

Office of Advisory Neighborhood Commissions

QUESTIONS FOR PERFORMANCE OVERSIGHT HEARING

1. Please describe the overall purposes and statutory mandates of the Office of Advisory Neighborhood Commissions (OANC).

The OANC is established, pursuant to DCOC 1-309.15(a) "to provide technical, administrative, and financial reporting assistance to the Advisory Neighborhood Commissions. . . The Office is intended to support the efforts of Advisory Neighborhood Commissions and is not empowered to direct or supervise the actions of Commissions."

2. Please describe the overall purposes and statutory mandates of the Advisory Neighborhood Commissions (ANC).

In accordance with the mandate provide by the Home Rule Charter, DCOC 1-309.10(a) authorizes ANCs to "advise the Council of the District of Columbia, the Mayor and each executive agency, and all independent agencies, boards and commissions of the government of the District of Columbia with respect to all proposed matters of District government policy including, but not limited to, decisions regarding planning, streets, recreation, social services programs, education, health, safety, budget, and sanitation which affect that Commission area." In addition, pursuant to DCOC 1-309.10() "(e)ach Commission shall monitor complaints of Commission area residents with respect to the delivery of District government services and file comments on same with the appropriate District government entity and the Council." Finally, ANCs are authorized by the Home Rule Charter (SEC. 738) "to conduct programs for the welfare of the people in a neighborhood commission area"

3. Please provide a complete, up-to-date organizational chart for each division within the Office of Advisory Neighborhood Commissions (OANC) including, either attached or separately, an explanation of the roles and responsibilities for each division and subdivision.
 - a. Please include a list of the employees (name and title) for each subdivision and the number of vacant positions.
 - b. Please provide a narrative explanation of any organizational changes made during the previous year.

Please #4 below.

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

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<u>Title</u>	<u>Name</u>	<u>Began</u>	<u>Salary</u>	<u>Fringe</u>	<u>Grade</u>	<u>Step</u>	<u>Status</u>
STAFF ASSISTANT	Barnum, Lynard J	2012	\$ 31,145		11	5	Term
EXECUTIVE DIR	Simon, Gottlieb C	2001	\$93,819		13	7	Reg
SPECIAL ASST	Williams, Kathy Suejette	2010	\$76,774		12	5	Reg

5. Please provide a list of any current vacancies in the OANC.

There are no current vacancies.

6. Please provide a list of all vacant Advisory Neighborhood Commission (ANC) seats.

Single Member Districts 2A07, 3D07, 6B09, 7E06, and 7F07 are currently vacant.

7. Does the OANC conduct annual performance evaluations of all its employees? If the answer is yes:

- a. Who conducts such evaluations?
- b. What steps are taken to ensure that all agency employees are meeting individual job requirements?

There are only 2.5 FTEs employed in the agency, including the Executive Director, and we all work in the same room. Accordingly, performance feedback is immediate and on-going.

8. Please list all employees detailed to or from your agency, if any. Please include the reason for the detail, the detailed employee's date of detail, and the detailed employee's projected date of return.

There are no employees detailed to or from the OANC.

9. Please provide the Committee with:

- a. A list of all employees who receive cell phones, personal digital assistants, or similar communications devices at agency expense

There are no OANC employees with such devices...

- b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned

No vehicles are used by the OANC.

- c. A list of employee bonuses or special award pay granted in FY15 and FY16, to date.

No bonuses or special award pay was granted to any OANC employee.

- d. A list of travel expenses, arranged by employee.

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There were no OANC travel expenses.

- e. A list of the total overtime and workman's compensation payments paid in FY15 and FY16, to date.

No overtime or workman's compensation payments were paid to OANC employees.

10. Please provide a chart showing your agency's approved budget and actual spending, by division, for FY15 and FY16, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

FY15			
	FY15 Approved Budget	FY15 Actual	FY15 Budget vs Actual
REGULAR PAY - CONT FULL TIME	163,628.00	161,594.44	2,033.56
PERSONNEL SERVICES Total	239,024.00	220,999.26	18,024.74
SUPPLIES AND MATERIALS	5,000.00	1,766.54	3,233.46
OTHER SERVICES AND CHARGES	2,000.01	1,700.00	300.01
CONTRACTUAL SERVICES - OTHER	300.00	0.00	300.00
NON-PERSONNEL SERVICES TOTAL	7,300.01	3,466.54	3,833.47
OANC TOTAL	246,324.01	224,465.80	21,858.21
ANC ALLOTMENTS	677,688.00	600,830.58	76,857.43
DX0 TOTAL	938,612.04	832,229.46	106,382.58

FY16			
Comp Source Group Title	FY16 Approved Budget	FY16 Actual	FY16 Budget vs Actual
PERSONNEL SERVICES Total	233,623.18	64,164.39	169,458.79
SUPPLIES AND MATERIALS	5,000.00	0.00	5,000.00
OTHER SERVICES AND CHARGES	8,304.80	600.49	7,704.31
EQUIPMENT & EQUIPMENT RENTAL	2,000.00		2,000.00
NON-PERSONNEL SERVICES TOTAL	15,304.80	600.49	14,704.31
OANC TOTAL	248,927.98	64,764.88	184,163.10
ANC ALLOTMENTS	677,688.00	102,655.33	575,032.68
DX0 TOTAL	911,311.19	166,819.72	744,491.47

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11. Please list any reprogramming, in or out, which occurred in FY15 or FY16, 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.

12. Please provide a complete accounting for all intra-District transfers received by or transferred from the agency during FY15 or FY16, to date.

There were no intra-District transfers received or transferred from the OANC in FY15 or FY16.

13. Please list and describe the nature of any interagency partnerships OANC maintains.

The OANC does not have any formal interagency partnerships, but we do have close working relationships with the Office of the Attorney General, Office of the DC Auditor, OCTO, DDOT, DPW, Office of Finance and Resource Management, and the Office of Zoning.

14. Please identify any special purpose revenue accounts maintained by, used by, or available for use by your agency during FY15 or FY16, to date. For each account, please list the following:

- a. The revenue source name and code
- b. The source of funding
- c. A description of the program that generates the funds.
- d. The amount of funds generated by each source or program in FY15 and FY16, to date
- e. Expenditures of funds, including the purpose of each expenditure, for FY15 and FY16, to date.

The OANC has no special purpose revenue accounts.

15. Please provide a list of all projects for which your agency currently has capital funds available. Please include the following:

- a. A description of each project
- b. The amount of capital funds available for each project
- c. A status report on each project, including a timeframe for completion
- d. Planned remaining spending on the project

The OANC has no capital funds.

16. What steps have been taken during FY16 to reduce agency energy use?

NA

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17. Please identify any legislative requirements that the agency lacks sufficient resources to properly implement.

None.

18. Please list all regulations for which the agency is responsible for oversight or implementation. Please list by chapter and subject heading, including the date of the most recent revision.

The OANC does not have enforcement or regulatory responsibility.

19. Please list each new program implemented by the agency during FY16. For each initiative please provide:

- a. A description of the initiative
- b. The funding required to implement to the initiative
- c. Any documented results of the initiative.

The OANC is primarily engaged in continuing efforts to assist and support ANCs, As nearly half of the current Commissioners are "new" Commissioners, it the "consumers" rather than the programs that are new.

20. Please provide a list of all studies, research papers, or analyses the agency requested, prepared, or contracted for during FY15 and FY16. Please state the status and purpose of each study.

The OANC did not generate any studies, research papers, or analyses in FY15 or FY16.

21. Please explain the impact on your agency of any legislation passed at the federal level during FY15 and FY16, to date that significantly affect agency operations. If regulations the shared responsibility of multiple agencies, please note.

No such legislation.

22. Please provide a list of all MOUs in place during FY16.

None.

23. Please list each contract, procurement, lease, and grant ("contract") awarded, entered into, extended and option years exercised, by your agency during FY15 and FY16, to date. For each contract, please provide the following information, where applicable:

- a. The name of the contracting party
- b. The nature of the contract, including the end product or service
- c. The dollar amount of the contract, including budgeted amount and actually spent
- d. The term of the contract

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- e. Whether the contract was competitively bid or not
- f. The name of the agency's contract monitor and the results of any monitoring activity
- g. Funding source

The OANC had no contracts, etc. in FY15 and FY16

24. Please list and describe any ongoing investigations, audits, or reports on your agency or any employee of your agency, or any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed during FY15 or FY16, to date.

None.

25. Please identify all recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during the previous year. Please provide an update on what actions have been taken to address these recommendations.

None.

26. Please identify all electronic databases maintained by your agency, including the following:
- a. A detailed description of the information tracked within each system.
 - b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system.
 - c. Whether the public can be granted access to all or part of each system
 - d. How often the information in the system is updated.
 - e. Whether the information in the system comprehensive, and to what extent information is missing.

The OANC maintains a database of ANC Commissioners and their contact information which is updated as Commissioners leave and fill vacancies and is available at <http://anc.dc.gov>. This site also includes information on the date, time, and location of Commission monthly meetings, and it is updated as Commissions report changes.

27. What percentage of ANC's provide up-to-date information to the OCTO-designed database for ANC contact information and meeting information, which OANC maintains (per the agency's FY15 performance oversight responses)? How does the OANC ensure Commission compliance in regards to updating their information?

During the last year, we instituted a procedure of checking each ANC's web site 8 days prior to their normally scheduled meeting and again on the day of the meeting and checking it against OCTO's calendar app.

28. How have the OANC website and Commission websites been changed or updated over

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the past two years? Have these modifications addressed reported deficiencies?

The structure or format of the OANC website has not changed in the past two years, although the content has, of course, changed to reflect changes in the membership of the Commissions. Model web sites that have the “look and feel” of city’s dc.gov site, which have been provided participating individual ANCs by the OANC, have the “look and feel” of the dc.gov have been modified to reflect the design change of dc.gov. Finally, OCTO is currently in the process of modifying all District government websites, OANC’s included, so that they better display on mobile devices.

29. How has the ANC email system been updated or modified in the past year? Have server issues been addressed?

Yes. OCTO has migrated the ANC email accounts (at anc.dc.gov) to Exchange Server 2013. This has allowed for a doubling of ANC storage space.

30. What has the agency done in the past year to make its activities more transparent to the public? In addition, please identify ways in which the activities of the agency and information retained by the agency could be made more transparent.

The OANC exists primarily to provide assistance to the 40 Advisory Neighborhood Commissions and the nearly 300 SMD Commissioners who comprise them. The Executive Director visits ANC meetings throughout the year and often comments on the OANC’s activities during these visits for the benefit of the general public.

31. Does the OANC provide information to members of the public seeking things such as liquor licenses or zoning variances, with respect to navigating the ANC process? Please describe.

We do, but this is mainly to direct them to the appropriate ANC and to assist them in making contact with the relevant individual at that ANC.

32. Does the OANC receive feedback for performance of Commissioners from residents or fellow commissioners? Please include any collected data on total number of comments received from the residents or other commissioners.

We do receive complaints from time to time regarding the behavior of a particular Commissioner (e.g. their unavailability, discourtesy, or absenteeism). During the last year there have probably been less than a dozen such complaints, possibly less than half a dozen.

33. In your opinion, do the following entities generally have competent working knowledge of ANC statutory provisions (including Great Weight and Notice requirements), functions, and Commissioner duties?

- a. Residents
- b. Commissioners

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- c. Agency officials
- d. Members of the Council
- e. How have any deficiencies in these areas of understanding for any of these groups been addressed by the OANC over the last year? Over the last ten years?

Few people other than Commissioners and some key agency officials know very much about Great Weight or the Notice requirements regarding ANC's. It requires continuing explanation as questions come up.

34. Has the ANC handbook changed over the last ten years? If so, how?

The Handbook has changed or updated to reflect changes in the ANC law, factual changes in the government (e.g. ANC boundaries and the names of ANC liaisons), on-going experience, and decisions or advice by the DC Auditor and Attorney General.

35. How often and in what ways does the OANC provide advice or support to Commissions who report that they are unable to properly carry out their functions, due to intragovernmental communication issues or other issues?

The OANC provides advice on a daily basis, however, only occasionally do Commissions complain that an agency has failed to inform them regarding an agency action. When this happens we may contact the agency to remind them or clarify statutory requirements to notify ANC of such action.

36. How many ANC meetings did OANC staff attend in FY15 and FY16? Account for the number of visits per ward and the specific meetings visited, if possible.

We attended approximately 60 meetings covering all wards during the last year.

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

We have not identified any.

38. Please identify any practical impediments to your agency's operations.

As there are typically several ANC's meeting the same night, it is difficult to attend as many meetings as we'd like.

39. How often, and to what extent, does the OANC engage in conflict resolution or informal mediation among Commissioners? What is the agency's capacity to process the volume of such conflict resolution or mediation needs? Is there any pattern in the nature of such conflicts?

As Commissioners are people, interpersonal conflict is always a possibility. It may rise to a serious degree in one or two Commissions each term. Given the small numbers, it is difficult to identify a pattern with confidence, however, diversity of

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background is often associated with such conflict. The OANC does provide mediation whenever it is acceptable to all of the parties.

40. How does the agency solicit feedback from customers? Please describe.
- How often is feedback solicited?
 - From whom is the feedback solicited?
 - What has the agency learned from this feedback?
 - How has the agency changed its practices as a result of such feedback?

From time to time, such as after the first six months of being Commissioner, we have emailed Commissioners asking about their experience and soliciting suggestions. The OANC web page also has form providing visitors an opportunity to ask questions or offer suggestions.

41. Please describe the training and informational sessions you provide and/or coordinate for the ANC's.
- What is the frequency of these sessions?
 - What specific needs have been identified and addressed through training or training materials over the last two years?

Following the General Election every other year, we hold an all-day orientation session for first-time Commissioners. During the following year and half we hold half-day sessions as needed for Commissioners will be filling vacancies. We also coordinate with ABRA to provide training regarding ABC regulations, and with the Office of Zoning with regard to applications for special exceptions, variances, and Planned Unit Developments. The OANC organized five workshops on parliamentary procedure during the last year. During 2016 we plan to convene the ANC Chairpersons at least three times to consider issues relating to general ANC operations as well as the conduct of Commission meetings; the first session is planned for March 31.

42. Please provide a list of types and dates of upcoming training/information sessions for the ANC's you have planned for FY16.

I am planning to meet with Commission Chairpersons on March 31 and at least two more times during the year. I plan to meet with Commission Treasurers on February 24th. A new Commissioner orientation is scheduled for February 19, and others will be scheduled as new Commissioner fill vacancies over the next few month. We will hold another round of workshops on parliamentary procedure in April.

43. Please list all ethics or other training sessions in which agency staff participated in FY15 and FY16 to date.

44. Please provide, as an attachment, a copy of the ANC's FY16 performance plan and indicate whether you are on track to meet those measures.

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45. What are your top five priorities for the agency? Include a detailed explanation for how the agency expects to achieve or work toward these priorities in FY15 and FY16, with planned, expected or tentative timeframes for achieving benchmarks.

Planning for the next group of first-time Commissioners who will be elect in November 2016. This includes updating the ANC Handbook as necessary and arranging a general orientation in early December.

Providing orientation and assistance with email, IDs and parking passes for Commissioners filling vacancies during the remainder of FY16.

Providing on-going assistance to Commissions and individual Commissioners regarding ANC administrative processes, financial reporting, and internal ANC operations.

Offering guidance on ANC participation in ABC and Zoning cases, and responding to FOIA requests.

Providing technical assistance with ANC email and websites, including creation of websites and assistance in site maintenance.

46. In what areas do you think the ANC's need the most support or training? Include all of the following to the extent applicable:
- a. Materials and space (e.g. office or meeting space, printing materials, supplies)
 - b. Knowledge base (e.g. advising on laws and regulations, interfacing with constituents)
 - c. Financial management (e.g. grantmaking, transparency)
 - d. Procedural matters (e.g. Robert's Rules)
 - e. Conflict resolution
 - f. Budget allocation
 - g. Any other areas

These are all areas in which some Commissioners and some ANCs need support or training. Some may need assistance with financial matters but not with materials or office space. As is typical the case, "typical" is not characteristic of ANCs; their needs and strengths vary.

47. In what areas do you think the Office of Advisory Neighborhood Commissions needs the most support or training?

We would like additional office space within the Wilson Building.