

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 17 2017

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 25, 2017, letter in preparation for the Office of Budget and Planning's FY 2016 performance oversight hearing scheduled for March 16, 2017.

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 M. McDonald". The signature is fluid and cursive.

Gordon M. McDonald
Deputy Chief Financial Officer

January 25, 2017

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 16, 2017 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 Wednesday, February 15, 2017. 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 organizational 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, 2017. 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, 2017.

3. Please list all employees detailed to or from your agency, if any. 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 projected date of return.

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

- 4a. For fiscal year 2016, please list each employee whose salary was \$110,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and/or bonus pay.

A4(a). See table below.

OBP Employees with Salaries over \$110,000, FY 2016			
Name	Position	Salary	Overtime/ Bonus
McDonald, Gordon	Deputy Chief Financial Officer	\$192,058	0
Spaulding, James	Associate Deputy Chief Financial Officer	\$179,442	0
Stephenson, Leticia	Director, Financial Planning, Analysis, and Management Services	\$171,160	0
Cannady, Eric	Director, Operating Budget	\$168,129	0
Clark, David	Director, Capital Budget/CIP	\$163,615	0
Greenfield, Sherrie	Manager, Capital Budget/CIP	\$148,338	0
Taing, Sue	Senior Reporting and Systems Analyst	\$144,562	0
White, Stacy-Ann	Manager, Operating Budget	\$144,562	0
Okparaocha, Sunday	Manager, Operating Budget	\$137,006	0
Smith, Duane	Senior Cost Analyst	\$129,592	0
Osorio, Carlotta	Senior Financial Systems Analyst	\$129,592	0
Myers, Margaret	Office and Production Manager	\$126,369	0
Powell, William	Operating Budget Advisor	\$126,369	0
Agbebakun, Joshua	Operating Budget Advisor	\$123,146	0
Johnson, Robert	Senior Financial Systems Analyst	\$123,146	0
Stroman, Tayloria	Budget Controller	\$123,146	0
Chukwuma, Ernest	Operating Budget Advisor	\$116,700	0
Myers, Randall	Operating Budget Advisor	\$116,700	0
Pryor, Charles	Financial Medicaid Advisor	\$110,254	0

- 4b. For fiscal year 2017, please list each employee whose salary is or was \$110,000 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(b). See table below.

OBP Employees with Salaries over \$110,000, 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	168,524	0
Greenfield, Sherrie	Manager, Capital Budget/CIP	152,789	0

Name	Position	Salary	Overtime/ Bonus
Taing, Sue	Senior Reporting and Systems Analyst	152,789	0
White, Stacy-Ann	Manager, Operating Budget	148,900	0
Okparaocha, Sunday	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	Senior Cost Analyst	133,480	0
Stroman, Tayloria	Budget Controller	130,160	0
Johnson, Robert	Senior Financial Systems Analyst	130,160	0
Agbebakun, Joshua	Operating Budget Advisor	130,160	0
Chukwuma, Ernest	Operating Budget Advisor	123,521	0
Terry, Samuel	Manager, Financial Planning and Analysis	121,661	0
Myers, Randall	Operating Budget Advisor	120,201	0
Pryor, Charles	Financial Medicaid Advisor	116,881	0
Miller, Darryl	Financial Systems Analyst	112,953	0
Lavasani, Melissa	Senior Operating Budget Analyst	112,953	0
Dawodu, Rasheed	Senior Operating Budget Analyst	112,953	0
Williams, Lakeia	Executive Assistant	112,953	0
Hayward, Lee	Senior Operating Budget Analyst	110,142	0

5. Please list, in descending order, the top 25 overtime earners in your agency for fiscal year 2016. For each, state the employee's name, position or title, salary, and aggregate overtime pay.

A5. One employee earned overtime in FY 2016.

OBP's Overtime Pay - FY 2016

Name	Position	Salary	Overtime Pay
Dumbuya, Haroun	Office Clerk	\$30,341.00	\$31.86

6. For fiscal years 2016 and 2017 (to date), 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. No OBP employee received bonuses or special award pay in FY 2016 or FY 2017 to date

7. For fiscal years 2016 and 2017 (to date), 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. No OBP employee separated from the agency with separation pay in FY 2016 or FY 2017 to date.

8. For fiscal years 2016 and 2017 (to date), please state the total number of employees receiving worker's compensation payments.

A8. No employee received worker's compensation in FY 2016 or FY 2017 to date.

9. Please provide the name of each employee who was or is on administrative leave in fiscal years 2016 and 2017 (to date). 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, 2017).

A9. No OBP employee was placed on administrative leave in FY 2016 and FY 2017 to date.

10. How many grievances have been filed by labor unions against agency management? Please list each of them by year for fiscal years 2014, 2015, 2016, and 2017 (to date). Give a brief description of each grievance, and the outcome as of January 31, 2017.

A10. No grievances were filed against OBP in FY 2014 through FY 2017 to date.

11. For fiscal years 2016 and 2017 (to date), please list, in chronological order, all intra-District transfers to or from the agency.

A11. Intra-District transfers from the agency are listed below.

Fiscal Year	OC	Transaction Date		Type of Funds	Reason	Amount
2016	440	10/5/2015	ID15PC00	Local - NPS	Purchase Card Advance	\$ 40,000
		12/4/2015	ID6AM802	Local - NPS	Ronald Reagan - Parking	23,940
2017	440	10/3/2016	ID17PC01	Local - NPS	Purchase Card Advance	46,000
		12/29/2016	ID17AT01	Local - NPS	Ronald Reagan - Parking	24,485

12. Please list, in chronological order, every reprogramming of funds into and out of the agency for fiscal years 2016 and 2017 (to date). Include a "bottom line" that explains the revised final budget for your agency. For each reprogramming, list the reprogramming number, the date, the amount, and the rationale.

A12. Reprogrammings are listed below.

FY 2016 Local Funds Reprogrammings and Modifications

Reprogramming No.	Approval Month	OCFO Request	OBP Budget and Revisions	Description
FY 2016 Approved Budget:			\$ 6,191,411	
21-0199	July	\$ 1,910,000	\$ (201,000)	Reprogrammed between divisions within the OCFO to support a major upgrade of the Integrated Data Capture System (IDCS) and redesign of work areas in support of strategic improvement planned for the Tax and Revenue Assessment division.

Reprogramming No.	Approval Month	OCFO Request	OBP Budget and Revisions	Description
	November	410,000	(199,000)	Reprogrammed between divisions within the OCFO to support the agency's risk assessment contract, fund accounting support for the University of the District of Columbia, replenish NPS funds in ORA that were used for an upgrade to economic modeling software, and provide funds for office support in the agency management systems.
21-0239	November	871,140	(56,500)	Reprogrammed between divisions within the OCFO to cover fees and payments for certain software licenses and other contract-related costs within the agency, which are higher than anticipated.
	November	99,031	0	Reprogramming between divisions within the OCFO/OBP to cover fees and payments for certain software licenses and other contract-related costs within the agency, which were higher than anticipated.
21-0233	November	655,000	(13,000)	Reprogrammed between divisions within the OCFO to prevent shortfall in personal services because of higher-than-anticipated salary costs related to the implementation of the Modernized Integrated Tax System and the shifting of position costs from non-Local to Local funds.
Revised Budget:			\$ 5,721,911	
2017 (to date)	Approved Budget:		\$ 6,364,767	
	No changes to date			
Revised Budget:			\$ 6,364,767	

13. Please list, in chronological order, every reprogramming within your agency during fiscal year 2017 to date. Also, include known, anticipated intra-agency reprogrammings. For each, give the date, amount, and rationale.

A13. OBP does not have any approved or anticipated reprogrammings for FY 2017.

14. For fiscal years 2016 and 2017 (to date), please identify any 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 2015, 2016, and 2017 (as of January 31, 2017).

A14. OBP does not have any Special Purpose Revenue funds.

15. Please provide a table showing your agency Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program, for fiscal years 2015, 2016, and the first quarter of 2017. In addition, please explain the variances between fiscal year appropriations and actual expenditures for fiscal years 2015 and 2016.

A15. Our FY 2015 and FY 2016 variances (between approved budget and actual expenditures) were primarily the result of salary lapse. Our FY 2015 Schedule A included 4 vacancies. Our FY 2016 Schedule A also included 4 vacancies, one of which was being filled by a WAE

employee. In addition, during FY 2016 we filled a second position with another WAE; thus we had only two vacancies for much of the year.

In FY 2017, we filled one of the two ongoing vacancies with a permanent hire. One of the two WAEs left OBP early this month. Thus, we have two unfilled positions currently. We're seeking approval from HR to hire for these positions, and we anticipate little salary lapse by the end of FY 2017.

See table below.

	FY 2015	FY 2016	FY 2017 through 12/31/16
Original budget	5,790,846	6,191,411	6,364,767
Revised budget	5,364,140	5,721,911	6,364,767
Actual expenditures	5,363,825	5,715,206	1,477,563
Variance	315	6,705	4,887,204

- 16.** Please list all memoranda of understanding (MOU) either entered into by your agency or in effect during fiscal years 2016 and 2017 (to date). For each, describe its purpose, indicate the date entered, and provide the actual or anticipated termination date.

A16. OBP does not have any MOUs, other than those governing the Purchase Card and Parking at the Reagan Building as listed in Q11.

- 17.** 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.

A17. OBP had no budget enhancements for FY 2015 or FY 2016 to date.

- 18.** Please list each grant or sub-grant received by your agency in fiscal years 2016 and 2017 (to date). Include multi-year grants. List the date, amount, purpose of the grant or sub-grant received, and explain how the grant is allocated if it is a multi-year grant.

A18. OBP did not receive any grants or sub-grants for FY 2016 or FY 2017 to date.

- 19.** Please describe every grant your agency is, or is considering, applying for this fiscal year.

A19. OBP is not considering applying for grants or sub-grants.

- 20.** 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.

A20. OBP has some responsibility regarding 2 open capital projects.

Capital Asset Replacement System (CARSS)

Description:

As part of the Fiscal Year 2015 Budget Support Act, the Council included a requirement for the OCFO to develop a Replacement Schedule for Capital Assets and report on it in October of each year. The CFO's Strategic Plan includes an initiative to develop a long-range capital financing plan for the District. In order to accomplish the goals of the BSA and the Strategic Plan, it is critical to first create a centralized database of all District-owned assets and their respective condition, so that a calculation of the costs to maintain or replace those assets can be performed.

Current Status:

Modeling for all current and proposed capital projects (573 projects) was completed last February, and the model was used to help formulate the Mayor's proposed FY 2017 - FY 2022 CIP plan as well as the CFO's Long-Range Capital Financial Plan Report. The project is now being expanded to include all agency assets, not just those with current capital projects. The project is on track to be completed within its current budget.

Capital Asset Replacement System				
Implementing Agency	Total Estimated Costs	Expenditures to Date	Start Date	Estimated Completion Date
OCTO	\$2,400,000	\$992,000	May 2015	October 2017

SOAR Replacement System

Description:

One of the 24 elements in the CFO's Strategic Plan is to "Implement a new enterprise-wide financial reporting, accounting and budgeting system", which includes the replacement of SOAR and our current Budget Formulation Application (BFA). This is an OCFO project, with OBP managing only the portion related to the replacement of the BFA.

Current Status:

The OCFO is fully committed to a successful effort as part of our strategic plan. However, given the magnitude of the effort it will require, and the resources needed. The SOAR and BFA replacement project will begin only after the necessary additional budget (above the current CIP approved amount of \$34.1 M) is provided. We will continue to use the current BFA to develop the annual budget until the new budget module/software is implemented.

SOAR Replacement System				
Implementing Agency	Total Estimated Costs	Expenditures to Date	Start Date	Estimated Completion Date
OCFO	\$112,700,000	\$14,400,000	TBD	TBD

21. 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.

A21. There are no pending lawsuits naming OBP as a party.

22a. 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 2016 or 2017 (to date).

A22(a). There are no such reports on OBP or its employees completed in FY 2016 or FY 2017 to date, nor are any ongoing.

22b. Please list and describe any ongoing investigations, audits, or reports of your agency or any employee of your agency.

A22(b). See response for 22a.

23. Please list, in chronological order, all employee grievances filed against your agency in fiscal years 2016 and 2017 (to date). Include on the chronological list any earlier grievance that is still pending in any judicial forum. For each, give a brief description of the matter as well as the current status. If the entirety of your answer was covered by question no. 10, indicate that here and do not repeat the answer.

A23. See response for 10.

24. In table format, please list the following for fiscal years 2016 and 2017 (through January 31, 2017) regarding the agency's use of SmartPay (credit) cards for agency purchases: (1) individuals (by name and title/position) authorized to use the cards; (2) purchase limits (per person, per day, etc.); and (3) total spent (by person and for the agency).

A24. Purchase Card usage for FY 2016 and FY 2017 (to date) are listed below.

Name	Position	Purchase Limit Per Day	Total Spent in FY 2016	Amount Spent in FY 2017 (to date)
Margaret Myers	Office and Production Manager	\$5,000.00	\$20,993.51	\$8,304.41

25. Please provide a list of all procurements for goods or services for use by your agency over \$10,000 for fiscal years 2016 and 2017 (to date). Give a brief explanation of each, including the name of the contractor, purpose of the contract, and the total dollar amount of the contract. Exclude from this answer purchase card (SmartPay) purchases.

A25. See table below.

FY 2016 Procurement Over \$10,000

Vendor/Contractor	Amount	Product/Service	Explanation
Balmar Inc. DBA HBP	\$ 100,359	Production/Printing and publication services	This contract is for design, printing and publication of the District's FY 2017 Budget books and CDs
Metropolitan Office Products	\$ 10,630	22 standing desks	After seeing other Wilson Building staff with standing desks, and reading about the health benefits they provide, we purchased some for interested OBP staff.

FY 2017 Procurement Over \$10,000 (as of January 31, 2017)

Vendor/Contractor	Amount	Product/Service	Explanation
Balmar Inc. DBA HBP	\$ 103,678	Production/Printing and publication services	This contract is for design, printing and publication of the District's FY 2018 Budget books and CDs

26a. Please describe how your agency manages and limits its mobile, voice, and data costs, including cellular phones and mobile devices.

A26(a). OBP's telephones are part of a pool system (operated through OCTO). No individual user is ever charged for over-use of minutes, because within the pool system, some users use very few minutes while others use a lot. Overall usage always balances out within the pool.

26b. In table format, please provide the following information for fiscal years 2016 and 2017 (to date), regarding your agency's use of cellular phones and mobile devices: (1) individuals (by name and title/position) authorized to carry and use such devices; (2) total annual expense (FY) for each individual's use; and (3) justification for such use (per person). If the list is more than one page in length, you may provide it as an attachment.

A26(b). See **Attachment C** for a list of OBP's assigned cellular telephone devices for FY 2016 and FY 2017 to date.

27a. Does your agency have or use one or more government vehicle? If so, for fiscal years 2016 and 2017 (to date), please list any vehicle the agency owns, leases, or has assigned to it. You may group the vehicles by category (e.g., 15 sedans, 33 pick-up trucks, three transport buses, etc.).

A27(a). OBP does not have a government vehicle.

27b. Please list all vehicle accidents involving your agency's vehicles for fiscal years 2015, 2016, and 2017 (to date). Provide: (1) a brief description of each accident; (2) the type of vehicle involved; (3) the justification for using such vehicle; (4) the name and title/position of the driver involved; and (5) whether there was a finding of fault and, if so, who was determined to be at fault.

A27(b). See response for 27(a).

28. D.C. Law requires the Mayor to pay certain settlements from agency operating budgets if the settlement is less than \$10,000 or results from an incident within the last two years (see D.C. Code § 2-402(a)(3)). Please itemize each charge-back to your agency for a settlement or judgment pursuant to D.C. Code § 2-402.

A28. OBP has no such charge-backs.

29a. D.C. Law prohibits chauffeurs, take-home vehicles, and the use of SUVs (see D.C. Code §§ 50-203 and 50-204). Is your agency in compliance with this law?

A29(a). OBP is in compliance with this law and has no exceptions.

- 29b.** Please explain all exceptions, if any, and provide the following: (1) type of vehicle (make, model, year); (2) individuals (name/position) authorized to have the vehicle; (3) jurisdictional residence of the individual (e.g., Bowie, MD); and (4) justification for the chauffer or take-home status.

A29(b). See response for 29(a).

- 30.** In table format, please provide the following information for fiscal years 2016 and 2017 (to date) regarding your agency's authorization of employee travel: (1) individuals (by name and title/position) authorized to travel outside the region; (2) total expense for each trip (per person, per trip, etc.); and (3) justification for the travel (per person and trip).

A30. OBP out-of-town travel for FY 2016 and FY 2017 to date is listed below.

OBP Employees Out-of-Town Travel in FY 2016		
Name/Position	Cost of Trip	Justification for Travel
David Clark/ Director, Capital Budget/CIP	\$1,159.58	Attend Governing's P-3 Summit on Infrastructure and Public Private Partnerships in Los Angeles, California, May 11-13, 2016
Eric Cannady/ Director, Operating Budget	\$1,836.08	Attend 110th Government Finance Officers Association (GFOA) Annual Conference in Toronto, Canada, May 21-25, 2016
Stacy-Ann White/ Manager, Operating Budget	\$1,879.69	Attend National Association of State Budget Officers (NASBO) 2016 Annual Meeting in Big Sky, Montana, August 7-10, 2016
James Spaulding, Associate Deputy CFO	\$0	Attend National Association of State Budget Officers (NASBO) 2016 Annual Meeting in Big Sky, Montana, August 7-10, 2016 (NASBO provides one complimentary registration and travel cost per member organization)
Renee Waddy/ Executive Assistant	\$2,993.91	Attend Administrative Professional Conference (APC) Conference in Chicago, September 18-21, 2016
Total for FY 2016	\$7,869.26	
OBP Employees Out-of-Town Travel in FY 2017		
OBP has no out-of-town travel to date in FY 2017		

- 31.** Please provide and itemize, as of January 31, 2017, the current number of When Actually Employed (WAE), term, and contract personnel within your agency. If your agency employs WAE or term personnel, please provide, in table format, the name of each employee, position title, the length of his or her term or contract, the date on which he or she first started with your agency, and the date on which his or her current term expires.

A31. Two WAEs were employed by OBP for FY 2016 and FY 2017, although only one is still currently with OBP.

Employee Name	Position Title	Length of Term	Date Started with Agency	Term Expires
Dumbuya, Haroun	Office Clerk	12 months	September 20, 2015	September 30, 2017
Goulet, Eric	Budget and Planning Advisor	12 months	February 1, 2016	February 3, 2017

32. What efforts has your agency made in the past year to increase transparency? Explain.

A32. OBP worked with the Office of the City Administrator and our OCIO to support the implementation of the Open Gov web site to increase the availability and manner in which budget data is presented to the public.

33. What efforts will your agency be making to increase transparency? Explain.

A33. We will be working with other OCFO offices on an update to the OCFO web site to make our reports and other financial information easier to find.

34. Please identify any legislative requirements that your agency lacks sufficient resources to properly implement. Explain.

A34. There are no such requirements.

35. Please identify any statutory or regulatory impediments to your agency's operations.

A35. There are no such impediments.

36. Did your agency receive any FOIA requests in fiscal year 2016? If yes, did the agency file a report of FOIA disclosure activities with the Secretary of the District of Columbia? If available, please provide a copy of that report as an attachment.

A36. The Office of Budget and Planning did not receive any FOIA requests in FY 2016. Any FOIA requests come through the OCFO, and the OCFO's Office of the General Counsel (OGC) provides the official response. OGC also sends the annual summary report to the Mayor's Office on behalf of the OCFO.

37a. Please attach copies of the required annual small business enterprise (SBE) expenditure reports for your agency for fiscal years 2015 and 2016.

A37(a). OBP is a division within the Office of the Chief Financial Officer (OCFO), and this data will be provided by the OCFO's Office of Contracts and Procurement.

37b. 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 2016? Please provide a copy as an attachment.

A37(b). See response for 37(a).

38. Please provide, as an attachment, a copy of your agency's current annual performance plan as submitted to the Office of the City Administrator.

A38. The OCFO's Strategic Plan is included as an attachment. (The OCFO does not submit its plan to the City Administrator).

- 39a. What are your agency's key performance indicators and what has been your agency's performance (per these KPIs) in fiscal year (or calendar year) 2015, 2016, and 2017 (through the first quarter).

A39(a). OBP's Key Performance Indicators are listed below.

1. 100 percent of reprogrammings under \$500,000 reviewed and acted upon within 5 business days and over \$500,000 within 10 business days
2. 100 percent of grant budget authority reviewed and decided within 5 business days of receipt
3. 100 percent of administrative requests for grant budget authority reviewed and acted upon within 3 business days of receipt
4. 100 percent of required reports delivered to stakeholders and posted within 25 business days of relevant closing activity
5. Customer Satisfaction Survey

- 39b. What KPIs have been dropped (or changed) since 2014? List each specifically and explain why it was dropped or changed.

A39(b). None.

40. What are your top five priorities for the agency? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities in fiscal years 2017 and 2018.

A40. Our top five priorities include two that comprise our core business and three that are areas in which we seek to improve continually. Our priorities contribute to the success of the OCFO's Strategic Plan. The plan identifies seven strategic objectives:

1. **Improve Customer Service**
2. **Create a Culture of Continuous Improvement**
3. **Improve Transparency and Quality of Information**
4. **Effectively Manage Risk and Prevent Fraud**
5. **Implement Quality Financial Systems**
6. **Develop, Attract, and Retain High Quality Employees**
7. **Manage a Fair and Equitable System to Fully Collect District Revenues**

Our top five priorities primarily address objectives 1, 2, 3, and 5. The priorities are as follows:

1. **Execute the FY 2017 Budget to ensure year-end balance.** OBP will monitor, adjust, and report on the FY 2017 budget and help District agencies, the Mayor, and the Council ensure balance at the end of the year.
 - a. **Monitoring** – OBP will review agency Financial Review Process (FRP) reports and compare spending with agency spending plans to identify potential spending pressures. If pressures arise, OBP will work with the Mayor's budget office as they propose changes to resolve the pressures.
 - b. **Adjusting** – OBP will help the Mayor's budget office develop a Supplemental Budget request if one is proposed, and will process reprogrammings, grant budget modifications, Contingency Reserve requests, and other adjustments to the budget, ensuring that all changes can be supported and will keep the budget in balance.

- c. **Reporting** – OBP will issue FY 2017 Financial Status Reports for the operating and capital budgets, reports on reprogrammings and Intra-Districts, Emergency and Contingency Reserve status reports, and others.
2. **Produce a balanced FY 2018 Budget.** OBP will work closely with the Mayor's office to ensure that the Mayor's Proposed FY 2018 Budget and Financial Plan is balanced and that proposed borrowing within the Capital Improvements Plan ensures that debt service remains within the District's 12 percent debt cap. After the budget is submitted to the Council on April 4, 2017, OBP will work with Council's budget office and with committee staff to help interpret the budget and assist the Council in its deliberations. Finally, after Council approves the budget, OBP will produce budget documents to be delivered to Congress.
 3. **Improve budget transparency and outreach.** OBP continues to update CFOInfo to provide up-to-date expenditure and budget information to the public, as well as posting its reports on the internet.
 - a. **CFOInfo** – this is the OCFO's web-interface budget tool that allows users to create their own budget tables. Working with the Office of the Chief Information Officer (OCIO) within the OCFO, CFOInfo has added grant-level and Special Purpose Revenue fund detail information, updated the user interface, and added multiple years of data.
 - b. **Reports** – We post all our reports (to the Council and/or Mayor) on line, including reports on the Emergency and Contingency Reserves, reprogrammings, grant budget modifications and activity, and capital project activity. We are working with OCIO and the CFO's public affairs officer to update the OCFO web site to make the reports easier to find.
 4. **Improve timeliness of reporting and certain budget adjustments.** We have made great strides in improving timeliness of our reporting over the past two years. In FY 2017 and FY 2018, we will continue to seek ways to improve timeliness of our quarterly reporting on Reprogrammings and Intra-Districts. We developed a SharePoint application to allow agency staff to see the status of grant budget modification requests, and we are implementing a similar application to allow the same for reprogramming requests and, in the near future, intra-District requests.
 5. **Planning for budget system implementation.** The CFO is fully committed to the replacement of SOAR and our current Budget Formulation Application (BFA). As he testified at the CAFR hearing in February, we will not make a major effort in this area until sufficient resources are budgeted to ensure the success of the project. OBP will provide extensive input on the new budget formulation system and its interaction with the financial system. In the meantime, we are improving current processes and systems where we can, for example, fully automating the financial plan with a link to the BFA for the first time with this budget cycle.

Again: in providing the above information, do not use attachments unless specifically requested. Thank you for your attention to this matter.

Sincerely,

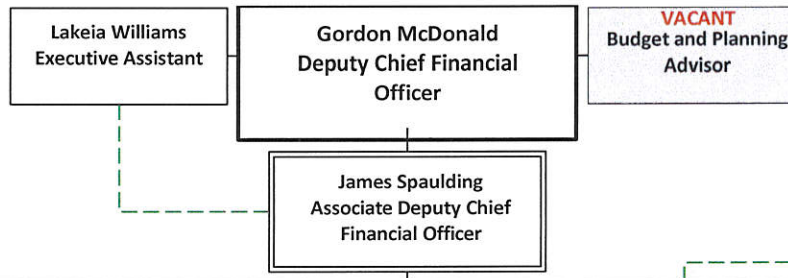
Phil Mendelson, Chairman

Attachment A

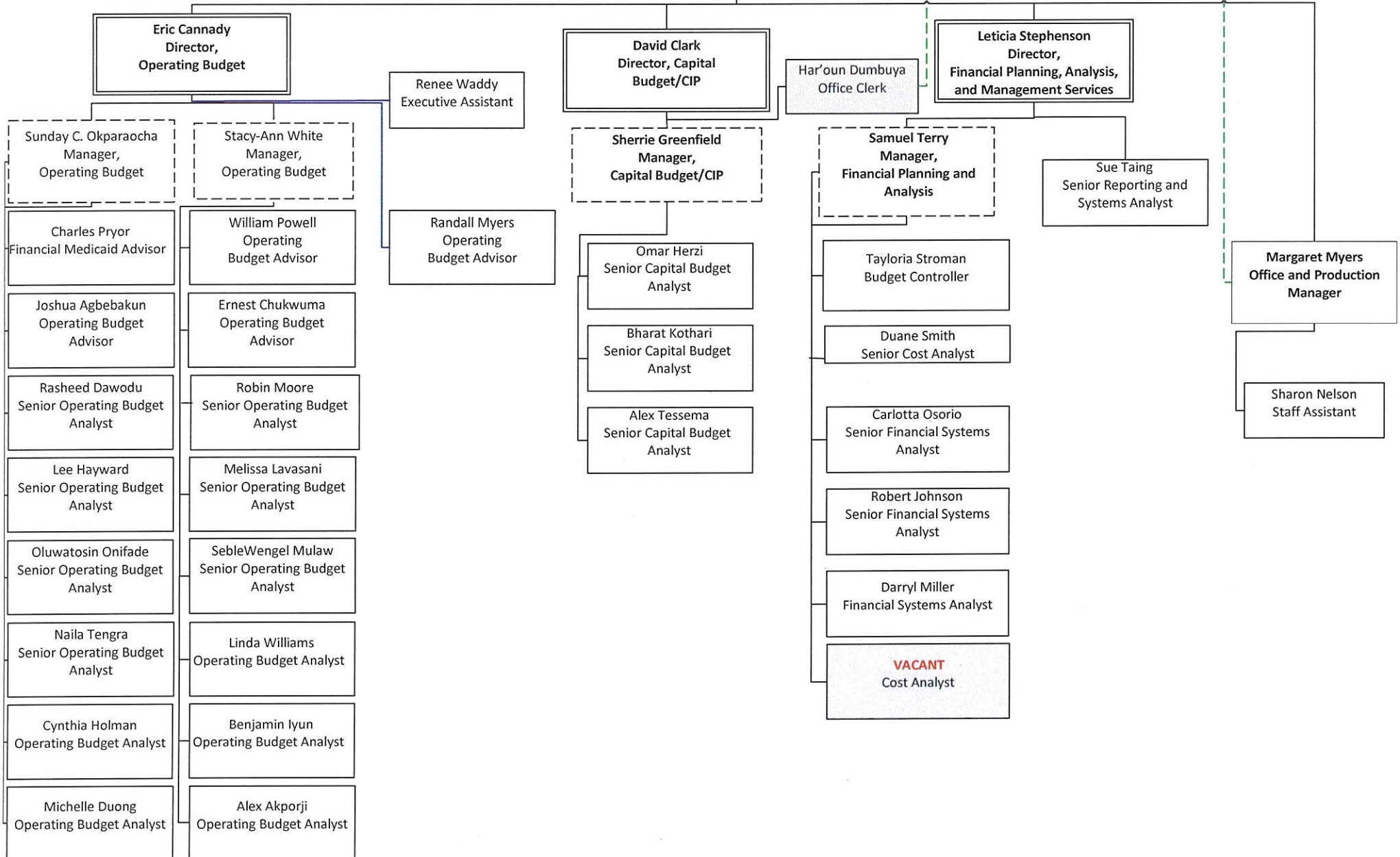
Office of the Chief Financial Officer (ATO)

**Office of Budget and Planning (Program 3000) -
Organizational Chart**

February 8, 2017



Total Approved FTEs = 42
Filled FTE Positions = 39
Filled WAE Position = 1
Vacant Positions = 2



Attachment B

Office of the Chief Financial Officer (ATO)

Office of Budget and Planning (Program 3000) - FY 2017 Schedule A

(as of February 3, 2017)

	Division	Position	Salary	Fringes @ 21.99%
EXECUTIVE DIRECTION AND SUPPORT				
1	3100	Deputy Chief Financial Officer	197,819	43,322
2	3100	Associate Deputy Chief Financial Officer	184,825	40,477
3	3100	Budget and Planning Advisor	Vacant	
4	3100	Office and Production Manager	133,480	29,232
5	3100	Executive Assistant	112,953	24,737
6	3100	Staff Assistant	75,326	16,496
FINANCIAL PLANNING, ANALYSIS, AND MANAGEMENT SERVICES				
7	3400	Director, Financial Planning, Analysis, and Management Services	176,296	38,609
8	3400	Senior Reporting and Systems Analyst	152,789	33,461
9	3400	Senior Cost Analyst	133,480	29,232
10	3400	Senior Financial Systems Analyst	133,480	29,232
11	3400	Senior Financial Systems Analyst	130,160	28,505
12	3400	Budget Controller	130,160	28,505
13	3400	Manager, Financial Planning and Analysis	121,661	26,644
14	3400	Financial Systems Analyst	112,953	24,737
15	3400	Cost Analyst	Vacant	
OPERATING BUDGET				
16	3700	Director, Operating Budget	176,296	38,609
17	3700	Manager, Operating Budget	148,900	32,609
18	3700	Manager, Operating Budget	141,116	30,904
19	3700	Operating Budget Advisor	133,480	29,232
20	3700	Operating Budget Advisor	130,160	28,505
21	3700	Operating Budget Advisor	123,521	27,051
22	3700	Operating Budget Advisor	120,201	26,324
23	3700	Financial Medicaid Advisor	116,881	25,597
24	3700	Senior Operating Budget Analyst	112,953	24,737
25	3700	Senior Operating Budget Analyst	112,953	24,737
26	3700	Senior Operating Budget Analyst	110,142	24,121
27	3700	Executive Assistant	104,521	22,890
28	3700	Senior Operating Budget Analyst	101,711	22,275
29	3700	Senior Operating Budget Analyst	101,711	22,275
30	3700	Senior Operating Budget Analyst	98,900	21,659
31	3700	Senior Operating Budget Analyst	97,337	21,317
32	3700	Operating Budget Analyst	97,337	21,317
33	3700	Operating Budget Analyst	93,279	20,428
34	3700	Operating Budget Analyst	85,530	18,731
35	3700	Operating Budget Analyst	83,169	18,214
36	3700	Operating Budget Analyst	80,807	17,697
CAPITAL BUDGET/CIP				
37	3800	Director, Capital Budget/CIP	168,523	36,907
38	3800	Manager, Capital Budget/CIP	152,789	33,461
39	3800	Senior Capital Budget Analyst	104,521	22,890
40	3800	Senior Capital Budget Analyst	104,521	22,890
41	3800	Senior Capital Budget Analyst	93,279	20,428
42	3800	Office Clerk (WAE)	30,341	-

Attachment C

Office of the Chief Financial Officer (ATO)

Office of Budget and Planning (Program 3000) - Assigned Cellular Telephones in FY 2016 and FY 2017 (to date)

Cellular Telephones in OBP in FY 2016

Name	Position	Cellular Telephones	Justification for Use	
McDonald, Gordon	Deputy Chief Financial Officer	\$552	Employees can be reached quickly to answer Council, Mayor and OCFO questions and also access emails for quick response to agency requests.	
Spaulding, James	Associate Deputy Chief Financial Officer	\$552		
Stephenson, Leticia	Director, Financial Planning, Analysis, and Management Services	\$552		
Cannady, Eric	Director, Operating Budget	\$552		
Clark, David	Director, Capital Budget/CIP	\$552		
White, Stacy-Ann	Manager, Operating Budget	\$552		
Okparaocha, Sunday C.	Manager, Operating Budget	\$552		
Greenfield, Sherrie	Manager, Capital Budget/CIP	\$552		Cost per phone line is \$45.99/monthly
Williams, Lakeia	Executive Assistant	\$552		
Waddy, Renee	Executive Assistant	\$552		
Johnson, Robert	Senior Financial Systems Analyst	\$552		
Myers, Randall	Operating Budget Advisor	\$552		
Myers, Margaret	Office and Production Manager	\$552		
Annual Cost		\$7,174		

Note: iPads were removed from the listing as there are no telephone numbers attached to them (therefore no monthly cost).

Cellular Telephones in OBP - FY 2017 (as of February 3, 2017)

Name	Position	Cellular Telephones	Justification for Use	
McDonald, Gordon	Deputy Chief Financial Officer	\$172	Employees can be reached quickly to answer Council, Mayor and OCFO questions and also access emails for quick response to agency requests.	
Spaulding, James	Associate Deputy Chief Financial Officer	\$172		
Stephenson, Leticia	Director, Financial Planning, Analysis, and Management Services	\$172		
Cannady, Eric	Director, Operating Budget	\$172		
Clark, David	Director, Capital Budget/CIP	\$172		
White, Stacy-Ann	Manager, Operating Budget	\$172		
Okparaocha, Sunday C.	Manager, Operating Budget	\$172		
Greenfield, Sherrie	Manager, Capital Budget/CIP	\$172		Cost per phone line is \$42.99/monthly for cellular telephones
Williams, Lakeia	Executive Assistant	\$172		
Waddy, Renee	Executive Assistant	\$172		
Johnson, Robert	Senior Financial Systems Analyst	\$172		
Myers, Randall	Operating Budget Advisor	\$172		
Myers, Margaret	Office and Production Manager	\$172		
Terry, Samuel*	Manager, Financial Planning and Analysis	\$86	Note: *Received his cellular telephone 11/29/2016 (new employee) **Received his cellular telephone on 12/22/2016	
Miller, Darryl**	Financial Systems Analyst	\$42.99		
Year-to-Date Cost		\$2,321		