

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Executive Office of the Mayor
Office of the City Administrator

Neil O. Albert
City Administrator



February 17, 2010

The Honorable Mary M. Cheh
Chairperson, Committee on Government Operations
and the Environment
Council of the District of Columbia
1350 Pennsylvania Avenue, NW
Washington, DC 20004

**Re: Response to Pre-Hearing Questions Regarding the Performance and
Operations of the Office of the City Administrator**

Dear Councilmember Cheh:

I am writing to respond to your letter of January 25, 2010, requesting certain information related to the performance and operations of the Office of the City Administrator. The attached document contains the information you requested in that letter.

If you have any questions, or need additional information, please do not hesitate to contact me.

Sincerely,

/signed/

Neil O. Albert

OFFICE OF THE CITY ADMINISTRATOR

Responses to Performance Oversight Questions

I. Office Organization

- 1 **Question:** Please provide a complete, up-to-date organizational chart for each division within the office including, either attached or separately, an explanation of the roles and responsibilities for each division and subdivision.

Answer: Please see Exhibit 1 for an organizational chart of the Office of the City Administrator. Please see Exhibit 2 for an explanation of the roles and responsibilities of each division within the Office of the City Administrator.

- **Question:** Please include a list of the employees (name and title) for each subdivision and the number of vacant positions.

Answer: Please see Exhibit 3, which lists OCA employees and vacant positions.

- **Question:** Please provide a narrative explanation of any organizational changes made during the previous year.

Answer: No organizational changes were made during the previous year.

II. Personnel

- 2 **Question:** Please provide a complete, up-to-date position listing for your office, which includes the following information:
- Title of position
 - Name of employee or statement that the position is vacant, unfunded, or proposed.
 - Date employee began in position
 - Salary and fringe, including the specific grade, series, and step of position
 - Job status (continuing/term/temporary/contract)

Answer: Please see Exhibit 3.

- 3 **Question:** Please list all employees detailed to or from your office, if any. Please provide the reason for the detail, the detailed employee's date of detail, and the detailed employee's projected date of return.

Answer: Please see Exhibit 4.

- 4 **Question:** Please provide the Committee with:
- A list of employee bonuses granted in FY09
 - A list of travel expenses, arranged by employee in FY09
 - A list of the total overtime payments paid in FY 09

Answer: There were no bonuses granted, no travel expenses, and no overtime payments in FY09. (Please note that the FY09 overtime payment of \$464 listed in Exhibit 5 was incorrectly coded in the District's financial system and is in the process of being corrected.)

III. Budget

- 5 **Question:** Please provide a chart showing your office's approved budget and actual spending, by program, for FY09 and FY10, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures for FY09 and FY10, to date.

Answer: Please see Exhibit 5.

- 6 **Question:** Please list any reprogrammings, in or out, which occurred in FY09 or FY10, to date. For each reprogramming, please list the total amount of the reprogramming, the original purposes for which the funds were dedicated, and the reprogrammed use of funds.

Answer: No reprogrammings, into or out of the Office of the City Administrator, occurred in FY09 or FY10 to date.

- 7 **Question:** Please provide a complete accounting for all intra-District transfers received by or transferred from the office during FY09 or FY10, to date.

Answer: Please see Exhibit 6.

- 8 **Question:** Please identify any special purpose revenue accounts maintained by, used by, or available for use by your office during FY09 or FY10, to date. For each account, please list the following:

- The revenue source name and code
- The source of funding
- A description of the program that generates the funds.
- The amount of funds generated by each source or program
- Expenditures of funds, including the purpose of each expenditure

Answer: No special purpose revenue accounts are maintained by or are under the budget authority of the Office of the City Administrator.

- 9 **Question:** Please provide a list of all projects for which your office currently has capital funds available. Please include in this list a description of each project, the amount of capital funds available for each project, a status report on each project, and planned remaining spending on the project.

Answer: The Office of the City Administrator currently has one capital project, SM437C, entitled “Homeless No More”. This project was appropriated in FY 2006 and has an available balance of \$3,503,570. OCA is working with the Department of Human Services to determine develop a spending plan for the funds.

- 10 **Question:** Please provide a complete accounting of all federal stimulus funds received for FY09 and FY10, to date.

Answer: OCA has received no direct federal stimulus funds in FY09 or FY10 to date. OCA, however, expects to fund one position with stimulus funds. The duties associated with that position consist of information and report coordination, data analysis, quality assurance, and serving as a liaison with the federal government on stimulus funding issues. A chart listing federal stimulus funds received by the District government as a whole is included as Exhibit 7.

IV. Contracting and Procurement

- 11 **Question:** Please list each contract, procurement, lease, and grant (“contract”) awarded or entered into by your office during FY09 and FY10, to date. For each contract, please provide the following information, where applicable:
- The name of the contracting party
 - The nature of the contract, including the end product or service
 - The dollar amount of the contract, including budgeted amount and actually spent
 - The term of the contract
 - Whether the contract was competitively bid or not
 - The name of the office’s contract monitor and the results of any monitoring activity
 - Funding source

Answer: Please see Exhibit 8.

- 12 **Question:** Please provide a list of all MOUs currently in place and any MOUs planned for the coming year.

Answer: A list of all MOUs is included in Exhibit 6. OCA may enter into an MOU in FY2010 to share expenses for an employee detailed to OCA.

V. Office Programs and Policies

- 13 **Question:** Please describe the office's vision in its role as the agency oversight body in FY10. What areas are most in need of improvement?

Answer: The Office of the City Administrator is responsible for the overall coordination and oversight of agency operations throughout the District. The Office seeks to empower agencies to achieve the goals of the Mayor, the Council, and District residents by providing policy guidance; ensuring accountability, effectiveness, and efficiency; providing management and operational tools to improve agency performance; and coordinating activities and policies across agencies.

During FY 2010, OCA intends to use the CapStat program to improve central accountability management and to embed accountability management into other levels of the District government. One of the main CapStat goals is to continue to automate and computerize the many remaining manual processes currently required to gather and distribute information. The current manual processes not only create inefficiencies in resource utilization, but also hamper our ability to maximize the value of information that is already recorded. To improve efficiencies and sharing of information, we plan to web-enable and automate processes using the Quickbase technology platform. We also plan to embed accountability into other levels of District government in two main ways. First, the CapStat team will invest staff time to educate staff within agencies on how to replicate the CapStat accountability process within their own agencies. Second, the CapStat team expects to increase the use of web-based tools to share key accountability measures with agencies and to improve oversight and achievement of performance goals.

- 14 **Question:** Please describe any initiatives your office implemented within FY09 or FY10, to date, to improve the internal operation of the office or the interaction of the office with outside parties. Please describe the results, or expected results, of each initiative.

Answer: The most significant initiative during FY09 and FY10 was the rollout of the TrackDC web-based tool across District agencies. TrackDC combines a data dashboard, cross-agency communication tools, and task management features in an online portal for each agency. The TrackDC website enables electronic workflow between OCA and agencies that used to take place in an ad hoc fashion of emails, telephone calls, and meetings. The system ensures that OCA and agencies have a common set of continuously updated information to guide their interactions and achievement of performance goals and enables faster communication, stronger accountability, and more rapid responses to the needs of District residents and government agencies. In February 2010, a public version of the TrackDC website was introduced. The public version of the website allows users to track the performance of individual agencies, learn more about agencies' key performance

indicators, review agency budgets and spending, access other important agency data, and provide feedback to the agency.

- 15 **Question:** Please provide a list of all studies, research papers, and analyses (“studies”) the office prepared, or contracted for, during FY09 and FY10, to date. Please state the status and purpose of each study.

Answer: OCA contracted for one study in FY09. The study focused on reducing the costs associated with the District’s fleet operations while maintaining and improving fleet availability and serviceability. Implementation of the study recommendations is estimated to save the District \$5 million over a five-year period. No studies have been contracted for in FY10 to date.

- 16 **Question:** If applicable, please explain the impact on your office of any legislation passed at the federal level during FY09 or FY10, to date.

Answer: The federal American Recovery and Reinvestment Act (ARRA) has imposed certain costs on OCA, which is responsible for data analysis, coordinating agency reporting, ensuring timely spending, and acting as a liaison to the federal government. ARRA funds are expected to pay for one additional, temporary position at OCA, which will be dedicated to ARRA activities.

- 17 **Question:** Please list all regulations for which the office is responsible for oversight or implementation. Please list by chapter and subject heading, including the date of the most recent revision.

Answer: OCA does not currently implement any regulations.

- 18 **Question:** Please list and describe any ongoing investigations, studies, audits, or reports on your office or any employee of your office, or any investigations, studies, audits, or reports on your office or any employee of your office that were completed during FY09 or FY10, to date.

Answer: I am not aware of any ongoing investigations, studies, audits, or reports on OCA or any employee of OCA, or any investigations, studies, audits, or reports on OCA or any employee of OCA that was completed during FY09 or FY10, to date.

- 19 **Question:** Please identify all electronic databases maintained by your office, including the following:

- A detailed description of the information tracked within each system
- Identification of persons who have access to each system, and whether the public can be granted access to all or part of each system
- The age of the system and any discussion of substantial upgrades that have been made or are planned to the system

Answer: Please see Exhibit 9.

- 20 **Question:** What has the office done in the past year to make the activities of the office more transparent to the public? Please identify ways in which the activities of the office and information retained by the office could be made more transparent.
- In addition, please identify 3 high-value data sets not currently available to the public that the agency will work to provide in the year ahead.

Answer: The Office maintains a number of websites and databases of electronically available information that makes the operations of the District government more transparent to the public. In the past year, the main additional activity that OCA has engaged in to further increase transparency has been the development of a public version of the TrackDC website. The TrackDC website greatly improves public access to high-value government data by centralizing and organizing a wealth of information about each agency. The website includes agency profiles, performance plans, performance reports, budget information, other financial information, customer service data, and key performance indicators. In addition, OCA also released the recovery.DC.gov website last year to help residents understand activities related to the American Recovery and Reinvestment Act here in the District and to provide continuously updated information on the District's ARRA awards and expenditures.

A number of data sets have been brought online already in FY10, including key performance indicators, police complaints data, taxicab complaint and license data, and data related to donations to District agencies. In addition, significant resources were dedicated to maintaining the public accessibility of 311 data after the District's call center software was updated. Although the maintenance of publicly available data is important, most users prefer an easy-to-use interface over raw data; therefore, OCTO has added new data visualizations, and free websites such as Swivel and Many Eyes allow users to create and share a variety of visualizations. During FY10, OCTO will engage in a continued effort to make the currently available data more accessible to the public.

- 21 **Question:** Please identify any statutory or regulatory impediments to your office's operations.

Answer: Current statutory and regulatory provisions do not impose significant impediments on the internal operations of the Office of the City Administrator.

- 22 **Question:** Please identify all recommendations related to your office identified by the Office of the Inspector General or the D.C. Auditor during the previous 3 years. Please note what actions have been taken to address these recommendations.

Answer: I am not aware of any Inspector General or Auditor reports during the previous 3 years that involved the Office of the City Administrator.

23 **Question:** Please provide an assessment of the District' rulemaking efforts over the previous year.

- How many DCMR chapters have been revised?

Answer: During FY09, all of the titles of the District of Columbia Municipal Regulations were updated and published on a new, publicly accessible website at www.dcregs.org. Each chapter is updated through at least April 1, 2009. Before this large-scale effort, many of the titles of the DCMR had not been updated in well over a decade, and some had not been updated in over 20 years. Amendments were tracked in an amendments list that had grown to over 100 pages. (The amendments list, as of October 2, 2009, is available at http://os.dc.gov/os/frames.asp?doc=/os/lib/os/info/odai/dcmr_amendments_current.pdf.) The Office of Documents and Administrative Issuances within the Office of the Secretary worked with an outside contractor and agency personnel throughout 2009 to transform the DCMR from paper format to electronic format. The new electronic system includes a searchable online database that allows the public to easily access all DCMR chapters.

- **Question:** How many chapters have gone more than 10 years without revision?

Answer: Please see the response to the initial sub-part of this question.

- **Question:** More than 20 years?

Answer: Please see the response to the initial sub-part of this question.

- **Question:** How many legally mandated rulemakings have not been issued? Please identify each.

Answer: For 2009-2010, 24 laws requiring Mayoral rulemaking have been identified by the Office of the Attorney General. Of those required rulemaking provisions, five became law after November 30, 2009, and the matters are under initial review and rulemaking formulation by the relevant agencies. Of the remainder, ten have had proposed or final rules issued; eight proposed rulemakings are under active review by relevant agencies. The laws under which those eight rulemakings are to be promulgated are: the Emergency Medical Services Act of 2008, the Lead-Hazard Prevention and Elimination Act of 2008, the NoMA Residential Development Tax Abatement Act of 2009, the Practice of Psychology Amendment Act of 2009, the Practice of Dentistry Amendment Act of 2009, the Practice of Nursing Amendment Act of 2009, the Health Occupations General Revisions Amendment Act of 2009, and the Commercial Curbside Loading Zone Implementation Act of 2009. One delegation (under the Bicycle Safety Enhancement Act of 2008) required no rulemaking to implement.

- **Question:** How do you monitor agency rulemaking requirements? What information is tracked?

Answer: The Rulemaking Section of the Office of the Attorney General reviews each D.C. Register to determine which new laws include rulemaking provisions. After identifying these rulemaking provisions, OAG tracks the delegations of rulemaking authority and the issuance of proposed and final rules.

Questions 24-26 relate to the office's FY09 Performance Accountability Report.

24 **Question:** Initiative 2.1: Direct and oversee negotiations for the District's labor relations program. The FY09 PAR notes that this initiative could not be achieved due to procedures and requirements established by law.

- Please cite which procedures and requirements established by law prevented the office from achieving this initiative.

Answer: This performance measure anticipated the completion of negotiations of successor collective bargaining agreements between: (1) the International Association of Fire Fighters (IAFF) and the Fire and Emergency Medical Services Department (FEMS); and (2) the Fraternal Order of Police (FOP) and the Metropolitan Police Department (MPD).

With respect to the agreement between MPD and FOP, negotiations began in early 2008, and the District presented its proposal in early April 2008. On May 30, 2008, the FOP filed an unfair labor practice claim alleging that MPD's proposals were presumptively in bad faith. In June 2008, the FOP released a newsletter outlining substantive provisions of the MPD proposal and caused the substance of MPD's proposals to be reported by several news outlets. The District's position is that releasing MPD's proposal to the public violated D.C. Official Code §§ 1-617.12 and 1-617.17(h), which provide that "compensation negotiations shall be considered confidential among the parties" and that "all information concerning negotiations shall be considered confidential until impasse resolution proceedings have been concluded or upon settlement." (The disclosures also violated a similar provision in the negotiating ground rules between the parties.) In light of FOP's conduct, the OLRCB, on behalf of MPD, filed a motion for a temporary restraining order to prevent the FOP from further releasing the substance of MPD's proposal. Numerous cross-motions and other pleadings have been filed, and the parties continue to await a decision. Negotiations are currently at a stand-still, as the FOP has refused to resume negotiations while the unfair labor practice allegation remains pending. Management offered to resume negotiations and the hearing officer encouraged the parties to do so; the union, however, declined.

The negotiations between IAFF and FEMS have not been completed because the parties reached a negotiating impasse and mediation was not successful; the parties are beginning the arbitration process this month. This overall series of negotiating

steps is required by D.C. Official Code § 1-617.17(B)(3), which provides: “If the parties reach an impasse on any issues in negotiations before the declared automatic impasse date, any party shall promptly notify the Executive Director of the Public Employee Relations Board in writing. The Executive Director shall assist in the resolution of this impasse by selecting an impartial person experienced in public sector disputes to serve as the mediator. If the mediator does not resolve the impasse within 30 days, or any shorter period designated by the mediator, or before the automatic impasse date, the Executive Director, upon request of any party, shall appoint an impartial Board of Arbitration to investigate the labor-management issues involved in the dispute, conduct whatever hearing it deems necessary, and issue a written award to the parties...”

- **Question:** Please provide an update on all ongoing negotiations. If compensation analysis has been prepared for these negotiations, please provide that analysis.

Answer: Please see Exhibit 10 for the status of ongoing collective bargaining agreement negotiations. Compensation analyses have been prepared for several negotiations; however, given the sensitive nature of this information, particularly with respect to ongoing negotiations, we request that this information be discussed during an in-person meeting.

- **Question:** What lessons have been learned from non-completed negotiations that occurred in FY09?

Answer: Non-completed negotiations were impacted by a lack of quorum at the Public Employee Relations Board during a significant portion of calendar years 2008 and 2009; the lack of a quorum resulted in delays in scheduling cases and issuing decisions. In addition, the Administration has engaged in proactive efforts to protect the public treasury and management rights during the negotiating process. The reaction to the Administration’s efforts have included the institution of litigation, and the result of the litigation has been an extended negotiating period. The Administration has engaged in a sound negotiating process and believes that the ultimate result of the labor-management negotiations will be the provision of more effective and efficient services to District residents.

- **Question:** What new approaches will be used in FY10 to achieve better results?

Answer: In March 2009, the OLRCB Director began quarterly meetings with all labor leaders. These meetings are intended to provide an opportunity to exchange information, listen to concerns, and mutually resolve issues, including partnering on initiatives when and where possible. Through this process, an informal grievance resolution process was implemented and the parties have agreed to develop a joint training program for the benefit of managers, supervisors, and rank and file employees whose working relationships are covered by the collective bargaining agreements.

The Compensation and Classification Reform process is also expected to improve the overall negotiation process by improving the accessibility of information that is helpful in that process.

- **Question:** Please describe the problems that have been identified with respect to the District's workforce.

Answer: In order to assist in the development of the District workforce, the performance evaluation process has been refocused; it now better highlights areas where an employee is in need of improvement and should help lead to the further development of an employee's workforce skills. In addition, we are working to ensure that if an employee does not perform as expected, appropriate corrective measures are implemented to help the employee raise the level of his or her performance. Furthermore, the District continues to operate a workforce development program and is in the process of linking that program more strategically to performance evaluations.

25 Initiative 2.2: Engage in a comprehensive review of current bargaining unit certifications to ensure that certification reflect the current organizational structure of the District government. Having not been achieved in FY09, this initiative is repeated in the FY10 performance plan.

- **Question:** Please provide an update on the steps taken to achieve this goal.

Answer: There are six cases pending before the Public Employee Relations Board (PERB) to clarify or modify certifications issued to the American Federation of Government Employees (AFGE), the District of Columbia Nurses Association, and the Doctors Council of the District of Columbia. Hearings resulting in the resolution of the certification issues for the District of Columbia Nurses' Association were held in FY 2009. Hearings to resolve the certifications issued to various AFGE locals were held on September 1, 2009, November 10, 2009, and January 26, 2010. Additional hearings are scheduled for March 2 and 3, 2010. To date, the PERB has not scheduled hearings relating to the certification issued to the Doctors Council.

On January 28, 2010, OLRCB met with the leadership of the American Federation of State, County, and Municipal Employees (AFSCME) to begin reviewing all certifications issued to AFSCME locals. Additional sessions are scheduled for February and the parties anticipate submitting a joint petition to the PERB by April 2010.

- **Question:** Please describe the steps necessary to determine the current organizational structure.

Answer: By law, management is vested with the sole right to organize each agency. D.C. Official Code § 1-617.08(a)(5)(A) provides in pertinent part that “[t]he respective personnel authorities (management) shall retain the sole right, in accordance with applicable laws and rules and regulations: ... [t]o determine... [t]he mission of the agency, its budget, [and] its organization ...” As a result, every agency Director is vested with the authority to implement an organizational structure that maximizes efficiency of operations and furthers the mission of the agency.

- **Question:** Please describe how organizational structure is currently tracked.

Answer: In the past, agencies were responsible for providing notice to OLRCB and each union whenever the agency implemented a realignment or reorganization, but such notice was not always provided in a timely manner. To address this issue, OLRCB in FY10 implemented new procedures that require each agency labor liaison to notify OLRCB whenever there is a change in the terms and conditions of employment of bargaining unit employees. This change in procedure will allow OLRCB to: (1) determine the impact of the change on the collective bargaining program; (2) assess and address obligations under the applicable collective bargaining agreement; and (3) determine whether bargaining unit certifications should be modified. In addition, under the new procedure OLRCB, rather than the agency, is responsible for providing notice to the union regarding any change to the terms and conditions of employment of bargaining unit employees.

- 26 **Question:** Objective 3: Though creating a safe and quality work environment is one of the office’s three main objectives, only one initiative was developed for FY09 (this initiative was not achieved) and no initiatives were developed for FY10. Further, as noted below, the Key Performance Indicators suggest that the office has not dedicated sufficient resources to achieving this goal. Please describe the specific steps that will be taken to address workforce safety issues in the year ahead.

Answer: The Office of Risk Management (ORM) continues to deliver a District-wide public occupational safety and health awareness program. ORM has begun an initiative to train all District of Columbia employees in occupational safety and health, and it holds monthly instructor-led training of agency staff. In addition, in FY09 ORM partnered with the DCHR to deliver this safety and health training online. ORM also partnered with the University of Maryland, Maryland Fire and Rescue Institute (MFRI) to deliver trench construction and safety awareness training to relevant members of the District workforce.

In FY10, ORM will collaborate and partner with District agencies such as the Department of Corrections, Department of Public Works, and the District Department

of Transportation to conduct “train-the-trainer” courses with the agencies’ instructors to assist with the expansion of the OSHA training. ORM will continue to offer trench construction and safety awareness training through the partnership with MFRI and while continue the provision of online safety and health training.

- Key Performance Indicator 3.1: Percentage reduction in the number of occupational injuries. No information was reported for this initiative.

- **Question:** Please explain why no information was reported.

Answer: Occupational injury information is as follows: FY07, 1321; FY08, 1323; FY09, 1339. The FY08 to FY09 change was +1%. The percentage change information is now posted as part of the OCA performance accountability report.

- **Question:** What steps have been taken by your office to reduce occupational injuries?

Answer: Please see the response to the first subpart of this question, regarding steps that have been and will be taken to address workforce safety issues.

- Key Performance Indicator 3.3: Average cost per injury. The average cost per injury rose from \$10,665 in FY08 to \$10,695 in FY09.

- **Question:** Please explain this increase.

Answer: The increase between FY08 and FY09 of the average cost per injury was 0.28%, which is within a reasonable annual fluctuation, particularly taking into account inflationary pressure on medical costs.

- **Question:** What steps were taken to reduce the average cost per injury? What plans exist to reduce this cost in FY10?

Answer: ORM initiated a “Return To Work” program as a cost savings and containment strategy. Under the program, staff returns to modified duty at their regular salary or in a temporary partial status. ORM expects to continue this program in FY10.

- 27 **Question:** Initiative 1.4 from the office’s FY08 Performance Plan focused on core supply-line services such as human resources and contracting. The FY09 Plan contains no similar initiative. Has OCA reduced its focused on these core services? If so, please explain.

Answer: The Office of the City Administrator continues to focus on improving the operations of core intra-governmental services, including human resources and contracting. One of the major initiatives of the Department of Human Resources (DCHR) is the classification and compensation reform initiative. The goal of this project is to replace the District's current job classification and compensation system with a completely new, modern, automated system that supports the District's strategic goal of recruiting and retaining talent. The new classification and compensation system will be easier and more flexible to administer; better reflect the work performed by District employees; eliminate confusion and inefficiency that exists due to the current, outdated system; and help ensure that District compensation is competitive, equitable, and fiscally sound. In addition, OCA has worked closely with DCHR to identify key human resources issues that are of concern to agencies and employees, in part by developing a comprehensive customer survey and convening a focus group with human resource representatives from multiple agencies. OCA and DCHR have established a working group to identify potential solutions and implement improvements. In addition, OCA is working with DCHR to achieve the human resource goals set forth in response to the final sub-part of this question.

With respect to the Office of Contracting and Procurement (OCP), OCA worked with OCP to introduce legislation to update and modernize the District's procurement practices statute. This comprehensive legislation will help improve the level of services OCP is able to provide to agencies and, ultimately, will improve the timeliness of services to District residents. In addition, OCA worked with OCP on procurement-specific aspects of the implementation of the American Recovery and Reinvestment Act (ARRA); in particular, OCA worked with OCP to build the processes, tools, and policies required to successfully implement the reporting and speed of spending requirements of ARRA. Further improvements OCA and OCP are working on in this area are described in the response to the final sub-part of this question.

- **Question:** With respect to human resources and contracting, very few of the steps identified by the office as part of last year's performance oversight hearing have been achieved. Please explain.

Answer: The human resources and contracting actions identified as part of last year's performance oversight hearing have been largely achieved. A description of the progress on these actions is set forth below:

Contracting Action Items

Action Item #1: Introduce omnibus reform of procurement code and rules.

Progress: The Procurement Reform Act of 2010, an omnibus bill overhauling the District's procurement laws, was transmitted to the Council on February 2, 2010. Updated procurement rules will be promulgated based on the final version of the legislation approved by the Council.

Action Item #2: Increase the number of agencies with delegated contracting authority, including rolling out certification program.

Progress: In April 2008, OCP promulgated a new policy allowing agencies to apply for delegated contracting authority up to \$25,000. Providing delegated authority at this level frees OCP staff from a significant number of simple procurements and allows them to focus on the more complex and mission-driven procurements. To receive delegated authority, agencies nominate an individual to serve as an Agency Contracting Officer. This individual, either based on existing expertise or rigorous training, is then certified by the Chief Procurement Officer to serve on the CPO's behalf as an Agency Contracting Officer (ACO). Agencies with a significant number of unique purchases (that is, items that would not necessarily fall under an existing term contract) under \$25,000 were targeted for the program. Two ACOs were delegated authority in FY08. In late FY09, representatives from seven agencies participated in an eight-week pilot ACO certification training program that included classroom and on-the-job training, and those representatives have been certified as ACOs. The next cohort of ACOs will be invited to participate in the certification training program in May 2010. In addition to the nine ACOs, contracting authority was delegated to individuals in the Department of Real Estate Services, District Department of Transportation, and Office of the Chief Technology Officer, based on their specialized contracting needs.

Action Item #3: Promote procurement transparency by maximizing the amount of procurement data available to the public.

Progress: OCP posts all solicitations and contract award information for contracts over \$100,000 on its website. In addition, in FY09 OCP began publishing data from all purchase orders and purchase card transactions through the District's data catalog at data.octo.dc.gov. According to a recent survey by a professor at Ohio State University, the level of procurement data OCP provides far exceeds contracting and procurement counterparts in other jurisdictions.

Action Item #4: Re-engineer sourcing and contract management processes, including the implementation of the remaining two PASS modules (Sourcing and Contract Compliance).

Progress: The contract for the module implementation was awarded in December 2009 and the implementation kickoff began January 2010. We expect implementation to be completed in the third quarter of FY10. A six sigma business process redesign of OCP's invitation for bid process is also taking place.

Action Item #5: Award a term contract for office supplies, including as many environmentally preferred products as possible.

Progress: The solicitation for this contract is in final form and currently undergoing review by the Office of the Attorney General. A number of environmentally preferred products are included in the core product list.

Human Resources Action Items

Action Item #1: Implement a paperless job application process.

Progress: In FY09, DCHR began utilizing more of the functionality of e-Recruit. This additional functionality allows DCHR and designated agency personnel to review applications as they are submitted in PeopleSoft without having to print the information. Currently, all job postings accept electronic applications. Additionally, e-Recruit allows applicants to be screened by DCHR and hiring managers within the PeopleSoft system. Using the additional features has greatly reduced the traffic of paper forms and applicant information. DCHR estimates that the electronic process has decreased recruitment time by 20%.

Action Item #2: Implementation of a new job classification system.

Progress: In 2009, DCHR secured a vendor to assist with the Classification and Compensation Reform project. The classification reform portion of the project began in September 2009 and the compensation reform portion began in December 2009. To date, project activities have included the following: meetings with all stakeholders, including labor and management leadership; weekly meetings with the Labor-Management Task Force; dissemination of a job analysis questionnaire to all study employees; focus groups meeting for large occupations; job analysis tool and job specification format determinations; discussions on the compensation survey and comparables; a preliminary list of job families and new classifications as a result of the job analysis; and meetings with OCTO related to programming the new system into PeopleSoft. It is anticipated that the project will be completed by the end of FY10, and implementation of the project will begin at that point and be completed in FY11.

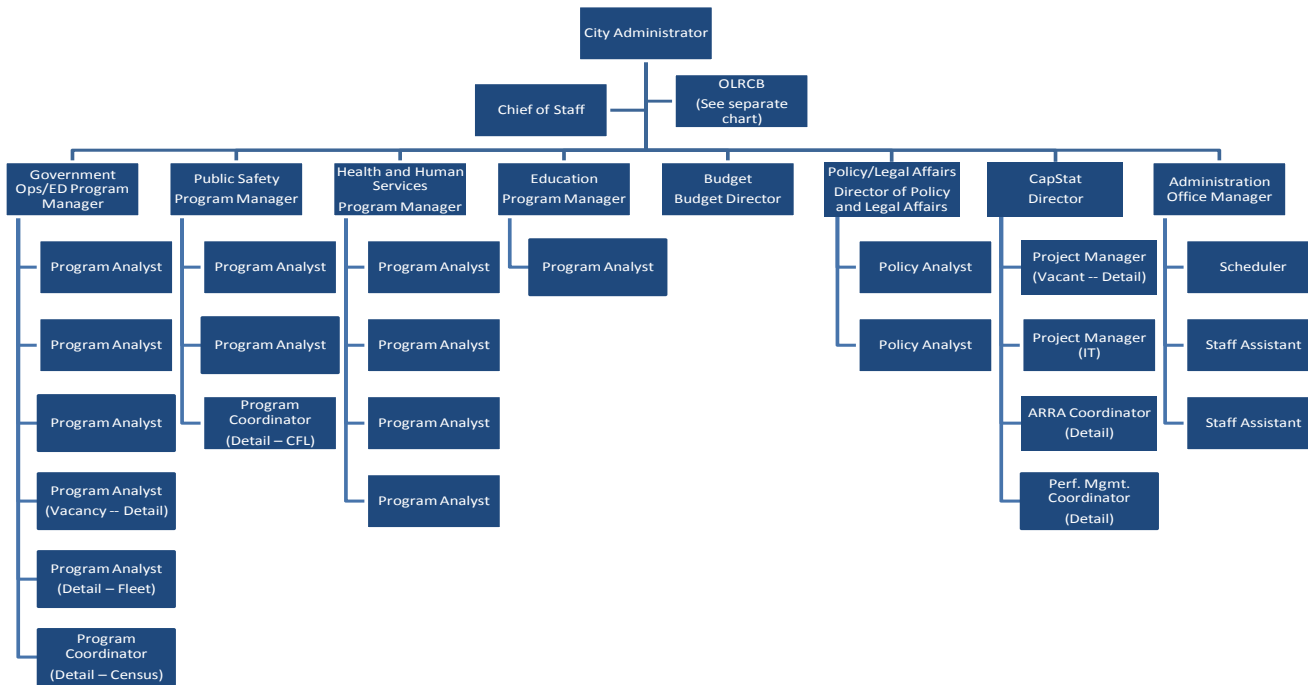
- **Question:** In addition, please identify what steps your office plans to take in the year ahead to support those agencies working to improve these core services.

Answer: The Office of the City Administrator will continue to work with OCP and DCHR in FY10 to improve the services these agencies provide. OCA will continue to work with OCP on the classification and compensation reform project and the human resources working group, both of which are described in our responses above. In addition to those activities, DCHR, in partnership with OCTO, expects to implement an upgrade to PeopleSoft to streamline several human resources processes including the online application system. DCHR is also working with OCTO to enable employees to access and change benefits and other personal information from home through an employee self-service portal. DCHR will also provide additional eRecruit training to human resources providers; previous training has resulted in more agencies processing vacancies through eRecruit, greater uniformity in information contained in vacancy announcements, and an improved ability to keep applicants informed of the final disposition of vacancies. DCHR will also continue its implementation of the automated priority placement process in PeopleSoft; to date, 17 displaced employees have been placed in new employment positions through this process.

In addition, a number of OCP initiatives are expected to begin or continue in FY10. For example, OCP plans to establish several new term contracts in FY10; the new term contract product categories are expected to include medical supplies, cleaning supplies, office supplies, and industrial supplies. In addition, OCP intends to expand the agency contracting officer program, further reducing the number of small purchase requisitions that need to be processed within OCP. The next certification program is scheduled to begin in May 2010 and will include approximately eight additional agencies. OCP also expects to update the District's contracting process through the rollout of the sourcing and contract compliance modules in PASS. The new modules will automate a number of processes that currently require manual and paper steps. In addition, a number of comprehensive procedures are planned to be finalized in FY10, including the procurement standard operating procedures, surplus property disposal procedures, and contract administration procedures. OCP is also creating a new file management process. The comprehensive process will include procedures for contract file preparation, file room procedures, closeout of contract files, storage, retention, and contract file checklists. In addition, this initiative will feature a technology integration component.

Exhibit 1

OCA ORGANIZATIONAL CHART



OLRCB ORGANIZATIONAL CHART

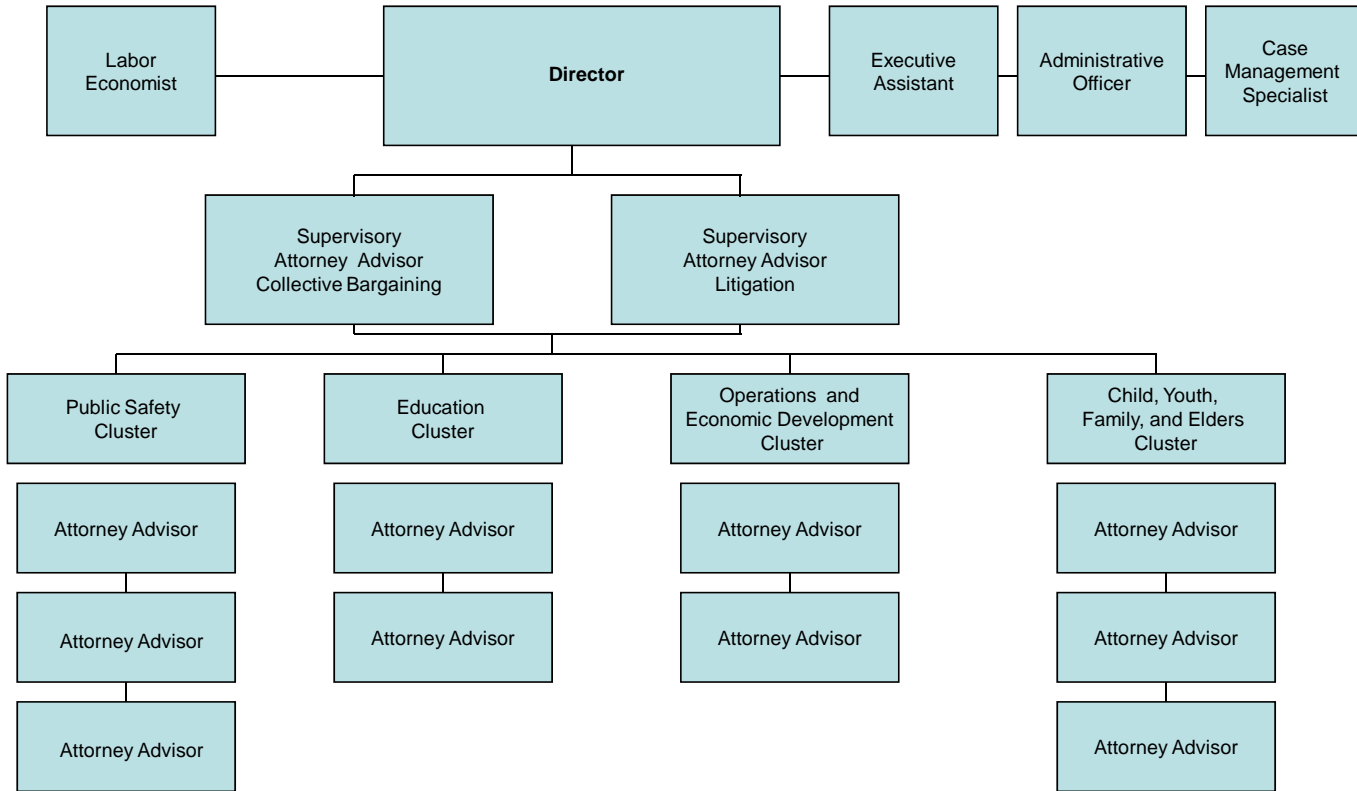


Exhibit 2

OCA DIVISIONS

OCA Organizational Divisions and Responsibilities	
Division/Subdivision	Description of Responsibilities
CapStat Division	The CapStat Division operates a performance-based accountability program that identifies opportunities to make District government run more efficiently while providing a higher quality of service to its residents. The Division focuses on improving performance in high priority issues that cut across agency boundaries. The performance-based accountability process takes several forms, including CapStat Accountability Sessions where the Mayor and City Administrator bring into one room all executives responsible for improving performance on an issue, examine performance data, examine ways to improve government services, and establish follow-up action items. In addition, the CapStat Division is responsible for overseeing performance accountability planning and reporting, which is the annual process through which District agencies publish performance plans and key performance indicators and thereafter measure actual performance against those plans and indicators. The CapStat Division also houses the District-wide coordinator for all activities related to the American Recovery and Reinvestment Act.
Program Analysis Division (Subdivisions: Government Operations and Economic Development/Regulation; Public Safety; Health and Human Services; Education)	The Program Analysis Division is responsible for assisting agencies in budget development and execution; assisting in agency performance management, oversight, and accountability; assisting in the development and execution of multi-agency initiatives and the resolution of inter-agency issues; and for acting as liaisons between the Office of the City Administrator and District agencies. Within the Program Analysis Division, each subdivision (Government Operations and Economic Development/Regulation; Public Safety; Health and Human Services; Education) is responsible for performing these

	responsibilities with respect to specific subsets of agencies.
Budget Division	The Budget Division is responsible for assisting agencies and program analysts in the development and execution of agency budgets; and for providing analysis and advice to the City Administrator on general District budget and finance issues.
Policy and Legal Affairs Division	The Policy and Legal Affairs Division is responsible for legislative and regulatory review and formulation; providing policy guidance to program analysts and agencies; and for providing legal and policy analysis and advice to the City Administrator.
Administration Division	The Administration Division is responsible for the general operations of the Office of the City Administrator, including budget execution, contracting and procurement matters, supplies, scheduling, reception, and correspondence.
Office of Labor Relations and Collective Bargaining	The Office of Labor Relations and Collective Bargaining is responsible for effectively representing the District as the principal management advocate in the administration of a comprehensive labor management program. OLRCB's areas of responsibility include: representing management before the Public Employee Relations Board; representing the Mayor and District departments, offices and agencies in collective bargaining negotiations; developing and presenting cases before third party neutrals in mediation and arbitration proceedings; representing the Mayor on joint labor management committees and work groups; and advising the Mayor and District departments, offices and agencies concerning all aspects of labor relations.

Exhibit 3

EMPLOYEE LISTING

OCA EMPLOYEE LISTING									
Title	Division	Name	Hire Date	Vacancy Status	Grade	Step	Salary	F/P Time	Reg/Temp/Term
Attorney Advisor	OLRCB	Akers, Darnita	11/13/2007	F	12	9	83,545	F	Reg
City Administrator	CA	Albert, Neil	1/2/2007	F	11	0	225,000	F	Reg
Attorney Advisor	OLRCB	Allen Williams, Debra	12/21/1998	F	13	3	83,654	F	Reg
Policy Analyst	Policy and Legal Affairs	Anderson, Jamal	9/24/2008	F	6	0	65,000	F	Reg
Supervisory Attorney Advisor	OLRCB	Aqui, Dean	9/26/1986	F	1	0	117,196	F	Reg
Special Assistant	Budget	Bushlin, Merav	6/11/2007	F	9	0	94,000	F	Reg
Interim Director	OLRCB	Campbell, Natasha	11/18/2002	F	10	0	137,500	F	Reg
Program Manager	Program Analysis (HHS)	Carter, James	5/29/2007	F	9	0	94,000	F	Reg
Program Manager	Program Analysis (PS)	Chen, Yi-Ru	7/15/2002	F	10	0	117,040	F	Reg
Case Management Specialist	OLRCB	Cisse, Louise-Ann Susan	1/2/2007	F	9	4	45,943	F	Term
Program Manager	Program Analysis (GO&EDR)	Fuller, Yohance	6/9/2008	F	9	0	106,000	F	Reg
Chief of Staff	Admin	Hartsock, Ximena	10/1/1999	F	11	0	164,129	F	Term
Project Manager (IT)	CapStat	Heinrich, Philip	12/18/2000	F	16	0	121,084	F	Reg
Program Analyst	Program Analysis (PS)	Hermias, Joshua	1/4/2010	F	6	0	58,710	F	Reg

Program Analyst	Program Analysis (GO&EDR)	Hochberg, Adriana	10/1/2007	F	7	0	82,000	F	Reg
Staff Assistant	Admin	Holt, Wendell	6/16/2003	F	12	4	68,319	F	Reg
Attorney Advisor	OLRCB	Jackson, Dennis	6/23/2008	F	12	6	76,945	F	Reg
Attorney Advisor	OLRCB	Johnson, Repunzelle	8/6/2007	F	13	9	99,344	F	Reg
Administrative Officer	OLRCB	Kaiser Dark, Phyllis	4/9/2001	F	12	7	74,139	F	Reg
Program Analyst	Program Analysis (HHS)	Kelley, Matthew	10/14/2008	F	7	0	83,000	F	Reg
Program Manager	Program Analysis (EDU)	Kiesler, Laura M	8/7/2006	F	9	0	94,000	F	Reg
Program Manager	Policy and Legal Affairs	Kreiswirth, Barry	3/21/2005	F	9	0	96,872	F	Reg
Attorney Advisor	OLRCB	Langford, James	2/27/2003	F	14	7	111,215	F	Reg
Attorney Advisor	OLRCB	Levy, Michael	10/14/2007	F	14	10	120,485	F	Reg
Program Analyst	Program Analysis (HHS)	Lurye, Inessa	9/15/2008	F	6	0	70,000	F	Reg
Staff Assistant	Admin	Maclin, Rashele	2/19/2008	F	9	2	43,263	F	Term
Program Analyst	Program Analysis (PS)	Mauro, Amy	1/2/2007	F	7	0	90,000	F	Reg
Program Analyst	Program Analysis (HHS)	May, Jessica	9/15/2008	F	6	0	73,000	F	Reg
Attorney Advisor	OLRCB	McIntosh, Nina	7/21/2008	F	12	8	81,345	F	Reg
Attorney Advisor	OLRCB	Naylor, Kathryn	12/12/2005	F	14	6	108,125	F	Reg
Supervisor Trial Attorney	OLRCB	O'Neill, Jonathan	7/6/2004	F	1	0	117,196	F	Reg
Labor Economist	OLRCB	Ohikhuare, Idi	7/21/2008	F	13	4	78,934	F	Term

Special Assistant	Admin	Oliver, Nabavi	10/26/2009	F	6	0	70,000	F	Reg
Program Analyst	Program Analysis (GO&EDR)	Parker, Brandy	7/21/2008	F	6	0	70,000	F	Reg
Policy Analyst	Policy and Legal Affairs	Parker, Lindsey	4/13/2009	F	6	0	65,000	F	Reg
Program Analyst	Program Analysis (HHS)	Plischke, Moritz	10/26/2009	F	7	0	75,000	F	Reg
Director	CapStat	Prince, Victor	9/29/2008	F	9	0	119,000	F	Reg
Executive Assistant	OLRCB	Richardson, Denise	7/5/1999	F	12	7	74,139	F	Reg
Administrative Officer	Admin	Warrick, Xzaquoinett	8/6/2007	F	7	0	80,259	F	Reg
Program Analyst	Program Analysis (GO&EDR)	Washington, Tanya	5/17/2004	F	7	0	87,832	F	Reg
Program Analyst	Program Analysis (EDU)	Willemsen, Ann	8/18/2008	F	7	0	80,228	F	Reg
Attorney Advisor	OLRCB	Williams, Christal Mims	10/14/2007	F	13	5	88,884	F	Reg
Project Manager	CapStat	—	—	V	10	0	103,000	F	Reg
Attorney Advisor	OLRCB	—	—	V	13	0	78,424	F	Reg
Program Analyst	Program Analysis (GO&EDR)	—	—	V	13	0	76,996	F	Reg
Executive Assistant	OLRCB	—	—	V	7	0	72,100	F	Reg

Exhibit 4

EMPLOYEE DETAILS

DETAILS TO OCA			
Staff	Start Date	Projected Return Date	Reason For Detail
Jenifer Boss (DCRA)	August 2009	TBD	To coordinate Performance Accountability Reports and Performance Plans for District agencies
Ralph Burns (DPW)	June 2009	TBD	To assist with District-wide fleet issues
Ernest Chrappah (OCTO)	February 2010	March 2010	To assist with FY11 agency budget preparation
Gretchen Greiner-Lott (OPG)	August 2009	TBD	To coordinate District-wide activities related to American Recovery and Reinvestment Act
Marina Havan (OCTO)	January 2007	TBD	To provide technology support for CapStat team
Maurice Henderson (DOES)	October 2009	July 2010	To serve as DC Census coordinator
William Vosburgh (MPD)	December 2009	TBD	To lead development of the Consolidated Forensics Lab

Exhibit 5

FY09/10 OCA BUDGET

OCA BUDGET — FY09 APPROVED, FY09 ACTUAL; FY10 APPROVED; FY10 SPENDING TO DATE; EXPLANATION OF VARIANCES								
Object Category	CSG	Comptroller Source Group Title	APPROVED BUDGET 2009	ACTUAL SPENDING 2009	APPROVED BUDGET 2010	ACTUAL SPENDING 2010 TO DATE	Explanation of Variance between FY 2009 Approved and FY 2009 Actual	Explanation of Variance from FY 2009 to FY 2010
0100 LOCAL								
PERSONNEL SERVICES	0011	REGULAR PAY - CONT FULL TIME	\$4,185,998	\$3,803,553	\$3,898,733	\$986,376	1 vacant FTE was eliminated	3 vacant FTEs were eliminated to close FY10 budget gap
	0012	REGULAR PAY - OTHER	\$140,018	\$410,226	\$306,280	\$114,541	FTEs were transferred from object 11 to object 12	2 FTEs were transferred from object 11 to object 12
	0013	ADDITIONAL GROSS PAY	\$0	\$37,223	\$0	\$29,018	The expenditure represents severance leave payments for employees in FY09.	No anticipated severance payments or contractual bonus payments in FY10
	0014	FRINGE BENEFITS - CURR PERSONNEL	\$681,283	\$771,003	\$699,932	\$173,346	Fringe benefit cost was higher than budgeted in FY09.	3 vacant FTEs were eliminated to close FY10 budget gap
	0015	OVERTIME PAY	\$0	\$464	\$0	\$0	The \$464 overtime charge is an administrative error.	n/a
PERSONNEL SERVICES (TOTAL -- 100)			\$5,007,299	\$5,022,469	\$4,904,944	\$1,303,281		
NON-PERSONNEL SERVICES	0020	SUPPLIES AND MATERIALS	\$16,650	\$0	\$36,613	\$35,000	All purchase card spending was charged to object 0040 in FY09.	Increase in use of purchase card for supplies
	0030	ENERGY, COMM. AND BLDG RENTALS	\$66,088	\$63,773	\$42,909	\$41,938	Electricity, water, and fuel costs were within budget in FY09.	Reduction in fuel/fleet costs.
	0031	TELEPHONE, TELEGRAPH, TELEGRAM, ETC	\$101,540	\$126,233	\$88,655	\$88,655	Prior to disconnecting landlines and scrubbing the agency telephone inventory, OCA costs were higher than budgeted for FY09.	The OCA achieved savings in telecom by eliminating landlines for the program management and CapStat staff who use wireless phones as a primary phones. OCA also worked closely with OCTO to scrub the agency's telephone inventory and decertify inactive lines.
	0032	RENTALS - LAND AND STRUCTURES	\$2,603	\$2,603	\$0	\$0	n/a	The FY 2009 rent budget for OCA represented a storage assessment by the Office of the Secretary. In FY 2010, the Office of the Secretary has budgeted for storage within its agency budget.
	0033	JANITORIAL SERVICES	\$21,228	\$1,968	\$21,052	\$21,052	Variance due to allocation of actual costs by DRES	Janitorial services for 441 4th Street were reduced to achieve cost savings.
	0034	SECURITY SERVICES	\$19,098	\$19,098	\$15,147	\$15,147	Security costs were within budget for FY09.	OPM reduced the cost of providing security services at 441 4th Street using technology and reorganizing security staff.

	0035	OCCUPANCY FIXED COSTS	\$43,119	\$35,558	\$25,625	\$25,625	Occupancy costs were within budget for FY09.	OPM developed an improved methodology for estimating occupancy costs based on actual building needs for elevator repair, pest control, etc., which aligns the budget needed for 441 4th Street with actual needs.
	0040	OTHER SERVICES AND CHARGES	\$586,581	\$413,146	\$307,361	\$162,605	OCA reduced contractual spending in FY09.	Reduction in planned contractual spending to meet FY 2010 target. The FY 2010 budget in agency management object 0040 represents only the OCP, HR, and OCTO assessments.
	0041	CONTRACTUAL SERVICES - OTHER	\$0	\$0	\$0	\$0	n/a	n/a
	0050	SUBSIDIES AND TRANSFERS	\$0	\$0	\$0	\$0	n/a	n/a
	0070	EQUIPMENT & EQUIPMENT RENTAL	\$0	\$0	\$0	\$0	n/a	n/a
NON-PERSONNEL SERVICES (TOTAL -- 0100)			\$856,907	\$662,379	\$537,362	\$390,022		
0450 PRIVATE DONATIONS								
NON-PERSONNEL SERVICES	0040	OTHER SERVICES AND CHARGES	\$100,000	\$21,044	\$0	\$0	About one quarter of a one-time donation was expended. The rest will be expended in FY10.	One-time donation in FY 2009
NON-PERSONNEL SERVICES (TOTAL -- 0450)			\$100,000	\$21,044	\$0	\$0		
0700 INTRADISTRICT FUNDS								
PERSONNEL SERVICES	0012	REGULAR PAY - OTHER	\$34,000	\$0	\$0	\$0	OLRCB anticipated intra-District funding pursuant to an MOU, but did not spend MOU funds on personal services.	MOU not expected in FY10.
	0014	FRINGE BENEFITS - CURR PERSONNEL	\$6,000	\$0	\$0	\$0		
PERSONNEL SERVICES (TOTAL -- 0700)			\$40,000	\$0	\$0	\$0		
NON-PERSONNEL SERVICES	0020	SUPPLIES AND MATERIALS	\$20,000	\$20,000	\$0	\$0	n/a	Intra-District funds were secured in FY09 from an MOU between OPEFM and OLRCB. MOU is not expected to be continued in FY10.
	0040	OTHER SERVICES AND CHARGES	\$28,192	\$28,192	\$0	\$0		
	0041	CONTRACTUAL SERVICES - OTHER	\$0	\$0	\$0	\$0	n/a	n/a
	0070	EQUIPMENT & EQUIPMENT RENTAL	\$0	\$0	\$0	\$0	n/a	n/a
NON-PERSONNEL SERVICES (TOTAL -- 0700)			\$48,192	\$48,192	\$0	\$0		
0700 INTRADISTRICT FUNDS			\$88,192	\$48,192	\$0	\$0		
CITY ADMINISTRATOR (TOTAL -- ALL)			\$6,052,398	\$5,757,082	\$0	\$0		

Exhibit 6

MOUs/INTRA-DISTRICT FUNDING

Transferor Agency	Transferee Agency	Amount of MOU	Description of Services
Office of Public Education Facilities Modernization	OCA/OLRCB	\$48,192	OLRCB provided assistance to OPEFM in negotiating two collective bargaining agreements
Deputy Mayor for Economic Development	OCA	\$40,000	To assist in performance management and agency administration and operations
OCA	Office of Partnerships and Grants	\$110,039	To pay salary of employee detailed from OPGS to OCA.

Exhibit 7

ARRA FUNDING

Agency	Description of Funding	Award Amount	Amount Included in FY09 Budget	Amount Included in FY10 Budget	Amount to be Included in FY11 Budget and Beyond	Notes
CAH	Arts Organizations	\$290,000	\$290,000*	\$290,000	\$0	*FY09 budget authority was not reduced to \$0 expenditure level
CFSA	Adoption, Foster Care		\$2,586,827*	\$2,432,640		*Amount claimed in FY09
DCOA	Meal Programs	\$485,000	\$46,745	\$250,000	\$188,255	
DCPS	Head Start	\$30,624	\$30,624	\$0	\$0	
DDOE	Energy, Clean Water, Weatherization, Clean Diesel	\$57,436,782	\$6,480	\$56,374,021	\$1,056,281	
DDOT	Streets, Bridges, Sidewalks, Streetlights	\$123,507,842	\$107,830,451*			*Overall budget authority as of February 8, 2010
DDS	Independent Living, Vocational Rehabilitation	\$2,125,504	\$120,095	\$2,005,409	\$0	
DHCD	Homelessness Prevention/Rapid Re-Housing, Lead Hazard Reduction, Neighborhood Stabilization, Cash in Lieu of Tax Credits, Gap Financing for Tax Credit Projects, Community Development	\$69,968,044	\$0	\$63,253,884	\$6,714,160	
DHCF	Medicaid	*	\$131,916,030	\$149,159,238	\$35,300,000	*Reimbursements – \$178,997,108 as of February 8, 2010
DHS	Community Services Block Grant, Supplemental Nutrition Assistance	\$17,484,500	\$5,996,626	\$11,071,248	\$416,626	
DOES	Workforce Investment, Employment and Employer Services, Unemployment Modernization	\$22,055,268	\$1,117,681	\$15,990,773	\$4,946,814	

DOH	WIC, Healthcare Associated Infections, Immunization	\$1,837,321	\$370,164	\$1,467,157	\$0	
JGA	Local Law Enforcement Assistance	\$11,741,539	\$0	\$3,913,846	\$7,827,693	
MPD	Community Policing (COPS)	\$12,146,556	\$0	\$3,549,650	\$8,596,906	
OAG	Child Support Enforcement	\$1,300,000	\$0	\$1,300,000	\$0	
OCTO	Broadband	\$1,493,286	\$0	\$880,451*	\$612,835	*FY10 budget authority is expected February 26, 2010
OPGS	Strengthening Communities	\$250,000	\$0	\$150,000	\$100,000	
OSSE	State Fiscal Stabilization Funds, Child Care, Technology, Title 1 Part A, IDEA Parts B & C	\$128,888,831	\$275,627	\$128,613,204	\$0	*FY10 budgeted amount is the amount of budget authority requested by OSSE as of February 8, 2010
OVS	Victims of Crime, STOP (Violence Against Women)	\$1,345,053	\$72,770	\$1,345,053	\$0	
ServeDC	AmeriCorps	\$282,772	\$269,297*	\$210,873**		*FY09 budget authority was not reduced to expenditure level of \$95,686 **FY10 budget is the amount of budget authority requested by ServeDC as of February 8, 2010
UCF	Unemployment Benefits	*	\$24,752,245	\$0**		*Reimbursements – \$35,317,861 as of February 16, 2010 **Seeking to establish \$33.7M for FY10 budget
Reimbursements						
CAH	Arts Organizations	\$290,000	\$0	\$0		
CFSA	Adoption, Foster Care		\$2,586,827*	\$0		*Amount claimed in FY09
DCOA	Meal Programs	\$485,000	\$69,055*	\$46,745		*\$22,310 in revenue draw down in FY09 has been offset by FY10 expenditures

DCPS	Head Start	\$30,624	\$0	\$0		
DDOE	Energy, Clean Water, Weatherization, Clean Diesel	\$57,436,782	\$6,480	\$295,004		
DDOT	Streets, Bridges, Sidewalks, Streetlights	\$123,507,842	\$9,805,961*			*Overall reimbursements as of February 8, 2010
DDS	Independent Living, Vocational Rehabilitation	\$2,125,504	\$120,095	\$0		
DHCD	Homelessness Prevention/Rapid Re-Housing, Lead Hazard Reduction, Neighborhood Stabilization, Cash in Lieu of Tax Credits, Gap Financing for Tax Credit Projects, Community Development	\$69,968,044	\$0	\$0		
DHCF	Medicaid	*	\$130,948,498	\$48,048,610		
DHS	Community Services Block Grant, Supplemental Nutrition Assistance	\$17,484,500	\$5,996,626	\$2,745,502		
DOES	Workforce Investment, Employment and Employer Services, Unemployment Modernization	\$22,055,268	\$12,289,459	\$0		
DOH	WIC, Healthcare Associated Infections, Immunization	\$1,837,321	\$370,164	\$0		
JGA	Local Law Enforcement Assistance	\$11,741,539	\$0	\$0		
MPD	Community Policing (COPS)	\$12,146,556	\$0	\$623,940		
OAG	Child Support Enforcement	\$1,300,000	\$0	\$0		
OCTO	Broadband	\$1,493,286	\$0	\$0		
OPGS	Strengthening Communities	\$250,000	\$0	\$0		
OSSE	State Fiscal Stabilization Funds, Child Care, Technology, Title 1 Part A, IDEA Parts B & C	\$128,888,831	\$275,627	\$0		
OVS	Victims of Crime, STOP (Violence Against Women)	\$1,345,053	\$73,654	\$160,858		
ServeDC	AmeriCorps	\$282,772	\$95,686	\$23,787		
UCF	Unemployment Benefits	*	\$23,394,471	\$11,923,390		
Independent Agencies						
DCHA		\$61,426,483	\$27,019,862* (formula) \$34,406,621**			*As of March 8, 2009 - to be fully obligated in one year and fully expended in three years

			(competitive)			**COMPETITIVE: To obligate \$20,643,973 in FY10 and fully spend in FY11; to obligate \$13,762,648 in FY11 and fully spend in FY12
DCWASA		\$24,360,442	\$3,543,837	\$20,816,605		

Exhibit 8

OCA CONTRACTS

Supplier Name	Fund Name	Fiscal Year	Service Date	Purchase Method	Name of Contract Monitor	Results of Any Contract Monitoring	Invoice Line Item Description	Amount
BANK OF AMERICA NA USA	0100 - LOCAL	FY09	01/09/09	Small Purchase	n/a	n/a	OCA travel card encumbrance.	2,645.56
BANK OF AMERICA NA USA	0100 - LOCAL	FY09	06/24/09	Small Purchase	n/a	n/a	OCA travel card funding.	859.50
CANON BUSINESS SOLUTIONS, INC	0100 - LOCAL	FY09	01/31/09	Small Purchase	n/a	n/a	Maintenance on OLRCB copy machine	57.33
CANON BUSINESS SOLUTIONS, INC	0100 - LOCAL	FY09	01/31/09	Small Purchase	n/a	n/a	Maintenance on OLRCB copy machine	272.93
COMMUNITY BRIDGE	0100 - LOCAL	FY09	01/31/09	Small Purchase	n/a	n/a	Plant maintenance services (discontinued).	683.84
COMMUNITY BRIDGE	0100 - LOCAL	FY09	07/13/09	Small Purchase	n/a	n/a	Plant maintenance services (discontinued).	1,320.00
COMPUTER WORLD SERVICES CORP	0100 - LOCAL	FY09	12/18/08	Small Purchase	n/a	n/a	Computer equipment	5,771.42
METROPOLITAN OFFICE PRODUCTS	0100 - LOCAL	FY09	11/19/08	Small Purchase	n/a	n/a	OLRCB office furniture.	4,922.91
NATIONAL LEAGUE OF CITIES INC	0100 - LOCAL	FY10	10/14/09	Small Purchase	n/a	n/a	National League of Cities annual membership dues	23,631.00
PATTON BOGGS LLP	0100 - LOCAL	FY09	12/12/08	RFP Task Order	Karen Bates	No monitoring issues.	Advocacy services (period of performance through end of FY09)	10,073.30
PUBLIC FINANCIAL MANAGEMENT IN	0100 - LOCAL	FY09	12/30/08	RFP	Ralph Burns	No monitoring issues.	Review of District-wide fleet program	168,975.00
REED ELSEVIER INCORPORATED	0100 - LOCAL	FY09	12/03/08	Small Purchase	n/a	n/a	Lexis Nexis--for OLRCB (12 users)	1470.00
SPL INTEGRATED SOLUTIONS	0100 - LOCAL	FY09	10/24/08	Sole Source	n/a	n/a	OLRCB audio-visual equipment for training and conferencing.	34237.43

TABLEAU SOFTWARE, INC.	0100 - LOCAL	FY09	01/24/09	Sole Source	n/a	n/a	Tableau Professional Maintenance	24,480.00
UNITED GENERAL CONTRACTOR	0100 - LOCAL	FY09	11/24/08	Small Purchase	n/a	n/a	OLRCB renovation of office space	14,500.00
US BANK GOVERNMENT SERVICES	0100 - LOCAL	FY09	multiple	Small Purchase	n/a	n/a	OCA purchase card encumbrance.	5115.65
US BANK GOVERNMENT SERVICES	0100 - LOCAL	FY09	multiple	Small Purchase	n/a	n/a	OLRCB purchase card encumbrance.	9853.39
US BANK GOVERNMENT SERVICES	0100 - LOCAL	FY09	multiple	Small Purchase	n/a	n/a	OLRCB purchase card encumbrance.	4932.50
US BANK GOVERNMENT SERVICES	0100 - LOCAL	FY09	multiple	Small Purchase	n/a	n/a	OLRCB purchase card encumbrance.	9397.58

Exhibit 9

OCA DATABASES

OCA ELECTRONIC DATABASES					
Application	Information Description	Users with Access	Age	Planned Upgrades	Public Access
KPI Tracker	Agency performance plan data entry and tracking system	Agency performance management staff, OCA analysts	2 yrs	No need to upgrade. May migrate to a different platform to enable real-time updates to Public TrackDC	Data from this system are published in the PAR documents posted on DC.Gov and are accessible as part of Track.DC.gov.
CapStat Tracker	A compendium of performance plan initiatives and action items/follow-ups from CapStat sessions.	OCA and all agencies' directors and executive staff	2.5 yrs	No plans to upgrade this application	Status of initiatives are published as part of PARs on annual basis.
TrackDC	A collection of operational, performance plan and news about the agency on the web. The applications provides easy access to agencies for updating the status of their initiatives and other critical activities in their organization.	OCA and all agencies' directors, and staff identified by directors. Limited subset of staff have access to all data.	4 mos	The only planned modification includes adding results of agencies responsiveness to correspondence (IQ system) and quality of services provided determined through the OUC Call Back program.	A more intuitive version of information is published to the public via Track.DC.gov.
Reporting.DC.Gov	A tool used by agencies to submit the reporting required by Section 1512 of the American Recovery and Reinvestment Act (ARRA). Tool centers on data fields required by ARRA and also	OCA and all agencies' directors, and staff identified by directors, who generally have access to a limited subset of data. Limited number of staff have	5 mos	Will upgrade if federal government upgrades the requirements.	The main information in this table is published to the federal government, who publishes it at Recovery.gov

	includes some workflow features to help OCA perform quality assurance.	access to all data.			
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Exhibit 10

STATUS OF COLLECTIVE BARGAINING AGREEMENTS

Collective Bargaining Agreement	Status
Compensation Units 1 and 2	At the beginning stages of negotiations.
District of Columbia and the Fraternal Order of Police MPD Labor Committee	First negotiation session held April 2, 2008. Currently at a standstill due to unfair labor practice charge related to violation of prohibition on the confidentiality.
Compensation Unit 4: Fire and Emergency Medical Services and International Association of Fire Fighters, Local 36	Interest arbitration scheduled to begin on February 8, 2010.
Compensation Unit 13 – District of Columbia Nurses Association and Department of Health and Department of Human Services (Compensation and Working Conditions agreements)	Negotiations at impasse. Statutorily mandated mediation to be scheduled by the Public Employee Relations Board.
Compensation Unit 19 – Doctors Council and Department of Health and Department of Human Services (Compensation and Working Conditions agreements)	Actively negotiating.
Compensation Unit 33 (Compensation and Working Conditions) Office of the Attorney General	Actively negotiating.
Department of Mental Health and The District of Columbia Nurses Association	Negotiations at impasse. Statutorily mandated mediation to be scheduled by the Public Employee Relations Board.
Department of Mental Health and Doctors Council of the District of Columbia	Actively negotiating
American Federation of State, County and Municipal Employers, Local 2095 and American Federation of Government Employees Local 393 and Department of Mental Health	Negotiating simultaneously with Compensation Units 1 and 2.
Department of Mental Health and Washington Area Metal Trades and Washington Area Metal Trades Council, AFL-CIO Local 64, National Conference of Firemen and Oilers, Service Employees International Union, and Local 572, Public Service Employees Union, Affiliated with the Labors International Union of North America	Negotiating simultaneously with Compensation Units 1 and 2.
Department of Mental Health and Committee of Interns and Residents/Service Employees International Union, CTW, CLC (CIR/SEIU)	Actively negotiating.
Department of Mental Health and Service Employees International Union, District 1199 E-DC	Negotiating simultaneously with Compensation Units 1 and 2.

Psychologist Union of the D.C. Department of Mental Health, Local 3758, 1199, National Union of Hospital and Health Care Employees, American Federation of State, County and Municipal Employees, AFL-CIO and the District of Columbia Department of Mental Health	Negotiating simultaneously with Compensation Units 1 and 2.
District of Columbia Public Schools, AFSCME Local 2921	Negotiations at impasse. Mediation held in January 2010. Waiting for Public Employee Relations Board to schedule arbitration.
District of Columbia Public Schools, AFSCME Local 2401	Negotiations at impasse. Mediation held in January 2010. Waiting for Public Employee Relations Board to schedule arbitration.
Office of the State Superintendent for Education, Teamsters Local 639 (Transportation Division)	Contract extended as a result of transition of the court-appointed administrator. Negotiations to begin in February.
Office of the State Superintendent for Education and AFSCME Local 1959	Current contract to expire at the end of FY 2010. As a result of transition of the court-appointed administrator, negotiations will begin in February.
District of Columbia Public Schools, Teamsters, Local 639 and 730 (Wage Grade Employees)	New contract completed.
OPEFM and Teamsters 639/730	Actively negotiating.
OPEFM and AFSCME	Contract extended pursuant to MOU.