

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



**Gordon M. McDonald**  
Deputy Chief Financial Officer

February 19, 2019

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 31, 2019, letter in preparation for the Office of Budget and Planning's FY 2018 and FY 2019 Performance Oversight hearing scheduled for February 25, 2019.

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

Sincerely,

Gordon M. McDonald  
Deputy Chief Financial Officer

January 31, 2019

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 **Monday, February 25, 2019 at 10:30 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 **Monday, February 18, 2019**. Please avoid the use of attachments unless specifically requested. If you need to discuss any of the questions, please contact Evan Cash, Committee and Legislative Director, at (202) 724-7002.

1. Please provide, as an attachment to your answers, a current organizational chart for OBP 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 OBP which identifies all employees by title/position, current salary, fringe benefits, and program office as of February 1, 2019. 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 February 1, 2019.**

3. Please list as of February 1 all employees detailed to or from OBP, if any, anytime this fiscal year (up to the date of your answer). For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date the detail began, and the employee's actual or projected date of return.

**A3. There are no employees detailed to or from OBP for FY 2018 and FY 2019 to date.**

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

**A4. See tables below:**

<b>OBP Employees with Salaries over \$125,000 , FY 2018</b>			
<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Overtime/ Bonus</b>
McDonald, Gordon	Deputy Chief Financial Officer	\$ 197,819	0
Spaulding, James	Associate Deputy Chief Financial Officer	184,825	0
Stephenson, Leticia	Director, Financial Planning, Analysis, and Management Services	176,296	0
Cannady, Eric	Director, Operating Budget	176,296	0
Clark, David	Director, Capital Budget/CIP	173,173	0
Greenfield, Sherrie	Manager, Capital Budget/CIP	156,681	0
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 Brian	Senior Cost Analyst	133,480	0
Stroman, Tayloria	Budget Controller	133,480	0
Johnson, Robert	Senior Financial Systems Analyst	133,480	0
Agbebakun, Joshua	Operating Budget Advisor	133,480	0
Terry, Samuel	Manager, Financial Planning and Analysis	125,553	0

**A4. (continued)**

(b) For fiscal year 2019, please list each employee whose salary is or was \$125,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and/or bonus pay as of the date of your response.

<b>OBP Employees with Salaries over \$125,000 , FY 2019</b>			
<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Overtime/ Bonus</b>
McDonald, Gordon	Deputy Chief Financial Officer	\$ 207,829	0
Spaulding, James	Associate Deputy Chief Financial Officer	194,177	0
Stephenson, Leticia	Director, Financial Planning, Analysis, and Management Services	185,217	0
Cannady, Eric	Director, Operating Budget	185,217	0
Clark, David	Director, Capital Budget/CIP	181,935	0
Greenfield, Sherrie	Manager, Capital Budget/CIP	164,609	0
Taing, Sue	Senior Reporting and Systems Analyst	164,609	0
White, Stacy-Ann	Manager, Operating Budget	160,520	0
Osorio, Carlotta	Senior Financial Systems Analyst	140,234	0
Powell, William	Operating Budget Advisor	140,234	0
Myers, Margaret	Office and Production Manager	140,234	0
Smith, Duane Brian	Senior Cost Analyst	140,234	0
Stroman, Tayloria	Budget Controller	140,234	0
Johnson, Robert	Senior Financial Systems Analyst	140,234	0
Agbebakun, Joshua	Operating Budget Advisor	140,234	0
Myers, Randall	Manager, Operating Budget	140,083	0
Terry, Samuel	Manager, Financial Planning and Analysis	131,906	0
Pryor, Charles	Financial Medicaid Advisor	126,283	0

5. Please list, in descending order, the top 15 overtime earners in OBP for fiscal year 2018. For each, state the employee's name, position or title, salary, and aggregate overtime pay.

**A5. See table below.**

<b>OBP's Overtime Pay - FY 2018</b>			
<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Overtime Pay</b>
Haroun Dumbuya	Budget Technician, Capital	\$45,931	\$792
<b>No Overtime for FY 2019 to date</b>			

6. For fiscal years 2018 and 2019 (through January 31), please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

**A6. No OBP employee was granted bonuses or special pay in FY 2018 and FY 2019 to date.**

7. For fiscal years 2018 and 2019 (through January 31), please list each employee separated from the agency with separation pay. State the amount and number of weeks of pay. Also, for each, state the reason for the separation.

**A7. No OBP employee separated from the agency in FY 2018 and FY 2019 to date with separation pay.**

8. For fiscal years 2018 and 2019 (through January 31), please state the total number of employees receiving worker's compensation payments.

**A8. No OBP employee received worker's compensation for FY 2018 and FY 2019 to date.**

9. Please provide the name of each employee who was or is on administrative leave in fiscal years 2018 and 2019 (through January 31). In addition, for each employee identified, please provide: (1) their position; (2) a brief description of the reason they were placed on leave; (3) the dates they were/are on administrative leave; (4) whether the leave was/is paid or unpaid; and (5) their current status (as of January 31, 2019).

**A9. No OBP employee was placed on administrative leave in FY 2018 and FY 2019 to date.**

10. For fiscal years 2018 and 2019 (through January 31), please list, in chronological order, all intra-District transfers to or from OBP. Give the date, amount, and reason for the transfer.

**A10.**

FY 2018 Intra-District Transactions					
Fiscal Year	OC	Transaction Date	Type of Funds	Reason	Amount
2018	20	10/2/2017	Local - NPS	Purchase Card Advance	10,000
	40	10/2/2017	Local - NPS	Purchase Card Advance	32,000
	20	1/3/2018	Local - NPS	Purchase Card Advance	7,000
	40	1/3/2018	Local - NPS	Purchase Card Advance	8,000
	70	1/3/2018	Local - NPS	Purchase Card Advance	5,000
Purchase Card Advances for FY 2018*					\$ 62,000
*Note: Of the \$62K that was advanced to the PCard, OBP used \$31K. See Question 22 for Actual spending. The remainder was returned to AT0.					
	40	12/29/2017	Local - NPS	Ronald Reagan - Parking	24,780
Total Intra-District for FY 2018					\$ 86,780
FY 2019 Intra-District Transactions as of February 4, 2019					
2019	20	11/20/2018	Local - NPS	Purchase Card Advance	10,000
	40	11/20/2018	Local - NPS	Purchase Card Advance	17,000
Purchase Card Advance for 1st Quarter					27,000

11. Please list, in chronological order, every reprogramming of funds into or out of the agency for fiscal years 2018 and 2019 (through January 31). Include a “bottom line” that explains the revised final budget for OBP. For each reprogramming, list the reprogramming number (if submitted to the Council for approval), the date, the amount, and the rationale.

**A11.**

**FY 2018 – reprogrammings affecting OBP’s budget:**

Fiscal Year	Approval Month	Approved Budget w/Revisions - OBP	Total Reprogramming Amount (OCFO)	Council Reprogramming Number	Description
<b>FY 2018 Approved Budget</b>		<b>\$ 6,214,767</b>			
	July	50,000	950,000	22-0164	This reprogramming ensured that OCFO would be able to support various automation requirements in the second half of the fiscal year, including new fraud detection software and systems testing needed for the new financial system project.
	October	(95,000)	385,100	n/a	This reprogramming supported the most recent spending plan within the Office of the Chief Information Officer.
	October	(173,821)	493,821	n/a	The reprogramming addressed personal services needs within the Office of Tax and Revenue.
	June	33,770	OCFO was provided \$2,584,050 for COLA in FY 2018		FY 2018 COLA allocation - included to complete the reconciliation to the final revised budget
<b>FY 2018 Revised Budget</b>		<b>\$ 6,029,715</b>			

**FY 2018 – one additional reprogramming with no net effect on OBP’s budget:**

Approval Month	Total Reprogramming Amount	Description
October	341,100	This reprogramming ensured that personal services budget authority is aligned with expenditures in the Budget Development and Execution program. Funds moved from the Operating Budget and Financial Planning and Analysis activities to the Executive Direction and Support and Capital Budget/CIP activities (net zero change in OBP).

12. Please list, in chronological order, every reprogramming within OBP during fiscal year 2019 to date. Include known, anticipated intra-agency reprogrammings. For each, give the date, amount, and rationale.

**A12. FY 2019 – no reprogrammings to date.**

13. For fiscal years 2018 and 2019 (through January 31), please identify each special purpose revenue fund maintained by, used by, or available for use by OBP. 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 2017, 2018, and 2019 (as of January 31) and give starting and ending balances. You may wish to present this information first as a list (for numbers 1-5) and then as separate tables for numbers 4 and 5.

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

14. Please provide a table showing OBP Council-approved original budget, revised budget (after reprogrammings, etc.) for fiscal years 2017, 2018, and the first quarter of 2019. In addition, please explain the variances between fiscal year appropriations and actual expenditures for fiscal years 2017 and 2018.

**A14.**

	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019 through 12/31/18</b>
Original Budget	6,364,767	6,214,767	6,316,701
Revised Budget	6,010,132	6,029,715	6,316,701
Actual Expenditures	6,006,260	6,025,850	1,470,877
Variance	3,873	3,865	4,845,825

15. Please list all memoranda of understanding (MOU) either entered into by OBP or in effect during fiscal years 2018 and 2019 (through January 31). For each, describe its purpose, indicate the date entered, and provide the actual or anticipated termination date.

**A15. OBP does not have any MOUs.**

16. D.C. Law requires the Mayor and the Chief Financial Officer to submit to the Council, simultaneously with a proposed budget submission, actual copies of all agency budget enhancements requests, including the “Form B” for all District agencies (See D.C. Code § 47-318.05a). In order to help the Committee understand agency needs, and the cost of those needs for OBP, please provide, as an attachment to your answers, all budget enhancement requests submitted by OBP to the Mayor or Chief Financial Officer as part of the budget process for fiscal years 2017 and 2018.

**A16. OBP had no budget enhancement requests for FY 2017 or FY 2018.**

17. Please list all currently open capital projects for OBP (as of January 31st) including those projects that are managed or overseen by another agency or entity. Include a brief description of each, the total estimated cost, expenditures to date, the start and completion dates, and the current status of the project. Also, indicate which projects are experiencing delays and which require additional funding.

**A17. Projects are as follows:**

<b>Project Name</b>	<b>Number</b>	<b>Total Budget Authority</b>	<b>Expenditures</b>	<b>Current Allotment Balance</b>	<b>Reprogramming in FY 2018 or FY 2019?</b>
Modernized Budget Analytics	BF303C	\$ 9.7 M	\$ 0.0	\$ 3.5 M	No
<b>Status:</b> Pre-implementation analysis is being conducted. The current plan is to include it as part of a new capital project for an Enterprise Financial System.					
<b>Comments:</b> This portion of the larger financial project will replace the Budget Formulation Application (BFA) our current budget system.					

Project Name	Number	Total Budget Authority	Expenditures	Current Allotment Balance	Reprogramming in FY 2018 or FY 2019?
DCSRP SOAR Modernization	BF304C	\$ 91.0 M	\$ 0.0	\$ 2.669 M	No
<b>Status:</b> Pre-implementation analysis is being conducted. The current plan is to include it as part of a new capital project for an Enterprise Financial System.					
<b>Comments:</b> This budget is for the new 'SOAR replacement' project and will begin later in FY 2019.					

Project Name	Number	Total Budget Authority	Expenditures	Current Allotment Balance	Reprogramming in FY 2018 or FY 2019?
Capital Asset Replacement Scheduling System	CIM01C	\$ 2.994	\$ 2.199 M	\$ 0.691 M	Yes, FY 2018. \$7,500 was reprogrammed to the operating budget to pay for non-capital eligible expenditures (conference fees).
<b>Status:</b> This project began in June of 2015. We currently have over 230,000 assets in the system. The basic system is complete from a capital budget perspective. The remaining capital budget balance will be used to further enhance the system with the project Cost Estimation tool.					
<b>Comments:</b> There is no out-year capital budget planned. All planned future expenditures will be ongoing system maintenance and licensing access and will be operating expenses.					

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

**A18. OBP does not have any pending lawsuits.**

19. (a) Please list and describe any investigations, studies, audits, or reports on OBP or any employee of OBP that were completed at any time in fiscal years 2018 or 2019 (through January 31).
- (b) Please list and describe any ongoing investigations, audits, or reports of OBP or any employee of OBP.

**A19(a)(b). There are no completed or ongoing investigations involving OBP.**

20. How many grievances have been filed by employees or labor unions against OBP management? Please list each of them by year for fiscal years 2017, 2018, and 2019 (through January 31). Give a brief description of each grievance, and the outcome as of January 31, 2019. Include on the chronological list any earlier grievance that is still pending in any judicial forum.

**A20. There are no completed or ongoing grievance cases involving OBP.**



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

(b) List and describe each allegation received by the OBP in FY 2018 and FY 2019, to date, and the resolution of each as of the date of your answer.

**A21.**

(a) If the agency receives an allegation of sexual harassment or misconduct, it is appropriately and thoroughly investigated. If that investigation uncovers credible evidence, appropriate discipline is administered.

(b) There have been no allegations in FY 2018 and FY 2019 to date, in the Office of Budget and Planning.

22. In table format, please list the following for fiscal years 2018 and 2019 (through January 31, 2019) regarding OBP's use of SmartPay (credit) cards for OBP 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).

**A22. See table below.**

Name	Position	Purchase Limit Per Day	Total Spent in FY 2018	Amount Spent in FY 2019 (to date)
Margaret Myers	Office and Production Manager	\$5,000.00	\$30,081.50	\$ 4,329.36

23. Please provide a list of all procurements for goods or services for use by OBP over \$10,000 for fiscal years 2018 and 2019 (through January 31). 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.

**A23. See table below:**

FY 2018 Procurement Over \$10,000			
Vendor/Contractor	Amount	Product/Service	Explanation
Balmar Inc. DBA HBP	\$106,789	Production/Printing and publication services	This contract is for design, printing and publication of the District's FY 2019 Budget books and CDs.
FY 2019 Procurement Over \$10,000 (as of February 1, 2019)			
Vendor/Contractor	Amount	Product/Service	Explanation
Balmar Inc. DBA HBP	\$54,970	Production/Printing and publication services	This contract is for design, printing and publication of the District's FY 2020 Budget books.

*Note: Number of budget books printed was reduced, hence the reduction in cost for FY 2020 budget.*

24. (a) Please describe how OBP manages and limits its mobile, voice, and data costs, including cellular phones and mobile devices.

**A24(a). OBP's telephones are part of a pool system (operated through OCTO), where each user is never charged for over use of minutes. Some users use very few minutes while others use a lot, so overall usage balances out.**

(b) In table format and as an attachment, please provide the following information for fiscal years 2018 and 2019 (through January 31), regarding OBP'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 20 individuals, group the answer by program, giving the total number of FTEs for that program as well as the number of cellular phones and mobile devices.

**A24(b). See table below.**

<b>Cellular Telephones in OBP - FY 2018</b>			
<b>Name</b>	<b>Position</b>	<b>Cellular Telephones</b>	<b>Justification for Use</b>
McDonald, Gordon	Deputy Chief Financial Officer	\$516	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	\$516	
Stephenson, Leticia	Director, Financial Planning and Analysis	\$516	
Cannady, Eric	Director, Operating Budget	\$516	
Clark, David	Director, Capital Budget/CIP	\$516	
White, Stacy-Ann	Manager, Operating Budget	\$516	
Okparaocha, Sunday C.	Manager, Operating Budget	\$129	
Greenfield, Sherrie	Manager, Capital Budget/CIP	\$516	
Terry, Samuel	Manager, Financial Planning and Analysis	\$516	
Myers, Randall	Operating Budget Advisor	\$516	
Williams, Lakeia	Executive Assistant	\$516	
Waddy, Renee	Executive Assistant	\$516	
Johnson, Robert	Senior Financial Systems Analyst	\$516	
Miller, Darryl	Financial Systems Analyst	\$516	
Myers, Margaret	Office and Production Manager	\$516	
Sattar, Sadia	Budget and Planning Advisor	\$215	
<b>Cost for FY 2018</b>		<b>\$7,351</b>	

<b>Cellular Telephones in OBP - FY 2019 to date</b>			
<b>Name</b>	<b>Position</b>	<b>Cellular Telephones</b>	<b>Justification for Use</b>
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	
Greenfield, Sherrie	Manager, Capital Budget/CIP	\$172	
Terry, Samuel	Manager, Financial Planning and Analysis	\$172	
Myers, Randall	Operating Budget Advisor	\$172	
Williams, Lakeia	Executive Assistant	\$172	
Waddy, Renee	Executive Assistant	\$172	
Johnson, Robert	Senior Financial Systems Analyst	\$172	
Miller, Darryl	Financial Systems Analyst	\$172	
Myers, Margaret	Office and Production Manager	\$172	
<b>Year-to-Date Cost</b>		<b>\$2,407</b>	

25. (a) Does OBP have or use one or more government vehicle? If so, for fiscal years 2018 and 2019 (through January 31), 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.).

(b) Please list all vehicle accidents involving OBP's vehicles for fiscal years 2017, 2018, and 2019 (through January 31). Provide: (1) a brief description of each accident; (2) the type of vehicle involved; (3) the name and title/position of the driver involved; (4) the justification for using such vehicle; and (5) whether there was a finding of fault and, if so, who was determined to be at fault.

**A25(a)(b). There are no government vehicles assigned to OBP.**

26. D.C. Law requires the Mayor to pay certain settlements and judgements 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 the OBP for a settlement or judgment pursuant to D.C. Code § 2-402.

**A26. There are no settlements or judgements charged back to OBP.**

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

(b) 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 chauffeur or take-home status.

**A27(a)(b). OBP is in compliance with this law with no exceptions. There are no government vehicles assigned to OBP.**

28. In table format, please provide the following information for fiscal years 2018 and 2019 (through January 31) regarding OBP's authorization of employee travel: (1) each trip outside the region; (2) individuals (by name and title/position) authorized to travel outside the region; (3) total expense for each trip (per person, per trip, etc.); and (4) justification for the travel (per person and trip).

**A28.**

OBP Employees Out-of-Town Travel - FY 2018		
Name/Position	Justification for Travel	Amount
David Clark/ Director, Capital Budget/CIP	Attend PowerPlan Planet 2017 Conference in Phoenix, AZ, Nov. 12-16, 2017	\$1,928.37
David Clark/ Director, Capital Budget/CIP	Attend "Deferred Maintenance of Public Infrastructure" roundtable, April 19-20, 2018 at Stanford Global Projects Center, Stanford, California	\$1,384.10
Samuel Terry/Manager, Financial Planning and Analysis	Attend Government Finance Officers Association (GFOA) annual conference in St. Louis, Missouri May 6-9, 2018	\$1,228.61
Randall Myers/Manager Operating Budget	Attend National Association of State Budget Officers (NASBO) annual conference in Oklahoma City, July 22-26, 2018	\$1,686.25
Charles Pryor/Financial Medicaid Advisor	Attend National Association of State Budget Officers (NASBO) annual conference in Oklahoma City, July 22-26, 2018	\$1,771.79
	<b>Total for FY 2018</b>	<b>\$7,999.12</b>
<b>OBP Employees Out-of-Town Travel - FY 2019 (to date)</b>		
David Clark/ Director, Capital Budget/CIP	Attend Oracle Openworld Conference in San Francisco, October 22-25, 2018	\$4,324.64
	<b>FY 2019 to date</b>	<b>\$4,324.64</b>

29. Please provide and itemize, as of January 31, 2019, the current number of When Actually Employed (WAE), term, and contract personnel within OBP. If OBP 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 OBP, and the date on which his or her current term expires.

**A29. OBP has no WAE, term, or contract personnel at this time.**

30. Please identify any legislative requirements that OBP lacks sufficient resources to properly implement. Explain.

**A30. There are no such requirements.**

31. Please identify any statutory or regulatory impediments to OBP's operations.

**A31. There are no such impediments.**

32. Did the OCFO receive any FOIA requests in fiscal year 2018? If yes, did the OBP 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. Also state here the total cost incurred by OBP for fiscal years 2018 and 2018 as stated in the reports.

**A32. The Office of Budget and Planning did not receive any FOIA requests in FY 2018. 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.**

33. (a) What are OBP's key performance indicators and what has been OBP's performance (for each of these KPIs) in fiscal year (or calendar year) 2017, 2018, and 2019 (through the first quarter).

(b) What KPIs have been dropped (or changed) since 2015? List each specifically and explain why it was dropped or changed.

**A33.**

**(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 completed within 25 business days of relevant closing activity**
- 5. Customer Satisfaction Survey**

**(b) None.**

34. 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 2018 and 2019.

**A34. Our top five priorities are aligned with, and 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. 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 2019 Budget to ensure year-end balance.** OBP's budget execution functions include monitoring, adjusting, and reporting on the FY 2019 budget and help District agencies, the Mayor, and the Council ensure balance at the end of the year.

*a. Monitoring* – OBP reviews agency Financial Review Process (FRP) reports and compares spending with agency spending plans to identify potential spending pressures as early in the year as possible. OBP works with the Mayor's budget office as they propose changes to resolve any pressures that arise.

*b. Adjusting* – If the Mayor proposes a Supplemental Budget for FY 2019, OBP works with the Mayor's budget office to develop the request. As always, any Supplemental Budget must work in conjunction with the FY 2020 Proposed Budget and Financial Plan to ensure balance over a five-year window. We also process reprogrammings, grant budget modifications, Contingency Reserve requests, and other adjustments to the budget, ensuring that all changes can be supported and keep the budget in balance.

*c. Reporting* – OBP issues FY 2019 Financial Status Reports for the operating and capital budgets, as well as reports on Emergency and Contingency Reserve Fund status, reprogrammings, Intra-Districts, capital project reconciliations, and other topics.

**2. Produce a balanced FY 2020 Budget.** OBP works closely with the Mayor's office to ensure that the Mayor's Proposed FY 2020 Budget and Financial Plan is balanced throughout the financial plan period. We also ensure that proposed borrowing within the Capital Improvements Plan results in debt service that remains within the District's 12 percent debt cap. After the budget is submitted to the Council on March 20, 2019, OBP works with Council's budget office and with committee staff to help interpret the budget and assists the Council in its deliberations. Finally, after Council approves the budget, OBP produces budget documents to be delivered to Congress.

**3. Refine our systems and improve budget transparency and outreach.** OBP continues to update systems to help manage the budget and provide information to stakeholders in the government and the public, and we post a number of reports on the internet.

*a. Capital Project Systems* – The Capital Asset Replacement Scheduling System (CARSS) now includes 100 percent of District assets and is actively used in capital budget formulation. The Property Use Tracking System (PUTS) provides data for

reporting on District facility use and related facility tax-exempt bond borrowing to ensure compliance with IRS Regulations. We continue to improve these systems.

*b. 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, we make available current-year budget data and historical expenditure data with a variety of options for users to create their own reports.

*c. 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 work with OCIO and the CFO's public affairs officer to update the OCFO web site to make the reports easier to find.

4. Improve budget adjustment processes and report timeliness. 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 intra-District requests beginning FY 2020. This application is expected to be put in place for reprogrammings also in FY 2020.

We continue to improve the timeliness of our reporting in general, and we anticipate these changes will help us improve timeliness of our quarterly reporting on reprogrammings and intra-Districts.

5. Planning for budget system implementation. The CFO is fully committed to the replacement of SOAR and our current Budget Formulation Application (BFA). The initial allotment for this capital project has been made in FY 2019, and we have begun planning the project. OBP will provide extensive input on the new financial system as well as designing the new budget system. In the meantime, we are improving current processes and systems where we can. For example, for the FY 2018 budget process, we fully automated the financial plan with a link to the BFA for the first time, and we continue to explore ways to make the automated financial plan a tool we can use throughout the year to trace the long-term effects of proposed budget changes.

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

PM/ec



# Attachment A - Office of Budget and Planning Organization Chart

Budget and Planning  
Advisor  
VACANT

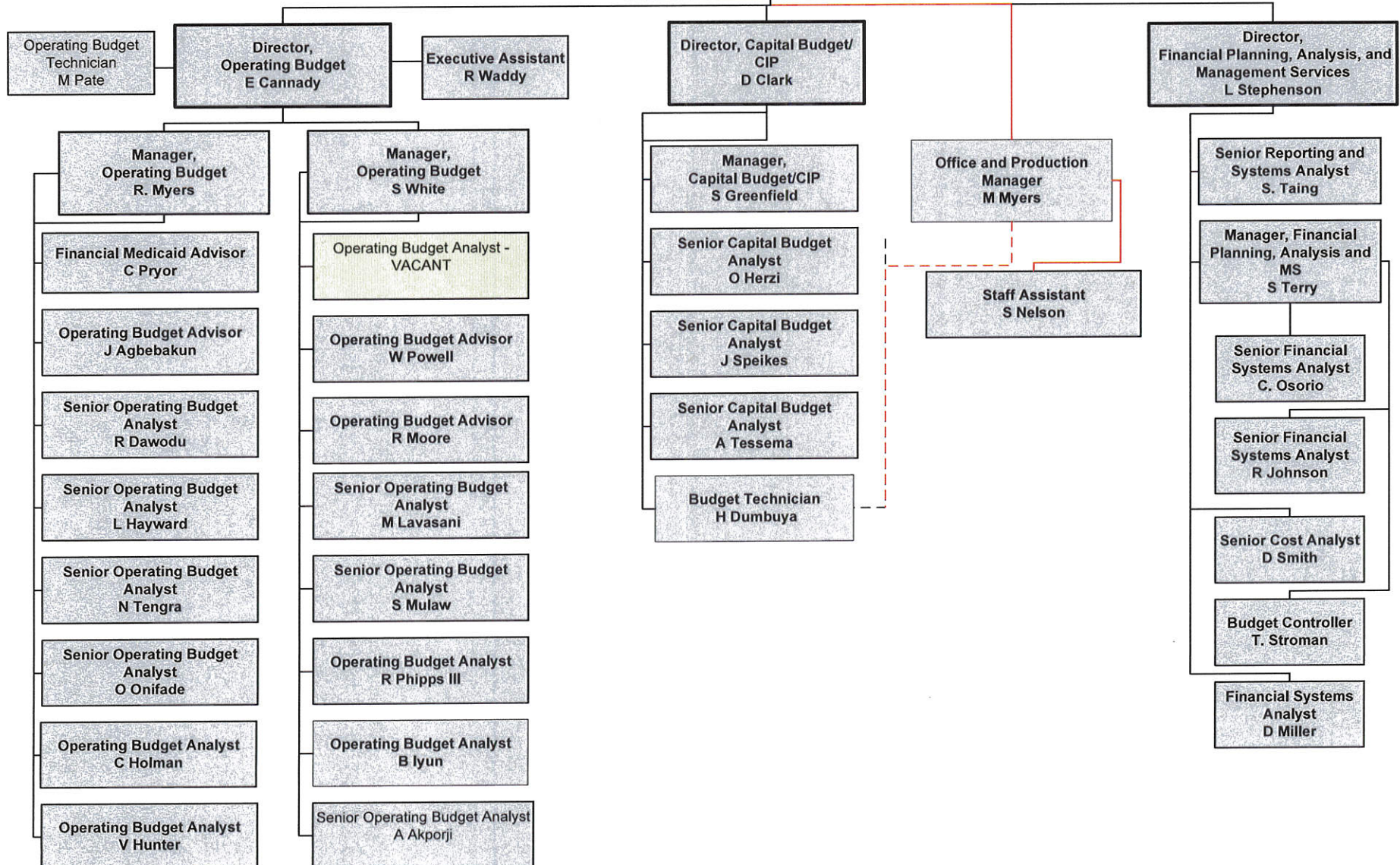
Deputy Chief Financial Officer  
G McDonald

Executive Assistant  
L Williams

Total Approved FTEs = 41  
Filled Positions = 39 full time  
Vacant Positions = 2

FEBRUARY 1, 2019

Associate Deputy  
Chief Financial Officer  
J Spaulding





Office of the Chief Financial Officer (ATO)  
**Office of Budget and Planning (Program 3000)**  
**FY 2019 Schedule A - as of February 1, 2019**

	Division	Position	Salary	Fringes @ 21.99%
<b>EXECUTIVE DIRECTION AND SUPPORT</b>				
1	3100	Deputy Chief Financial Officer	207,829	45,515
2	3100	Associate Deputy CFO	194,177	42,525
3	3100	Office/Production Manager	140,234	30,711
4	3100	Executive Assistant	118,668	25,988
5	3100	Staff Assistant	81,214	17,786
6	3100	Budget and Planning Advisor	Vacant	
<b>FINANCIAL PLANNING, ANALYSIS, AND MANAGEMENT SERVICES</b>				
7	3400	Director, Financial Planning, Analysis, and Management Services	185,217	40,563
8	3400	Senior Reporting and Systems Analyst	164,609	36,049
9	3400	Manager, Financial Planning and Analysis	135,995	29,783
10	3400	Senior Cost Analyst	140,234	30,711
11	3400	Senior Financial Systems Analyst	140,234	30,711
12	3400	Senior Financial Systems Analyst	140,234	30,711
13	3400	Budget Controller	140,234	30,711
14	3400	Financial Systems Analyst	118,668	25,988
<b>OPERATING BUDGET</b>				
15	3700	Director, Operating Budget	185,217	40,563
16	3700	Manager, Operating Budget	160,520	35,154
17	3700	Manager, Operating Budget	140,083	30,678
18	3700	Operating Budget Advisor	140,234	30,711
19	3700	Operating Budget Advisor	140,234	30,711
20	3700	Operating Budget Advisor	115,820	25,365
21	3700	Financial Medicaid Advisor	126,283	27,656
22	3700	Senior Operating Budget Analyst	118,668	25,988
23	3700	Senior Operating Budget Analyst	118,668	25,988
24	3700	Senior Operating Budget Analyst	115,715	25,342
25	3700	Executive Assistant	112,763	24,695
26	3700	Senior Operating Budget Analyst	106,857	23,402
27	3700	Senior Operating Budget Analyst	109,810	24,048
28	3700	Senior Operating Budget Analyst	103,905	22,755
29	3700	Senior Operating Budget Analyst	95,047	20,815
30	3700	Operating Budget Analyst	102,262	22,395
31	3700	Operating Budget Analyst	97,300	21,309
32	3700	Operating Budget Analyst	92,339	20,222
33	3700	Operating Budget Analyst	92,339	20,222
34	3700	Budget Technician (Operating Budget)	44,389	9,721
35	3700	Operating Budget Analyst*	Vacant	
<b>CAPITAL BUDGET (CIP)</b>				
36	3800	Director, Capital Budget/Capital Improvements Program (CIP)	185,217	40,563
37	3800	Manager, Capital Budget/Capital Improvements Program (CIP)	164,609	36,049
38	3800	Senior Capital Budget Analyst	112,763	24,695
39	3800	Senior Capital Budget Analyst	109,810	24,048
40	3800	Senior Capital Budget Analyst	103,905	22,755
41	3800	Budget Technician (Capital Budget)	48,745	10,675

\*Positions advertised and interviews complete. Waiting on HR to complete hiring process.