

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Mayor's Office of Nightlife and Culture**



**Responses to Fiscal Years 2018-2019  
Performance Oversight Questions**

**Shawn Townsend  
Acting Director**

**Submission to  
Committee on Government Operations  
Council of the District of Columbia  
The Honorable Brandon T. Todd, Chairperson**

February 18, 2019

John A. Wilson Building  
1350 Pennsylvania Ave., NW  
Washington, DC 20004

**Office of Nightlife and Culture  
FY18-19 Performance Oversight Questions  
Committee on Government Operations  
Councilmember Brandon T. Todd (Ward 4), Chair**

1. Please provide the legislative history for the creation of the Office, which includes the following information:

- a. The legislative vehicle by which the Office was created (Mayor's Order, Resolution, or Statute).

**The Mayor's Office of Nightlife and Culture (MONC) was established under DC Law 22-0191, effective December 13, 2018.**

- b. What powers the Office has been delegated through Mayor's Order.

**No powers have been delegated to the Office through a Mayor's Order.**

- c. The legislative vehicle by which the Director was appointed (Mayor's Order, Resolution, Statute).

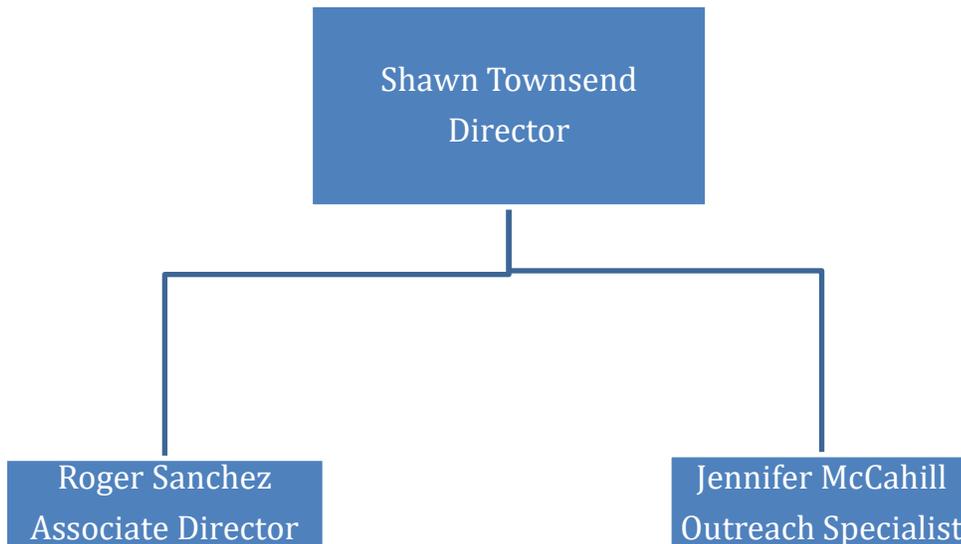
**MONC's Acting Director, Shawn Townsend, was appointed by Mayor Muriel Bowser and will be confirmed by Resolution.**

2. Please explain the mission of your Office.

**MONC serves as an intermediary between nightlife establishments, residents, and the District government. This office is also tasked with promoting nightlife economy through key initiatives, inter-agency collaboration, and training opportunities.**

3. Please provide a complete, up-to-date organizational chart for each division within the office, including an explanation of the roles and responsibilities for each division and subdivision.

- a. Please provide a list of all 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.



Name & Role	Summary of Role
Shawn Townsend   Director	<ul style="list-style-type: none"> <li>• Provide oversight of all fiscal and programmatic matters.</li> <li>• Responsible for direction and vision of agency.</li> <li>• Plans, organizes, and designs the administrative structure for the Office of Nightlife and Culture, and serves as key staff support for the Commission on Nightlife and Culture.</li> <li>• Prepares annual report detailing actions taken and recommendations to improve the after-hours economy.</li> <li>• Serves as point of contact for nightlife establishments to facilitate connections to District government agencies.</li> </ul>
Roger Sanchez   Associate Director	<ul style="list-style-type: none"> <li>• Manage staff and day-to-day activities of the office.</li> <li>• Assist with the development of strategic plan for the Mayor’s Office of Nightlife and Culture.</li> <li>• Develops and/or maintains office contact and complaint databases.</li> <li>• Organize and coordinate office administration and procedures.</li> <li>• Serves as the office’s Public Information Officer (PIO).</li> </ul>
Jennifer McCahill  Outreach Specialist	<ul style="list-style-type: none"> <li>• Coordinates the response of multiple District agencies to solve persistent neighborhood problems.</li> <li>• Develops partnerships with other entities businesses, community-based organizations and citizens to support</li> </ul>

	<p>service initiatives and community problem solving.</p> <ul style="list-style-type: none"> <li>• As liaison, provides project progress information to neighborhood stakeholders, including the Advisory Neighborhood Commissions, civic groups, tenant associations, faith based organizations, schools, businesses, and residents.</li> <li>• Prepares weekly progress reports to the Director; and participates in related conferences, meetings, and training seminars.</li> </ul>
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4. Please provide a complete position listing for your office for fiscal year 2019 to date, including the following information.
- a. Name of employee.
  - b. Title of position.
  - c. Grade, series, and step of position.
  - d. Date employee began.
  - e. Salary and fringe benefits.
  - f. Job status (continuing, term, temporary or contract).

Name of Employee	Title of position	Grade, Series	Date Employee began	Salary	Fringe Benefits	Job Status(Continuing, term, temporary or contract)
Shawn Townsend	Director	Grade 9	12/13/18	117,031.06	23,874.33	Excepted Service
Roger Sanchez	Associate Director	Grade 5	1/15/19	70,337.67	14,348.88	Excepted Service
Jennifer McCahill	Outreach Specialist	Grade 5	2/4/19	70,337.67	14,348.88	Excepted Service

5. Does the office conduct annual performance evaluations of all its employees? If so, who conducts such evaluations? What steps are taken to ensure that all office employees are meeting individual job requirements?

**MONC will conduct annual performance evaluations of all of its employees. Six month reviews and scheduled one-on-one meetings will take place between the Director and staff to ensure that individual goals are met.**

6. Please provide a list of employees detailed to, or from your office. Provide the reason for the detail, the detailed employee’s date of detail, and the detailed employee’s projected date of return.

**MONC has no employees detailed to or from the office.**

7. Please provide the Committee with:

- a. A list of all employees who receive cellphones, personal digital assistants, or similar communications devices at the Office’s expense.

- **Shawn Townsend - Cell Phone**
- **Roger Sanchez - Cell Phone**
- **Jennifer McCahill - Cell Phone**

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

**MONC does not have any owned or leased vehicles.**

- c. A list of employee bonuses or special award pay granted in FY18 and FY19, to date.

**MONC did not grant any employee bonuses or special awards in FY18 or FY19.**

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

<b>Responsible Hospitality Institute (RHI) Nightlife Summit, Feb. 24-26, 2019</b>	<b>\$295.00 (Townsend)</b>
<b>Amtrak Ticket to attend RHI Nightlife Summit, Feb. 24-26, 2019</b>	<b>\$192.00 (Townsend)</b>
<b>Hotel Accommodations for RHI Summit, Feb. 24-26, 2019</b>	<b>\$463.12 (Townsend)</b>
<b>Total</b>	<b>\$950.12</b>

- e. A list of the total overtime and workman’s compensation payments paid in FY18 and FY19 to date.

**MONC did not pay overtime or workman's compensation in FY18 or FY19.**

8. Please provide a chart showing your office's approved budget and actual spending, by division, for FY18 and FY19 to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

**Please see the attachment below of MONC's approved budget and actual spending for FY18 and FY19, to date.**

9. Please list any reprogramming, in or out, which occurred in FY18 or FY19 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.

**MONC did not have any reprogramming in FY18 or FY19 to date.**

10. Please provide a complete accounting for all intra-District transfers received by or transferred from the office during FY18 or FY19 to date.

**MONC did not receive any intra-District transfers.**

11. Please identify any special purpose revenue accounts maintained by, used by, or available for use by your office during FY18 or FY19 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 FY18 and FY19 to date.
- e. Expenditures of funds, including the purpose of each expenditure, for FY18 and FY19 to date.

**MONC does not have special purpose revenue accounts.**

12. Did the Office participate in any ethics trainings in FY 2018 and FY 2019 to date?

**No. The Office was created in December 2018, but plans to participate in ethics and sexual harassment trainings in FY19.**

13. Please provide a list of types and dates of training/information sessions the Office has planned for FY19.

**Beginning in January 2019, MONC has attended the following informational meetings to engage with nightlife businesses and residents to discuss the core functions of the office, and provide support:**

- **Beat Banter, January 16, 2019;**
- **ANC 1C Commission Meeting, January 9, 2019;**
- **Capitol Hill Business Improvement District Roundtable Meeting, January 15, 2019;**
- **ANC 1C ABC Committee Hearing, January 16, 2019;**
- **Mount Vernon Triangle Business Improvement District (BID) Roundtable Meeting, January 23, 2019;**
- **ANC 6D Commission Meeting, January 23, 2019;**
- **Golden Triangle Business Improvement District (BID) Roundtable Meeting, January 24, 2019; and**
- **Adams Morgan Business Improvement District (BID) Roundtable Meeting, January 25, 2019.**

14. What are the top challenges the Office is presently facing?

**The Mayor’s Office of Nightlife and Culture faces the challenge of educating the nightlife community through engagement and outreach to ensure compliance; as well as helping promote the arts and cultural community.**

15. What areas (e.g., financial training, procedural training, etc.) do you think the Office needs assistance with?

**MONC would like assistance with promoting the office’s existence and raising awareness to trainings available to nightlife stakeholders.**

16. Please provide a complete list of the Office’s current programs, community events, and initiatives. Include a brief description and general time frame for each item.

**Currently, MONC is building out the structure of the newly-created office. The core functions will be outreach and engagement-focused, with the following initiatives already planned:**

- **Trainings for nightlife businesses (Quarterly);**
- **“Everything Nightlife” Summit (Fall 2019);**
- **BID Business Roundtables with nightlife businesses (throughout FY19);**
- **The Mayor’s Office of Nightlife and Culture will also collaborate with OCTFME & The Commission on Arts & Humanities to promote arts and culture communities (throughout FY19);**
- **Mayor’s Office of Nightlife and Culture Pop Up to display licensing process for temporary space usage (March 2019).**

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

**MONC has activated its social media platform, to include Facebook, Instagram, and Twitter to provide awareness to the activities of the office.**

18. What collaborations, initiatives, or programs have been successful in FY18 and FY19 to date? Why were they successful?

**Because MONC was established in December 2018, we did not have any collaborations, initiatives, or programs in FY18 or FY19 to date.**

19. How does the Office solicit feedback from customers? Please describe.

**While conducting outreach to businesses and District residents, MONC encourages feedback in order to better serve stakeholders. The Mayor's Office of Nightlife and Culture's website will include a comment/feedback section that will allow visitors to provide feedback to the office.**

- a. What has the Office learned from this feedback? **N/A**
- b. How has the Office changed its practices as a result of such feedback? **N/A**

20. Please provide a list of all studies, research papers, and analyses ("studies") the Office requested, prepared, or contracted for FY18 and FY19 to date. Please state the status and purpose of each study.

**MONC has not requested, prepared, or contracted studies, research papers, and analyses for FY18 and FY19.**

21. How many community based grants were awarded in FY 2018?

**MONC did not issue any community-based grants in FY18.**

22. How many community based grants have been or will be awarded in FY 2019?

**MONC will not issue any community-based grants in FY19.**

23. Please list each contract, procurement, lease, and grant (contract) awarded or entered into by your office during FY 2018 – FY 2019 to date. For each contract, please provide the following information where applicable.

- a. The nature of the contracting party.
- b. The nature of the contract, including the end product or service.
- c. The dollar amount of the contract, including the budgeted amount and the amount actually spent.
- d. The term of the contract.
- e. Whether the contract was competitively bid or not.
- f. Funding source.

**MONC did not award or enter into any contract, procurement, lease, or grant during FY18 or FY19 to date.**

24. Did the Office conduct oversight of the organization to which it awards grants to ensure funds are used as intended? If so, how many oversights?

**MONC did not award any grants in FY18.**

25. Of the organizations that received a community-based grant in FY 2019, how many also received community based grants in FY 2018?

**MONC did not issue any community-based grants in FY18.**

26. Please describe how an organization is selected to receive a community based grant.

**MONC did not issue any community-based grants in FY18.**

27. Did the Office receive any grants in FY 2018? If so, what was the source and duration of the grant(s), and what was it used to accomplish?

**MONC did not receive any grants in FY18.**

28. Has the Office sought any grant opportunities in FY 2019?

**MONC has not sought any grant opportunities to date in FY19.**

29. Does the Office ever request internal or external audits to be conducted on the operation of your office as a precautionary tool?

**As with all District agencies, MONC participates in standard CAFR audits and works with the Agency Fiscal Officer to maintain proper checks and balances.**

30. What are the Office's goals going forward in FY2019? The Mayor's Office of Nightlife and Culture's goals in FY 2019 include:

**MONC's goals for FY 19 are:**

- **Engage with District agencies to establish an interagency network to resolve issues, complaints, and concerns that may arise from stakeholders;**
- **Work with District agencies to focus on streamlining licensing and permitting processes for nightlife businesses;**
- **Provide quarterly trainings for nightlife owners and staff;**
- **Host an annual nightlife summit to provide education, information, and resources to nightlife establishments;**

- **Create databases to capture the offices functions, and interactions with the public;**
- **Conduct walkthroughs of popular nightlife corridors to engage with stakeholders to observe and address concerns;**
- **Collaborate with OCTFME and the DC Commission on the Arts and Humanities to promote arts and culture; and**
- **Attend ANC and community meetings to engage with residents about nightlife.**

### **Commission on Nightlife and Culture**

31. Has the Commission on Nightlife and Culture been active? If so, when was the last meeting?

**The Mayor's Office of Nightlife and Culture Commission was established February 2019, and will schedule its first Commission meeting in April.**

32. In what capacity has the Commission worked with the Office of Nightlife and Culture?

**The Commission on Nightlife and Culture was recently established. Nominating members are currently being vetted by the Mayor's Office of Talent and Appointments. Once the Commission members are confirmed, MONC and the Commission will meet quarterly to discuss topics that effect nightlife and culture and provide policy and legislative recommendations to the Mayor and City Council.**

33. How has the Commission helped enhance the capacity of government agencies and other organizations to secure resources?

**The Commission on Nightlife and Culture was recently established in February 2019.**

34. What are your top five priorities for the Commission? Please provide a detailed explanation for how the Commission expects to achieve or work toward these priorities in FY19 and FY20.

**Once a Commission has been confirmed, and a Chair selected, MONC will work with Commission to establish top priorities for both the Commission and the office.**

35. Please provide a list of all current Commission vacancies.

**There are currently no vacancies on the Commission on Nightlife and Culture.**

36. How is the Office working to fill these vacancies?

**There are no vacancies on the Commission on Nightlife and Culture.**

37. What areas of nightlife and culture do you think the Commission will provide the most assistance and/or guidance?

**The Mayor's Office of Nightlife and Culture believes that the Commission will be able to provide policy and legislative recommendations to the Mayor and Council that will help improve both nightlife and culture. The Commission will review existing legislation and provide recommendations to improve laws that affect the nighttime economy.**

**ATTACHMENT**

**Question 8.**

Office of Night Life -AAO Budget					
Activity Title	GAAP Category Title	Comp Source Group	Comp Object	FY 2019 Approved Budget	FY 2019 Revised Budget
OFFICE OF NIGHTLIFE	PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	0111	0	235,602.16
		0014 0 FRINGE BENEFITS - CURR PERSONNEL	0147	0	49,240.86
	NON-PERSONNEL SERVICES	0020 0 SUPPLIES AND MATERIALS	0201	0	10,000
		0040 0 OTHER SERVICES AND CHARGES	0408	0	50,000
<b>TOTAL</b>					<b>344,843.02</b>