by the Agreement should share in the cost of its administration, the Union shall require that employees who do not pay Union dues shall pay an amount (not to exceed Union dues) that represents the cost of negotiation and/or representation. Such deductions shall be allowed when the Union presents evidence that at least 51% of the employees in the unit are members of the Union.

**Section 6 – Cost of Processing:**

The Employer shall deduct \$.05 per deduction (dues or service fee) per pay period from each employee who has dues or service fees deducted. This amount represents the fair value of the cost to the Employer for performing the administrative services and is payable to the Office of Labor Relations and Collective Bargaining.

**Section 7 - Hold Harmless:**

The Union shall indemnify, defend and hold the Employer harmless against any and all claims, demands and other forms of liability, which may arise from the operation of this Article. In any case in which a judgment is entered against the Employer as a result of the deduction of dues or other fees, the amount held to be improperly deducted from an employee's pay and actually transferred to the Union by the Employer, shall be returned to the Employer or conveyed by the Union to the employee(s), as appropriate.

**ARTICLE 4**  
**LABOR-MANAGEMENT MEETINGS**

**Section 1 – Labor-Management Partnerships:**

Consistent with the principles of the D.C. Labor-Management Partnership Council, the parties agree to establish and support appropriate partnerships within the individual agencies covered by this Agreement. The purpose of such partnership will be to promote labor-management cooperation within a high-quality work environment designed to improve the quality of services delivered to the public.

Agency partnership should ordinarily be made up of equal numbers of high-level officials of labor and management who will meet regularly to consider such issues as they choose to discuss. Decisions by the partnership are by consensus only.

**Section 2 – Labor-Management Contract Review Committee:**

Appropriate high-level management and union representatives shall meet at least monthly, at either party's request, to discuss problems covering the implementation of this Agreement. The findings and recommendations of the Contract Review Committee will be referred to the Director for action. The Director or his/her designee shall respond in writing to any written finding and recommendation of the committee within a reasonable period.

**ARTICLE 5**  
**DISCRIMINATION**

**Section 1 – General Provisions:**

The Employer agrees that it will not in any way discriminate against any employee because of his/her membership or affiliation in or with the Union or service in any capacity on behalf of the Union. Each employee of the District Government has the right, freely and without fear of penalty or reprisal:

- (1) To form, join and assist a labor organization or to refrain from this activity;
- (2) To engage in collective bargaining concerning terms and conditions of employment, as may be appropriate under this law and rules and regulations through a duly designated majority representative; and,
- (3) To be protected in the exercise of these rights.

Neither party to this Agreement will discriminate against any employee with regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, political affiliation, or as otherwise provided by law.

**Section 2 – Equal Employment Practices:**

The Employer agrees to vigorously continue the implementation of its Equal Employment opportunity Program as approved by the Director, D.C. Office of Human Rights. For the purpose of this Agreement, the Department/Agency's Affirmative Action Plan will be observed. Progress reports will be sent to the Union periodically as to the implementation of the Affirmative Action Plan.

The Union shall designate an Affirmative Action Coordinator who shall, upon request, attend meetings of the Department's Affirmative Action Counselors, and be permitted to meet with Department EEO officials to discuss implementation of the Affirmative Action Plan including Departmental policies and programs.

Vacancy Announcements for Departmental vacancies shall be posted at all work locations. One copy of the notice shall be supplied to appropriate Union Shop Stewards.

**Section 3 – Discrimination Charges:**

Any charges of discrimination shall be considered by the appropriate administrative agency having jurisdiction over the matter and shall therefore not be subject to the negotiated grievance procedure.

**ARTICLE 6**  
**UNION RIGHTS AND RESPONSIBILITIES**

**Section 1 – Union Stewards:**

Union Stewards shall be designated by the Union and shall be recognized as employee representatives. Union Stewards shall be employed at the same work area or shift as employees they are designated to represent. When a union steward is transferred by an action of management (not including promotion or transfer at the employee's request), the steward may continue to act as a steward for his/her former work site for a period not to exceed 45 days from original notification. The Union will supply the Employer with lists of stewards' names, which shall be posted on appropriate bulletin boards. The Union shall notify the Employer of changes in the roster of Stewards. Stewards are authorized to perform and discharge union duties and responsibilities, which may be assigned to them under the terms of this Agreement.

## **Section 2 – Performance of Duties:**

Stewards shall obtain permission from their immediate supervisors prior to leaving their work assignments to properly and expeditiously carry out their duties during a reasonable amount of official time to be estimated in advance whenever possible. Before attempting to see an employee, the Steward will obtain permission from the employee's supervisor. Such permission will be granted unless the employee cannot be immediately relieved from his assigned duties, in which case permission will be granted as soon as possible thereafter. If the immediate supervisor is unavailable, permission will be requested from the next highest level of supervision. Requests by Stewards for permission to meet with employees and/or by employees to meet with Stewards will not require prior explanation to the supervisor of the problems involved other than to identify the area to be visited and the general purpose of the visit i.e., grievance investigation, labor-management meetings, negotiation sessions, etc.

A Steward thus engaged will report back to his/her supervisor on completion of such duties and return to their job. The employer agrees that there shall be no restraint, interference, coercion, or discrimination against a Steward in the performance of such duties.

## **Section 3 – Union Activities on Employer's Time and Premises:**

The Employer agrees that during working hours, on the Employer's premises and without loss of pay, in accordance with Article 6 of this Agreement, Union representatives shall be allowed to:

- A. Post Union notices on designated Union bulletin boards (with a copy given to the Employer);
- B. Attend negotiation meetings;
- C. Transmit communications authorized by the District Council and Local Union or its officers to the Employer or his/her representative;
- D. Consult with the Employer or his/her representative, District Council and Local Union Officers, other Union representatives or employers, concerning the enforcement of any provisions of this Agreement, and other Labor-Management activities. Official time does not include internal Union activities; and
- E. Solicitation of Union membership and distribution of literature shall be confined to the non-working time of all employees involved and out of sight of the public.

## **Section 4 – Visits by Union Representatives:**

The Employer agrees that representatives of the American Federation of State, County and Municipal Employees whether local, Union representatives, District council representatives, or



International representatives shall have full and free access except in secured areas, to the premises of the Employer at any time during working hours to conduct Union business. Advance notification will be given to the appropriate supervisor of the facility to be visited to permit scheduling that will cause minimal disruption of the work activities.

**Section 5 – Union Insignia:**

The Employer agrees that the employee has a right to participate and identify with the Union as his/her representative in collective bargaining matters; therefore, the Employer agrees that such identification devices as emblems, buttons and pins supplied by the Union to the employees within the bargaining unit may be worn on their uniforms, except for uniformed police.

**Section 6 – Official Time:**

Union representatives who engage in labor management activities during working hours shall indicate on the “Official Time Report” the activity performed. No Union representative will be disadvantaged in the assessment of his/her performance based on use of documented official time while conducting labor management business.

**OFFICIAL TIME REPORT**

**REPORTING PERIOD (each pay period)**

**OFFICIAL TIME SPENT ON LABOR-MANAGEMENT ACTIVITIES**

**FROM:**

**TO:**

---

**Name of Union Representative (Last Name, First, Middle Initial)**

**Name of Supervisor Submitting Report**

---

**Organization (Agency, Division, Branch)**

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**Representational Functions of Official Time (Activity) as identified in the Agreement. [See Reverse Side]**

---

| DATE | Requested Time |           | Activity (1-8)<br>Identify all that apply | Supv.<br>Approving<br>Initials | Actual Time |           | Total<br>Time<br>Used | Union Rep.<br>Initial | Supv.<br>Approving<br>Initials |
|------|----------------|-----------|---|--------------------------------|-------------|-----------|-----------------------|-----------------------|--------------------------------|
|      | FROM: am/pm    | TO: am/pm |   |                                | FROM: am/pm | TO: am/pm |                       |                       |                                |
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|      |                |           |   |                                |             |           |                       |                       |                                |
|      |                |           |   |                                |             |           |                       |                       |                                |

**REPRESENTATIONAL FUNCTIONS OF OFFICIAL TIME (Activity)**

|          |   |
|----------|---|
| <b>1</b> | <b>Labor negotiations.</b>  |
| <b>2</b> | <b>Contacts between employee representatives and employees provided for in the negotiated grievance procedure.</b>  |
| <b>3</b> | <b>Grievance meetings and arbitration hearings.</b>   |
| <b>4</b> | <b>Disciplinary or adverse action meetings, if the Union is designated as representative of the employee.</b>   |
| <b>5</b> | <b>Attendance at an examination of an employee who reasonably believe he or she may be the subject of a disciplinary or adverse action and the employee has requested representation.</b> |
| <b>6</b> | <b>Attendance at board or other committee meetings on which the Union representatives are authorized membership by the Employer or the Agreement.</b>                                     |
| <b>7</b> | <b>Attendance at meetings between the Employer and the Union.</b>   |
| <b>8</b> | <b>Attendance at agency recognized/sponsored activities to which the Union has been invited.</b>  |
|          |   |
|          |   |
|          |   |

**Distribution: Original to Office of Labor Relations & Collective Bargaining  
Copy kept by Supervisor & Union Representative**

## **ARTICLE 7** **DISCIPLINE**

### **Section 1:**

Discipline shall be imposed for cause, as provided in the D.C. Official Code § 1-616.51 (2001 ed.).

### **Section 2:**

For the purposes of this Article, discipline shall include the following:

- a. **Corrective Actions:** Written reprimands or suspensions of nine (9) days or less;
- b. **Adverse Actions:** Removal, suspension for more than nine (9) days; or a reduction in rank or grade or pay for cause.

### **Section 3:**

Discipline will be appropriate to the circumstances, and shall be primarily corrective, rather than punitive in nature. After discovery of the incident, the investigations shall be conducted in a timely manner and discipline shall be imposed upon the conclusion of any investigation or the gathering of any required documents, consistent with the principle of progressive discipline and D.C. Office of Personnel regulations.

### **Section 4:**

If a supervisor has reason to discipline an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

### **Section 5:**

Unless there is a reasonable cause to believe that an employee's conduct is an immediate hazard to the agency, the employee or other employees, or is detrimental to public health, safety or welfare, an employee against whom adverse action is proposed shall be entitled to at least thirty (30) days advance written notice of proposed adverse action (or fifteen (15) days if corrective action is proposed). The notice will identify the causes and the reasons for the proposed action.

### **Section 6:**

Recognizing that the Union is the exclusive representative of the employees in the bargaining unit, the Department shall in good faith attempt to notify the Union of proposed disciplinary actions. Each Department shall notify the union of the method of notification. Further the Employer agrees

to notify the employee of his or her right to representation in corrective or adverse actions. The material upon which the proposed discipline is based shall be made available to the employee and his/her authorized representatives for review. The employee or his/her authorized representative will be entitled to receive a copy of the material upon written request.

Any information that cannot be disclosed to the employee, his representative, or physician shall not be used to support the proposed action.

**Section 7:**

Except in the special circumstances referred to in Section 5 above, an employee shall be entitled to at least ten (10) workdays to answer the notice of proposed corrective or adverse action. If the proposed action is removal, the employee shall upon request, be granted an opportunity to be heard prior to a final decision. This opportunity to be heard shall be afforded by a person designated by the agency head. This person shall not be in the supervisory chain between the proposing and/or deciding official(s) and shall not be subordinate to the proposing official. This person shall review the employee's answer, discuss the proposed action with the employee and/or his representative and appropriate representatives of the Employer and make a recommendation to the deciding official who will act upon the recommendation, as he/she deems proper.

**Section 8:**

The person proposing a disciplinary action shall not be the deciding official unless the proposing official is the agency head or Director of Personnel.

**Section 9:**

Except in the special circumstances referred to in Section 5 above, an employee against whom a corrective or adverse action has been proposed shall be kept in an active duty status during the notice period.

**Section 10:**

The deciding official shall issue a written decision within forty-five (45) calendar days from the date of receipt of the notice of proposed action which shall withdraw the notice of proposed action or sustain the proposed action in whole or in part. The forty-five (45) day period for issuing a final decision may be extended by agreement of the employee and the deciding official. If the proposed action is sustained in whole or in part, the written decision shall identify which causes have been sustained and which have been dismissed, describe whether the proposed penalty has been sustained or reduced and inform the employee of his or her right to appeal or grieve the decision, and the right to be represented. The final decision shall also specify the effective date of this action.

**Section 11:**

In any circumstance in which the Employer has reasonable cause to believe that an employee's conduct is an immediate hazard to the employing agency, to the employee involved or other employees, or is detrimental to public health, safety or welfare the Employer may place an employee on administrative leave whether or not notice of proposed action has been given to the employee.

**Section 12:**

Notice of final decision, dated and signed by the deciding official, shall be delivered to the employee on or before the time the action is effective. If the employee is not in a duty status at that time, the notice shall be sent to the employee's last known address by certified or registered mail.

**Section 13:**

Except as provided in Section 14 of this Article, employees may grieve actions through the negotiated grievance procedure, or appeal to the Office of Employee Appeals (OEA) in accordance with OEA regulations but not both. Once the employee has selected the review procedure, that choice shall be the exclusive method of review.

**Section 14:**

The removal of an employee during his or her probationary period is neither grievable nor appealable and shall be done in accordance with the DPM.

**Section 15:**

If a final decision is grieved through the negotiated grievance procedure a written grievance shall be filed with the deciding official within fifteen (15) workdays after the effective date of the action.

**Section 16 – Troubled Employees:**

In appropriate cases, consideration shall be given to correcting the problem through the D.C. Consultation and Counseling Service. When the District implements a new employee assistance program, this shall take the place of the D.C. Consultation and Counseling Service.

**Section 17:**

Whenever an employee is questioned by a supervisor with respect to a matter for which a disciplinary action is intended against the employee, the employee may, upon request, consult with a union official or other representative. Upon such request, the supervisor will stop the questioning until the employee can consult with such representative, but in no event will such questioning be

delayed beyond the end of the employee's following shift. When and if questioning is resumed, an employee may have a union official or other representative present.

## **ARTICLE 8**

### **TRAINING AND CAREER LADDER**

#### **Section 1 – Basic Training:**

Other than skills necessary to qualify for the position, the Employer agrees to provide each employee with basic training or orientation for the safe and effective performance of his/her job. Such training shall be provided at the Employer's expense and, if possible, during the employee's regular workday. If the employee is required to participate in training outside of regular work hours, the employee will be compensated in accordance with the Compensation Units 1 and 2 Agreement. Continued training shall be within budgetary constraints.

#### **Section 2 - Continued Training Opportunities:**

The Employer will encourage and assist employees in obtaining career related training and education outside the Department by collecting and posting current information available on training and educational opportunities. The Employer will inform employees of time or expense assistance the Employer may be able to provide.

#### **Section 3 - Career Ladder:**

The parties recognize and endorse the value of employee training and career ladder programs. Both parties subscribe to the principles of providing career development opportunities for employees who demonstrate potential for advancement. The feasibility of upward mobility and training programs for unit employees shall be a proper subject for labor-management meetings. Career ladder promotions when effected, shall be in accordance with DPM Chapter 8, Part II, Subpart 8, and Appendix A.

#### **Section 4 - Experience Verification:**

When an institution of higher learning provides credit for on-the-job experience, the Employer will, at the request of the employee, provide pertinent information to verify the employee's experience with the District. The employee shall provide the relevant documents and information necessary for the release of the employee's information to the relevant institution.

#### **Section 5 - Union Sponsored Career Advancement Programs:**

Management and the Union support the objective of meaningful career advancement for District Government workers in the areas of promotion, transfers and filling of vacancies. In keeping with this objective, the Union will investigate and develop programs to enhance opportunities for

career advancement such as: career counseling services; placement of career planning resource materials on site; correspondence course arrangements with area colleges, universities, vocational and technical schools; and workshops on resume writing and interview skills.

Programs that are developed will be presented and discussed during appropriate labor-management committee meetings for review and consideration.

## **ARTICLE 9** **SAFETY AND HEALTH**

### **Section 1 - Working Conditions:**

**A.** The District shall provide and maintain safe and healthful working conditions for all employees as required by applicable laws. It is understood that the District may exceed standards established by regulations consistent with the objectives set by law. The Employer will make every effort to provide and maintain safe working conditions. AFSCME will cooperate in these efforts by encouraging its members to work in a safe manner and to obey established safety practices and regulations.

**B.** Matters involving safety and health will be governed by the D.C. Occupational Safety and Health Plan in accordance with Subchapter XXI of the Comprehensive Merit Personnel Act (1980, as amended). The District will promptly make every effort to qualify its plan under the Occupational Safety and Health Administration (OSHA) as established by the U.S. Department of Labor.

**C.** The District shall furnish and maintain each work place in accordance with standards provided within this Section.

### **Section 2 - Employees Working Alone:**

Employees shall not be required to work alone in areas beyond the call, observation or periodic check of others where dangerous chemicals, explosives, toxic gases, radiation, laser light, high voltage or rotary machinery are to be handled, or in known dangerous situations whenever the health and safety of an employee would be endangered by working alone.

### **Section 3 - Corrective Actions:**

**A.** If an employee observes a condition, which he or she, believes to be unsafe, the employee should report the condition to the immediate supervisor.

**B.** If the supervisor and employee agree that a condition constitutes an immediate hazard to the health and safety of the employee, the supervisor shall take immediate precautions to protect the employee.



C. If the supervisor and employee do not agree that a condition constitutes an immediate hazard to the health and safety of the employee, the matter may be immediately referred by the employee to the next level supervisor or designee. The supervisor or designee shall meet as soon as possible with the employee and his or her AFSCME representative, and shall make a determination.

D. Employees shall not be required to operate equipment that has been determined by the Employer or the appropriate D.C. Safety Officer to be unsafe to use, when by doing so they might injure themselves or others.

**Section 4 - Medical Service: On-the-Job Injury:**

A. The District shall make first-aid kits reasonably available for use in case of on-the-job injuries. If additional treatment appears to be necessary, the District shall arrange immediately for transportation to an appropriate medical facility.

B. The need for additional first-aid kits will be an appropriate issue for Safety Committee determination. Recommendations of the Safety Committee will be referred to the appropriate agency officials.

**Section 5 - Safety Devices and Equipment:**

Protective devices and protective equipment shall be provided by the District and shall be used by the employees.

**Section 6 - Safety Training:**

A. The District shall provide safety training to employees as necessary for performance of their job. Issues involving safety training may be presented to the Safety Committee established in Section 8(A).

B. The District shall provide CPR training to all employees who request such training.

**Section 7 - Information on Toxic Substances:**

Employees who have been identified by the Safety Committee and the Department or District Safety Officer as having been exposed to a toxic substance (including, but not limited to asbestos) in sufficient quantity or duration to meet District Government standards shall receive appropriate health screening. In the absence of District Government standards, the Safety Committee and Safety Officer will refer to standards established by other appropriate authorities such as Occupational Safety and Health Administration (OSHA), National Institute for Occupational Safety and Health (NIOSH) or the Environmental Protection Agency (EPA).

**Section 8 - Safety Committees:**

A. A Safety Committee of three (3) representatives from AFSCME and three (3) representatives from the District is hereby established in each department/agency.

B. One (1) AFSCME and one (1) District representative shall each serve as co-chairpersons of the Committee. The Agency's Risk Management official shall serve on the Safety Committee as one of the Agency's representative.

C. The Safety Committee shall:

1. Meet on a monthly basis, unless mutually agreed otherwise. Prior to regularly scheduled monthly meeting, labor and management must submit their respective agendas to each other at least five (5) days in advance;

2. Conduct safety surveys, consider training needs, and make recommendations to the agency/department head and the Office of Risk Management;

3. Receive appropriate health and safety training.

D. Final reports or responses from agency/department heads (or designees) shall be provided to the Safety Committee within a reasonable period of time on safety matters initiated by the Committee.

E. In departments/agencies where there is more than one Local Union, there shall be a safety committee for each Local Union, unless otherwise agreed upon.

F. Safety Committees may be reorganized upon agreement of both parties.

**Section 9 - Medical Qualification Requirements:**

The District agrees to abide by the provisions of Chapter 8, Sections 848.19 and 848.20 of the D.C. Personnel Regulations as published in the D.C. Register, Volume 32, April 5, 1985 (32 DCR 1858, 1911).

**Section 10 - Light Duty:**

A. The District agrees to provide light duty assignments for Employees injured on the job to the extent that such light duty is available as follows:

1. To be eligible for light duty, the employee must be certified by the employee's attending physician. The certification must identify the employee's impairments and the type of light duty he or she is capable of performing.

2. The Employee will be given light duty assignments for which he or she is qualified, initially within his or her own Bureau or organizational unit. If light duty is not available within the Bureau or organizational unit, suitable work will be sought elsewhere in the department/agency.

3. Light duty assignments shall not normally extend beyond 45 working days. However, if there are no other requests for light duty, this period may be extended until such time as the request is made by another employee. Employees unable to perform their regularly assigned duties after the expiration of that time shall make application for disability compensation or exercise such other options as may be available to employees under the provisions of this Agreement or under law, and in accordance with paragraph 5 below.

4. Where there are more requests for light duty than there are light duty assignments, assignments shall be made in the order of earlier date of request.

5. When light duty is not available, an employee must return to full duty or seek compensation or retirement from appropriate channels, or other assistance as may be available in accordance with Section 9. In the event compensation or retirement is not approved, the employee may be required to take a fitness for duty examination and may be separated if (a) found unfit to perform or (b) found fit but refuses to report for full duty.

#### **Section 11 - Excessive Temperatures in Buildings:**

Employees, other than those determined by the Employer to be essential, shall be released from duty or reassigned to other duties of a similar nature at a suitably temperate site because of excessively hot or cold conditions in the building. This determination will be made by the Employer as expeditiously as possible and shall be based upon existing procedures. In lieu of dismissal, the Employer may reassign employees to other duties of similar nature at a suitably temperate site. The cost of authorized transportation will be assumed by the Employer. Administrative leave will be granted if authorized by the Mayor or his or her designee.

#### **Section 12 - Employee Health Services:**

Employees covered by this Agreement shall have access to employee health services provided by the Employer consistent with the Comprehensive Merit Personnel Act (D.C. Law 2-139). Employee health services shall include such services as provisions for emergency diagnosis and emergency treatment of illness, physical examination including, but not limited to, pre-employment, fitness for duty or disability retirement evaluation; treatment of minor illness; preventive services; health information to assist employees to protect, conserve, and improve physical and mental health; and counseling and appropriate referrals to the D.C. Consultation and Counseling Service.

**Section 13 - Maintenance of Health Records:**

Medical records of employees shall be maintained in accordance with the provisions of Chapter 31 of the D.C. Government regulations that maintain confidentiality of those records. Medical records shall not be disclosed to anyone except in compliance with applicable rules relating to disclosure of information. Copies of rules relating to medical information will be made available to AFSCME.

**Section 14:**

A. The Employer agrees to follow Mayor's order 87-95 regarding ergonomic policy for use of video display terminals (VDT).

B. Continuous users who operate a video display terminal for more than two continuous hours shall be allowed to move out of their chairs for brief periods to perform other tasks as specified by their supervisor.

C. If a pregnant employee, who is a continuous VDT user, submits a medical statement from her physician which recommends limiting her use of the VDT during the term of her pregnancy because of exposure to radiation, reasonable consideration will be given to providing the employee with other available duties, within the work unit, for which she is qualified and which her doctor certifies that she can perform.

**Section 15:**

The Employer agrees to provide the Union with a copy of all current D.C. Safety Officers, and revisions as they occur.

**ARTICLE 10**  
**GENERAL PROVISIONS**

**Section 1 – Work Rules:**

Employees will be advised of verbal and written work rules, which they are required to follow. The Employer agrees that proposed new written work rules and the revision of existing written work rules shall be subject to notice and consultation with the Union.

**Section 2 - Distribution of Agreement:**

The Employer and the Union agree to share equally in the cost of reproducing this contract for employees and supervisors. The parties shall mutually agree upon the cost and number of copies to be printed.

**ARTICLE 11**  
**BULLETIN BOARDS**

The Employer agrees to furnish suitable Bulletin Boards and/or space to be placed at locations mutually acceptable to the Union and the Employer. The Union shall limit its posting of notices and bulletins to such Bulletin Boards.

**ARTICLE 12**  
**PERSONNEL FILES**

**Section 1 - Official Files:**

The Employer shall maintain the official files of all personnel in all units covered by this Agreement in the Office of Personnel. Records of corrective actions or adverse actions shall be removed from an employee's official file in accordance with the DPM.

**Section 2 - Right to Examine:**

Each employee shall have the right to examine the contents of his/her personnel files upon request.

**Section 3 – Right to Respond:**

Each employee shall have the right to answer any material filed in his/her personnel file and his/her answer shall be attached to the material to which it relates.

**Section 4 - Right to Copy:**

An employee may copy any material in his/her personnel file.

**Section 5 – Access by Union:**

Upon presentation of written authorization by an employee, the Union representative may examine the employee's personnel file and make copies of the material.

**Section 6 – Confidential Information:**

The DC Office of Personnel shall keep all arrests by the Metropolitan Police, fingerprint records, and other confidential reports in a confidential file apart from the official personnel folder.

**Section 7 - Employee to Receive Copies:**

A. The employee shall receive a copy of all material placed in his/her folder in accordance with present personnel practices. Consistent with this Article when the Employer sends documents to be placed in an employee's personnel folder which could result in disciplinary action or non-routine documents which may adversely affect the employee, the employee shall be asked to acknowledge receipt of the document. The employee's signature does not imply agreement with the material but simply indicates he/she received a copy.

B. If an employee alleges that he/she was not asked to acknowledge receipt of material placed in his/her personnel folder as provided in this section the employee will be given the opportunity to respond to that document and the response will be included in the folder.

**Section 8 – Access by Others:**

The Employer shall inform the employee of all requests outside of the normal for information about him/her or from his/her personnel folder. The access card signed by all those who have requested and have been given access to the employee's file shall be available for review by the employee.

**ARTICLE 13**  
**SENIORITY**

**Section 1 - Definition:**

Seniority means an employee's length of continuous service with the Employer from his/her date of hire for purposes of this Article only. Employees hired on the same day shall use alphabetical order of surname in determining seniority.

**Section 2 - Breaks in Continuous Service:**

An employee's continuous service shall be broken by voluntary resignation, discharge for cause or retirement. If an employee returns to his former, or a comparable, position within one year, the seniority he had at the time of his/her departure will be restored but he/she shall not accrue additional seniority during his/her period of absence.

**Section 3 - Seniority Lists:**

Each agency with employees covered by this Agreement shall provide the Union semi-annually with list of names of employees represented by the Union in that Agency. The list will be in seniority order as defined by Section 1 of this Article. Also, each agency will supply the Union semi-annually with lists of new hires in bargaining unit positions and with names of unit employees who have left the agency since the last seniority list.

#### **Section 4 - Reassignments:**

A reassignment requested by an employee to a position in the same classification within an agency/department may be effected by mutual agreement.

#### **Section 5 - Promotions:**

A. Whenever a job opening occurs, in any existing job classification or as the result of the development or establishment of a new job classification, a notice of such opening shall be posted on all bulletin boards for ten (10) working days prior to the closing date. A copy of the notices of job openings will be given to the appropriate Union Steward at the time of posting.

B. During this period, employees who wish to apply for the open position or job including employees on layoff may do so. The application shall be in writing, and it shall be submitted to the appropriate Personnel Office.

C. Management has the right to determine job qualifications, provided they are limited to those factors' directly required to satisfactorily perform his/her job. Where all job factors are relatively equal, the employee with the greatest departmental seniority within the unit shall be promoted.

#### **Section 6 - Change to Lower Grade:**

A. The term "change to lower grade", as used in this provision means change of assignment from a position in one job classification to a lower paying position in the same job classification.

B. Demotions may be made to avoid laying off employees, to provide for employees who request a change to lower grade for personal convenience, or to change an employee to a lower grade when he/she is unable to perform satisfactorily the duties of his/her position.

#### **Section 7 - Individual Work Schedules:**

Work schedule changes initiated by the Employer affecting an individual employee shall be in accord with department/agency seniority, except where specific skills are needed.

#### **Section 8 - Pay for Work Performed in Higher Graded Position:**

A. Employees detailed or assigned to perform the duties of a higher graded position for more than four (4) pay periods in any calendar year shall receive the pay of the higher graded position. Assignment to a higher graded position for periods of at least one (1) pay period shall count toward the accumulation of the four (4) pay period requirement. The applicable rate of pay will be determined by application of D.C. government procedures concerning grade and step placement for

temporary promotions, and will be effective the first pay period beginning after the qualifying period has passed. An employee on detail to a lower graded position shall maintain the pay for his/her original position. Advance notice will be given to the Union of any detail exceeding one pay period.

**B.** This provision shall not apply to training programs.

**C.** Issues involving changed or additional duties assigned to an employee, within his/her present position, shall be considered in accordance with position classification procedures.

## **ARTICLE 14**

### **INCLEMENT WEATHER CONDITIONS**

#### **Section 1 – Inclement Weather Work:**

**A.** Any full-time employee who is scheduled to report for work and who presents himself for work as scheduled shall be assigned to at least eight (8) hours work.

**B.** If weather conditions do not permit the employee to perform his/her regularly scheduled duties and there is no other work available in line with his/her normal duties, the employee shall be given the option to perform other work or be paid at his/her regular rate for a minimum of four (4) hours and released from duty at his/her election on annual leave or leave without pay.

**C.** Employees working on snow detail or who are required to shovel snow shall be assigned in the following order:

1. Volunteers
2. In the inverse order of seniority

**D.** Employees with established health concerns may request to be exempt from snow shoveling assignments.

#### **Section 2 - Reporting Time:**

**A.** During inclement weather where the District Government has declared an emergency, employees (other than those designated emergency employees) will be given a reasonable amount of time to report for duty without charge to leave. Those employees required to remain on their post until relieved will be compensated at the appropriate overtime rate or compensatory leave for the time it takes his/her relief to report for duty.

**B.** The Employer agrees to dismiss all non-emergency employees when early dismissal is authorized by higher officials during inclement weather.



**ARTICLE 15**  
**HOURS OF WORK**

**Section 1 - Workday:**

Except as provided in this Article, the normal workday for full-time employees shall consist of eight (8) hours of work within a 24-hour period. The normal hours of work shall be consecutive except that they may be interrupted by a lunch period.

**Section 2 - Workweek:**

Except as provided in this Article, the workweek for full-time employees shall normally consist of five (5) consecutive days, eight (8) hours of work, Monday through Friday, totaling forty (40) hours. Special schedules will be established for employees, other than employees in continuous operations, who are required to work on Saturday, Sunday or seasonal schedules as part of their regular workweek.

**Section 3 - Continuous Operations and Shifts:**

The workday for employees in 24-hour continuous operations shall consist of eight hours of work. Work schedules for employees assigned to shifts, showing the employee's workdays, and hours, shall be posted on appropriate bulletin boards. All employees shall be scheduled to work regular work shifts i.e., each work shift shall have a regular starting and quitting time.

**Section 4 - Changes in Work Schedules:**

Except in emergencies, regular work schedules shall not be changed without ten (10) working days advance notice.

**Section 5 - Flexible/Alternative Work Schedules:**

A. The normal work hours may be adjusted to allow for flexible/alternative work schedules, with appropriate adjustments in affected leave and compensation items (e.g., overtime, premium pay, compensatory leave, etc.). Such schedules may be appropriate where: (1) it is cost effective, (2) it increases employee morale and productivity, or (3) it better serves the needs of the public. The Union will be given advance notice (when flexible/alternative work schedules are proposed) and shall be given the opportunity to consult.

B. An alternative work schedule will provide that overtime compensation will not begin until the regularly scheduled workday or tour of duty has been completed. Other premiums will be based on the regularly scheduled workday of the employees. An alternative work schedule shall not affect the existing leave system. Leave will continue to be earned at the same number of hours per pay period as for employees on five (5) day, forty (40) hour schedules and will be charged on an hour-by-hour basis.

**ARTICLE 16**  
**ADMINISTRATION OF LEAVE**

**Section 1 – General:**

Employees shall be eligible to use leave in accordance with the personnel rules and regulations. Any request for a leave of absence shall be submitted in writing by the employee to his/her immediate supervisor. The request shall state the length of time off the employee desires, the type of leave requested and the reason for the request. An excused absence is an absence from duty without loss of pay and without charge to leave when such absence is authorized by statute or administrative discretion.

**Section 2 - Annual Leave:**

**A. Normal Requests for Leave:** A request for a short leave of absence, not to exceed three days, shall be requested in writing on the proper form and answered before the end of the work shift in which the request is submitted. A request for a leave of absence between four to seven days must be submitted five (5) calendar days in advance and answered within five days, except for scheduled vacations, as provided for in Section 2 of this Article. If the request is disapproved, the supervisor shall return the SF-71 with reasons for the disapproval indicated. Requests for annual leave shall not be unreasonably denied.

**B. Emergency Requests:** Any employee's request for immediate leave due to family death or sickness shall be granted or denied immediately.

**C. Carryover:** Annual leave, which is not used, may be accumulated from year to year. In general, the maximum allowable leave is thirty (30) days, unless the employee had a greater amount of allowable leave at the beginning of the leave year. Employees shall receive a lump sum leave payment for all accrued annual leave not used at the time of retirement, resignation or other separation from the employer, consistent with the negotiated Compensation Agreement.

**D. Vacation Schedules:** Every effort will be made to grant employees leave during the time requested. If the operations would suffer by scheduling all requests during a given period of time, a schedule will be worked out with all conflicts to be resolved by the application of seniority. After vacations are posted, no changes shall be made unless mutually agreeable or an emergency arises. Employees will be encouraged to schedule vacations through the year.

### **Section 3 - Sick Leave:**

#### **A. Requests:**

1. Supervisors shall approve sick leave of employees incapacitated from the performance of their duties. Employees shall request sick leave as far in advance as possible prior to the start of their regular tour of duty on the first day of absence.

2. Sick leave shall be requested and approved in advance for visits to and/or appointments with doctors, dentists, practitioners, opticians, and chiropractors for the purpose of securing diagnostic examinations, treatments and x-rays.

3. Employees shall not be required to furnish a doctor's certificate to substantiate requests for approval of sick leave unless such sick leave exceeds three work days continuous duration. However, if Management has given written notice to an employee that there is a good reason to believe that the employee has abused sick leave privileges, then the employee must furnish a doctor's certificate for each absence from work, which is claimed as sick leave regardless of its duration. The Union will encourage employees to conserve sick leave for use during periods of extended illness.

4. Advance sick leave requests will be given prompt consideration by the Employer consistent with Section 3(b) of this Article when the following provisions are met:

(a) The request must be submitted in writing and must be supported by acceptable medical certificates.

(b) All available accumulated sick leave to the employee's credit must be exhausted. The employee must use annual leave he/she might otherwise forfeit.

(c) In the case of employees serving under temporary appointments, or under probationary or trial periods, advance sick leave should not exceed an amount which is reasonably assured will be subsequently earned during such period.

(d) The amount of sick leave advanced to an employee's account will not exceed 240 hours at any time. Where it is known that the employee is to be separated, the total sick leave advanced may not exceed an amount which can be liquidated by subsequent accrual prior to the separation.

(e) There must be a reasonable assurance that the employee will return to duty.

**B. Advance Sick Leave:** Advance sick leave may be granted to permanent or probationary employees in amounts not to exceed 240 hours. Furthermore, an employee may not be indebted for more than 240 hours of sick leave at any one time. Sick leave may be advanced to

employees holding a limited appointment or one expiring on a specific date, but not in excess of the total sick leave that would accrue during the remaining period of such appointment. In either case the employee request must be supported by a statement from his/her physician attesting that the employee has a serious disability or ailment and is incapacitated for duty and stating the period of time expected to be involved. The request should be denied only if the requirements of Section 3 (a) and (b) are not met or there is a reason to believe that the employee will not return to duty or that he/she has abused the sick leave privilege in the past.

C. All accrued and accumulated sick leave must be exhausted before the advance sick leave is credited. Accrued and accumulated annual leave may remain standing to the credit of employees. The Employer will use its best efforts to answer an employee's request for advanced sick leave within fifteen (15) working days. However, an employee is responsible for applying advance sick leave in writing as far in advance as possible. If the request is denied, the reasons for such denial shall be given in writing. Further, the employee will be given consideration for LWOP consistent with the provisions of personnel rules and regulations.

#### **Section 4 – Other Paid Leave:**

A. **Military Leave:** Full-time employees are entitled to leave as reserve members of the armed forces or as members of the National Guard to the extent provided in D.C. Official Code Section 1-612.03(m) and applicable rules and regulations and the Compensation Units 1 & 2 Agreement, which provide in part the following:

1. Members of the D.C. National Guard are entitled to unlimited military leave without loss of pay for any parade or encampment with the D.C. National Guard when ordered by the Commanding General, excluding weekly drills and meetings.

2. Additional military leave with pay will be granted to full-time employees who are members of the reserve components of the Armed Forces or the National Guard for the purpose of providing military aid to enforce the law for a period not to exceed 22 workdays per calendar year.

B. **Court Leave:** Employees shall be granted leave of absence with pay anytime they are required to report for jury duty or to appear as a witness on behalf of the District of Columbia Government, or the Federal or a State or Local Government, in accordance with personnel rules and regulations.

C. **Voting Leave:** Where the polls are not open at least three hours either before or after an employee's regular hours of work, he/she may, upon request, be granted an amount of excused time which will permit him/her to report to work three hours after the polls open or leave work three hours before the polls close, whichever requires the lesser amount of time off. Leave for voting will be allowed in accordance with the personnel rules and regulations.

D. **Funeral Leave:** Funeral leave shall be granted in accordance with the Compensation Units 1 & 2 Agreement.

**E. Civic Duty:** Upon advance request and adequate justification employees required to appear before a court or other public body on public business in which they are not personally involved shall be granted leave of absence with pay unless paid leave is prohibited by Federal or District Regulations or Statutes.

**F. Examinations:** Employees shall be excused without charge to leave in accordance with personnel rules and regulations for the purpose of taking an employment medical examination and examination for induction or enlistment in the active Armed Forces, a District Government owned vehicle operator examination, a civil service examination or other examination which his/her department has requested him/her to take in order to qualify for reassignment, promotion, or continuance of his/her present job, but not for the reserve Armed Forces. An employee shall also be excused without charge to leave for the purpose of taking an examination whenever, in the judgment of the Department or agency head, the District Government will benefit thereby. Absence from duty in order to take an examination primarily for the employee's own benefit and not connected to the District Government must be requested in accordance with the general leave provisions.

#### **Section 5 - Leave Without Pay:**

**A. General:** Leave of absence without pay for a limited period may be granted at the supervisor's discretion for a reasonable purpose if requested in advance in writing.

**B. Union:** Employees elected to any Union office or selected by the Union to do work which takes them from their employment with the Employer shall at the written request of the employee and the Union be granted a leave of absence without pay; provided the written request states the purpose and duration of the absence, and is submitted thirty (30) calendar days in advance of the commencement of the desired period of absence. If the Employer indicates that the requested leave will unduly hamper its operations, it may offer an alternative for consideration by the Union.

**C.** The initial leave of absence shall not exceed one (1) year. Leaves of absence for Union officials may be extended for similar periods. No more than one employee from a bargaining unit shall be on such extended leave at the same time.

**D. Parenthood Leave:** Maternity leave before and following childbirth shall be granted at the request of the employee. The employee is obligated to advise her supervisor substantially in advance of the anticipated leave date. This period of absence shall be determined by the employee, her physician and her supervisor. Maternity leave is chargeable to sick leave or any combination of sick leave, annual leave, or leave without pay. Paternity leave may be granted for a period of up to two (2) weeks following childbirth, and may be extended at the supervisor's discretion. Such leave shall be a combination of annual leave or leave without pay.

**E.** Leave may be granted for a period of up to two (2) weeks to an employee who is adopting a child, with extensions made at the discretion of the supervisor. Such leave shall be a combination of annual leave or leave without pay.

**F. Union Officer Leave:** Attendance at Union sponsored programs may be approved annual leave or leave without pay in accordance with normal leave practices unless Administrative Leave has been approved.

**G. Educational Leave:** After completing one (1) year of service an employee upon request may be granted a leave of absence for educational purposes provided that successful completion of the course will contribute to the work of the Department. The period of leave of absence may not exceed one (1) year, but may be extended at the discretion of the Employer. If an employee is returning from educational leave during which he/she has acquired the qualification of a higher rated position he/she shall not have lost any of his/her rights in being evaluated for the higher graded position.

## **ARTICLE 17**

### **ADMINISTRATION OF OVERTIME**

#### **Section 1 -Distribution:**

Overtime work shall be equally distributed among employees. Specific arrangements for the equitable distribution of overtime shall be agreed to at Union Management Cooperation Meetings. Individual employee qualifications shall be considered when decisions are made on which employees shall be called for overtime work.

#### **Section 2:**

Management will solicit volunteers when overtime work is required. In the event a sufficient number of qualified volunteers are not available to perform the job functions, overtime work will be assigned to equally qualified employees in inverse order of seniority, unless a different system is worked out on a local-by-local basis. Instances of hardship should be presented to the supervisor and shall be considered on a case-by-case basis.

## **ARTICLE 18**

### **WAGES**

#### **Section 1:**

The salaries and wages of employees shall be paid bi-weekly. In the event the scheduled payday is a holiday, the preceding day shall be the payday. If, for any reason, an employee's paycheck is not available on the prescribed day, or if it does not reflect the full amount due, that employee will be paid as quickly thereafter as is possible, and under no circumstances will he or she be required to wait until the next regular payday.

**Section 2:**

If an employee's paycheck is delayed, the employee shall immediately notify his/her supervisor. The supervisor shall initiate efforts through the agency controller to obtain a supplemental payment. Supplemental payments will not effectuate normal payroll deductions. Appropriate payroll deductions will be deducted from the employee's subsequent paycheck. (Except DHS, see Attachment 6.)

**ARTICLE 19**  
**REDUCTION-IN-FORCE**

**Section 1 - Definition:**

The term reduction-in-force, as used in this Agreement means the separation of a permanent employee, his/her reduction in grade or pay, or his/her reduction in rank because of (a) reorganization, (b) abolishment of his/her position, (c) lack of work, (d) lack of funds, (e) new equipment, (f) job consolidation or (g) displacement by an employee with greater retention rights who was displaced because of (a) through (f) above.

**Section 2 – Consultation:**

The Employer agrees to consult in advance with the Union prior to reaching decisions that might lead to a reduction-in-force in the bargaining unit. The Employer further agrees to minimize the effect and such reduction-in-force on employees and to consult with the Union toward this end.

**Section 3 - Procedure:**

A reduction-in-force will be conducted in accordance with the provisions set forth in the Comprehensive Merit Personnel Act [(CMPA), D.C. Official Code § 1-624].

**Section 4 – Impact and Effects Bargaining:**

In the event of a reduction-in-force, the Employer shall, upon request, provide the Union with appropriate information to insure that the Union can engage in impact and effects bargaining over the reduction-in-force.

**Section 5 - Review of Procedures:**

In the event of reduction-in-force, the affected employee will receive credit for his/her performance in accordance with the Comprehensive Merit Personnel Act, [D.C. Official Code Ann., Title 1, Section 1-624 (2001 Edition)].

**ARTICLE 20**  
**CONTRACTING OUT**

**Section 1:**

During the term of this Agreement the Department shall not contract out work traditionally performed by employees covered by this Agreement, except where Manpower (including expertise and technology) and/or Equipment in the department/agency are not available to perform such work, when it is determined by the Mayor that budgetary conditions exist requiring contracting out, or when it is determined by the Department that emergency conditions exist requiring such contracting out (provided however that the contracting out is for a period of time that the emergency exists). The Agency shall consult with the Union prior to any formal notice to contract out bargaining unit work.

**Section 2:**

When there will be adverse impact to bargaining unit employees, the Employer shall consult with the Union thirty (30) days prior to final action, except in emergencies. The Union shall have full opportunity to make its recommendations known to the Employer who will duly consider the Union's position and give reasons in writing to the Union for any contracting out action. The Agency shall consult with the Union to determine if the needs of the Government may be met by means other than contracting out work traditionally performed by bargaining unit employees.

**ARTICLE 21**  
**STRIKES AND LOCKOUTS**

**Section 1 - Definition:**

The term strike as used herein means any unauthorized concerted work stoppage or slowdown.

**Section 2 - Strikes:**

It shall be unlawful for any District Government employee or the Union to participate in, authorize or ratify a strike against the District.

**Section 3 - Lockouts:**

No lockout of employees shall be instituted by the Employer during the term of this Agreement except that the Employer in a strike situation retains the right to close down any facilities to provide for the safety of employees, equipment or the public.



**Section 4 - Other Considerations:**

At no time however, shall employees be required to act as strikebreakers.

**ARTICLE 22**  
**GRIEVANCE PROCEDURES**

**Section 1:**

Any grievance or dispute which may arise between the parties involving the application, meaning or interpretation of this Agreement, shall be settled as described in this Article unless otherwise agreed to by the parties.

**Section 2 - Procedure:**

This procedure is designed to enable the parties to settle grievances at the lowest possible administrative level. Therefore, grievances should be filed at the lowest level where resolution is possible. Accordingly, a grievance may be filed at the Step in the grievance procedure where the alleged action, which precipitated the grievance, occurred.

**Step 1:** The employee and/or the Union shall take up the grievance or dispute with the employee's immediate supervisor as soon as is practicable, but no later than fifteen (15) working days from the date of the occurrence or when the Union and/or the employee first had knowledge of or should have known of the occurrence. The supervisor shall attempt to adjust the matter and shall respond to the Steward as soon as is practicable, but not later than fifteen (15) working days after the receipt of the grievance.

**Step 2:** If the grievance has not been settled, it shall be presented in writing by the employee and/or the Union to the second level supervisor within ten (10) working days after the Step 1 response is due or received, whichever is sooner. The written grievance shall be clearly identified as a grievance submitted under the provisions of this Article, and shall list the contract provision violated, a general description of the incident giving rise to the grievance, the date or approximate date and location of the violation and the remedy sought. The second level supervisor shall respond to the Union and/or employee in writing within ten (10) working days after receipt of the written grievance.

**Step 3:** If the grievance is still unresolved, it shall be presented in writing by the employee and/or Union to the third level supervisor within ten (10) working days after the Step 2 response is due or received, whichever is sooner. The third level supervisor shall respond in writing (with a copy to the Local President) within ten (10) working days after receipt of the written grievance.

**Step 4:** If the grievance is still unresolved, it shall be presented by the employee and/or the Union to the Office of the Director or his/her designated representative, in writing within fifteen (15) working days after the Step 3 response is due or received, whichever is sooner. The office of the Director, or his/her designated representative shall respond in writing (with a copy to the Local President) within fifteen (15) working days after the receipt of the written grievance and a copy to the Office of Labor Relations and Collective Bargaining.

**Step 5:** If the grievance is still unresolved, the Union may by written notice request arbitration within twenty (20) days after the reply at Step 4 is due or received, whichever is sooner.

**Section 3 - Union Participation:**

**A.** The Employer shall notify the Union in writing of all grievances filed by the employees, all grievance hearings and determinations when such employees present grievances without the Union. The Union shall have the right to have a representative present at any grievance hearing and shall be given forty-eight (48) hours notice of all grievance hearings.

**B.** Any grievance of a general nature affecting a large group of employees and which concerns the misinterpretation, misapplication, violation or failure to comply with the provisions of the Agreement shall be filed at the option of the Union at the Step or level of supervision where the grievance originates without resorting to previous steps.

**Section 4 - Who May Grieve:**

Either an employee or the Union may raise a grievance, and if raised by the employee, the Union may associate itself therewith at any time if the employee so desires. Whenever the Union shall raise or is associated with a grievance under this procedure, such a grievance shall become the Union's grievance with the Employer. If raised by the Union, the employee may not thereafter raise the grievance him/herself, and if raised by the employee, he/she may not thereafter cause the Union to raise the same grievance independently.

**Section 5 - Selection of the Arbitrator:**

**A.** The arbitration proceeding shall be conducted by an arbitrator to be selected by the Employer, through the Office of Labor Relations and Collective Bargaining, and by the Union as soon as possible after notice of intent to arbitrate is received. If the parties fail to select an arbitrator, the Federal Mediation and Conciliation Service (FMCS) or the American Arbitration Association (AAA) shall be requested to provide a list of seven (7) arbitrators from which an arbitrator shall be selected within seven (7) days after receipt of the list by both parties.

**B.** Both the Employer and the Union may strike three (3) names from the list using the alternate strike method. The party requesting arbitration shall strike the first name. The arbitration hearing shall be conducted pursuant to the American Arbitration Association guidelines unless modified by this Agreement.

**Section 6 - Decision of the Arbitrator:**

The decision of the arbitrator shall be final and binding on the parties and shall not be inconsistent with the terms of this Agreement. The arbitrator shall be requested to render his/her decision in writing within thirty (30) days after the conclusion of the arbitration hearing.

**Section 7 - Expenses of the Arbitrator:**

Expenses for the arbitrator's services and the proceeding shall be borne equally by the Employer and the Union. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a record of the arbitration proceedings, it may cause such a recording to be made, providing it pays for the record and make copies available without charge to the other party and the arbitrator.

**Section 8 - Time Off For Grievance Hearings:**

The Employee, Union Steward and/or Union representative shall upon request, be permitted to meet and discuss grievances with designated management officials at each step of the Grievance Procedure within the time specified consistent with Section 3 of Article 6 on Union Stewards.

**Section 9 – Time Limits:**

All time limits set forth, in this Article may be extended by mutual consent, but if not so extended, must be strictly observed. If the matter in dispute is not resolved within the time period provided for in any step, the next step may be invoked.

**Section 10:**

Matters not within the jurisdiction of the department/agency will not be processed as a grievance under this Article unless the matter is specifically included in another provision of this Agreement or the Compensation Agreement.

**Section 11:**

A. The parties agree that a process of grievance mediation may facilitate satisfactory solutions to grievances prior to arbitration. Therefore, on an experimental basis and when mutually agreed to by the parties, a mediator may be selected and utilized to facilitate settlements. The mediator may not impose a settlement on the parties, and any settlement reached will not be precedential unless otherwise agreed to by the parties on a case-by-case basis.

B. Grievances may be combined for the purpose of mediation upon mutual agreement by the parties.

**ARTICLE 23**  
**EMPLOYEE RIGHTS**

Employees of the Unit shall have and shall be protected in the exercise of the right, freely and without fear of penalty or reprisal, to form, join and assist the Union or to refrain from any such activity. Except as expressly provided herein, the freedom shall be recognized as extending to participation in the management of the Union and acting for it in the capacity of a union representative, including representation of its views to the officials of the Mayor, D.C. Council or Congress.

**ARTICLE 24**  
**NEW TECHNOLOGY AND EQUIPMENT**

**Section 1:**

Whenever new equipment or technological changes will significantly affect operations, the Employer shall provide notice to the Union at least 60 days in advance. This time limit does not apply to the introduction of equipment or technological changes on an experimental basis. When the Employer introduces such equipment or technological changes on an experimental basis the Employer will notify the Union upon introduction as where the experiment is being conducted and its nature and intended duration and will provide 60 days notice if the experiment is to be instituted permanently.

**Section 2:**

The Employer shall provide any reasonable training for affected employees to acquire the skills and knowledge necessary for new equipment or procedures. The training shall be held during working hours, when reasonably available. The Employer shall bear the expense of the training.

**Section 3:**

If training is required by the Agency for employment and the training is held outside the employee's normal tour of duty, the employee shall receive compensatory time.

**ARTICLE 25**  
**JOB DESCRIPTIONS**

Each employee within the unit shall receive a copy of his/her current job description upon request. When an employee's job description is changed, the employee and the Union shall be provided a copy of the new job description.

**ARTICLE 26**  
**SAVINGS CLAUSE**

In the event any Article, Section or portion of the Agreement shall be held invalid and unenforceable by any court or higher authority of competent jurisdiction, such decision shall apply only to the specific Article, Section, or portion thereof specified in the decision, and upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated Article, Section or portion thereof.

**ARTICLE 27**  
**DURATION AND FINALITY**

**Section 1 - Duration of Agreement:**

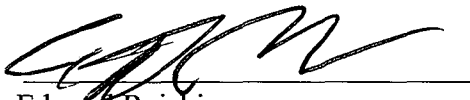
This Agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the CMPA (Section 1-617.15(a), D.C. Official Code, 2001 Edition). This Agreement shall be effective as of the day of final approval, and shall remain in full force and effect until the 30th day of September, 2010. Should either party desire to renegotiate, renew, extend or modify this Contract, notice will be given in writing in accordance with the requirements of the Comprehensive Merit Personnel Act. This Agreement shall remain in full force and effect during the period of negotiations.

**Section 2 - Finality:**

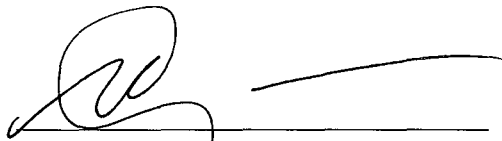
This Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable non-compensation issues, and contains the full agreement of the parties as to all such non-compensation issues that were or could have been negotiated. The Agreement shall not be reconsidered during its life unless by mutual consent or as required by law.

On this \_\_\_\_ day of October, 2006 and in witness to this Agreement, the parties hereto set their signatures.


**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**



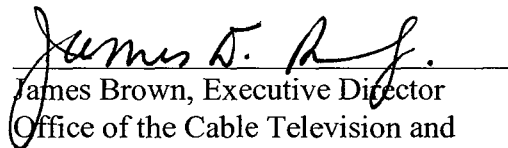
Edward Reiskin  
Interim City Administrator/  
Deputy Mayor for Public Safety  
And Justice



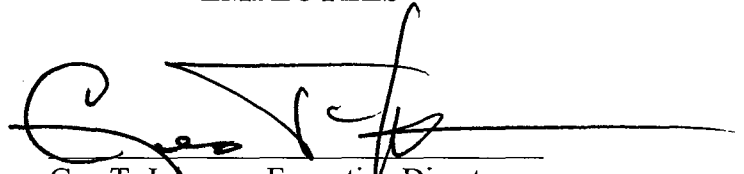
Natasha Campbell, Esq.  
Supervisory Attorney Advisor  
Office of Labor Relations  
and Collective Bargaining

  
Carol Mitten, Director  
Office of Property Management

Benita Anderson, Labor Liaison  
Office of Property Management

  
James Brown, Executive Director  
Office of the Cable Television and  
Telecommunications

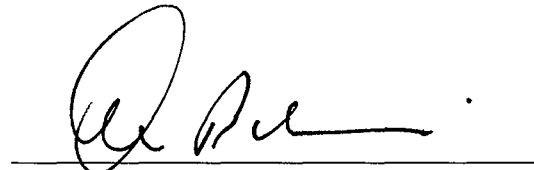
**FOR THE AMERICAN FEDERATION  
OF STATE, COUNTY AND MUNICIPAL  
EMPLOYEES**



Geo T. Johnson, Executive Director  
AFSCME District Council 20



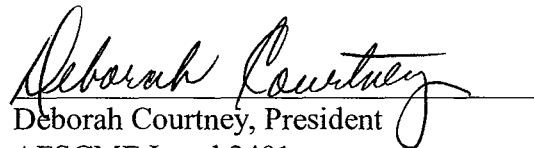
James E. Ivey, President  
AFSCME District Council 20 and  
AFSCME Local 2091



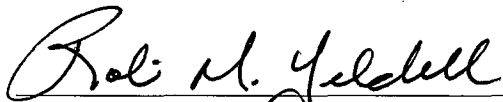
Al Bilik, Executive Assistant  
AFSCME District Council 20



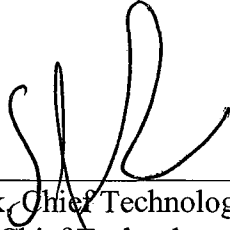
Brenda Featherstone, President  
AFSCME Local 1200



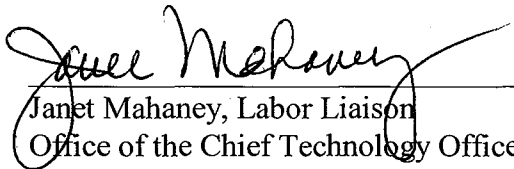
Deborah Courtney, President  
AFSCME Local 2401



Robin Yeldell, Labor Liaison  
Office of Cable Television and  
Technology



Suzanne Peck, Chief Technology Officer  
Office of the Chief Technology Officer



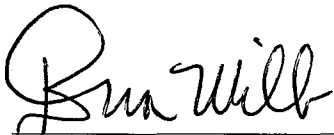
Janet Mahaney, Labor Liaison  
Office of the Chief Technology Officer



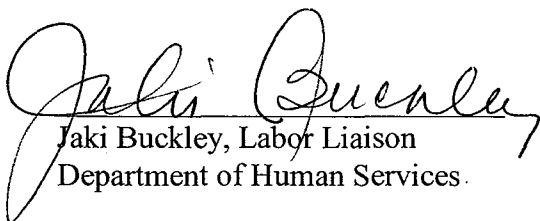
William Howland, Director  
Department of Public Works



Bertha Guerra, Labor Liaison  
Department of Public Works



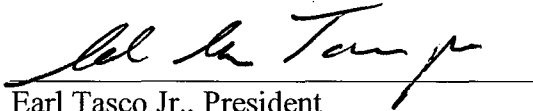
Brian Wilbon, Interim Director  
Department of Human Services



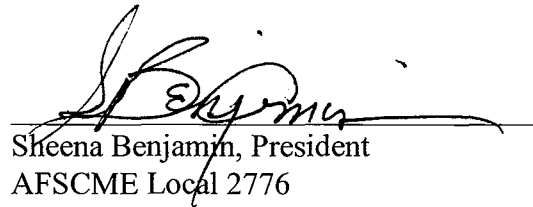
Jaki Buckley, Labor Liaison  
Department of Human Services



Cliff Dedrick, President  
AFSCME Local 2743



Earl Tasco Jr., President  
AFSCME Local 2092



Sheena Benjamin, President  
AFSCME Local 2776

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*Eugene A. Adams*

Eugene Adams, Acting Attorney General  
Office of the Attorney General

*Patricia Higgins*

Patricia Higgins, Labor Liaison  
Department of Health

*Gail Elkins Davis*

Gail Elkins Davis, Labor Liaison  
Office of the Attorney General

*Dr. Gregg Fane*

Dr. Gregg Fane, Director  
Department of Health

*Bernadine Booker-Brown*

Bernadine Booker-Brown, Labor Liaison  
Department of Health

*Thomas Hampton*

Thomas Hampton, ~~Director~~ *Commissioner*  
Department of Insurance, Securities  
and Banking

*Patricia Haylock*

Patricia Haylock, Labor Liaison  
Department of Insurance, Securities  
and Banking

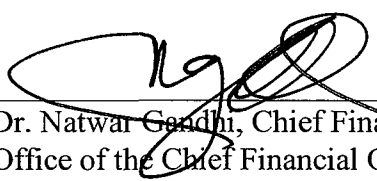


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Dr. Patrick Canavan, Director  
Department of Consumer and  
Regulatory Affairs

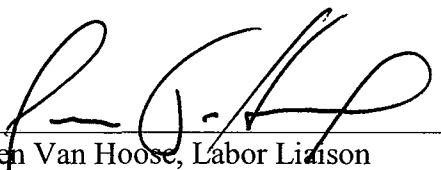
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Deborah Bonsack, Labor Liaison  
Department of Consumer and  
Regulatory Affairs



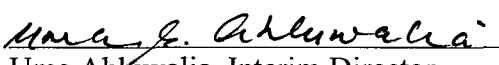
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Dr. Natwar Gandhi, Chief Financial Officer  
Office of the Chief Financial Officer



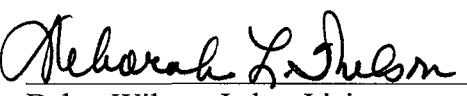
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Ben Van Hoose, Labor Liaison  
Office of the Chief Financial Officer



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Uma Ahluwalia, Interim Director  
Child and Family Services Agency



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Debra Wilson, Labor Liaison  
Child and Family Services Agency

FY16 DSLBD Agency Compliance Reporting System : Quarterly Expenditure Reports | Interns Expenditure Report - SBE Discrepancies

Interns Expenditure Report - SBE Discrepancies

| PCARD                                    | Appropriated Fund | Vendor Name                  | Vendor State | Service Description | FEIN      | CBE Number | CBE Expiration date | CBE | SBE | Expenditure Amount | Payment Date | Purchase Order Award Number | Invoice Number | Quarter | FY BudgetCode - Agency Name                  | FY BudgetCode - Budget Code | CompSourceGro |
|--|-------------------|------------------------------|--------------|---------------------|-----------|------------|---------------------|-----|-----|--------------------|--------------|-----------------------------|----------------|---------|--|-----------------------------|---------------|
| <i>(empty) (418 Expenditure Reports)</i> |                   |                              |              |                     |           |            |                     |     |     |                    |              |                             |                |         |  |                             |               |
| N  | 600               | DRIVERS LICENSE GUIDE CO     | CA           |                     | 941618049 |            |                     | N   | N   | \$0.00             | 04-06-2016   | PO539298                    | VOD64114       | Q3      | Alcoholic Beverage Regulation Administration | LQ0                         | 20            |
| N  | 600               | DRIVERS LICENSE GUIDE CO     | CA           |                     | 941618049 |            |                     | N   | N   | \$0.00             | 04-06-2016   | VOD64114                    | VOD64114       | Q3      | Alcoholic Beverage Regulation Administration | LQ0                         | 20            |
| N  | 600               | CRAIG STEWART                | MD           |                     | 900070982 |            |                     | N   | N   | \$0.00             | 06-03-2016   | DE505527                    | DE505527       | Q3      | Alcoholic Beverage Regulation Administration | LQ0                         | 40            |
| N  | 600               | KEVIN HARGRAVE               | MD           |                     | 900007982 |            |                     | N   | N   | \$0.00             | 06-03-2016   | DE505538                    | DE505538       | Q3      | Alcoholic Beverage Regulation Administration | LQ0                         | 40            |
| N  | 600               | SEAN GORDY                   | MD           |                     | 900004455 |            |                     | N   | N   | \$0.00             | 08-15-2016   | DE511851                    | DE511851       | Q4      | Alcoholic Beverage Regulation Administration | LQ0                         | 40            |
| N  | 600               | KAREN JACKSON                | MD           |                     | 000031632 |            |                     | N   | N   | \$0.00             | 08-15-2016   | DE511853                    | DE511853       | Q4      | Alcoholic Beverage Regulation Administration | LQ0                         | 40            |
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|   |     |                               |    |           |   |   |        |            |          |          |    |  |     |    |
|---|-----|-------------------------------|----|-----------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | SHARP ELECTRONICS CORPORATION | IL | 131968872 | N | N | \$0.00 | 09-20-2016 | PO530423 | VOE12761 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | SHARP ELECTRONICS CORPORATION | IL | 131968872 | N | N | \$0.00 | 10-21-2016 | PO530423 | VOE28310 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | SHARP ELECTRONICS CORPORATION | IL | 131968872 | N | N | \$0.00 | 11-01-2016 | PO530423 | VOE30985 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | SHARP ELECTRONICS CORPORATION | IL | 131968872 | N | N | \$0.00 | 01-12-2016 | VOD39379 | VOD39379 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | SHARP ELECTRONICS CORPORATION | IL | 131968872 | N | N | \$0.00 | 02-08-2016 | VOD47640 | VOD47640 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | SHARP ELECTRONICS CORPORATION | IL | 131968872 | N | N | \$0.00 | 02-16-2016 | VOD51064 | VOD51064 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | CANON SOLUTIONS AMERICA, INC  | CA | 132677004 | N | N | \$0.00 | 03-28-2016 | VOD59925 | VOD59925 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | CANON SOLUTIONS AMERICA, INC  | CA | 132677004 | N | N | \$0.00 | 03-28-2016 | VOD59926 | VOD59926 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | CANON SOLUTIONS AMERICA, INC  | CA | 132677004 | N | N | \$0.00 | 03-28-2016 | VOD59928 | VOD59928 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | CANON SOLUTIONS AMERICA, INC  | CA | 132677004 | N | N | \$0.00 | 03-28-2016 | VOD59930 | VOD59930 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | CANON SOLUTIONS AMERICA, INC  | CA | 132677004 | N | N | \$0.00 | 03-28-2016 | VOD59934 | VOD59934 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | CANON SOLUTIONS AMERICA, INC  | CA | 132677004 | N | N | \$0.00 | 03-28-2016 | VOD59937 | VOD59937 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | CANON SOLUTIONS AMERICA, INC  | CA | 132677004 | N | N | \$0.00 | 03-28-2016 | VOD59939 | VOD59939 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | CANON SOLUTIONS AMERICA, INC  | CA | 132677004 | N | N | \$0.00 | 03-28-2016 | VOD59944 | VOD59944 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | CANON SOLUTIONS AMERICA, INC  | CA | 132677004 | N | N | \$0.00 | 03-28-2016 | VOD59947 | VOD59947 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | SHARP ELECTRONICS CORPORATION | IL | 131968872 | N | N | \$0.00 | 03-29-2016 | VOD59949 | VOD59949 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | SHARP ELECTRONICS CORPORATION | IL | 131968872 | N | N | \$0.00 | 05-06-2016 | VOD70744 | VOD70744 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | CANON SOLUTIONS AMERICA, INC  | CA | 132677004 | N | N | \$0.00 | 04-26-2016 | VOD70746 | VOD70746 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |

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|   |     |                                |    |           |   |   |        |            |          |          |    |  |     |    |
|---|-----|--------------------------------|----|-----------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | CANON SOLUTIONS AMERICA, INC   | CA | 132677004 | N | N | \$0.00 | 04-26-2016 | VOD70956 | VOD70956 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | CANON SOLUTIONS AMERICA, INC   | CA | 132677004 | N | N | \$0.00 | 05-24-2016 | VOD77868 | VOD77868 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | CANON SOLUTIONS AMERICA, INC   | CA | 132677004 | N | N | \$0.00 | 05-24-2016 | VOD77871 | VOD77871 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | SHARP ELECTRONICS CORPORATION  | IL | 131968872 | N | N | \$0.00 | 06-01-2016 | VOD80320 | VOD80320 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | SHARP ELECTRONICS CORPORATION  | IL | 131968872 | N | N | \$0.00 | 07-06-2016 | VOD87787 | VOD87787 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | CANON SOLUTIONS AMERICA, INC   | CA | 132677004 | N | N | \$0.00 | 06-28-2016 | VOD87796 | VOD87796 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | SHARP ELECTRONICS CORPORATION  | IL | 131968872 | N | N | \$0.00 | 08-05-2016 | VOD95507 | VOD95507 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | CANON SOLUTIONS AMERICA, INC   | CA | 132677004 | N | N | \$0.00 | 08-04-2016 | VOD95509 | VOD95509 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | CANON SOLUTIONS AMERICA, INC   | IL | 132677004 | N | N | \$0.00 | 08-30-2016 | VOE05397 | VOE05397 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | SHARP ELECTRONICS CORPORATION  | IL | 131968872 | N | N | \$0.00 | 08-30-2016 | VOE05398 | VOE05398 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | CANON SOLUTIONS AMERICA, INC   | CA | 132677004 | N | N | \$0.00 | 09-19-2016 | VOE12751 | VOE12751 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | SHARP ELECTRONICS CORPORATION  | IL | 131968872 | N | N | \$0.00 | 09-20-2016 | VOE12761 | VOE12761 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | SHARP ELECTRONICS CORPORATION  | IL | 131968872 | N | N | \$0.00 | 10-21-2016 | VOE28310 | VOE28310 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | SHARP ELECTRONICS CORPORATION  | IL | 131968872 | N | N | \$0.00 | 11-01-2016 | VOE30985 | VOE30985 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | F.A. O'TOOLE OFFICE SYSTEMS    | MD | 520963845 | N | N | \$0.00 | 11-24-2015 | DE491474 | DE491474 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 | N | N | \$0.00 | 10-26-2016 | PO535236 | VOE21150 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 | N | N | \$0.00 | 10-26-2016 | PO535236 | VOE21152 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 | N | N | \$0.00 | 10-26-2016 | PO535236 | VOE21155 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |

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|   |     |                                |    |           |   |   |        |            |          |          |    |  |     |    |
|---|-----|--------------------------------|----|-----------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | BMD INC.                       | DC | 522302112 | N | N | \$0.00 | 10-27-2016 | PO545182 | VOE21161 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MARYLAND OFFICE INTERIORS      | PA | 521285474 | N | N | \$0.00 | 10-27-2016 | PO546300 | VOE21156 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 | N | N | \$0.00 | 10-26-2016 | VOE21150 | VOE21150 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 | N | N | \$0.00 | 10-26-2016 | VOE21152 | VOE21152 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 | N | N | \$0.00 | 10-26-2016 | VOE21155 | VOE21155 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MARYLAND OFFICE INTERIORS      | PA | 521285474 | N | N | \$0.00 | 10-27-2016 | VOE21156 | VOE21156 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | BMD INC.                       | DC | 522302112 | N | N | \$0.00 | 10-27-2016 | VOE21161 | VOE21161 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | IMPREST FUND: LQ-IF-01         | DC | 536001131 | N | N | \$0.00 | 12-18-2015 | DE493302 | DE493302 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | IMPREST FUND: LQ-IF-01         | DC | 536001131 | N | N | \$0.00 | 01-14-2016 | DE494604 | DE494604 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | IMPREST FUND: LQ-IF-01         | DC | 536001131 | N | N | \$0.00 | 01-14-2016 | DE494661 | DE494661 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | IMPREST FUND: LQ-IF-01         | DC | 536001131 | N | N | \$0.00 | 02-22-2016 | DE496698 | DE496698 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | IMPREST FUND: LQ-IF-01         | DC | 536001131 | N | N | \$0.00 | 03-16-2016 | DE498191 | DE498191 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | IMPREST FUND: LQ-IF-01         | DC | 536001131 | N | N | \$0.00 | 04-14-2016 | DE501271 | DE501271 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | IMPREST FUND: LQ-IF-01         | DC | 536001131 | N | N | \$0.00 | 05-18-2016 | DE503973 | DE503973 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | IMPREST FUND: LQ-IF-01         | DC | 536001131 | N | N | \$0.00 | 06-22-2016 | DE506519 | DE506519 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | IMPREST FUND: LQ-IF-01         | DC | 536001131 | N | N | \$0.00 | 07-13-2016 | DE508751 | DE508751 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | IMPREST FUND: LQ-IF-01         | DC | 536001131 | N | N | \$0.00 | 08-22-2016 | DE511579 | DE511579 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | IMPREST FUND: LQ-IF-01         | DC | 536001131 | N | N | \$0.00 | 09-21-2016 | DE514155 | DE514155 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |

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|   |     |                             |    |           |   |   |        |            |          |          |    |  |     |    |
|---|-----|-----------------------------|----|-----------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | IMPREST FUND: LQ-IF-01      | DC | 536001131 | N | N | \$0.00 | 10-07-2016 | DE516626 | DE516626 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | WEST PUBLISHING CORPORATION | IL | 411426973 | N | N | \$0.00 | 01-25-2016 | PO532116 | VOD44377 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | WEST PUBLISHING CORPORATION | IL | 411426973 | N | N | \$0.00 | 03-25-2016 | PO532116 | VOD57848 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | WEST PUBLISHING CORPORATION | IL | 411426973 | N | N | \$0.00 | 03-28-2016 | PO532116 | VOD62283 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | WEST PUBLISHING CORPORATION | IL | 411426973 | N | N | \$0.00 | 03-28-2016 | PO532116 | VOD62307 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | THOMSON REUTERS-WEST        | IL | 411426973 | N | N | \$0.00 | 05-06-2016 | PO532116 | VOD70742 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | WEST PUBLISHING CORPORATION | IL | 411426973 | N | N | \$0.00 | 04-27-2016 | PO532116 | VOD70772 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | THOMSON REUTERS-WEST        | IL | 411426973 | N | N | \$0.00 | 05-18-2016 | PO532116 | VOD75994 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | THOMSON REUTERS-WEST        | IL | 411426973 | N | N | \$0.00 | 06-28-2016 | PO532116 | VOD86166 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | WEST PUBLISHING CORPORATION | IL | 411426973 | N | N | \$0.00 | 08-29-2016 | PO532116 | VOE03239 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | WEST PUBLISHING CORPORATION | IL | 411426973 | N | N | \$0.00 | 09-20-2016 | PO532116 | VOE12737 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | THOMSON REUTERS-WEST        | IL | 411426973 | N | N | \$0.00 | 10-25-2016 | PO532116 | VOE19491 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | WEST PUBLISHING CORPORATION | IL | 411426973 | N | N | \$0.00 | 10-24-2016 | PO532116 | VOE29870 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | WEST PUBLISHING CORPORATION | IL | 411426973 | N | N | \$0.00 | 01-25-2016 | VOD44377 | VOD44377 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | WEST PUBLISHING CORPORATION | IL | 411426973 | N | N | \$0.00 | 03-25-2016 | VOD57848 | VOD57848 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | WEST PUBLISHING CORPORATION | IL | 411426973 | N | N | \$0.00 | 03-28-2016 | VOD62283 | VOD62283 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | WEST PUBLISHING CORPORATION | IL | 411426973 | N | N | \$0.00 | 03-28-2016 | VOD62307 | VOD62307 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | THOMSON REUTERS-WEST        | IL | 411426973 | N | N | \$0.00 | 05-06-2016 | VOD70742 | VOD70742 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |

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|   |     |                             |    |           |   |   |        |            |          |          |    |  |     |    |
|---|-----|-----------------------------|----|-----------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | WEST PUBLISHING CORPORATION | IL | 411426973 | N | N | \$0.00 | 04-27-2016 | VOD70772 | VOD70772 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | THOMSON REUTERS-WEST        | IL | 411426973 | N | N | \$0.00 | 05-18-2016 | VOD75994 | VOD75994 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | THOMSON REUTERS-WEST        | IL | 411426973 | N | N | \$0.00 | 06-28-2016 | VOD86166 | VOD86166 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | WEST PUBLISHING CORPORATION | IL | 411426973 | N | N | \$0.00 | 08-29-2016 | VOE03239 | VOE03239 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | WEST PUBLISHING CORPORATION | IL | 411426973 | N | N | \$0.00 | 09-20-2016 | VOE12737 | VOE12737 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | THOMSON REUTERS-WEST        | IL | 411426973 | N | N | \$0.00 | 10-25-2016 | VOE19491 | VOE19491 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | WEST PUBLISHING CORPORATION | IL | 411426973 | N | N | \$0.00 | 10-24-2016 | VOE29870 | VOE29870 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONALD C. BROOKS            | DC | 357360528 | N | N | \$0.00 | 10-23-2015 | DE490043 | DE490043 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | HERMAN JONES                | DC | 578787219 | N | N | \$0.00 | 10-23-2015 | DE490044 | DE490044 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER          | DC | 011361754 | N | N | \$0.00 | 10-23-2015 | DE490045 | DE490045 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | VICTOR HECTOR RODRIGUEZ     | DC | 276320405 | N | N | \$0.00 | 10-23-2015 | DE490047 | DE490047 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT, JR.         | DC | 577588059 | N | N | \$0.00 | 10-23-2015 | DE490048 | DE490048 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN            | DC | 206380835 | N | N | \$0.00 | 10-23-2015 | DE490051 | DE490051 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI                | DC | 086428711 | N | N | \$0.00 | 11-24-2015 | DE491336 | DE491336 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | HERMAN JONES                | DC | 578787219 | N | N | \$0.00 | 11-24-2015 | DE491339 | DE491339 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER          | DC | 011361754 | N | N | \$0.00 | 11-24-2015 | DE491340 | DE491340 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | VICTOR HECTOR RODRIGUEZ     | DC | 276320405 | N | N | \$0.00 | 11-24-2015 | DE491381 | DE491381 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT, JR.         | DC | 577588059 | N | N | \$0.00 | 11-24-2015 | DE491382 | DE491382 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |



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|   |     |                         |    |           |   |   |        |            |          |          |    |  |     |    |
|---|-----|-------------------------|----|-----------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | MIKE SILVERSTEIN        | DC | 206380835 | N | N | \$0.00 | 11-24-2015 | DE491383 | DE491383 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI            | DC | 086428711 | N | N | \$0.00 | 11-24-2015 | DE491420 | DE491420 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONALD C. BROOKS        | DC | 357360528 | N | N | \$0.00 | 11-24-2015 | DE491431 | DE491431 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER      | DC | 011361754 | N | N | \$0.00 | 11-24-2015 | DE491432 | DE491432 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | VICTOR HECTOR RODRIGUEZ | DC | 276320405 | N | N | \$0.00 | 11-24-2015 | DE491433 | DE491433 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT, JR.     | DC | 577588059 | N | N | \$0.00 | 11-24-2015 | DE491434 | DE491434 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN        | DC | 206380835 | N | N | \$0.00 | 11-24-2015 | DE491435 | DE491435 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI            | DC | 086428711 | N | N | \$0.00 | 11-24-2015 | DE491437 | DE491437 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER      | DC | 011361754 | N | N | \$0.00 | 11-24-2015 | DE491440 | DE491440 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT, JR.     | DC | 577588059 | N | N | \$0.00 | 11-24-2015 | DE491443 | DE491443 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI            | DC | 086428711 | N | N | \$0.00 | 11-25-2015 | DE492033 | DE492033 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT, JR.     | DC | 577588059 | N | N | \$0.00 | 11-25-2015 | DE492036 | DE492036 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN        | DC | 206380835 | N | N | \$0.00 | 11-25-2015 | DE492043 | DE492043 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI            | DC | 086428711 | N | N | \$0.00 | 12-09-2015 | DE492732 | DE492732 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON  | DC | 066603321 | N | N | \$0.00 | 12-09-2015 | DE492736 | DE492736 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON  | DC | 066603321 | N | N | \$0.00 | 12-09-2015 | DE492742 | DE492742 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN        | DC | 206380835 | N | N | \$0.00 | 12-09-2015 | DE492745 | DE492745 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI            | DC | 086428711 | N | N | \$0.00 | 12-29-2015 | DE493713 | DE493713 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |

|   |     |                         |    |           |  |   |   |        |            |          |          |    |  |     |    |
|---|-----|-------------------------|----|-----------|--|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | DONOVAN WAYNE ANDERSON  | DC | 066603321 |  | N | N | \$0.00 | 12-29-2015 | DE493715 | DE493715 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN        | DC | 206380835 |  | N | N | \$0.00 | 12-29-2015 | DE493716 | DE493716 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN        | DC | 206380835 |  | N | N | \$0.00 | 12-29-2015 | DE493988 | DE493988 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONALD C. BROOKS        | DC | 357360528 |  | N | N | \$0.00 | 12-29-2015 | DE493989 | DE493989 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER      | DC | 011361754 |  | N | N | \$0.00 | 12-29-2015 | DE493990 | DE493990 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | VICTOR HECTOR RODRIGUEZ | DC | 276320405 |  | N | N | \$0.00 | 12-29-2015 | DE493991 | DE493991 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT, JR.     | DC | 577588059 |  | N | N | \$0.00 | 12-29-2015 | DE493992 | DE493992 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN        | DC | 206380835 |  | N | N | \$0.00 | 01-14-2016 | DE494587 | DE494587 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER      | DC | 011361754 |  | N | N | \$0.00 | 01-13-2016 | DE494588 | DE494588 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT, JR.     | DC | 577588059 |  | N | N | \$0.00 | 01-13-2016 | DE494590 | DE494590 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONALD C. BROOKS        | DC | 357360528 |  | N | N | \$0.00 | 01-13-2016 | DE494592 | DE494592 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI            | DC | 086428711 |  | N | N | \$0.00 | 01-13-2016 | DE494593 | DE494593 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI            | DC | 086428711 |  | N | N | \$0.00 | 01-20-2016 | DE495032 | DE495032 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON  | DC | 066603321 |  | N | N | \$0.00 | 01-20-2016 | DE495033 | DE495033 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN        | DC | 206380835 |  | N | N | \$0.00 | 01-20-2016 | DE495034 | DE495034 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON  | DC | 066603321 |  | N | N | \$0.00 | 01-20-2016 | DE495035 | DE495035 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI            | DC | 086428711 |  | N | N | \$0.00 | 01-20-2016 | DE495148 | DE495148 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON  | DC | 066603321 |  | N | N | \$0.00 | 01-20-2016 | DE495149 | DE495149 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |

|   |     |                        |    |           |  |   |   |        |            |          |          |    |  |     |    |
|---|-----|------------------------|----|-----------|--|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 |  | N | N | \$0.00 | 01-20-2016 | DE495150 | DE495150 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT, JR.    | DC | 577588059 |  | N | N | \$0.00 | 01-20-2016 | DE495151 | DE495151 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 |  | N | N | \$0.00 | 01-20-2016 | DE495153 | DE495153 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 |  | N | N | \$0.00 | 02-04-2016 | DE495722 | DE495722 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 |  | N | N | \$0.00 | 02-04-2016 | DE495725 | DE495725 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 |  | N | N | \$0.00 | 02-04-2016 | DE495727 | DE495727 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT, JR.    | DC | 577588059 |  | N | N | \$0.00 | 02-04-2016 | DE495730 | DE495730 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 |  | N | N | \$0.00 | 02-04-2016 | DE495731 | DE495731 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 |  | N | N | \$0.00 | 02-04-2016 | DE495739 | DE495739 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 |  | N | N | \$0.00 | 02-04-2016 | DE495740 | DE495740 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 |  | N | N | \$0.00 | 02-04-2016 | DE495741 | DE495741 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 |  | N | N | \$0.00 | 02-04-2016 | DE495742 | DE495742 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 |  | N | N | \$0.00 | 02-04-2016 | DE495744 | DE495744 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 |  | N | N | \$0.00 | 02-04-2016 | DE495745 | DE495745 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT, JR.    | DC | 577588059 |  | N | N | \$0.00 | 02-04-2016 | DE495746 | DE495746 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT, JR.    | DC | 577588059 |  | N | N | \$0.00 | 02-04-2016 | DE495747 | DE495747 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 |  | N | N | \$0.00 | 02-04-2016 | DE495749 | DE495749 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 |  | N | N | \$0.00 | 02-04-2016 | DE495751 | DE495751 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |

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|   |     |                        |    |           |   |   |        |            |          |          |    |  |     |    |
|---|-----|------------------------|----|-----------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 02-05-2016 | DE495890 | DE495890 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 02-05-2016 | DE495892 | DE495892 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 02-05-2016 | DE495894 | DE495894 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT, JR.    | DC | 577588059 | N | N | \$0.00 | 02-05-2016 | DE495895 | DE495895 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 02-05-2016 | DE495897 | DE495897 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 02-10-2016 | DE496112 | DE496112 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 02-16-2016 | DE496589 | DE496589 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 02-16-2016 | DE496591 | DE496591 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 02-16-2016 | DE496592 | DE496592 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT, JR.    | DC | 577588059 | N | N | \$0.00 | 02-16-2016 | DE496593 | DE496593 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 02-16-2016 | DE496595 | DE496595 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 02-26-2016 | DE497261 | DE497261 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 02-26-2016 | DE497262 | DE497262 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 02-26-2016 | DE497264 | DE497264 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 02-26-2016 | DE497266 | DE497266 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 02-26-2016 | DE497267 | DE497267 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 02-26-2016 | DE497269 | DE497269 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT, JR.    | DC | 577588059 | N | N | \$0.00 | 02-26-2016 | DE497271 | DE497271 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |

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|   |     |                        |    |           |   |   |        |            |          |          |    |  |     |    |
|---|-----|------------------------|----|-----------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | JAMES N. SHORT, JR.    | DC | 577588059 | N | N | \$0.00 | 02-26-2016 | DE497272 | DE497272 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 02-26-2016 | DE497274 | DE497274 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 02-26-2016 | DE497276 | DE497276 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 02-26-2016 | DE497277 | DE497277 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 02-26-2016 | DE497279 | DE497279 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 02-26-2016 | DE497280 | DE497280 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT, JR.    | DC | 577588059 | N | N | \$0.00 | 02-26-2016 | DE497281 | DE497281 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 02-26-2016 | DE497282 | DE497282 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 03-08-2016 | DE497634 | DE497634 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 03-08-2016 | DE497638 | DE497638 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 03-08-2016 | DE497639 | DE497639 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT, JR.    | DC | 577588059 | N | N | \$0.00 | 03-08-2016 | DE497640 | DE497640 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 03-08-2016 | DE497641 | DE497641 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 03-16-2016 | DE498180 | DE498180 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 03-16-2016 | DE498182 | DE498182 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 03-16-2016 | DE498183 | DE498183 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT, JR.    | DC | 577588059 | N | N | \$0.00 | 03-16-2016 | DE498184 | DE498184 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 03-16-2016 | DE498186 | DE498186 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |

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|   |     |                        |    |           |   |   |        |            |          |          |    |  |     |    |
|---|-----|------------------------|----|-----------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 03-21-2016 | DE498676 | DE498676 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DOMOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 03-21-2016 | DE498677 | DE498677 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 03-21-2016 | DE498678 | DE498678 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT, JR.    | DC | 577588059 | N | N | \$0.00 | 03-21-2016 | DE498679 | DE498679 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 03-21-2016 | DE498680 | DE498680 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 04-01-2016 | DE499592 | DE499592 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 03-31-2016 | DE499593 | DE499593 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 04-01-2016 | DE499594 | DE499594 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT JR.     | MD | 577588059 | N | N | \$0.00 | 03-31-2016 | DE499595 | DE499595 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 04-01-2016 | DE499596 | DE499596 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 04-08-2016 | DE499792 | DE499792 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 04-07-2016 | DE499794 | DE499794 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 04-08-2016 | DE499795 | DE499795 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT JR.     | MD | 577588059 | N | N | \$0.00 | 04-07-2016 | DE499797 | DE499797 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 04-08-2016 | DE499798 | DE499798 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 04-13-2016 | DE500676 | DE500676 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 04-12-2016 | DE500677 | DE500677 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 04-13-2016 | DE500678 | DE500678 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |

|   |     |                           |  |           |   |   |        |            |          |          |    |  |     |    |
|---|-----|---------------------------|--|-----------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | JAMES N. SHORT JR. MD     |  | 577588059 | N | N | \$0.00 | 04-12-2016 | DE500680 | DE500680 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN DC       |  | 206380835 | N | N | \$0.00 | 04-13-2016 | DE500681 | DE500681 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI DC           |  | 086428711 | N | N | \$0.00 | 05-02-2016 | DE501309 | DE501309 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON DC |  | 066603321 | N | N | \$0.00 | 04-29-2016 | DE501310 | DE501310 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER DC     |  | 011361754 | N | N | \$0.00 | 05-02-2016 | DE501311 | DE501311 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT JR. MD     |  | 577588059 | N | N | \$0.00 | 04-29-2016 | DE501312 | DE501312 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN DC       |  | 206380835 | N | N | \$0.00 | 05-02-2016 | DE501314 | DE501314 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI DC           |  | 086428711 | N | N | \$0.00 | 05-09-2016 | DE502424 | DE502424 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON DC |  | 066603321 | N | N | \$0.00 | 05-09-2016 | DE502425 | DE502425 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER DC     |  | 011361754 | N | N | \$0.00 | 05-09-2016 | DE502426 | DE502426 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT, JR. DC    |  | 577588059 | N | N | \$0.00 | 05-09-2016 | DE502428 | DE502428 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN DC       |  | 206380835 | N | N | \$0.00 | 05-09-2016 | DE502882 | DE502882 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI DC           |  | 086428711 | N | N | \$0.00 | 05-09-2016 | DE502884 | DE502884 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON DC |  | 066603321 | N | N | \$0.00 | 05-09-2016 | DE502885 | DE502885 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER DC     |  | 011361754 | N | N | \$0.00 | 05-09-2016 | DE502886 | DE502886 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT, JR. DC    |  | 577588059 | N | N | \$0.00 | 05-09-2016 | DE502887 | DE502887 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI DC           |  | 086428711 | N | N | \$0.00 | 05-13-2016 | DE503208 | DE503208 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON DC |  | 066603321 | N | N | \$0.00 | 05-12-2016 | DE503209 | DE503209 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |

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|   |     |                        |    |           |   |   |        |            |          |          |    |  |     |    |
|---|-----|------------------------|----|-----------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 05-13-2016 | DE503211 | DE503211 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT JR.     | MD | 577588059 | N | N | \$0.00 | 05-12-2016 | DE503213 | DE503213 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 05-13-2016 | DE503215 | DE503215 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 06-10-2016 | DE505825 | DE505825 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 06-09-2016 | DE505826 | DE505826 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 06-10-2016 | DE505827 | DE505827 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT JR.     | MD | 577588059 | N | N | \$0.00 | 06-09-2016 | DE505830 | DE505830 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 06-10-2016 | DE505832 | DE505832 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 06-10-2016 | DE505834 | DE505834 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 06-09-2016 | DE505835 | DE505835 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 06-10-2016 | DE505836 | DE505836 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT JR.     | MD | 577588059 | N | N | \$0.00 | 06-09-2016 | DE505837 | DE505837 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 06-10-2016 | DE505838 | DE505838 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 06-10-2016 | DE505850 | DE505850 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 06-09-2016 | DE505852 | DE505852 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 06-10-2016 | DE505853 | DE505853 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT JR.     | MD | 577588059 | N | N | \$0.00 | 06-09-2016 | DE505854 | DE505854 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 06-10-2016 | DE505856 | DE505856 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |



|   |     |                        |    |           |   |   |        |            |          |          |    |  |     |    |
|---|-----|------------------------|----|-----------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 06-10-2016 | DE505857 | DE505857 | Q3 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 06-09-2016 | DE505858 | DE505858 | Q3 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 06-10-2016 | DE505860 | DE505860 | Q3 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 06-10-2016 | DE505861 | DE505861 | Q3 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N | 600 | JAMES N. SHORT JR.     | MD | 577588059 | N | N | \$0.00 | 06-10-2016 | DE505864 | DE505864 | Q3 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 06-10-2016 | DE505866 | DE505866 | Q3 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 06-09-2016 | DE505867 | DE505867 | Q3 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 06-10-2016 | DE505868 | DE505868 | Q3 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N | 600 | JAMES N. SHORT JR.     | MD | 577588059 | N | N | \$0.00 | 06-09-2016 | DE505871 | DE505871 | Q3 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 06-10-2016 | DE505873 | DE505873 | Q3 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 06-09-2016 | DE505874 | DE505874 | Q3 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 06-10-2016 | DE505876 | DE505876 | Q3 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N | 600 | JAMES N. SHORT JR.     | MD | 577588059 | N | N | \$0.00 | 06-09-2016 | DE505877 | DE505877 | Q3 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 06-10-2016 | DE505880 | DE505880 | Q3 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 06-22-2016 | DE506552 | DE506552 | Q3 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 06-21-2016 | DE506553 | DE506553 | Q3 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 06-22-2016 | DE506555 | DE506555 | Q3 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N | 600 | JAMES N. SHORT JR.     | MD | 577588059 | N | N | \$0.00 | 06-21-2016 | DE506556 | DE506556 | Q3 | Alcoholic Beverage Regulation Administration | LQO | 40 |

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|   |     |                        |    |           |   |   |        |            |          |          |    |  |     |    |
|---|-----|------------------------|----|-----------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 06-22-2016 | DE506557 | DE506557 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 07-06-2016 | DE507078 | DE507078 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 07-05-2016 | DE507079 | DE507079 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT JR.     | MD | 577588059 | N | N | \$0.00 | 07-05-2016 | DE507080 | DE507080 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 07-06-2016 | DE507081 | DE507081 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 07-13-2016 | DE508139 | DE508139 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT JR.     | MD | 577588059 | N | N | \$0.00 | 07-12-2016 | DE508150 | DE508150 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 07-12-2016 | DE508154 | DE508154 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 07-27-2016 | DE508156 | DE508156 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 07-13-2016 | DE508161 | DE508161 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 07-12-2016 | DE508960 | DE508960 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 07-13-2016 | DE508961 | DE508961 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 07-13-2016 | DE508963 | DE508963 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT JR.     | MD | 577588059 | N | N | \$0.00 | 07-12-2016 | DE508964 | DE508964 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 07-13-2016 | DE508968 | DE508968 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 07-22-2016 | DE509998 | DE509998 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 07-21-2016 | DE510000 | DE510000 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 07-22-2016 | DE510001 | DE510001 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |

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|   |     |                        |    |           |   |   |        |            |          |          |    |  |     |    |
|---|-----|------------------------|----|-----------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | JAMES N. SHORT JR.     | MD | 577588059 | N | N | \$0.00 | 07-21-2016 | DE510002 | DE510002 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 07-22-2016 | DE510003 | DE510003 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 07-27-2016 | DE510298 | DE510298 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 07-25-2016 | DE510300 | DE510300 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 07-25-2016 | DE510301 | DE510301 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT JR.     | MD | 577588059 | N | N | \$0.00 | 07-22-2016 | DE510302 | DE510302 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 07-22-2016 | DE510303 | DE510303 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 08-25-2016 | DE511268 | DE511268 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT JR.     | MD | 577588059 | N | N | \$0.00 | 08-25-2016 | DE511270 | DE511270 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 08-26-2016 | DE511271 | DE511271 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 08-26-2016 | DE511272 | DE511272 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 08-26-2016 | DE511274 | DE511274 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 08-09-2016 | DE511479 | DE511479 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 08-08-2016 | DE511481 | DE511481 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 08-09-2016 | DE511483 | DE511483 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 08-09-2016 | DE511484 | DE511484 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT JR.     | MD | 577588059 | N | N | \$0.00 | 08-08-2016 | DE511488 | DE511488 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 08-16-2016 | DE511959 | DE511959 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |

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|   |     |                        |    |           |   |   |        |            |          |          |    |  |     |    |
|---|-----|------------------------|----|-----------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 08-16-2016 | DE511961 | DE511961 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 08-15-2016 | DE511963 | DE511963 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT JR.     | MD | 577588059 | N | N | \$0.00 | 08-15-2016 | DE511966 | DE511966 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 08-16-2016 | DE511967 | DE511967 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 10-04-2016 | DE514374 | DE514374 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 09-21-2016 | DE514376 | DE514376 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 09-21-2016 | DE514377 | DE514377 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 09-21-2016 | DE514380 | DE514380 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT JR.     | MD | 577588059 | N | N | \$0.00 | 09-20-2016 | DE514382 | DE514382 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT JR.     | MD | 577588059 | N | N | \$0.00 | 09-26-2016 | DE515350 | DE515350 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 09-27-2016 | DE515352 | DE515352 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 09-27-2016 | DE515353 | DE515353 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 09-26-2016 | DE515355 | DE515355 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN       | DC | 206380835 | N | N | \$0.00 | 09-27-2016 | DE515356 | DE515356 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI           | DC | 086428711 | N | N | \$0.00 | 10-04-2016 | DE516333 | DE516333 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON | DC | 066603321 | N | N | \$0.00 | 10-04-2016 | DE516334 | DE516334 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER     | DC | 011361754 | N | N | \$0.00 | 10-04-2016 | DE516335 | DE516335 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT JR.     | MD | 577588059 | N | N | \$0.00 | 10-04-2016 | DE516337 | DE516337 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |

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|   |     |                                |    |           |   |   |        |            |          |          |    |  |     |    |
|---|-----|--------------------------------|----|-----------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | MIKE SILVERSTEIN               | DC | 206380835 | N | N | \$0.00 | 10-04-2016 | DE516338 | DE516338 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI                   | DC | 086428711 | N | N | \$0.00 | 10-07-2016 | DE516644 | DE516644 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON         | DC | 066603321 | N | N | \$0.00 | 10-06-2016 | DE516645 | DE516645 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER             | DC | 011361754 | N | N | \$0.00 | 10-07-2016 | DE516646 | DE516646 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT JR.             | MD | 577588059 | N | N | \$0.00 | 10-06-2016 | DE516647 | DE516647 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN               | DC | 206380835 | N | N | \$0.00 | 10-07-2016 | DE516648 | DE516648 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | MIKE SILVERSTEIN               | DC | 206380835 | N | N | \$0.00 | 10-24-2016 | DE517884 | DE517884 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | JAMES N. SHORT JR.             | MD | 577588059 | N | N | \$0.00 | 10-21-2016 | DE517888 | DE517888 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | DONOVAN WAYNE ANDERSON         | DC | 066603321 | N | N | \$0.00 | 10-21-2016 | DE517890 | DE517890 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | NICK ALBERTI                   | DC | 086428711 | N | N | \$0.00 | 10-24-2016 | DE517891 | DE517891 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | RUTHANNE G. MILLER             | DC | 011361754 | N | N | \$0.00 | 10-24-2016 | DE517892 | DE517892 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N | 600 | ULTIMATE SERVICES              | MD | 264021776 | N | N | \$0.00 | 01-12-2016 | DE494386 | DE494386 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | ACCELA, INC.                   | IL | 942767678 | N | N | \$0.00 | 10-24-2016 | PO529287 | VOE30068 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | ULTIMATE SERVICES              | MD | 264021776 | N | N | \$0.00 | 11-24-2015 | PO530521 | VOD31077 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 | N | N | \$0.00 | 11-24-2015 | PO531293 | VOD30572 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | GRAHAM STAFFING SERVICES INC   | FL | 521356444 | N | N | \$0.00 | 06-14-2016 | PO534441 | VOD84068 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 | N | N | \$0.00 | 03-28-2016 | PO535236 | VOD59481 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 | N | N | \$0.00 | 03-28-2016 | PO535236 | VOD59482 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |

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|   |     |                                |    |           |   |   |        |            |          |          |    |  |     |    |
|---|-----|--------------------------------|----|-----------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 | N | N | \$0.00 | 04-01-2016 | PO535236 | VOD64433 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 | N | N | \$0.00 | 04-26-2016 | PO535236 | VOD69854 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 | N | N | \$0.00 | 05-05-2016 | PO535236 | VOD72058 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 | N | N | \$0.00 | 05-26-2016 | PO535236 | VOD77810 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 | N | N | \$0.00 | 07-12-2016 | PO535236 | VOD92912 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 | N | N | \$0.00 | 08-29-2016 | PO535236 | VOE03036 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 | N | N | \$0.00 | 08-30-2016 | PO535236 | VOE05837 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 | N | N | \$0.00 | 10-26-2016 | PO535236 | VOE21150 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 | N | N | \$0.00 | 10-26-2016 | PO535236 | VOE21152 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 | N | N | \$0.00 | 10-26-2016 | PO535236 | VOE21155 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | ULTIMATE SERVICES              | MD | 264021776 | N | N | \$0.00 | 02-05-2016 | PO535240 | VOD48319 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | ULTIMATE SERVICES              | MD | 264021776 | N | N | \$0.00 | 02-05-2016 | PO535240 | VOD48325 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | ULTIMATE SERVICES              | MD | 264021776 | N | N | \$0.00 | 03-10-2016 | PO535240 | VOD54675 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | ULTIMATE SERVICES              | MD | 264021776 | N | N | \$0.00 | 04-07-2016 | PO535240 | VOD65852 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | ULTIMATE SERVICES              | MD | 264021776 | N | N | \$0.00 | 04-29-2016 | PO535240 | VOD68181 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | ULTIMATE SERVICES              | MD | 264021776 | N | N | \$0.00 | 06-13-2016 | PO535240 | VOD83624 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | ULTIMATE SERVICES              | MD | 264021776 | N | N | \$0.00 | 08-31-2016 | PO535240 | VOE08529 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | ULTIMATE SERVICES              | MD | 264021776 | N | N | \$0.00 | 09-16-2016 | PO535240 | VOE09910 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |

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|   |     |                                |    |           |   |   |        |            |          |          |    |  |     |    |
|---|-----|--------------------------------|----|-----------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | ULTIMATE SERVICES              | MD | 264021776 | N | N | \$0.00 | 09-16-2016 | PO535240 | VOE09911 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | ULTIMATE SERVICES              | MD | 264021776 | N | N | \$0.00 | 09-16-2016 | PO535240 | VOE10429 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | ULTIMATE SERVICES              | MD | 264021776 | N | N | \$0.00 | 10-21-2016 | PO535240 | VOE30262 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | VIDEO COMMUNICATIONS LLC       | MD | 300867188 | N | N | \$0.00 | 04-27-2016 | PO536356 | VOD70745 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | CHRISTOPHER BARTOLOTTA         | CT | 090624324 | N | N | \$0.00 | 05-06-2016 | PO539194 | VOD72252 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 | N | N | \$0.00 | 11-24-2015 | VOD30572 | VOD30572 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | ULTIMATE SERVICES              | MD | 264021776 | N | N | \$0.00 | 11-24-2015 | VOD31077 | VOD31077 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | ULTIMATE SERVICES              | MD | 264021776 | N | N | \$0.00 | 02-05-2016 | VOD48319 | VOD48319 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | ULTIMATE SERVICES              | MD | 264021776 | N | N | \$0.00 | 02-05-2016 | VOD48325 | VOD48325 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | ULTIMATE SERVICES              | MD | 264021776 | N | N | \$0.00 | 03-10-2016 | VOD54675 | VOD54675 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 | N | N | \$0.00 | 03-28-2016 | VOD59481 | VOD59481 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 | N | N | \$0.00 | 03-28-2016 | VOD59482 | VOD59482 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 | N | N | \$0.00 | 04-01-2016 | VOD64433 | VOD64433 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | ULTIMATE SERVICES              | MD | 264021776 | N | N | \$0.00 | 04-07-2016 | VOD65852 | VOD65852 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | ULTIMATE SERVICES              | MD | 264021776 | N | N | \$0.00 | 04-29-2016 | VOD68181 | VOD68181 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 | N | N | \$0.00 | 04-26-2016 | VOD69854 | VOD69854 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | VIDEO COMMUNICATIONS LLC       | MD | 300867188 | N | N | \$0.00 | 04-27-2016 | VOD70745 | VOD70745 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 | N | N | \$0.00 | 05-05-2016 | VOD72058 | VOD72058 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |

## FY16 DSLBD Agency Compliance... - Interns Expenditure Report - SBE Discrepancies

|   |     |                                |    |           |  |   |   |        |            |          |          |    |  |     |    |
|---|-----|--------------------------------|----|-----------|--|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | CHRISTOPHER BARTOLOTTA         | CT | 090624324 |  | N | N | \$0.00 | 05-06-2016 | VOD72252 | VOD72252 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 |  | N | N | \$0.00 | 05-26-2016 | VOD77810 | VOD77810 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | ULTIMATE SERVICES              | MD | 264021776 |  | N | N | \$0.00 | 06-13-2016 | VOD83624 | VOD83624 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | GRAHAM STAFFING SERVICES INC   | FL | 521356444 |  | N | N | \$0.00 | 06-14-2016 | VOD84068 | VOD84068 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 |  | N | N | \$0.00 | 07-12-2016 | VOD92912 | VOD92912 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 |  | N | N | \$0.00 | 08-29-2016 | VOE03036 | VOE03036 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 |  | N | N | \$0.00 | 08-30-2016 | VOE05837 | VOE05837 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | ULTIMATE SERVICES              | MD | 264021776 |  | N | N | \$0.00 | 08-31-2016 | VOE08529 | VOE08529 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | ULTIMATE SERVICES              | MD | 264021776 |  | N | N | \$0.00 | 09-16-2016 | VOE09910 | VOE09910 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | ULTIMATE SERVICES              | MD | 264021776 |  | N | N | \$0.00 | 09-16-2016 | VOE09911 | VOE09911 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | ULTIMATE SERVICES              | MD | 264021776 |  | N | N | \$0.00 | 09-16-2016 | VOE10429 | VOE10429 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 |  | N | N | \$0.00 | 10-26-2016 | VOE21150 | VOE21150 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 |  | N | N | \$0.00 | 10-26-2016 | VOE21152 | VOE21152 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | MULTICULTURAL COMMUNITY SERVIC | DC | 522235376 |  | N | N | \$0.00 | 10-26-2016 | VOE21155 | VOE21155 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | ACCELA, INC.                   | IL | 942767678 |  | N | N | \$0.00 | 10-24-2016 | VOE30068 | VOE30068 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | ULTIMATE SERVICES              | MD | 264021776 |  | N | N | \$0.00 | 10-21-2016 | VOE30262 | VOE30262 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | DELL COMPUTER CORP             | PA | 742616805 |  | N | N | \$0.00 | 08-16-2016 | PO544289 | VOE03240 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 70 |
| N | 600 | DELL COMPUTER CORP             | PA | 742616805 |  | N | N | \$0.00 | 08-29-2016 | PO545056 | VOE05412 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 70 |



|   |     |                               |    |           |               |            |   |   |               |            |          |          |    |  |     |    |
|---|-----|-------------------------------|----|-----------|---------------|------------|---|---|---------------|------------|----------|----------|----|--|-----|----|
| N   | 600 | DELL COMPUTER CORP            | PA | 742616805 |               |            | N | N | \$0.00        | 08-16-2016 | VOE03240 | VOE03240 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 70 |
| N   | 600 | DELL COMPUTER CORP            | PA | 742616805 |               |            | N | N | \$0.00        | 08-29-2016 | VOE05412 | VOE05412 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 70 |
| N   | 600 | 72 HOUR, LLC                  | CA | 263297677 |               |            | N | N | \$0.00        | 09-30-2016 | PO548749 | VOE19402 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 70 |
| N   | 600 | 72 HOUR, LLC                  | CA | 263297677 |               |            | N | N | \$0.00        | 09-30-2016 | PO548749 | VOE19402 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 70 |
| N   | 600 | 72 HOUR, LLC                  | CA | 263297677 |               |            | N | N | \$0.00        | 09-30-2016 | VOE19402 | VOE19402 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 70 |
| N   | 600 | 72 HOUR, LLC                  | CA | 263297677 |               |            | N | N | \$0.00        | 09-30-2016 | VOE19402 | VOE19402 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 70 |
| <b>TOT</b>                                    |     |                               |    |           |               |            |   |   | <b>\$0.00</b> |            |          |          |    |  |     |    |
| <b>LS53028062019 (22 Expenditure Reports)</b> |     |                               |    |           |               |            |   |   |               |            |          |          |    |  |     |    |
| N   | 600 | RAZAVI APPLICATION DEVELOPERS | DC | 541868969 | LS53028062019 | 06-21-2019 | Y | Y | \$0.00        | 05-17-2016 | PO536386 | VOD74821 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N   | 600 | RAZAVI APPLICATION DEVELOPERS | DC | 541868969 | LS53028062019 | 06-21-2019 | Y | Y | \$0.00        | 05-17-2016 | PO536386 | VOD74825 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N   | 600 | RAZAVI APPLICATION DEVELOPERS | DC | 541868969 | LS53028062019 | 06-21-2019 | Y | Y | \$0.00        | 05-17-2016 | PO536386 | VOD74828 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N   | 600 | RAZAVI APPLICATION DEVELOPERS | DC | 541868969 | LS53028062019 | 06-21-2019 | Y | Y | \$0.00        | 05-17-2016 | PO536386 | VOD74829 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N   | 600 | RAZAVI APPLICATION DEVELOPERS | DC | 541868969 | LS53028062019 | 06-21-2019 | Y | Y | \$0.00        | 09-26-2016 | PO536386 | VOE14983 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N   | 600 | RAZAVI APPLICATION DEVELOPERS | DC | 541868969 | LS53028062019 | 06-21-2019 | Y | Y | \$0.00        | 10-27-2016 | PO536386 | VOE21167 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N   | 600 | RAZAVI APPLICATION DEVELOPERS | DC | 541868969 | LS53028062019 | 06-21-2019 | Y | Y | \$0.00        | 05-17-2016 | VOD74821 | VOD74821 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N   | 600 | RAZAVI APPLICATION DEVELOPERS | DC | 541868969 | LS53028062019 | 06-21-2019 | Y | Y | \$0.00        | 05-17-2016 | VOD74825 | VOD74825 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N   | 600 | RAZAVI APPLICATION DEVELOPERS | DC | 541868969 | LS53028062019 | 06-21-2019 | Y | Y | \$0.00        | 05-17-2016 | VOD74828 | VOD74828 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N   | 600 | RAZAVI APPLICATION DEVELOPERS | DC | 541868969 | LS53028062019 | 06-21-2019 | Y | Y | \$0.00        | 05-17-2016 | VOD74829 | VOD74829 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N   | 600 | RAZAVI APPLICATION DEVELOPERS | DC | 541868969 | LS53028062019 | 06-21-2019 | Y | Y | \$0.00        | 09-26-2016 | VOE14983 | VOE14983 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |

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|   |     |                               |    |           |                 |            |   |   |               |            |          |          |    |  |     |    |
|---|-----|-------------------------------|----|-----------|-----------------|------------|---|---|---------------|------------|----------|----------|----|--|-----|----|
| N   | 600 | RAZAVI APPLICATION DEVELOPERS | DC | 541868969 | LS53028062019   | 06-21-2019 | Y | Y | \$0.00        | 10-27-2016 | VOE21167 | VOE21167 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N   | 600 | RAZAVI APPLICATION DEVELOPERS | DC | 541868969 | LS53028062019   | 06-21-2019 | Y | Y | \$0.00        | 05-17-2016 | PO536386 | VOD74821 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N   | 600 | RAZAVI APPLICATION DEVELOPERS | DC | 541868969 | LS53028062019   | 06-21-2019 | Y | Y | \$0.00        | 05-17-2016 | PO536386 | VOD74825 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N   | 600 | RAZAVI APPLICATION DEVELOPERS | DC | 541868969 | LS53028062019   | 06-21-2019 | Y | Y | \$0.00        | 05-17-2016 | PO536386 | VOD74828 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N   | 600 | RAZAVI APPLICATION DEVELOPERS | DC | 541868969 | LS53028062019   | 06-21-2019 | Y | Y | \$0.00        | 05-17-2016 | PO536386 | VOD74829 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N   | 600 | RAZAVI APPLICATION DEVELOPERS | DC | 541868969 | LS53028062019   | 06-21-2019 | Y | Y | \$0.00        | 10-27-2016 | PO536386 | VOE21167 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N   | 600 | RAZAVI APPLICATION DEVELOPERS | DC | 541868969 | LS53028062019   | 06-21-2019 | Y | Y | \$0.00        | 05-17-2016 | VOD74821 | VOD74821 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N   | 600 | RAZAVI APPLICATION DEVELOPERS | DC | 541868969 | LS53028062019   | 06-21-2019 | Y | Y | \$0.00        | 05-17-2016 | VOD74825 | VOD74825 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N   | 600 | RAZAVI APPLICATION DEVELOPERS | DC | 541868969 | LS53028062019   | 06-21-2019 | Y | Y | \$0.00        | 05-17-2016 | VOD74828 | VOD74828 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N   | 600 | RAZAVI APPLICATION DEVELOPERS | DC | 541868969 | LS53028062019   | 06-21-2019 | Y | Y | \$0.00        | 05-17-2016 | VOD74829 | VOD74829 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N   | 600 | RAZAVI APPLICATION DEVELOPERS | DC | 541868969 | LS53028062019   | 06-21-2019 | Y | Y | \$0.00        | 10-27-2016 | VOE21167 | VOE21167 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| <b>TOT</b>                                      |     |                               |    |           |                 |            |   |   | <b>\$0.00</b> |            |          |          |    |  |     |    |
| <b>LSDR69359112018 (22 Expenditure Reports)</b> |     |                               |    |           |                 |            |   |   |               |            |          |          |    |  |     |    |
| N   | 600 | DIGI DOCS INC/DOCUMENT MGERS  | MD | 522226023 | LSDR69359112018 | 11-04-2018 | Y | Y | \$0.00        | 11-24-2015 | PO529699 | VOD31081 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N   | 600 | DIGI DOCS INC/DOCUMENT MGERS  | MD | 522226023 | LSDR69359112018 | 11-04-2018 | Y | Y | \$0.00        | 04-05-2016 | PO529699 | VOD61207 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N   | 600 | DIGI DOCS INC/DOCUMENT MGERS  | MD | 522226023 | LSDR69359112018 | 11-04-2018 | Y | Y | \$0.00        | 04-05-2016 | PO529699 | VOD61210 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N   | 600 | DIGI DOCS INC/DOCUMENT MGERS  | MD | 522226023 | LSDR69359112018 | 11-04-2018 | Y | Y | \$0.00        | 04-05-2016 | PO529699 | VOD61215 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N   | 600 | DIGI DOCS INC/DOCUMENT MGERS  | MD | 522226023 | LSDR69359112018 | 11-04-2018 | Y | Y | \$0.00        | 06-20-2016 | PO529699 | VOD84234 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N   | 600 | DIGI DOCS INC/DOCUMENT MGERS  | MD | 522226023 | LSDR69359112018 | 11-04-2018 | Y | Y | \$0.00        | 07-29-2016 | PO529699 | VOD93868 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |

|   |     |                             |    |           |                 |            |   |   |               |            |          |          |    |  |     |    |
|---|-----|-----------------------------|----|-----------|-----------------|------------|---|---|---------------|------------|----------|----------|----|--|-----|----|
| N   | 600 | DIGI DOCS INC/DOCUMENT MGRS | MD | 522226023 | LSDR69359112018 | 11-04-2018 | Y | Y | \$0.00        | 07-29-2016 | PO529699 | VOD93877 | Q4 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N   | 600 | DIGI DOCS INC/DOCUMENT MGRS | MD | 522226023 | LSDR69359112018 | 11-04-2018 | Y | Y | \$0.00        | 07-29-2016 | PO529699 | VOD93878 | Q4 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N   | 600 | DIGI DOCS INC/DOCUMENT MGRS | MD | 522226023 | LSDR69359112018 | 11-04-2018 | Y | Y | \$0.00        | 08-25-2016 | PO529699 | VOE00731 | Q4 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N   | 600 | DIGI DOCS INC/DOCUMENT MGRS | MD | 522226023 | LSDR69359112018 | 11-04-2018 | Y | Y | \$0.00        | 09-19-2016 | PO529699 | VOE12773 | Q4 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N   | 600 | DIGI DOCS INC/DOCUMENT MGRS | MD | 522226023 | LSDR69359112018 | 11-04-2018 | Y | Y | \$0.00        | 10-21-2016 | PO529699 | VOE28304 | Q4 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N   | 600 | DIGI DOCS INC/DOCUMENT MGRS | MD | 522226023 | LSDR69359112018 | 11-04-2018 | Y | Y | \$0.00        | 11-24-2015 | VOD31081 | VOD31081 | Q1 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N   | 600 | DIGI DOCS INC/DOCUMENT MGRS | MD | 522226023 | LSDR69359112018 | 11-04-2018 | Y | Y | \$0.00        | 04-05-2016 | VOD61207 | VOD61207 | Q2 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N   | 600 | DIGI DOCS INC/DOCUMENT MGRS | MD | 522226023 | LSDR69359112018 | 11-04-2018 | Y | Y | \$0.00        | 04-05-2016 | VOD61210 | VOD61210 | Q2 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N   | 600 | DIGI DOCS INC/DOCUMENT MGRS | MD | 522226023 | LSDR69359112018 | 11-04-2018 | Y | Y | \$0.00        | 04-05-2016 | VOD61215 | VOD61215 | Q2 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N   | 600 | DIGI DOCS INC/DOCUMENT MGRS | MD | 522226023 | LSDR69359112018 | 11-04-2018 | Y | Y | \$0.00        | 06-20-2016 | VOD84234 | VOD84234 | Q3 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N   | 600 | DIGI DOCS INC/DOCUMENT MGRS | MD | 522226023 | LSDR69359112018 | 11-04-2018 | Y | Y | \$0.00        | 07-29-2016 | VOD93868 | VOD93868 | Q4 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N   | 600 | DIGI DOCS INC/DOCUMENT MGRS | MD | 522226023 | LSDR69359112018 | 11-04-2018 | Y | Y | \$0.00        | 07-29-2016 | VOD93877 | VOD93877 | Q4 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N   | 600 | DIGI DOCS INC/DOCUMENT MGRS | MD | 522226023 | LSDR69359112018 | 11-04-2018 | Y | Y | \$0.00        | 07-29-2016 | VOD93878 | VOD93878 | Q4 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N   | 600 | DIGI DOCS INC/DOCUMENT MGRS | MD | 522226023 | LSDR69359112018 | 11-04-2018 | Y | Y | \$0.00        | 08-25-2016 | VOE00731 | VOE00731 | Q4 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N   | 600 | DIGI DOCS INC/DOCUMENT MGRS | MD | 522226023 | LSDR69359112018 | 11-04-2018 | Y | Y | \$0.00        | 09-19-2016 | VOE12773 | VOE12773 | Q4 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| N   | 600 | DIGI DOCS INC/DOCUMENT MGRS | MD | 522226023 | LSDR69359112018 | 11-04-2018 | Y | Y | \$0.00        | 10-21-2016 | VOE28304 | VOE28304 | Q4 | Alcoholic Beverage Regulation Administration | LQO | 40 |
| <b>TOT</b>                                      |     |                             |    |           |                 |            |   |   | <b>\$0.00</b> |            |          |          |    |  |     |    |
| <b>LSX71868062018 (176 Expenditure Reports)</b> |     |                             |    |           |                 |            |   |   |               |            |          |          |    |  |     |    |
| N   | 600 | OLENDER REPORTING, INC.     | DC | 521358946 | LSX71868062018  | 06-17-2018 | Y | Y | \$0.00        | 01-12-2016 | PO534502 | VOD36661 | Q2 | Alcoholic Beverage Regulation Administration | LQO | 41 |

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|   |     |                         |    |           |                |            |   |   |        |            |          |          |    |  |     |    |
|---|-----|-------------------------|----|-----------|----------------|------------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | OLENDER REPORTING, INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 12-15-2015 | PO534502 | VOD36673 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING, INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 12-15-2015 | PO534502 | VOD36680 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING, INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 12-15-2015 | PO534502 | VOD36682 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING, INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 12-15-2015 | PO534502 | VOD36686 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-08-2016 | PO534502 | VOD62460 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-11-2016 | PO534502 | VOD63105 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-11-2016 | PO534502 | VOD63110 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-11-2016 | PO534502 | VOD63115 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-11-2016 | PO534502 | VOD63119 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-11-2016 | PO534502 | VOD63124 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-12-2016 | PO534502 | VOD63132 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-13-2016 | PO534502 | VOD63133 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-13-2016 | PO534502 | VOD63169 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-13-2016 | PO534502 | VOD63171 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-12-2016 | PO534502 | VOD63175 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-06-2016 | PO534502 | VOD63178 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-06-2016 | PO534502 | VOD64082 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-13-2016 | PO534502 | VOD64152 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |

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|   |     |                        |    |           |                |            |   |   |        |            |          |          |    |  |     |    |
|---|-----|------------------------|----|-----------|----------------|------------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-08-2016 | PO534502 | VOD65835 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-08-2016 | PO534502 | VOD65841 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 05-03-2016 | PO534502 | VOD65842 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 05-03-2016 | PO534502 | VOD72344 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-01-2016 | PO534502 | VOD79836 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-01-2016 | PO534502 | VOD79879 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | PO534502 | VOD79893 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | PO534502 | VOD80115 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-01-2016 | PO534502 | VOD80117 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-01-2016 | PO534502 | VOD80120 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | PO534502 | VOD80121 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-01-2016 | PO534502 | VOD80124 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-01-2016 | PO534502 | VOD80126 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-01-2016 | PO534502 | VOD80130 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | PO534502 | VOD80138 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | PO534502 | VOD80192 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | PO534502 | VOD80200 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | PO534502 | VOD80213 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |

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|   |     |                        |    |           |                |            |   |   |        |            |          |          |    |  |     |    |
|---|-----|------------------------|----|-----------|----------------|------------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | PO534502 | VOD80230 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | PO534502 | VOD80241 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | PO534502 | VOD80256 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | PO534502 | VOD80263 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | PO534502 | VOD80272 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | PO534502 | VOD80284 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | PO534502 | VOD80293 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-14-2016 | PO534502 | VOD83613 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-14-2016 | PO534502 | VOD83618 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-21-2016 | PO534502 | VOD84088 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-22-2016 | PO534502 | VOD85751 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-28-2016 | PO534502 | VOD86158 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-29-2016 | PO534502 | VOD87791 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-29-2016 | PO534502 | VOD87794 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 07-26-2016 | PO534502 | VOD92506 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 07-13-2016 | PO534502 | VOD93034 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 07-29-2016 | PO534502 | VOD93702 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-05-2016 | PO534502 | VOD96092 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |

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|   |     |                        |    |           |                |            |   |   |        |            |          |          |    |  |     |    |
|---|-----|------------------------|----|-----------|----------------|------------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-05-2016 | PO534502 | VOD96103 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-05-2016 | PO534502 | VOD96111 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-05-2016 | PO534502 | VOD96116 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-05-2016 | PO534502 | VOD96126 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-05-2016 | PO534502 | VOD96142 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-26-2016 | PO534502 | VOE02213 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-26-2016 | PO534502 | VOE02216 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-26-2016 | PO534502 | VOE02217 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-26-2016 | PO534502 | VOE02220 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-29-2016 | PO534502 | VOE03238 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-30-2016 | PO534502 | VOE05392 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-30-2016 | PO534502 | VOE05394 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-30-2016 | PO534502 | VOE05395 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-30-2016 | PO534502 | VOE05396 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 09-19-2016 | PO534502 | VOE10427 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 09-20-2016 | PO534502 | VOE11746 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 09-20-2016 | PO534502 | VOE11749 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 09-19-2016 | PO534502 | VOE12341 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |

|   |     |                         |    |           |                |            |   |   |        |            |          |          |    |  |     |    |
|---|-----|-------------------------|----|-----------|----------------|------------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 09-20-2016 | PO534502 | VOE12344 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 10-04-2016 | PO534502 | VOE15923 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 10-04-2016 | PO534502 | VOE15924 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 10-28-2016 | PO534502 | VOE19488 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 10-27-2016 | PO534502 | VOE21168 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 10-24-2016 | PO534502 | VOE27890 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 10-24-2016 | PO534502 | VOE27891 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 10-24-2016 | PO534502 | VOE27897 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 10-24-2016 | PO534502 | VOE28057 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 10-21-2016 | PO534502 | VOE28061 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 10-21-2016 | PO534502 | VOE29190 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 10-25-2016 | PO534502 | VOE29744 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 10-24-2016 | PO534502 | VOE29869 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 11-02-2016 | PO534502 | VOE31898 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 11-02-2016 | PO534502 | VOE31962 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING, INC. | DC | 521358946 | LSX71868052018 | 06-17-2018 | Y | Y | \$0.00 | 01-12-2016 | VOD36661 | VOD36661 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING, INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 12-15-2015 | VOD36673 | VOD36673 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING, INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 12-15-2015 | VOD36680 | VOD36680 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |



## FY16 DSLBD Agency Complianc... - Interns Expenditure Report - SBE Discrepancies

|   |     |                         |    |           |                |            |   |   |        |            |          |          |    |  |     |    |
|---|-----|-------------------------|----|-----------|----------------|------------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | OLENDER REPORTING, INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 12-15-2015 | VOD36682 | VOD36682 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING, INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 12-15-2015 | VOD36686 | VOD36686 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-08-2016 | VOD62460 | VOD62460 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-11-2016 | VOD63105 | VOD63105 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-11-2016 | VOD63110 | VOD63110 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-11-2016 | VOD63115 | VOD63115 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-11-2016 | VOD63119 | VOD63119 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-11-2016 | VOD63124 | VOD63124 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-12-2016 | VOD63132 | VOD63132 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-13-2016 | VOD63133 | VOD63133 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-13-2016 | VOD63169 | VOD63169 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-13-2016 | VOD63171 | VOD63171 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-12-2016 | VOD63175 | VOD63175 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-06-2016 | VOD63178 | VOD63178 | Q2 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-06-2016 | VOD64082 | VOD64082 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-13-2016 | VOD64152 | VOD64152 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-08-2016 | VOD65835 | VOD65835 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC.  | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 04-08-2016 | VOD65841 | VOD65841 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |

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|   |     |                        |    |           |                |            |   |   |        |            |          |          |    |  |     |    |
|---|-----|------------------------|----|-----------|----------------|------------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 05-03-2016 | VOD65842 | VOD65842 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 05-03-2016 | VOD72344 | VOD72344 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-01-2016 | VOD79836 | VOD79836 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-01-2016 | VOD79879 | VOD79879 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | VOD79893 | VOD79893 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | VOD80115 | VOD80115 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-01-2016 | VOD80117 | VOD80117 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-01-2016 | VOD80120 | VOD80120 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | VOD80121 | VOD80121 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-01-2016 | VOD80124 | VOD80124 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-01-2016 | VOD80126 | VOD80126 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-01-2016 | VOD80130 | VOD80130 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | VOD80138 | VOD80138 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | VOD80192 | VOD80192 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | VOD80200 | VOD80200 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | VOD80213 | VOD80213 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | VOD80230 | VOD80230 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | VOD80241 | VOD80241 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |

FY16 DSLBD Agency Compliance... - Interns Expenditure Report - SBE Discrepancies

|   |     |                        |    |           |                |            |   |   |        |            |          |          |    |  |     |    |
|---|-----|------------------------|----|-----------|----------------|------------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | VOD80256 | VOD80256 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | VOD80263 | VOD80263 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | VOD80272 | VOD80272 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | VOD80284 | VOD80284 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-07-2016 | VOD80293 | VOD80293 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-14-2016 | VOD83613 | VOD83613 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-14-2016 | VOD83618 | VOD83618 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-21-2016 | VOD84088 | VOD84088 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-22-2016 | VOD85751 | VOD85751 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-28-2016 | VOD86158 | VOD86158 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-29-2016 | VOD87791 | VOD87791 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 06-29-2016 | VOD87794 | VOD87794 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 07-26-2016 | VOD92506 | VOD92506 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 07-13-2016 | VOD93034 | VOD93034 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 07-29-2016 | VOD93702 | VOD93702 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-05-2016 | VOD96092 | VOD96092 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-05-2016 | VOD96103 | VOD96103 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 800 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-05-2016 | VOD96111 | VOD96111 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |

FY16 DSLBD Agency Compliance... - Interns Expenditure Report - SBE Discrepancies

|   |     |                        |    |           |                |            |   |   |        |            |          |          |    |  |     |    |
|---|-----|------------------------|----|-----------|----------------|------------|---|---|--------|------------|----------|----------|----|--|-----|----|
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-05-2016 | VOD96116 | VOD96116 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-05-2016 | VOD96126 | VOD96126 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-05-2016 | VOD96142 | VOD96142 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-26-2016 | VOE02213 | VOE02213 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-26-2016 | VOE02216 | VOE02216 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-26-2016 | VOE02217 | VOE02217 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-26-2016 | VOE02220 | VOE02220 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-29-2016 | VOE03238 | VOE03238 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-30-2016 | VOE05392 | VOE05392 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-30-2016 | VOE05394 | VOE05394 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-30-2016 | VOE05395 | VOE05395 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 08-30-2016 | VOE05396 | VOE05396 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 09-19-2016 | VOE10427 | VOE10427 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 09-20-2016 | VOE11746 | VOE11746 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 09-20-2016 | VOE11749 | VOE11749 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 09-19-2016 | VOE12341 | VOE12341 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 09-20-2016 | VOE12344 | VOE12344 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018 | 06-17-2018 | Y | Y | \$0.00 | 10-04-2016 | VOE15923 | VOE15923 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |

FY16 DSLBD Agency Complianc... - Interns Expenditure Report - SBE Discrepancies

|  |     |                        |    |           |                 |            |   |   |               |            |          |          |    |  |     |    |
|--|-----|------------------------|----|-----------|-----------------|------------|---|---|---------------|------------|----------|----------|----|--|-----|----|
| N  | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018  | 06-17-2018 | Y | Y | \$0.00        | 10-04-2016 | VOE15924 | VOE15924 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N  | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018  | 06-17-2018 | Y | Y | \$0.00        | 10-28-2016 | VOE19488 | VOE19488 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N  | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018  | 06-17-2018 | Y | Y | \$0.00        | 10-27-2016 | VOE21168 | VOE21168 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N  | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018  | 06-17-2018 | Y | Y | \$0.00        | 10-24-2016 | VOE27890 | VOE27890 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N  | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018  | 06-17-2018 | Y | Y | \$0.00        | 10-24-2016 | VOE27891 | VOE27891 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N  | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018  | 06-17-2018 | Y | Y | \$0.00        | 10-24-2016 | VOE27897 | VOE27897 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N  | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018  | 06-17-2018 | Y | Y | \$0.00        | 10-24-2016 | VOE28057 | VOE28057 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N  | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018  | 06-17-2018 | Y | Y | \$0.00        | 10-21-2016 | VOE28061 | VOE28061 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N  | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018  | 06-17-2018 | Y | Y | \$0.00        | 10-21-2016 | VOE29190 | VOE29190 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N  | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018  | 06-17-2018 | Y | Y | \$0.00        | 10-25-2016 | VOE29744 | VOE29744 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N  | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018  | 06-17-2018 | Y | Y | \$0.00        | 10-24-2016 | VOE29869 | VOE29869 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N  | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018  | 06-17-2018 | Y | Y | \$0.00        | 11-02-2016 | VOE31898 | VOE31898 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| N  | 600 | OLENDER REPORTING INC. | DC | 521358946 | LSX71868062018  | 06-17-2018 | Y | Y | \$0.00        | 11-02-2016 | VOE31962 | VOE31962 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41 |
| <b>TOT</b>                                     |     |                        |    |           |                 |            |   |   | <b>\$0.00</b> |            |          |          |    |  |     |    |
| <b>LSZR95582032019 (4 Expenditure Reports)</b> |     |                        |    |           |                 |            |   |   |               |            |          |          |    |  |     |    |
| N  | 600 | REINGOLD LINK, LLC     | DC | 454908244 | LSZR95582032019 | 03-03-2019 | Y | Y | \$0.00        | 06-14-2016 | PO535414 | VOD83602 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N  | 600 | REINGOLD LINK, LLC     | DC | 454908244 | LSZR95582032019 | 03-03-2019 | Y | Y | \$0.00        | 06-14-2016 | PO535414 | VOD83606 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N  | 600 | REINGOLD LINK, LLC     | DC | 454908244 | LSZR95582032019 | 03-03-2019 | Y | Y | \$0.00        | 06-14-2016 | VOD83602 | VOD83602 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |
| N  | 600 | REINGOLD LINK, LLC     | DC | 454908244 | LSZR95582032019 | 03-03-2019 | Y | Y | \$0.00        | 06-14-2016 | VOD83606 | VOD83606 | Q3 | Alcoholic Beverage Regulation Administration | LQ0 | 40 |

|   |     |                       |    |           |                  |            |   |   |        |            |          |          |    | TOT  |     |        |  |
|---|-----|-----------------------|----|-----------|------------------|------------|---|---|--------|------------|----------|----------|----|--|-----|--------|--|
|   |     |                       |    |           |                  |            |   |   |        |            |          |          |    | \$0.00                                       |     |        |  |
| <b>LSZXR72407092019 (5 Expenditure Reports)</b> |     |                       |    |           |                  |            |   |   |        |            |          |          |    |  |     |        |  |
| N   | 600 | NEAL R GROSS & CO INC | MD | 521097058 | LSZXR72407092019 | 09-30-2019 | Y | Y | \$0.00 | 08-18-2016 | DE511203 | DE511203 | Q4 | Alcoholic Beverage Regulation Administration | LQ0 | 41     |  |
| N   | 600 | NEAL R GROSS & CO INC | MD | 521097058 | LSZXR72407092019 | 09-30-2019 | Y | Y | \$0.00 | 11-23-2015 | POS19338 | VOD28039 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 41     |  |
| N   | 600 | NEAL R GROSS & CO INC | MD | 521097058 | LSZXR72407092019 | 09-30-2019 | Y | Y | \$0.00 | 11-23-2015 | POS19338 | VOD28041 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 41     |  |
| N   | 600 | NEAL R GROSS & CO INC | MD | 521097058 | LSZXR72407092019 | 09-30-2019 | Y | Y | \$0.00 | 11-23-2015 | VOD28039 | VOD28039 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 41     |  |
| N   | 600 | NEAL R GROSS & CO INC | MD | 521097058 | LSZXR72407092019 | 09-30-2019 | Y | Y | \$0.00 | 11-23-2015 | VOD28041 | VOD28041 | Q1 | Alcoholic Beverage Regulation Administration | LQ0 | 41     |  |
|   |     |                       |    |           |                  |            |   |   |        |            |          |          |    | <b>TOT</b>                                   |     | \$0.00 |  |
|   |     |                       |    |           |                  |            |   |   |        |            |          |          |    | <b>TOT</b>                                   |     | \$0.00 |  |

FY17 DSLBD Agency Compliance Reporting System : Quarterly Expenditure Reports | Embedded for Budgets

Embedded for Budgets

| PCARD                                    | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number | CBE | SBE | Expenditure Amount | Payment Date | Appropriated Fund | CompSource Title                       | CompObject Title                       |
|--|-------------|--------------|--------------|-------------|--------------|------------|---------------------|------|------------|-----|-----|--------------------|--------------|-------------------|--|--|
| <i>(empty) (123 Expenditure Reports)</i> |             |              |              |             |              |            |                     |      |            |     |     |                    |              |                   |  |  |
| N  |             |              |              |             |              |            |                     |      |            | N   | N   | \$3,855.29         | 10-04-2016   | 600               | 40 OTHER SERVICES AND CHARGES          | 408 PROF SERVICE FEES AND CONTR        |
| N  |             |              |              |             |              |            |                     |      |            | N   | N   | \$2,366.12         | 11-03-2016   | 600               | 40 OTHER SERVICES AND CHARGES          | 408 PROF SERVICE FEES AND CONTR        |
| N  |             |              |              |             |              |            |                     |      |            | N   | N   | \$1,309.81         | 11-30-2016   | 700               | 40 OTHER SERVICES AND CHARGES          | 410 OFFICE SUPPORT                     |
| N  |             |              |              |             |              |            |                     |      |            | N   | N   | \$364.64           | 12-01-2016   | 600               | 40 OTHER SERVICES AND CHARGES          | 404 MAINTENANCE AND REPAIRS - AUTO     |
| N  |             |              |              |             |              |            |                     |      |            | N   | N   | \$1,545.09         | 12-05-2016   | 600               | 40 OTHER SERVICES AND CHARGES          | 408 PROF SERVICE FEES AND CONTR        |
| N  |             |              |              |             |              |            |                     |      |            | N   | N   | \$8,170.73         | 12-16-2016   | 700               | 40 OTHER SERVICES AND CHARGES          | 410 OFFICE SUPPORT                     |
| N  |             |              |              |             |              |            |                     |      |            | N   | N   | \$15.80            | 12-17-2016   | 600               | 31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 308 TELEPHONE, TELETYPE, TELEGRAM, ETC |
| N  |             |              |              |             |              |            |                     |      |            | N   | N   | \$1,684.39         | 12-17-2016   | 600               | 31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 308 TELEPHONE, TELETYPE, TELEGRAM, ETC |
| N  |             |              |              |             |              |            |                     |      |            | N   | N   | \$117.52           | 12-28-2016   | 600               | 31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 308 TELEPHONE, TELETYPE, TELEGRAM, ETC |
| N  |             |              |              |             |              |            |                     |      |            | N   | N   | \$33.83            | 12-31-2016   | 600               | 31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 308 TELEPHONE, TELETYPE, TELEGRAM, ETC |
| N  |             |              |              |             |              |            |                     |      |            | N   | N   | \$18.45            | 12-31-2016   | 600               | 31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 308 TELEPHONE, TELETYPE, TELEGRAM, ETC |
| N  |             |              |              |             |              |            |                     |      |            | N   | N   | \$8,269.07         | 12-31-2016   | 700               | 40 OTHER SERVICES AND CHARGES          | 410 OFFICE SUPPORT                     |
| N  |             |              |              |             |              |            |                     |      |            | N   | N   | \$403.45           | 01-01-2017   | 600               | 40 OTHER SERVICES AND CHARGES          | 404 MAINTENANCE AND REPAIRS - AUTO     |
| N  |             |              |              |             |              |            |                     |      |            | N   | N   | \$1,844.48         | 01-04-2017   | 600               | 40 OTHER SERVICES AND CHARGES          | 408 PROF SERVICE FEES AND CONTR        |
| N  |             |              |              |             |              |            |                     |      |            | N   | N   | \$15,214.76        | 01-12-2017   | 600               | 20 SUPPLIES AND MATERIALS              | 201 OFFICE SUPPLIES                    |
| N  |             |              |              |             |              |            |                     |      |            | N   | N   | \$818.53           | 01-12-2017   | 600               | 20 SUPPLIES AND MATERIALS              | 201 OFFICE SUPPLIES                    |
| N  |             |              |              |             |              |            |                     |      |            | N   | N   | \$1,716.32         | 01-12-2017   | 600               | 40 OTHER SERVICES AND CHARGES          | 416 POSTAGE                            |
| N  |             |              |              |             |              |            |                     |      |            | N   | N   | -\$17,749.61       | 01-12-2017   | 700               | 40 OTHER SERVICES AND CHARGES          | 410 OFFICE SUPPORT                     |
| N  |             |              |              |             |              |            |                     |      |            | N   | N   | \$4,782.53         | 01-27-2017   | 700               | 40 OTHER SERVICES AND CHARGES          | 410 OFFICE SUPPORT                     |

|   |  |  |  |  |  |  |  |  |  |   |   |             |            |     |  |  |
|---|--|--|--|--|--|--|--|--|--|---|---|-------------|------------|-----|--|--|
| N |  |  |  |  |  |  |  |  |  | N | N | \$2,820.41  | 02-01-2017 | 600 | 40 OTHER SERVICES AND CHARGES          | 404 MAINTENANCE AND REPAIRS - AUTO     |
| N |  |  |  |  |  |  |  |  |  | N | N | \$1,530.35  | 02-03-2017 | 600 | 40 OTHER SERVICES AND CHARGES          | 408 PROF SERVICE FEES AND CONTR        |
| N |  |  |  |  |  |  |  |  |  | N | N | \$203.31    | 02-21-2017 | 600 | 31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 308 TELEPHONE, TELETYPE, TELEGRAM, ETC |
| N |  |  |  |  |  |  |  |  |  | N | N | \$44,673.08 | 02-21-2017 | 600 | 40 OTHER SERVICES AND CHARGES          | 494 OCTO IT ASSESSMENT                 |
| N |  |  |  |  |  |  |  |  |  | N | N | \$2,888.06  | 02-22-2017 | 600 | 20 SUPPLIES AND MATERIALS              | 201 OFFICE SUPPLIES                    |
| N |  |  |  |  |  |  |  |  |  | N | N | \$1,810.00  | 02-22-2017 | 600 | 20 SUPPLIES AND MATERIALS              | 201 OFFICE SUPPLIES                    |
| N |  |  |  |  |  |  |  |  |  | N | N | \$84.47     | 02-22-2017 | 600 | 40 OTHER SERVICES AND CHARGES          | 416 POSTAGE                            |
| N |  |  |  |  |  |  |  |  |  | N | N | -\$4,782.53 | 02-22-2017 | 700 | 40 OTHER SERVICES AND CHARGES          | 410 OFFICE SUPPORT                     |
| N |  |  |  |  |  |  |  |  |  | N | N | \$1,684.39  | 02-24-2017 | 600 | 31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 308 TELEPHONE, TELETYPE, TELEGRAM, ETC |
| N |  |  |  |  |  |  |  |  |  | N | N | \$1,684.39  | 02-28-2017 | 600 | 31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 308 TELEPHONE, TELETYPE, TELEGRAM, ETC |
| N |  |  |  |  |  |  |  |  |  | N | N | \$4,509.64  | 02-28-2017 | 700 | 40 OTHER SERVICES AND CHARGES          | 410 OFFICE SUPPORT                     |
| N |  |  |  |  |  |  |  |  |  | N | N | \$613.08    | 03-01-2017 | 600 | 40 OTHER SERVICES AND CHARGES          | 404 MAINTENANCE AND REPAIRS - AUTO     |
| N |  |  |  |  |  |  |  |  |  | N | N | \$1,929.11  | 03-03-2017 | 600 | 40 OTHER SERVICES AND CHARGES          | 408 PROF SERVICE FEES AND CONTR        |
| N |  |  |  |  |  |  |  |  |  | N | N | \$68.08     | 03-13-2017 | 600 | 31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 308 TELEPHONE, TELETYPE, TELEGRAM, ETC |
| N |  |  |  |  |  |  |  |  |  | N | N | \$56.88     | 03-23-2017 | 600 | 31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 308 TELEPHONE, TELETYPE, TELEGRAM, ETC |
| N |  |  |  |  |  |  |  |  |  | N | N | \$65.19     | 03-23-2017 | 600 | 31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 308 TELEPHONE, TELETYPE, TELEGRAM, ETC |
| N |  |  |  |  |  |  |  |  |  | N | N | \$1,683.30  | 03-29-2017 | 600 | 31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 308 TELEPHONE, TELETYPE, TELEGRAM, ETC |
| N |  |  |  |  |  |  |  |  |  | N | N | \$8,683.06  | 03-29-2017 | 700 | 40 OTHER SERVICES AND CHARGES          | 410 OFFICE SUPPORT                     |
| N |  |  |  |  |  |  |  |  |  | N | N | \$6,142.67  | 03-31-2017 | 600 | 20 SUPPLIES AND MATERIALS              | 201 OFFICE SUPPLIES                    |
| N |  |  |  |  |  |  |  |  |  | N | N | \$1,750.00  | 03-31-2017 | 600 | 20 SUPPLIES AND MATERIALS              | 201 OFFICE SUPPLIES                    |
| N |  |  |  |  |  |  |  |  |  | N | N | \$790.39    | 03-31-2017 | 600 | 40 OTHER SERVICES AND CHARGES          | 416 POSTAGE                            |
| N |  |  |  |  |  |  |  |  |  | N | N | -\$8,683.06 | 03-31-2017 | 700 | 40 OTHER SERVICES AND CHARGES          | 410 OFFICE SUPPORT                     |
| N |  |  |  |  |  |  |  |  |  | N | N | \$3,921.64  | 04-04-2017 | 600 | 20 SUPPLIES AND MATERIALS              | 201 OFFICE SUPPLIES                    |



|   |  |  |  |  |  |  |  |  |  |   |   |             |            |     |  |  |
|---|--|--|--|--|--|--|--|--|--|---|---|-------------|------------|-----|--|--|
| N |  |  |  |  |  |  |  |  |  | N | N | \$588.00    | 04-04-2017 | 600 | 20 SUPPLIES AND MATERIALS              | 201 OFFICE SUPPLIES                    |
| N |  |  |  |  |  |  |  |  |  | N | N | \$5,634.44  | 04-04-2017 | 600 | 40 OTHER SERVICES AND CHARGES          | 408 PROF SERVICE FEES AND CONTR        |
| N |  |  |  |  |  |  |  |  |  | N | N | -\$4,509.64 | 04-04-2017 | 700 | 40 OTHER SERVICES AND CHARGES          | 410 OFFICE SUPPORT                     |
| N |  |  |  |  |  |  |  |  |  | N | N | \$71.27     | 04-26-2017 | 600 | 31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 308 TELEPHONE, TELETYPE, TELEGRAM, ETC |
| N |  |  |  |  |  |  |  |  |  | N | N | \$0.38      | 04-30-2017 | 600 | 31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 308 TELEPHONE, TELETYPE, TELEGRAM, ETC |
| N |  |  |  |  |  |  |  |  |  | N | N | \$1,990.38  | 04-30-2017 | 600 | 31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 308 TELEPHONE, TELETYPE, TELEGRAM, ETC |
| N |  |  |  |  |  |  |  |  |  | N | N | \$3,884.47  | 04-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES          | 494 OCTO IT ASSESSMENT                 |
| N |  |  |  |  |  |  |  |  |  | N | N | \$7,161.80  | 04-30-2017 | 700 | 40 OTHER SERVICES AND CHARGES          | 410 OFFICE SUPPORT                     |
| N |  |  |  |  |  |  |  |  |  | N | N | \$4,678.67  | 05-01-2017 | 600 | 40 OTHER SERVICES AND CHARGES          | 404 MAINTENANCE AND REPAIRS - AUTO     |
| N |  |  |  |  |  |  |  |  |  | N | N | \$3,894.13  | 05-03-2017 | 600 | 40 OTHER SERVICES AND CHARGES          | 408 PROF SERVICE FEES AND CONTR        |
| N |  |  |  |  |  |  |  |  |  | N | N | \$5,634.44  | 05-15-2017 | 600 | 40 OTHER SERVICES AND CHARGES          | 408 PROF SERVICE FEES AND CONTR        |
| N |  |  |  |  |  |  |  |  |  | N | N | \$6,706.20  | 05-16-2017 | 600 | 20 SUPPLIES AND MATERIALS              | 201 OFFICE SUPPLIES                    |
| N |  |  |  |  |  |  |  |  |  | N | N | \$455.60    | 05-16-2017 | 600 | 40 OTHER SERVICES AND CHARGES          | 416 POSTAGE                            |
| N |  |  |  |  |  |  |  |  |  | N | N | -\$7,161.80 | 05-16-2017 | 700 | 40 OTHER SERVICES AND CHARGES          | 410 OFFICE SUPPORT                     |
| N |  |  |  |  |  |  |  |  |  | N | N | -\$5,634.44 | 05-18-2017 | 600 | 40 OTHER SERVICES AND CHARGES          | 408 PROF SERVICE FEES AND CONTR        |
| N |  |  |  |  |  |  |  |  |  | N | N | \$323.91    | 05-31-2017 | 600 | 31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 308 TELEPHONE, TELETYPE, TELEGRAM, ETC |
| N |  |  |  |  |  |  |  |  |  | N | N | \$1,429.29  | 05-31-2017 | 600 | 31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 308 TELEPHONE, TELETYPE, TELEGRAM, ETC |
| N |  |  |  |  |  |  |  |  |  | N | N | \$6,153.48  | 05-31-2017 | 600 | 31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 308 TELEPHONE, TELETYPE, TELEGRAM, ETC |
| N |  |  |  |  |  |  |  |  |  | N | N | \$12,057.33 | 05-31-2017 | 700 | 40 OTHER SERVICES AND CHARGES          | 410 OFFICE SUPPORT                     |
| N |  |  |  |  |  |  |  |  |  | N | N | \$644.76    | 06-01-2017 | 600 | 40 OTHER SERVICES AND CHARGES          | 404 MAINTENANCE AND REPAIRS - AUTO     |
| N |  |  |  |  |  |  |  |  |  | N | N | \$1,580.35  | 06-01-2017 | 600 | 40 OTHER SERVICES AND CHARGES          | 404 MAINTENANCE AND REPAIRS - AUTO     |
| N |  |  |  |  |  |  |  |  |  | N | N | \$1,882.11  | 06-05-2017 | 600 | 40 OTHER SERVICES AND CHARGES          | 408 PROF SERVICE FEES AND CONTR        |





|  |                     |                          |                |              |    |           |                          |           |   |   |                       |            |     |  |  |
|--|---------------------|--------------------------|----------------|--------------|----|-----------|--------------------------|-----------|---|---|-----------------------|------------|-----|--|--|
| N  |                     |                          |                |              |    |           |                          |           | N | N | \$138.92              | 09-30-2017 | 600 | 31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 308 TELEPHONE, TELETYPE, TELEGRAM, ETC |
| N  |                     |                          |                |              |    |           |                          |           | N | N | \$5,633.45            | 09-30-2017 | 600 | 31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 308 TELEPHONE, TELETYPE, TELEGRAM, ETC |
| N  |                     |                          |                |              |    |           |                          |           | N | N | \$1,878.24            | 09-30-2017 | 600 | 31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 308 TELEPHONE, TELETYPE, TELEGRAM, ETC |
| N  |                     |                          |                |              |    |           |                          |           | N | N | \$20,317.72           | 09-30-2017 | 600 | 31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 308 TELEPHONE, TELETYPE, TELEGRAM, ETC |
| N  |                     |                          |                |              |    |           |                          |           | N | N | \$7,053.37            | 09-30-2017 | 600 | 31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 308 TELEPHONE, TELETYPE, TELEGRAM, ETC |
| N  |                     |                          |                |              |    |           |                          |           | N | N | \$183.60              | 09-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES          | 404 MAINTENANCE AND REPAIRS - AUTO     |
| N  |                     |                          |                |              |    |           |                          |           | N | N | \$10,884.05           | 09-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES          | 416 POSTAGE                            |
| N  |                     |                          |                |              |    |           |                          |           | N | N | \$2,863.78            | 09-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES          | 494 OCTO IT ASSESSMENT                 |
| N  |                     |                          |                |              |    |           |                          |           | N | N | \$3,884.47            | 09-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES          | 494 OCTO IT ASSESSMENT                 |
| N  |                     |                          |                |              |    |           |                          |           | N | N | \$11,319.79           | 09-30-2017 | 700 | 40 OTHER SERVICES AND CHARGES          | 410 OFFICE SUPPORT                     |
| N  |                     |                          |                |              |    |           |                          |           | N | N | \$1,854.92            | 09-30-2017 | 700 | 40 OTHER SERVICES AND CHARGES          | 410 OFFICE SUPPORT                     |
| N  |                     |                          |                |              |    |           |                          |           | N | N | -\$11,319.79          | 09-30-2017 | 700 | 40 OTHER SERVICES AND CHARGES          | 410 OFFICE SUPPORT                     |
| N  |                     |                          |                |              |    |           |                          |           | N | N | -\$1,854.92           | 09-30-2017 | 700 | 40 OTHER SERVICES AND CHARGES          | 410 OFFICE SUPPORT                     |
| <b>TOT</b>   |                     |                          |                |              |    |           |                          |           |   |   | <b>\$1,329,470.13</b> |            |     |  |  |
| <b>ACCELA, INC. (3 Expenditure Reports)</b>        |                     |                          |                |              |    |           |                          |           |   |   |                       |            |     |  |  |
| N  | ACCELA, INC.        | 2633 CAMINO RAMON STE120 | BISHOP RANCE 3 | SAN RAMON    | CA | 94583     | 942767678                |           | N | N | \$8,410.36            | 09-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES          | 408 PROF SERVICE FEES AND CONTR        |
| N  | ACCELA, INC.        | 2633 CAMINO RAMON STE120 | BISHOP RANCE 3 | SAN RAMON    | CA | 94583     | 942767678                |           | N | N | \$43,246.00           | 09-30-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER        | 409 CONTRACTUAL SERVICES - OTHER       |
| N  | ACCELA, INC.        | 2633 CAMINO RAMON STE120 | BISHOP RANCE 3 | SAN RAMON    | CA | 94583     | 942767678                |           | N | N | \$28,400.00           | 09-30-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER        | 409 CONTRACTUAL SERVICES - OTHER       |
| <b>TOT</b>   |                     |                          |                |              |    |           |                          |           |   |   | <b>\$80,056.36</b>    |            |     |  |  |
| <b>ADOBE (1 Expenditure Report)</b>                |                     |                          |                |              |    |           |                          |           |   |   |                       |            |     |  |  |
| Y  | ADOBE               |                          |                | 800-833-6687 | CA | 951100000 | Computer Software Stores | 770019522 | N | N | \$634.37              | 06-20-2017 |     |  |  |
| <b>TOT</b>   |                     |                          |                |              |    |           |                          |           |   |   | <b>\$634.37</b>       |            |     |  |  |
| <b>ADOBE *ACROPRO SUBS (4 Expenditure Reports)</b> |                     |                          |                |              |    |           |                          |           |   |   |                       |            |     |  |  |
| Y  | ADOBE *ACROPRO SUBS |                          |                | 800-833-6687 | CA | 951100000 | Computer Software Stores | 770019522 | N | N | \$359.76              | 04-26-2017 |     |  |  |
| Y  | ADOBE *ACROPRO SUBS |                          |                | 800-833-6687 | CA | 951100000 | Computer Software Stores | 770019522 | N | N | \$156.22              | 06-14-2017 |     | 40 OTHER SERVICES AND CHARGES          | 442 IT SOFTWARE MAINTENANCE            |

|   |                       |              |    |           |   |           |                   |   |                 |            |                               |                             |                     |
|---|-----------------------|--------------|----|-----------|---|-----------|-------------------|---|-----------------|------------|-------------------------------|-----------------------------|---------------------|
| Y   | ADOBE *ACROPRO SUBS   | 800-833-6687 | CA | 951100000 | Computer Software Stores                          | 770019522 | N                 | N | \$244.44        | 08-21-2017 |                               |                             |                     |
| Y   | ADOBE *ACROPRO SUBS   | 800-833-6687 | CA | 951100000 | Computer Software Stores                          | 770019522 | N                 | N | \$110.39        | 09-15-2017 | 20 SUPPLIES AND MATERIALS     | 201 OFFICE SUPPLIES         |                     |
| <b>TOT</b>  |                       |              |    |           |   |           |                   |   | <b>\$870.81</b> |            |                               |                             |                     |
| <b>ADOBE *CREATIVE CLOUD (1 Expenditure Report)</b>   |                       |              |    |           |   |           |                   |   |                 |            |                               |                             |                     |
| Y   | ADOBE *CREATIVE CLOUD | 800-833-6687 | CA | 951100000 | Computer Software Stores                          | 770019522 | N                 | N | -\$34.49        | 07-31-2017 | 40 OTHER SERVICES AND CHARGES | 442 IT SOFTWARE MAINTENANCE |                     |
| <b>TOT</b>  |                       |              |    |           |   |           |                   |   | <b>-\$34.49</b> |            |                               |                             |                     |
| <b>AOP BUSINESS SERVICES (21 Expenditure Reports)</b> |                       |              |    |           |   |           |                   |   |                 |            |                               |                             |                     |
| Y   | AOP BUSINESS SERVICES | 02025260586  | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV93327052019 | Y | Y               | \$2,150.05 | 12-09-2016                    | 20 SUPPLIES AND MATERIALS   | 201 OFFICE SUPPLIES |
| Y   | AOP BUSINESS SERVICES | 02025260586  | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV93327052019 | Y | Y               | \$387.46   | 12-09-2016                    | 20 SUPPLIES AND MATERIALS   | 201 OFFICE SUPPLIES |
| Y   | AOP BUSINESS SERVICES | 02025260586  | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV93327052019 | Y | Y               | \$472.42   | 12-14-2016                    | 20 SUPPLIES AND MATERIALS   | 201 OFFICE SUPPLIES |
| Y   | AOP BUSINESS SERVICES | 02025260586  | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV93327052019 | Y | Y               | \$1,023.81 | 01-25-2017                    |                             |                     |
| Y   | AOP BUSINESS SERVICES | 02025260586  | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV93327052019 | Y | Y               | \$832.17   | 01-26-2017                    |                             |                     |
| Y   | AOP BUSINESS SERVICES | 02025260586  | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV93327052019 | Y | Y               | \$478.87   | 02-01-2017                    | 20 SUPPLIES AND MATERIALS   | 201 OFFICE SUPPLIES |
| Y   | AOP BUSINESS SERVICES | 02025260586  | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV93327052019 | Y | Y               | \$11.56    | 02-07-2017                    | 20 SUPPLIES AND MATERIALS   | 201 OFFICE SUPPLIES |
| Y   | AOP BUSINESS SERVICES | 02025260586  | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV93327052019 | Y | Y               | \$125.48   | 02-15-2017                    | 20 SUPPLIES AND MATERIALS   | 201 OFFICE SUPPLIES |
| Y   | AOP BUSINESS SERVICES | 02025260586  | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV93327052019 | Y | Y               | \$259.78   | 02-16-2017                    | 20 SUPPLIES AND MATERIALS   | 201 OFFICE SUPPLIES |
| Y   | AOP BUSINESS SERVICES | 02025260586  | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV93327052019 | Y | Y               | \$126.17   | 02-22-2017                    |                             |                     |
| Y   | AOP BUSINESS SERVICES | 02025260586  | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV93327052019 | Y | Y               | \$1,178.01 | 03-16-2017                    | 20 SUPPLIES AND MATERIALS   | 201 OFFICE SUPPLIES |
| Y   | AOP BUSINESS SERVICES | 02025260586  | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV93327052019 | Y | Y               | \$2,299.50 | 03-16-2017                    | 20 SUPPLIES AND MATERIALS   | 201 OFFICE SUPPLIES |
| Y   | AOP BUSINESS SERVICES | 02025260586  | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV93327052019 | Y | Y               | \$178.24   | 03-16-2017                    | 20 SUPPLIES AND MATERIALS   | 201 OFFICE SUPPLIES |
| Y   | AOP BUSINESS SERVICES | 02025260586  | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV93327052019 | Y | Y               | \$207.46   | 03-29-2017                    | 20 SUPPLIES AND MATERIALS   | 201 OFFICE SUPPLIES |
| Y   | AOP BUSINESS SERVICES | 02025260586  | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV93327052019 | Y | Y               | \$191.04   | 05-08-2017                    | 20 SUPPLIES AND MATERIALS   | 201 OFFICE SUPPLIES |
| Y   | AOP BUSINESS SERVICES | 02025260586  | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV93327052019 | Y | Y               | \$754.45   | 05-16-2017                    | 20 SUPPLIES AND MATERIALS   | 201 OFFICE SUPPLIES |
| Y   | AOP BUSINESS SERVICES | 02025260586  | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV93327052019 | Y | Y               | \$226.48   | 05-23-2017                    | 20 SUPPLIES AND MATERIALS   | 201 OFFICE SUPPLIES |

|  |                              |                 |                |              |    |           |   |           |                   |   |   |                    |            |     |                               |                                    |
|--|------------------------------|-----------------|----------------|--------------|----|-----------|---|-----------|-------------------|---|---|--------------------|------------|-----|-------------------------------|------------------------------------|
| Y  | AOP BUSINESS SERVICES        |                 |                | 02025260586  | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV93327052019 | Y | Y | \$805.80           | 07-11-2017 |     | 0020                          | 0201                               |
| Y  | AOP BUSINESS SERVICES        |                 |                | 02025260586  | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV93327052019 | Y | Y | \$313.95           | 08-22-2017 |     |                               |                                    |
| Y  | AOP BUSINESS SERVICES        |                 |                | 02025260586  | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV93327052019 | Y | Y | \$61.26            | 08-22-2017 |     |                               |                                    |
| Y  | AOP BUSINESS SERVICES        |                 |                | 02025260586  | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV93327052019 | Y | Y | \$122.52           | 08-22-2017 |     |                               |                                    |
| <b>TOT</b>   |                              |                 |                |              |    |           |   |           |                   |   |   | <b>\$12,206.48</b> |            |     |                               |                                    |
| <b>BEST BUY 00010926 (1 Expenditure Report)</b>              |                              |                 |                |              |    |           |   |           |                   |   |   |                    |            |     |                               |                                    |
| Y  | BEST BUY 00010926            |                 |                | WASHINGTON   | DC | 200100000 | Electronic Sales                                  | 411822872 |                   | N | N | \$14.99            | 09-08-2017 |     | 20 SUPPLIES AND MATERIALS     | 201 OFFICE SUPPLIES                |
| <b>TOT</b>   |                              |                 |                |              |    |           |   |           |                   |   |   | <b>\$14.99</b>     |            |     |                               |                                    |
| <b>CADCA ALEXANDRIA VA (2 Expenditure Reports)</b>           |                              |                 |                |              |    |           |   |           |                   |   |   |                    |            |     |                               |                                    |
| Y  | CADCA ALEXANDRIA VA          |                 |                | 7037060560   | VA | 223140000 | Charitable And Social Service Organizations       | 770510487 |                   | N | N | \$905.00           | 12-21-2016 |     | 0                             | 0                                  |
| Y  | CADCA ALEXANDRIA VA          |                 |                | 7037060560   | VA | 223140000 | Charitable And Social Service Organizations       | 770510487 |                   | N | N | \$905.00           | 12-21-2016 |     | 0                             | 0                                  |
| <b>TOT</b>   |                              |                 |                |              |    |           |   |           |                   |   |   | <b>\$1,810.00</b>  |            |     |                               |                                    |
| <b>CAN*CANONBUSSOL CBS (1 Expenditure Report)</b>            |                              |                 |                |              |    |           |   |           |                   |   |   |                    |            |     |                               |                                    |
| Y  | CAN*CANONBUSSOL CBS          |                 |                | 410-818-8237 | NJ | 080160000 | Electronic Sales                                  | 132561772 |                   | N | N | \$413.91           | 01-27-2017 |     |                               |                                    |
| <b>TOT</b>   |                              |                 |                |              |    |           |   |           |                   |   |   | <b>\$413.91</b>    |            |     |                               |                                    |
| <b>CANON SOLUTIONS AMERICA, INC (19 Expenditure Reports)</b> |                              |                 |                |              |    |           |   |           |                   |   |   |                    |            |     |                               |                                    |
| N  | CANON SOLUTIONS AMERICA, INC | BANK OF AMERICA | 200 CLAYTON RD | CONCORD      | CA | 945202445 |   | 132677004 |                   | N | N | \$1,716.60         | 01-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |
| N  | CANON SOLUTIONS AMERICA, INC | BANK OF AMERICA | 200 CLAYTON RD | CONCORD      | CA | 945202445 |   | 132677004 |                   | N | N | \$1,716.60         | 01-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |
| N  | CANON SOLUTIONS AMERICA, INC | BANK OF AMERICA | 200 CLAYTON RD | CONCORD      | CA | 945202445 |   | 132677004 |                   | N | N | \$1,716.60         | 01-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |
| N  | CANON SOLUTIONS AMERICA, INC | BANK OF AMERICA | 200 CLAYTON RD | CONCORD      | CA | 945202445 |   | 132677004 |                   | N | N | \$1,716.60         | 01-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |
| N  | CANON SOLUTIONS AMERICA, INC | BANK OF AMERICA | 200 CLAYTON RD | CONCORD      | CA | 945202445 |   | 132677004 |                   | N | N | \$5.68             | 02-06-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |
| N  | CANON SOLUTIONS AMERICA, INC | BANK OF AMERICA | 200 CLAYTON RD | CONCORD      | CA | 945202445 |   | 132677004 |                   | N | N | \$1,716.60         | 02-16-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |
| N  | CANON SOLUTIONS AMERICA, INC | BANK OF AMERICA | 200 CLAYTON RD | CONCORD      | CA | 945202445 |   | 132677004 |                   | N | N | \$28.25            | 03-16-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |
| N  | CANON SOLUTIONS AMERICA, INC | BANK OF AMERICA | 200 CLAYTON RD | CONCORD      | CA | 945202445 |   | 132677004 |                   | N | N | \$1,716.60         | 03-24-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |

|   |                              |                 |                |              |    |           |   |           |                 |                    |            |          |                               |                                    |                                 |
|---|------------------------------|-----------------|----------------|--------------|----|-----------|---|-----------|-----------------|--------------------|------------|----------|-------------------------------|------------------------------------|---------------------------------|
| N   | CANON SOLUTIONS AMERICA, INC | BANK OF AMERICA | 200 CLAYTON RD | CONCORD      | CA | 945202445 | 132677004   | N         | N               | \$51.04            | 04-27-2017 | 600      | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |                                 |
| N   | CANON SOLUTIONS AMERICA, INC | BANK OF AMERICA | 200 CLAYTON RD | CONCORD      | CA | 945202445 | 132677004   | N         | N               | \$1,716.60         | 04-27-2017 | 600      | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |                                 |
| N   | CANON SOLUTIONS AMERICA, INC | BANK OF AMERICA | 200 CLAYTON RD | CONCORD      | CA | 945202445 | 132677004   | N         | N               | \$1,716.60         | 05-19-2017 | 600      | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |                                 |
| N   | CANON SOLUTIONS AMERICA, INC | BANK OF AMERICA | 200 CLAYTON RD | CONCORD      | CA | 945202445 | 132677004   | N         | N               | \$8.08             | 06-15-2017 | 600      | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |                                 |
| N   | CANON SOLUTIONS AMERICA, INC | BANK OF AMERICA | 200 CLAYTON RD | CONCORD      | CA | 945202445 | 132677004   | N         | N               | \$1,716.60         | 06-20-2017 | 600      | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |                                 |
| N   | CANON SOLUTIONS AMERICA, INC | BANK OF AMERICA | 200 CLAYTON RD | CONCORD      | CA | 945202445 | 132677004   | N         | N               | \$29.78            | 07-18-2017 | 600      | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |                                 |
| N   | CANON SOLUTIONS AMERICA, INC | BANK OF AMERICA | 200 CLAYTON RD | CONCORD      | CA | 945202445 | 132677004   | N         | N               | \$1,716.60         | 07-19-2017 | 600      | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |                                 |
| N   | CANON SOLUTIONS AMERICA, INC | BANK OF AMERICA | 200 CLAYTON RD | CONCORD      | CA | 945202445 | 132677004   | N         | N               | \$1,716.60         | 08-24-2017 | 600      | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |                                 |
| N   | CANON SOLUTIONS AMERICA, INC | BANK OF AMERICA | 200 CLAYTON RD | CONCORD      | CA | 945202445 | 132677004   | N         | N               | \$1,553.77         | 09-18-2017 | 600      | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |                                 |
| N   | CANON SOLUTIONS AMERICA, INC | BANK OF AMERICA | 200 CLAYTON RD | CONCORD      | CA | 945202445 | 132677004   | N         | N               | \$162.83           | 09-18-2017 | 600      | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |                                 |
| N   | CANON SOLUTIONS AMERICA, INC | BANK OF AMERICA | 200 CLAYTON RD | CONCORD      | CA | 945202445 | 132677004   | N         | N               | \$38.10            | 09-30-2017 | 600      | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |                                 |
| <b>TOT</b>  |                              |                 |                |              |    |           |   |           |                 | <b>\$20,760.13</b> |            |          |                               |                                    |                                 |
| <b>CAPITAL SERVICES AND S (6 Expenditure Reports)</b> |                              |                 |                |              |    |           |   |           |                 |                    |            |          |                               |                                    |                                 |
| Y   | CAPITAL SERVICES AND S       |                 |                | 202-635-0400 | DC | 200180000 | Stationery,Office Supplies,Printing/Writing Paper | 521363600 | LSZX17481122019 | Y                  | Y          | \$599.00 | 03-16-2017                    | 20 SUPPLIES AND MATERIALS          | 201 OFFICE SUPPLIES             |
| Y   | CAPITAL SERVICES AND S       |                 |                | 202-635-0400 | DC | 200180000 | Stationery,Office Supplies,Printing/Writing Paper | 521363600 | LSZX17481122019 | Y                  | Y          | \$372.40 | 04-12-2017                    | 20 SUPPLIES AND MATERIALS          | 201 OFFICE SUPPLIES             |
| Y   | CAPITAL SERVICES AND S       |                 |                | 202-635-0400 | DC | 200180000 | Stationery,Office Supplies,Printing/Writing Paper | 521363600 | LSZX17481122019 | Y                  | Y          | \$599.00 | 05-09-2017                    | 20 SUPPLIES AND MATERIALS          | 201 OFFICE SUPPLIES             |
| Y   | CAPITAL SERVICES AND S       |                 |                | 202-635-0400 | DC | 200180000 | Stationery,Office Supplies,Printing/Writing Paper | 521363600 | LSZX17481122019 | Y                  | Y          | \$410.00 | 06-08-2017                    | 20 SUPPLIES AND MATERIALS          | 201 OFFICE SUPPLIES             |
| Y   | CAPITAL SERVICES AND S       |                 |                | 202-635-0400 | DC | 200180000 | Stationery,Office Supplies,Printing/Writing Paper | 521363600 | LSZX17481122019 | Y                  | Y          | \$873.75 | 07-20-2017                    | 0020                               | 0201                            |
| Y   | CAPITAL SERVICES AND S       |                 |                | 202-635-0400 | DC | 200180000 | Stationery,Office Supplies,Printing/Writing Paper | 521363600 | LSZX17481122019 | Y                  | Y          | \$390.00 | 08-04-2017                    | 40 OTHER SERVICES AND CHARGES      | 408 PROF SERVICE FEES AND CONTR |
| <b>TOT</b>  |                              |                 |                |              |    |           |   |           |                 | <b>\$3,244.15</b>  |            |          |                               |                                    |                                 |
| <b>CHRISTOPHER BARLOTTA (1 Expenditure Report)</b>    |                              |                 |                |              |    |           |   |           |                 |                    |            |          |                               |                                    |                                 |

|  |                         |                                |                                |            |    |           |                                       |           |   |   |                   |            |     |                               |                                    |
|--|-------------------------|--------------------------------|--------------------------------|------------|----|-----------|---------------------------------------|-----------|---|---|-------------------|------------|-----|-------------------------------|------------------------------------|
| N  | CHRISTOPHER BARTOLLOTTA | 12 HURDS HILL ROAD             |                                | SOUTHBURY  | CT | 06488     |                                       | 090624324 | N | N | \$3,500.00        | 05-08-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 408 PROF SERVICE FEES AND CONTR    |
| <b>TOT</b>                                       |                         |                                |                                |            |    |           |                                       |           |   |   | <b>\$3,500.00</b> |            |     |                               |                                    |
| <b>CUSTOM BANNER LAB (2 Expenditure Reports)</b> |                         |                                |                                |            |    |           |                                       |           |   |   |                   |            |     |                               |                                    |
| Y  | CUSTOM BANNER LAB       |                                |                                | 3179563898 | IN | 460320000 | Specialty Retail Stores-Miscellaneous | 770510487 | N | N | \$202.71          | 01-03-2017 |     | 40 OTHER SERVICES AND CHARGES | 411 PRINTING, DUPLICATING, ETC     |
| Y  | CUSTOM BANNER LAB       |                                |                                | 3179563898 | IN | 460320000 | Specialty Retail Stores-Miscellaneous | 770510487 | N | N | \$240.53          | 01-05-2017 |     | 40 OTHER SERVICES AND CHARGES | 411 PRINTING, DUPLICATING, ETC     |
| <b>TOT</b>                                       |                         |                                |                                |            |    |           |                                       |           |   |   | <b>\$443.24</b>   |            |     |                               |                                    |
| <b>DAVID J PERRY (30 Expenditure Reports)</b>    |                         |                                |                                |            |    |           |                                       |           |   |   |                   |            |     |                               |                                    |
| N  | DAVID J PERRY           | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009     |                                       | 530043105 | N | N | \$360.00          | 12-06-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DAVID J PERRY           | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009     |                                       | 530043105 | N | N | \$390.00          | 12-06-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DAVID J PERRY           | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009     |                                       | 530043105 | N | N | \$120.00          | 12-06-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DAVID J PERRY           | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009     |                                       | 530043105 | N | N | \$330.00          | 12-12-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DAVID J PERRY           | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009     |                                       | 530043105 | N | N | \$120.00          | 12-21-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DAVID J PERRY           | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009     |                                       | 530043105 | N | N | \$320.00          | 12-22-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DAVID J PERRY           | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009     |                                       | 530043105 | N | N | \$340.00          | 01-12-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DAVID J PERRY           | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009     |                                       | 530043105 | N | N | \$390.00          | 02-07-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DAVID J PERRY           | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009     |                                       | 530043105 | N | N | \$370.00          | 02-09-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DAVID J PERRY           | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009     |                                       | 530043105 | N | N | \$350.00          | 03-06-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DAVID J PERRY           | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009     |                                       | 530043105 | N | N | \$120.00          | 03-14-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DAVID J PERRY           | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009     |                                       | 530043105 | N | N | \$360.00          | 03-28-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DAVID J PERRY           | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009     |                                       | 530043105 | N | N | \$360.00          | 04-13-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |



|   |               |                                |                                |            |    |       |           |   |   |          |            |     |                               |                                    |
|---|---------------|--------------------------------|--------------------------------|------------|----|-------|-----------|---|---|----------|------------|-----|-------------------------------|------------------------------------|
| N | DAVID J PERRY | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009 | 530043105 | N | N | \$200.00 | 04-13-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DAVID J PERRY | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009 | 530043105 | N | N | \$320.00 | 04-18-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DAVID J PERRY | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009 | 530043105 | N | N | \$140.00 | 05-04-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DAVID J PERRY | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009 | 530043105 | N | N | \$540.00 | 05-04-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DAVID J PERRY | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009 | 530043105 | N | N | \$320.00 | 05-09-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DAVID J PERRY | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009 | 530043105 | N | N | \$370.00 | 05-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DAVID J PERRY | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009 | 530043105 | N | N | \$270.00 | 06-12-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DAVID J PERRY | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009 | 530043105 | N | N | \$240.00 | 06-20-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DAVID J PERRY | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009 | 530043105 | N | N | \$70.00  | 07-17-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DAVID J PERRY | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009 | 530043105 | N | N | \$120.00 | 07-21-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DAVID J PERRY | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009 | 530043105 | N | N | \$170.00 | 07-26-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DAVID J PERRY | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009 | 530043105 | N | N | \$300.00 | 08-15-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DAVID J PERRY | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009 | 530043105 | N | N | \$340.00 | 08-21-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DAVID J PERRY | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009 | 530043105 | N | N | \$240.00 | 09-14-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DAVID J PERRY | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009 | 530043105 | N | N | \$240.00 | 09-22-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DAVID J PERRY | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009 | 530043105 | N | N | \$70.00  | 09-28-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DAVID J PERRY | US SENATE FEDERAL CREDIT UNION | 118 HART SENATE OFFICE BUILDIN | WASHINGTON | DC | 20009 | 530043105 | N | N | \$310.00 | 09-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |

TOT

\$8,190.00

DELL COMPUTER CORP (3 Expenditure Reports)

|  |                              |              |                            |              |    |           |   |                           |   |   |          |                    |            |                               |                                 |   |
|--|------------------------------|--------------|----------------------------|--------------|----|-----------|---|---------------------------|---|---|----------|--------------------|------------|-------------------------------|---------------------------------|---|
| N  | DELL COMPUTER CORP           | % PNC BANK   | 249 FIFTH AVE              | PITTSBURGH   | PA | 15222     |   | 742616805                 |   | N | N        | \$2,085.71         | 05-19-2017 | 600                           | 70 EQUIPMENT & EQUIPMENT RENTAL | 702 PURCHASES - EQUIPMENT AND MACHINERY |
| N  | DELL COMPUTER CORP           | % PNC BANK   | 249 FIFTH AVE              | PITTSBURGH   | PA | 15222     |   | 742616805                 |   | N | N        | \$10,379.90        | 05-19-2017 | 600                           | 70 EQUIPMENT & EQUIPMENT RENTAL | 702 PURCHASES - EQUIPMENT AND MACHINERY |
| N  | DELL COMPUTER CORP           | % PNC BANK   | 249 FIFTH AVE              | PITTSBURGH   | PA | 15222     |   | 742616805                 |   | N | N        | \$2,414.85         | 08-03-2017 | 600                           | 70 EQUIPMENT & EQUIPMENT RENTAL | 702 PURCHASES - EQUIPMENT AND MACHINERY |
| <b>TOT</b>   |                              |              |                            |              |    |           |   |                           |   |   |          | <b>\$14,880.46</b> |            |                               |                                 |   |
| <b>DIGI DOCS INC/DOCUMENT MGERS (11 Expenditure Reports)</b> |                              |              |                            |              |    |           |   |                           |   |   |          |                    |            |                               |                                 |   |
| N  | DIGI DOCS INC/DOCUMENT MGERS | % BB&T       | 7220 WISCONSIN AVE, 4TH FL | BETHESDA     | MD | 20814     |   | 522226023 LSDR69359112018 | Y | Y | \$311.40 | 01-23-2017         | 600        | 40 OTHER SERVICES AND CHARGES | 408 PROF SERVICE FEES AND CONTR |   |
| N  | DIGI DOCS INC/DOCUMENT MGERS | % BB&T       | 7220 WISCONSIN AVE, 4TH FL | BETHESDA     | MD | 20814     |   | 522226023 LSDR69359112018 | Y | Y | \$155.70 | 02-14-2017         | 600        | 40 OTHER SERVICES AND CHARGES | 408 PROF SERVICE FEES AND CONTR |   |
| N  | DIGI DOCS INC/DOCUMENT MGERS | % BB&T       | 7220 WISCONSIN AVE, 4TH FL | BETHESDA     | MD | 20814     |   | 522226023 LSDR69359112018 | Y | Y | \$155.70 | 03-07-2017         | 600        | 40 OTHER SERVICES AND CHARGES | 408 PROF SERVICE FEES AND CONTR |   |
| N  | DIGI DOCS INC/DOCUMENT MGERS | % BB&T       | 7220 WISCONSIN AVE, 4TH FL | BETHESDA     | MD | 20814     |   | 522226023 LSDR69359112018 | Y | Y | \$155.70 | 05-05-2017         | 600        | 40 OTHER SERVICES AND CHARGES | 408 PROF SERVICE FEES AND CONTR |   |
| N  | DIGI DOCS INC/DOCUMENT MGERS | % BB&T       | 7220 WISCONSIN AVE, 4TH FL | BETHESDA     | MD | 20814     |   | 522226023 LSDR69359112018 | Y | Y | \$155.70 | 05-05-2017         | 600        | 40 OTHER SERVICES AND CHARGES | 408 PROF SERVICE FEES AND CONTR |   |
| N  | DIGI DOCS INC/DOCUMENT MGERS | % BB&T       | 7220 WISCONSIN AVE, 4TH FL | BETHESDA     | MD | 20814     |   | 522226023 LSDR69359112018 | Y | Y | \$155.70 | 06-30-2017         | 600        | 40 OTHER SERVICES AND CHARGES | 408 PROF SERVICE FEES AND CONTR |   |
| N  | DIGI DOCS INC/DOCUMENT MGERS | % BB&T       | 7220 WISCONSIN AVE, 4TH FL | BETHESDA     | MD | 20814     |   | 522226023 LSDR69359112018 | Y | Y | \$155.70 | 06-30-2017         | 600        | 40 OTHER SERVICES AND CHARGES | 408 PROF SERVICE FEES AND CONTR |   |
| N  | DIGI DOCS INC/DOCUMENT MGERS | % BB&T       | 7220 WISCONSIN AVE, 4TH FL | BETHESDA     | MD | 20814     |   | 522226023 LSDR69359112018 | Y | Y | \$155.70 | 07-11-2017         | 600        | 40 OTHER SERVICES AND CHARGES | 408 PROF SERVICE FEES AND CONTR |   |
| N  | DIGI DOCS INC/DOCUMENT MGERS | % BB&T       | 7220 WISCONSIN AVE, 4TH FL | BETHESDA     | MD | 20814     |   | 522226023 LSDR69359112018 | Y | Y | \$200.00 | 09-08-2017         | 600        | 40 OTHER SERVICES AND CHARGES | 408 PROF SERVICE FEES AND CONTR |   |
| N  | DIGI DOCS INC/DOCUMENT MGERS | % BB&T       | 7220 WISCONSIN AVE, 4TH FL | BETHESDA     | MD | 20814     |   | 522226023 LSDR69359112018 | Y | Y | \$795.00 | 09-30-2017         | 600        | 20 SUPPLIES AND MATERIALS     | 210 GENERAL                     |   |
| N  | DIGI DOCS INC/DOCUMENT MGERS | % BB&T       | 7220 WISCONSIN AVE, 4TH FL | BETHESDA     | MD | 20814     |   | 522226023 LSDR69359112018 | Y | Y | \$155.70 | 09-30-2017         | 600        | 40 OTHER SERVICES AND CHARGES | 408 PROF SERVICE FEES AND CONTR |   |
| <b>TOT</b>   |                              |              |                            |              |    |           |   |                           |   |   |          | <b>\$2,552.00</b>  |            |                               |                                 |   |
| <b>DMI* DELL HLTHCR/REL (2 Expenditure Reports)</b>          |                              |              |                            |              |    |           |   |                           |   |   |          |                    |            |                               |                                 |   |
| Y  | DMI* DELL HLTHCR/REL         |              |                            | 800-274-1550 | TX | 786820000 | Computers,Computer Peripheral Equipment, Software | 742616805                 |   | N | N        | \$38.49            | 05-10-2017 |                               | 20 SUPPLIES AND MATERIALS       | 210 GENERAL                             |
| Y  | DMI* DELL HLTHCR/REL         |              |                            | 800-274-1550 | TX | 786820000 | Computers,Computer Peripheral Equipment, Software | 742616805                 |   | N | N        | \$181.93           | 07-28-2017 |                               |                                 |   |
| <b>TOT</b>   |                              |              |                            |              |    |           |   |                           |   |   |          | <b>\$220.42</b>    |            |                               |                                 |   |
| <b>DONALD ISAAC JR. (10 Expenditure Reports)</b>             |                              |              |                            |              |    |           |   |                           |   |   |          |                    |            |                               |                                 |   |
| N  | DONALD ISAAC JR.             | 3333 M ST SE |                            | WASHINGTON   | DC | 20019     |   | 577178279                 |   | N | N        | \$370.00           | 05-19-2017 | 600                           | 40 OTHER SERVICES AND CHARGES   | 427 COMP BD MEMBERS AND COMMISSION      |
| N  | DONALD ISAAC JR.             | 3333 M ST SE |                            | WASHINGTON   | DC | 20019     |   | 577178279                 |   | N | N        | \$270.00           | 05-31-2017 | 600                           | 40 OTHER SERVICES AND CHARGES   | 427 COMP BD MEMBERS AND COMMISSION      |

|  |                        |                     |                      |            |    |       |           |   |   |                   |            |     |                               |                                    |
|--|------------------------|---------------------|----------------------|------------|----|-------|-----------|---|---|-------------------|------------|-----|-------------------------------|------------------------------------|
| N  | DONALD ISAAC JR.       | 3333 M ST SE        |                      | WASHINGTON | DC | 20019 | 577178279 | N | N | \$270.00          | 06-28-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DONALD ISAAC JR.       | 3333 M ST SE        |                      | WASHINGTON | DC | 20019 | 577178279 | N | N | \$370.00          | 07-17-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DONALD ISAAC JR.       | 3333 M ST SE        |                      | WASHINGTON | DC | 20019 | 577178279 | N | N | \$170.00          | 07-20-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DONALD ISAAC JR.       | 3333 M ST SE        |                      | WASHINGTON | DC | 20019 | 577178279 | N | N | \$210.00          | 07-26-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DONALD ISAAC JR.       | 3333 M ST SE        |                      | WASHINGTON | DC | 20019 | 577178279 | N | N | \$500.00          | 08-21-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DONALD ISAAC JR.       | 3333 M ST SE        |                      | WASHINGTON | DC | 20019 | 577178279 | N | N | \$240.00          | 09-22-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DONALD ISAAC JR.       | 3333 M ST SE        |                      | WASHINGTON | DC | 20019 | 577178279 | N | N | \$170.00          | 09-28-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DONALD ISAAC JR.       | 3333 M ST SE        |                      | WASHINGTON | DC | 20019 | 577178279 | N | N | \$196.80          | 09-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| <b>TOT</b>   |                        |                     |                      |            |    |       |           |   |   | <b>\$2,766.80</b> |            |     |                               |                                    |
| <b>DONOVAN WAYNE ANDERSON (37 Expenditure Reports)</b> |                        |                     |                      |            |    |       |           |   |   |                   |            |     |                               |                                    |
| N  | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$570.00          | 10-24-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$570.00          | 11-04-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$390.00          | 11-10-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$360.00          | 11-17-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$360.00          | 12-07-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$330.00          | 12-12-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$320.00          | 12-21-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$320.00          | 12-22-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$340.00          | 01-10-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$390.00          | 02-07-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$370.00          | 02-09-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$280.00          | 02-13-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$320.00          | 02-24-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |

|   |                        |                     |                      |            |    |       |           |   |   |          |            |     |                               |                                    |
|---|------------------------|---------------------|----------------------|------------|----|-------|-----------|---|---|----------|------------|-----|-------------------------------|------------------------------------|
| N | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$480.00 | 03-06-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$290.00 | 03-14-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$360.00 | 03-21-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$520.00 | 03-28-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$380.00 | 04-13-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$540.00 | 04-13-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$350.00 | 04-18-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$660.00 | 05-05-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$570.00 | 05-09-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$370.00 | 05-18-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$270.00 | 05-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$270.00 | 06-12-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$240.00 | 06-20-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$360.00 | 06-27-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$450.00 | 07-17-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$170.00 | 07-20-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$210.00 | 07-26-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$500.00 | 08-03-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$410.00 | 08-10-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$340.00 | 08-21-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$360.00 | 09-14-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | DONOVAN WAYNE ANDERSON | CAPITAL ONE BANK NA | 2831 ALABAMA AVE, SE | WASHINGTON | DC | 20020 | 066603321 | N | N | \$240.00 | 09-22-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |

|  |                                |                               |                          |              |    |           |  |           |   |                    |             |            |                               |                                    |                                     |
|--|--------------------------------|-------------------------------|--------------------------|--------------|----|-----------|--|-----------|---|--------------------|-------------|------------|-------------------------------|------------------------------------|-------------------------------------|
| N  | DONOVAN WAYNE ANDERSON         | CAPITAL ONE BANK NA           | 2831 ALABAMA AVE, SE     | WASHINGTON   | DC | 20020     | 066603321  | N         | N | \$170.00           | 09-28-2017  | 600        | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |                                     |
| N  | DONOVAN WAYNE ANDERSON         | CAPITAL ONE BANK NA           | 2831 ALABAMA AVE, SE     | WASHINGTON   | DC | 20020     | 066603321  | N         | N | \$310.00           | 09-30-2017  | 600        | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |                                     |
| <b>TOT</b>   |                                |                               |                          |              |    |           |  |           |   | <b>\$13,740.00</b> |             |            |                               |                                    |                                     |
| <b>DRIVERS LICENSE GUIDE CO (1 Expenditure Report)</b>       |                                |                               |                          |              |    |           |  |           |   |                    |             |            |                               |                                    |                                     |
| N  | DRIVERS LICENSE GUIDE CO       | 1492 ODDSTAD DRIVE            |                          | REDWOOD CITY | CA | 94063     | 941618049  | N         | N | \$6,650.00         | 03-15-2017  | 600        | 40 OTHER SERVICES AND CHARGES | 408 PROF SERVICE FEES AND CONTR    |                                     |
| <b>TOT</b>   |                                |                               |                          |              |    |           |  |           |   | <b>\$6,650.00</b>  |             |            |                               |                                    |                                     |
| <b>EB 2017 ACCELA REGION (1 Expenditure Report)</b>          |                                |                               |                          |              |    |           |  |           |   |                    |             |            |                               |                                    |                                     |
| Y  | EB 2017 ACCELA REGION          |                               |                          | 8014137200   | CA | 941030000 | Business Services Not Elsewhere Classified         | 141888467 | N | N                  | \$530.00    | 04-26-2017 |                               |                                    |                                     |
| <b>TOT</b>   |                                |                               |                          |              |    |           |  |           |   | <b>\$530.00</b>    |             |            |                               |                                    |                                     |
| <b>FEDEXOFFICE 00018648 (2 Expenditure Reports)</b>          |                                |                               |                          |              |    |           |  |           |   |                    |             |            |                               |                                    |                                     |
| Y  | FEDEXOFFICE 00018648           |                               |                          | WASHINGTON   | DC | 200050000 | Quick-Copy, Reproduction and Blueprinting Services | 770433330 | N | N                  | \$107.56    | 11-07-2016 |                               | 40 OTHER SERVICES AND CHARGES      | 411 PRINTING, DUPLICATING, ETC      |
| Y  | FEDEXOFFICE 00018648           |                               |                          | WASHINGTON   | DC | 200050000 | Quick-Copy, Reproduction and Blueprinting Services | 770433330 | N | N                  | \$141.00    | 09-13-2017 |                               | 40 OTHER SERVICES AND CHARGES      | 411 PRINTING, DUPLICATING, ETC      |
| <b>TOT</b>   |                                |                               |                          |              |    |           |  |           |   | <b>\$248.56</b>    |             |            |                               |                                    |                                     |
| <b>GENERAL SERVICE ADMINISTRATION (1 Expenditure Report)</b> |                                |                               |                          |              |    |           |  |           |   |                    |             |            |                               |                                    |                                     |
| N  | GENERAL SERVICE ADMINISTRATION | KANSAS CITY, REGION 6 FINANCE | P.O. BOX 979020          | ST. LOUIS    | MO | 631979020 |  | 440553234 | N | N                  | \$21,820.04 | 08-22-2017 | 600                           | 70 EQUIPMENT & EQUIPMENT RENTAL    | 703 PURCHASES- AUTOMOTIVE EQUIPMENT |
| <b>TOT</b>   |                                |                               |                          |              |    |           |  |           |   | <b>\$21,820.04</b> |             |            |                               |                                    |                                     |
| <b>GRADUATE SCHOOL REG (1 Expenditure Report)</b>            |                                |                               |                          |              |    |           |  |           |   |                    |             |            |                               |                                    |                                     |
| Y  | GRADUATE SCHOOL REG            | 600 MARYLAND AVE SW           |                          | 08887444723  | DC | 20010     | Educational Services, Not Elsewhere Classified     | 530196561 | N | N                  | \$899.00    | 05-02-2017 |                               | 40 OTHER SERVICES AND CHARGES      | 419 TUITION FOR EMPLOYEE TRAINING   |
| <b>TOT</b>   |                                |                               |                          |              |    |           |  |           |   | <b>\$899.00</b>    |             |            |                               |                                    |                                     |
| <b>HUMANSSCALE (1 Expenditure Report)</b>                    |                                |                               |                          |              |    |           |  |           |   |                    |             |            |                               |                                    |                                     |
| Y  | HUMANSSCALE                    |                               |                          | 06263047419  | NJ | 088540000 | Office and Commercial Furniture                    | 112793425 | N | N                  | \$242.84    | 09-20-2017 |                               | 20 SUPPLIES AND MATERIALS          | 201 OFFICE SUPPLIES                 |
| <b>TOT</b>   |                                |                               |                          |              |    |           |  |           |   | <b>\$242.84</b>    |             |            |                               |                                    |                                     |
| <b>IMPREST FUND: LQ-IF-01 (9 Expenditure Reports)</b>        |                                |                               |                          |              |    |           |  |           |   |                    |             |            |                               |                                    |                                     |
| N  | IMPREST FUND: LQ-IF-01         | ALCOHOLIC BEVERAGE REG. ADM.  | 2000 14TH ST, NW # 400 S | WASHINGTON   | DC | 20009     |  | 536001131 | N | N                  | \$75.61     | 01-18-2017 | 600                           | 40 OTHER SERVICES AND CHARGES      | 410 OFFICE SUPPORT                  |
| N  | IMPREST FUND: LQ-IF-01         | ALCOHOLIC BEVERAGE REG. ADM.  | 2000 14TH ST, NW # 400 S | WASHINGTON   | DC | 20009     |  | 536001131 | N | N                  | \$131.12    | 02-08-2017 | 600                           | 40 OTHER SERVICES AND CHARGES      | 410 OFFICE SUPPORT                  |
| N  | IMPREST FUND: LQ-IF-01         | ALCOHOLIC BEVERAGE REG. ADM.  | 2000 14TH ST, NW # 400 S | WASHINGTON   | DC | 20009     |  | 536001131 | N | N                  | \$86.45     | 03-10-2017 | 600                           | 40 OTHER SERVICES AND CHARGES      | 410 OFFICE SUPPORT                  |
| N  | IMPREST FUND: LQ-IF-01         | ALCOHOLIC BEVERAGE REG. ADM.  | 2000 14TH ST, NW # 400 S | WASHINGTON   | DC | 20009     |  | 536001131 | N | N                  | \$71.61     | 04-10-2017 | 600                           | 40 OTHER SERVICES AND CHARGES      | 410 OFFICE SUPPORT                  |
| N  | IMPREST FUND: LQ-IF-01         | ALCOHOLIC BEVERAGE REG. ADM.  | 2000 14TH ST, NW # 400 S | WASHINGTON   | DC | 20009     |  | 536001131 | N | N                  | \$216.13    | 05-26-2017 | 600                           | 40 OTHER SERVICES AND CHARGES      | 410 OFFICE SUPPORT                  |

|  |                        |                                |                          |             |    |           |  |           |   |                   |            |            |                               |                               |                                    |
|--|------------------------|--------------------------------|--------------------------|-------------|----|-----------|--|-----------|---|-------------------|------------|------------|-------------------------------|-------------------------------|------------------------------------|
| N  | IMPREST FUND: LQ-IF-01 | ALCOHOLIC BEVERAGE REG. ADM.   | 2000 14TH ST, NW # 400 S | WASHINGTON  | DC | 20009     | 536001131                                      | N         | N | \$161.41          | 06-16-2017 | 600        | 40 OTHER SERVICES AND CHARGES | 410 OFFICE SUPPORT            |                                    |
| N  | IMPREST FUND: LQ-IF-01 | ALCOHOLIC BEVERAGE REG. ADM.   | 2000 14TH ST, NW # 400 S | WASHINGTON  | DC | 20009     | 536001131                                      | N         | N | \$156.77          | 08-04-2017 | 600        | 40 OTHER SERVICES AND CHARGES | 410 OFFICE SUPPORT            |                                    |
| N  | IMPREST FUND: LQ-IF-01 | ALCOHOLIC BEVERAGE REG. ADM.   | 2000 14TH ST, NW # 400 S | WASHINGTON  | DC | 20009     | 536001131                                      | N         | N | \$132.00          | 09-08-2017 | 600        | 40 OTHER SERVICES AND CHARGES | 410 OFFICE SUPPORT            |                                    |
| N  | IMPREST FUND: LQ-IF-01 | ALCOHOLIC BEVERAGE REG. ADM.   | 2000 14TH ST, NW # 400 S | WASHINGTON  | DC | 20009     | 536001131                                      | N         | N | \$62.38           | 09-30-2017 | 600        | 40 OTHER SERVICES AND CHARGES | 410 OFFICE SUPPORT            |                                    |
| <b>TOT</b>   |                        |                                |                          |             |    |           |  |           |   | <b>\$1,093.48</b> |            |            |                               |                               |                                    |
| <b>INNOCORP, LTD (1 Expenditure Report)</b>        |                        |                                |                          |             |    |           |  |           |   |                   |            |            |                               |                               |                                    |
| Y  | INNOCORP, LTD          |                                |                          | VERONA      | WI | 535930000 | Durable Goods, Not Elsewhere Classified        | 391851710 | N | N                 | \$2,501.96 | 05-04-2017 |                               | 20 SUPPLIES AND MATERIALS     | 201 OFFICE SUPPLIES                |
| <b>TOT</b>   |                        |                                |                          |             |    |           |  |           |   | <b>\$2,501.96</b> |            |            |                               |                               |                                    |
| <b>ISACA (1 Expenditure Report)</b>                |                        |                                |                          |             |    |           |  |           |   |                   |            |            |                               |                               |                                    |
| Y  | ISACA                  |                                |                          | 08476605546 | IL | 600080000 | Educational Services, Not Elsewhere Classified | 237067291 | N | N                 | \$220.00   | 12-09-2016 |                               | 40 OTHER SERVICES AND CHARGES | 425 PAYMENT OF MEMBERSHIP DUES     |
| <b>TOT</b>   |                        |                                |                          |             |    |           |  |           |   | <b>\$220.00</b>   |            |            |                               |                               |                                    |
| <b>JAMES N. SHORT JR. (36 Expenditure Reports)</b> |                        |                                |                          |             |    |           |  |           |   |                   |            |            |                               |                               |                                    |
| N  | JAMES N. SHORT JR.     | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD.         | CLINTON     | MD | 20735     |  | 577588059 | N | N                 | \$570.00   | 10-24-2016 | 600                           | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | JAMES N. SHORT JR.     | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD.         | CLINTON     | MD | 20735     |  | 577588059 | N | N                 | \$570.00   | 11-04-2016 | 600                           | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | JAMES N. SHORT JR.     | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD.         | CLINTON     | MD | 20735     |  | 577588059 | N | N                 | \$390.00   | 11-09-2016 | 600                           | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | JAMES N. SHORT JR.     | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD.         | CLINTON     | MD | 20735     |  | 577588059 | N | N                 | \$360.00   | 11-17-2016 | 600                           | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | JAMES N. SHORT JR.     | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD.         | CLINTON     | MD | 20735     |  | 577588059 | N | N                 | \$360.00   | 12-07-2016 | 600                           | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | JAMES N. SHORT JR.     | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD.         | CLINTON     | MD | 20735     |  | 577588059 | N | N                 | \$330.00   | 12-21-2016 | 600                           | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | JAMES N. SHORT JR.     | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD.         | CLINTON     | MD | 20735     |  | 577588059 | N | N                 | \$320.00   | 12-21-2016 | 600                           | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | JAMES N. SHORT JR.     | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD.         | CLINTON     | MD | 20735     |  | 577588059 | N | N                 | \$320.00   | 12-22-2016 | 600                           | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | JAMES N. SHORT JR.     | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD.         | CLINTON     | MD | 20735     |  | 577588059 | N | N                 | \$280.00   | 01-10-2017 | 600                           | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | JAMES N. SHORT JR.     | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD.         | CLINTON     | MD | 20735     |  | 577588059 | N | N                 | \$390.00   | 02-07-2017 | 600                           | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | JAMES N. SHORT JR.     | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD.         | CLINTON     | MD | 20735     |  | 577588059 | N | N                 | \$350.00   | 02-09-2017 | 600                           | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | JAMES N. SHORT JR.     | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD.         | CLINTON     | MD | 20735     |  | 577588059 | N | N                 | \$280.00   | 02-13-2017 | 600                           | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | JAMES N. SHORT JR.     | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD.         | CLINTON     | MD | 20735     |  | 577588059 | N | N                 | \$320.00   | 02-24-2017 | 600                           | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |

|   |                    |                                |                  |         |    |       |           |   |   |          |            |     |                               |                                    |
|---|--------------------|--------------------------------|------------------|---------|----|-------|-----------|---|---|----------|------------|-----|-------------------------------|------------------------------------|
| N | JAMES N. SHORT JR. | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD. | CLINTON | MD | 20735 | 577588059 | N | N | \$420.00 | 03-06-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | JAMES N. SHORT JR. | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD. | CLINTON | MD | 20735 | 577588059 | N | N | \$290.00 | 03-14-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | JAMES N. SHORT JR. | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD. | CLINTON | MD | 20735 | 577588059 | N | N | \$360.00 | 03-21-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | JAMES N. SHORT JR. | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD. | CLINTON | MD | 20735 | 577588059 | N | N | \$200.00 | 04-13-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | JAMES N. SHORT JR. | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD. | CLINTON | MD | 20735 | 577588059 | N | N | \$350.00 | 04-18-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | JAMES N. SHORT JR. | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD. | CLINTON | MD | 20735 | 577588059 | N | N | \$420.00 | 05-04-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | JAMES N. SHORT JR. | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD. | CLINTON | MD | 20735 | 577588059 | N | N | \$570.00 | 05-09-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | JAMES N. SHORT JR. | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD. | CLINTON | MD | 20735 | 577588059 | N | N | \$370.00 | 05-18-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | JAMES N. SHORT JR. | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD. | CLINTON | MD | 20735 | 577588059 | N | N | \$270.00 | 05-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | JAMES N. SHORT JR. | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD. | CLINTON | MD | 20735 | 577588059 | N | N | \$520.00 | 05-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | JAMES N. SHORT JR. | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD. | CLINTON | MD | 20735 | 577588059 | N | N | \$270.00 | 06-12-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | JAMES N. SHORT JR. | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD. | CLINTON | MD | 20735 | 577588059 | N | N | \$240.00 | 06-20-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | JAMES N. SHORT JR. | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD. | CLINTON | MD | 20735 | 577588059 | N | N | \$360.00 | 06-27-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | JAMES N. SHORT JR. | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD. | CLINTON | MD | 20735 | 577588059 | N | N | \$450.00 | 07-17-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | JAMES N. SHORT JR. | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD. | CLINTON | MD | 20735 | 577588059 | N | N | \$170.00 | 07-20-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | JAMES N. SHORT JR. | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD. | CLINTON | MD | 20735 | 577588059 | N | N | \$200.00 | 07-26-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | JAMES N. SHORT JR. | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD. | CLINTON | MD | 20735 | 577588059 | N | N | \$500.00 | 08-03-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | JAMES N. SHORT JR. | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD. | CLINTON | MD | 20735 | 577588059 | N | N | \$410.00 | 08-10-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | JAMES N. SHORT JR. | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD. | CLINTON | MD | 20735 | 577588059 | N | N | \$340.00 | 08-21-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | JAMES N. SHORT JR. | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD. | CLINTON | MD | 20735 | 577588059 | N | N | \$360.00 | 09-14-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | JAMES N. SHORT JR. | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD. | CLINTON | MD | 20735 | 577588059 | N | N | \$240.00 | 09-22-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | JAMES N. SHORT JR. | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD. | CLINTON | MD | 20735 | 577588059 | N | N | \$150.00 | 09-28-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |

|   |                        |                                |                  |            |    |           |   |           |                 |   |   |                    |            |     |                                 |                                    |  |
|---|------------------------|--------------------------------|------------------|------------|----|-----------|---|-----------|-----------------|---|---|--------------------|------------|-----|---------------------------------|------------------------------------|--|
| N   | JAMES N. SHORT JR.     | US POSTAL SRVC FED CREDIT UNIO | 7905 MALCOLM RD. | CLINTON    | MD | 20735     |   | 577588059 |                 | N | N | \$310.00           | 09-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 427 COMP BD MEMBERS AND COMMISSION |  |
| <b>TOT</b>  |                        |                                |                  |            |    |           |   |           |                 |   |   | <b>\$12,610.00</b> |            |     |                                 |                                    |  |
| <b>JIM COLEMAN TOYOTA (1 Expenditure Report)</b>      |                        |                                |                  |            |    |           |   |           |                 |   |   |                    |            |     |                                 |                                    |  |
| Y   | JIM COLEMAN TOYOTA     |                                |                  | BETHESDA   | MD | 208170000 | Automobile & Truck Dealer - New & Used            | 521641356 |                 | N | N | \$890.55           | 11-30-2016 |     | 20 SUPPLIES AND MATERIALS       | 206 AUTOMOTIVE                     |  |
| <b>TOT</b>  |                        |                                |                  |            |    |           |   |           |                 |   |   | <b>\$890.55</b>    |            |     |                                 |                                    |  |
| <b>JOHNNIE JACKSON (2 Expenditure Reports)</b>        |                        |                                |                  |            |    |           |   |           |                 |   |   |                    |            |     |                                 |                                    |  |
| N   | JOHNNIE JACKSON        | 1102 BOHAC LANE                |                  | ACCOKEEK   | MD | 20607     |   | 900034130 |                 | N | N | \$922.37           | 07-14-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 402 TRAVEL - OUT OF CITY           |  |
| N   | JOHNNIE JACKSON        | 1102 BOHAC LANE                |                  | ACCOKEEK   | MD | 20607     |   | 900034130 |                 | N | N | \$164.89           | 08-31-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 402 TRAVEL - OUT OF CITY           |  |
| <b>TOT</b>  |                        |                                |                  |            |    |           |   |           |                 |   |   | <b>\$1,087.26</b>  |            |     |                                 |                                    |  |
| <b>KEYWAY LOCK SERVICE (1 Expenditure Report)</b>     |                        |                                |                  |            |    |           |   |           |                 |   |   |                    |            |     |                                 |                                    |  |
| Y   | KEYWAY LOCK SERVICE    |                                |                  | ALEXANDRIA | VA | 223140000 | Repair Shops and Related Services - Miscellaneous | 541539035 |                 | N | N | \$450.00           | 12-13-2016 |     | 70 EQUIPMENT & EQUIPMENT RENTAL | 705 RENTALS - AUTOMOTIVE EQUIPMENT |  |
| <b>TOT</b>  |                        |                                |                  |            |    |           |   |           |                 |   |   | <b>\$450.00</b>    |            |     |                                 |                                    |  |
| <b>LT PRINTING PROMOTION (8 Expenditure Reports)</b>  |                        |                                |                  |            |    |           |   |           |                 |   |   |                    |            |     |                                 |                                    |  |
| Y   | LT PRINTING PROMOTION  |                                | 202-4527620      |            | DC | 200110000 | Business Services Not Elsewhere Classified        | 521271333 | LSRV21578042018 | Y | Y | \$151.90           | 10-14-2016 |     | 40 OTHER SERVICES AND CHARGES   | 411 PRINTING, DUPLICATING, ETC     |  |
| Y   | LT PRINTING PROMOTION  |                                | 202-4527620      |            | DC | 200110000 | Business Services Not Elsewhere Classified        | 521271333 | LSRV21578042018 | Y | Y | \$3,015.00         | 11-13-2016 |     | 20 SUPPLIES AND MATERIALS       | 201 OFFICE SUPPLIES                |  |
| Y   | LT PRINTING PROMOTION  |                                | 202-4527620      |            | DC | 200110000 | Business Services Not Elsewhere Classified        | 521271333 | LSRV21578042018 | Y | Y | \$187.90           | 01-03-2017 |     | 40 OTHER SERVICES AND CHARGES   | 411 PRINTING, DUPLICATING, ETC     |  |
| Y   | LT PRINTING PROMOTION  |                                | 202-4527620      |            | DC | 200110000 | Business Services Not Elsewhere Classified        | 521271333 | LSRV21578042018 | Y | Y | \$469.75           | 02-28-2017 |     |                                 |                                    |  |
| Y   | LT PRINTING PROMOTION  |                                | 202-4527620      |            | DC | 200110000 | Business Services Not Elsewhere Classified        | 521271333 | LSRV21578042018 | Y | Y | \$187.90           | 03-23-2017 |     | 40 OTHER SERVICES AND CHARGES   | 411 PRINTING, DUPLICATING, ETC     |  |
| Y   | LT PRINTING PROMOTION  |                                | 202-4527620      |            | DC | 200110000 | Business Services Not Elsewhere Classified        | 521271333 | LSRV21578042018 | Y | Y | \$2,315.00         | 03-27-2017 |     | 40 OTHER SERVICES AND CHARGES   | 411 PRINTING, DUPLICATING, ETC     |  |
| Y   | LT PRINTING PROMOTION  |                                | 202-4527620      |            | DC | 200110000 | Business Services Not Elsewhere Classified        | 521271333 | LSRV21578042018 | Y | Y | \$281.85           | 04-26-2017 |     |                                 |                                    |  |
| Y   | LT PRINTING PROMOTION  |                                | 202-4527620      |            | DC | 200110000 | Business Services Not Elsewhere Classified        | 521271333 | LSRV21578042018 | Y | Y | \$84.95            | 05-25-2017 |     |                                 |                                    |  |
| <b>TOT</b>  |                        |                                |                  |            |    |           |   |           |                 |   |   | <b>\$6,694.25</b>  |            |     |                                 |                                    |  |
| <b>LT PRINTING AND PROMOT (6 Expenditure Reports)</b> |                        |                                |                  |            |    |           |   |           |                 |   |   |                    |            |     |                                 |                                    |  |
| Y   | LT PRINTING AND PROMOT |                                | 202-4527620      |            | DC | 200110000 | Miscellaneous Publishing And Printing             | 521271333 | LSRV21578042018 | Y | Y | \$1,205.83         | 07-05-2017 |     | 0040                            | 0411                               |  |
| Y   | LT PRINTING AND PROMOT |                                | 202-4527620      |            | DC | 200110000 | Miscellaneous Publishing And Printing             | 521271333 | LSRV21578042018 | Y | Y | \$187.90           | 07-10-2017 |     | 0040                            | 0411                               |  |
| Y   | LT PRINTING AND PROMOT |                                | 202-4527620      |            | DC | 200110000 | Miscellaneous Publishing And Printing             | 521271333 | LSRV21578042018 | Y | Y | \$3,135.00         | 08-07-2017 |     | 40 OTHER SERVICES AND CHARGES   | 411 PRINTING, DUPLICATING, ETC     |  |
| Y   | LT PRINTING AND PROMOT |                                | 202-4527620      |            | DC | 200110000 | Miscellaneous Publishing And Printing             | 521271333 | LSRV21578042018 | Y | Y | \$187.90           | 08-21-2017 |     | 40 OTHER SERVICES AND CHARGES   | 411 PRINTING, DUPLICATING, ETC     |  |
| Y   | LT PRINTING AND PROMOT |                                | 202-4527620      |            | DC | 200110000 | Miscellaneous Publishing And Printing             | 521271333 | LSRV21578042018 | Y | Y | \$2,200.80         | 08-22-2017 |     |                                 |                                    |  |



|            |                        |  |             |    |           |                                       |           |                 |   |   |                   |            |                               |                                |
|------------|------------------------|--|-------------|----|-----------|---------------------------------------|-----------|-----------------|---|---|-------------------|------------|-------------------------------|--------------------------------|
| Y          | LT PRINTING AND PROMOT |  | 202-4527620 | DC | 200110000 | Miscellaneous Publishing And Printing | 521271333 | LSRV21578042018 | Y | Y | \$84.95           | 09-14-2017 | 40 OTHER SERVICES AND CHARGES | 411 PRINTING, DUPLICATING, ETC |
| <b>TOT</b> |                        |  |             |    |           |                                       |           |                 |   |   | <b>\$7,002.38</b> |            |                               |                                |

**MAFARA HOBSON (18 Expenditure Reports)**

|   |               |                            |            |    |       |  |           |  |   |   |           |            |     |                               |                                    |
|---|---------------|----------------------------|------------|----|-------|--|-----------|--|---|---|-----------|------------|-----|-------------------------------|------------------------------------|
| N | MAFARA HOBSON | 3128 SHERMAN AVENUE, NW #7 | WASHINGTON | DC | 20010 |  | 408599451 |  | N | N | \$360.00  | 11-18-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MAFARA HOBSON | 3128 SHERMAN AVENUE, NW #7 | WASHINGTON | DC | 20010 |  | 408599451 |  | N | N | \$40.00   | 11-18-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MAFARA HOBSON | 3128 SHERMAN AVENUE, NW #7 | WASHINGTON | DC | 20010 |  | 408599451 |  | N | N | \$360.00  | 12-08-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MAFARA HOBSON | 3128 SHERMAN AVENUE, NW #7 | WASHINGTON | DC | 20010 |  | 408599451 |  | N | N | -\$400.00 | 12-14-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MAFARA HOBSON | 3128 SHERMAN AVENUE, NW #7 | WASHINGTON | DC | 20010 |  | 408599451 |  | N | N | \$330.00  | 12-23-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MAFARA HOBSON | 3128 SHERMAN AVENUE, NW #7 | WASHINGTON | DC | 20010 |  | 408599451 |  | N | N | \$340.00  | 01-11-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MAFARA HOBSON | 3128 SHERMAN AVENUE, NW #7 | WASHINGTON | DC | 20010 |  | 408599451 |  | N | N | \$370.00  | 02-08-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MAFARA HOBSON | 3128 SHERMAN AVENUE, NW #7 | WASHINGTON | DC | 20010 |  | 408599451 |  | N | N | \$370.00  | 02-10-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MAFARA HOBSON | 3128 SHERMAN AVENUE, NW #7 | WASHINGTON | DC | 20010 |  | 408599451 |  | N | N | \$280.00  | 02-14-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MAFARA HOBSON | 3128 SHERMAN AVENUE, NW #7 | WASHINGTON | DC | 20010 |  | 408599451 |  | N | N | \$320.00  | 02-27-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MAFARA HOBSON | 3128 SHERMAN AVENUE, NW #7 | WASHINGTON | DC | 20010 |  | 408599451 |  | N | N | \$480.00  | 03-07-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MAFARA HOBSON | 3128 SHERMAN AVENUE, NW #7 | WASHINGTON | DC | 20010 |  | 408599451 |  | N | N | \$290.00  | 03-22-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MAFARA HOBSON | 3128 SHERMAN AVENUE, NW #7 | WASHINGTON | DC | 20010 |  | 408599451 |  | N | N | \$510.00  | 03-29-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MAFARA HOBSON | 3128 SHERMAN AVENUE, NW #7 | WASHINGTON | DC | 20010 |  | 408599451 |  | N | N | \$360.00  | 04-14-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MAFARA HOBSON | 3128 SHERMAN AVENUE, NW #7 | WASHINGTON | DC | 20010 |  | 408599451 |  | N | N | \$200.00  | 04-14-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MAFARA HOBSON | 3128 SHERMAN AVENUE, NW #7 | WASHINGTON | DC | 20010 |  | 408599451 |  | N | N | \$330.00  | 04-19-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |

FY17 DSLBD Agency Complianc... - Embedded for Budgets

|  |                        |                            |             |    |           |   |           |                 |   |   |                    |            |     |                               |                                    |
|--|------------------------|----------------------------|-------------|----|-----------|---|-----------|-----------------|---|---|--------------------|------------|-----|-------------------------------|------------------------------------|
| N  | MAFARA HOBSON          | 3128 SHERMAN AVENUE, NW #7 | WASHINGTON  | DC | 20010     |   | 408599451 |                 | N | N | \$660.00           | 05-05-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N  | MAFARA HOBSON          | 3128 SHERMAN AVENUE, NW #7 | WASHINGTON  | DC | 20010     |   | 408599451 |                 | N | N | \$450.00           | 05-10-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| <b>TOT</b>   |                        |                            |             |    |           |   |           |                 |   |   | <b>\$5,650.00</b>  |            |     |                               |                                    |
| <b>METROPOLITAN OFFICE PR (16 Expenditure Reports)</b> |                        |                            |             |    |           |   |           |                 |   |   |                    |            |     |                               |                                    |
| Y  | METROPOLITAN OFFICE PR |                            | 02025622320 | DC | 200320000 | Computers,Computer Peripheral Equipment, Software | 562615965 | LSDZR5567062018 | Y | Y | \$162.70           | 10-17-2016 |     | 20 SUPPLIES AND MATERIALS     | 201 OFFICE SUPPLIES                |
| Y  | METROPOLITAN OFFICE PR |                            | 02025622320 | DC | 200320000 | Computers,Computer Peripheral Equipment, Software | 562615965 | LSDZR5567062018 | Y | Y | \$49.98            | 10-31-2016 |     | 0                             | 0                                  |
| Y  | METROPOLITAN OFFICE PR |                            | 02025622320 | DC | 200320000 | Computers,Computer Peripheral Equipment, Software | 562615965 | LSDZR5567062018 | Y | Y | \$1,899.81         | 11-09-2016 |     | 20 SUPPLIES AND MATERIALS     | 201 OFFICE SUPPLIES                |
| Y  | METROPOLITAN OFFICE PR |                            | 02025622320 | DC | 200320000 | Computers,Computer Peripheral Equipment, Software | 562615965 | LSDZR5567062018 | Y | Y | \$134.50           | 11-10-2016 |     | 20 SUPPLIES AND MATERIALS     | 201 OFFICE SUPPLIES                |
| Y  | METROPOLITAN OFFICE PR |                            | 02025622320 | DC | 200320000 | Computers,Computer Peripheral Equipment, Software | 562615965 | LSDZR5567062018 | Y | Y | \$3,193.39         | 12-15-2016 |     | 20 SUPPLIES AND MATERIALS     | 201 OFFICE SUPPLIES                |
| Y  | METROPOLITAN OFFICE PR |                            | 02025622320 | DC | 200320000 | Computers,Computer Peripheral Equipment, Software | 562615965 | LSDZR5567062018 | Y | Y | \$663.91           | 12-21-2016 |     | 0                             | 0                                  |
| Y  | METROPOLITAN OFFICE PR |                            | 02025622320 | DC | 200320000 | Computers,Computer Peripheral Equipment, Software | 562615965 | LSDZR5567062018 | Y | Y | \$328.01           | 12-21-2016 |     | 0                             | 0                                  |
| Y  | METROPOLITAN OFFICE PR |                            | 02025622320 | DC | 200320000 | Computers,Computer Peripheral Equipment, Software | 562615965 | LSDZR5567062018 | Y | Y | \$857.20           | 03-13-2017 |     | 20 SUPPLIES AND MATERIALS     | 201 OFFICE SUPPLIES                |
| Y  | METROPOLITAN OFFICE PR |                            | 02025622320 | DC | 200320000 | Computers,Computer Peripheral Equipment, Software | 562615965 | LSDZR5567062018 | Y | Y | -\$857.20          | 03-17-2017 |     | 20 SUPPLIES AND MATERIALS     | 201 OFFICE SUPPLIES                |
| Y  | METROPOLITAN OFFICE PR |                            | 02025622320 | DC | 200320000 | Computers,Computer Peripheral Equipment, Software | 562615965 | LSDZR5567062018 | Y | Y | \$1,781.59         | 05-16-2017 |     | 20 SUPPLIES AND MATERIALS     | 201 OFFICE SUPPLIES                |
| Y  | METROPOLITAN OFFICE PR |                            | 02025622320 | DC | 200320000 | Computers,Computer Peripheral Equipment, Software | 562615965 | LSDZR5567062018 | Y | Y | \$369.99           | 06-01-2017 |     | 20 SUPPLIES AND MATERIALS     | 201 OFFICE SUPPLIES                |
| Y  | METROPOLITAN OFFICE PR |                            | 02025622320 | DC | 200320000 | Computers,Computer Peripheral Equipment, Software | 562615965 | LSDZR5567062018 | Y | Y | \$871.92           | 08-07-2017 |     | 20 SUPPLIES AND MATERIALS     | 201 OFFICE SUPPLIES                |
| Y  | METROPOLITAN OFFICE PR |                            | 02025622320 | DC | 200320000 | Computers,Computer Peripheral Equipment, Software | 562615965 | LSDZR5567062018 | Y | Y | \$134.24           | 09-18-2017 |     | 20 SUPPLIES AND MATERIALS     | 201 OFFICE SUPPLIES                |
| Y  | METROPOLITAN OFFICE PR |                            | 02025622320 | DC | 200320000 | Computers,Computer Peripheral Equipment, Software | 562615965 | LSDZR5567062018 | Y | Y | \$2,664.17         | 09-18-2017 |     | 20 SUPPLIES AND MATERIALS     | 201 OFFICE SUPPLIES                |
| Y  | METROPOLITAN OFFICE PR |                            | 02025622320 | DC | 200320000 | Computers,Computer Peripheral Equipment, Software | 562615965 | LSDZR5567062018 | Y | Y | \$223.54           | 09-18-2017 |     | 20 SUPPLIES AND MATERIALS     | 201 OFFICE SUPPLIES                |
| Y  | METROPOLITAN OFFICE PR |                            | 02025622320 | DC | 200320000 | Computers,Computer Peripheral Equipment, Software | 562615965 | LSDZR5567062018 | Y | Y | \$307.81           | 09-18-2017 |     | 20 SUPPLIES AND MATERIALS     | 201 OFFICE SUPPLIES                |
| <b>TOT</b>   |                        |                            |             |    |           |   |           |                 |   |   | <b>\$12,785.56</b> |            |     |                               |                                    |
| <b>MIKE SILVERSTEIN (38 Expenditure Reports)</b>       |                        |                            |             |    |           |   |           |                 |   |   |                    |            |     |                               |                                    |
| N  | MIKE SILVERSTEIN       | 1301 20TH ST NW, APT 705   | WASHINGTON  | DC | 200360000 |   | 206380835 |                 | N | N | \$570.00           | 10-28-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |

|   |                  |                          |            |    |           |           |   |   |          |            |     |                               |                                    |
|---|------------------|--------------------------|------------|----|-----------|-----------|---|---|----------|------------|-----|-------------------------------|------------------------------------|
| N | MIKE SILVERSTEIN | 1301 20TH ST NW, APT 705 | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$240.00 | 11-07-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MIKE SILVERSTEIN | 1301 20TH ST NW, APT 705 | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$280.00 | 11-10-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MIKE SILVERSTEIN | 1301 20TH ST NW, APT 705 | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$360.00 | 11-18-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MIKE SILVERSTEIN | 1301 20TH ST NW, APT 705 | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$360.00 | 12-08-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MIKE SILVERSTEIN | 1301 20TH ST NW, APT 705 | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$330.00 | 12-13-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MIKE SILVERSTEIN | 1301 20TH ST NW, APT 705 | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$320.00 | 12-21-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MIKE SILVERSTEIN | 1301 20TH ST NW, APT 705 | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$320.00 | 12-23-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MIKE SILVERSTEIN | 1301 20TH ST NW, APT 705 | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$330.00 | 01-11-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MIKE SILVERSTEIN | 1301 20TH ST NW, APT 705 | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$380.00 | 02-08-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MIKE SILVERSTEIN | 1301 20TH ST NW, APT 705 | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$370.00 | 02-10-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MIKE SILVERSTEIN | 1301 20TH ST NW, APT 705 | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$280.00 | 02-14-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MIKE SILVERSTEIN | 1301 20TH ST NW, APT 705 | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$320.00 | 02-27-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MIKE SILVERSTEIN | 1301 20TH ST NW, APT 705 | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$480.00 | 03-07-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MIKE SILVERSTEIN | 1301 20TH ST NW, APT 705 | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$290.00 | 03-15-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MIKE SILVERSTEIN | 1301 20TH ST NW, APT 705 | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$360.00 | 03-22-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MIKE SILVERSTEIN | 1301 20TH ST NW, APT 705 | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$510.00 | 03-29-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MIKE SILVERSTEIN | 1301 20TH ST NW, APT 705 | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$380.00 | 04-14-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MIKE SILVERSTEIN | 1301 20TH ST NW, APT 705 | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$540.00 | 04-14-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MIKE SILVERSTEIN | 1301 20TH ST NW, APT 705 | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$350.00 | 04-19-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MIKE SILVERSTEIN | 1301 20TH ST NW, APT 705 | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$280.00 | 05-05-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MIKE SILVERSTEIN | 1301 20TH ST NW, APT 705 | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$570.00 | 05-10-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | MIKE SILVERSTEIN | 1301 20TH ST NW, APT 705 | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$370.00 | 05-19-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |

|  |                                |                          |                   |            |    |           |           |   |   |                    |            |     |                                 |                                    |
|--|--------------------------------|--------------------------|-------------------|------------|----|-----------|-----------|---|---|--------------------|------------|-----|---------------------------------|------------------------------------|
| N  | MIKE SILVERSTEIN               | 1301 20TH ST NW, APT 705 |                   | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$270.00           | 05-31-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 427 COMP BD MEMBERS AND COMMISSION |
| N  | MIKE SILVERSTEIN               | 1301 20TH ST NW, APT 705 |                   | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$270.00           | 06-13-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 427 COMP BD MEMBERS AND COMMISSION |
| N  | MIKE SILVERSTEIN               | 1301 20TH ST NW, APT 705 |                   | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$240.00           | 06-21-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 427 COMP BD MEMBERS AND COMMISSION |
| N  | MIKE SILVERSTEIN               | 1301 20TH ST NW, APT 705 |                   | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$360.00           | 06-28-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 427 COMP BD MEMBERS AND COMMISSION |
| N  | MIKE SILVERSTEIN               | 1301 20TH ST NW, APT 705 |                   | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$450.00           | 07-17-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 427 COMP BD MEMBERS AND COMMISSION |
| N  | MIKE SILVERSTEIN               | 1301 20TH ST NW, APT 705 |                   | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$170.00           | 07-20-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 427 COMP BD MEMBERS AND COMMISSION |
| N  | MIKE SILVERSTEIN               | 1301 20TH ST NW, APT 705 |                   | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$210.00           | 07-26-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 427 COMP BD MEMBERS AND COMMISSION |
| N  | MIKE SILVERSTEIN               | 1301 20TH ST NW, APT 705 |                   | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$500.00           | 08-03-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 427 COMP BD MEMBERS AND COMMISSION |
| N  | MIKE SILVERSTEIN               | 1301 20TH ST NW, APT 705 |                   | WASHINGTON | DC | 200360000 | 206380835 | N | N | -\$270.00          | 08-09-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 427 COMP BD MEMBERS AND COMMISSION |
| N  | MIKE SILVERSTEIN               | 1301 20TH ST NW, APT 705 |                   | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$410.00           | 08-10-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 427 COMP BD MEMBERS AND COMMISSION |
| N  | MIKE SILVERSTEIN               | 1301 20TH ST NW, APT 705 |                   | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$340.00           | 08-21-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 427 COMP BD MEMBERS AND COMMISSION |
| N  | MIKE SILVERSTEIN               | 1301 20TH ST NW, APT 705 |                   | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$360.00           | 09-14-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 427 COMP BD MEMBERS AND COMMISSION |
| N  | MIKE SILVERSTEIN               | 1301 20TH ST NW, APT 705 |                   | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$240.00           | 09-22-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 427 COMP BD MEMBERS AND COMMISSION |
| N  | MIKE SILVERSTEIN               | 1301 20TH ST NW, APT 705 |                   | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$170.00           | 09-28-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 427 COMP BD MEMBERS AND COMMISSION |
| N  | MIKE SILVERSTEIN               | 1301 20TH ST NW, APT 705 |                   | WASHINGTON | DC | 200360000 | 206380835 | N | N | \$310.00           | 09-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 427 COMP BD MEMBERS AND COMMISSION |
| <b>TOT</b>   |                                |                          |                   |            |    |           |           |   |   | <b>\$12,620.00</b> |            |     |                                 |                                    |
| <b>MULTICULTURAL COMMUNITY SERVIC (12 Expenditure Reports)</b> |                                |                          |                   |            |    |           |           |   |   |                    |            |     |                                 |                                    |
| N  | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK               | 1425 K STREET, NW | WASHINGTON | DC | 20005     | 522235376 | N | N | \$660.00           | 12-09-2016 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER   |
| N  | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK               | 1425 K STREET, NW | WASHINGTON | DC | 20005     | 522235376 | N | N | \$220.00           | 12-15-2016 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER   |
| N  | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK               | 1425 K STREET, NW | WASHINGTON | DC | 20005     | 522235376 | N | N | \$220.00           | 01-23-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER   |
| N  | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK               | 1425 K STREET, NW | WASHINGTON | DC | 20005     | 522235376 | N | N | \$220.00           | 02-14-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER   |
| N  | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK               | 1425 K STREET, NW | WASHINGTON | DC | 20005     | 522235376 | N | N | \$440.00           | 03-24-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER   |
| N  | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK               | 1425 K STREET, NW | WASHINGTON | DC | 20005     | 522235376 | N | N | \$220.00           | 05-04-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER   |

|   |                                |            |                   |              |    |           |  |           |                  |   |   |                   |            |     |                                 |                                     |
|---|--------------------------------|------------|-------------------|--------------|----|-----------|--|-----------|------------------|---|---|-------------------|------------|-----|---------------------------------|-------------------------------------|
| N   | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON   | DC | 20005     |  | 522235376 |                  | N | N | \$92.38           | 05-19-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER    |
| N   | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON   | DC | 20005     |  | 522235376 |                  | N | N | \$1,430.00        | 07-07-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER    |
| N   | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON   | DC | 20005     |  | 522235376 |                  | N | N | \$220.00          | 07-12-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER    |
| N   | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON   | DC | 20005     |  | 522235376 |                  | N | N | \$550.00          | 08-09-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER    |
| N   | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON   | DC | 20005     |  | 522235376 |                  | N | N | \$1,210.00        | 09-12-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER    |
| N   | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON   | DC | 20005     |  | 522235376 |                  | N | N | \$1,100.00        | 09-30-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER    |
| <b>TOT</b>  |                                |            |                   |              |    |           |  |           |                  |   |   | <b>\$6,582.38</b> |            |     |                                 |                                     |
| <b>NATIONAL ALCOHOL BEVER (3 Expenditure Reports)</b>     |                                |            |                   |              |    |           |  |           |                  |   |   |                   |            |     |                                 |                                     |
| Y   | NATIONAL ALCOHOL BEVER         |            |                   | 703-5784200  | VA | 223020000 | Membership Organizations, Not Elsewhere Classified | 530239451 |                  | N | N | \$295.00          | 02-13-2017 |     | 40 OTHER SERVICES AND CHARGES   | 424 CONFERENCE FEES LOC OUT OF CITY |
| Y   | NATIONAL ALCOHOL BEVER         |            |                   | 703-5784200  | VA | 223020000 | Membership Organizations, Not Elsewhere Classified | 530239451 |                  | N | N | \$295.00          | 02-13-2017 |     | 40 OTHER SERVICES AND CHARGES   | 424 CONFERENCE FEES LOC OUT OF CITY |
| Y   | NATIONAL ALCOHOL BEVER         |            |                   | 703-5784200  | VA | 223020000 | Membership Organizations, Not Elsewhere Classified | 530239451 |                  | N | N | \$295.00          | 02-22-2017 |     | 40 OTHER SERVICES AND CHARGES   | 424 CONFERENCE FEES LOC OUT OF CITY |
| <b>TOT</b>  |                                |            |                   |              |    |           |  |           |                  |   |   | <b>\$885.00</b>   |            |     |                                 |                                     |
| <b>NATIONAL CAPITAL AREA (1 Expenditure Report)</b>       |                                |            |                   |              |    |           |  |           |                  |   |   |                   |            |     |                                 |                                     |
| Y   | NATIONAL CAPITAL AREA          |            |                   | 202-731-4837 | VA | 221800000 | Membership Organizations, Not Elsewhere Classified | 237360726 |                  | N | N | \$650.00          | 04-25-2017 |     |                                 |                                     |
| <b>TOT</b>  |                                |            |                   |              |    |           |  |           |                  |   |   | <b>\$650.00</b>   |            |     |                                 |                                     |
| <b>NATIONAL LIQUOR LAW (2 Expenditure Reports)</b>        |                                |            |                   |              |    |           |  |           |                  |   |   |                   |            |     |                                 |                                     |
| Y   | NATIONAL LIQUOR LAW            |            |                   | CALVERTON    | MD | 207050000 | Membership Organizations, Not Elsewhere Classified | 640777692 |                  | N | N | \$300.00          | 10-20-2016 |     | 40 OTHER SERVICES AND CHARGES   | 425 PAYMENT OF MEMBERSHIP DUES      |
| Y   | NATIONAL LIQUOR LAW            |            |                   | 3017552795   | MD | 207050000 | Membership Organizations, Not Elsewhere Classified | 640777692 |                  | N | N | \$450.00          | 07-06-2017 |     | 0040                            | 0424                                |
| <b>TOT</b>  |                                |            |                   |              |    |           |  |           |                  |   |   | <b>\$750.00</b>   |            |     |                                 |                                     |
| <b>NEAL R GROSS &amp; CO INC (24 Expenditure Reports)</b> |                                |            |                   |              |    |           |  |           |                  |   |   |                   |            |     |                                 |                                     |
| N   | NEAL R GROSS & CO INC          | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA     | MD | 20814     |  | 521097058 | LSZXR72407092019 | Y | Y | \$610.50          | 07-26-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER    |
| N   | NEAL R GROSS & CO INC          | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA     | MD | 20814     |  | 521097058 | LSZXR72407092019 | Y | Y | \$991.60          | 08-03-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER    |
| N   | NEAL R GROSS & CO INC          | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA     | MD | 20814     |  | 521097058 | LSZXR72407092019 | Y | Y | \$1,761.20        | 08-17-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER    |
| N   | NEAL R GROSS & CO INC          | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA     | MD | 20814     |  | 521097058 | LSZXR72407092019 | Y | Y | \$743.70          | 08-17-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER    |
| N   | NEAL R GROSS & CO INC          | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA     | MD | 20814     |  | 521097058 | LSZXR72407092019 | Y | Y | \$111.00          | 08-17-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER    |

|  |                       |                              |                   |            |    |           |           |                  |   |   |                    |            |     |                                 |                                    |
|--|-----------------------|------------------------------|-------------------|------------|----|-----------|-----------|------------------|---|---|--------------------|------------|-----|---------------------------------|------------------------------------|
| N  | NEAL R GROSS & CO INC | EAGLE BANK                   | 7815 WOODMONT AVE | BETHESDA   | MD | 20814     | 521097058 | LSZXR72407092019 | Y | Y | \$806.60           | 08-17-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER   |
| N  | NEAL R GROSS & CO INC | EAGLE BANK                   | 7815 WOODMONT AVE | BETHESDA   | MD | 20814     | 521097058 | LSZXR72407092019 | Y | Y | \$666.00           | 08-17-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER   |
| N  | NEAL R GROSS & CO INC | EAGLE BANK                   | 7815 WOODMONT AVE | BETHESDA   | MD | 20814     | 521097058 | LSZXR72407092019 | Y | Y | \$255.30           | 08-21-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER   |
| N  | NEAL R GROSS & CO INC | EAGLE BANK                   | 7815 WOODMONT AVE | BETHESDA   | MD | 20814     | 521097058 | LSZXR72407092019 | Y | Y | \$88.80            | 08-21-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER   |
| N  | NEAL R GROSS & CO INC | EAGLE BANK                   | 7815 WOODMONT AVE | BETHESDA   | MD | 20814     | 521097058 | LSZXR72407092019 | Y | Y | \$85.10            | 08-30-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER   |
| N  | NEAL R GROSS & CO INC | EAGLE BANK                   | 7815 WOODMONT AVE | BETHESDA   | MD | 20814     | 521097058 | LSZXR72407092019 | Y | Y | \$3,455.80         | 08-30-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER   |
| N  | NEAL R GROSS & CO INC | EAGLE BANK                   | 7815 WOODMONT AVE | BETHESDA   | MD | 20814     | 521097058 | LSZXR72407092019 | Y | Y | \$1,550.30         | 09-20-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER   |
| N  | NEAL R GROSS & CO INC | EAGLE BANK                   | 7815 WOODMONT AVE | BETHESDA   | MD | 20814     | 521097058 | LSZXR72407092019 | Y | Y | \$111.00           | 09-20-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER   |
| N  | NEAL R GROSS & CO INC | EAGLE BANK                   | 7815 WOODMONT AVE | BETHESDA   | MD | 20814     | 521097058 | LSZXR72407092019 | Y | Y | \$29.60            | 09-26-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER   |
| N  | NEAL R GROSS & CO INC | EAGLE BANK                   | 7815 WOODMONT AVE | BETHESDA   | MD | 20814     | 521097058 | LSZXR72407092019 | Y | Y | \$99.90            | 09-26-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER   |
| N  | NEAL R GROSS & CO INC | EAGLE BANK                   | 7815 WOODMONT AVE | BETHESDA   | MD | 20814     | 521097058 | LSZXR72407092019 | Y | Y | \$1,032.30         | 09-26-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER   |
| N  | NEAL R GROSS & CO INC | EAGLE BANK                   | 7815 WOODMONT AVE | BETHESDA   | MD | 20814     | 521097058 | LSZXR72407092019 | Y | Y | \$928.70           | 09-26-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER   |
| N  | NEAL R GROSS & CO INC | EAGLE BANK                   | 7815 WOODMONT AVE | BETHESDA   | MD | 20814     | 521097058 | LSZXR72407092019 | Y | Y | \$107.30           | 09-26-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER   |
| N  | NEAL R GROSS & CO INC | EAGLE BANK                   | 7815 WOODMONT AVE | BETHESDA   | MD | 20814     | 521097058 | LSZXR72407092019 | Y | Y | \$77.70            | 09-28-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER   |
| N  | NEAL R GROSS & CO INC | EAGLE BANK                   | 7815 WOODMONT AVE | BETHESDA   | MD | 20814     | 521097058 | LSZXR72407092019 | Y | Y | \$529.10           | 09-30-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER   |
| N  | NEAL R GROSS & CO INC | EAGLE BANK                   | 7815 WOODMONT AVE | BETHESDA   | MD | 20814     | 521097058 | LSZXR72407092019 | Y | Y | \$44.40            | 09-30-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER   |
| N  | NEAL R GROSS & CO INC | EAGLE BANK                   | 7815 WOODMONT AVE | BETHESDA   | MD | 20814     | 521097058 | LSZXR72407092019 | Y | Y | \$1,339.40         | 09-30-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER   |
| N  | NEAL R GROSS & CO INC | EAGLE BANK                   | 7815 WOODMONT AVE | BETHESDA   | MD | 20814     | 521097058 | LSZXR72407092019 | Y | Y | \$51.80            | 09-30-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER   |
| N  | NEAL R GROSS & CO INC | EAGLE BANK                   | 7815 WOODMONT AVE | BETHESDA   | MD | 20814     | 521097058 | LSZXR72407092019 | Y | Y | \$751.10           | 09-30-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER   |
| <b>TOT</b>                                   |                       |                              |                   |            |    |           |           |                  |   |   | <b>\$16,228.20</b> |            |     |                                 |                                    |
| <b>NICK ALBERTI (33 Expenditure Reports)</b> |                       |                              |                   |            |    |           |           |                  |   |   |                    |            |     |                                 |                                    |
| N  | NICK ALBERTI          | 1330 NORTH CAROLINA AVE N.E. |                   | WASHINGTON | DC | 200020000 | 086428711 |                  | N | N | \$560.00           | 10-25-2016 | 600 | 40 OTHER SERVICES AND CHARGES   | 427 COMP BD MEMBERS AND COMMISSION |
| N  | NICK ALBERTI          | 1330 NORTH CAROLINA AVE N.E. |                   | WASHINGTON | DC | 200020000 | 086428711 |                  | N | N | \$570.00           | 11-07-2016 | 600 | 40 OTHER SERVICES AND CHARGES   | 427 COMP BD MEMBERS AND COMMISSION |

|   |              |                              |            |    |           |           |   |   |          |            |     |                               |                                    |
|---|--------------|------------------------------|------------|----|-----------|-----------|---|---|----------|------------|-----|-------------------------------|------------------------------------|
| N | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$390.00 | 11-14-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$330.00 | 12-22-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$320.00 | 12-23-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$320.00 | 12-23-2016 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$340.00 | 01-11-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$390.00 | 02-08-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$370.00 | 02-10-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$280.00 | 02-14-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$320.00 | 02-27-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$480.00 | 03-15-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$360.00 | 03-22-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$520.00 | 03-29-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$380.00 | 04-14-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$520.00 | 04-14-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$350.00 | 04-19-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$660.00 | 05-05-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$320.00 | 05-10-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$350.00 | 05-19-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$270.00 | 05-31-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$270.00 | 06-13-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$240.00 | 06-21-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$360.00 | 06-28-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |

|            |              |                              |            |    |           |           |   |   |                    |            |     |                               |                                    |
|------------|--------------|------------------------------|------------|----|-----------|-----------|---|---|--------------------|------------|-----|-------------------------------|------------------------------------|
| N          | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$450.00           | 07-17-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N          | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$170.00           | 07-26-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N          | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$500.00           | 08-03-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N          | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$410.00           | 08-10-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N          | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$340.00           | 08-21-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N          | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$340.00           | 09-14-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N          | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$240.00           | 09-22-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N          | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$120.00           | 09-28-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| N          | NICK ALBERTI | 1330 NORTH CAROLINA AVE N.E. | WASHINGTON | DC | 200020000 | 086428711 | N | N | \$310.00           | 09-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 427 COMP BD MEMBERS AND COMMISSION |
| <b>TOT</b> |              |                              |            |    |           |           |   |   | <b>\$12,150.00</b> |            |     |                               |                                    |

**OFFICEWORLDCOM (8 Expenditure Reports)**

|            |                |  |             |    |           |   |           |   |                   |            |            |                           |                     |
|------------|----------------|--|-------------|----|-----------|---|-----------|---|-------------------|------------|------------|---------------------------|---------------------|
| Y          | OFFICEWORLDCOM |  | 541-6879704 | OR | 974020000 | Stationery, Office & School Supply Stores | 931164559 | N | N                 | \$1,265.00 | 01-12-2017 | 20 SUPPLIES AND MATERIALS | 201 OFFICE SUPPLIES |
| Y          | OFFICEWORLDCOM |  | 541-6879704 | OR | 974020000 | Stationery, Office & School Supply Stores | 931164559 | N | N                 | \$157.69   | 02-06-2017 | 20 SUPPLIES AND MATERIALS | 201 OFFICE SUPPLIES |
| Y          | OFFICEWORLDCOM |  | 541-6879704 | OR | 974020000 | Stationery, Office & School Supply Stores | 931164559 | N | N                 | \$1,577.94 | 04-11-2017 | 20 SUPPLIES AND MATERIALS | 201 OFFICE SUPPLIES |
| Y          | OFFICEWORLDCOM |  | 541-6879704 | OR | 974020000 | Stationery, Office & School Supply Stores | 931164559 | N | N                 | \$143.37   | 05-19-2017 | 20 SUPPLIES AND MATERIALS | 201 OFFICE SUPPLIES |
| Y          | OFFICEWORLDCOM |  | 541-6879704 | OR | 974020000 | Stationery, Office & School Supply Stores | 931164559 | N | N                 | \$137.03   | 06-15-2017 | 20 SUPPLIES AND MATERIALS | 201 OFFICE SUPPLIES |
| Y          | OFFICEWORLDCOM |  | 541-6879704 | OR | 974020000 | Stationery, Office & School Supply Stores | 931164559 | N | N                 | \$1,288.20 | 06-15-2017 | 20 SUPPLIES AND MATERIALS | 201 OFFICE SUPPLIES |
| Y          | OFFICEWORLDCOM |  | 541-6879704 | OR | 974020000 | Stationery, Office & School Supply Stores | 931164559 | N | N                 | \$310.05   | 07-05-2017 | 0020                      | 0201                |
| Y          | OFFICEWORLDCOM |  | 541-6879704 | OR | 974020000 | Stationery, Office & School Supply Stores | 931164559 | N | N                 | \$1,439.85 | 07-13-2017 | 0020                      | 0201                |
| <b>TOT</b> |                |  |             |    |           |   |           |   | <b>\$6,319.13</b> |            |            |                           |                     |

**OLENDER REPORTING INC. (52 Expenditure Reports)**

|   |                        |                                |            |    |       |  |                          |   |   |            |            |     |                                 |                                  |
|---|------------------------|--------------------------------|------------|----|-------|--|--------------------------|---|---|------------|------------|-----|---------------------------------|----------------------------------|
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 |  | 521358946 LSX71868062018 | Y | Y | \$115.15   | 11-17-2016 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 |  | 521358946 LSX71868062018 | Y | Y | \$1,186.50 | 11-18-2016 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 |  | 521358946 LSX71868062018 | Y | Y | \$3,517.50 | 11-18-2016 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |



|   |                        |                                |            |    |       |           |                |   |   |            |            |     |                                 |                                  |
|---|------------------------|--------------------------------|------------|----|-------|-----------|----------------|---|---|------------|------------|-----|---------------------------------|----------------------------------|
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$115.15   | 11-18-2016 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$1,307.25 | 12-12-2016 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$1,730.25 | 12-23-2016 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$246.75   | 12-23-2016 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$1,134.00 | 12-23-2016 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$73.50    | 12-28-2016 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$609.00   | 12-28-2016 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$1,428.00 | 12-28-2016 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$89.25    | 12-28-2016 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$1,480.50 | 01-24-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$126.00   | 01-24-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$645.75   | 01-24-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$304.50   | 01-24-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$309.75   | 01-31-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$1,233.75 | 01-31-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$1,564.50 | 02-08-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$99.75    | 02-08-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$131.25   | 02-27-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |

|   |                        |                                |            |    |       |           |                |   |   |            |            |     |                                 |                                  |
|---|------------------------|--------------------------------|------------|----|-------|-----------|----------------|---|---|------------|------------|-----|---------------------------------|----------------------------------|
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$1,050.00 | 03-06-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$960.75   | 03-06-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$36.75    | 03-06-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$94.50    | 03-17-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$1,239.00 | 03-17-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$2,331.00 | 03-17-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$94.50    | 03-28-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$945.00   | 04-14-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$1,118.25 | 04-14-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$94.50    | 04-14-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$47.25    | 04-14-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$47.25    | 04-14-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$1,475.25 | 04-18-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$2,593.50 | 04-18-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$105.00   | 04-28-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$640.50   | 04-28-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$1,727.25 | 04-28-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON | DC | 20036 | 521358946 | LSX71868062018 | Y | Y | \$36.75    | 05-01-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |

|   |                        |                                |              |    |           |   |           |                |   |   |                    |            |     |                                 |                                     |
|---|------------------------|--------------------------------|--------------|----|-----------|---|-----------|----------------|---|---|--------------------|------------|-----|---------------------------------|-------------------------------------|
| N   | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON   | DC | 20036     |   | 521358946 | LSX71868062018 | Y | Y | \$509.25           | 05-01-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER    |
| N   | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON   | DC | 20036     |   | 521358946 | LSX71868062018 | Y | Y | \$2,976.75         | 05-22-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER    |
| N   | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON   | DC | 20036     |   | 521358946 | LSX71868062018 | Y | Y | \$26.25            | 05-22-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER    |
| N   | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON   | DC | 20036     |   | 521358946 | LSX71868062018 | Y | Y | \$99.75            | 05-23-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER    |
| N   | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON   | DC | 20036     |   | 521358946 | LSX71868062018 | Y | Y | \$1,711.50         | 05-26-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER    |
| N   | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON   | DC | 20036     |   | 521358946 | LSX71868062018 | Y | Y | \$1,197.00         | 06-07-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER    |
| N   | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON   | DC | 20036     |   | 521358946 | LSX71868062018 | Y | Y | \$73.50            | 06-09-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER    |
| N   | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON   | DC | 20036     |   | 521358946 | LSX71868062018 | Y | Y | \$414.75           | 06-09-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER    |
| N   | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON   | DC | 20036     |   | 521358946 | LSX71868062018 | Y | Y | \$141.75           | 06-16-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER    |
| N   | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON   | DC | 20036     |   | 521358946 | LSX71868062018 | Y | Y | \$2,189.25         | 06-19-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER    |
| N   | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON   | DC | 20036     |   | 521358946 | LSX71868062018 | Y | Y | \$441.00           | 06-19-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER    |
| N   | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON   | DC | 20036     |   | 521358946 | LSX71868062018 | Y | Y | \$34.65            | 08-03-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER    |
| N   | OLENDER REPORTING INC. | 1100 CONNECTICUT AVE NW STE810 | WASHINGTON   | DC | 20036     |   | 521358946 | LSX71868062018 | Y | Y | \$1,371.65         | 08-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 408 PROF SERVICE FEES AND CONTR     |
| <b>TOT</b>  |                        |                                |              |    |           |   |           |                |   |   | <b>\$43,272.10</b> |            |     |                                 |                                     |
| <b>PAPER DIRECT (1 Expenditure Report)</b>        |                        |                                |              |    |           |   |           |                |   |   |                    |            |     |                                 |                                     |
| Y   | PAPER DIRECT           |                                | 800-272-7377 | CO | 809200000 | Direct Marketing - Comb. Catalog & Retail Merchants | 410852411 |                | N | N | \$374.85           | 08-31-2017 |     |                                 |                                     |
| <b>TOT</b>  |                        |                                |              |    |           |   |           |                |   |   | <b>\$374.85</b>    |            |     |                                 |                                     |
| <b>PAYPAL *FLIPBOOKPRO (1 Expenditure Report)</b> |                        |                                |              |    |           |   |           |                |   |   |                    |            |     |                                 |                                     |
| Y   | PAYPAL *FLIPBOOKPRO    |                                | 4029357733   | CA | 951310000 | Specialty Retail Stores- Miscellaneous              | 770510487 |                | N | N | \$437.50           | 03-30-2017 |     | 40 OTHER SERVICES AND CHARGES   | 407 MAINTENANCE AND REPAIRS - OTHER |
| <b>TOT</b>  |                        |                                |              |    |           |   |           |                |   |   | <b>\$437.50</b>    |            |     |                                 |                                     |
| <b>PAYPAL *GWDC ARMA (1 Expenditure Report)</b>   |                        |                                |              |    |           |   |           |                |   |   |                    |            |     |                                 |                                     |

|   |                               |                      |                      |             |    |           |  |           |                 |   |   |                     |            |     |                                 |  |
|---|-------------------------------|----------------------|----------------------|-------------|----|-----------|--|-----------|-----------------|---|---|---------------------|------------|-----|---------------------------------|--|
| Y   | PAYPAL *GWDC ARMA             |                      |                      | 4029357733  | CA | 951310000 | Membership Organizations, Not Elsewhere Classified | 770510487 |                 | N | N | \$150.00            | 04-14-2017 |     | 40 OTHER SERVICES AND CHARGES   | 419 TUITION FOR EMPLOYEE TRAINING            |
| <b>TOT</b>  |                               |                      |                      |             |    |           |  |           |                 |   |   | <b>\$150.00</b>     |            |     |                                 |  |
| <b>PAYPAL *NCSLA (1 Expenditure Report)</b>                   |                               |                      |                      |             |    |           |  |           |                 |   |   |                     |            |     |                                 |  |
| Y   | PAYPAL *NCSLA                 |                      |                      | 4029357733  | IL | 600310000 | Membership Organizations, Not Elsewhere Classified | 770510487 |                 | N | N | \$300.00            | 08-18-2017 |     | 40 OTHER SERVICES AND CHARGES   | 425 PAYMENT OF MEMBERSHIP DUES               |
| <b>TOT</b>  |                               |                      |                      |             |    |           |  |           |                 |   |   | <b>\$300.00</b>     |            |     |                                 |  |
| <b>RAZAVI APPLICATION DEVELOPERS (13 Expenditure Reports)</b> |                               |                      |                      |             |    |           |  |           |                 |   |   |                     |            |     |                                 |  |
| N   | RAZAVI APPLICATION DEVELOPERS | C/O TD BANK          | 6200 MULTIPLEX DRIVE | CENTREVILLE | VA | 20121     |  | 541868969 | LS53028062019   | Y | Y | \$10,000.00         | 07-11-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 408 PROF SERVICE FEES AND CONTR              |
| N   | RAZAVI APPLICATION DEVELOPERS | C/O TD BANK          | 6200 MULTIPLEX DRIVE | CENTREVILLE | VA | 20121     |  | 541868969 | LS53028062019   | Y | Y | \$4,554.14          | 09-08-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 408 PROF SERVICE FEES AND CONTR              |
| N   | RAZAVI APPLICATION DEVELOPERS | C/O TD BANK          | 6200 MULTIPLEX DRIVE | CENTREVILLE | VA | 20121     |  | 541868969 | LS53028062019   | Y | Y | \$3,321.77          | 09-08-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 408 PROF SERVICE FEES AND CONTR              |
| N   | RAZAVI APPLICATION DEVELOPERS | C/O TD BANK          | 6200 MULTIPLEX DRIVE | CENTREVILLE | VA | 20121     |  | 541868969 | LS53028062019   | Y | Y | \$5,739.38          | 09-08-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 408 PROF SERVICE FEES AND CONTR              |
| N   | RAZAVI APPLICATION DEVELOPERS | C/O TD BANK          | 6200 MULTIPLEX DRIVE | CENTREVILLE | VA | 20121     |  | 541868969 | LS53028062019   | Y | Y | \$1,514.51          | 09-08-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER             |
| N   | RAZAVI APPLICATION DEVELOPERS | C/O TD BANK          | 6200 MULTIPLEX DRIVE | CENTREVILLE | VA | 20121     |  | 541868969 | LS53028062019   | Y | Y | \$10,895.89         | 09-22-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 408 PROF SERVICE FEES AND CONTR              |
| N   | RAZAVI APPLICATION DEVELOPERS | C/O TD BANK          | 6200 MULTIPLEX DRIVE | CENTREVILLE | VA | 20121     |  | 541868969 | LS53028062019   | Y | Y | \$7,947.41          | 09-22-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 408 PROF SERVICE FEES AND CONTR              |
| N   | RAZAVI APPLICATION DEVELOPERS | C/O TD BANK          | 6200 MULTIPLEX DRIVE | CENTREVILLE | VA | 20121     |  | 541868969 | LS53028062019   | Y | Y | \$13,731.60         | 09-22-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 408 PROF SERVICE FEES AND CONTR              |
| N   | RAZAVI APPLICATION DEVELOPERS | C/O TD BANK          | 6200 MULTIPLEX DRIVE | CENTREVILLE | VA | 20121     |  | 541868969 | LS53028062019   | Y | Y | \$3,623.50          | 09-22-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER             |
| N   | RAZAVI APPLICATION DEVELOPERS | C/O TD BANK          | 6200 MULTIPLEX DRIVE | CENTREVILLE | VA | 20121     |  | 541868969 | LS53028062019   | Y | Y | \$14,620.07         | 09-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 408 PROF SERVICE FEES AND CONTR              |
| N   | RAZAVI APPLICATION DEVELOPERS | C/O TD BANK          | 6200 MULTIPLEX DRIVE | CENTREVILLE | VA | 20121     |  | 541868969 | LS53028062019   | Y | Y | \$10,663.82         | 09-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 408 PROF SERVICE FEES AND CONTR              |
| N   | RAZAVI APPLICATION DEVELOPERS | C/O TD BANK          | 6200 MULTIPLEX DRIVE | CENTREVILLE | VA | 20121     |  | 541868969 | LS53028062019   | Y | Y | \$18,425.02         | 09-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES   | 408 PROF SERVICE FEES AND CONTR              |
| N   | RAZAVI APPLICATION DEVELOPERS | C/O TD BANK          | 6200 MULTIPLEX DRIVE | CENTREVILLE | VA | 20121     |  | 541868969 | LS53028062019   | Y | Y | \$4,861.99          | 09-30-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER             |
| <b>TOT</b>  |                               |                      |                      |             |    |           |  |           |                 |   |   | <b>\$109,899.10</b> |            |     |                                 |  |
| <b>RSC ELECTRICAL &amp; MECHA (1 Expenditure Report)</b>      |                               |                      |                      |             |    |           |  |           |                 |   |   |                     |            |     |                                 |  |
| Y   | RSC ELECTRICAL & MECHA        |                      |                      | 301-7730414 | DC | 200190000 | Electrical Contractors                             | 521535332 | LSD265434092018 | Y | Y | \$1,842.50          | 06-08-2017 |     | 40 OTHER SERVICES AND CHARGES   | 406 MAINTENANCE AND REPAIRS - LAND, BUILDING |
| <b>TOT</b>  |                               |                      |                      |             |    |           |  |           |                 |   |   | <b>\$1,842.50</b>   |            |     |                                 |  |
| <b>RUTHANNE G. MILLER (1 Expenditure Report)</b>              |                               |                      |                      |             |    |           |  |           |                 |   |   |                     |            |     |                                 |  |
| N   | RUTHANNE G. MILLER            | 3305 35TH STREET, NW |                      | WASHINGTON  | DC | 20016     |  | 011361754 |                 | N | N | \$570.00            | 10-25-2016 | 600 | 40 OTHER SERVICES AND CHARGES   | 427 COMP BD MEMBERS AND COMMISSION           |

|   |                               |                |            |    |           |  |           |   |   |            |            |     |                               |                                    |
|---|-------------------------------|----------------|------------|----|-----------|--|-----------|---|---|------------|------------|-----|-------------------------------|------------------------------------|
| <b>TOT</b>  |                               |                |            |    |           |  |           |   |   |            |            |     | <b>\$570.00</b>               |                                    |
| <b>SHARP ELECTRONICS CORPORATION (12 Expenditure Reports)</b> |                               |                |            |    |           |  |           |   |   |            |            |     |                               |                                    |
| N   | SHARP ELECTRONICS CORPORATION | DEPT CHI 10067 | PALATINE   | IL | 60055     |  | 131968872 | N | N | \$377.00   | 07-19-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |
| N   | SHARP ELECTRONICS CORPORATION | DEPT CHI 10067 | PALATINE   | IL | 60055     |  | 131968872 | N | N | \$377.00   | 07-19-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |
| N   | SHARP ELECTRONICS CORPORATION | DEPT CHI 10067 | PALATINE   | IL | 60055     |  | 131968872 | N | N | \$377.00   | 07-19-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |
| N   | SHARP ELECTRONICS CORPORATION | DEPT CHI 10067 | PALATINE   | IL | 60055     |  | 131968872 | N | N | \$377.00   | 07-19-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |
| N   | SHARP ELECTRONICS CORPORATION | DEPT CHI 10067 | PALATINE   | IL | 60055     |  | 131968872 | N | N | \$377.00   | 07-19-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |
| N   | SHARP ELECTRONICS CORPORATION | DEPT CHI 10067 | PALATINE   | IL | 60055     |  | 131968872 | N | N | \$377.00   | 07-19-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |
| N   | SHARP ELECTRONICS CORPORATION | DEPT CHI 10067 | PALATINE   | IL | 60055     |  | 131968872 | N | N | \$377.00   | 07-19-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |
| N   | SHARP ELECTRONICS CORPORATION | DEPT CHI 10067 | PALATINE   | IL | 60055     |  | 131968872 | N | N | \$384.08   | 07-19-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |
| N   | SHARP ELECTRONICS CORPORATION | DEPT CHI 10067 | PALATINE   | IL | 60055     |  | 131968872 | N | N | \$377.00   | 08-17-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |
| N   | SHARP ELECTRONICS CORPORATION | DEPT CHI 10067 | PALATINE   | IL | 60055     |  | 131968872 | N | N | \$410.04   | 08-22-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |
| N   | SHARP ELECTRONICS CORPORATION | DEPT CHI 10067 | PALATINE   | IL | 60055     |  | 131968872 | N | N | \$377.00   | 09-26-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |
| N   | SHARP ELECTRONICS CORPORATION | DEPT CHI 10067 | PALATINE   | IL | 60055     |  | 131968872 | N | N | \$377.00   | 09-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |
| N   | SHARP ELECTRONICS CORPORATION | DEPT CHI 10067 | PALATINE   | IL | 60055     |  | 131968872 | N | N | \$377.00   | 09-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 405 MAINTENANCE AND REPAIRS - MACH |
| <b>TOT</b>  |                               |                |            |    |           |  |           |   |   |            |            |     | <b>\$4,564.12</b>             |                                    |
| <b>SQ *SQ *A DIGITAL SOLU (1 Expenditure Report)</b>          |                               |                |            |    |           |  |           |   |   |            |            |     |                               |                                    |
| Y   | SQ *SQ *A DIGITAL SOLU        |                | GOSQ.COM   | DC | 200010000 | Other Services Not Elsewhere Classified      | 800429876 | N | N | \$1,750.00 | 02-21-2017 |     | 40 OTHER SERVICES AND CHARGES | 411 PRINTING, DUPLICATING, ETC     |
| <b>TOT</b>  |                               |                |            |    |           |  |           |   |   |            |            |     | <b>\$1,750.00</b>             |                                    |
| <b>SQ *SQ *NORTH CAPITOL (1 Expenditure Report)</b>           |                               |                |            |    |           |  |           |   |   |            |            |     |                               |                                    |
| Y   | SQ *SQ *NORTH CAPITOL         |                | WASHINGTON | DC | 200200000 | Genl Contractors-Residential, and Commercial | 800429876 | N | N | \$328.00   | 04-04-2017 |     | 40 OTHER SERVICES AND CHARGES | 403 TRANS CHARGES-MATERIALS        |
| <b>TOT</b>  |                               |                |            |    |           |  |           |   |   |            |            |     | <b>\$328.00</b>               |                                    |
| <b>SQU*SQ *A DIGITAL SOLU (1 Expenditure Report)</b>          |                               |                |            |    |           |  |           |   |   |            |            |     |                               |                                    |

|   |                           |                 |                        |              |           |  |           |                |                 |   |                   |            |            |                               |                                |                    |
|---|---------------------------|-----------------|------------------------|--------------|-----------|--|-----------|----------------|-----------------|---|-------------------|------------|------------|-------------------------------|--------------------------------|--------------------|
| Y   | SQU*SQ *A DIGITAL SOLU    |                 | GOSQ.COM               | DC           | 200020000 | Other Services Not Elsewhere Classified        | 800429876 |                | N               | N | \$2,973.60        | 05-01-2017 |            | 40 OTHER SERVICES AND CHARGES | 411 PRINTING, DUPLICATING, ETC |                    |
| <b>TOT</b>  |                           |                 |                        |              |           |  |           |                |                 |   | <b>\$2,973.60</b> |            |            |                               |                                |                    |
| <b>SQU*SQ *REINGOLD LINK, (2 Expenditure Reports)</b>   |                           |                 |                        |              |           |  |           |                |                 |   |                   |            |            |                               |                                |                    |
| Y   | SQU*SQ *REINGOLD LINK,    |                 | WASHINGTON             | DC           | 200100000 | Professional Services Not Elsewhere Classified | 800429876 |                | N               | N | \$400.35          | 06-29-2017 |            |                               |                                |                    |
| Y   | SQU*SQ *REINGOLD LINK,    |                 | WASHINGTON             | DC           | 200100000 | Professional Services Not Elsewhere Classified | 800429876 |                | N               | N | \$1,000.00        | 06-29-2017 |            |                               |                                |                    |
| <b>TOT</b>  |                           |                 |                        |              |           |  |           |                |                 |   | <b>\$1,400.35</b> |            |            |                               |                                |                    |
| <b>STANDARD OFFICE SUPPLY (3 Expenditure Reports)</b>   |                           |                 |                        |              |           |  |           |                |                 |   |                   |            |            |                               |                                |                    |
| Y   | STANDARD OFFICE SUPPLY    |                 | DROSE@MDMSTAN          | DC           | 200110000 | Commercial Equipment, Not Elsewhere Classified | 521360724 | LSX47064082019 | Y               | Y | \$2,717.94        | 09-13-2017 |            | 20 SUPPLIES AND MATERIALS     | 201 OFFICE SUPPLIES            |                    |
| Y   | STANDARD OFFICE SUPPLY    |                 | DROSE@MDMSTAN          | DC           | 200110000 | Commercial Equipment, Not Elsewhere Classified | 521360724 | LSX47064082019 | Y               | Y | \$196.05          | 09-15-2017 |            | 20 SUPPLIES AND MATERIALS     | 201 OFFICE SUPPLIES            |                    |
| Y   | STANDARD OFFICE SUPPLY    |                 | DROSE@MDMSTAN          | DC           | 200110000 | Commercial Equipment, Not Elsewhere Classified | 521360724 | LSX47064082019 | Y               | Y | \$1,612.08        | 09-19-2017 |            | 20 SUPPLIES AND MATERIALS     | 201 OFFICE SUPPLIES            |                    |
| <b>TOT</b>  |                           |                 |                        |              |           |  |           |                |                 |   | <b>\$4,526.07</b> |            |            |                               |                                |                    |
| <b>STATEWIDE BONDING COMP (1 Expenditure Report)</b>    |                           |                 |                        |              |           |  |           |                |                 |   |                   |            |            |                               |                                |                    |
| Y   | STATEWIDE BONDING COMP    |                 | 8004240132             | GA           | 303500000 | Insurance Sales, Underwriting, and Premiums    | 582521290 |                | N               | N | \$2,257.00        | 10-26-2016 |            | 40 OTHER SERVICES AND CHARGES | 410 OFFICE SUPPORT             |                    |
| <b>TOT</b>  |                           |                 |                        |              |           |  |           |                |                 |   | <b>\$2,257.00</b> |            |            |                               |                                |                    |
| <b>STOCKBRIDGE CONSULTING LL (1 Expenditure Report)</b> |                           |                 |                        |              |           |  |           |                |                 |   |                   |            |            |                               |                                |                    |
| N   | STOCKBRIDGE CONSULTING LL | INDUSTRIAL BANK | 4812 GEORGIA AVE, N.W. | WASHINGTON   | DC        | 20011  |           | 270787013      | LSZR71270112019 | Y | Y                 | \$6,470.00 | 05-19-2017 | 600                           | 20 SUPPLIES AND MATERIALS      | 210 GENERAL        |
| <b>TOT</b>  |                           |                 |                        |              |           |  |           |                |                 |   | <b>\$6,470.00</b> |            |            |                               |                                |                    |
| <b>THE BUSINESS JOURNALS (1 Expenditure Report)</b>     |                           |                 |                        |              |           |  |           |                |                 |   |                   |            |            |                               |                                |                    |
| Y   | THE BUSINESS JOURNALS     |                 | 8004863289             | NC           | 282020000 | Professional Services Not Elsewhere Classified | 263843483 |                | N               | N | \$119.50          | 09-07-2017 |            | 20 SUPPLIES AND MATERIALS     | 201 OFFICE SUPPLIES            |                    |
| <b>TOT</b>  |                           |                 |                        |              |           |  |           |                |                 |   | <b>\$119.50</b>   |            |            |                               |                                |                    |
| <b>THE INST OF INT AUDITO (1 Expenditure Report)</b>    |                           |                 |                        |              |           |  |           |                |                 |   |                   |            |            |                               |                                |                    |
| Y   | THE INST OF INT AUDITO    |                 | 407-937-1100           | FL           | 327460000 | Charitable And Social Service Organizations    | 135532538 |                | N               | N | \$250.00          | 12-10-2016 |            | 40 OTHER SERVICES AND CHARGES | 425 PAYMENT OF MEMBERSHIP DUES |                    |
| <b>TOT</b>  |                           |                 |                        |              |           |  |           |                |                 |   | <b>\$250.00</b>   |            |            |                               |                                |                    |
| <b>THOMSON REUTERS-WEST (12 Expenditure Reports)</b>    |                           |                 |                        |              |           |  |           |                |                 |   |                   |            |            |                               |                                |                    |
| N   | THOMSON REUTERS-WEST      | PO BOX 6292     |                        | CAROL STREAM | IL        | 601976292                                      |           | 411426973      |                 | N | N                 | \$132.98   | 12-08-2016 | 600                           | 40 OTHER SERVICES AND CHARGES  | 410 OFFICE SUPPORT |
| N   | THOMSON REUTERS-WEST      | PO BOX 6292     |                        | CAROL STREAM | IL        | 601976292                                      |           | 411426973      |                 | N | N                 | \$132.98   | 12-23-2016 | 600                           | 40 OTHER SERVICES AND CHARGES  | 410 OFFICE SUPPORT |
| N   | THOMSON REUTERS-WEST      | PO BOX 6292     |                        | CAROL STREAM | IL        | 601976292                                      |           | 411426973      |                 | N | N                 | \$132.99   | 01-24-2017 | 600                           | 40 OTHER SERVICES AND CHARGES  | 410 OFFICE SUPPORT |
| N   | THOMSON REUTERS-WEST      | PO BOX 6292     |                        | CAROL STREAM | IL        | 601976292                                      |           | 411426973      |                 | N | N                 | \$132.98   | 02-15-2017 | 600                           | 40 OTHER SERVICES AND CHARGES  | 410 OFFICE SUPPORT |
| N   | THOMSON REUTERS-WEST      | PO BOX 6292     |                        | CAROL STREAM | IL        | 601976292                                      |           | 411426973      |                 | N | N                 | \$133.00   | 03-17-2017 | 600                           | 40 OTHER SERVICES AND CHARGES  | 410 OFFICE SUPPORT |

|   |                                |                         |              |    |           |  |           |   |   |                   |            |     |                               |                                  |
|---|--------------------------------|-------------------------|--------------|----|-----------|--|-----------|---|---|-------------------|------------|-----|-------------------------------|----------------------------------|
| N   | THOMSON REUTERS-WEST           | PO BOX 6292             | CAROL STREAM | IL | 601976292 |  | 411426973 | N | N | \$132.99          | 04-19-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 410 OFFICE SUPPORT               |
| N   | THOMSON REUTERS-WEST           | PO BOX 6292             | CAROL STREAM | IL | 601976292 |  | 411426973 | N | N | \$132.99          | 05-22-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 410 OFFICE SUPPORT               |
| N   | THOMSON REUTERS-WEST           | PO BOX 6292             | CAROL STREAM | IL | 601976292 |  | 411426973 | N | N | \$139.03          | 06-09-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 410 OFFICE SUPPORT               |
| N   | THOMSON REUTERS-WEST           | PO BOX 6292             | CAROL STREAM | IL | 601976292 |  | 411426973 | N | N | \$139.03          | 08-07-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 410 OFFICE SUPPORT               |
| N   | THOMSON REUTERS-WEST           | PO BOX 6292             | CAROL STREAM | IL | 601976292 |  | 411426973 | N | N | \$139.03          | 08-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 410 OFFICE SUPPORT               |
| N   | THOMSON REUTERS-WEST           | PO BOX 6292             | CAROL STREAM | IL | 601976292 |  | 411426973 | N | N | \$139.03          | 09-18-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 410 OFFICE SUPPORT               |
| N   | THOMSON REUTERS-WEST           | PO BOX 6292             | CAROL STREAM | IL | 601976292 |  | 411426973 | N | N | \$139.03          | 09-30-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 410 OFFICE SUPPORT               |
| <b>TOT</b>  |                                |                         |              |    |           |  |           |   |   | <b>\$1,626.06</b> |            |     |                               |                                  |
| <b>TOUCAN (1 Expenditure Report)</b>                          |                                |                         |              |    |           |  |           |   |   |                   |            |     |                               |                                  |
| Y   | TOUCAN                         |                         | ANNAPOLIS    | MD | 214010000 | General Merchandise                        | 521173580 | N | N | \$1,130.00        | 04-08-2017 |     | 40 OTHER SERVICES AND CHARGES | 411 PRINTING, DUPLICATING, ETC   |
| <b>TOT</b>  |                                |                         |              |    |           |  |           |   |   | <b>\$1,130.00</b> |            |     |                               |                                  |
| <b>TPW CONSULTANTS (1 Expenditure Report)</b>                 |                                |                         |              |    |           |  |           |   |   |                   |            |     |                               |                                  |
| Y   | TPW CONSULTANTS                |                         | 202-5957380  | DC | 200010000 | Business Services Not Elsewhere Classified | 542016973 | N | N | \$997.00          | 03-16-2017 |     | 40 OTHER SERVICES AND CHARGES | 409 CONTRACTUAL SERVICES - OTHER |
| <b>TOT</b>  |                                |                         |              |    |           |  |           |   |   | <b>\$997.00</b>   |            |     |                               |                                  |
| <b>TRACERS INFORMATION SPECIALIST (8 Expenditure Reports)</b> |                                |                         |              |    |           |  |           |   |   |                   |            |     |                               |                                  |
| N   | TRACERS INFORMATION SPECIALIST | 15470 FLIGHT PATH DRIVE | BROOKSVILLE  | FL | 34604     |  | 043356198 | N | N | \$25.00           | 02-15-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 408 PROF SERVICE FEES AND CONTR  |
| N   | TRACERS INFORMATION SPECIALIST | 15470 FLIGHT PATH DRIVE | BROOKSVILLE  | FL | 34604     |  | 043356198 | N | N | \$25.00           | 03-13-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 408 PROF SERVICE FEES AND CONTR  |
| N   | TRACERS INFORMATION SPECIALIST | 15470 FLIGHT PATH DRIVE | BROOKSVILLE  | FL | 34604     |  | 043356198 | N | N | \$45.25           | 04-10-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 408 PROF SERVICE FEES AND CONTR  |
| N   | TRACERS INFORMATION SPECIALIST | 15470 FLIGHT PATH DRIVE | BROOKSVILLE  | FL | 34604     |  | 043356198 | N | N | \$25.00           | 05-22-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 408 PROF SERVICE FEES AND CONTR  |
| N   | TRACERS INFORMATION SPECIALIST | 15470 FLIGHT PATH DRIVE | BROOKSVILLE  | FL | 34604     |  | 043356198 | N | N | \$25.00           | 06-09-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 408 PROF SERVICE FEES AND CONTR  |
| N   | TRACERS INFORMATION SPECIALIST | 15470 FLIGHT PATH DRIVE | BROOKSVILLE  | FL | 34604     |  | 043356198 | N | N | \$25.00           | 07-06-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 408 PROF SERVICE FEES AND CONTR  |
| N   | TRACERS INFORMATION SPECIALIST | 15470 FLIGHT PATH DRIVE | BROOKSVILLE  | FL | 34604     |  | 043356198 | N | N | \$45.75           | 09-08-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 408 PROF SERVICE FEES AND CONTR  |
| N   | TRACERS INFORMATION SPECIALIST | 15470 FLIGHT PATH DRIVE | BROOKSVILLE  | FL | 34604     |  | 043356198 | N | N | \$25.00           | 09-12-2017 | 600 | 40 OTHER SERVICES AND CHARGES | 408 PROF SERVICE FEES AND CONTR  |
| <b>TOT</b>  |                                |                         |              |    |           |  |           |   |   | <b>\$241.00</b>   |            |     |                               |                                  |
| <b>ULINE *SHIP SUPPLIES (1 Expenditure Report)</b>            |                                |                         |              |    |           |  |           |   |   |                   |            |     |                               |                                  |

|            |                      |  |  |              |    |           |                                      |           |   |   |                |            |  |                           |                     |
|------------|----------------------|--|--|--------------|----|-----------|--------------------------------------|-----------|---|---|----------------|------------|--|---------------------------|---------------------|
| Y          | ULINE *SHIP SUPPLIES |  |  | 800-295-5510 | WI | 531580000 | Direct Marketing - Catalog Merchants | 363684738 | N | N | \$48.53        | 10-13-2016 |  | 20 SUPPLIES AND MATERIALS | 201 OFFICE SUPPLIES |
| <b>TOT</b> |                      |  |  |              |    |           |                                      |           |   |   | <b>\$48.53</b> |            |  |                           |                     |

**ULTIMATE SERVICES (11 Expenditure Reports)**

|            |                   |                               |                        |            |    |       |  |           |   |   |                    |            |     |                                 |                                  |
|------------|-------------------|-------------------------------|------------------------|------------|----|-------|--|-----------|---|---|--------------------|------------|-----|---------------------------------|----------------------------------|
| N          | ULTIMATE SERVICES | C/O NAVY FEDERAL CREDIT UNION | 14260 B BALTIMORE AVE  | LAUREL     | MD | 20707 |  | 264021776 | N | N | \$1,940.00         | 12-22-2016 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N          | ULTIMATE SERVICES | C/O NAVY FEDERAL CREDIT UNION | 14260 B BALTIMORE AVE  | LAUREL     | MD | 20707 |  | 264021776 | N | N | \$4,030.00         | 01-23-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N          | ULTIMATE SERVICES | C/O NAVY FEDERAL CREDIT UNION | 14260 B BALTIMORE AVE  | LAUREL     | MD | 20707 |  | 264021776 | N | N | \$4,090.00         | 02-07-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N          | ULTIMATE SERVICES | C/O NAVY FEDERAL CREDIT UNION | 14260 B BALTIMORE AVE  | LAUREL     | MD | 20707 |  | 264021776 | N | N | \$4,255.00         | 03-03-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N          | ULTIMATE SERVICES | C/O NAVY FEDERAL CREDIT UNION | 14260 B BALTIMORE AVE  | LAUREL     | MD | 20707 |  | 264021776 | N | N | \$4,600.00         | 05-04-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N          | ULTIMATE SERVICES | C/O NAVY FEDERAL CREDIT UNION | 14260 B BALTIMORE AVE  | LAUREL     | MD | 20707 |  | 264021776 | N | N | \$2,790.00         | 05-09-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N          | ULTIMATE SERVICES | C/O NAVY FEDERAL CREDIT UNION | 14260 B BALTIMORE AVE  | LAUREL     | MD | 20707 |  | 264021776 | N | N | \$2,795.00         | 06-08-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N          | ULTIMATE SERVICES | C/O NAVY FEDERAL CREDIT UNION | 14260 B BALTIMORE AVE  | LAUREL     | MD | 20707 |  | 264021776 | N | N | \$2,255.00         | 07-06-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N          | ULTIMATE SERVICES | C/O NAVY FEDERAL CREDIT UNION | 3725 A JEFFERSON DAVIS | ALEXANDRIA | VA | 22305 |  | 264021776 | N | N | \$4,885.00         | 09-01-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N          | ULTIMATE SERVICES | C/O NAVY FEDERAL CREDIT UNION | 3725 A JEFFERSON DAVIS | ALEXANDRIA | VA | 22305 |  | 264021776 | N | N | \$3,445.00         | 09-14-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| N          | ULTIMATE SERVICES | C/O NAVY FEDERAL CREDIT UNION | 3725 A JEFFERSON DAVIS | ALEXANDRIA | VA | 22305 |  | 264021776 | N | N | \$1,090.00         | 09-30-2017 | 600 | 41 CONTRACTUAL SERVICES - OTHER | 409 CONTRACTUAL SERVICES - OTHER |
| <b>TOT</b> |                   |                               |                        |            |    |       |  |           |   |   | <b>\$36,175.00</b> |            |     |                                 |                                  |

**USPS PO 1049490275 (28 Expenditure Reports)**

|   |                    |  |  |            |    |           |                                  |           |   |   |          |            |  |                               |             |
|---|--------------------|--|--|------------|----|-----------|----------------------------------|-----------|---|---|----------|------------|--|-------------------------------|-------------|
| Y | USPS PO 1049490275 |  |  | WASHINGTON | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$470.00 | 10-04-2016 |  | 40 OTHER SERVICES AND CHARGES | 416 POSTAGE |
| Y | USPS PO 1049490275 |  |  | WASHINGTON | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$470.00 | 10-05-2016 |  | 40 OTHER SERVICES AND CHARGES | 416 POSTAGE |
| Y | USPS PO 1049490275 |  |  | WASHINGTON | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$6.68   | 10-11-2016 |  | 40 OTHER SERVICES AND CHARGES | 416 POSTAGE |
| Y | USPS PO 1049490275 |  |  | WASHINGTON | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$349.68 | 10-26-2016 |  | 40 OTHER SERVICES AND CHARGES | 416 POSTAGE |
| Y | USPS PO 1049490275 |  |  | WASHINGTON | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$57.20  | 10-27-2016 |  | 40 OTHER SERVICES AND CHARGES | 416 POSTAGE |
| Y | USPS PO 1049490275 |  |  | WASHINGTON | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$17.20  | 12-07-2016 |  | 40 OTHER SERVICES AND CHARGES | 416 POSTAGE |
| Y | USPS PO 1049490275 |  |  | WASHINGTON | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$238.00 | 12-15-2016 |  | 40 OTHER SERVICES AND CHARGES | 416 POSTAGE |
| Y | USPS PO 1049490275 |  |  | WASHINGTON | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$78.00  | 01-09-2017 |  | 40 OTHER SERVICES AND CHARGES | 416 POSTAGE |



FY17 DSLBD Agency Complianc... - Embedded for Budgets

|  |                    |             |    |           |                                  |           |   |   |                   |            |                               |                     |
|--|--------------------|-------------|----|-----------|----------------------------------|-----------|---|---|-------------------|------------|-------------------------------|---------------------|
| Y  | USPS PO 1049490275 | WASHINGTON  | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$6.47            | 01-09-2017 | 40 OTHER SERVICES AND CHARGES | 416 POSTAGE         |
| Y  | USPS PO 1049490275 | WASHINGTON  | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$588.00          | 02-15-2017 | 40 OTHER SERVICES AND CHARGES | 416 POSTAGE         |
| Y  | USPS PO 1049490275 | WASHINGTON  | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$6.59            | 02-21-2017 | 40 OTHER SERVICES AND CHARGES | 416 POSTAGE         |
| Y  | USPS PO 1049490275 | WASHINGTON  | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$42.00           | 02-23-2017 |                               |                     |
| Y  | USPS PO 1049490275 | WASHINGTON  | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$741.80          | 03-10-2017 | 40 OTHER SERVICES AND CHARGES | 416 POSTAGE         |
| Y  | USPS PO 1049490275 | WASHINGTON  | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$448.80          | 03-20-2017 | 40 OTHER SERVICES AND CHARGES | 416 POSTAGE         |
| Y  | USPS PO 1049490275 | WASHINGTON  | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$6.80            | 04-12-2017 | 40 OTHER SERVICES AND CHARGES | 416 POSTAGE         |
| Y  | USPS PO 1049490275 | WASHINGTON  | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$6.59            | 04-27-2017 |                               |                     |
| Y  | USPS PO 1049490275 | WASHINGTON  | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$490.00          | 05-03-2017 | 40 OTHER SERVICES AND CHARGES | 416 POSTAGE         |
| Y  | USPS PO 1049490275 | WASHINGTON  | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$115.40          | 05-19-2017 | 40 OTHER SERVICES AND CHARGES | 416 POSTAGE         |
| Y  | USPS PO 1049490275 | WASHINGTON  | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$490.00          | 05-25-2017 |                               |                     |
| Y  | USPS PO 1049490275 | WASHINGTON  | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$6.80            | 06-02-2017 | 40 OTHER SERVICES AND CHARGES | 416 POSTAGE         |
| Y  | USPS PO 1049490275 | WASHINGTON  | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$7.20            | 06-21-2017 |                               |                     |
| Y  | USPS PO 1049490275 | WASHINGTON  | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$14.58           | 06-27-2017 |                               |                     |
| Y  | USPS PO 1049490275 | WASHINGTON  | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$15.60           | 07-05-2017 | 0040                          | 0416                |
| Y  | USPS PO 1049490275 | WASHINGTON  | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$11.05           | 07-31-2017 | 40 OTHER SERVICES AND CHARGES | 416 POSTAGE         |
| Y  | USPS PO 1049490275 | WASHINGTON  | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$490.00          | 08-04-2017 | 40 OTHER SERVICES AND CHARGES | 416 POSTAGE         |
| Y  | USPS PO 1049490275 | WASHINGTON  | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$1,225.00        | 08-17-2017 | 40 OTHER SERVICES AND CHARGES | 416 POSTAGE         |
| Y  | USPS PO 1049490275 | WASHINGTON  | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$36.45           | 08-30-2017 |                               |                     |
| Y  | USPS PO 1049490275 | WASHINGTON  | DC | 200090000 | Postage Services-Government Only | 410760000 | N | N | \$399.29          | 09-15-2017 | 40 OTHER SERVICES AND CHARGES | 416 POSTAGE         |
| <b>TOT</b>   |                    |             |    |           |                                  |           |   |   | <b>\$6,835.18</b> |            |                               |                     |
| <b>VARIDESK (1 Expenditure Report)</b>               |                    |             |    |           |                                  |           |   |   |                   |            |                               |                     |
| Y  | VARIDESK           | 08002072587 | TX | 750190000 | General Merchandise              | 471148201 | N | N | \$363.75          | 09-16-2017 | 20 SUPPLIES AND MATERIALS     | 201 OFFICE SUPPLIES |
| <b>TOT</b>   |                    |             |    |           |                                  |           |   |   | <b>\$363.75</b>   |            |                               |                     |
| <b>WASH POST SUBSCRIPTION (1 Expenditure Report)</b> |                    |             |    |           |                                  |           |   |   |                   |            |                               |                     |

FY17 DSLBD Agency Complianc... - Embedded for Budgets

|     |                           |              |    |           |   |           |   |   |                |            |                              |                        |
|-----|---------------------------|--------------|----|-----------|---|-----------|---|---|----------------|------------|------------------------------|------------------------|
| Y   | WASH POST<br>SUBSCRIPTION | 202-334-6100 | DC | 200710000 | Direct Marketing-<br>Continuity/Subscription<br>Merchants | 800298139 | N | N | \$28.37        | 02-15-2017 | 20 SUPPLIES AND<br>MATERIALS | 201 OFFICE<br>SUPPLIES |
| TOT |                           |              |    |           |   |           |   |   | \$28.37        |            |                              |                        |
| TOT |                           |              |    |           |   |           |   |   | \$1,862,229.93 |            |                              |                        |