

Responses of the  
Office of Advisory Neighborhood Commissions (OANC)  
To the  
Questions of the  
Committee on Facilities and Procurement  
Submitted  
February 13, 2019

GENERAL QUESTIONS AND ANSWERS: OFFICE OF ANCS

**1. Please provide the agency's mission statement.**

The Office of ANCs does not have a formal mission statement. Our job, in general terms, is to assist the 40 Commissions and 296 Commissioners better do their jobs, and to oversee their finances.

**2. Please list all statutory mandates with which the agency must comply, and the estimated cost for compliance with each mandate in FY 18 and FY 19, to date, and any mandates for which the agency lacks sufficient resources to fully implement.**

NA

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

NA

**4. Please describe any regulations promulgated by the agency in FY 18 or FY 19, to date, and the status of each.**

None.

**5. Please explain the impact on your agency of any legislation passed at the local or federal level during FY 18 and FY 19, to date, which has significantly affected agency operations.**

None

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

**7. Please provide a copy of your agency's FY 19 performance plan as submitted to the Office of the City Administrator.**

The OANC does not report to the City Administrator.

**8. Please provide a copy of the agency's FY 18 performance plan. Please explain which performance plan objectives were completed in FY 18 and whether they were completed on time and within budget. If they were not, please provide an explanation.**

NA

**9. Please describe any initiatives or programs that the agency implemented in FY 18 and FY 19, to date, to improve the internal operations of the agency or the interaction of the agency**

*with outside parties. Please describe the funding required and the results, or expected results, of each initiative.*

NA

***10. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY 19.***

Implementing the authorization for a new position in FY19, i.e. creating the new position, recruiting a new hire, then training them to carry out their responsibilities.

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

Reviewing ANC quarterly financial reports, using OANC-developed software.

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

Facilitating the filling of SMD vacancies that occur during the remainder of FY19, by managing special elections for the affected ANCs and providing training and other assistance to the new Commissioners.

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

***a. Please provide an explanation of the roles and responsibilities for each division and subdivision.***

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



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

Agency	Fund Code	Prgrm Code	Activity	Posn Nbr	Hire Date	Vac Stat	Reg/Temp/	Salary	Fringe Rate
DX0	0100 LOCAL FUNDS	1000 AGENCY MANAGEMENT	1085 CUSTOMER SERVICES	00008695	9/13/2010	F	Reg	85,371.00	14.4%
DX0	0100 LOCAL FUNDS	1000 AGENCY MANAGEMENT	1085 CUSTOMER SERVICES	00013598	6/18/2001	F	Reg	106,981.00	14.4%
DX0	0100 LOCAL FUNDS	1000 AGENCY MANAGEMENT	1085 CUSTOMER SERVICES	00028543	11/13/2012	F	Reg	33,703.50	14.4%
DX0	0100 LOCAL FUNDS	1000 AGENCY MANAGEMENT	1085 CUSTOMER SERVICES	00094177	10/30/2017^	F	Reg	73,906.00	14.4%

\*This table does not include a new program analyst position mandated by the ANC Omnibus Amendment Act of 2016 which is in the progress of being created.

^This position was transferred to OANC in mid-FY17.

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

NA

**14. Please provide the Committee with:**

**a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY 18 and FY 19, to date;**

**b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned as well as a description of all vehicle accidents involving the agency's vehicles in FY 18 and FY 19, to date;**

**c. A list of travel expenses, arranged by employee for FY 18 and FY 19, to date, including justification for travel;**

**d. A list of total workers' compensation payments paid in FY 18 and FY 19, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.**

None.

**15. Please separately list each employee whose salary was \$100,000 or more in FY 18 and FY 19, to date. Provide the name, position number, position title, program, activity, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.**

Agency	Fund Code	Prgm Code	Activity	Posn Nbr	Name	Title	Hire Date	Vac Stat	Reg/Temp/Term	Salary	Fringe Rate	Bonus	Over-time
DXO	0100 LOCAL FUND S	1000 AGENCY MANAGE -MENT	1085 CUSTOMER SERVICES	00013598	Simon, Gottlieb	EXEC DIR	6/18/01	F	Reg	106,981	14.4%	0	0

**16. Please list in descending order the top 25 overtime earners in your agency in FY 18 and FY 19, to date, if applicable. For each state the employee's name, position number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned.**

NA

**17. For FY 18 and FY 19, to date, please provide a list of employee bonuses, special pay granted, or separation pay issued, that identifies the employee receiving the bonus, special pay, or separation pay, the amount received, and the reason for the bonus, special pay, or separation pay.**

NA

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

**NA19. Please provide a list of any additional training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, the names of the trainers, and the number of agency employees that were trained.**

NA

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

We are all in close physical proximity. Performance feedback is immediate and ongoing.

**21. Please provide the mean and median years of service for agency employees. Please also**

*describe what strategies the agency is using to improve employee retention.*

The OANC is not experiencing any problems with employee retention. Please also see #12 above.

**22. For FY 18 and FY 19, to date, what was the total agency cost for mobile communications and devices, including equipment and service plans?**

\$0.00

**23. For FY 18 and FY 19, to date, please list all intro District transfers to or from the agency.**

None

**24. For FY 18 and FY 19, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide:**

- a. The revenue source name and code;*
- b. The source of funding;*
- c. A description of the program that generates the funds;*
- d. The amount of funds generated by each source or program;*
- e. Expenditures on each, including the purpose of each expenditure;*
- f. The current fund balance.*

The OANC has no special purpose revenue funds.

**25. For FY 18 and FY 19, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.**

Please see attached.

**26. Please list all memorandum of understanding ("MOU") entered into by your agency during FY 18 and FY 19, to date, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.**

None.

**27. Please list the ways, other than MOU, in which the agency collaborated with analogous agencies in other jurisdictions, with federal agencies, or with non governmental organizations in FY 18 and FY 19, to date.**

NA

**28. Please list and provide an update on all open capital projects and capital projects in the financial plan under the agency's purview, including the amount budgeted, actual dollars spent, and any remaining balances. In addition, please provide:**

***a. A description of whether the capital projects begun, in progress, or concluded in FY 17, FY 18, or FY 19, to date, had an impact on the operating budget of the agency. If so, please provide an accounting of such impact.***

***b. A description of any projects which are experiencing delays or which require additional funding.***

The OANC has no capital projects.

29. Please provide a table showing your agency's Council-approved budget, revised, budget (after reprogrammings, etc.) and actual spending, by program, activity, and funding source for FY 18 and the first quarter of FY 19. Please detail any over- or under-spending and if the agency had any federal funds that lapsed.

Agy	FY	Agy Fund	Program	Activity	Approved Budget	Revised Budget	Actual Expenditures	Variance	Variance Explanation
DX0 DX0	2018 2018	0100 LOCAL FUND S 0100 LOCAL FUND S	1000 AGENCY MANAGEMENT 1000 AGENCY MANAGEMENT	1080 COMMUNICATIONS 1085 CUSTOMER SERVICES	3,672.06 345,546.62	3,672.06 345,546.62	4,285.38 335,292.82	(613.32) 10,253.80	Variance is due to fringe benefit Variance is due to under spending in supplies and other services (IT software cost)
DX0	2018	0100 LOCAL FUND S	2000 ANCS	0200 ANCS	677,688.00	677,688.00	626,786.12	50,901.88	variance is due to unspent allocation to the Advisory Neighborhood Commissions
DX0 DX0	2018 2019	0100 LOCAL FUND S 0100 LOCAL FUND S	1000 AGENCY MANAGEMENT 1000 AGENCY MANAGEMENT	1080 COMMUNICATIONS	1,026,906.68 19,503.59	1,026,906.68 19,503.59	966,364.32 453.62	60,542.36	
DX0	2019	0100 LOCAL FUND S	1000 AGENCY MANAGEMENT	1085 CUSTOMER SERVICES	448,422.27	448,422.27	121,042.10		
DX0	2019	0100 LOCAL FUND S	2000 ANCS	0200 ANCS	677,688.00	677,688.00	37,048.89		
DX0	2019 Total				1,145,613.86	1,145,613.86	158,544.61		

30. Please provide a list of all budget enhancement requests (including capital improvement needs) made for FY 18, FY 19, or FY 20. For each, include a description of the need and the amount of funding requested.

NA



**31. Please list, in chronological order, each reprogramming in FY 18 and FY 19, to date, that impacted the agency including those that moved funds into the agency, out of the agency, and within the agency. Include revised, final budget for your agency after the reprogrammings for FY 18 and FY 19, to date. For each reprogramming, list the date, amount, rationale, and reprogramming number.**

NA

**32. Please list each grant or sub grant received by your agency in FY 18 and FY 19, to date. List the date, amount, source, purpose of the grant or sub grant received, and amount expended.**

None

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

None

**34. Please list each contract, procurement, and lease entered into, extended, and option years exercised by your agency during FY 18 and FY 19, 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 amount budgeted and amount actually spent;**
- d. The term of the contract;**
- e. Whether the contract was competitively bid;**
  - 1 The name of the agency's contract monitor and the results of any monitoring activity;**
  - 2 The funding source.**

The OANC has no contracts.

**35. What is your agency's current adjusted expendable budget for CBE agency compliance purposes, how much has been spent with SBEs or CBEs, and what percent of the agency's current adjusted expendable budget has been spent with SBEs or CBEs?**

Our adjusted expendable budget is \$13,552. Less than \$400 has been expended to date and all but \$14 has been spent with SBEs or CBEs.

**36. Please list all pending lawsuits that name the agency or an Advisory Neighborhood**

***Commission, or an Advisory Neighborhood Commissioner in his or her official capacity as a party. Identify which cases on the list are lawsuits that potentially expose the District to financial liability or will result in a change in agency practices and describe the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success. For those identified, please include an explanation about the issue involved in each case.***

There are no lawsuits pending against the OANC, or, to our knowledge, any ANC or Commissioner.

***37. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY 18 or FY 19, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).***

None.

***38. Please list the administrative complaints or grievances that the agency received in FY 18 and FY 19, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to the agency policies or procedures that have resulted from complaints or grievances that were resolved in FY 18 or FY 19, to date, describe the resolution.***

None

***39. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any sexual harassment allegations received by the agency in FY 18 and FY 19, to date, whether or not those allegations were resolved.***

The OANC has received no allegations of sexual harassment or misconduct.

***40. Please list and describe any spending pressures the agency experienced in FY 18 and any anticipated spending pressures for the remainder of FY 19. Include a description of the pressure and the estimated amount. If the spending pressure was in FY 18, describe how it was resolved, and if the spending pressure is in FY 19, describe any proposed solutions.***

The OANC is not experiencing spending pressures, per se, however, the fund for SLI services may not have sufficient funding to meet potential demand. Please see #59 below.

***41. Please provide the number of FOIA requests for FY 18, and FY 19, to date, that were submitted to your agency. Include the number granted, partially granted, denied and pending. In addition, please provide the average response time, the estimate number of FTEs required to process requests, the estimated number of hours spend responding to these requests, and the cost of compliance.***

NA

**42. 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 is currently granted access to all or part of each system; and**
- d. Whether the public could be granted access to all or part of each system.**

The OANC maintains a database of ANC Commissioners and their contact information which is updated as Commissioners leave or fill vacancies and is available at <http://anc.dc.gov>; some Commissioners, however, have requested that certain information, e.g. apartment unit numbers, or telephone numbers, not be listed there. This site also includes information on the date, time, and location of Commission monthly meetings, and it is updated as the OANC identifies changes or the Commissions report changes.

**43. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency that were completed during FY 18 and FY 19, to date.**

NA

**44. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY 18 and FY 19, to date. Please state the status and purpose of each. Please submit a hard copy to the Committee if the study, research paper, report, or analysis is complete.**

NA

**45. If there are any boards, commissions, or similar entities associate with your agency, please provide a chart listing the names, confirmation dates, terms, wards of residence, and attendance of each member. Include any vacancies. Please also attach agendas and minutes of each meeting in FY 18 and FY 19, to date, if minutes were prepared. Please inform the Committee if the entity did not convene during any month.**

There are no boards or commissions associated with the OANC, apart from ANCs which are excluded from this item.

**46. Please list the task forces or other organizations of which the agency is a member.**

NA

#### SUPPORTING ADVISORY NEIGHBORHOOD COMMISSIONS

**47. The Committee has received concerns from Advisory Neighborhood Commissioners related to delays in accessing their government e-mail addresses. On what date were newly**

***elected Commissioners provided access to e-mail in 2019? How were Commissioners notified about the use of their e-mail? Were there unanticipated delays in providing access to e-mail and, if so, how will these delays be rectified in the future?***

New Commissioners received emails with their user names, passwords, and instructions for accessing their official government accounts sent to their personal email accounts beginning on January 2, 2019 and continuing on a rolling basis until January 27. The roll-out did indeed take longer than anticipated or desired. One of the contributing factors was the change in servers and operating services since the last changeover two years ago. As we simply did not have enough "hands" to make the switch-over more quickly, we will explore the use of temp workers to assist us the next time around.

***48. What new programming and services were developed or implemented by the Office to support Advisory Neighborhood Commissioners in serving District residents in FY 18 and FY 19, to date?***

We maintained on-going supportive services. Our most notable new effort was the enhancement of the system for Quarterly Financial Reports.

***49. How many questions or requests for information were received by the Office from Advisory Neighborhood Commissioners in FY 18 and FY 19, to date?***

We receive calls and questions daily, but we do not keep records of how many.

***50. Does a task force of Commissioners exist to assist with updating the ANC Handbook? If so, please list the members of the task force. If not, please provide the date that the last task force concluded its work.***

There is not a task force at this time. We shall empanel a task force before the Handbook is updated the next time.

***51. Please detail the Office's coordination with the Office of Open Government and describe the Office's role in assisting Commissions in fulfilling Freedom of Information Act requests.***

The OANC and the OOG have not yet developed a plan of coordination. The OANC has provided ANCs with general guidance on their obligations under FOIA, and, upon request, the OANC staff have served as an ANC's FOIA officer.

***52. How many Freedom of Information Act requests were directed to Advisory Neighborhood Commissions in FY 18 and FY 19, to date?***

Two requests were directed to ANCs in FY18, and two so far in FY19.

***53. How many training sessions were provided by the Office to Advisory Neighborhood Commissioners in FY 18 and FY 19, to date? Please provide the subjects covered, dates, and attendance for each training offered.***

Training for Commissioners filling vacancies:

10/06/2017

	10/27/2017
	12/15/2017
	4/06/2018
	5/25/2018
Biennial New Commissioner orientation	12/01/2018
Make-up session	01/05/2018
Briefing on "Omnibus Act" changes to ANC law.	8/26/2018
	11/15/2018
Workshop on Parliamentary Procedure	11/29/2017
Financial training for Chairpersons and Treasurers	02/3/2018
	02/2/2019

***54. Please provide any template for Advisory Neighborhood Commission bylaws that has been created and distributed to Commissioners by the Office. When was the template last updated?***

Please see attached.

***55. Please provide any templates for staff payroll forms, grant applications, and expense reimbursement applications created by the Office for Advisory Neighborhood Commissions. Please provide the date when each template was last updated.***

Please see attached.

***56. Please describe the efforts of the Office to increase public awareness of the work of the Advisory Neighborhood Commissions.***

This is a new responsibility for the Office dependent upon appropriations which were not received until the beginning of the current fiscal year. We do not yet, however, have the position supported by the increased appropriations. Our efforts to increase public awareness of the work of the ANCs, therefore, has been limited to the creation of an OANC Twitter account on January 2, 2019.

***57. Please provide the standard Advisory Neighborhood Commissions logo created by the Office for the use of Advisory Neighborhood Commissions.***

As the responsibility for providing the logo did not take effect until the fiscal year began, this is still a developing project. We have, however, developed the attached.

***58. What judicial and administrative decisions have been made in FY 18 and FY 19, to date, that particularly affect Commission duties or activities?***

We have not identified any decisions that meet this criterion.

***59. Please provide an update on the use of the budget allotment provided for American Sign***



***Language in the FY 19 budget. How much has been expended and how many meetings have been translated for that expenditure? What is the process for Advisory Neighborhood Commissions to request American Sign Language translation?***

The Office of Disability Rights has provided sign language interpretation at n meetings of ANC's or their committees at a cost of \$8,155. At the present time, ODR requires that requests for SLI services go through the OANC. We are negotiating with ODR to simplify and expedite the process by allowing requests to be made directly to ODR. As there are now two Commissioners who are deaf or hearing-impaired, we expect there will be an accelerating demand for SLI as the year progresses which is likely to exhaust the \$15,000 fund before the end of the fiscal year.

***60. How many Advisory Neighborhood Commissioners have been reimbursed for qualifying travel or childcare expenses pursuant to D.C. Code § 1-309.13(1-1) in FY 18 and FY 19, to date? How much money has been reimbursed to Commissioners for qualifying travel or childcare expenses in FY 18 and FY 19, to date?***

None to date.

***61. How many Advisory Neighborhood Commissions have obtained a debit card pursuant to D.C. Code § 1-309.13(b-1) in FY 18 and FY 19, to date? How much has been expended on Commission debit cards in FY 18 and FY 19, to date?***

None. The legislation authorizing debit card utilization has yet to take effect.

***62. Please describe the current role of Advisory Neighborhood Commissions, and the Office, in negotiations surrounding Planned Unit Developments.***

As with many things, the answer depends on the particular ANC and the neighborhood that it serves. Some ANC's do not actively participate in negotiations waiting until a finished package is presented for their comment, while others take a leading role in developing Community Amenity Packages. The OANC's role in this area has been limited to introductory information included in the orientation session for new Commissioners and responses to ANC inquiries.

## **FINANCIAL REPORTING AND QUARTERLY ALLOTMENTS**

***63. Please describe the mechanism the Office uses to review Commission quarterly financial reports and any challenges or systemic concerns revealed by that review. For the most recent reporting cycle, how many quarterly financial reports were submitted by Commissions late? How many are still outstanding?***

***64. Please list each quarterly allotment for an Advisory Neighborhood Commission that was considered by the Office in FY 18 and FY 19, to date, and whether the allotment's release was approved or disapproved by the Office. For any allotments whose release was disapproved, please provide the reasoning for the disapproval.***

***65. Has the Office of Advisory Neighborhood Commissions prepared a report on its financial oversight of the Advisory Neighborhood Commissions?***

No.

**66. Please list any outstanding data requests from the District of Columbia Auditor that have not been fulfilled. For each unfulfilled data request, please explain why the requested data has not been provided, the plan of the Office to fulfill those requests, and the date the Auditor should expect the requested data.**

The ODCA has requested information regarding receipt by the OANC of notices from certain agencies in connection with an evaluation of agency compliance with the requirement to give ANCs great weight. Some of this information has already been provided, and we anticipate the rest will be provided by the end of the month.

**67. Please list any recommendations from the District of Columbia Auditor that are not yet implemented, either by the Office, or by individual Advisory Neighborhood Commissions. For each open recommendation, please detail the Office's role in ensuring the implementation of the recommendation and any steps taken toward implementation.**

We do not have information on any pending recommendations from the District of Columbia Auditor.

## Attachments



**[Bare Bone Bylaws Template]**  
BYLAWS OF ADVISORY NEIGHBORHOOD COMMISSION \_\_\_\_  
(As Amended Through \_\_\_\_\_, 201\_\_)

ARTICLE 1. NAME

Section 1. The name of this Commission is Advisory Neighborhood Commission \_\_\_\_\_. It is established by DCL 14-133, as amended. The boundaries of the Commission are those described in that law.

ARTICLE II. OBJECT

Section 1. The Commission has the duties and powers described in PL 93-198 and DCL 1-21, as amended.

ARTICLE III. Members

Section 1. The Commission shall be comprised of those persons duly elected to represent the Single Member Districts within the Commission area.

Section 2. All members shall have equal voting rights following the principle of one person, one vote. There shall be no voting by proxy.

ARTICLE IV OFFICERS

Section 1. The Commission shall elect a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer.

Section 2. The election shall take place in January of each year.

Section 4. Each candidate for office shall be nominated by a member of the commission. Commissioners may nominate themselves. Seconds are not required.

Section 5. When nominations are closed, the voting shall take place as determined by the Commission at that time. However, no secret ballots are allowed.

Section 6. The elected officers shall be elected to serve for one year or until their successors are elected. Their terms of office shall commence at the close of the meeting at which they are elected. In the event of a vacancy, the officer filling the vacant position shall only serve out the term of the officer he or she replaced.

Section 7. A simple majority shall be required for election of officers. If there is not simple majority after the first ballot, there shall be an election between the candidates receiving the most votes.

Section 8. If there is a vacancy among the officers, the Commission shall hold an election the next meeting of the Commission. If there is a vacancy in the office of Treasurer, the Commission may hold a special meeting to elect a new Treasurer.

Section 9. The Chairperson shall serve as a convenor of the Commission and shall chair the Commission meetings.

Section 10. The Chairperson shall have the power to call special meetings of the Commission and of the Executive Committee.

Section 11. In the Chairperson's absence, or when the Chairperson wishes to give up the chair, the Vice-Chairperson shall act as the chair.

Section 12. The Secretary shall ensure that minutes are kept for all meetings of the commission and that copies are distributed to all members of the Commission. The Secretary shall also ensure that notice is given for all Commission meetings as required by District law.

Section 13. The Secretary shall serve as the central repository of copies of minutes of all standing, special and administrative committees.

Section 14. The Treasurer shall be responsible for developing an annual fiscal year budget, preparing quarterly financial reports, keeping the Commission's financial records and accounts, and for executing its expenditures in accordance with District law.

Section 15. All checks must be signed by two officers one of whom must be either the Treasurer or the Chairperson.

Section 16. The officers shall have the assistance of the Commission staff in carrying out their duties as may be required.

#### ARTICLE V. MEETINGS

Section 1. Each January the Commission shall decide on a schedule of meeting times and places for the next 12 months. The Commission, however, may modify the schedule if necessary. In case of an emergency, the Chairperson may reschedule the meeting time or location.

Section 2. No official action may be taken by the Commission unless a quorum is present and a majority of those "voting yea or nay" vote in favor of the action.

Section 3. A quorum is a majority of the current Commission members. However, there is not a quorum unless a majority of the SMDs have Commissioners.

Section 4. Special meetings of the Commission can be called by the Chairperson, the Executive Committee, or by written request of three Commission members. The purpose of the meeting shall be stated in the notice and no other topic may be discussed at that meeting.

#### ARTICLE VI. EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of a) the Chairperson; b) the Vice-Chairperson; c) the Secretary; and, d) the Treasurer.

Section 2. The Executive Committee of the Commission shall have the authority to establish special committees.

Section 3. The Executive Committee of the Commission shall have the power to propose meeting agenda and make recommendations for the operation of the Commission.

Section 4. A majority of the members of the Executive Committee shall constitute a quorum.

Section 5. Meetings of the Executive Committee may be called by the Chairperson or by a majority of the Committee.

#### ARTICLE VII. COMMITTEES

Section 1. There shall be two categories of committees, standing committees and special committees. Standing committees are those created permanently by majority vote of the Commission. Special committees are those created temporarily by the Commission or the Executive Committee.

Section 2. In accordance with District law, the chairmanship of each Commission committee or task force shall be open to any resident of the Commission area. The chairperson of each such committee or task force shall be appointed by the Commission.

Section 3. The Chairperson shall ensure that items requiring

committee action are be referred to the appropriate committee(s) on receipt.

Section 4. Committee recommendations for Commission action shall be placed on the agenda for the first ANC meeting after they are adopted, if requested by the Committee.

Section 5. All Committee meetings shall be announced on the ANC website at least 24 hours in advance except in case of an emergency or for other good cause.

#### ARTICLE VIII. STANDING RULES

Section 1. The Commission may adopt rules to implement the requirements of these Bylaws and to enhance the efficiency and operation of the Commission. The rules may be adopted or amended by majority vote at any Commission meeting.

Section 2. The Commission shall adopt rules for the use of the ANC office and supplies based on the following two principles: (1) all Commissioners shall have equal access to the office; and, (2) the use of the office and Commission supplies shall meet "public purpose" test.

Section 3. The Commission shall adopt standing rules for handling constituent recommendations. The rules shall designate one person to ensure that constituent recommendations are referred to the proper Commissioner or government agency for action.

#### ARTICLE IX. PARLIAMENTARY AUTHORITY

Section 1. Roberts' Rules of Order shall govern the Commission except where they are not consistent with District law, these bylaws or any standing rules the Commission may adopt.

#### ARTICLE X. AMENDMENT OF BYLAWS

Section 1. Revision of these Bylaws requires a two-thirds vote of those present and "voting yea or nay." Each Commission member shall have at least two weeks prior notice that an amendment(s) is being proposed to the Bylaws. The notice shall include the suggested change(s).

Section 2. These Bylaws shall be consistent with all Congressional and District legislation and other applicable laws regarding ANCs. Any inconsistencies are null and void.



Design concepts for ANC logos

## Payroll template for calculating pay and withholding for ANC employees

B1      X    ✓    /s/    Salary Calculations for \_\_\_\_\_

	B	C	D	E	F	G	H	I	J	K	L	M	N
	Salary Calculations for _____		Hourly rate	Hours this PP	Payperiods								
					1	2	3	4	5				
5	# of hours			1	# hours/pp:								
7	gross		\$16.00	\$16.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	Fed		\$1.15	\$1.15		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	fica		\$1.22	\$1.22		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11		ss \$0.99											
12		medicare \$0.23											
13	dc		\$0.59	\$0.59		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15	net		\$13.04	\$13.04		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19	941 tax calculated as follows:												
21	Fed income tax		\$1.15	\$1.15		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22	Employee fica share		\$1.22	\$1.22		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	ANC fica share		\$1.22	\$1.22		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25	941 Payment =		\$3.59	\$3.59		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26		rounding correction		\$0.00									
27	credit (if needed)												
28	adj payment			\$3.59									

Sheet1    Sheet3    +    4



**OANC Purchases****FY 2018 – Jan 21, 2019****Card Holder: Lynard Barnum, Staff Assistant**

<b>Post Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Purpose</b>
02/02/2018	STAPLES 00102186	\$68.59	Office supplies
02/19/2018	STANDARD OFFICE SUPPLY	\$134.99	Office supplies
02/19/2018	STANDARD OFFICE SUPPLY	\$134.99	Office supplies
02/22/2018	STANDARD OFFICE SUPPLY	\$73.49	Office supplies
02/23/2018	STANDARD OFFICE SUPPLY	\$66.14	Office supplies
03/13/2018	DMI* DELL HLTHCR/REL	\$783.96	Laptop Computer
03/19/2018	STANDARD OFFICE SUPPLY	\$233.71	Office supplies
03/19/2018	STANDARD OFFICE SUPPLY	\$40.22	Office supplies
04/09/2018	EIG Power	\$14.95	Internet Services
04/09/2018	EIG Power	\$14.95	Internet Services
04/18/2018	Blue Host	\$155.88	Internet Services
05/09/2018	EIG Power	\$14.95	Internet Services
05/15/2018	AMAZON MKTPLACE PMTS W	\$73.25	Dual HDMI Adapter
05/24/2018	AMAZON MKTPLACE PMTS	\$3.03	Office supplies
05/25/2018	AMAZON MKTPLACE PMTS	\$0.95	Office supplies
05/25/2018	AMAZON MKTPLACE PMTS	\$0.49	Office supplies
05/25/2018	AMAZON MKTPLACE PMTS W	\$65.99	Dual HDMI Adapter
06/11/2018	EIG Power	\$14.95	Internet Services
07/09/2018	STANDARD OFFICE SUPPLY	\$126.29	Office supplies
07/09/2018	EIG Power	\$14.95	Internet Services
07/17/2018	EIG Power	\$47.88	Internet Services
09/17/2018	EIG Power	\$14.95	Internet Services
09/18/2018	EIG Power	\$107.88	Internet Services
09/21/2018	STANDARD OFFICE SUPPLY	\$2,999.99	Samsung Smart TV 82" NV8000
09/24/2018	AMAZON.COM*MT5AQ6J12	\$284.08	Mobile TV stand
10/25/2018	AMZN MKTP US	\$441.99	Dell Inspiron Laptop
10/26/2018	EIG Power	\$14.95	Internet Services
11/09/2018	EIG Power	\$14.95	Internet Services
11/26/2018	AMAZON PRIME	\$13.16	Membership Fee
11/30/2018	STANDARD OFFICE SUPPLY	\$24.71	Office supplies
11/30/2018	STANDARD OFFICE SUPPLY	\$329.40	Office supplies
12/26/2018	EIG Power	\$14.95	Internet Services
01/09/2019	EIG Power	\$14.95	Internet Services
01/21/2019	STANDARD OFFICE SUPPLY	\$41.50	Office supplies

Note: No purchases were made between October 1, 2017 and January 1, 2018. No purchases have been made since January 21, 2019.