

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
Office of Budget and Planning



Gordon M. McDonald
Deputy Chief Financial Officer

FEB 15 2018

The Honorable Phil Mendelson
Chairman
Council of the District of Columbia
John A. Wilson Building
1350 Pennsylvania Avenue, NW, Suite 504
Washington, DC 20004-3001

Dear Chairman Mendelson:

Enclosed are our responses to the questions from your January 19, 2018, letter in preparation for the Office of Budget and Planning's FY 2017 performance oversight hearing scheduled for March 8, 2018.

If you have any questions about this information, please contact me at 202-727-1239.

Sincerely,

A handwritten signature in blue ink that reads "Gordon McDonald".

Gordon M. McDonald
Deputy Chief Financial Officer

January 19, 2018

Gordon McDonald
Deputy Chief Financial Officer Office of
Budget and Planning
1350 Pennsylvania Ave, NW Suite 203
Washington, DC 20004

Dear Mr. McDonald:

The Committee of the Whole has scheduled a performance oversight hearing on the Office of Budget and Planning for Thursday, March 8, 2018 at 10:00 a.m. In an effort to maximize the time your agency has to prepare for this hearing, the Committee is providing the following preliminary questions. Additional questions may be sent at a later date. The Committee will make every effort to provide as much time as possible for you to respond to any additional rounds of questions.

Please submit both a hard copy and an electronic copy of your responses to the questions below no later than close of business Thursday, February 15, 2018. *Please avoid the use of attachments unless specifically requested.* If you need to discuss any of the questions, please contact Randi Powell, Legislative Policy Advisor, at (202) 724-8092.

1. Please provide, as an attachment to your answers, a current organizational chart for your agency with the number of vacant and filled FTEs marked in each box. Include the names of all senior personnel, if applicable. Also include the effective date on the chart.

A1. See Attachment A for OBP's current organization chart.

2. Please provide, as an attachment, a Schedule A for your agency which identifies all employees by title/position, current salary, fringe benefits, and program office as of January 31, 2018. The Schedule A also should indicate all vacant positions in the agency. Please do not include Social Security numbers.

A2. See Attachment B for OBP's Schedule A, as of January 31, 2018.

3. Please list all employees detailed to or from your agency, if any, anytime this fiscal year (up to the date of your answer). 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 the detail began, and the employee's actual or projected date of return.

A3. There are no employees detailed to or from OBP at this time.

4. (a) For fiscal year 2017, please list each employee whose salary was \$125,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and/or bonus pay.
- (b) For fiscal year 2018, please list each employee whose salary is or was \$125,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and/or bonus pay as of the date of your response.

A4. (a) See table below.

OBP Employees with Salaries over \$125,000, FY 2017

Name	Position	Salary	Overtime/ Bonus
McDonald, Gordon	Deputy Chief Financial Officer	\$ 197,819	0
Spaulding, James	Associate Deputy Chief Financial Officer	184,825	0
Stephenson, Leticia	Director, Financial Planning, Analysis, and Management Services	176,296	0
Cannady, Eric	Director, Operating Budget	176,296	0
Clark, David	Director, Capital Budget/CIP	173,173	0
Greenfield, Sherrie	Manager, Capital Budget/CIP	152,789	0
Taing, Sue	Senior Reporting and Systems Analyst	152,789	0
White, Stacy-Ann	Manager, Operating Budget	148,900	0
Okparaocha, Sunday C.	Manager, Operating Budget	141,117	0
Osorio, Carlotta	Senior Financial Systems Analyst	133,480	0
Powell, William	Operating Budget Advisor	133,480	0
Myers, Margaret	Office and Production Manager	133,480	0
Smith, Duane Brian	Senior Cost Analyst	133,480	0
Stroman, Tayloria	Budget Controller	133,480	0
Johnson, Robert	Senior Financial Systems Analyst	130,160	0
Agbebakun, Joshua	Operating Budget Advisor	130,160	0

(b) See table below.

OBP Employees with Salaries over \$125,000, FY 2018

Name	Position	Salary	Overtime/ Bonus
McDonald, Gordon	Deputy Chief Financial Officer	\$ 197,819	0
Spaulding, James	Associate Deputy Chief Financial Officer	184,825	0
Stephenson, Leticia	Director, Financial Planning, Analysis, and Management	176,296	0
Cannady, Eric	Director, Operating Budget	176,296	0
Clark, David	Director, Capital Budget/CIP	173,173	0
Greenfield, Sherrie	Manager, Capital Budget/CIP	156,681	0
Taing, Sue	Senior Reporting and Systems Analyst	152,789	0
White, Stacy-Ann	Manager, Operating Budget	148,900	0
Okparaocha, Sunday C.	Manager, Operating Budget	141,117	0
Osorio, Carlotta	Senior Financial Systems Analyst	133,480	0
Powell, William	Operating Budget Advisor	133,480	0
Myers, Margaret	Office and Production Manager	133,480	0
Smith, Duane Brian	Senior Cost Analyst	133,480	0
Stroman, Tayloria	Budget Controller	133,480	0
Johnson, Robert	Senior Financial Systems Analyst	133,480	0
Agbebakun, Joshua	Operating Budget Advisor	133,480	0
Terry, Samuel	Manager, Financial Planning and Analysis	125,553	0

5. Please list, in descending order, the top 25 overtime earners in your agency for fiscal year 2017. For each, state the employee's name, position or title, salary, and aggregate overtime pay.

A5. No OBP employee earned overtime in FY 2017.

6. For fiscal years 2017 and 2018 (through January 31), please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

A6. The following employees received bonuses in FY 2017. No employee has received bonus/special pay for FY 2018 to date.

Employees	Amount	Reason
Cannady, Eric	\$3,500.00	OCFO Employee Award
Clark, David	\$3,888.90	OCFO Employee Award
Kothari, Bharat	\$500.00	OCFO Employee Award
Stroman, Tayloria	\$500.00	OCFO Employee Award

7. For fiscal years 2017 and 2018 (through January 31), please list each employee separated from the agency with separation pay. State the amount and number of weeks of pay. Also, for each, state the reason for the separation.

A7. There were two employees who separated from the Office of Budget and Planning in fiscal years 2017 and 2018 who each received four weeks of separation pay. Both were separated under the CFO's at-will personnel authority.

8. For fiscal years 2017 and 2018 (through January 31), please state the total number of employees receiving worker's compensation payments.

A8. No OBP employee received worker's compensation for FY 2017 and FY 2018 through January 31, 2018.

9. Please provide the name of each employee who was or is on administrative leave in fiscal years 2017 and 2018 (through January 31). In addition, for each employee identified, please provide: (1) their position; (2) a brief description of the reason they were placed on leave; (3) the dates they were/are on administrative leave; (4) whether the leave was/is paid or unpaid; and (5) their current status (as of January 31, 2018).

A9. No OBP employee was placed on administrative leave in FY 2017 and FY 2018 to date.

10. For fiscal years 2017 and 2018 (through January 31), please list, in chronological order, all intra-District transfers to or from the agency. Give the date, amount, and reason for the transfer.

A10. See table below.

Fiscal Year	OC	Transaction Date	Type of Funds	Reason	Amount
2017	40	10/3/2016	Local - NPS	Purchase Card Advance	46,000
		12/29/2016	Local - NPS	Ronald Reagan - Parking	24,485
2018	20	10/3/2017	Local - NPS	Purchase Card Advance	10,000
	40	10/3/2017	Local - NPS	Purchase Card Advance	32,000
	40	12/29/2017	Local - NPS	Ronald Reagan - Parking	24,780
	20	1/3/2018	Local - NPS	Purchase Card Advance	7,000
	40	1/3/2018	Local - NPS	Purchase Card Advance	7,000
	70	1/3/2018	Local - NPS	Purchase Card Advance	5,000

11. Please list, in chronological order, every reprogramming of funds into or out of the agency for fiscal years 2017 and 2018 (through January 31). Include a "bottom line" that explains the revised final budget for your agency. For each reprogramming, list the reprogramming number (if submitted to the Council for approval), the date, the amount, and the rationale.

A11. See table below.

Approval Month	Approved Budget w/Revisions	Appropriated Fund	Total Reprogramming Amount (OCFO)	Description
Approved FY 2017	\$ 6,364,767			
March	(86,955)	Local	486,955	Reprogramming between divisions within the OCFO to support certain agency operational requirements, such as the replacement of the Queue Management System in the Tax and Revenue Customer Service Center, agency-wide training programs, expert witness testimony in tax cases, the OCFO's continuous improvement program, vehicle replacement, and the current year costs of the risk assessment contract.
November	(63,680)	Local	414,000	This reprogramming supports higher-than-anticipated contract-related costs in the Information Systems program.
November	0	Local	160,400	This reprogramming between activities ensures that personal services budget authority is aligned with expenditures in the Budget Execution and Development program. (Net zero change in OBP)
November	(204,000)	Local	438,000	The reprogramming between divisions within the OCFO aligns the budget with expenditures to cover higher-than-anticipated staffing costs in the Tax Administration, Finance and Treasury, and Integrity and Oversight programs.
Revised Budget	\$ 6,010,132		\$ 1,499,355	

Approved FY 2018 (to date)	\$ 6,214,767			
No changes to date				
Revised Budget	\$ 6,214,767			

12. Please list, in chronological order, every reprogramming within your agency during fiscal year 2018 to date. Include known, anticipated intra-agency reprogrammings. For each, give the date, amount, and rationale.

A12. OBP does not have any approved or anticipated reprogrammings for FY 2018 to date.

13. For fiscal years 2017 and 2018 (through January 31), please identify each special purpose revenue funds maintained by, used by, or available for use by your agency. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the program that generates the funds; (4) the amount of funds generated annually by each source or program; and (5) expenditures of funds, including the purpose of each expenditure. For (4) and (5) provide specific data for fiscal years 2016, 2017, and 2018 (as of January 31) and give starting and ending balances. You may wish to present this information first as a list (for numbers 1-5) and then as separate tables for numbers 4 and 5.

A13. OBP does not have any Special Purpose Revenue funds.

14. Please provide a table showing your agency Council-approved original budget, revised budget (after reprogrammings, etc.) for fiscal years 2016, 2017, and the first quarter of 2018. In addition, please explain the variances between fiscal year appropriations and actual expenditures for fiscal years 2016 and 2017.

A14. See table below.

	FY 2016	FY 2017	FY 2018 through 12/31/17
Original budget	6,191,411	6,364,767	6,214,767
Revised budget	5,721,911	6,010,132	6,214,767
Actual Expenditures	5,715,206	6,006,260	1,418,784
Variance	6,705	3,873	4,795,983

15. Please list all memoranda of understanding (MOU) either entered into by your agency or in effect during fiscal years 2017 and 2018 (through January 31). For each, describe its purpose, indicate the date entered, and provide the actual or anticipated termination date.

A15. OBP does not have any MOUs, other than those governing the purchase card and parking at the Ronald Reagan building as listed in Q10.

16. D.C. Law requires the Mayor and the Chief Financial Officer to submit to the Council, simultaneously with a proposed budget submission, actual copies of all agency budget enhancements requests, including the "Form B" for all District agencies (See D.C. Code § 47- 318.05a). In order to help the Committee understand agency needs, and the cost of those needs for your agency, please provide, as an attachment to your answers, all budget enhancement requests submitted by your agency to the Mayor or Chief Financial Officer as part of the budget process for fiscal years 2016 and 2017.

A16. OBP had no budget enhancements for FY 2016 or FY 2017.

17. Please list all currently open capital projects for your agency as of the date of your response, including those projects that are managed or overseen by another agency or entity. Include a brief description of each, the total estimated cost, expenditures to date, the start and completion dates, and the current status of the project. Also, indicate which projects are experiencing delays and which require additional funding.

A17. OBP is not the owner of any capital projects. There are three OCFO projects that are of interest to us and for which we are a key user. They are identified below.

Project Name	Number	Total Budget Authority	Expenditures	Current Allotment Balance
Modernized Budget Analytics	BF309C	\$ 9.7 M	\$ 0.0	\$ 0.0
<p>Description: This project will provide the District with an improved process for formulating budgets and replaces the present BFA system now in use. The initiative will create an improved business analytics platform providing better and easier analysis of budget and financial information within the different business units and agencies. The project will receive allotments of \$3.5 M in FY 2019, \$3.2 M in FY 2020, and \$3.0 M in FY 2021.</p> <p>Status: This project has not yet started, and we do not anticipate any increase in needed budget.</p>				
Capital Asset Replacement Scheduling System	EQ9ATC	\$ 2.994	\$ 1.902 M	\$ 1.092
<p>Description: This project began in June of 2015. It models all assets, by type and by agency, against their current condition and quantifies future capital repair and maintenance needs to ensure maximization of their useful life and ultimately their replacement. It also provides the value and risk to both current assets and proposed investments in new assets.</p> <p>Status: The basic system will be complete from a capital perspective at the end of this fiscal year. The remaining budget will be used to further enhance the system and the reporting. All planned future expenditures will be system maintenance and operating expenses.</p>				
Property Use Tracking System (PUTS)	PUT14C	\$0.655 M	\$0.571 M	\$0.084 M
<p>Description: The PUTS system, which began in 2015, provides the central tracking mechanism of all requests for change in use, acquisition, and disposition of all District property. The system helps ensure that proposed actions are within compliance of IRS rules on private use activities for those situations where assets have been financed using tax exempt bonds. This project is owned and implemented by DGS, but the OCFO uses the data for reporting on District facility use and related facility tax-exempt bond borrowing to ensure compliance with IRS rules.</p> <p>Status: The basic system is in place and the remaining budget will be used for an enhancement.</p>				

18. Please list all pending lawsuits that name your agency as a party. Please identify which cases on the list are lawsuits that potentially expose the city to significant liability in terms of money and/or change in practices. The Committee is not asking for your judgment as to the city's liability; rather, we are asking about the extent of the claim. For those claims identified, please include an explanation about the issues for each case.

A18. There are no pending lawsuits naming OBP as a party.

19. (a) Please list and describe any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed at any time in fiscal years 2017 or 2018 (through January 31).

(b) Please list and describe any ongoing investigations, audits, or reports of your agency or any employee of your agency.

A19. (a) There are no such reports on OBP or its employees completed in FY 2017 or FY 2018 to date, nor are any ongoing.

(b) The Office of the Inspector General (OIG) is currently conducting an audit of the District's reprogramming process and has asked OBP about its role in the process. OIG has also discussed the process with agency finance staff and the Mayor's office.

20. How many grievances have been filed by employees or labor unions against agency management? Please list each of them by year for fiscal years 2016, 2017, and 2018 (through January 31). Give a brief description of each grievance, and the outcome as of January 31, 2018. Include on the chronological list any earlier grievance that is still pending in any judicial forum.

A20. No grievances have been filed by employees or labor unions against OBP in FY 2017 or FY 2018 to date.

21. (a) Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees.

(b) List and describe each allegation received by the agency in FY 2017 and FY 2018, to date, and the resolution of each as of the date of your answer.

A21. (a) Allegations of sexual harassment or misconduct are quickly and thoroughly investigated. If the investigation finds credible evidence that substantiates the allegation, appropriate disciplinary action is taken against the offender.

(b) There have been no allegations in FY 2017 and FY 2018 to date, in the Office of Budget and Planning.