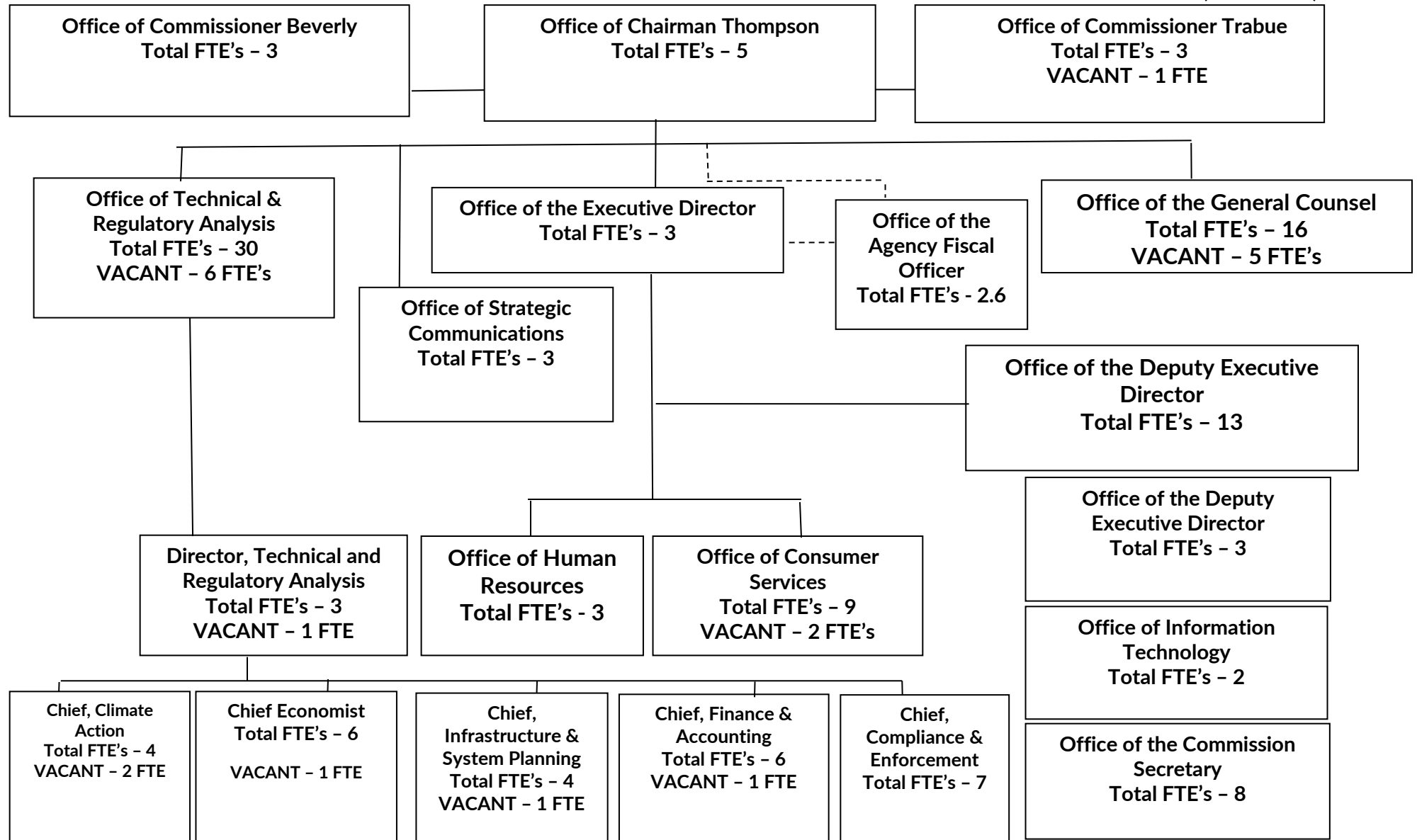


FY 2023 Organizational Chart
FTEs 90.6

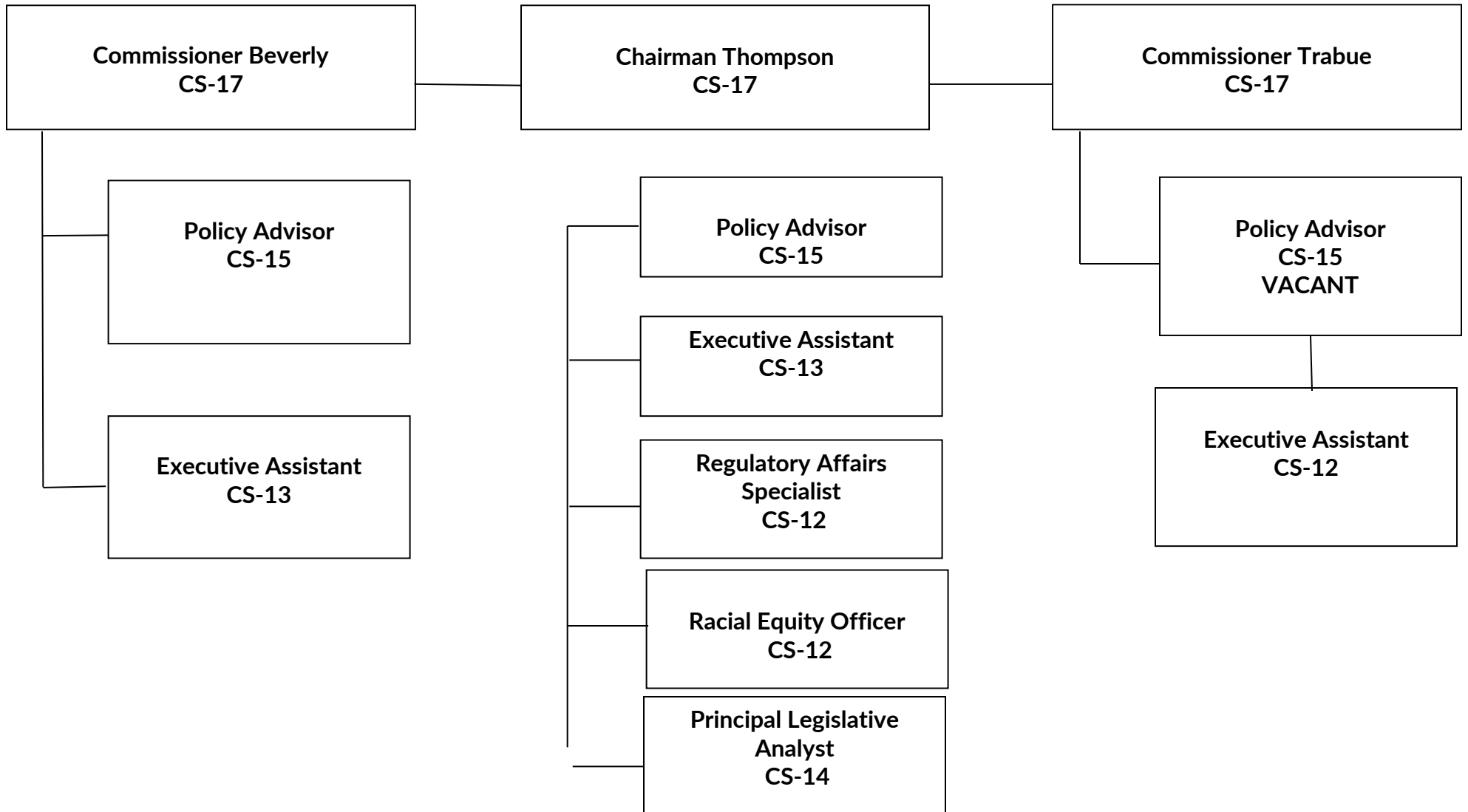
Attachment 11-1
 (as of 2/13/23)





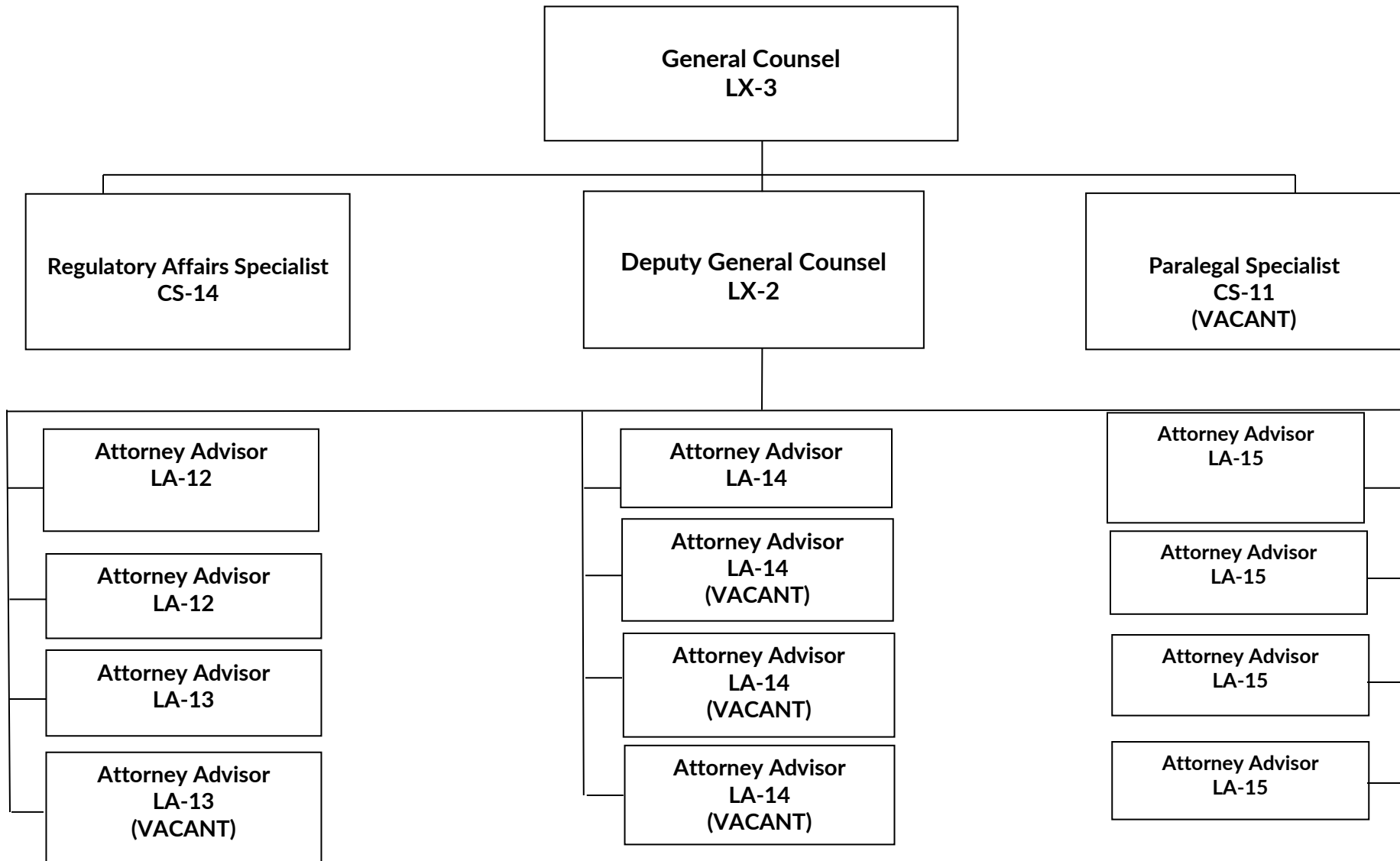
**Office of the Chairman/Commissioners
FY 2023 Organizational Chart
FTEs 11**

Attachment 11-2
(as of 2/13/23)



Office of the General Counsel (OGC)
 11-3
FY 2023 Organizational Chart
 2/13/23)
FTEs 16

Attachment
 (as of





Office of the Executive Director (OED)

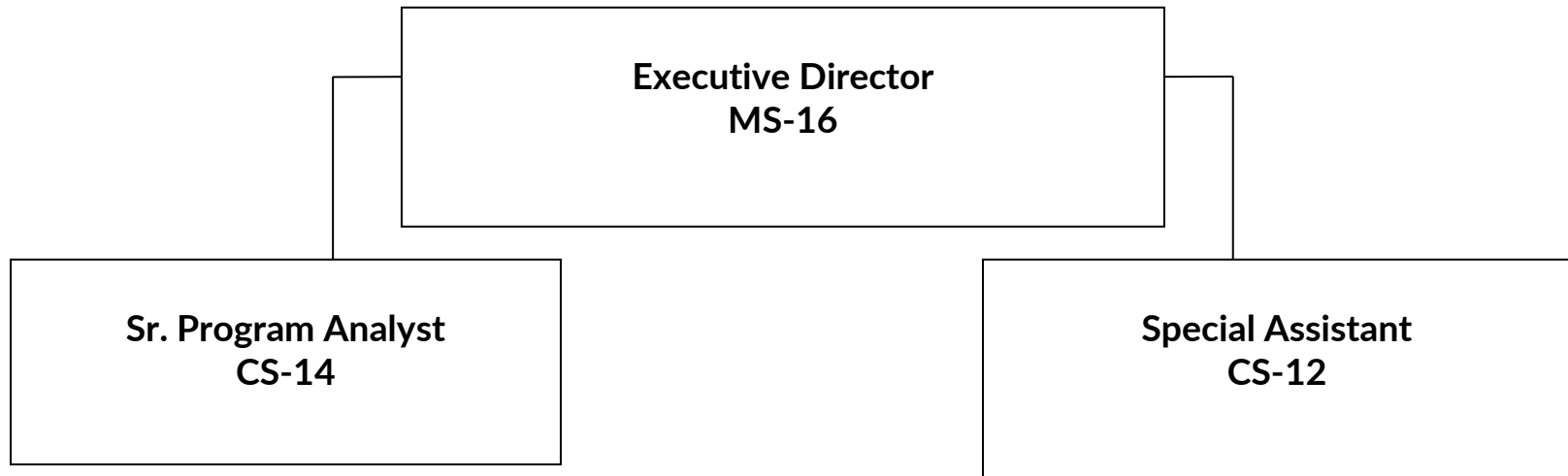
Attachment 11-

4

FY 2023 Organizational Chart

(as of 2/13/23)

FTE's 3





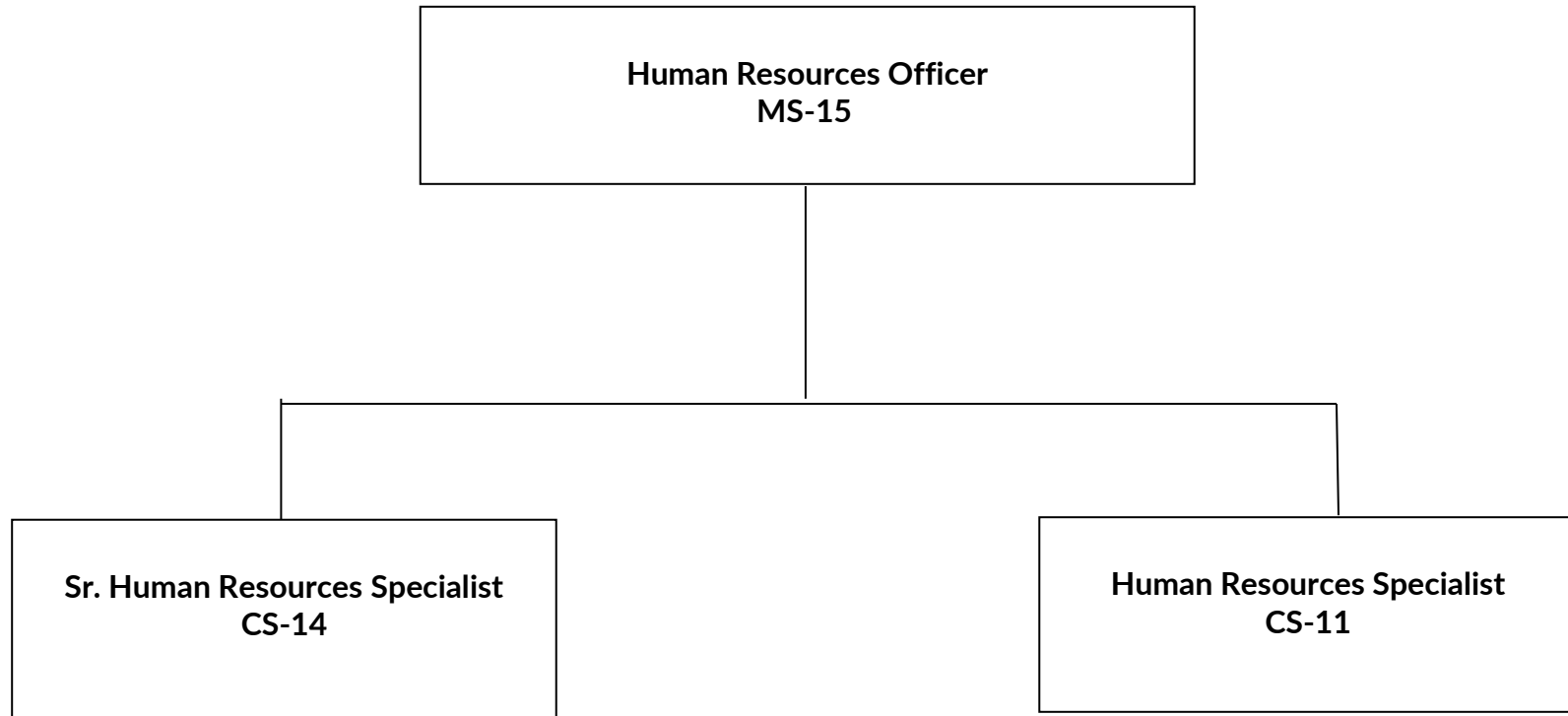
Office of Human Resources (OHR)

Attachment 11-5

FY 2023 Organizational Chart

(as of 2/13/23)

FTE's 3





Office of Human Resources (OHR)

Attachment 11-5

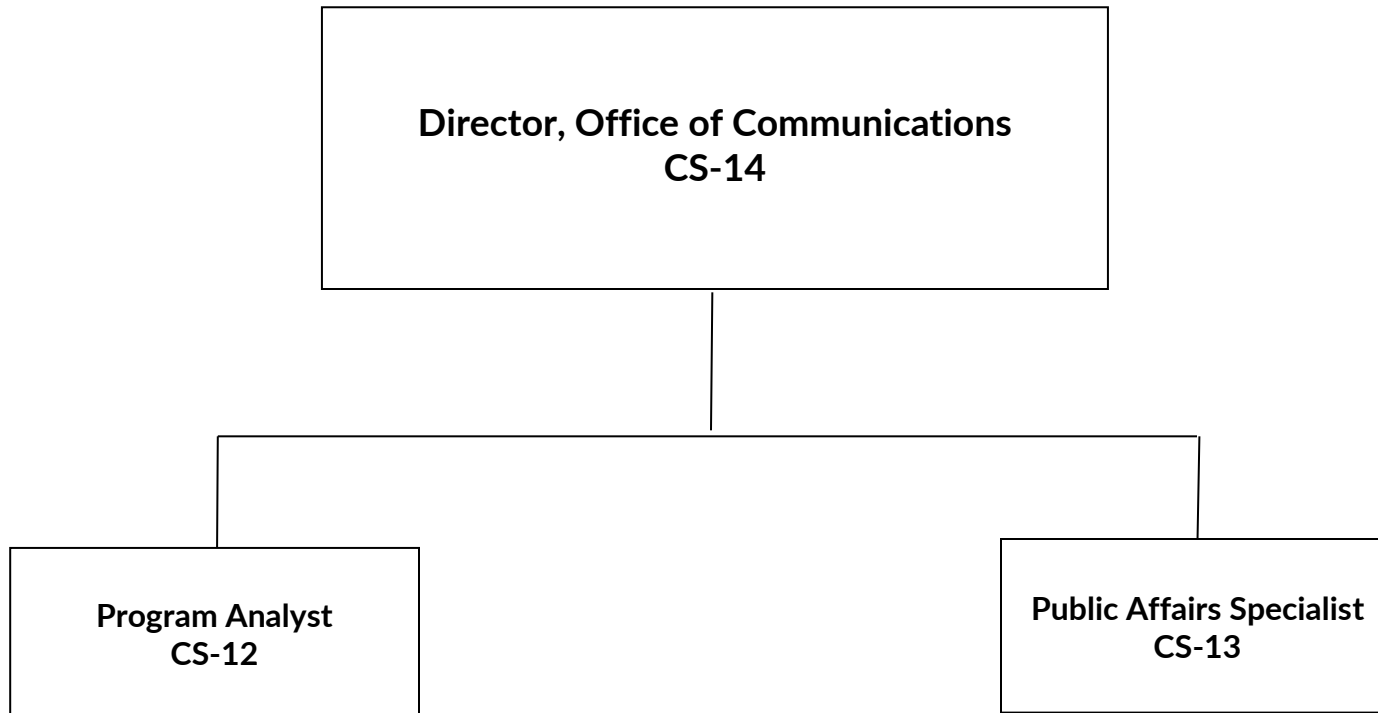
FY 2023 Organizational Chart

FTE's 3

(as of 2/13/23)

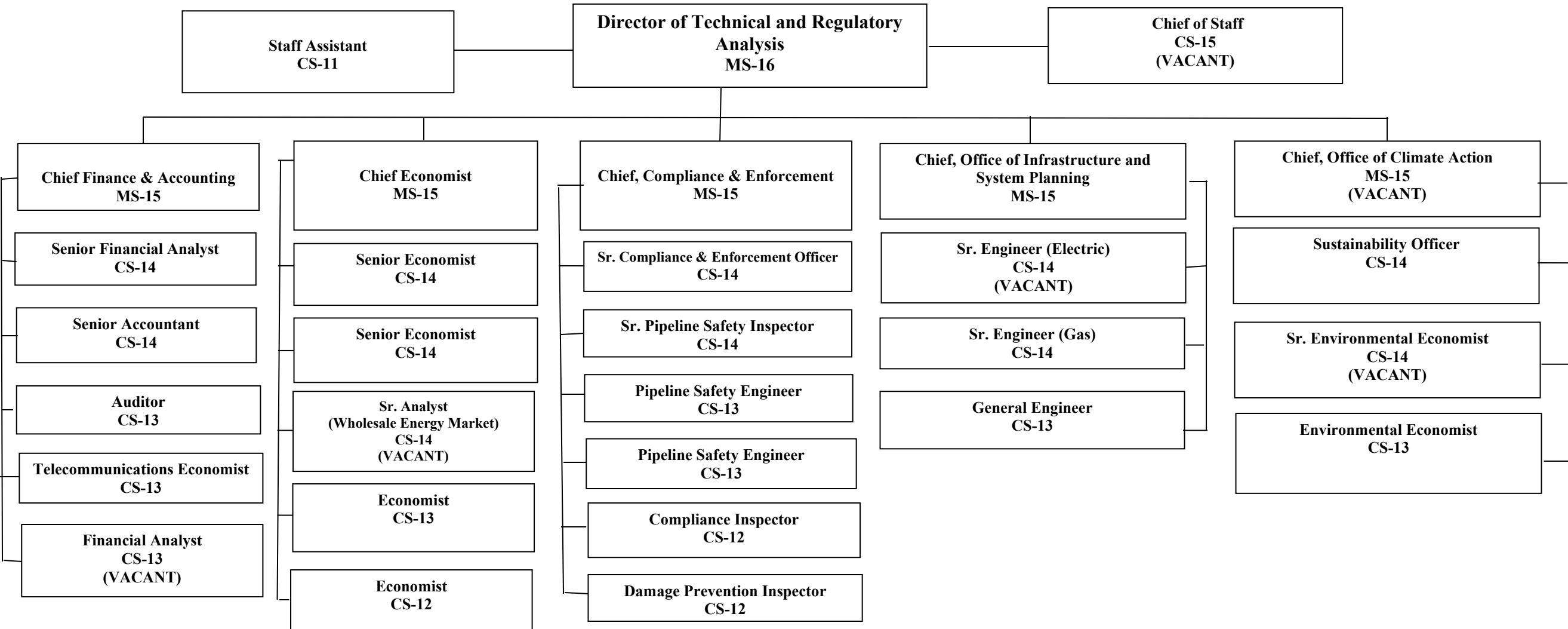
**Office of Communications (OC)
FY 2023 Organizational Chart
FTEs 3**

**Attachment 11-6
(as of 2/13/23)**



**Office of Technical & Regulatory Analysis (OTRA)
FY 2023 Organizational Chart
FTE's 30**

Attachment 11-7
(as of 2/13/23)

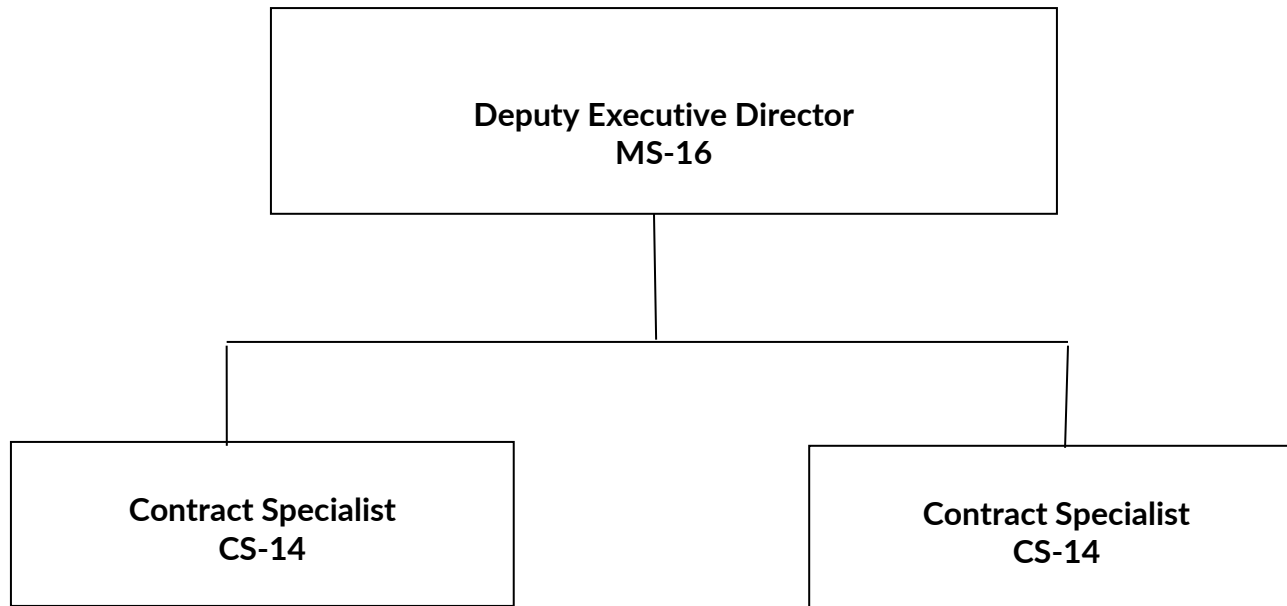


Office of the Deputy Executive Director (ODED) FY 2023 Organizational Chart

Attachment 11-8

FTEs 3

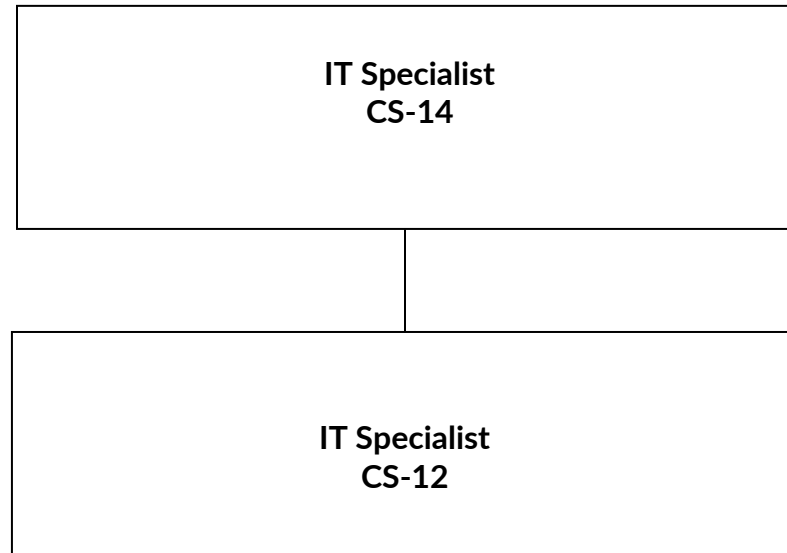
(as of 2/13/23)





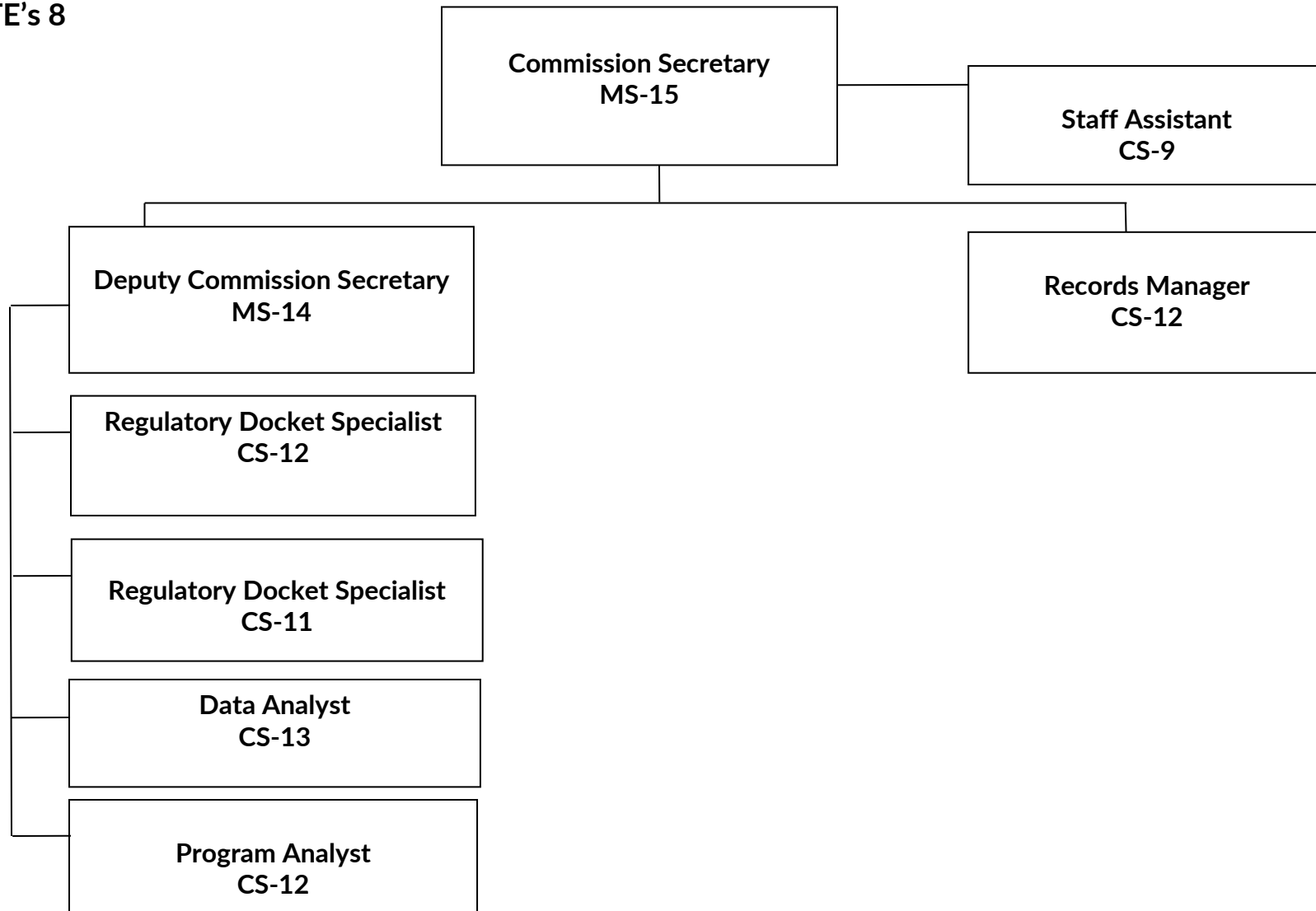
Office of Information Technology (OIT)
FY 2023 Organizational Chart
2/13/23)
FTEs 2

Attachment 11-9
(as of



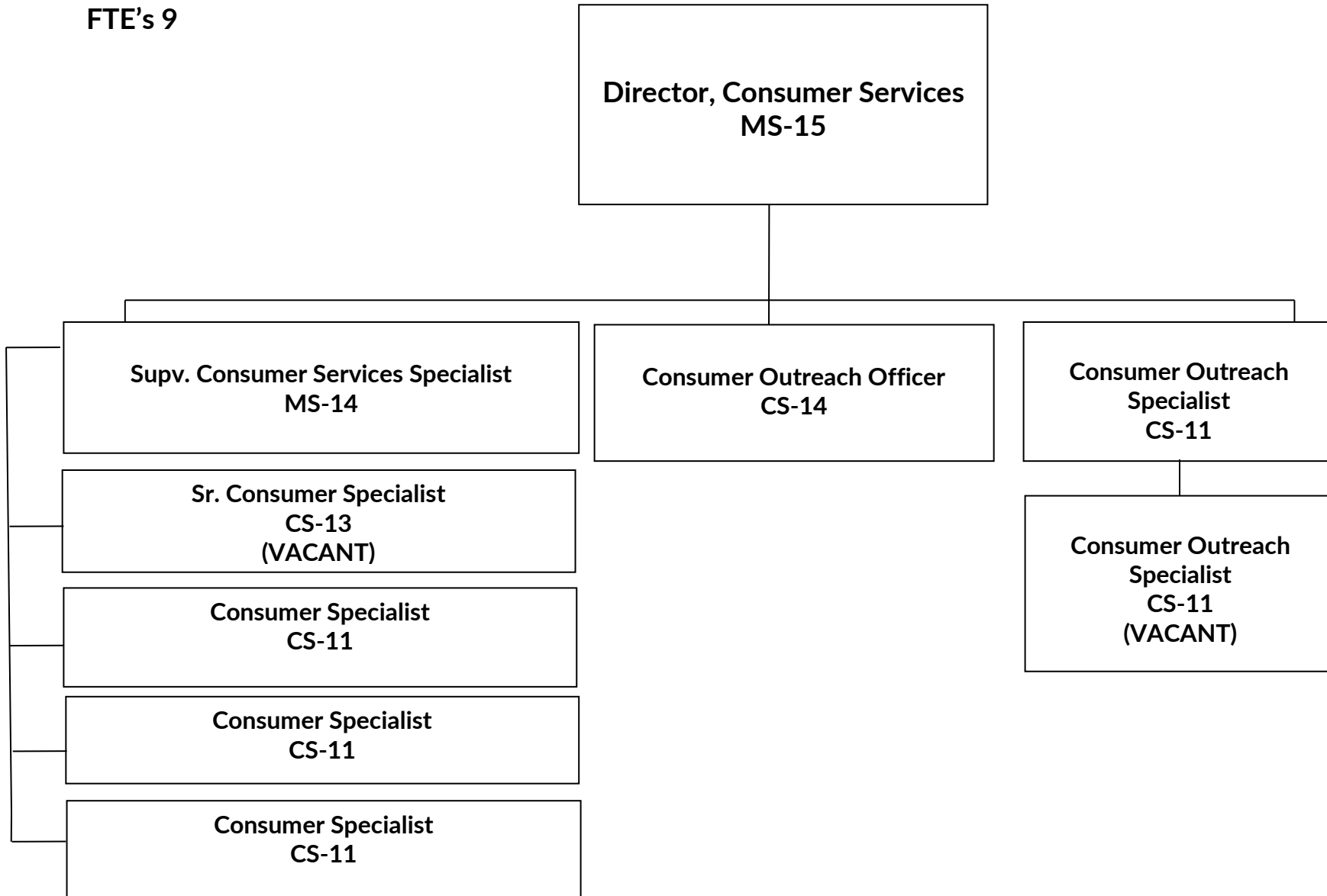
**Office of the Commission Secretary (OCMS)
FY 2023 Organizational Chart
FTE's 8**

Attachment 11-10
(as of 2-13-23)



Public Service Commission of the District of Columbia
Office of Consumer Services (OCS)
FY 2023 Organizational Chart
FTE's 9

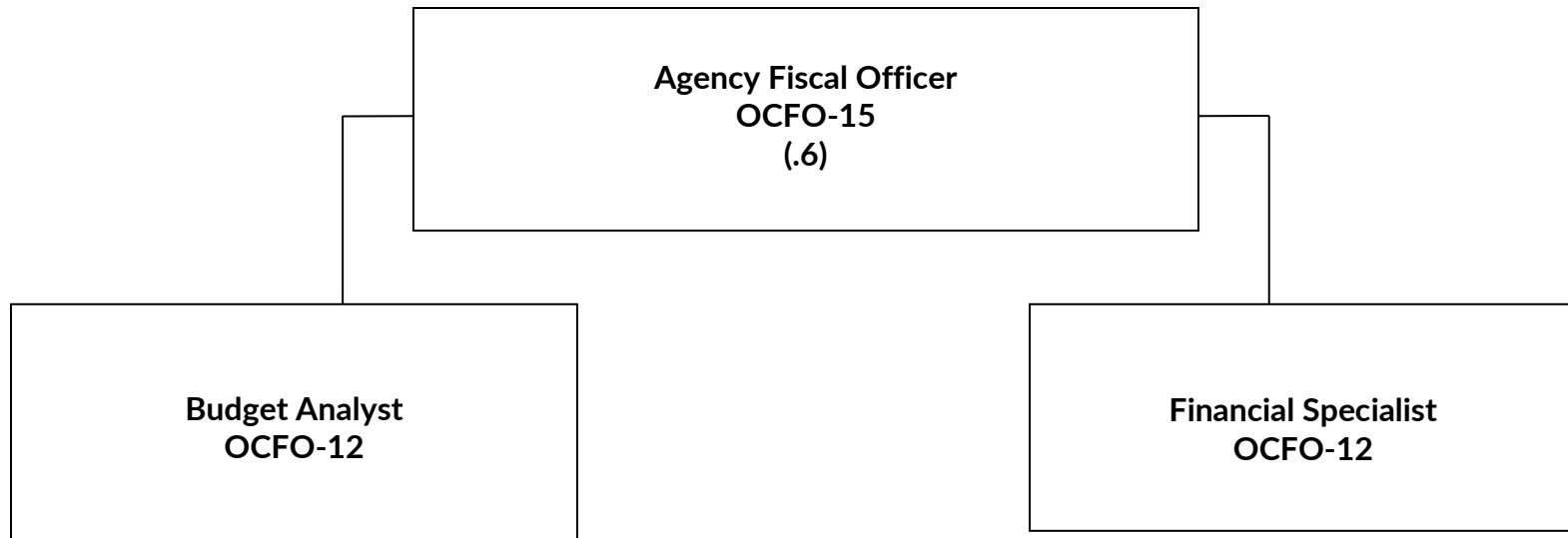
Attachment 11-11
 (as of 2-13-23)



**Office of the Agency Fiscal Officer (AFO)
12
FY 2023 Organizational Chart
FTEs 2.6**

Attachment 11-

(as of 2/13/23)



OVERSIGHT HEARING QUESTIONS

POSITION LISTING BY OFFICE

(as of 2-14-23)

#	Employee Name	Position Title	Office*	Date Employee Began Position	Schedule	Series	Grade	Step	Salary	Fringe (@21.4%)	Total	Job Status
37	Mormann, Stephen	Director of Technical and Regulatory Matters	OTRA	3/21/2016	MS	301	16	0	\$ 197,337.00	\$ 42,230.12	\$ 239,567.12	Continuing
38	Moore, Khadysha	Staff Assistant	OTRA	6/12/2017	CS	301	11	7	\$ 84,202.00	\$ 18,019.23	\$ 102,221.23	Continuing
39	Vacant	Chief of Staff	OTRA		MS	301	15	0	\$ 127,030.00	\$ 27,184.42	\$ 154,214.42	Continuing
40	Vacant	Chief, Climate Office	OTRA		MS	301	15	0	\$ 127,030.00	\$ 27,184.42	\$ 154,214.42	Continuing
41	Weise, Barry	Sustainability Officer	OTRA	2/27/2022	CS	301	14	5	\$ 134,179.00	\$ 28,714.31	\$ 162,893.31	Continuing
42	Vacant	Sr. Environmental Economist	OTRA		CS	905	14	1	\$ 114,441.00	\$ 24,490.37	\$ 138,931.37	Continuing
43	Olmstead, Thomas	Environmental Economist	OTRA	12/19/2021	CS	905	13	2	\$ 103,857.00	\$ 22,225.40	\$ 126,082.40	Continuing
44	Ogbue, Udeozo	Chief Compliance and Enforcement	OTRA	10/29/2007	MS	1801	15	0	\$ 164,917.00	\$ 35,292.24	\$ 200,209.24	Continuing
45	Bagayoko, Amadou	Pipeline Safety Inspector	OTRA	6/9/2019	CS	1801	14	6	\$ 137,990.00	\$ 29,529.86	\$ 167,519.86	Continuing
46	Jackson, Donald	Sr. Compliance and Enforcement Officer	OTRA	8/16/2020	CS	1801	14	5	\$ 134,179.00	\$ 28,714.31	\$ 162,893.31	Continuing
47	Bohorquez, Rafael	Pipeline Safety Engineer	OTRA	8/29/2022	CS	801	13	6	\$ 116,764.00	\$ 24,987.50	\$ 141,751.50	Continuing
48	Scott, Earnest	Pipeline Safety Engineer	OTRA	6/11/2018	CS	801	13	8	\$ 123,217.00	\$ 26,368.44	\$ 149,585.44	Continuing
49	Modozie, James	Damage Prevention Inspector	OTRA	4/21/2014	CS	1801	12	10	\$ 111,749.00	\$ 23,914.29	\$ 135,663.29	Continuing
50	Patterson, Damon	Compliance Inspector	OTRA	2/4/2014	CS	1801	12	10	\$ 111,749.00	\$ 23,914.29	\$ 135,663.29	Continuing
51	Ramachandran, Poorani	Chief, Office of Infrastructure & System Planning	OTRA	9/1/2019	MS	801	15	0	\$ 173,217.00	\$ 37,068.44	\$ 210,285.44	Continuing
52	Henning, Bryan	Sr. Engineer (Gas)	OTRA	10/13/2020	CS	801	14	5	\$ 134,179.00	\$ 28,714.31	\$ 162,893.31	Continuing
53	Vacant	Sr. Engineer (Electrical)	OTRA		CS	801	14	1	\$ 118,935.00	\$ 25,452.09	\$ 144,387.09	Continuing
54	Pulliam, Gary	General Engineer	OTRA	7/11/2016	CS	801	13	10	\$ 129,671.00	\$ 27,749.59	\$ 157,420.59	Continuing
55	Sunderhauf, Stephen	Chief Economist	OTRA	8/1/2022	MS	110	15	0	\$ 151,700.00	\$ 32,463.80	\$ 184,163.80	Continuing
56	Fujihara, Roger A.	Senior Economist	OTRA	11/28/2005	CS	110	14	10	\$ 153,233.00	\$ 32,791.86	\$ 186,024.86	Continuing
57	Howley, John	Senior Economist	OTRA	11/1/2015	CS	110	14	7	\$ 141,801.00	\$ 30,345.41	\$ 172,146.41	Continuing
58	Vacant	Sr. Analyst (Wholesale Energy Markets)	OTRA		CS		14	1	\$ 118,935.00	\$ 25,452.09	\$ 144,387.09	Continuing
59	Mercogliano, Matthew	Economist	OTRA	1/22/2017	CS	110	13	4	\$ 110,311.00	\$ 23,606.55	\$ 133,917.55	Continuing
60	Lundt, Christopher	Economist	OTRA	4/26/2021	CS	110	12	3	\$ 92,764.00	\$ 19,851.50	\$ 112,615.50	Continuing
61	Otiji, Ihekweba Felix	Chief Finance and Accounting	OTRA	6/3/2012	MS	1160	15	0	\$ 168,684.00	\$ 36,098.38	\$ 204,782.38	Continuing
62	Marime, Gillian	Sr. Accountant	OTRA	9/30/2019	CS	510	14	8	\$ 145,612.00	\$ 31,160.97	\$ 176,772.97	Continuing
63	Skrynnikov, Timour	Sr. Financial Analyst	OTRA	7/31/2022	CS	1160	14	4	\$ 130,368.00	\$ 27,898.75	\$ 158,266.75	Continuing
64	Vacant	Financial Analyst	OTRA		CS	1160	13	1	\$ 100,630.00	\$ 21,534.82	\$ 122,164.82	Continuing
65	Ongweso, Edward P	Economist	OTRA	3/1/1999	CS	110	13	10	\$ 129,671.00	\$ 27,749.59	\$ 157,420.59	Continuing
66	Wilson, Rodney K	Auditor	OTRA	1/17/1989	CS	511	13	10	\$ 129,671.00	\$ 27,749.59	\$ 157,420.59	Continuing
67	Martinez, Paul	Deputy Executive Director	ODED	2/22/2021	MS	301	16	0	\$ 189,244.00	\$ 40,498.22	\$ 229,742.22	Continuing
68	Hester, Karen	Contract Specialist	ODED	10/14/2018	CS	1102	14	9	\$ 149,422.00	\$ 31,976.31	\$ 181,398.31	Continuing
69	Gray, Kimberly	Contract Specialist	ODED	7/4/2021	CS	1102	14	7	\$ 141,801.00	\$ 30,345.41	\$ 172,146.41	Continuing
70	Cho, Bruce	Information Technology Specialist	ODED	5/4/2015	CS	2210	14	2	\$ 122,746.00	\$ 26,267.64	\$ 149,013.64	Continuing
71	Malhotra, Sidarth	Information Technology Specialist	ODED	8/1/2022	CS	2210	12	1	\$ 87,339.00	\$ 18,690.55	\$ 106,029.55	Continuing
72	Westbrook Sedgwick, Brinda	Commission Secretary	OCMS	1/30/2012	MS	301	15	0	\$ 150,586.00	\$ 32,225.40	\$ 182,811.40	Continuing
73	Davis, Carmen	Regulatory Docket Manager	OCMS	1/30/2012	MS	301	14	0	\$ 114,441.00	\$ 24,490.37	\$ 138,931.37	Continuing
74	Ngo, Annie	Data Analyst	OCMS	3/29/2021	CS	301	13	8	\$ 123,217.00	\$ 26,368.44	\$ 149,585.44	Continuing
75	Briggs, Marvin	Records Management Specialist	OCMS	10/27/2008	CS	301	12	10	\$ 111,749.00	\$ 23,914.29	\$ 135,663.29	Continuing
76	Anaele, Joanne	Program Analyst	OCMS	11/22/2021	CS	343	12	2	\$ 90,051.00	\$ 19,270.91	\$ 109,321.91	Continuing

**OVERSIGHT HEARING QUESTIONS
POSITION LISTING BY OFFICE
(as of 2-14-23)**

#	Employee Name	Position Title	Office*	Date Employee Began Position	Schedule	Series	Grade	Step	Salary	Fringe (@21.4%)	Total	Job Status
77	Harris, Alphonzo L	Regulatory Docket Specialist	OCMS	5/5/2003	CS	301	11	6	\$ 81,933.00	\$ 17,533.66	\$ 99,466.66	Continuing
78	Butler, Vasheena	Regulatory Docket Specialist	OCMS	5/30/2017	CS	301	12	2	\$ 90,051.00	\$ 19,270.91	\$ 109,321.91	Continuing
79	Baber, Tiara	Staff Assistant	OCMS	1/7/2018	CS	301	9	10	\$ 75,436.00	\$ 16,143.30	\$ 91,579.30	Continuing
80	Smith, Maurice	Director of Consumer Services	OCS	5/3/2015	MS	301	15	0	\$ 139,732.00	\$ 29,902.65	\$ 169,634.65	Continuing
81	Bilal, Karimah	Consumer Education and Outreach Specialist	OCS	2/14/2022	CS	301	14	2	\$ 122,746.00	\$ 26,267.64	\$ 149,013.64	Continuing
82	Moskowitz, Margaret	Supv Consumer Services Specialist	OCS	11/20/2022	MS	1801	14	0	\$ 122,602.00	\$ 26,236.83	\$ 148,838.83	Continuing
83	Vacant	Senior Consumer Services Specialist	OCS		CS	1801	13	1	\$ 100,630.00	\$ 21,534.82	\$ 122,164.82	Continuing
84	Aylor, Aaron-John	Consumer Services Specialist	OCS	4/30/2017	CS	301	11	6	\$ 81,933.00	\$ 17,533.66	\$ 99,466.66	Continuing
85	Mokhtari, Hicham	Consumer Services Specialist	OCS	7/12/2015	CS	301	11	10	\$ 91,007.00	\$ 19,475.50	\$ 110,482.50	Continuing
86	Kaur, Amarjeet	Consumer Services Specialist	OCS	11/20/2022	CS	1801	11	7	\$ 84,202.00	\$ 18,019.23	\$ 102,221.23	Continuing
87	Johnson, Teresa	Consumer Outreach Specialist	OCS	7/4/2021	CS	301	11	3	\$ 75,128.00	\$ 16,077.39	\$ 91,205.39	Continuing
88	Vacant	Consumer Outreach Specialist	OCS		CS	301	11	1	\$ 70,592.00	\$ 15,106.69	\$ 85,698.69	Continuing
89	Scoggins, Gurmeet	Agency Fiscal Officer**	AFO	5/23/2011	OCFO	501	15	10	\$ 107,921.00	\$ 23,095.09	\$ 131,016.09	Continuing
90	Pearsall, Brian	Budget Analyst	AFO	1/7/2019	OCFO	560	12	7	\$ 103,609.00	\$ 22,172.33	\$ 125,781.33	Continuing
91	Armstrong, Sherwood	Accountant	AFO	12/15/2011	OCFO	560	12	3	\$ 92,766.00	\$ 19,851.92	\$ 112,617.92	Continuing

*
CHAIR = Office of the Chairman
COMM = Office of the Commissioner
OED = Office of the Executive Director
OHR = Office of Human Resources
OC = Office of Communications
OGC = Office of the General Counsel
OTRA = Office of Technical and Regulatory
ODED = Office of the Deputy ED
OCMS = Office of the Commission Secretary
OCS = Office of Consumer Services
AFO = Agency Fiscal Officer

** Salary of AFO reflects 60% of total salary. Forty percent of salary is paid by the Office of the People's Counsel.

14. Please provide the Committee with the following:

- a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at Commission expense in Fiscal Year 2022 and Fiscal Year 2023, to date;

Fiscal Year 2022:

**Ahmadou Bagayoko
Alphonzo Harris
Angela Lee
Benita Anderson
Brian Pearsall
Brinda Westbrook
Carmen Davis
Cary Hinton
Chris Lipscombe
Donald Jackson
Donna Galloway
Earnest Scott
Emile Thompson
Felix Otiji
Grace Hu
Gurmeet Scoggins
James MODOZIE
Kellie Didigu
Manmohan Singh
Maurice Smith
Paul Martinez
Raj Barua
Richard Beverly
Sidd Malhotra
Sophia Pryce
Steve Mormann
Udeozo Ogbue
Vanetta Wells
Veronica Ahern
Willie Phillips**

Fiscal Year 2023:

Ahmadou Bagayoko
Alexandra Fisher
Angela Lee
Benita Anderson
Brian Pearsall
Brinda Westbrook
Carmen Davis
Chris Lipscombe
Damon Patterson
Danielle Gurkin
Donald Jackson
Earnest Scott
Emile Thompson
Felix Otiji
Gurmeet Scoggins
James MODOZIE
Karimah Bilal
Kellie Didigu
Margaret Moskowitz
Maurice Smith
Merancia Noelsaint
Paul Martinez
Quincy Booth
Rae Magarino
Rafael Bohorquez
Richard Beverly
Shanelle Patterson
Sidd Malhotra
Stephen Sunderhauf
Steve Mormann
Ted Trabue
Teresa Johnson
Udeozo Ogbue
Vanetta Wells
Veronica Ahern

Question 14

b. A list of all vehicles owned, leased, or otherwise used by the Commission and to whom the vehicle is assigned, as well as a description of all vehicle accidents involving the Commission's vehicles in Fiscal Year 2022 and Fiscal Year 2023, to date;

Fiscal Year 2022 and Fiscal Year 2023 Leased Vehicles			
#	Make	Model	Assignee
1	Toyota	Tacoma	Damon Patterson
2	Dodge	Caravan	Maurice Smith
3	Ford	Fusion	James Modozie
4	Ford	Fusion	Ahmadou Bagayoko
5	Ford	Fusion	Earnest Scott
6	Ford	Fusion	Rafael Bohorquez

Fiscal Year 2022 and Fiscal Year 2023 Vehicle Accidents			
Fiscal Year	No. of Accidents	Vehicle	Driver
2022	0	Dodge Caravan	Teresa Johnson
2023	1	Ford Fusion	Earnest Scott

|

|

Comments
returning from an outreach activity. A police report was filed by the driver. The vehicle was repaired by Enterprise Fleet without incident.
The vehicle was involved in a parking lot hit and run incident. The vehicle was repaired by Enterprise Fleet without incident.

Question 14c:

Please provide the Committee with:

A list of travel expenses, if any, arranged by employee for Fiscal Year 2022 and Fiscal Year 2023, to date, including the justification for travel;

Response:

FY 2022

Traveler	Title	Conference Title	Start Date	End Date	Location	Special Purpose Revenue Amount	Federal Pipeline Safety Grant Amount	Justification
Aaron Herbert	Pipeline Safety Engineer	Michigan State Univ-IPU Annual Regulatory	08/08/22	08/12/22	Virtual	995.00		Educational Training & Travel for Professional Development
Ahmadou Bagayoko	Pipeline Safety Engineer	GREATER Chesapeake Damage Prevention	10/26/21	10/29/21	Ocean City, MD		1,016.74	"
Ahmadou Bagayoko	Pipeline Safety Engineer	GLOBAL Excavation Safety Conference	03/01/22	03/04/22	Phoenix, AZ		2,487.16	"
Ahmadou Bagayoko	Pipeline Safety Engineer	NAPSR Eastern Region Conference	06/06/22	06/10/22	Fairborn, OH		1,826.39	"
Angela Parsons	Attorney Advisor	NARUC Cybersecurity Training	04/25/22	04/28/22	Richmond, VA	397.52		"
Angela Parsons	Attorney Advisor	MACRUC Annual Conference	06/19/22	06/22/22	Farmington, PA	1,617.62		"
Barry Weise	Attorney Advisor	Michigan State Univ-IPU Acct & Ratemaking	03/16/22	03/18/22	Virtual	795.00		"
Brian Edmonds	Attorney Advisor	OPSI Spring Meeting	04/10/22	04/12/22	Raleigh, NC	536.20		"
Brian Edmonds	Attorney Advisor	NARUC Cybersecurity Training	04/25/22	04/28/22	Richmond, VA	415.14		"
Brian Edmonds	Attorney Advisor	NARUC Summer Policy Summit	07/17/22	07/20/22	San Diego, CA	2,469.82		"
Bryan Henning	Sr. Gas Engineer	NARUC Western Rate School	05/08/22	05/13/22	San Diego, CA	3,451.06		"
Carmen Davis	Regulatory Docket Manager	NARUC Annual Meeting	11/07/21	11/10/21	Virtual	1,681.25		"
Cary Hinton	Director of External Affairs	NARUC Annual Meeting	11/06/21	11/10/21	Louisville, KY	2,227.73		"
Cary Hinton	Director of External Affairs	NARUC Winter Policy Summit	02/13/22	02/16/22	Washington, DC	475.00		"
Cary Hinton	Director of External Affairs	OPSI Spring Meeting	04/10/22	04/12/22	Raleigh, NC	542.19		"
Cary Hinton	Director of External Affairs	MACRUC Annual Conference	06/19/22	06/22/22	Farmington, PA	300.00		"
Cary Hinton	Director of External Affairs	NARUC Summer Policy Summit	07/17/22	07/20/22	San Diego, CA	2,471.57		"
Cary Hinton	Director of External Affairs	MD-DC Utilities Conference	09/14/22	09/16/22	Cambridge, MD	613.98		"
Christopher Lipscombe	General Counsel	NARUC Summer Policy Summit	07/17/22	07/20/22	San Diego, CA	2,578.55		"
Christopher Lundt	Economist	NARUC Annual Meeting	11/07/21	11/10/21	Virtual	475.00		"
Christopher Lundt	Economist	NARUC Western Rate School	05/08/22	05/13/22	San Diego, CA	3,462.74		"
Damon Patterson	Compliance Inspector	Gas Measurement Short Course	07/31/22	08/04/22	Pittsburgh, PA	1,825.67		"
Diamond Wade	External Affairs Specialist	NARUC Annual Meeting	11/07/21	11/10/21	Virtual	475.00		"
Donald Jackson	Compliance & Enforcement Officer	GREATER Chesapeake Damage Prevention	10/26/21	10/29/21	Ocean City, MD		846.50	"
Donald Jackson	Compliance & Enforcement Officer	NARUC Annual Meeting	11/06/21	11/10/21	Louisville, KY	2,227.38		"
Donald Jackson	Compliance & Enforcement Officer	NARUC Winter Policy Summit	02/13/22	02/16/22	Washington, DC	475.00		"
Donald Jackson	Compliance & Enforcement Officer	NAPSR Eastern Region Conference	06/06/22	06/10/22	Fairborn, OH		1,905.05	"
Donald Jackson	Compliance & Enforcement Officer	NARUC Summer Policy Summit	07/16/23	07/20/22	San Diego, CA	3,083.52		"
Donald Jackson	Compliance & Enforcement Officer	NAPSR Annual Meeting	09/18/22	09/23/22	Charleston, WV		2,730.81	"
Emile Thompson	Chairman	NARUC Annual Meeting	11/07/21	11/10/21	Louisville, KY	1,875.66		"
Emile Thompson	Chairman	NARUC Winter Policy Summit	02/13/22	02/16/22	Washington, DC	475.00		"
Emile Thompson	Chairman	Michigan State Univ-IPU Acct & Ratemaking	03/16/22	03/18/22	Virtual	795.00		"
Emile Thompson	Chairman	OPSI Spring Meeting	04/10/22	04/12/22	Raleigh, NC	548.99		"
Emile Thompson	Chairman	Northwestern Energy Forum	04/25/22	04/26/22	Chicago, IL	461.90		"
Emile Thompson	Chairman	Michigan State Univ-IPU Grid School	04/26/22	04/28/22	Virtual	0.00		"
Emile Thompson	Chairman	MACRUC Annual Conference	06/19/22	06/22/22	Farmington, PA	1,229.88		"
Emile Thompson	Chairman	NARUC Summer Policy Summit	07/17/22	07/20/22	San Diego, CA	2,010.84		"
Emile Thompson	Chairman	MD-DC Utilities Conference	09/15/22	09/16/22	Cambridge, MD	279.32		"
Emile Thompson	Chairman	Commissioners Only Summit	09/18/22	09/20/22	Pittsburgh, PA	561.77		"

Response:

FY 2022

Traveler	Title	Conference Title	Start Date	End Date	Location	Special Purpose Revenue Amount	Federal Pipeline Safety Grant Amount	Justification
Emile Thompson	Chairman	Leadership Greater Washington	09/22/22	06/09/23	Virtual	7,500.00		"
Felicia West	Policy Advisor	NARUC Annual Meeting	11/07/21	11/10/21	Virtual	475.00		"
Gurmeet Scoggins	Agency Fiscal Officer	Government Finance Officers Association	06/04/22	06/08/22	Austin, TX	2,719.32		"
Isabella Cotrupi	Program Analyst	NARUC Eastern Rate School	10/17/21	10/23/21	Clearwater, FL	2,960.65		"
Isabella Cotrupi	Program Analyst	NARUC Annual Meeting	11/07/21	11/10/21	Louisville, KY	1,880.51		"
Isabella Cotrupi	Program Analyst	NARUC Winter Policy Summit	02/13/22	02/16/22	Washington, DC	475.00		"
Isabella Cotrupi	Program Analyst	Michigan State Univ-IPU Grid School	03/01/22	03/03/22	Virtual	695.00		"
Isabella Cotrupi	Program Analyst	OPSI Spring Meeting	04/10/22	04/12/22	Raleigh, NC	490.82		"
James Modozie	Damage Prevention Inspector	GREATER Chesapeake Damage Prevention	10/26/21	10/29/21	Ocean City, MD		1,016.74	"
James Modozie	Damage Prevention Inspector	NARUC Winter Policy Summit	02/13/22	02/16/22	Washington, DC	475.00		"
James Modozie	Damage Prevention Inspector	GLOBAL Excavation Safety Conference	02/28/22	03/04/22	Phoenix, AZ		2,841.73	"
John Howley	Economist	NARUC Winter Policy Summit	02/13/22	02/16/22	Washington, DC	475.00		"
Lara Walt	Attorney Advisor	NARUC Winter Policy Summit	02/13/22	02/16/22	Washington, DC	475.00		"
Mannshya G Hu	Chief Economist	NARUC Annual Meeting	11/07/21	11/10/21	Virtual	475.00		"
Matthew Mercogliano	Economist	NARUC Annual Meeting	11/07/21	11/10/21	Virtual	475.00		"
Maurice Smith	Director, Consumer Services	NARUC Summer Policy Summit	07/17/22	07/20/22	San Diego, CA	2,226.30		"
Melissa Persuad	Attorney Advisor	NARUC Annual Meeting	11/07/21	11/10/21	Louisville, KY	1,991.03		"
Melissa Persuad	Attorney Advisor	Electric Industry Regulatory Training	05/16/22	05/20/22	Virtual			"
Melissa Persuad	Attorney Advisor	NARUC Summer Policy Summit	07/16/22	07/20/22	San Diego, CA	2,854.51		"
Merancia Noelsaint	Policy Advisor	NARUC Annual Meeting	11/07/21	11/10/21	Louisville, KY	1,857.76		"
Merancia Noelsaint	Policy Advisor	OPSI Spring Meeting	04/10/22	04/12/22	Raleigh, NC	421.19		"
Merancia Noelsaint	Policy Advisor	MACRUC Annual Conference	06/18/22	06/22/22	Farmington, PA	1,983.80		"
Paul Martinez	Acting Deputy Executive Director	NARUC Annual Meeting	11/06/21	11/10/21	Louisville, KY	2,131.81		"
Paul Martinez	Acting Deputy Executive Director	NARUC Winter Policy Summit	02/13/22	02/16/22	Washington, DC	475.00		"
Paul Martinez	Deputy Executive Director	NARUC Summer Policy Summit	07/16/22	07/20/22	San Diego, CA	2,907.62		"
Rajnish Barua	Chief, OPAD	NARUC Annual Meeting	11/05/21	11/10/21	Louisville, KY	2,651.00		"
Rajnish Barua	Chief, OPAD	NARUC Winter Policy Summit	02/13/22	02/16/22	Washington, DC	475.00		"
Ravay Smith	Staff Attorney	NARUC Annual Meeting	11/07/21	11/10/21	Virtual	475.00		"
Ravay Smith	Staff Attorney	NARUC Winter Policy Summit	02/13/22	02/16/22	Washington, DC	475.00		"
Shanelle Patterson	Executive Assistant	CCIF Summit	04/27/22	04/29/22	Pittsburgh, PA	557.03		"
Shanelle Patterson	Executive Assistant	NARUC Summer Policy Summit	07/17/22	07/20/22	San Diego, CA	2,377.36		"
Thomas Olmstead	Environmental Economist	NARUC Winter Policy Summit	02/13/22	02/16/22	Washington, DC	475.00		"
Thomas Olmstead	Environmental Economist	NARUC Western Rate School	05/06/22	05/15/22	San Diego, CA	3,646.02		"
Timour Skrynnikov	Senior Financial Analyst	NARUC Summer Policy Summit	07/16/22	07/21/22	San Diego, CA	3,040.27		"
Udeozo Ogbue	Chief, Office of Compliance and	GREATER Chesapeake Damage Prevention	10/26/21	10/29/21	Ocean City, MD		997.20	"
Udeozo Ogbue	Chief, Office of Compliance and	NARUC Annual Meeting	11/06/21	11/10/21	Louisville, KY		2,236.48	"
Udeozo Ogbue	Chief, Office of Compliance and	NARUC Winter Policy Summit	02/13/22	02/16/22	Washington, DC	475.00		"
Udeozo Ogbue	Chief, Office of Compliance and	GLOBAL Excavation Safety Conference	02/28/22	03/04/22	Phoenix, AZ		2,210.17	"
Udeozo Ogbue	Chief, Office of Compliance and	NAPSR Eastern Region Conference	06/06/22	06/10/22	Fairborn, OH		1,905.80	"
Udeozo Ogbue	Chief, Office of Compliance and	NARUC Summer Policy Summit	07/16/23	07/20/23	San Diego, CA		2,803.64	"
Udeozo Ogbue	Chief, Office of Compliance and	NAPSR Annual Meeting	09/18/22	09/23/22	Charleston, WV		2,693.81	"
Vanetta Wells	Senior Program Analyst	NARUC Summer Policy Summit	07/17/22	07/21/22	San Diego, CA	3,291.22		"
Whitney Douglas	Program Analyst	NARUC Winter Policy Summit	02/13/22	02/16/22	Washington, DC	475.00		"
Whitney Douglas	Program Analyst	Michigan State Univ-IPU Grid School	03/01/22	03/03/22	Virtual	695.00		"
Whitney Douglas	Program Analyst	OPSI Spring Meeting	04/10/22	04/12/22	Raleigh, NC	306.59		"

Response:

FY 2022

Traveler	Title	Conference Title	Start Date	End Date	Location	Special Purpose Revenue Amount	Federal Pipeline Safety Grant Amount	Justification
FY 2022 Travel Total						97,665.11	27,518.22	

Question 14c:

Please provide the Committee with:

A list of travel expenses, if any, arranged by employee for Fiscal Year 2022 and Fiscal Year 2023, to date, including the justification for travel;

Response:

FY 2023

Traveler	Title	Conference Title	Start Date	End Date	Location	Special Purpose Revenue Amount	Federal Pipeline Safety Grant Amount	Justification
Aaron Herbert	Attorney Advisor	NARUC RTI - Fundamentals of Utility Law	01/09/23	03/27/23	Online	300.00		Educational Training & Travel for Professional Development
Aaron Herbert	Attorney Advisor	NARUC Winter Policy Summit	02/12/23	02/15/23	Washington, DC	475.00		"
Ahmadou Bagayoko	Pipeline Safety Engineer	GREATER Chesapeake Damage Prevention	10/26/21	10/29/21	Ocean City, MD		1,016.74	"
Ahmadou Bagayoko	Pipeline Safety Engineer	Maryland Pipeline Safety Seminar	11/09/22	11/10/22	Linthicum, MD		285.75	"
Alexandra Fisher	Policy Advisor	NARUC Winter Policy Summit	02/12/23	02/15/23	Washington, DC	475.00		"
Angela Parsons	Attorney Advisor	NMSU Ratemaking Course	10/10/22	10/14/22	Albuquerque, NM	1,125.00		"
Angela Parsons	Attorney Advisor	NARUC Winter Policy Summit	02/12/23	02/15/23	Washington, DC	575.00		"
Barry Weise	Sustainability Officer	NARUC Annual Meeting	11/12/22	11/16/22	New Orleans, LA	2,137.19		"
Barry Weise	Sustainability Officer	Electric Distribution Fundamentals	01/10/23	01/11/23	Online	1,195.00		"
Barry Weise	Sustainability Officer	Renewable Energy 101	01/17/23	01/17/23	Online	895.00		"
Barry Weise	Sustainability Officer	EUCI Online Course - Electric Utilities	02/16/23	02/17/23	Online	1,295.00		"
Barry Weise	Sustainability Officer	EUCI Online Course - Fundamentals of	03/02/23	03/03/23	Online	1,195.00		"
Barry Weise	Sustainability Officer	EUCI Online Course - Regional Wholesale	03/06/23	03/07/23	Online	1,195.00		"
Barry Weise	Sustainability Officer	EUCI Online Course - Natural Gas Utilities	03/13/23	03/14/23	Online	1,295.00		"
Barry Weise	Sustainability Officer	EUCI Online Course - Natural Gas Industry	05/15/23	05/15/23	Online	895.00		"
Brian Edmonds	Attorney Advisor	OPSI Annual Meeting	10/16/22	10/19/22	Indianapolis, IN	1,453.70		"
Brian Edmonds	Attorney Advisor	NARUC Peer Review Quality of Service	01/28/23	02/03/23	Luanda, Angola	1,094.50		"
Brian Edmonds	Attorney Advisor	NARUC Winter Policy Summit	02/12/23	02/15/23	Washington, DC	575.00		"
Bryan Henning	Sr. Gas Engineer	NARUC Winter Policy Summit	02/12/23	02/15/23	Washington, DC	575.00		"
Christopher Lipscombe	General Counsel	NARUC Annual Meeting	11/13/22	11/16/22	New Orleans, LA	2,094.96		"
Danielle Gurkin	Principal Legislative Advisor	NARUC Winter Policy Summit	02/12/23	02/15/23	Washington, DC	575.00		"
Donald Jackson	Compliance and Enforcement Officer	GREATER Chesapeake Damage Prevention	10/25/22	10/28/22	Ocean City, MD		1,040.26	"
Donald Jackson	Compliance and Enforcement Officer	Maryland Pipeline Safety Seminar	11/10/22	11/10/22	Linthicum, MD		98.68	"
Donald Jackson	Compliance and Enforcement Officer	NARUC Annual Meeting	11/12/22	11/16/22	New Orleans, LA	2,041.96		"
Donald Jackson	Compliance and Enforcement Officer	NARUC Winter Policy Summit	02/12/23	02/15/23	Washington, DC	575.00		"
Earnest Rendell Scott	Pipeline Safety Engineer	NARUC Winter Policy Summit	02/11/23	02/15/23	Washington, DC	475.00		"
Emile Thompson	Chairman	OPSI Annual Meeting	10/16/22	10/18/22	Indianapolis, IN	804.70		"
Emile Thompson	Chairman	NARUC Annual Meeting	11/13/22	11/15/22	New Orleans, LA	1,492.20		"
Emile Thompson	Chairman	Rise in Solar Conference	11/18/22	11/18/22	Baltimore, MD	40.94		"
Emile Thompson	Chairman	NARUC Grid Sharing Collaborative	01/25/23	01/27/23	Albuquerque, NM	901.27		"
Emile Thompson	Chairman	NARUC Winter Policy Summit	02/12/23	02/15/23	Washington, DC	475.00		"
Emile Thompson	Chairman	Rate Case Basics	02/21/23	02/23/23	Online	150.00		"
Gillian Marime	Senior Accountant	Michigan State Univ-IPU Course	10/25/22	10/27/22	Online	895.00		"
Gillian Marime	Senior Accountant	EUCI Online Course - Natural Gas	11/07/22	12/08/22	Online	1,295.00		"
Gillian Marime	Senior Accountant	NARUC Winter Policy Summit	02/11/23	02/15/23	Washington, DC	475.00		"
James Modozie	Damage Prevention Inspector	GREATER Chesapeake Damage Prevention	10/25/22	10/28/22	Ocean City, MD		1,040.26	"
James Modozie	Damage Prevention Inspector	Maryland Pipeline Safety Seminar	11/10/22	11/10/22	Linthicum, MD		98.68	"
James Modozie	Damage Prevention Inspector	NARUC Winter Policy Summit	02/12/23	02/15/23	Washington, DC	775.00		"
Kellie Didigu	Communications Officer	NARUC Winter Policy Summit	02/12/23	02/15/23	Washington, DC	575.00		"
Kimberly Lincoln-Stewart	Attorney Advisor	GREATER Chesapeake Damage Prevention	10/25/22	10/28/22	Ocean City, MD	985.26		"

Response:

FY 2023

Traveler	Title	Conference Title	Start Date	End Date	Location	Special Purpose Revenue Amount	Federal Pipeline Safety Grant Amount	Justification
Kimberly Lincoln-Stewart	Attorney Advisor	NARUC Annual Meeting	11/12/22	11/16/22	New Orleans, LA	2,041.00		"
Lara Walt	Attorney Advisor	NARUC Winter Policy Summit	02/12/23	02/15/23	Washington, DC	475.00		"
Maurice Smith	Director, Consumer Services	NARUC Annual Meeting	11/12/22	11/15/22	New Orleans, LA	1,935.70		"
Maurice Smith	Director, Consumer Services	NARUC Winter Policy Summit	02/12/23	02/15/23	Washington, DC	575.00		"
Merancia Noelsaint	Policy Advisor	NARUC Winter Policy Summit	02/12/23	02/15/23	Washington, DC	575.00		"
Paul Martinez	Deputy Executive Director	NARUC Annual Meeting	11/12/22	11/16/22	New Orleans, LA	2,076.00		"
Poorani Ramchandran	Chief, Infrastructure and System Planning	NARUC Winter Policy Summit	02/12/23	02/15/23	Washington, DC	475.00		"
Richard Beverly	Commissioner	NARUC Winter Policy Summit	02/12/23	02/15/23	Washington, DC	475.00		"
Shanelle Patterson	Racial Equity Officer	NARUC Annual Meeting	11/12/22	11/15/22	New Orleans, LA	1,802.00		"
Stephan Jaksch	Attorney Advisor	NARUC Winter Policy Summit	02/13/23	02/15/23	Washington, DC	475.00		"
Stephan Jaksch	Attorney Advisor	NARUC RTI - Rate Case Basics	02/28/23	03/02/23	Online	150.00		"
Stephen Sunderhauf	Chief, Economist	OPSI Annual Meeting	10/16/22	10/19/22	Indianapolis, IN	701.50		"
Ted Trabue	Commissioner	NARUC Basics of Utility Accounting &	01/24/23	01/26/23	Online	150.00		"
Ted Trabue	Commissioner	Rate Case Basics	02/21/23	02/23/23	Online	150.00		"
Ted Trabue	Commissioner	NARUC Winter Policy Summit	02/12/23	02/15/23	Washington, DC	475.00		"
Thomas Olmstead	Environmental Economist	NARUC RTI - Fundamentals of Utility Law	01/09/23	03/27/23	Online	300.00		"
Timour Skrynnikov	Senior Financial Analyst	NARUC Winter Policy Summit	02/12/23	02/15/23	Washington, DC	475.00		"
Udeozo Ogbue	Chief, Compliance and Enforcement	GREATER Chesapeake Damage Prevention	10/25/22	10/28/22	Ocean City, MD		1,040.26	"
Udeozo Ogbue	Chief, Compliance and Enforcement	Maryland Pipeline Safety Seminar	11/10/22	11/10/22	Linthicum, MD		98.68	"
Udeozo Ogbue	Chief, Compliance and Enforcement	NARUC Annual Meeting	11/12/22	11/16/22	New Orleans, LA		2,126.20	"
Udeozo Ogbue	Chief, Compliance and Enforcement	NARUC Winter Policy Summit	02/12/23	02/15/23	Washington, DC	575.00		"
Vanetta Wells	Senior Program Analyst	NARUC Annual Meeting	11/12/22	11/16/22	New Orleans, LA	2,203.84		"
Vanetta Wells	Senior Program Analyst	NARUC Winter Policy Summit	02/12/23	02/15/23	Washington, DC	475.00		"
Whitney Douglas	Program Analyst	NARUC Annual Meeting	11/13/22	11/17/22	New Orleans, LA	2,320.28		"
Whitney Douglas	Program Analyst	NARUC Winter Policy Summit	02/12/23	02/15/23	Washington, DC	575.00		"
Whitney Douglas	Program Analyst	2023 AABE National Conference	05/02/23	05/06/23	Houston, TX	3,213.50		"
FY 2023 Travel Total						54,045.50	6,845.51	

Attachment 14D --Employee Bonuses, Special Award Pay, Raises, and Step Incr

Name	Eff Date	Action	Reason
Fujihara, Roger	8/9/2022	AIA	AIA
Howley,John N	8/9/2022	AIA	AIA
Marime,Gillian	8/9/2022	AIA	AIA
Olmstead,Thomas J	12/19/2021	Promotion	Conversion
Bohorquez, Rafael	8/29/2022	Hiring Bonus	Hiring Bonus
Chauhan, Subhash	1/18/2022	Hiring Bonus	Hiring Bonus
Olmstead,Thomas J	12/20/2021	Hiring Bonus	Hiring Bonus
Sunderhauf, Stephan	8/1/2022	Hiring Bonus	Hiring Bonus
Persaud,Melissa A	1/29/2023	Promotion	Non Competitive Promotion
Persaud,Melissa A	1/30/2022	Promotion	Non Competitive Promotion
Wade,Diamond U.	12/19/2021	Promotion	Non Competitive Promotion
Lee,Angela L	11/7/2021	Pay Rate Change	Salary Increase(By Amount)
Lipscombe,Christopher G	11/7/2021	Pay Rate Change	Salary Increase(By Amount)
Martinez,Paul R	11/20/2022	Pay Rate Change	Salary Increase(By Percent)
Mormann,Stephen Alan	11/7/2021	Pay Rate Change	Salary Increase(By Amount)
Ogbue,Udeozo M.	1/1/2023	Pay Rate Change	Salary Increase(By Percent)
Otiji,Ihekwaba Felix	1/1/2023	Pay Rate Change	Salary Increase(By Percent)
Ramachandran,Poorani	1/1/2023	Pay Rate Change	Salary Increase(By Percent)
Sedgwick,Brinda Westbrook	9/11/2022	Pay Rate Change	Salary Increase(By Percent)
Anderson,Benita A	1/1/2023	Promotion	Internal Recruitment
Antonio,Noel S	10/9/2022	Promotion	Non Competitive Promotion
Cho,Bruce	3/13/2022	Promotion	Internal Recruitment
Davis,Carmen M	2/27/2022	Promotion	Internal Recruitment
Fisher,Alexandra B	10/9/2022	Promotion	Internal Recruitment
Moskowitz,Margaret E	11/20/2022	Promotion	Internal Recruitment
Skrynnikov,Timour	7/31/2022	Promotion	Internal Recruitment
Spears,Mable Tillery	2/12/2023	Promotion	Internal Recruitment
Thompson,Emile C.	12/2/2021	Promotion	Internal Recruitment
Daves,Aminta	9/25/2022	Pay Rate Change	Salary Increase(By Step)
Hester,Karen M	10/23/2022	Pay Rate Change	Salary Increase(By Step)
Ahern, Veronica	12/31/2022	Retirement Award	Retirement Award
Doe, Hazel	7/1/2022	Retirement Award	Retirement Award
Hinton, Cary	12/2/2022	Retirement Award	Retirement Award

Hu, Grace	12/31/2021	Retirement Award	Retirement Award
Singh, Manmohan	12/31/2021	Retirement Award	Retirement Award
Anaele,Joanne	12/4/2022	Pay Rate Change	Step Progression
Armstead Didigu,Kellie LaRae	3/13/2022	Pay Rate Change	Step Progression
Baber,Tiara A	1/2/2022	Pay Rate Change	Step Progression
Bagayoko,Ahmadou L	6/5/2022	Pay Rate Change	Step Progression
Bilal,Karimah S	2/12/2023	Pay Rate Change	Step Progression
Butler,Vasheena	6/19/2022	Pay Rate Change	Step Progression
Cotrupi,Isabella	4/10/2022	Pay Rate Change	Step Progression
Daves,Aminta	11/21/2021	Pay Rate Change	Step Progression
Douglas,Whitney C	3/13/2022	Pay Rate Change	Step Progression
Harris,Alphonzo L	7/17/2022	Pay Rate Change	Step Progression
Henning,Bryan	10/24/2021	Pay Rate Change	Step Progression
Henning,Bryan	10/23/2022	Pay Rate Change	Step Progression
Howley,John N	10/24/2021	Pay Rate Change	Step Progression
Johnson,Teresa A	7/3/2022	Pay Rate Change	Step Progression
Lundt,Christopher	5/8/2022	Pay Rate Change	Step Progression
Marime,Gillian	10/10/2021	Pay Rate Change	Step Progression
Mercogliano,Matthew P	11/21/2021	Pay Rate Change	Step Progression
Mercogliano,Matthew P	11/20/2022	Pay Rate Change	Step Progression
Modozie,James K	11/20/2022	Pay Rate Change	Step Progression
Moore,Khadysa	6/5/2022	Pay Rate Change	Step Progression
Moskowitz,Margaret E	12/5/2021	Pay Rate Change	Step Progression
Newkirk,Wendy V	10/10/2021	Pay Rate Change	Step Progression
Ngo,Annie	4/10/2022	Pay Rate Change	Step Progression
Olmstead,Thomas J	12/18/2022	Pay Rate Change	Step Progression
Parsons,Angela C.	10/9/2022	Pay Rate Change	Step Progression
Patterson,Shanelle	6/5/2022	Pay Rate Change	Step Progression
Pryce,Sophia B	11/20/2022	Pay Rate Change	Step Progression
Schwark,Steven	4/10/2022	Pay Rate Change	Step Progression
Scott,Earnest Rendell	6/19/2022	Pay Rate Change	Step Progression
Smith,Ravay S.	11/21/2021	Pay Rate Change	Step Progression
Wells,Vanetta R	10/9/2022	Pay Rate Change	Step Progression
Woltz,Zachary E.	6/19/2022	Pay Rate Change	Step Progression

eases (2-14-23)

NOA	Chng Amt
AIA	\$ 12,000.00
AIA	\$ 12,000.00
AIA	\$ 12,000.00
	\$ 36,000.00
Conv to Career Appt-Prob	\$ 12,967.00
	\$ 12,967.00
Hiring Bonus	\$ 10,000.00
Hiring Bonus	\$ 10,000.00
Hiring Bonus	\$ 7,000.00
Hiring Bonus	\$ 12,000.00
	\$ 39,000.00
Legal Appt	\$ 18,772.36
Legal Appt	\$ 16,446.28
Legal Appt	\$ 13,548.36
	\$ 48,767.00
Performance-based Pay Inc	\$ 5,075.00
Performance-based Pay Inc	\$ 5,075.00
Performance-based Pay Inc	\$ 12,380.25
Performance-based Pay Inc	\$ 2,127.34
Performance-based Pay Inc	\$ 10,999.90
Performance-based Pay Inc	\$ 12,000.40
Performance-based Pay Inc	\$ 13,000.23
Performance-based Pay Inc	\$ 9,610.78
	\$ 70,268.90
Promotion	\$ 14,170.00
Promotion	\$ 4,058.80
Promotion	\$ 8,984.00
Promotion	\$ 14,563.26
Promotion	\$ 8,913.00
Promotion	\$ 5,838.00
Promotion	\$ 6,976.00
Promotion	\$ 7,634.00
Promotion	\$ 9,385.95
	\$ 80,523.01
Quality Salary Increase	\$ 4,889.00
Quality Salary Increase	\$ 7,621.00
	\$ 12,510.00
Retirement Award	\$ 20,000.00
Retirement Award	\$ 20,000.00
Retirement Award	\$ 20,000.00

Retirement Award	\$	25,000.00
Retirement Award	\$	25,000.00
	\$	110,000.00
Within-Grade Increase	\$	2,712.00
Within-Grade Increase	\$	3,437.00
Within-Grade Increase	\$	1,826.00
Within-Grade Increase	\$	3,718.00
Within-Grade Increase	\$	3,811.00
Within-Grade Increase	\$	2,646.00
Within-Grade Increase	\$	2,646.00
Within-Grade Increase	\$	2,444.00
Within-Grade Increase	\$	2,646.00
Within-Grade Increase	\$	2,213.00
Within-Grade Increase	\$	3,718.00
Within-Grade Increase	\$	3,811.00
Within-Grade Increase	\$	3,718.00
Within-Grade Increase	\$	2,213.00
Within-Grade Increase	\$	2,646.00
Within-Grade Increase	\$	3,718.00
Within-Grade Increase	\$	3,148.00
Within-Grade Increase	\$	3,227.00
Within-Grade Increase	\$	2,713.00
Within-Grade Increase	\$	2,213.00
Within-Grade Increase	\$	3,148.00
Within-Grade Increase	\$	2,911.00
Within-Grade Increase	\$	3,148.00
Within-Grade Increase	\$	3,227.00
Within-Grade Increase	\$	3,444.98
Within-Grade Increase	\$	2,444.12
Within-Grade Increase	\$	3,523.00
Within-Grade Increase	\$	2,911.00
Within-Grade Increase	\$	3,148.00
Within-Grade Increase	\$	3,444.97
Within-Grade Increase	\$	3,811.00
Within-Grade Increase	\$	3,444.97
	\$	97,830.04

Question 14 e:

A list of the total overtime and workers' compensation payments paid in Fiscal Year 2022 and Fiscal Year 2023, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

Response:

The agency does not authorize overtime. The expenditures of \$1,798.07 in overtime in FY 2022 were incurred by an employee, detailed to the Department of Parks and Recreation. The cost was reimbursed by the Department of Parks and Recreation. The agency made no workers' compensation payments in FY 2022 and no such payments have been made in FY 2023 thus far.

Question 16:

For Fiscal Year 2022 and Fiscal Year 2023, to date, please list all intra-District transfers to or from the Commission. For each transfer, include the following details:

- a. Buyer agency;
- b. Seller agency;
- c. The program and activity codes and names in the sending and receiving agencies' budgets;
- d. Funding source (i.e. local, federal, SPR);
- e. Description of memoranda of understanding ("MOU") services;
- f. Total MOU amount, including any modifications;
- g. Whether a letter of intent was executed for Fiscal Year 2022 and Fiscal Year 2023, to date, and if so, on what date,
- h. The date of the submitted request from or to the other agency for the transfer;
- i. The dates of signatures on the relevant MOU; and
- i. The date funds were transferred to the receiving agency.

Response:

FY 2022

PSC - Buyer:

The amounts listed below were transferred to other agencies as intradistrict transfers. The amounts for the fixed costs were communicated to the agency during the budget process. The amounts for the Purchase Card purchases were estimated by the agency. No letter of intent for these services were prepared. The funds are generally transferred to the seller agencies in the first week of October of each year.

CSG	Program	Activity	Funding Source	Description	Amount	Transferred To
31	1000	1030	SPR	Telecommunications and RTS requests	99,977	Office of the Chief Technology Officer
31	1000	1030	SPR	Wi-Fi access upgrades at agency's primary location	35,734	Office of the Chief Technology Officer
32	1000	1030	SPR	Building rent for the agency's primary location	2,040,405	Office of Financial Resource & Management
35	1000	1030	SPR	Occupancy cost	28	Office of Financial Resource & Management
40	1000	1030	SPR	Rental of event space for Supplier Diversity Hearing	6,375	DC Water
40	1000	1030	SPR	Building renovations at agency's headquarters location	459,160	Department of General Services
40	1000	1030	SPR	Purchase and travel card advances	159,460	Office of Financial Resource & Management
40	1000	1030	SPR	HR services	50,598	Department of Human Resources
40	1000	1030	SPR	Certified Manager Program training for PSC employee	7,437	Department of Human Resources
40	1000	1040	SPR	OCTO assessment	17,751	Office of the Chief Technology Officer
31	2000	2010	Federal	Telecommunications and RTS requests (Federal share)	3,378	Office of the Chief Technology Officer
32	2000	2010	Federal	Building rent for the agency's primary location (Federal share)	26,134	Office of Financial Resource & Management
40	2000	2010	Federal	Purchase and travel card advances	12,849	Office of Financial Resource & Management
Total					2,919,286	

PSC-Seller:

CSG	Program	Activity	Funding	Description	Amount	Transferred To
11	3000	3700	SPR	Salary for PSC employee detailed to DPR	40,192	Department of Parks and Recreation

14	3000	3700	SPR	Fringe Benefits for PSC employee detailed to DPR	10,969	Department of Parks and Recreation
				Total	51,161	

Question 16:

For Fiscal Year 2022 and Fiscal Year 2023, to date, please list all intra-District transfers to or from the Commission. For each transfer, include the following details:

- a. Buyer agency;
- b. Seller agency;
- c. The program and activity codes and names in the sending and receiving agencies' budgets;
- d. Funding source (i.e. local, federal, SPR);
- e. Description of memoranda of understanding ("MOU") services;
- f. Total MOU amount, including any modifications;
- g. Whether a letter of intent was executed for Fiscal Year 2022 and Fiscal Year 2023, to date, and if so, on what date,
- h. The date of the submitted request from or to the other agency for the transfer;
- i. The dates of signatures on the relevant MOU; and
- j. The date funds were transferred to the receiving agency.

Response:**FY 2023****PSC - Buyer:**

The amounts listed below were transferred to other agencies as intradistrict transfers. The amounts for the fixed costs were communicated to the agency during the budget process. The amounts for the Purchase Card purchases were estimated by the agency. No letter of intent for these services were prepared. The funds are generally transferred to the seller agencies in the first week of October of each year.

Account Group	Program	Cost Center	Funding Source	Description	Amount	Transferred To
712100C	100042	10001	SPR	Automotive fuel for agency fleet	2,362	Department of Public Works
712100C	100113	10001	SPR	Telecommunications and RTS requests	80,315	Office of the Chief Technology Officer
712100C	100113	10001	SPR	Building rent for the agency's primary location	2,230,327	Office of Financial Resource & Management
713100C	100042	10001	SPR	Automotive maintenance and repair for agency fleet	5,246	Department of Public Works
713100C	100113	10001	SPR	Purchase and travel card advances	120,000	Office of Financial Resource & Management
713100C	100071	30107	SPR	OCTO assessment	22,817	Office of the Chief Technology Officer
713100C	100113	10001	SPR	Human resources services	51,863	Department of Human Resources
712100C	300083	30098	Federal	Telecommunications and RTS requests (Federal share)	3,346	Office of the Chief Technology Officer
712100C	300083	30098	Federal	Building rent for the agency's primary location (Federal share)	33,964	Office of Financial Resource & Management
				Total	2,550,241	

PSC-Seller:

No intra-District transfers from other agencies have been received in FY 2023 to date.

Question 18:

For Fiscal Year 2022 and Fiscal Year 2023, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the Commission. 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 of funds, including the purpose of each expenditure; and
- f. The current fund balance.

Response:

**DC PUBLIC SERVICE COMMISSION
SPECIAL PURPOSE REVENUE
FY 2022 & FY 2023 (as 1/31/23)**

Fund Title/Revenue Source	Rev. Object	Object	Account Description	FY 2022	Actuals	FY 2023 Actuals
OPERATING - UTILITY ASSESSMENT	1021	3226	UTILITIES REIMBURSEMENT	\$	16,840,039	\$ -
<i>Expenditures</i>					16,340,879	5,030,098
Balance				\$	499,159	\$ (5,030,098)

Current Fund Balance: \$1,026,994

Offset for FY23 Collections: \$227,000

Avail for Other Projects: \$799,994

The fund balance is eligible to be used to fund agency initiatives/credit back to the utility companies per DC law 34-912.

Program Description: Utility Assessment

Revenues are derived from fees assessed to the three traditional utilities (electric, gas and telephone) and competitive Service providers. Each company is charged a pro rata share of the Public Service Commission's total approved annual operating budget based on their percentage share of the total jurisdictional revenue generated in the District of Columbia market place.

Note:

1. Utilities and competitive service providers are assessed their portion of the current fiscal year assessments in the month of August. The FY23 total revenue will not be due until August 2023.

Question 19:

For Fiscal Year 2022 and Fiscal Year 2023, to date, please list any purchase card spending by the Commission, the employee making each expenditure, and the general purpose for each expenditure. Please indicate whether the spending was necessary due to the COVID-19 Pandemic.

Response: FY 2022

Date	Vendor	Amount	Purchaser	Purpose	Necessary Due to Covid-19?
10/1/21	Twitter Ads	\$24.39	Wendy Newkirk	Advertising	No
10/4/21	Wall Street Journal	\$4.24	Wendy Newkirk	Publication subscription	No
10/4/21	Go Daddy	\$591.98	Wendy Newkirk	Web hosting services	No
10/6/21	MGH, Inc.	\$605.00	Wendy Newkirk	Conference Fees	No
10/6/21	MGH, Inc.	\$605.00	Wendy Newkirk	Conference Fees	No
10/6/21	MGH, Inc.	\$605.00	Wendy Newkirk	Conference Fees	No
10/6/21	MGH, Inc.	\$605.00	Wendy Newkirk	Conference Fees	No
10/8/21	Comcast	\$228.92	Wendy Newkirk	Cable television	No
10/8/21	Twitter Ads	\$300.00	Wendy Newkirk	Advertising	No
10/8/21	Wall Street Journal/Barrons	\$495.95	Wendy Newkirk	Publication subscription	No
10/8/21	Wall Street Journal/Barrons	\$495.95	Wendy Newkirk	Publication subscription	No
10/8/21	Wall Street Journal/Barrons	\$495.95	Wendy Newkirk	Publication subscription	No
10/8/21	Wall Street Journal/Barrons	\$495.95	Wendy Newkirk	Publication subscription	No
10/8/21	Wall Street Journal/Barrons	\$495.95	Wendy Newkirk	Publication subscription	No
10/9/21	Google Ads	\$241.80	Wendy Newkirk	Advertising	No
10/9/21	Mailchimp	\$111.30	Wendy Newkirk	Social Media Services	No
10/14/21	Zoom	\$154.99	Wendy Newkirk	Software Licenses	No
10/15/21	Facebook	\$900.00	Wendy Newkirk	Advertising	No
10/15/21	Twitter Ads	\$50.00	Wendy Newkirk	Advertising	No
10/19/21	Go Daddy	\$614.66	Wendy Newkirk	Web hosting services	No
10/19/21	Facebook	\$900.00	Wendy Newkirk	Advertising	No
10/20/21	Twitter Ads	\$299.54	Wendy Newkirk	Advertising	No
10/20/21	American Airlines	\$247.80	Wendy Newkirk	Travel	No

Question 19:

For Fiscal Year 2022 and Fiscal Year 2023, to date, please list any purchase card spending by the Commission, the employee making each expenditure, and the general purpose for each expenditure. Please indicate whether the spending was necessary due to the COVID-19 Pandemic.

Response: FY 2022

Date	Vendor	Amount	Purchaser	Purpose	Necessary Due to Covid-19?
10/21/21	American Airlines	\$260.80	Wendy Newkirk	Travel	No
10/22/21	Nat'l Student Clearinghouse	\$27.95	Wendy Newkirk	Verification services	No
10/25/21	American Airlines	\$311.79	Wendy Newkirk	Travel	No
10/28/21	Equifax	\$49.95	Wendy Newkirk	Verification services	No
10/29/21	Twitter Ads	\$50.46	Wendy Newkirk	Advertising	No
10/29/21	Facebook	\$718.13	Wendy Newkirk	Advertising	No
11/1/21	American Airlines	\$59.00	Wendy Newkirk	Travel	No
11/1/21	Delta Airlines	\$337.40	Wendy Newkirk	Travel	No
11/1/21	Southwest Airlines	\$320.95	Wendy Newkirk	Travel	No
11/8/21	Infrastructure Resources	\$150.00	Wendy Newkirk	Conference Fees	No
11/8/21	Infrastructure Resources	\$150.00	Wendy Newkirk	Conference Fees	No
11/8/21	Infrastructure Resources	\$811.00	Wendy Newkirk	Conference Fees	No
11/8/21	Infrastructure Resources	\$811.00	Wendy Newkirk	Conference Fees	No
11/9/21	Mailchimp	\$111.30	Wendy Newkirk	Social Media Services	No
11/12/21	BC Basecamp	\$999.00	Wendy Newkirk	Software Licenses	No
11/12/21	Nat'l Student Clearinghouse	\$18.45	Wendy Newkirk	Verification services	No
11/15/21	Facebook	\$900.00	Wendy Newkirk	Advertising	No
11/18/21	Toucan	\$897.00	Wendy Newkirk	Advertising	No
11/19/21	Go Daddy	\$199.98	Wendy Newkirk	Web hosting services	No
11/22/21	ABC Technical	\$1,121.20	Wendy Newkirk	Software Licenses	No
11/30/21	Facebook	\$777.32	Wendy Newkirk	Advertising	No
12/4/21	Comcast	\$464.27	Wendy Newkirk	Cable television	No
12/9/21	Mailchimp	\$111.30	Wendy Newkirk	Social Media Services	No

Question 19:

For Fiscal Year 2022 and Fiscal Year 2023, to date, please list any purchase card spending by the Commission, the employee making each expenditure, and the general purpose for each expenditure. Please indicate whether the spending was necessary due to the COVID-19 Pandemic.

Response: FY 2022

Date	Vendor	Amount	Purchaser	Purpose	Necessary Due to Covid-19?
12/10/21	Toucan	\$1,888.09	Wendy Newkirk	Promotional Items	No
12/14/21	Nat'l Student Clearinghouse	\$17.95	Wendy Newkirk	Verification services	No
12/16/21	Facebook	\$900.00	Wendy Newkirk	Advertising	No
12/16/21	LinkedIn	\$150.00	Wendy Newkirk	Advertising	No
12/17/21	Twitter Ads	\$97.30	Wendy Newkirk	Advertising	No
12/17/21	LinkedIn	\$142.07	Wendy Newkirk	Advertising	No
12/18/21	LinkedIn	\$106.08	Wendy Newkirk	Advertising	No
12/19/21	LinkedIn	\$122.28	Wendy Newkirk	Advertising	No
12/21/21	LinkedIn	\$222.44	Wendy Newkirk	Advertising	No
12/21/21	LinkedIn	\$111.12	Wendy Newkirk	Advertising	No
12/22/21	LinkedIn	\$128.53	Wendy Newkirk	Advertising	No
12/22/21	Toucan Printing & Promotional	\$88.56	Mable Spears	Promotional Items	No
12/23/21	Twitter Ads	\$106.79	Wendy Newkirk	Advertising	No
12/24/21	LinkedIn	\$207.70	Wendy Newkirk	Advertising	No
12/25/21	LinkedIn	\$189.97	Wendy Newkirk	Advertising	No
12/27/21	Facebook	\$900.00	Wendy Newkirk	Advertising	No
12/27/21	LinkedIn	\$179.78	Wendy Newkirk	Advertising	No
12/28/21	LinkedIn	\$101.45	Wendy Newkirk	Advertising	No
12/30/21	LinkedIn	\$188.42	Wendy Newkirk	Advertising	No
12/31/21	Facebook	\$150.08	Wendy Newkirk	Advertising	No
12/31/21	Twitter Ads	\$95.00	Wendy Newkirk	Advertising	No
1/1/22	LinkedIn	\$37.05	Wendy Newkirk	Advertising	No
1/5/22	Comcast	\$226.84	Wendy Newkirk	Cable television	No

Question 19:

For Fiscal Year 2022 and Fiscal Year 2023, to date, please list any purchase card spending by the Commission, the employee making each expenditure, and the general purpose for each expenditure. Please indicate whether the spending was necessary due to the COVID-19 Pandemic.

Response: FY 2022

Date	Vendor	Amount	Purchaser	Purpose	Necessary Due to Covid-19?
1/5/22	Go Daddy	\$109.67	Wendy Newkirk	Web hosting services	No
1/9/22	Mailchimp	\$111.30	Wendy Newkirk	Social Media Services	No
1/11/22	Archive Social	\$2,388.00	Wendy Newkirk	Social Media Services	No
1/12/22	Washington Trophy	\$220.50	Wendy Newkirk	Supplies	No
1/13/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
1/13/22	Twitter Ads	\$84.96	Wendy Newkirk	Advertising	No
1/14/22	Equifax	\$87.37	Wendy Newkirk	Verification services	No
1/14/22	Equifax	\$96.11	Wendy Newkirk	Verification services	No
1/15/22	Nat'l Student Clearinghouse	\$18.70	Wendy Newkirk	Verification services	No
1/18/22	Delta Airlines	\$406.20	Wendy Newkirk	Travel	No
1/18/22	Southwest	\$359.46	Wendy Newkirk	Travel	No
1/18/22	Southwest	\$359.46	Wendy Newkirk	Travel	No
1/20/22	CDW	\$1,611.40	Wendy Newkirk	Software Licenses	No
1/20/22	Go Daddy	\$479.88	Wendy Newkirk	Web hosting services	No
1/21/22	Amazon	\$44.10	Wendy Newkirk	Supplies	No
1/22/22	Nat'l Student Clearinghouse	\$18.45	Wendy Newkirk	Verification services	No
1/22/22	Nat'l Student Clearinghouse	\$18.45	Wendy Newkirk	Verification services	No
1/24/22	Southwest	\$429.96	Wendy Newkirk	Travel	No
1/25/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
1/25/22	Canva	\$12.99	Wendy Newkirk	Social Media Services	No
1/31/22	Facebook	\$698.27	Wendy Newkirk	Advertising	No
2/1/22	LinkedIn	\$14.02	Wendy Newkirk	Advertising	No
2/3/22	LinkedIn	\$272.87	Wendy Newkirk	Advertising	No

Question 19:

For Fiscal Year 2022 and Fiscal Year 2023, to date, please list any purchase card spending by the Commission, the employee making each expenditure, and the general purpose for each expenditure. Please indicate whether the spending was necessary due to the COVID-19 Pandemic.

Response: FY 2022

Date	Vendor	Amount	Purchaser	Purpose	Necessary Due to Covid-19?
2/4/22	LinkedIn	\$227.13	Wendy Newkirk	Advertising	No
2/8/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
2/8/22	American Gas Association	\$530.00	Wendy Newkirk	Advertising	No
2/8/22	American Gas Association	\$530.00	Wendy Newkirk	Advertising	No
2/8/22	American Gas Association	\$530.00	Wendy Newkirk	Advertising	No
2/9/22	Comcast	\$232.92	Wendy Newkirk	Cable television	No
2/9/22	Mailchimp	\$97.75	Wendy Newkirk	Social Media Services	No
2/9/22	Equifax	\$87.37	Wendy Newkirk	Verification services	No
2/9/22	Energy Central	\$549.00	Wendy Newkirk	Advertising	No
2/12/22	Nat'l Student Clearinghouse	\$18.70	Wendy Newkirk	Verification services	No
2/15/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
2/22/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
2/24/22	MSU	\$795.00	Wendy Newkirk	Conference Fees	No
2/24/22	Canva	\$12.99	Wendy Newkirk	Social Media Services	No
2/25/22	Pitney Bowes	\$846.25	Wendy Newkirk	Equipment Rental	No
2/28/22	Facebook	\$774.12	Wendy Newkirk	Advertising	No
3/1/22	MVS	\$1,074.90	Wendy Newkirk	Software Licenses	No
3/3/22	American Airlines	\$207.20	Wendy Newkirk	Travel	No
3/8/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
3/8/22	Comcast	\$232.92	Wendy Newkirk	Cable television	No
3/8/22	Nat'l Student Clearinghouse	\$14.95	Wendy Newkirk	Verification services	No
3/9/22	Twitter Ads	\$100.00	Wendy Newkirk	Advertising	No
3/9/22	Mailchimp	\$97.75	Wendy Newkirk	Social Media Services	No

Question 19:

For Fiscal Year 2022 and Fiscal Year 2023, to date, please list any purchase card spending by the Commission, the employee making each expenditure, and the general purpose for each expenditure. Please indicate whether the spending was necessary due to the COVID-19 Pandemic.

Response: FY 2022

Date	Vendor	Amount	Purchaser	Purpose	Necessary Due to Covid-19?
3/11/22	Communications Board	\$949.00	Wendy Newkirk	Conference Fees	No
3/12/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
3/14/22	CDW Govt	\$549.00	Wendy Newkirk	Software Licenses	No
3/16/22	American Gas Assn	\$1,136.00	Wendy Newkirk	Advertising	No
3/16/22	American Gas Assn	\$906.00	Wendy Newkirk	Advertising	No
3/16/22	NARUC	\$625.00	Wendy Newkirk	Advertising	No
3/16/22	NARUC	\$625.00	Wendy Newkirk	Advertising	No
3/16/22	Energy Central	\$549.00	Wendy Newkirk	Advertising	No
3/16/22	Energy Central	\$549.00	Wendy Newkirk	Advertising	No
3/16/22	Travelocity	\$6.73	Wendy Newkirk	Travel	No
3/16/22	Travelocity - Delta Airlines	\$179.60	Wendy Newkirk	Travel	No
3/16/22	Travelocity - United Airlines	\$591.60	Wendy Newkirk	Travel	No
3/17/22	Twitter Ads	\$400.00	Wendy Newkirk	Advertising	No
3/18/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
3/21/22	Stat Pads	\$165.00	Wendy Newkirk	Supplies	No
3/21/22	American Airlines	\$268.19	Wendy Newkirk	Travel	No
3/23/22	Go Daddy	\$112.67	Wendy Newkirk	Web hosting services	No
3/23/22	Comcast	\$232.92	Wendy Newkirk	Cable television	No
3/24/22	American Economic Assn	\$1,500.00	Wendy Newkirk	Advertising	No
3/24/22	HRCI	\$377.00	Wendy Newkirk	Conference Fees	No
3/24/22	Wiley	\$1,295.00	Wendy Newkirk	Advertising	No
3/24/22	American Airlines	\$333.20	Wendy Newkirk	Travel	No
3/25/22	Canva	\$12.99	Wendy Newkirk	Social Media Services	No

Question 19:

For Fiscal Year 2022 and Fiscal Year 2023, to date, please list any purchase card spending by the Commission, the employee making each expenditure, and the general purpose for each expenditure. Please indicate whether the spending was necessary due to the COVID-19 Pandemic.

Response: FY 2022

Date	Vendor	Amount	Purchaser	Purpose	Necessary Due to Covid-19?
3/28/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
3/28/22	e911 Locksmith	\$1,081.50	Wendy Newkirk	Locksmith services	No
3/28/22	Delta Airlines	\$301.20	Wendy Newkirk	Travel	No
3/31/22	Facebook	\$237.71	Wendy Newkirk	Advertising	No
4/7/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
4/9/22	Mailchimp	\$97.75	Wendy Newkirk	Social Media Services	No
4/13/22	The Economist	\$26.50	Wendy Newkirk	Publication subscription	No
4/14/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
4/14/22	Alphagrahics	\$135.00	Wendy Newkirk	Promotional Items	No
4/19/22	Expedia	\$5.38	Wendy Newkirk	Travel	No
4/19/22	American Airlines	\$378.60	Wendy Newkirk	Travel	No
4/19/22	Delta Airlines	\$228.60	Wendy Newkirk	Travel	No
4/23/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
4/25/22	Canva	\$12.99	Wendy Newkirk	Social Media Services	No
4/25/22	American Airlines	\$307.20	Wendy Newkirk	Travel	No
4/26/22	Comcast	\$232.92	Wendy Newkirk	Cable television	No
4/28/22	Equifax	\$87.37	Wendy Newkirk	Verification services	No
4/28/22	American Airlines	\$437.21	Wendy Newkirk	Travel	No
4/30/22	Facebook	\$754.29	Wendy Newkirk	Advertising	No
5/4/22	Southwest	\$719.96	Wendy Newkirk	Travel	No
5/6/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
5/9/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
5/9/22	Mailchimp	\$97.75	Wendy Newkirk	Social Media Services	No

Question 19:

For Fiscal Year 2022 and Fiscal Year 2023, to date, please list any purchase card spending by the Commission, the employee making each expenditure, and the general purpose for each expenditure. Please indicate whether the spending was necessary due to the COVID-19 Pandemic.

Response: FY 2022

Date	Vendor	Amount	Purchaser	Purpose	Necessary Due to Covid-19?
5/9/22	United Airlines	\$797.20	Wendy Newkirk	Travel	No
5/9/22	Southwest	\$719.96	Wendy Newkirk	Travel	No
5/12/22	Twitter	\$128.49	Wendy Newkirk	Advertising	No
5/19/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
5/19/22	American Airlines	\$472.19	Wendy Newkirk	Travel	No
5/23/22	United Airlines	\$996.20	Wendy Newkirk	Travel	No
5/24/22	LinkedIn	\$112.50	Wendy Newkirk	Advertising	No
5/24/22	Delta Airlines	\$676.20	Wendy Newkirk	Travel	No
5/25/22	Canva	\$12.99	Wendy Newkirk	Social Media Services	No
5/25/22	LinkedIn	\$205.33	Wendy Newkirk	Advertising	No
5/27/22	LinkedIn	\$112.50	Wendy Newkirk	Advertising	No
5/28/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
5/28/22	Amazon	\$111.30	Wendy Newkirk	Safety Clothing	No
5/28/22	Amazon	\$74.15	Wendy Newkirk	Safety Clothing	No
5/28/22	LinkedIn	\$112.50	Wendy Newkirk	Advertising	No
5/28/22	American Airlines	\$1,048.20	Wendy Newkirk	Travel	No
5/30/22	LinkedIn	\$144.31	Wendy Newkirk	Advertising	No
5/31/22	Facebook	\$494.46	Wendy Newkirk	Advertising	No
5/31/22	LinkedIn	\$112.50	Wendy Newkirk	Advertising	No
6/1/22	LinkedIn	\$112.50	Wendy Newkirk	Advertising	No
6/1/22	Aorora	\$897.00	Wendy Newkirk	Training	No
6/2/22	LinkedIn	\$112.50	Wendy Newkirk	Advertising	No
6/3/22	LinkedIn	\$105.41	Wendy Newkirk	Advertising	No

Question 19:

For Fiscal Year 2022 and Fiscal Year 2023, to date, please list any purchase card spending by the Commission, the employee making each expenditure, and the general purpose for each expenditure. Please indicate whether the spending was necessary due to the COVID-19 Pandemic.

Response: FY 2022

Date	Vendor	Amount	Purchaser	Purpose	Necessary Due to Covid-19?
6/3/22	Go Daddy	\$260.05	Wendy Newkirk	Web hosting services	No
6/4/22	Nat'l Student Clearinghouse	\$20.95	Wendy Newkirk	Verification services	No
6/4/22	Nat'l Student Clearinghouse	\$17.45	Wendy Newkirk	Verification services	No
6/5/22	LinkedIn	\$162.35	Wendy Newkirk	Advertising	No
6/7/22	LinkedIn	\$166.52	Wendy Newkirk	Advertising	No
6/8/22	Altus Solutions	\$205.00	Wendy Newkirk	Software Licenses	No
6/8/22	LinkedIn	\$112.66	Wendy Newkirk	Advertising	No
6/9/22	Nat'l Student Clearinghouse	\$18.45	Wendy Newkirk	Verification services	No
6/9/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
6/9/22	Mailchimp	\$97.75	Wendy Newkirk	Social Media Services	No
6/9/22	LinkedIn	\$124.24	Wendy Newkirk	Advertising	No
6/10/22	Comcast	\$231.99	Wendy Newkirk	Cable television	No
6/10/22	LinkedIn	\$113.44	Wendy Newkirk	Advertising	No
6/11/22	LinkedIn	\$114.11	Wendy Newkirk	Advertising	No
6/13/22	LinkedIn	\$143.24	Wendy Newkirk	Advertising	No
6/14/22	Delta	\$1,112.20	Wendy Newkirk	Travel	No
6/15/22	LinkedIn	\$212.59	Wendy Newkirk	Advertising	No
6/15/22	Delta	\$1,052.20	Wendy Newkirk	Travel	No
6/15/22	United Airlines	\$741.20	Wendy Newkirk	Travel	No
6/16/22	Nat'l Student Clearinghouse	\$24.95	Wendy Newkirk	Verification services	No
6/16/22	LinkedIn	\$108.23	Wendy Newkirk	Advertising	No
6/16/22	Twitter	\$47.28	Wendy Newkirk	Advertising	No
6/17/22	LinkedIn	\$104.24	Wendy Newkirk	Advertising	No

Question 19:

For Fiscal Year 2022 and Fiscal Year 2023, to date, please list any purchase card spending by the Commission, the employee making each expenditure, and the general purpose for each expenditure. Please indicate whether the spending was necessary due to the COVID-19 Pandemic.

Response: FY 2022

Date	Vendor	Amount	Purchaser	Purpose	Necessary Due to Covid-19?
6/18/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
6/19/22	LinkedIn	\$170.49	Wendy Newkirk	Advertising	No
6/21/22	LinkedIn	\$189.60	Wendy Newkirk	Advertising	No
6/22/22	LinkedIn	\$127.50	Wendy Newkirk	Advertising	No
6/23/22	CDW Govt	\$1,571.64	Wendy Newkirk	Software Licenses	No
6/23/22	LinkedIn	\$127.50	Wendy Newkirk	Advertising	No
6/23/22	LinkedIn	\$127.50	Wendy Newkirk	Advertising	No
6/24/22	LinkedIn	\$127.50	Wendy Newkirk	Advertising	No
6/25/22	LinkedIn	\$127.50	Wendy Newkirk	Advertising	No
6/25/22	Canva	\$12.99	Wendy Newkirk	Social Media Services	No
6/28/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
6/28/22	LinkedIn	\$206.41	Wendy Newkirk	Advertising	No
6/28/22	Communications Board	\$949.00	Wendy Newkirk	Training	No
6/29/22	LinkedIn	\$127.50	Wendy Newkirk	Advertising	No
6/30/22	Facebook	\$239.72	Wendy Newkirk	Advertising	No
6/30/22	LinkedIn	\$114.51	Wendy Newkirk	Advertising	No
7/1/22	NAPSR	\$450.00	Wendy Newkirk	Conference Fees	No
7/1/22	NAPSR	\$450.00	Wendy Newkirk	Conference Fees	No
7/1/22	NAPSR	\$450.00	Wendy Newkirk	Conference Fees	No
7/1/22	LinkedIn	\$112.82	Wendy Newkirk	Advertising	No
7/2/22	Twitter	\$201.57	Wendy Newkirk	Advertising	No
7/2/22	LinkedIn	\$121.96	Wendy Newkirk	Advertising	No
7/4/22	LinkedIn	\$148.37	Wendy Newkirk	Advertising	No

Question 19:

For Fiscal Year 2022 and Fiscal Year 2023, to date, please list any purchase card spending by the Commission, the employee making each expenditure, and the general purpose for each expenditure. Please indicate whether the spending was necessary due to the COVID-19 Pandemic.

Response: FY 2022

Date	Vendor	Amount	Purchaser	Purpose	Necessary Due to Covid-19?
7/5/22	LinkedIn	\$104.20	Wendy Newkirk	Advertising	No
7/6/22	The Economist	\$58.30	Wendy Newkirk	Publication subscription	No
7/6/22	LinkedIn	\$110.96	Wendy Newkirk	Advertising	No
7/7/22	LinkedIn	\$108.02	Wendy Newkirk	Advertising	No
7/8/22	LinkedIn	\$111.80	Wendy Newkirk	Advertising	No
7/9/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
7/9/22	LinkedIn	\$103.83	Wendy Newkirk	Advertising	No
7/9/22	Mailchimp	\$97.75	Wendy Newkirk	Social Media Services	No
7/11/22	LinkedIn	\$133.59	Wendy Newkirk	Advertising	No
7/12/22	United Airlines	\$761.20	Wendy Newkirk	Travel	No
7/13/22	LinkedIn	\$224.11	Wendy Newkirk	Advertising	No
7/14/22	LinkedIn	\$127.50	Wendy Newkirk	Advertising	No
7/15/22	LinkedIn	\$127.50	Wendy Newkirk	Advertising	No
7/16/22	Twitter	\$74.42	Wendy Newkirk	Advertising	No
7/17/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
7/18/22	LinkedIn	\$120.49	Wendy Newkirk	Advertising	No
7/19/22	LinkedIn	\$177.57	Wendy Newkirk	Advertising	No
7/19/22	LinkedIn	\$127.50	Wendy Newkirk	Advertising	No
7/20/22	Facebook	\$899.41	Wendy Newkirk	Advertising	No
7/20/22	LinkedIn	\$126.02	Wendy Newkirk	Advertising	No
7/21/22	LinkedIn	\$127.50	Wendy Newkirk	Advertising	No
7/22/22	LinkedIn	\$127.50	Wendy Newkirk	Advertising	No
7/22/22	Toucan	\$1,767.00	Wendy Newkirk	Promotional Items	No

Question 19:

For Fiscal Year 2022 and Fiscal Year 2023, to date, please list any purchase card spending by the Commission, the employee making each expenditure, and the general purpose for each expenditure. Please indicate whether the spending was necessary due to the COVID-19 Pandemic.

Response: FY 2022

Date	Vendor	Amount	Purchaser	Purpose	Necessary Due to Covid-19?
7/23/22	Twitter	\$554.82	Wendy Newkirk	Advertising	No
7/23/22	LinkedIn	\$127.50	Wendy Newkirk	Advertising	No
7/24/22	LinkedIn	\$101.14	Wendy Newkirk	Advertising	No
7/26/22	LinkedIn	\$407.62	Wendy Newkirk	Advertising	No
7/27/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
7/27/22	LinkedIn	\$528.56	Wendy Newkirk	Advertising	No
7/27/22	American Airlines	\$267.19	Wendy Newkirk	Travel	No
7/28/22	LinkedIn	\$815.58	Wendy Newkirk	Advertising	No
7/29/22	LinkedIn	\$127.50	Wendy Newkirk	Advertising	No
7/31/22	Facebook	\$675.98	Wendy Newkirk	Advertising	No
8/2/22	LinkedIn	\$265.18	Wendy Newkirk	Advertising	No
8/3/22	LinkedIn	\$223.73	Wendy Newkirk	Advertising	No
8/4/22	Comcast	\$471.55	Wendy Newkirk	Cable television	No
8/4/22	LinkedIn	\$112.05	Wendy Newkirk	Advertising	No
8/5/22	LinkedIn	\$119.87	Wendy Newkirk	Advertising	No
8/6/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
8/6/22	Twitter	\$25.00	Wendy Newkirk	Advertising	No
8/6/22	LinkedIn	\$108.24	Wendy Newkirk	Advertising	No
8/8/22	LinkedIn	\$117.74	Wendy Newkirk	Advertising	No
8/8/22	Grainger	\$355.40	Wendy Newkirk	Safety Clothing	No
8/9/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
8/9/22	Mailchimp	\$97.75	Wendy Newkirk	Social Media Services	No
8/9/22	LinkedIn	\$127.50	Wendy Newkirk	Advertising	No

Question 19:

For Fiscal Year 2022 and Fiscal Year 2023, to date, please list any purchase card spending by the Commission, the employee making each expenditure, and the general purpose for each expenditure. Please indicate whether the spending was necessary due to the COVID-19 Pandemic.

Response: FY 2022

Date	Vendor	Amount	Purchaser	Purpose	Necessary Due to Covid-19?
8/9/22	Stanley Access	\$1,395.48	Wendy Newkirk	Key fob access services	No
8/10/22	LinkedIn	\$113.09	Wendy Newkirk	Advertising	No
8/11/22	LinkedIn	\$111.63	Wendy Newkirk	Advertising	No
8/12/22	LinkedIn	\$111.30	Wendy Newkirk	Advertising	No
8/13/22	Facebook	\$899.21	Wendy Newkirk	Advertising	No
8/13/22	Twitter Online Ads	\$200.00	Wendy Newkirk	Advertising	No
8/13/22	LinkedIn	\$390.21	Wendy Newkirk	Advertising	No
8/14/22	LinkedIn	\$249.72	Wendy Newkirk	Advertising	No
8/15/22	LinkedIn	\$223.57	Wendy Newkirk	Advertising	No
8/16/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
8/16/22	Google	\$500.00	Wendy Newkirk	Advertising	No
8/16/22	Twitter	\$724.82	Wendy Newkirk	Advertising	No
8/16/22	LinkedIn	\$382.41	Wendy Newkirk	Advertising	No
8/17/22	REI	\$1,610.00	Wendy Newkirk	Supplies	No
8/17/22	LinkedIn	\$414.34	Wendy Newkirk	Advertising	No
8/18/22	Alphagraphics	\$1,505.96	Wendy Newkirk	Promotional Items	No
8/18/22	Amazon	\$63.37	Wendy Newkirk	Supplies	No
8/18/22	Google	\$500.00	Wendy Newkirk	Advertising	No
8/18/22	Amazon	\$1,646.49	Wendy Newkirk	Supplies	No
8/18/22	Multicultural Comm	\$220.00	Wendy Newkirk	Translation Services	No
8/18/22	LinkedIn	\$160.22	Wendy Newkirk	Advertising	No
8/19/22	Twitter Online Ads	\$507.67	Wendy Newkirk	Advertising	No
8/20/22	LinkedIn	\$303.51	Wendy Newkirk	Advertising	No

Question 19:

For Fiscal Year 2022 and Fiscal Year 2023, to date, please list any purchase card spending by the Commission, the employee making each expenditure, and the general purpose for each expenditure. Please indicate whether the spending was necessary due to the COVID-19 Pandemic.

Response: FY 2022

Date	Vendor	Amount	Purchaser	Purpose	Necessary Due to Covid-19?
8/21/22	Google	\$500.00	Wendy Newkirk	Advertising	No
8/22/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
8/22/22	LinkedIn	\$191.85	Wendy Newkirk	Advertising	No
8/23/22	Google	\$500.00	Wendy Newkirk	Advertising	No
8/23/22	LinkedIn	\$168.35	Wendy Newkirk	Advertising	No
8/24/22	Nat'l Student Clearinghouse	\$29.95	Wendy Newkirk	Verification services	No
8/24/22	Twitter Online Ads	\$500.00	Wendy Newkirk	Advertising	No
8/24/22	LinkedIn	\$154.91	Wendy Newkirk	Advertising	No
8/25/22	LinkedIn	\$148.25	Wendy Newkirk	Advertising	No
8/25/22	Canva	\$12.99	Wendy Newkirk	Social Media Services	No
8/26/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
8/26/22	Google	\$500.00	Wendy Newkirk	Advertising	No
8/26/22	LinkedIn	\$141.50	Wendy Newkirk	Advertising	No
8/27/22	LinkedIn	\$166.08	Wendy Newkirk	Advertising	No
8/28/22	Google	\$500.00	Wendy Newkirk	Advertising	No
8/28/22	LinkedIn	\$102.79	Wendy Newkirk	Advertising	No
8/29/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
8/29/22	Twitter	\$500.00	Wendy Newkirk	Advertising	No
8/29/22	Ad Box	\$500.00	Wendy Newkirk	Advertising	No
8/30/22	LinkedIn	\$113.10	Wendy Newkirk	Advertising	No
8/30/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
8/31/22	Google	\$500.00	Wendy Newkirk	Advertising	No
8/31/22	Facebook	\$239.71	Wendy Newkirk	Advertising	No

Question 19:

For Fiscal Year 2022 and Fiscal Year 2023, to date, please list any purchase card spending by the Commission, the employee making each expenditure, and the general purpose for each expenditure. Please indicate whether the spending was necessary due to the COVID-19 Pandemic.

Response: FY 2022

Date	Vendor	Amount	Purchaser	Purpose	Necessary Due to Covid-19?
8/31/22	AFRO American News	\$3,950.00	Wendy Newkirk	Advertising	No
9/1/22	Twitter	\$511.42	Wendy Newkirk	Advertising	No
9/1/22	Google	\$210.36	Wendy Newkirk	Advertising	No
9/1/22	LinkedIn	\$94.33	Wendy Newkirk	Advertising	No
9/1/22	Energy Central	\$549.00	Wendy Newkirk	Advertising	No
9/2/22	Twitter	\$314.89	Wendy Newkirk	Advertising	No
9/2/22	LinkedIn	\$393.20	Wendy Newkirk	Advertising	No
9/3/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
9/3/22	Google	\$500.00	Wendy Newkirk	Advertising	No
9/3/22	LinkedIn	\$377.27	Wendy Newkirk	Advertising	No
9/4/22	LinkedIn	\$269.52	Wendy Newkirk	Advertising	No
9/5/22	Twitter	\$741.95	Wendy Newkirk	Advertising	No
9/5/22	LinkedIn	\$246.92	Wendy Newkirk	Advertising	No
9/6/22	Google	\$500.00	Wendy Newkirk	Advertising	No
9/6/22	LinkedIn	\$368.11	Wendy Newkirk	Advertising	No
9/7/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
9/7/22	LinkedIn	\$375.65	Wendy Newkirk	Advertising	No
9/8/22	Comcast	\$232.93	Wendy Newkirk	Cable television	No
9/8/22	Twitter Online Ads	\$713.85	Wendy Newkirk	Advertising	No
9/8/22	Google	\$500.00	Wendy Newkirk	Advertising	No
9/8/22	LinkedIn	\$368.17	Wendy Newkirk	Advertising	No
9/8/22	Mailchimp	\$97.75	Wendy Newkirk	Social Media Services	No
9/8/22	LinkedIn	\$371.82	Wendy Newkirk	Advertising	No

Question 19:

For Fiscal Year 2022 and Fiscal Year 2023, to date, please list any purchase card spending by the Commission, the employee making each expenditure, and the general purpose for each expenditure. Please indicate whether the spending was necessary due to the COVID-19 Pandemic.

Response: FY 2022

Date	Vendor	Amount	Purchaser	Purpose	Necessary Due to Covid-19?
9/11/22	Google	\$500.00	Wendy Newkirk	Advertising	No
9/11/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
9/11/22	Twitter	\$726.16	Wendy Newkirk	Advertising	No
9/11/22	Amazon	\$8.25	Wendy Newkirk	Supplies	No
9/11/22	Amazon	\$54.88	Wendy Newkirk	Supplies	No
9/11/22	LinkedIn	\$556.52	Wendy Newkirk	Advertising	No
9/12/22	LinkedIn	\$233.08	Wendy Newkirk	Advertising	No
9/13/22	Google	\$500.00	Wendy Newkirk	Advertising	No
9/13/22	LinkedIn	\$334.90	Wendy Newkirk	Advertising	No
9/14/22	LinkedIn	\$306.96	Wendy Newkirk	Advertising	No
9/15/22	Google	\$500.00	Wendy Newkirk	Advertising	No
9/15/22	Twitter	\$588.79	Wendy Newkirk	Advertising	No
9/15/22	LinkedIn	\$285.34	Wendy Newkirk	Advertising	No
9/15/22	Capitol Reporting	\$1,514.75	Wendy Newkirk	Transcription Services	No
9/15/22	American Airlines	\$1,029.20	Wendy Newkirk	Travel	No
9/15/22	American Airlines	\$1,029.20	Wendy Newkirk	Travel	No
9/16/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
9/16/22	NAPSR	\$600.00	Wendy Newkirk	Conference Fees	No
9/16/22	NAPSR	\$600.00	Wendy Newkirk	Conference Fees	No
9/16/22	LinkedIn	\$277.23	Wendy Newkirk	Advertising	No
9/16/22	Equifax	\$87.37	Wendy Newkirk	Verification services	No
9/17/22	LinkedIn	\$270.30	Wendy Newkirk	Advertising	No
9/18/22	LinkedIn	\$162.80	Wendy Newkirk	Advertising	No

Question 19:

For Fiscal Year 2022 and Fiscal Year 2023, to date, please list any purchase card spending by the Commission, the employee making each expenditure, and the general purpose for each expenditure. Please indicate whether the spending was necessary due to the COVID-19 Pandemic.

Response: FY 2022

Date	Vendor	Amount	Purchaser	Purpose	Necessary Due to Covid-19?
9/19/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No
9/19/22	LinkedIn	\$157.28	Wendy Newkirk	Advertising	No
9/20/22	Twitter	\$578.47	Wendy Newkirk	Advertising	No
9/20/22	LinkedIn	\$270.30	Wendy Newkirk	Advertising	No
9/20/22	American Gas Assn	\$382.00	Wendy Newkirk	Advertising	No
9/20/22	Energy Central	\$549.00	Wendy Newkirk	Advertising	No
9/20/22	Wiley	\$1,295.00	Wendy Newkirk	Advertising	No
9/20/22	LinkedIn	\$283.50	Wendy Newkirk	Advertising	No
9/21/22	Pitney Bows	\$420.00	Wendy Newkirk	Equipment Rental	No
9/21/22	Pitney Bows	\$846.25	Wendy Newkirk	Equipment Rental	No
9/21/22	Nat'l Student Clearinghouse	\$18.45	Wendy Newkirk	Verification services	No
9/21/22	Stanley Access	\$312.50	Wendy Newkirk	Key fob access services	No
9/22/22	LinkedIn	\$284.07	Wendy Newkirk	Advertising	No
9/22/22	Go Daddy	\$62.51	Wendy Newkirk	Web hosting services	No
9/22/22	NARUC	\$275.00	Wendy Newkirk	Advertising	No
9/22/22	NARUC	\$275.00	Wendy Newkirk	Advertising	No
9/23/22	LinkedIn	\$266.24	Wendy Newkirk	Advertising	No
9/23/22	Red Wing	\$249.09	Wendy Newkirk	Safety Clothing	No
9/23/22	Red Wing	\$243.79	Wendy Newkirk	Safety Clothing	No
9/23/22	Red Wing	\$269.99	Wendy Newkirk	Safety Clothing	No
9/24/22	Twitter	\$579.36	Wendy Newkirk	Advertising	No
9/24/22	LinkedIn	\$250.68	Wendy Newkirk	Advertising	No
9/25/22	Facebook	\$900.00	Wendy Newkirk	Advertising	No

Question 19:

For Fiscal Year 2022 and Fiscal Year 2023, to date, please list any purchase card spending by the Commission, the employee making each expenditure, and the general purpose for each expenditure. Please indicate whether the spending was necessary due to the COVID-19 Pandemic.

Response: FY 2022

Date	Vendor	Amount	Purchaser	Purpose	Necessary Due to Covid-19?
9/25/22	LinkedIn	\$285.61	Wendy Newkirk	Advertising	No
9/26/22	LinkedIn	\$263.05	Wendy Newkirk	Advertising	No
9/26/22	Red Wing	\$239.99	Wendy Newkirk	Safety Clothing	No
9/26/22	Red Wing	\$249.99	Wendy Newkirk	Safety Clothing	No
9/27/22	Lines Up	\$2,500.00	Wendy Newkirk	Advertising	No
9/27/22	LinkedIn	\$257.87	Wendy Newkirk	Advertising	No
9/28/22	Art Display	\$180.00	Wendy Newkirk	Supplies	No
9/29/22	LINKEDIN	\$398.3	Mable Spears	Advertising	No
9/29/22	TWITTER	\$572.2	Mable Spears	Advertising	No
9/29/22	FACEBOOK	\$902.5	Mable Spears	Advertising	No
9/30/22	LINKEDIN	\$190.6	Mable Spears	Advertising	No
7/22/25	Canva	\$12.99	Wendy Newkirk	Social Media Services	No
9/26/27	Red Wing	\$259.99	Wendy Newkirk	Safety Clothing	No
5/522	Twitter	\$31.70	Wendy Newkirk	Advertising	No

Question 19:

For Fiscal Year 2022 and Fiscal Year 2023, to date, please list any purchase card spending by the Commission, the employee making each expenditure, and the general purpose for each expenditure. Please indicate whether the spending was necessary due to the COVID-19 Pandemic.

Response: FY 2023

Date	Vendor	Amount	Purchaser	Purpose	Necessary Due to Covid-19?
10/4/2022	Twitter	\$508.76	Wendy Newkirk	Advertising	No
10/4/2022	Google	\$155.53	Wendy Newkirk	Advertising	No
10/5/2022	Comcast	\$232.93	Wendy Newkirk	Cable television	No
10/4/2022	The Business Journals	\$160.00	Wendy Newkirk	Publication subscription	No
10/5/2022	The Economist	\$201.40	Wendy Newkirk	Publication subscription	No
10/5/2022	The Economist	\$62.54	Wendy Newkirk	Publication subscription	No
10/6/2022	MGH, Inc	\$635.00	Wendy Newkirk	Conference Fees	No
10/6/2022	MGH, Inc	\$635.00	Wendy Newkirk	Conference Fees	No
10/6/2022	MGH, Inc	\$635.00	Wendy Newkirk	Conference Fees	No
10/6/2022	MGH, Inc	\$635.00	Wendy Newkirk	Conference Fees	No
10/8/2022	Wall Street Journal	\$467.88	Wendy Newkirk	Publication subscription	No
10/8/2022	Wall Street Journal	\$467.88	Wendy Newkirk	Publication subscription	No
10/8/2022	Wall Street Journal	\$467.88	Wendy Newkirk	Publication subscription	No
10/8/2022	Wall Street Journal	\$467.88	Wendy Newkirk	Publication subscription	No
10/9/2022	Mailchimp	\$97.75	Wendy Newkirk	Social Media Services	No
10/13/2022	Bitly	\$295.80	Wendy Newkirk	Social Media Services	No
10/13/2022	New Mexico State University	\$1,155.94	Wendy Newkirk	Conference Fees	No
10/21/2022	EUCI	\$1,295.00	Wendy Newkirk	Conference Fees	No
10/21/2022	MSU	\$895.00	Wendy Newkirk	Conference Fees	No
10/5/2022	American Airlines	\$633.20	Wendy Newkirk	Travel	No
10/5/2022	United Airlines	\$1,497.20	Wendy Newkirk	Travel	No
10/11/2022	American Airlines	\$364.20	Wendy Newkirk	Travel	No
10/13/2022	Southwest	\$717.97	Wendy Newkirk	Travel	No

Question 19:

For Fiscal Year 2022 and Fiscal Year 2023, to date, please list any purchase card spending by the Commission, the employee making each expenditure, and the general purpose for each expenditure. Please indicate whether the spending was necessary due to the COVID-19 Pandemic.

Response: FY 2023

Date	Vendor	Amount	Purchaser	Purpose	Necessary Due to Covid-19?
10/26/2022	American Airlines	\$376.70	Wendy Newkirk	Travel	No
10/26/2022	American	\$369.20	Wendy Newkirk	Travel	No
10/28/2022	Southwest	\$313.97	Wendy Newkirk	Travel	No
11/2/2022	DHM	\$1,985.50	Wendy Newkirk	Supplies	No
11/9/2022	Mailchimp	\$97.75	Wendy Newkirk	Social Media Services	No
11/10/2022	Comcast	\$232.93	Wendy Newkirk	Cable television	No
11/12/2022	Basecamp	\$999.00	Wendy Newkirk	Social Media Services	No
11/18/2022	Next Door	\$149.00	Wendy Newkirk	Advertising	No
11/29/2022	North Capitol	\$854.08	Wendy Newkirk	Moving Services	No
11/29/2022	Price Modern	\$1,019.00	Wendy Newkirk	Furniture	No
10/31/2022	American Airlines	\$397.19	Wendy Newkirk	Travel	No
11/1/22/	Delta Airlines	\$427.20	Wendy Newkirk	Travel	No
10/31/2022	Southwest	\$38.51	Wendy Newkirk	Travel	No
11/12/2022	Marriott New Orleans	\$789.87	Wendy Newkirk	Travel	No
11/12/2022	Marriott New Orleans	\$1,053.16	Wendy Newkirk	Travel	No
11/12/2022	Marriott New Orleans	\$1,053.15	Wendy Newkirk	Travel	No
11/13/2022	Marriott New Orleans	\$1,053.16	Wendy Newkirk	Travel	No
11/13/2022	Marriott New Orleans	\$1,053.16	Wendy Newkirk	Travel	No
11/14/2022	Marriott New Orleans	\$1,053.20	Wendy Newkirk	Travel	No
11/30/2022	ABC Supply	\$2,855.64	Wendy Newkirk	Equipment Purchase	No
11/30/2022	ABC Supply	\$1,679.04	Wendy Newkirk	Equipment Purchase	No
11/30/2022	Archive Social	\$2,988.00	Wendy Newkirk	Social Media Services	No
11/30/2022	EEG Capitol	\$2,500.00	Wendy Newkirk	Equipment Purchase	No

Question 19:

For Fiscal Year 2022 and Fiscal Year 2023, to date, please list any purchase card spending by the Commission, the employee making each expenditure, and the general purpose for each expenditure. Please indicate whether the spending was necessary due to the COVID-19 Pandemic.

Response: FY 2023

Date	Vendor	Amount	Purchaser	Purpose	Necessary Due to Covid-19?
12/8/2022	Comcast	\$232.93	Wendy Newkirk	Cable television	No
12/9/2022	Mailchimp	\$97.75	Wendy Newkirk	Social Media Services	No
12/14/2022	CDW	\$2,308.50	Wendy Newkirk	Software Licenses	No
12/14/2022	NARUC	\$475.00	Wendy Newkirk	Conference Fees	No
12/29/2022	CDW	\$549.32	Wendy Newkirk	Software Licenses	No
12/23/2022	American Airlines	\$453.21	Wendy Newkirk	Travel	No
9/30/2022	Facebook	\$120.66	Mable Spears	Advertising	No
10/4/2022	Linkedin	\$91.79	Mable Spears	Advertising	No
10/5/2022	Facebook	\$900.00	Mable Spears	Advertising	No
10/9/2022	Twitter	\$32.00	Mable Spears	Advertising	No
10/9/2022	Facebook	\$900.00	Mable Spears	Advertising	No
10/14/2022	Facebook	\$900.00	Mable Spears	Advertising	No
10/16/2022	Twitter	\$47.18	Mable Spears	Advertising	No
10/19/2022	Facebook	\$900.00	Mable Spears	Advertising	No
10/23/2022	Twitter	\$54.46	Mable Spears	Advertising	No
10/24/2022	Facebook	\$900.00	Mable Spears	Advertising	No
10/29/2022	Facebook	\$900.00	Mable Spears	Advertising	No
10/30/2022	Twitter	\$56.00	Mable Spears	Advertising	No
10/30/2022	Facebook	\$309.73	Mable Spears	Advertising	No
11/3/2022	Twitter	\$24.00	Mable Spears	Advertising	No
11/5/2022	Facebook	\$900.00	Mable Spears	Advertising	No
11/9/2022	Facebook	\$900.00	Mable Spears	Advertising	No
11/9/2022	Twitter	\$56.00	Mable Spears	Advertising	No

Question 19:

For Fiscal Year 2022 and Fiscal Year 2023, to date, please list any purchase card spending by the Commission, the employee making each expenditure, and the general purpose for each expenditure. Please indicate whether the spending was necessary due to the COVID-19 Pandemic.

Response: FY 2023

Date	Vendor	Amount	Purchaser	Purpose	Necessary Due to Covid-19?
11/13/2022	Facebook	\$900.00	Mable Spears	Advertising	No
11/16/2022	Twitter	\$56.00	Mable Spears	Advertising	No
11/18/2022	Facebook	\$900.00	Mable Spears	Advertising	No
11/22/2022	Facebook	\$900.00	Mable Spears	Advertising	No
11/23/2022	Twitter	\$56.00	Mable Spears	Advertising	No
11/27/2022	Facebook	\$900.00	Mable Spears	Advertising	No
11/30/2022	Facebook	\$328.24	Mable Spears	Advertising	No
11/30/2022	Twitter	\$48.89	Mable Spears	Advertising	No
12/2/2022	Twitter	\$16.00	Mable Spears	Advertising	No
12/04/22	Facebook	\$900.00	Mable Spears	Advertising	No
12/08/22	Facebook	\$900.00	Mable Spears	Advertising	No
12/09/22	Twitter	\$56.00	Mable Spears	Advertising	No
12/13/22	Facebook	\$900.00	Mable Spears	Advertising	No
12/14/22	LinkedIn	\$93.75	Mable Spears	Advertising	No
12/17/22	Twitter	\$56.00	Mable Spears	Advertising	No
12/17/22	LinkedIn	\$233.93	Mable Spears	Advertising	No
12/17/22	Facebook	\$900.00	Mable Spears	Advertising	No
12/20/22	LinkedIn	\$167.44	Mable Spears	Advertising	No
12/22/22	Facebook	\$900.00	Mable Spears	Advertising	No
12/22/22	LinkedIn	\$150.44	Mable Spears	Advertising	No
12/23/22	Twitter	\$53.36	Mable Spears	Advertising	No
12/24/22	LinkedIn	\$149.24	Mable Spears	Advertising	No
12/27/22	Facebook	\$900.00	Mable Spears	Advertising	No

Question 19:

For Fiscal Year 2022 and Fiscal Year 2023, to date, please list any purchase card spending by the Commission, the employee making each expenditure, and the general purpose for each expenditure. Please indicate whether the spending was necessary due to the COVID-19 Pandemic.

Response: FY 2023

Date	Vendor	Amount	Purchaser	Purpose	Necessary Due to Covid-19?
12/27/22	LinkedIn	\$162.12	Mable Spears	Advertising	No
12/29/22	LinkedIn	\$145.59	Mable Spears	Advertising	No

Question 22:

Please list all MOU entered into by the Commission during Fiscal Year 2022 and Fiscal Year 2023, 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.

Response:**FY 2022:**

The agency entered into the following Memorandums of Understanding (MOUs):

1. An MOU with DCHR for, in the amount of \$50,598.00, for HR services. The period of performance was from October 1, 2021 through September 30, 2022.
2. An MOU with DCHR for the CPM program (Certified Manager Program), in the amount of \$7,436.75 for one PSC employee's training. The period of performance was from September 20, 2021 through September 30, 2022.
3. An MOU with the Department of General Services, in the amount of \$459,160.28 for building renovations at the agency's prime location at 1325 G Street, NW. The effective date of the MOU was from October 1, 2021 though September 30, 2022.
4. An MOU with the Office of the Chief Technology Officer, in the amount of \$30,413,50, for upfront cloud usage for PSC Azure System. The effective date of the MOU was from October 1, 2021 through September 30, 2022.
5. An MOU with the Department of Parks and Recreation to cover the salary cost of one employee detailed from the PSC. The cost of services was \$51,160.92 and covered the period from May 27, 2022 though September 30, 2022.
6. An MOU with the DC Water to rent space for Supplier Diversity hearing, in the amount of \$6,375.00. The MOU covered the period from October 1, through September 30, 2022.

FY 2023:

1. An MOU with DCHR for, in the amount of \$51,863, for HR services for FY 2023. The period of performance is from October 1, 2022 through September 30, 2023.

Question 26:

Please provide a table showing the Commission's Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program and activity, for Fiscal Years 2021, 2022, and the first quarter of 2023. For each program and activity, please include the total budget and break down the budget by funding source (federal, local, special purpose revenue, or intra-district funds).

- a. Include any over- or under-spending and explain any variances between fiscal year appropriations and actual expenditures for Fiscal Years 2021 and 2022 for each program and activity code.
- b. Attach the cost allocation plans for Fiscal Year 2021 and Fiscal Year 2022.
- c. In Fiscal Year 2021 or Fiscal Year 2022, did the Commission have any federal funds that lapsed? If so, please provide a full accounting, including amounts, fund sources (e.g. grant name), and reason the funds were not fully expended.

Response: FY 2021

Please see chart below for item a:

DC Public Service Commission (DHO)

Program / Activity	Approved Budget FY 2021	Revised Budget FY 2021	Actual Spending	Remaining Balance	% Expended	Explanation for Variance in 2021
(1000) Agency Management						
0600 SPECIAL PURPOSE REVENUE FUNDS						
(1010) Personnel	418,949	418,949	418,923	27	100%	Negligible variance in personnel services budget.
(1015) Training And Development	527,362	271,362	262,158	9,204	97%	Travel restrictions due to COVID-19 resulted in reduced travel and related costs in FY 2021.
(1020) Contracting And Procurement	426,528	426,528	433,029	(6,501)	102%	Variance due to changes in labor distribution.
(1030) Property Management	3,773,158	3,963,758	3,941,907	21,851	99%	Negligible variance in non-personnel services budget line (Professional Services).
(1040) Information Technology	554,297	474,646	431,842	42,804	91%	Variance resulted from vacant FTE in FY 2021.
(1050) Financial Management	69,411	69,411	71,069	(1,658)	102%	Negligible variance in personnel services budget.
(1060) Legal	286,733	201,997	188,643	13,355	93%	Actual need for legal services was slightly less than was projected in FY 2021.
(1070) Fleet Management	3,589	3,589	1,523	2,066	42%	The projections for Fleet costs provided to the agency by DPW were less than the actual costs incurred.
(1080) Communications	778,145	683,145	681,866	1,279	100%	Negligible variance.
(1085) Customer Service	514,371	487,931	438,253	49,678	90%	Variance resulted from vacant FTEs across the agency.
(1090) Performance Management	56,405	56,405	57,155	(750)	101%	Negligible variance.
0450 PRIVATE DONATIONS						
(1015) Training And Development	14,000	14,000	-	14,000	0%	Travel restrictions due to COVID-19 resulted in reduced travel and related costs in FY 2021.
Subtotal (1000) Agency Management	7,422,950	7,071,723	6,926,368	145,355	98%	
(100F) Agency Financial Operations						
(110F) Budget Operations	119,021	119,021	117,825	1,196	99%	Negligible variance in personnel services budget.
(120F) Accounting Operations	226,131	226,131	227,729	(1,598)	101%	Negligible variance in personnel services budget.
Subtotal (100F) Agency Financial Operations	345,153	345,153	345,554	(401)	100%	

Question 26:

Please provide a table showing the Commission's Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program and activity, for Fiscal Years 2021, 2022, and the first quarter of 2023. For each program and activity, please include the total budget and break down the budget by funding source (federal, local, special purpose revenue, or intra-district funds).

- a. Include any over- or under-spending and explain any variances between fiscal year appropriations and actual expenditures for Fiscal Years 2021 and 2022 for each program and activity code.
- b. Attach the cost allocation plans for Fiscal Year 2021 and Fiscal Year 2022.
- c. In Fiscal Year 2021 or Fiscal Year 2022, did the Commission have any federal funds that lapsed? If so, please provide a full accounting, including amounts, fund sources (e.g. grant name), and reason the funds were not fully expended.

Response: FY 2021

Please see chart below for item a:

DC Public Service Commission (DHO)

Program / Activity	Approved Budget FY 2021	Revised Budget FY 2021	Actual Spending	Remaining Balance	% Expended	Explanation for Variance in 2021
(2000) Pipeline Safety						
0200 FEDERAL GRANT FUND						
(2010) Pipeline Safety	581,000	581,000	508,966	72,034	88%	The Pipeline Safety grant crosses fiscal years. The grant balance will be carried over to FY 2022.
0600 SPECIAL PURPOSE REVENUE FUNDS						
(2010) Pipeline Safety	286,074	257,834	278,643	(20,809)	108%	Variance caused by shifting of personnel services costs from grant funds to SPR funds.
Subtotal (2000) Pipeline Safety	867,074	838,834	787,609	51,225	94%	
(3000) Utility Regulation						
0600 SPECIAL PURPOSE REVENUE FUNDS						
(3700) Utility Regulation	8,910,425	8,069,375	8,147,262	(77,887)	101%	Variance due to retroactive Cost of Living Adjustments paid to agency staff in FY 2021 that were not initially budgeted for
Subtotal (3000) Utility Regulation	8,910,425	8,069,375	8,147,262	(77,887)	101%	
Total Budget	17,545,601	16,325,084	16,206,793	118,292	99%	

Response b:

Agency does not submit cost allocation plans.

Response c:

No federal funds lapsed in FY 2021.

Question 26:

Please provide a table showing the Commission's Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program and activity, for Fiscal Years 2021, 2022, and the first quarter of 2023. For each program and activity, please include the total budget and break down the budget by funding source (federal, local, special purpose revenue, or intra-district funds).

a. Include any over- or under-spending and explain any variances between fiscal year appropriations and actual expenditures for Fiscal Years 2021 and 2022 for each program and activity code.

b. Attach the cost allocation plans for Fiscal Year 2021 and Fiscal Year 2022.

c. In Fiscal Year 2021 or Fiscal Year 2022, did the Commission have any federal funds that lapsed? If so, please provide a full accounting, including amounts, fund sources (e.g. grant name), and reason the funds were not fully expended.

Response: FY 2022

Please see chart below for item a:

DC Public Service Commission (DH0)

Program / Activity	Approved Budget FY 2022	Revised Budget FY 2022	Actual Spending	Remaining Balance	% Expended	Explanation for Variance in 2022
(1000) Agency Management						
0600 SPECIAL PURPOSE REVENUE FUNDS						
(1010) Personnel	422,200	422,097	420,005	2,092	100%	Budget exceeded the spending projections. Negligible variance.
(1015) Training And Development	510,654	378,696	283,471	95,225	75%	COVID-19 pandemic conditions reduced travel and related costs through the first half of the fiscal year.
(1020) Contracting And Procurement	420,014	419,379	614,474	(195,096)	147%	Expenditures exceeded the budget due to one extra position allocated to the office of procurement.
(1030) Property Management	4,249,689	4,419,743	4,523,791	(104,048)	102%	Variance due to unbudgeted RTS expenditures in agency's telecommunications budget.
(1040) Information Technology	417,045	380,760	312,480	68,280	82%	Variance resulted from vacant FTE in FY 2022.
(1050) Financial Management	72,872	72,872	76,868	(3,996)	105%	Variance resulting from the fluctuations in fringe benefits.
(1060) Legal	357,903	313,134	244,123	69,011	78%	Variance due to FTE positions that were vacant on and off during the fiscal year.
(1070) Fleet Management	1,398	1,398	28	1,369	2%	The projections for Fleet costs provided to the agency by DPW were less than the actual costs incurred.
(1080) Communications	813,422	666,471	757,681	(91,210)	114%	Spending projections exceeded the budget for personnel services.
(1085) Customer Service	461,412	415,564	481,278	(65,715)	116%	Spending projections exceeded the budget for personnel services.
(1090) Performance Management	58,463	58,463	61,744	(3,281)	106%	Negligible variance in personnel services budget due to fringe benefits fluctuations.
0450 PRIVATE DONATIONS						
(1015) Training And Development	14,000	14,000	6,291	7,709	45%	COVID-19 pandemic conditions reduced travel and related costs through the first half of the fiscal year.
Subtotal (1000) Agency Management	7,799,072	7,562,577	7,782,236	(219,659)	103%	
(100F) Agency Financial Operations						
(110F) Budget Operations	119,481	119,481	121,348	(1,867)	102%	Negligible variance in personnel services budget.
(120F) Accounting Operations	211,221	211,221	247,617	(36,396)	117%	Negligible variance in personnel services budget.
Subtotal (100F) Agency Financial Operations	330,701	330,701	368,964	(38,263)	112%	

Question 26:

Please provide a table showing the Commission's Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program and activity, for Fiscal Years 2021, 2022, and the first quarter of 2023. For each program and activity, please include the total budget and break down the budget by funding source (federal, local, special purpose revenue, or intra-district funds).

- a. Include any over- or under-spending and explain any variances between fiscal year appropriations and actual expenditures for Fiscal Years 2021 and 2022 for each program and activity code.
- b. Attach the cost allocation plans for Fiscal Year 2021 and Fiscal Year 2022.
- c. In Fiscal Year 2021 or Fiscal Year 2022, did the Commission have any federal funds that lapsed? If so, please provide a full accounting, including amounts, fund sources (e.g. grant name), and reason the funds were not fully expended.

Response: FY 2022

Please see chart below for item a:

DC Public Service Commission (DHO)

Program / Activity	Approved Budget FY 2022	Revised Budget FY 2022	Actual Spending	Remaining Balance	% Expended	Explanation for Variance in 2022
(2000) Pipeline Safety						
0200 FEDERAL GRANT FUND						
(2010) Pipeline Safety	581,000	581,000	529,413	51,587	91%	The Pipeline Safety grant crosses fiscal years. The grant balance will be carried over to FY 2023.
0600 SPECIAL PURPOSE REVENUE FUNDS						
(2010) Pipeline Safety	259,136	259,136	307,422	(48,286)	119%	Variance caused by transfer of personnel services costs from grant funds to SPR funds to keep the federal grant expenditures within the approved award.
Subtotal (2000) Pipeline Safety	840,136	840,136	836,835	3,301	100%	
(3000) Utility Regulation						
0600 SPECIAL PURPOSE REVENUE FUNDS						
(3700) Utility Regulation	9,075,361	8,657,059	7,969,163	687,895	92%	Variance due to FTE positions that were vacant on and off during the fiscal year.
Subtotal (3000) Utility Regulation	9,075,361	8,657,059	7,969,163	687,895	92%	
Total Budget	18,045,270	17,390,473	16,957,198	433,275	98%	

Response b:

Agency does not submit cost allocation plans.

Response: c:

No federal funds lapsed in FY 2022.

Question 26:

Please provide a table showing the Commission's Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program and activity, for Fiscal Years 2021, 2022, and the first quarter of 2023. For each program and activity, please include the total budget and break down the budget by funding source (federal, local, special purpose revenue, or intra-district funds).

a. Include any over- or under-spending and explain any variances between fiscal year appropriations and actual expenditures for Fiscal Years 2021 and 2022 for each program and activity code.

b. Attach the cost allocation plans for Fiscal Year 2021 and Fiscal Year 2022.

c. In Fiscal Year 2021 or Fiscal Year 2022, did the Commission have any federal funds that lapsed? If so, please provide a full accounting, including amounts, fund sources (e.g. grant name), and reason the funds were not fully expended.

Response: FY 2023

Please see chart below for item a:

DC Public Service Commission (DH0)

Program / Activity	Approved Budget	Revised Budget	Actual	Remaining	%	Explanation for Variance in 2023
	FY 2023	FY 2023	Spending	Balance	Expended	
1060 - SPECIAL PURPOSE REVENUE FUNDS						
(100003) Communications	652,005	652,005	188,333	463,672	29%	The agency is on target in expending the FY 2022 appropriation.
(100022) Contracting and Procurement	606,541	606,541	154,793	451,748	26%	" "
(100042) Fleet Management	7,670	7,670	117	7,553	2%	" "
(100058) Human Resources Services	435,075	435,075	101,251	333,823	23%	" "
(100071) Information Technology Services	567,646	567,646	132,131	435,515	23%	" "
(100092) Legal Services	339,250	339,250	141,543	197,707	42%	" "
(100113) Property, Asset, and Logistics Management	4,542,592	4,542,592	1,488,944	3,053,648	33%	" "
(100148) Training and Development	516,520	516,520	122,971	393,548	24%	" "
4045 - PRIVATE DONATIONS						
(1015) Training And Development	14,000	14,000	-	14,000	0%	" "
Subtotal Agency Management	7,681,299	7,681,299	2,330,084	5,351,215	30%	
1060 - SPECIAL PURPOSE REVENUE FUNDS						
(150001) Agency / Cluster Financial Executive Admin Services	58,614	58,614	14,863	43,751	25%	" "
(150002) Agency Accounting Services	229,181	229,181	71,550	157,632	31%	" "
(150003) Agency Budget and Financial Management Services	197,019	197,019	59,431	137,588	30%	" "
Subtotal Agency Financial Operations	484,814	484,814	145,843	338,971	30%	
1060 - SPECIAL PURPOSE REVENUE FUNDS						
(300083) Pipeline Safety	310,302	310,302	86,937	223,365	28%	" "
4020 - FEDERAL GRANT FUND						
(300083) Pipeline Safety	581,000	581,000	132,709	448,291	23%	" "
Subtotal Pipeline Safety	891,302	891,302	219,646	671,655	25%	
1060 - SPECIAL PURPOSE REVENUE FUNDS						
(300084) Consumer Outreach	469,745	469,745	108,371	361,374	23%	" "
(300086) Utility Regulation	9,315,615	9,315,615	1,938,878	7,376,737	21%	" "
Subtotal Utility Regulation	9,785,360	9,785,360	2,047,250	7,738,111	21%	
Total Budget	18,842,775	18,842,775	4,742,823	14,099,951	25%	

Response b:

Agency does not submit cost allocation plans.

Response: c:

No federal funds have lapsed in FY 2023 to date.

Question 27:

Please provide a list of all budget enhancement requests (including capital improvement needs) for Fiscal Year 2022 and Fiscal Year 2023, to date. For each, include a description of the need and the amount of funding requested.

Response:

The Public Service Commission did not request any program enhancements for the Operating budget for Fiscal Year 2022, or in Fiscal Year 2023 to date. The agency has no Local or Capital budget.

Question 28:

Please list, in chronological order, every reprogramming in Fiscal Year 2022 and Fiscal Year 2023, to date, which had an impact on PSC, including those which moved funds into, out of, and within the Commission. For each reprogramming, please list the date, amount, rationale, and reprogramming number, and indicate whether a reprogramming impacted PSC's ability to carry out a directive or recommendation of the Committee. Please include the revised, final budget for the Commission after reprogramming for Fiscal Year 2022 and Fiscal Year 2023, to date.

Response:

Original Purpose of Funds	Date	Comptroller Source Group	Activity	Comptroller Source Group	Activity	Amount		Reprogramming Rationale
		From	From	To	To	Decrease	Increase	
Reprogramming #1: FY 2022 - Special Purpose Revenue Funds								
The funds for this reprogramming were generated from salary lapse and related fringe benefits. Approximately 14 Full Time Equivalent (FTE) positions that remained vacant off and on during the first quarter of the fiscal year.	1/12/2022	11, 12, 14	3700	40, 70	1030	495,000.00	495,000.00	The reprogrammed funds were used to: (1) \$413,000 for the renovation and refurbishment of the 8th floor and 10th floor office space including the restrooms and kitchen plumbing, at the agency's prime location at 1325 G Street, N.W.; and (2) \$82,000 to purchase furniture for the office lobby areas, provide sit to stand desks for relocated staff, and furnish new office spaces created during the office renovations. This reprogramming did not impact PSC's ability to carry out a directive or recommendation of the Committee.
Reprogramming #2: FY 2022 - Special Purpose Revenue Funds								
The CSG 12 and 14 funds for this reprogramming (\$65,000.00) were generated from salary lapse and related fringe benefits of approximately three Full Time Equivalent (FTE) Term positions that remained vacant off and on during the fiscal year. The CSG 20, 40, and 70 funds (\$235,000.00) were available due to revised non-personnel services spending plans within the agency.	6/7/2022	12, 14, 20, 70	1015, 1030, 1040, 3700	40	1030	300,000.00	300,000.00	The reprogrammed funds were used to: (1) \$100,00.00 to cover costs associated with advertising and promotion of Commission programs and initiatives; (2) \$75,000.00 for temporary staffing to augment the agency for the remainder of the fiscal year; (3) \$20,000.00 to enhance funding for Commission consumer outreach activities and promotional items; and (4) \$105,000.00 for contractual services to support a variety of Commission initiatives including enhancements to the Integrated Case Management System (ICMS), expansion of conference room communications capabilities, and some initial work for a new Consumer Complaints Management System. This reprogramming did not impact PSC's ability to carry

Original Purpose of Funds	Date	Comptroller Source Group	Activity	Comptroller Source Group	Activity	Amount		Reprogramming Rationale
		From	From	To	To	Decrease	Increase	
Reprogramming #3: FY 2022 - Special Purpose Revenue Funds								
The funds were generated from lower than projected expenditures for Local and out-of-town travel and contractual services budget categories in the Federal funds budget in FY 2022.	9/28/2022	40	2010	13	2010	22,500.00	22,500.00	The reprogrammed funds were used cover unbudgeted personnel services costs associated with salary adjustments and approved bonus pay in FY 2022.

No funds have been reprogrammed in FY 2023 to date.

No funds were transferred out of the agency in FY 2022 or FY 2023.

Question 29:

Please list each grant or sub-grant received by the Commission in Fiscal Year 2022 and Fiscal Year 2023, to date. List the date, amount, source, and purpose of the grant or sub-grant received, and amount expended. Additionally, provide the following:

- a. Whether any FTEs are dependent on grant funding, and, if so, how many; and
- b. A description of the terms of this funding, and, if it is set to expire, what plans, if any, are in place to continue funding.

Response:

The federal grants listed below have been received or are projected to be received by the Public Service Commission:

The Public Service Commission receives an annual grant from the U.S. Department of Transportation to ensure the gas pipeline safety. The grant is awarded on a Calendar year basis and reimburses the agency up to 80% of the actual expenditures. The grant funded 3.2 full time positions in FY 2022. The grant funds will cover 3.2 Full Time Equivalent positions in FY 2023

FY 2022	Grant Name	Grant description	Award Amount	Budget (Revised)	Expenditures (CY 2022)	Variance	Comments
CY 22= (3Mos of CY21) and CY 22= (9Mos)	Pipeline Safety Grant	The grant provides funds to implement the Natural Gas Pipeline Safety program by maintaining needed number of inspections, ensuring that the staff is properly trained and qualified to perform the safety functions, and enforcing compliance with all federal and local safety laws.	558,317.00	581,000.00	558,317.00	-	The final report on award versus expenditure is due in March 2023 to US Department of Transportation. No Variance in award versus expenditures is projected.
FY 2023	Grant Name	Grant description	Projected Award Amount	Budget (Revised)	Expenditures+ Obl. (CY 2023- as of 1-20-2023)	Variance	Comments
CY 23= (3Mos of FY 22) and CY 23= (9Mos)	Pipeline Safety Grant	The grant provides funds to implement the Natural Gas Pipeline Safety program by maintaining needed number of inspections, ensuring that the staff is properly trained and qualified to perform the safety functions, and enforcing compliance with all federal and local safety laws.	560,000.00	581,000.00	93,696.38	466,303.62	The grant covers the period from January 1, 2023 through December 31, 2023. Expenditures of \$93,696.38 represent the obligations to grant phase 23 through January 20, 2023.

DC Public Service Commission FY2022 and FY 2023 Contracting Report

Contractor Name	Contract No.	Contract Type	Nature of Contract	Contract Outputs and Deliverables	Status of Deliverables	Dollar Amount and Amount Spent	Contract Term	Solicitation Type	Subcontracting Status	CBE Status	Division Utilizing Goods	Contract Administrator	Funding Source
MDM Office Systems	PSC-17-08	Fixed Cost	Copy Machine Lease	Manages copy machine lease	Complete 9/29/22	\$59,600.00	One Year	Competitive Sealed Proposal	N/A	Yes	Office of the Deputy Executive Director	Paul Martinez	Misc. Trust Fund
Excel Consulting	PSC-19-06	Fixed Cost	Technical Consulting Services (Pepco) Residential Aid Discount Surcharge	Provides technical consulting services	Complete 5/8/22	\$39,424.00	One Year	Competitive Sealed Proposal	N/A	No	Office of Technical & Regulatory Analysis	Matthew Mercogliano	Misc. Trust Fund
KDM Engineering	PSC-20-01	Fixed Cost	Technical Consultant - DC Plug	Provides technical consulting services	Complete 11/17/22	\$40,000.00	One Year	Competitive Sealed Proposal	N/A	No	Office of Technical & Regulatory Analysis	Poorani Ramachandran	Misc. Trust Fund
SoliX, Inc.	PSC-20-05	Fixed Cost	Technical Consultant - DCUSTF Administrator	Provides technical consulting services	Complete 01/07/23	\$80,000.00	One Year	Competitive Sealed Proposal	N/A	No	Office of Technical & Regulatory Analysis	Felix Otiji	Misc. Trust Fund
The Clark Group	PSC-20-06	Fixed Cost	Environmental Consultants	Provides environmental consulting services	Complete 3/20/22	\$40,000.00	One Year	Competitive Sealed Proposal	N/A	No	Office of Technical & Regulatory Analysis	John Howley	Misc. Trust Fund
Monumental Communications	PSC-20-09A	Fixed Cost	Marketing and communication services	Provides marketing and communication services	On-going	\$200,000.00	One Year	Competitive Sealed Proposal	N/A	Yes	Office of External Affairs	Kellie Didigu	Special Purpose Budget
Black Robin Media	PSC-20-09B	Fixed Cost	Marketing and communication services	Provides printing and media services	On-going	\$200,000.00	One Year	Competitive Sealed Proposal	N/A	Yes	Office of External Affairs	Kellie Didigu	Special Purpose Budget
Carlton Fields	PSC-20-14	Fixed Cost	Legal Services	Provides legal services	On-going	\$100,000.00	One Year	Competitive Sealed Proposal	Yes	No	Office of General Counsel	Angela Lee	Misc. Trust Fund
Resource Dynamics	PSC-20-15	Fixed Cost	Technical Consultant	Provides technical consulting services	On-going	\$44,928.00	One Year	Competitive Sealed Proposal	N/A	No	Office of Technical & Regulatory Analysis	Roger Fujihara	Misc. Trust Fund
Synapse	PSC-20-23	Fixed Cost	VDER Study	Conduct value of distributed energy resources study	On-going	\$448,540.00	One Year	Competitive Sealed Proposal	N/A	No	Office of Technical & Regulatory Analysis	John Howley	Misc. Trust Fund
Bates White LLC	PSC-21-01	Fixed Cost	Technical Consultants - SOS	Provides technical consulting services	Complete 10/30/21	\$71,100.00	One Year	Competitive Sealed Proposal	N/A	No	Office of Technical & Regulatory Analysis	OTRA	Misc. Trust Fund
Hamilton Telephone Company	PSC-21-05A	Fixed Cost	Telecommunications Relay Services	Provides TRS services to the hard of hearing and deaf community.	On-going	\$150,000.00	One Year	Competitive Sealed Proposal	N/A	No	Office of Technical & Regulatory Analysis	Felix Otiji	Misc. Trust Fund
Hamilton Telephone Company	PSC-21-05B	Fixed Cost	Captioned Telephone Services	Provides CTS services to the hard of hearing and deaf community.	On-going	\$17,000.00	One Year	Competitive Sealed Proposal	N/A	No	Office of Technical & Regulatory Analysis	Felix Otiji	Misc. Trust Fund
Tiber Hudson	PSC-21-07	Fixed Cost	Independent Evaluator	Provides Technical Support	On-going	\$6,250.00	One Year	Competitive Sealed Proposal	N/A	Yes	Office of Technical & Regulatory Analysis	Roger Fujihara	Misc. Trust Fund
GKA, Inc	PSC-21-10	Fixed Cost	DCUSTF Audit	Conduct DC Universal Services Trust Fund audit	On-going	\$39,600.00	One Year	Competitive Sealed Proposal	N/A	Yes	Office of Technical & Regulatory Analysis	Felix Otiji	Misc. Trust Fund

DC Public Service Commission FY2022 and FY 2023 Contracting Report

Contractor Name	Contract No.	Contract Type	Nature of Contract	Contract Outputs and Deliverables	Status of Deliverables	Dollar Amount and Amount Spent	Contract Term	Solicitation Type	Subcontracting Status	CBE Status	Division Utilizing Goods	Contract Administrator	Funding Source
OTJ Architects	PSC-21-13	Fixed Cost	Architectual Services	Provides architectual services	Complete 4/21/22	\$4061.97 FY21 \$2,094.00 FY22	One Year	Competitive Sealed Proposal	N/A	Yes	Office of the Deputy Executive Director	Paul Martinez	Special Purpose Budget
North Capital Partners	PSC-21-19	Fixed Cost	Moving Services 8th & 10th Floor	Provides moving services	Complete 12/31/21	\$98,407.17	One Year	Competitive Sealed Proposal	N/A	Yes	Office of the Deputy Executive Director	Paul Martinez	Special Purpose Budget
Price Modern	PSC-21-23	Fixed Cost	Furniture	Provides furniture	Complete 11/30/22	\$180,000.00	One Year	Competitive Sealed Proposal	N/A	No	Office of the Deputy Executive Director	Paul Martinez	Special Purpose Budget
Bates White LLC	PSC-21-25	Fixed Cost	Technical Consulting Services	Provides technical consulting services	On-going	\$177,860.00	One Year	Competitive Sealed Proposal	Yes	Yes	Office of Technical & Regulatory Analysis	Roger Fujihara	Misc. Trust Fund
Motley Waller	PSC-21-27	Fixed Cost	Legal Consulting Services- Labor/Union	Provides legal services	On-going	\$100,000.00	One Year	Competitive Sealed Proposal	Yes	No	Office of the Deputy Executive Director	Quincy Booth	Special Purpose Budget
Meltwater	PSC-22-01	Fixed Cost	Media Monitoring Services	Provides media monitoring subscription services	Complete 10/31/22	\$17,000.00	One Year	Exempt from competition	N/A	No	Office of External Affairs	Kellie Didigu	Special Purpose Budget
Sprout Social	PSC-22-02	Fixed Cost	Advertising Services	Provides advertising subscription services	Complete 9/30/22	\$16,174.68	One Year	Exempt from competition	N/A	No	Office of External Affairs	Kellie Didigu	Special Purpose Budget
S & P Global Market Intelligence	PSC-22-03	Fixed Cost	Credit Ratings & Research	Provides financial reviews- subscription services	Complete 9/30/22	\$30,000.00	One Year	Exempt from competition	N/A	No	Office of Technical & Regulatory Analysis	Felix Otiji	Special Purpose Budget
SNL	PSC-22-04	Fixed Cost	Credit Ratings & Research	Provides financial reviews- subscription services	Complete 9/30/22	\$12,500.00	One Year	Exempt from competition	N/A	No	Office of Technical & Regulatory Analysis	Felix Otiji	Special Purpose Budget
Avid Systems	PO651718	Fixed Cost	Contract Employee-Sid	Provides contract employees	Complete 9/30/22	\$48,960.00	One Year	Competitive Sealed Proposal	N/A	Yes	Office of the Deputy Executive Director	Paul Martinez	Special Purpose Budget
Avid Systems	PO651695	Fixed Cost	Contract Employee-Naza	Provides contract employees	Complete 9/30/22	\$31,500.00	One Year	Competitive Sealed Proposal	N/A	Yes	Office of the Deputy Executive Director	Paul Martinez	Special Purpose Budget
Avid Systems	PO651694	Fixed Cost	Contract Employee-Elise	Provides contract employees	Complete 9/30/22	\$95,600.00	One Year	Competitive Sealed Proposal	N/A	Yes	Office of the Deputy Executive Director	Paul Martinez	Special Purpose Budget
Politico Pro	PSC-22-07	Fixed Cost	Marketing Intelligence Platform	Provides marketing intelligence subscription platform	Complete 10/28/22	\$9,300.00	One Year	Exempt from competition	N/A	No	Office of External Affairs	Kellie Didigu	Misc. Trust Fund
Blue Ridge Consulting Services Inc.	PSC-22-08	Fixed Cost	Technical Consultant - Rate Case	Provides technical consulting services	Complete 11/28/22	\$80,000.00	One Year	Sole Source	N/A	No	Office of Technical & Regulatory Analysis	Roger Fujihar	Misc. Trust Fund
ABC Technical Solutions	PO653443	Fixed Cost	Cloud Management	Provides cloud management subscription services	Complete 9/30/22	\$8,814.96	One Year	Exempt from competition	N/A	Yes	Office of Information Technology	Bruce Cho	Special Purpose Budget

DC Public Service Commission FY2022 and FY 2023 Contracting Report

Contractor Name	Contract No.	Contract Type	Nature of Contract	Contract Outputs and Deliverables	Status of Deliverables	Dollar Amount and Amount Spent	Contract Term	Solicitation Type	Subcontracting Status	CBE Status	Division Utilizing Goods	Contract Administrator	Funding Source
ABC Technical Solutions	PO657214	Fixed Cost	Open Purchase Order	Provide technical service and support	Complete 9/30/22	\$9,990.00	One Year	Request for Quotations	N/A	Yes	Office of Information Technology	Bruce Cho	Special Purpose Budget
Calvin Price	PO653337	Fixed Cost	Open Purchase Order	Provide office supplies	Complete 9/30/22	\$5,000.00	One Year	Request for Quotations	N/A	Yes	Office of the Executive Deputy Director	Paul Martinez	Special Purpose Budget
Capital Community News, Inc.	PO654009	Fixed Cost	Open Purchase Order	Provide open advertising account	Complete 9/30/22	\$9,552.00	One Year	Exempt from competition	N/A	Yes	Office of External Affairs	Kellie Didigu	Special Purpose Budget
Capital Services Storage	PO657980	Fixed Cost	Purchase Order	Provide storage for miscellaneous items	Complete 9/30/22	\$7,200.00	One Year	Request for Quotations	N/A	Yes	Office of the Executive Deputy Director	Paul Martinez	Special Purpose Budget
Capital Services Storage	PO657981	Fixed Cost	Open Purchase Order	Provide moving services for miscellaneous items	Complete 9/30/22	\$4,920.00	One Year	Request for Quotations	N/A	No	Office of the Executive Deputy Director	Paul Martinez	Special Purpose Budget
Carahsoft	PO655206	Fixed Cost	Purchase Order	Advertising hard to fill positions	Complete 9/30/22	\$25,843.67	One Year	Exempt from competition	N/A	No	Office of Human Resources	Benita Anderson	Special Purpose Budget
Comcast Sportsnet	PO654839	Fixed Cost	Open Purchase Order	Establish advertising account	Complete 9/30/22	\$20,000.00	One Year	Exempt from competition	N/A	No	Office of External Affairs	Kellie Didigu	Special Purpose Budget
Energy Federation, Inc	PO654008	Fixed Cost	Purchase Order	Provide winter weatherization kits	Complete 9/30/22	\$57,025.00	One Year	Request for Quotations	N/A	No	Office of External Affairs	Kellie Didigu	Special Purpose Budget
El Tiempo	PO654106	Fixed Cost	Open Purchase Order	Establish advertising account	Complete 9/30/22	\$27,090.00	One Year	Exempt from competition	N/A	No	Office of External Affairs	Kellie Didigu	Special Purpose Budget
Enterprise FM Trust	PO657979	Fixed Cost	Purchase Order	Provide leased vehicles	Complete 9/30/22	\$7,550.00	One Year	Sole Source	N/A	No	Office of the Executive Deputy Director	Paul Martinez	Special Purpose Budget
Iron Mountain	PO653442	Fixed Cost	Purchase Order	Provide on file storage & shredding	Complete 9/30/22	\$9,096.00	One Year	Request for Quotations	N/A	No	Office of the Commission Secretary	Marvin Briggs	Special Purpose Budget
Kastle Systems	PO654010	Fixed Cost	Purchase Order	Provide rental security equipment	Complete 9/30/22	\$20,478.24	One Year	Single Source	N/A	No	Office of the Executive Deputy Director	Paul Martinez	Special Purpose Budget
Local News Now	PO655055	Fixed Cost	Open Purchase Order	Establish advertising account	Complete 9/30/22	\$5,994.00	One Year	Exempt from competition	N/A	No	Office of External Affairs	Kellie Didigu	Special Purpose Budget
Locusview	PO657220	Fixed Cost	Purchase Order	Provide gas pipeline safety and compliance inspections	Complete 9/30/22	\$18,480.00	One Year	Sole Source	N/A	No	Office of Compliance and Enforcement	Don Jackson	Special Purpose Budget
Magnolia Plumbing	PO654011	Fixed Cost	Purchase Order	Preventative maintenence agreement	Complete 9/30/22	\$7,400.00	One Year	Request for Quotations	N/A	No	Office of the Executive Deputy Director	Paul Martinez	Special Purpose Budget
Mind Finders	PO653440	Fixed Cost	Purchase Order	Provide temporary contractor	Complete 9/30/22	\$8,230.40	One Year	Competitive Sealed Proposal	N/A	Yes	Office of the Commission Secretary	Carmen	Special Purpose Budget

DC Public Service Commission FY2022 and FY 2023 Contracting Report

Contractor Name	Contract No.	Contract Type	Nature of Contract	Contract Outputs and Deliverables	Status of Deliverables	Dollar Amount and Amount Spent	Contract Term	Solicitation Type	Subcontracting Status	CBE Status	Division Utilizing Goods	Contract Administrator	Funding Source
MVS, Inc	PO652866	Fixed Cost	Purchase Order	Renewal of remote software	Complete 9/30/22	\$6,539.60	One Year	Competitive Sealed Proposal	N/A	Yes	Office of Information Technology	Bruce Cho	Special Purpose Budget
National Regulatory Research	PO657978	Fixed Cost	Purchase Order	NRRI membership dues	Complete 9/30/22	\$10,000.00	One Year	Exempt from competition	N/A	No	Office of the Executive Deputy Director	Paul Martinez	Special Purpose Budget
One Parking	PO654012	Fixed Cost	Purchase Order	Monthly fleet vehicle parking	Complete 9/30/22	\$25,220.16	One Year	Single Source	N/A	No	Office of the Executive Deputy Director	Paul Martinez	Special Purpose Budget
West Publishing Corp	PO651771	Fixed Cost	Purchase Order	Use of Westlaw legal research database	Complete 9/30/22	\$23,804.52	One Year	Subscription-Exempt from competition	N/A	No	Office of Compliance and Enforcement	Tiffany Frazier	Special Purpose Budget
Energy Shrink	PSC-22-10	Fixed Cost	Consultant on the PSC's Climate Business Plan case.	Provides technical consulting services	On-going	\$530,200.00	One Year	Competitive Sealed Proposal	N/A	Yes	Office of Technical & Regulatory Analysis	Felix Otiji	Misc. Trust Fund
Larkin & Associates	PSC-22-13A	Fixed Cost	Technical Consulting Services-FC1169	Provides technical consulting services	On-going	\$85,000.00	One Year	Competitive Sealed Proposal	N/A	No	Office of Technical & Regulatory Analysis	Felix Otiji	Misc. Trust Fund
Bates White	PSC-22-13B	Fixed Cost	Technical Consulting Services-FC1169	Provides technical consulting services	On-going	\$68,250.00	One Year	Competitive Sealed Proposal	N/A	Yes	Office of Technical & Regulatory Analysis	Felix Otiji	Misc. Trust Fund
Blue Ridge	PSC-22-13C	Fixed Cost	Technical Consulting Services-FC1169	Provides technical consulting services	On-going	\$49,830.00	One Year	Competitive Sealed Proposal	N/A	No	Office of Technical & Regulatory Analysis	Felix Otiji	Misc. Trust Fund
Blue Ridge	PSC-22-13D	Fixed Cost	Technical Consulting Services-FC1169	Provides technical consulting services	On-going	\$73,590.00	One Year	Competitive Sealed Proposal	N/A	No	Office of Technical & Regulatory Analysis	Felix Otiji	Misc. Trust Fund
MDM Office Systems	PSC-22-17	Fixed Cost	Copier Lease & Maintenance	Provides copier machine lease and maintenance	On-going	\$38,022.00	One Year	Competitive-Request for Quotations	N/A	Yes	Office of the Executive Deputy Director	Paul Martinez	Special Purpose Budget
Neal R Gross & Co	PSC-23-02	Fixed Cost	Court Reporting Services	Provides court reporting services	On-going	\$10,000.00	One Year	Competitive-Request for Quotation	N/A	Yes	Office of the Commission Secretary	Carmen	Special Purpose Budget
Star Services	PSC-23-03	Fixed Cost	Weatherization Kits	Provides weatherization kits	On-going	\$17,406.25	One Year	Competitive-Request for Quotation	N/A	Yes	Office of External Affairs	Kellie	Special Purpose Budget
Sprout Social	PSC-23-04	Fixed Cost	Advertising Subscription Services	Provides advertising services	On-going	\$16,174.80	One Year	Exempt from competition	N/A	No	Office of External Affairs	Kellie	Special Purpose Budget
Muck Rack	PSC-23-05	Fixed Cost	Advertising Subscription Services	Provide advertising Services	On-going	\$12,000.00	One Year	Exempt from competition	N/A	No	Office of External Affairs	Kellie Didigu	Special Purpose Budget
WMATA	PO675971	Fixed Cost	Purchase Order	Commuter Benefits	On-going	\$75,000.00	One Year	Exempt from competition	N/A	No	Office of Human Resources	Benita Anderson	Special Purpose Budget
WHUR	PO676522	Fixed Cost	Purchase Order	Advertising Account	On-going	\$35,112.00	One Year	Exempt from competition	N/A	No	Office of External Affairs	Kellie Didigu	Special Purpose Budget
Westlaw	PO675833	Fixed Cost	Purchase Order	Legal ResearchSubscription	On-going	\$24,994.56	One Year	Exempt from competition	N/A	No	Office of the General Counsel	Tiffany Frazier	Special Purchase Budget

DC Public Service Commission FY2022 and FY 2023 Contracting Report

Contractor Name	Contract No.	Contract Type	Nature of Contract	Contract Outputs and Deliverables	Status of Deliverables	Dollar Amount and Amount Spent	Contract Term	Solicitation Type	Subcontracting Status	CBE Status	Division Utilizing Goods	Contract Administrator	Funding Source
Washington Informer	PO676515	Fixed Cost	Purchase Order	Advertising Account	On-going	\$35,000.00	One Year	Exempt from competition	N/A		Office of External Affairs	Kellie Didigu	Special Purchase Budget
WAMU	PO678630	Fixed Cost	Purchase Order	Advertising Account	On-going	\$15,000.00	One Year	Exempt from competition	N/A		Office of External Affairs	Kellie Didigu	Special Purchase Budget
Sprout Social	PO678035	Fixed Cost	Purchase Order	Social media management software	On-going	\$16,174.80	One Year	Exempt from competition	N/A	No	Office of External Affairs	Kellie Didigu	Special Purpose Budget
Softtek	PO675822	Fixed Cost	Purchase Order	Electronic docket system maintenance	On-going	\$15,600.00	One Year	GSA	N/A	Yes	Office of the Commission Secretary	Brinda Westbrook	Special Purpose Budget
S&P Global Market	PO675821	Fixed Cost	Purchase Order	SNL Energy Platform Subscription	On-going	\$13,285.00	One Year	Exempt from competition	N/A	No	Office of Technical & Regulatory Analysis	Felix Otiji	Special Purpose Budget
S&P Global Market	PO675846	Fixed Cost	Purchase Order	Ratings Direct on Capital IQ Subscription	On-going	\$32,998.00	One Year	Exempt from competition	N/A	No	Office of Technical & Regulatory Analysis	Felix Otiji	Special Purpose Budget
Pitney Bowes	PO675832	Fixed Cost	Purchase Order	Postage Meter rental and postage fees	On-going	\$9,023.11	One Year	GSA	N/A	No	Office of Commission Secretary	Brinda Westbrook	Special Purpose Budget
One Parking	PO675831	Fixed Cost	Purchase Order	Fleet & Executive Parking	On-going	\$16,551.00	One Year	Single Source	N/A	No	Office of the Executive Deputy Director	Paul Martinez	Special Purpose Budget
Midtown Group	PO675375	Fixed Cost	Purchase Order	Temporary Procurement Technician	On-going	\$88,684.80	One Year	Competitive-Request for Quotations	N/A	Yes	Office of the Executive Deputy Director	Paul Martinez	Special Purpose Budget
Mas TV El Planeta	PO676524	Fixed Cost	Purchase Order	Advertising Account	On-going	\$30,000.00	One Year	Exempt from competition	N/A	No	Office of External Affairs	Kellie Didigu	Special Purpose Budget
Magnolia Plumbing	PO675372	Fixed Cost	Purchase Order	Preventative maintenence agreement	On-going	\$7,400.00	One Year	Single Source	N/A	No	Office of the Executive Deputy Director	Paul Martinez	Special Purpose Budget
Locusview	PO678028	Fixed Cost	Purchase Order	Provide gas pipeline safety and compliance inspections	On-going	\$18,480.00	One Year	Sole Source	N/A	No	Office of Compliance and Enforcement	Don Jackson	Special Purpose Budget
Kastle Systems	PO675371	Fixed Cost	Purchase Order	Provide rental security equipment	On-going	\$21,125.52	One Year	Single Source	N/A	No	Office of the Executive Deputy Director	Paul Martinez	Special Purpose Budget
Iron Mountain	PO678029	Fixed Cost	Purchase Order	Provide file storage & shredding	On-going	\$9,023.11	One Year	Request for Quotations	N/A	No	Office of the Commission Secretary	Marvin	Special Purpose Budget
Industry Dive	PO678037	Fixed Cost	Purchase Order	Governance Board Advertising	On-going	\$25,000.00	One Year	Exempt from competition	N/A	No	Office of External Affairs	Kellie Didigu	Special Purpose Budget
Industry Dive	PO678038	Fixed Cost	Purchase Order	Clean Energy Summit Promotion	On-going	\$13,500.00	One Year	Exempt from competition	N/A	No	Office of External Affairs	Kellie Didigu	Special Purpose Budget

DC Public Service Commission FY2022 and FY 2023 Contracting Report

Contractor Name	Contract No.	Contract Type	Nature of Contract	Contract Outputs and Deliverables	Status of Deliverables	Dollar Amount and Amount Spent	Contract Term	Solicitation Type	Subcontracting Status	CBE Status	Division Utilizing Goods	Contract Administrator	Funding Source
Human Circuit	PO675374	Fixed Cost	Purchase Order	AV Support Agreement	On-going	\$14,934.43	One Year	Single Source	N/A	No	Office of Information Technology	Bruce Cho	Special Purpose Budget
Enterprise FM Trust	PO676520	Fixed Cost	Purchase Order	Provide leased vehicles	On-going	\$10,000.00	One Year	Sole Source	N/A	No	Office of the Executive Deputy Director	Paul Martinez	Special Purpose Budget
Enterprise FM Trust	PO676526	Fixed Cost	Purchase Order	Provide leased vehicles	On-going	\$7,550.00	One Year	Sole Source	N/A	No	Office of the Executive Deputy Director	Paul Martinez	Special Purpose Budget
DataNet	PO675380	Fixed Cost	Purchase Order	Website Maintenance	On-going	\$44,546.00	One Year	Request for Quotations	N/A	Yes	Office of Information Technology	Bruce Cho	Special Purpose Budget
Carahsoft	PO676517	Fixed Cost	Purchase Order	Advertising hard to fill positions	On-going	\$22,983.15	One Year	Exempt from competition	N/A	No	Office of Human Resources	Benita Anderson	Special Purpose Budget
Capital Community News, Inc.	PO675820	Fixed Cost	Purchase Order	Provide open advertising account	On-going	\$18,751.45	One Year	Exempt from competition	N/A	Yes	Office of External Affairs	Kellie Didigu	Special Purpose Budget
Avid Systems	PO675379	Fixed Cost	Contract Employee-J. Rudd	Provides contract employees	On-going	\$70,560.00	One Year	Request for Quotations	N/A	Yes	Office of the Deputy Executive Director	Paul Martinez	Special Purpose Budget
Avid Systems	PO675970	Fixed Cost	Contract Employee- E. An	Provides contract employees	On-going	\$102,816.00	One Year	Request for Quotations	N/A	Yes	Office of the Deputy Executive Director	Paul Martinez	Special Purpose Budget
Avid Systems	PO678032	Fixed Cost	Contract Employee-Legal	Provides contract employees	On-going	\$95,200.00	One Year	Request for Quotations	N/A	Yes	Office of the Deputy Executive Director	Paul Martinez	Special Purpose Budget
Avid Systems	PO678992	Fixed Cost	Contract Employee-V. Ahern	Provides contract employees	On-going	\$70,875.00	One Year	REquest for Quotations	N/A	Yes	Office of the Deputy Executive Director	Paul Martinez	Special Purpose Budget

Public Service Commission FY2023

Agency Public Service Commission

Agency Code DHO

Fiscal Year 2023

Mission

The mission of the Public Service Commission of the District of Columbia is to serve the public interest by ensuring that financially healthy utility companies provide safe, reliable and quality utility services at reasonable rates for District of Columbia customers, while fostering grid modernization, conservation of natural resources, preservation of environmental quality, and advancement of the District's climate policy commitments.

Strategic Objectives

Objective Number	Strategic Objective
1	Ensure Safe, Reliable and Quality Electric Gas and Local Telecommunications Services at Just and Reasonable Rates
2	Foster Fair and Open Competition among Service Providers
3	Educate Consumers and Inform the Public
4	Create and maintain a highly efficient, transparent, and responsive District government.
5	Consider Environmental Issues In Adjudications and Infrastructure Matters

Key Performance Indicators (KPIs)

Measure	Directionality	FY 2020 Actual	FY 2021 Actual	FY 2022 Target	FY2022 Actual	FY 2023 Target
1 - Ensure Safe, Reliable and Quality Electric Gas and Local Telecommunications Services at Just and Reasonable Rates (2 Measure records)						
Adjudicative Case decisions issued within 90 days of record closure	Up is Better	100%	66%	95%	Not Available	95%
US Department of Transportation Rating of DC Pipeline Safety Program	Up is Better	100%	Not Available	98%	Not Available	98%
4 - Create and maintain a highly efficient, transparent, and responsive District government. (1 Measure)						
Percent of Consumer Complaints Resolved at an informal level	Up is Better	99%	99%	98%	99%	98%
5 - Consider Environmental Issues In Adjudications and Infrastructure Matters (1 Measure)						
Percentage of Adjudications or Infrastructure Cases Where Environmental Issue Considered	Up is Better	100%	100%	90%	100%	90%

Operations

Operations Title	Operations Description	Type of Operations
1 - Ensure Safe, Reliable and Quality Electric Gas and Local Telecommunications Services at Just and Reasonable Rates (8 Activity records)		
One Call Inspections	Our one call inspector makes daily visits to construction sites to assure that contractors avoid utility lines when excavating.	Daily Service
USDOT Rating	Annual rating by US Department of Transportation of the overall effectiveness of our pipeline safety program.	Key Project
Pipeline Inspections	Our pipeline safety inspectors make daily visits to Washington Gas work sites to assure compliance with federal and D.C. safety standards.	Daily Service
Mergers and Acquisitions	Consider applications for merger or acquisition of utility companies	Key Project
Monopoly Request Adjudication	The Commission conducts evidentiary or other hearings to determine whether proposed utility rate adjustments are just and reasonable.	Key Project
PowerPath DC	FC 1130, Modernizing the Energy Delivery System for Improved Sustainability, is a docket intending to explore new technologies and concepts that will all more efficient use of the energy delivery system.	Key Project
Construction Projects	The Commission continues to oversee utility construction projects to ensure that they contribute to the reliability and resiliency of the distribution system. Commission oversight helps to ensure that these projects will be constructed efficiently, with minimal disruption to consumers and with coordination with other District agencies.	Key Project

Operations Title	Operations Description	Type of Operations
Racial Equity	In 2022, the Commission will establish a new position, the Equity and Ethics Officer, who will be responsible for (1) liaison with the Office of Racial Equity and the Board of Ethics and Government Accountability; and (2) advancement of racial equity within utility proposals, including clean energy proposals and climate change commitments.	Key Project
2 - Foster Fair and Open Competition among Service Providers (3 Activity records)		
DC USTF	The Commission oversees management of the Universal Service Trust Fund, including preparing the annual assessment rate, reviewing Verizon's surcharge calculation and collections, approving an annual budget and disbursements.	Key Project
Renewable Portfolio Applications Granted	Increased use of renewable energy sources is the policy of the District of Columbia. The Commission approves applications from persons who generate electricity from solar, wind, biomass and other sources.	Daily Service
Competitive Applications Processed	Energy and telecommunications competitors must be licensed by the Commission. The timely processing of these applications assures a robust competitive environment.	Daily Service
3 - Educate Consumers and Inform the Public (3 Activity records)		
Consumer Complaints and Inquiries	When consumers are unable to resolve an issue with a utility supplier, they may come to the Commission to file an informal or formal complaint. Our Consumer Specialists counsel the consumer, contact the utility and mediate a resolution to the issue.	Daily Service
Outreach Events	Our Consumer Specialists attend events at venues throughout the District to inform consumers about their rights regarding utility regulation.	Daily Service
Community Hearings	In cases having significant impact on the public (e.g., applications for a rate increase), the Commission conducts Community Hearings at which it presents a summary of the case and invites members of the public to express their views.	Key Project
4 - Create and maintain a highly efficient, transparent, and responsive District government. (2 Activity records)		
Complaint Management	Percentage of Complaints resolved at an informal level is a measure of agency efficiency.	Key Project
Adjudication Management	Adjudications are often complex proceedings involving evidentiary and community hearings. Completion of adjudications within 90 days of the close of the record is a measure of the efficiency of the staff.	Key Project
5 - Consider Environmental Issues In Adjudications and Infrastructure Matters (1 Activity)		
Environmental metrics established	The Commission is charged by the Clean Energy DC Act with considering environmental issues when regulating utility and energy companies.	Key Project

Workload Measures (WMs)

Measure	FY 2020 Actual	FY 2021 Actual	FY2022 Actual
1 - One Call Inspections (1 Measure)			
Number of 811 damage prevention inspections conducted	792	539	661
1 - Pipeline Inspections (1 Measure)			
Pipeline Safety inspections conducted	321	230	345
2 - Renewable Portfolio Applications Granted (1 Measure)			
Renewable Portfolio Standards Applications processed	2559	2641	2703
3 - Consumer Complaints and Inquiries (1 Measure)			
Number of Consumer Complaints and Inquiries Processed	1038	1194	1180

Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Adjudication Management (1 Strategic Initiative)		
Mentoring Program	In order to assist in developing a staff capable of addressing complex issues, the Commission will adopt a formal Mentoring Program in FY 2023. The Program will be designed to increase employee retention, create promotion opportunities and transfer institutional knowledge across Commission offices. In our first cohort, we expect to have at least 5 pairs of mentor/mentee volunteers. The Program has been developed by our Racial Equity Officer and will help to enhance racial equity within the Commission.	09-30-2023

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Environmental metrics established (1 Strategic Initiative)		
Climate Plans	In FY 2023, the Commission will take action on the AltaGas/WGL Climate Business Plan, Pepco's Climate Change Commitment, the Environmental Defense Fund's Roadmap, and other stakeholder filings. We expect to develop a Comprehensive Plan on how the Commission's regulated utilities can achieve the District's climate goals.	09-30-2023
Monopoly Request Adjudication (1 Strategic Initiative)		
Rate Cases	In 2023, the Commission will take action on a Washington Gas Light (WGL) application for increased rates. In addition, the Commission will continue to oversee the Multi-Year Rate Plan for Pepco. This will include monitoring a set of Performance Improvement Measures to see whether Pepco meets clean energy and climate change commitments.	09-30-2023
PowerPath DC (1 Strategic Initiative)		
Grid Modernization	The Commission's multi-year effort to modernize the energy delivery grid will continue in 2023 with the selection of at least one additional Pilot Project for deployment in the District. The Pilot Projects will be developed and selected in collaboration with the Governance Board, consisting of District energy and environmental stakeholders.	09-30-2023

OVERSIGHT HEARING QUESTIONS
Employees Receiving \$100,000 or More
(as of 2-14-23)

#	Employee Name	Position Title	Office*	Date Employee Began Position	Schedule	Series	Grade	Step	Salary	Fringe (@21.4%)	Total	Job Status
1	Lipscombe, Christopher G	General Counsel	OGC	4/30/2017	LX	905	3	0	\$ 204,408.00	\$ 43,743.31	\$ 248,151.31	Continuing
2	Lee, Angela	Supervisory Attorney Advisor	OGC	9/18/2017	LX	905	2	0	\$ 204,350.00	\$ 43,730.90	\$ 248,080.90	Continuing
3	Thompson, Emile	Chairman	CHAIR	12/2/2021	CS	301	17	0	\$ 202,032.00	\$ 43,234.85	\$ 245,266.85	Term
4	Mormann, Stephen	Director of Technical and Regulatory Matters	OTRA	3/21/2016	MS	301	16	0	\$ 197,337.00	\$ 42,230.12	\$ 239,567.12	Continuing
5	Booth, Quincy	Executive Director	OED	1/3/2023	MS	301	16	0	\$ 192,526.00	\$ 41,200.56	\$ 233,726.56	Continuing
6	Beverly, Richard	Commissioner	COMM	12/20/2016	CS	301	17	0	\$ 192,412.00	\$ 41,176.17	\$ 233,588.17	Term
7	Trabue, Theodore	Commissioner	COMM	12/20/2022	CS	301	17	0	\$ 192,412.00	\$ 41,176.17	\$ 233,588.17	Term
8	Martinez, Paul	Deputy Executive Director	ODED	2/22/2021	MS	301	16	0	\$ 189,244.00	\$ 40,498.22	\$ 229,742.22	Continuing
9	Edmonds, Brian	Attorney Advisor	OGC	2/28/2022	LS	905	15	10	\$ 186,760.00	\$ 39,966.64	\$ 226,726.64	Continuing
10	Herskovitz, Richard S	Attorney Advisor	OGC	5/14/2007	LS	905	15	10	\$ 186,760.00	\$ 39,966.64	\$ 226,726.64	Continuing
11	Lincoln Stewart, Kimberly	Attorney Advisor	OGC	12/20/1993	LS	905	15	10	\$ 186,760.00	\$ 39,966.64	\$ 226,726.64	Continuing
12	Walt, Lara H.	Attorney Advisor	OGC	10/12/1999	LS	905	15	10	\$ 186,760.00	\$ 39,966.64	\$ 226,726.64	Continuing
13	Ramachandran, Poorani	Chief, Office of Infrastructure & System Planning	OTRA	9/1/2019	MS	801	15	0	\$ 173,217.00	\$ 37,068.44	\$ 210,285.44	Continuing
14	Otiji, Ihekwa Felix	Chief Finance and Accounting	OTRA	6/3/2012	MS	1160	15	0	\$ 168,684.00	\$ 36,098.38	\$ 204,782.38	Continuing
15	Ogbue, Udeozo	Chief Compliance and Enforcement	OTRA	10/29/2007	MS	1801	15	0	\$ 164,917.00	\$ 35,292.24	\$ 200,209.24	Continuing
16	Anderson, Benita	Human Resources Officer	OHR	1/22/2008	MS	301	15	0	\$ 155,877.00	\$ 33,357.68	\$ 189,234.68	Continuing
17	Fujihara, Roger A.	Senior Economist	OTRA	11/28/2005	CS	110	14	10	\$ 153,233.00	\$ 32,791.86	\$ 186,024.86	Continuing
18	Sunderhauf, Stephen	Chief Economist	OTRA	8/1/2022	MS	110	15	0	\$ 151,700.00	\$ 32,463.80	\$ 184,163.80	Continuing
19	Westbrook Sedgwick, Brinda	Commission Secretary	OCMS	1/30/2012	MS	301	15	0	\$ 150,586.00	\$ 32,225.40	\$ 182,811.40	Continuing
20	Hester, Karen	Contract Specialist	ODED	10/14/2018	CS	1102	14	9	\$ 149,422.00	\$ 31,976.31	\$ 181,398.31	Continuing
21	Marime, Gillian	Sr. Accountant	OTRA	9/30/2019	CS	510	14	8	\$ 145,612.00	\$ 31,160.97	\$ 176,772.97	Continuing
22	Howley, John	Senior Economist	OTRA	11/1/2015	CS	110	14	7	\$ 141,801.00	\$ 30,345.41	\$ 172,146.41	Continuing
23	Gray, Kimberly	Contract Specialist	ODED	7/4/2021	CS	1102	14	7	\$ 141,801.00	\$ 30,345.41	\$ 172,146.41	Continuing
24	Wells, Vanetta	Sr. Program Analyst	OED	10/14/2018	CS	343	14	9	\$ 140,847.00	\$ 30,141.26	\$ 170,988.26	Continuing
25	Smith, Maurice	Director of Consumer Services	OCS	5/3/2015	MS	301	15	0	\$ 139,732.00	\$ 29,902.65	\$ 169,634.65	Continuing
26	Antonio, Noel	Attorney Advisor	OGC	9/13/1999	LS	905	14	5	\$ 138,418.00	\$ 29,621.45	\$ 168,039.45	Continuing
27	Noelsaint, Merancia	Policy Advisor	CHAIR	8/29/2021	CS	301	15	0	\$ 138,243.00	\$ 29,584.00	\$ 167,827.00	Term
28	Bagayoko, Amadou	Pipeline Safety Inspector	OTRA	6/9/2019	CS	1801	14	6	\$ 137,990.00	\$ 29,529.86	\$ 167,519.86	Continuing
29	Fisher, Alexandra	Policy Advisor	COMM	10/9/2022	CS	301	15	0	\$ 135,470.00	\$ 28,990.58	\$ 164,460.58	Term
30	Parsons, Angela	Attorney Advisor	OGC	9/27/2020	LS	905	13	10	\$ 134,359.00	\$ 28,752.83	\$ 163,111.83	Continuing
31	Frazier, Tiffany	Regulatory Affairs Specialist	OGC	12/24/2006	CS	301	14	5	\$ 134,179.00	\$ 28,714.31	\$ 162,893.31	Continuing
32	Weise, Barry	Sustainability Officer	OTRA	2/27/2022	CS	301	14	5	\$ 134,179.00	\$ 28,714.31	\$ 162,893.31	Continuing
33	Jackson, Donald	Sr. Compliance and Enforcement Officer	OTRA	8/16/2020	CS	1801	14	5	\$ 134,179.00	\$ 28,714.31	\$ 162,893.31	Continuing
34	Henning, Bryan	Sr. Engineer (Gas)	OTRA	10/13/2020	CS	801	14	5	\$ 134,179.00	\$ 28,714.31	\$ 162,893.31	Continuing
35	Gurkin, Danielle	Principal Legislative Advisor	CHAIR	1/1/2023	CS	301	14	7	\$ 131,138.00	\$ 28,063.53	\$ 159,201.53	Continuing
36	Skrynnikov, Timour	Sr. Financial Analyst	OTRA	7/31/2022	CS	1160	14	4	\$ 130,368.00	\$ 27,898.75	\$ 158,266.75	Continuing
37	Pulliam, Gary	General Engineer	OTRA	7/11/2016	CS	801	13	10	\$ 129,671.00	\$ 27,749.59	\$ 157,420.59	Continuing
38	Ongweso, Edward P	Economist	OTRA	3/1/1999	CS	110	13	10	\$ 129,671.00	\$ 27,749.59	\$ 157,420.59	Continuing
39	Wilson, Rodney K	Auditor	OTRA	1/17/1989	CS	511	13	10	\$ 129,671.00	\$ 27,749.59	\$ 157,420.59	Continuing
40	Didigu, Kellie	Communications Officer	OC	3/15/2020	CS	1001	14	7	\$ 123,577.00	\$ 26,445.48	\$ 150,022.48	Continuing
41	Scott, Earnest	Pipeline Safety Engineer	OTRA	6/11/2018	CS	801	13	8	\$ 123,217.00	\$ 26,368.44	\$ 149,585.44	Continuing
42	Ngo, Annie	Data Analyst	OCMS	3/29/2021	CS	301	13	8	\$ 123,217.00	\$ 26,368.44	\$ 149,585.44	Continuing

OVERSIGHT HEARING QUESTIONS
Employees Receiving \$100,000 or More
(as of 2-14-23)

#	Employee Name	Position Title	Office*	Date Employee Began Position	Schedule	Series	Grade	Step	Salary	Fringe (@21.4%)	Total	Job Status
43	Cho, Bruce	Information Technology Specialist	ODED	5/4/2015	CS	2210	14	2	\$ 122,746.00	\$ 26,267.64	\$ 149,013.64	Continuing
44	Bilal, Karimah	Consumer Education and Outreach Specialist	OCS	2/14/2022	CS	301	14	2	\$ 122,746.00	\$ 26,267.64	\$ 149,013.64	Continuing
45	Moskowitz, Margaret	Supv Consumer Services Specialist	OCS	11/20/2022	MS	1801	14	0	\$ 122,602.00	\$ 26,236.83	\$ 148,838.83	Continuing
46	Pryce, Sophia B	Sr. Human Resources Specialist	OHR	1/9/2006	CS	301	14	6	\$ 120,257.00	\$ 25,735.00	\$ 145,992.00	Continuing
47	Bohorquez, Rafael	Pipeline Safety Engineer	OTRA	8/29/2022	CS	801	13	6	\$ 116,764.00	\$ 24,987.50	\$ 141,751.50	Continuing
48	Davis, Carmen	Regulatory Docket Manager	OCMS	1/30/2012	MS	301	14	0	\$ 114,441.00	\$ 24,490.37	\$ 138,931.37	Continuing
49	Newkirk, Wendy	Executive Assistant	CHAIR	9/29/2019	CS	301	13	8	\$ 113,950.00	\$ 24,385.30	\$ 138,335.30	Continuing
50	Modozie, James	Damage Prevention Inspector	OTRA	4/21/2014	CS	1801	12	10	\$ 111,749.00	\$ 23,914.29	\$ 135,663.29	Continuing
51	Patterson, Damon	Compliance Inspector	OTRA	2/4/2014	CS	1801	12	10	\$ 111,749.00	\$ 23,914.29	\$ 135,663.29	Continuing
52	Briggs, Marvin	Records Management Specialist	OCMS	10/27/2008	CS	301	12	10	\$ 111,749.00	\$ 23,914.29	\$ 135,663.29	Continuing
53	Spears, Mable Tillery	Executive Assistant	COMM	3/1/1993	CS	301	13	7	\$ 110,967.00	\$ 23,746.94	\$ 134,713.94	Continuing
54	Mercogliano, Matthew	Economist	OTRA	1/22/2017	CS	110	13	4	\$ 110,311.00	\$ 23,606.55	\$ 133,917.55	Continuing
55	Scoggins, Gurmeet	Agency Fiscal Officer**	AFO	5/23/2011	OCFO	501	15	10	\$ 107,921.00	\$ 23,095.09	\$ 131,016.09	Continuing
56	Olmstead, Thomas	Environmental Economist	OTRA	12/19/2021	CS	905	13	2	\$ 103,857.00	\$ 22,225.40	\$ 126,082.40	Continuing
57	Pearsall, Brian	Budget Analyst	AFO	1/7/2019	OCFO	560	12	7	\$ 103,609.00	\$ 22,172.33	\$ 125,781.33	Continuing

* CHAIR = Office of the Chairman
 COMM = Office of the Commissioner
 OED = Office of the Executive Director
 OHR = Office of Human Resources
 OC = Office of Communications
 OGC = Office of the General Counsel
 OTRA = Office of Technical and Regulatory
 ODED = Office of the Deputy ED
 OCMS = Office of the Commission Secretary
 OCS = Office of Consumer Services
 AFO = Agency Fiscal Officer

** Salary of AFO reflects 60% of total salary. Forty percent of salary is paid by the Office of the People's Counsel.

AGREEMENT

BETWEEN

**DISTRICT OF COLUMBIA
PUBLIC SERVICE COMMISSION**

AND

**AMERICAN FEDERATION OF
GOVERNMENT EMPLOYEES,**

LOCAL 1403

FROM

OCTOBER 1, 2017 – SEPTEMBER 30, 2020

TABLE OF CONTENTS

	<u>Page</u>
ARTICLE 1 PREAMBLE	1
ARTICLE 2 RECOGNITION	2
ARTICLE 3 MANAGEMENT RIGHTS	3
ARTICLE 4 LABOR/MANAGEMENT RELATIONS	5
ARTICLE 5 ADMINISTRATION OF LEAVE	6
ARTICLE 6 EMPLOYEE ASSISTANCE PROGRAM	7
ARTICLE 7 UNION STEWARDS/OFFICIAL TIME	8
ARTICLE 8 UNION USE OF EMPLOYER FACILITIES AND SERVICES	12
ARTICLE 9 PERSONNEL FILES	13
ARTICLE 10 JOB DESCRIPTIONS	15
ARTICLE 11 SAVINGS CLAUSE	16
ARTICLE 12 INCLEMENT WEATHER CONDITIONS	17
ARTICLE 13 STRIKES AND LOCKOUTS	18
ARTICLE 14 CONTRACTING OUT	19
ARTICLE 15 UNION RIGHTS AND SECURITY	20
ARTICLE 16 TERM EMPLOYEES	21
ARTICLE 17 DISCRIMINATION	22
ARTICLE 18 SAFETY AND HEALTH	23
ARTICLE 19 INFORMATIONAL REPORTS ON EMPLOYEES	24
ARTICLE 20 FITNESS FOR DUTY	25
ARTICLE 21 REDUCTION-IN-FORCE	26
ARTICLE 22 REQUESTS FOR INFORMATION	27
ARTICLE 23 EMPLOYEE USE OF INFORMATION TECHNOLOGY	28
ARTICLE 24 TRAINING	29
ARTICLE 25 EMPLOYEE RIGHTS	30
ARTICLE 26 FURLOUGHS	31
ARTICLE 27 REASSIGNMENTS, PROMOTIONS, DETAILS	32
ARTICLE 28 TIMELY RECEIPT OF CORRECT PAY AND EXPENSE REIMBURSEMENTS	33
ARTICLE 29 TECHNOLOGIES	34
ARTICLE 30 BENEFITS	35

ARTICLE 31 GENERAL PROVISIONS	36
ARTICLE 32 PANTRY/DINING AREA	37
ARTICLE 33 FLEXTIME/FLEXIPLACE	38
APPENDIX A TO ARTICLE 33	44
ARTICLE 34 WAITING PERIODS FOR ADVANCEMENT WITHIN STEPS	46
ARTICLE 35 PARKING SPACES & REIMBURSEMENT	47
ARTICLE 36 GRIEVANCE/ARBITRATION	48
ARTICLE 37 DISCIPLINE & DISCHARGE	51
ARTICLE 38 WAGES/PENSION	52
ARTICLE 39 COMPENSATORY TIME	53
ARTICLE 40 SICK LEAVE INCENTIVE PROGRAM	54
ARTICLE 41 MISCELLANEOUS	55
ARTICLE 42 RE-OPENER PROCEDURE	56
ARTICLE 43 DURATION	57

**ARTICLE 1
PREAMBLE**

This Agreement is entered into between the District of Columbia (District) Public Service Commission (PSC or the Commission), and the American Federation of Government Employees, Local 1403, (the Union) (or collectively, the Parties).

The purpose of this Agreement includes, but is not limited to:

1. Promoting fair and reasonable working conditions,
2. Promoting harmonious labor relations between the Parties,
3. Establishing an equitable and orderly procedure for the resolution of Disputes,
4. Protecting the rights and interests of the employee, the Union and the Commission, and
5. Promoting efficient operation of the Commission.

Each party affirms without reservation the contents of this Agreement. Now therefore, in consideration of mutual covenants and promises contained herein, the Commission and the Union do hereby agree as follows:

ARTICLE 2 RECOGNITION

Section 1 - Recognition

A. AFGE Local 1403 is recognized as the sole and exclusive collective bargaining representative for the following bargaining unit:

All attorneys employed by the Office of the General Counsel of the Public Service Commission of the District of Columbia, excluding management officials, supervisors, confidential employees, employees engaged in personnel work in other than a purely clerical capacity and employees engaged in administering the provisions of Title XVII of the District of Columbia Comprehensive Merit Personnel Act of 1978, D.C. Law 2-139.

PERB Case No. 02-RC-04; Certification No. 124 (December 2, 2002).

B. AFGE Local 1403 is recognized as the sole and exclusive collective bargaining representative for the following compensation unit:

All attorneys employed by the Office of the General Counsel of the Public Service Commission of the District of Columbia, who currently have their compensation set in accordance with the District Service (DS) Schedule, Series 905 and the DS Special Rate Schedule established pursuant to the Legal Services Establishment Act of 1998; but excluding management officials, supervisors, confidential employees, employees engaged in personnel work in other than a purely clerical capacity and employees engaged in administering the provisions of Title XVII of the District of Columbia Comprehensive Merit Personnel Act of 1978, D.C. Law 2-139.

PERB Case No. 04-CU-05; Opinion No. 772 (January 19, 2005).

Section 2 - Coverage

As the sole and exclusive representative, the Union is entitled to act for and to negotiate agreements covering all employees in the bargaining unit. It is responsible for representing the interests of all employees in the bargaining unit without discrimination as to membership.

Section 3 - Meetings

The Union shall be given the opportunity to be present at any meeting between the Employer and employees in the bargaining unit concerning any personnel practice, any grievance, and any investigatory interview which the employee reasonably believes may result in disciplinary action against him.

**ARTICLE 3
MANAGEMENT RIGHTS**

Section 1 - Management Rights in Accordance with the Comprehensive Merit Personnel Act (CMPA)

D.C. Official Code § 1-617.08 (2001 ed., as amended 2004) establishes management rights as follows:

(a) The respective personnel authorities (management) shall retain the sole right, within applicable laws and rules and regulations:

- (1) to direct employees of the agency;
- (2) to hire, promote, transfer, assign, and retain employees in positions within the agency and to suspend, demote, discharge, or take other disciplinary action against employees for cause;
- (3) to relieve employees of duties because of lack of work or other legitimate reasons;
- (4) to maintain the efficiency of the District government operations entrusted to them;
- (5) to determine:
 - (A) The mission of the agency, its budget, its organization, the number of employees, and to establish the tour of duty;
 - (B) The number, types, and grades of positions of employees assigned to an agency's organizational unit, work project, or tour of duty;
 - (C) The technology of performing the agency's work; and
 - (D) The agency's internal security practices; and
- (6) to take whatever actions may be necessary to carry out the mission of the District government in emergency situations.

Section 2 - No Waiver of Management Rights

An act, exercise or agreement contained herein or between the parties shall not be interpreted in any manner as a waiver of the sole management rights contained in Section 1, above, pursuant to D.C. Official Code §1-617.08(a)(7) (2001 ed., as amended 2004).

Section 3 - Impact of the Exercise of Management Rights

Management rights set forth in D.C. Official Code §1-617.08 are not subject to negotiations. However, in the course of the Employer's exercise of such rights, the Union may request the opportunity to bargain implementation and effects, and the Employer will not unreasonably deny such request, where there is an impact upon employees regarding terms and conditions of employment or the Union may grieve a specific violation of a separate article of this agreement.

For Union *[Signature]* For DCPS *[Signature]* 1/16/18

ARTICLE 4
LABOR/MANAGEMENT RELATIONS

Section 1 - Labor-Management Cooperation/Partnership Committee

The parties agree to establish a structure for meaningful consultation and communication. In furtherance of that goal, a Labor-Management Cooperation/Partnership Committee will be established within 90 days of the execution of this contract and will be constituted of equal number of Union and Employer representatives. All decisions must be made by a consensus of the parties. It is understood that appeals or grievances shall not be the subject of discussions at these meetings, nor shall the meetings be for any purpose, which will modify, add to, or detract from the provisions of this Agreement.

Section 2 - Labor-Management Meetings

A. In mutual recognition of the parties' joint desire to discuss and resolve matters of concern at the lowest possible level, the Union steward and first-level supervisor should meet periodically for the purpose of meaningful consultation and communication on the problems and policies of the organization in their working unit, and if appropriate the steward may meet with supervisors of a higher level. Such meetings between supervisors and stewards shall be on duty time, shall be brief, and shall cover matters of concern between them and appropriate to their relationship.

B. Appropriate Management and Union representatives shall meet at either party's request to discuss problems covering the implementation of this Agreement. Each party shall furnish the other with an itemized agenda setting forth the topics of discussion within a reasonable time before the meeting.

Section 3 - Requests for Information

Upon request, the Employer will provide the Union information relevant and necessary to the performance of the Union's duties as the exclusive bargaining representative, as long as such requests are in accordance with the 5 U.S.C. Section 552a, the federal Privacy Act, and 45 C.F.R. 164.510(b), the Health Insurance Portability and Accountability Act's (HIPAA) Privacy Rule.

ARTICLE 5
ADMINISTRATION OF LEAVE

The parties will adhere to all applicable laws and Government-wide rules and regulations in the administration of leave.

For Union *[Signature]*
[Signature] For DCPS *[Signature]* 1/12/16

**ARTICLE 6
EMPLOYEE ASSISTANCE PROGRAM**

Section 1 - General

The parties recognize that alcoholism, drug abuse, and emotional and mental illness are health problems that may affect job performance. To this end, the Employer will, at least annually, make employees aware of the District's Employee Assistance Program (DPM Chapter 20B, Section 2050, EAP) and available services provided under it.

Section 2 - Use of Sick Leave

Employees undergoing a prescribed program of treatment for alcoholism, drug abuse, emotional illness, or mental illness will be allowed to use available sick leave for this purpose on the same basis as any other illness when absence from work is medically necessary.

Section 3 - Relationship to Disciplinary and Adverse Actions

If an employee requests assistance and participates in the program, the responsible supervisory official must weigh this fact in determining any appropriate disciplinary and adverse action, and may postpone such action.

**ARTICLE 7
UNION STEWARDS/OFFICIAL TIME**

Section 1 - Number of Stewards

The Union may designate a steward for this bargaining unit.

Section 2 - Designation of Representatives

- A. Union Officers and Stewards: The Union agrees to provide the Commission with a written list of its officers and stewards within two (2) workdays of the date of the Agreement and within thirty (30) days after each general election.
- B. Changes in the list will be submitted to the Employer's designated official(s) at least two (2) workdays prior to the assumption of representational responsibilities by any new officers, stewards or other representatives, except in the case of an emergency.
- C. Non-recognition. The Employer will not recognize any official/representative who is not listed as required or for whom notification was not provided in accordance with this section.
- D. Except where explicitly provided, this Agreement shall not be interpreted in any manner which interferes with the Union's right to designate representatives of its own choosing on any particular representational matter.
- E. The Union will be notified prior to any change in tours of duty of duly appointed stewards.
- F. Management recognizes that the Union may designate employee members, selected or appointed to a Union office or delegated to a Union function and agrees that, upon request, the employee may be granted annual leave or leave without pay for a reasonable period of time to be away from his/her job. The Employer shall retain the sole right to approve or deny such requests. Requests for time off will be submitted as far in advance as possible, but no less than five (5) working days prior to the day the leave is to begin. The Union steward will be notified of a disapproval of leave in writing together with the Employer's justification. The Union steward also will be notified prior to the reorganization of tours of duty that would affect the members of the Union.
- G. Employees required to appear at meetings and conferences at the request of Employer officials, or pursuant to a request from the D.C. Office of Personnel, a committee of or at a public hearing of the D.C. Council, the Office of Personnel Management or the U.S. Congress, shall not be charged annual leave for such purposes and shall be provided administrative leave to the extent consistent with D.C. Code §1-612.03(1) and other applicable regulations. The employee receiving such a request shall promptly notify the appropriate supervisor and, upon request, provide a copy of the request or other appropriate evidence of the request.

Section 3 - Official Time for Representational Activity

A. Whenever possible, Union business shall be conducted on non-working time. However, pursuant to the statutory rights and responsibilities of the Union to represent bargaining unit employees, representatives of the Union may be granted reasonable amounts of official time to conduct representational functions in accordance with the provisions of this Article.

B. For the purpose of this Article, "representational functions" means those authorized activities undertaken by the Union on behalf of other employees or the Union. The representational functions for which official time will be authorized shall be limited to the following:

1. Negotiations;
2. Discussion between Employer representatives and employees concerning personnel policies, practices, and matters affecting working conditions;
3. Any appeal proceeding or other forum in which the Union is representing an employee or the Union pursuant to its obligations under relevant contract provisions;
4. Grievance meetings;
5. EEO complaint settlements, and administrative and/or court hearings if a complaint is processed under the negotiated grievance procedure, or if the Union is representing the employee;
6. A disciplinary or adverse action oral reply meeting, if the Union is designated as representative of the employee;
7. Attendance at an examination of an employee who reasonably believes he or she may be the subject of a disciplinary or adverse action under Chapter 16 of the DPM and the employee has requested representation;
8. Informal consultation meetings between the Union and the Employer;
9. Attendance at labor-management partnership meetings or other cooperative effort;
10. Attendance at meetings of committees on which Union representatives are authorized members by the Employer or this Agreement;
11. Attendance at Employer recognized or sponsored activities to which the Union has been invited;
12. Attendance at training or other activities designed primarily to further the interests of the Government by improving the Labor-Management relationship;

13. Reasonable travel to any of the activities identified above; and
14. For such other reasons for which the Employer approves official time to be used for purposes related to the Union's representation of its members.

C. The Union shall be afforded thirty minutes for orientation within a reasonable period of time of the new employee's report for duty.

D. Official time shall not include time spent on other activities including internal Union business, such as:

1. Attending Local, Regional, or National Union meeting.
2. Soliciting members;
3. Collecting dues;
4. Posting notices of Union meetings;
5. Carrying out elections;
6. Preparing and distributing internal Union newsletters or other such internal documents.
7. Internal Union strategy sessions, except for representational functions; and
8. Training representational issues that are not joint labor-management training.

Section 4 - Requesting Official Time

A. Official time for Union representatives must be requested and approved in advance except when circumstances do not allow for advance approval, such as for unscheduled meetings called by management where the Union's attendance is requested; or representation of employees in investigatory interviews that may result in discipline. The Union representative will request authorization from his or her supervisor. The Union will indicate to the supervisor or designee on the leave request form attached hereto as Appendix A the general nature of the representational activity he or she wishes to carry out and approximate length of time he or she believes is required.

B. If a request for official time is denied, the manager or supervisor refusing such permission shall give the reasons for refusal in writing to the individual who was so denied if the individual makes such a request.

C. All affected employees (e.g., grievants, representatives, witnesses, and appellants) whose presence has been determined to be necessary at relevant proceedings (including hearings, meetings, arbitrations, oral replies, or other labor-management business) will receive necessary official/duty time to travel to and from the proceedings.

Section 5 - Appendix A to Article 7

Public Service Commission
Reporting and Request Form

Name: _____

Date: _____

Official Time Report/Request:

Time to be Spent on Labor-Management Issues: _____

Time Spent on Labor-Management Issues: _____

Category of Business:

_____ Labor Issues

_____ Meeting/Training Events

_____ Disciplinary/Adverse Action/Grievance

Supervisor Approval (via email or signature) _____

**ARTICLE 8
UNION USE OF EMPLOYER FACILITIES AND SERVICES**

- A. Upon request, the Union may have access to meeting space, if available, by following established PSC procedures. Except as provided elsewhere in this Agreement, the Union shall hold meetings during the non-work time of employees attending the meetings. The Union will be responsible for maintaining decorum at meetings on the Employer's premises and for restoring the space to the same condition to which it existed prior to the meetings.
- B. Employer manpower, office space, and supplies, except as otherwise provided in this Agreement, will not be used in support of internal Union business.
- C. Union officers and representatives may use their regular workstations including telephones, computers, and e-mails to communicate with bargaining unit employees in connection with their representational functions; provided however, such activity shall not interfere with the effective operation of the Government's business. The PSC shall be notified in advance of the content of any broadcast e-mails to bargaining unit employees, which shall be limited to communications concerning employees' terms and conditions of employment.
- D. The Employer shall provide the Union two large file cabinets, or in the alternative, one large file cabinet and a dedicated computer drive, for Union use. The Employer also shall provide the Union with a bulletin board that will be located in the copy room dedicated to union use exclusively.

[Handwritten signatures and dates]
1/16/18

**ARTICLE 9
PERSONNEL FILES**

Section 1 - Official and Unofficial Files

The District of Columbia Department of Human Resources maintains all employee official personnel files. The Public Service Commission shall have the right to maintain, through its Human Resources Department, a personnel file at the PSC offices that may include information from the official personnel file. Records of corrective actions or adverse actions shall be removed from an employee's official and Commission file in accordance with the DPM.

Section 2 - Right to Examine

An employee shall have the right to review his/her official personnel file, maintained by the District of Columbia Department of Human Resources and, upon request, inspect and make copies of any document appearing in his/her official personnel file, in accordance with District and federal laws. An employee shall also have the right to inspect and make copies of the personnel file maintained by the Commission's Office of Human Resources.

Section 3 - Right to Respond

As afforded by District and federal laws, each employee shall have the right to answer any material filed in his/her official personnel files and his/her answer shall be attached to the material to which it relates. Unless prohibited by law or regulation, in the case of complaints made orally that are reduced to writing and placed in the PSC Personnel File, employees shall be informed of the person making the complaint; the substance of the complaint, and the date the complaint was made, and may respond as provided for in this section.

Section 4 - Right to Copy

An employee may copy any material in his/her official personnel file.

Section 5 - Access by Union

Upon presentation of written authorization by an employee, the Union representative may examine the employee's official personnel files and make copies of the material. Consistent with law and upon request of the Union, the Employer shall provide the Union information relevant and necessary to the Union's role as exclusive bargaining representative.

Section 6 - Confidential Reports

All records of arrests, fingerprint records, medical records, and other confidential reports will be maintained in a separate, confidential file. In no event shall an employee's medical information or grievance forms or grievance decision not affecting compensation or benefits be submitted for inclusion into the employee's official personnel file, unless allowed under appropriate District or federal laws.

Section 7 - Employee to Receive Copies

The employee shall receive a copy of all material placed in his/her official personnel file in accordance with District personnel rules. When the Employer sends documents to be placed in an employee's official personnel file that could result in disciplinary action or non-routine documents that may adversely affect the employee, the employee shall be asked to acknowledge receipt of the document. The employee's signature does not imply agreement with the material but simply indicates that he/she received a copy.

If an employee alleges that he/she was not asked to acknowledge receipt of material placed in his/her official personnel files as provided in this section, the employee will be given the opportunity to respond to that document and the response will be included in the official personnel file.

Section 8 - Access by Others

The Employer shall inform the employee of all requests outside of the normal for information about him/her or from his/her personnel file for all non-government request the employer shall obtain employees authorization before access to the personnel file is provided.

The access card signed by all those who have requested and have been given access to the employee's official personnel file, as required by federal and District laws, regulations, and procedures, shall be made available for review by the employee.

**ARTICLE 10
JOB DESCRIPTIONS**

Each employee within the unit shall receive a copy of his/her current job description upon request. When an employee's job description is changed, the employee shall be provided a copy of the new job description. Those employees employed by the Employer on October 1, 2017 shall not have their job descriptions changed during the term of this Agreement.

**ARTICLE 11
SAVINGS CLAUSE**

In the event any Article, Section or portion of the Agreement shall be held invalid and unenforceable by any court or higher authority of competent jurisdiction, such decision shall apply only to the specific Article, Section or portion thereof specified in the decision, and upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated Article, Section or portion thereof.

**ARTICLE 12
INCLEMENT WEATHER CONDITIONS**

- A. During inclement weather where the District Government has declared an emergency, employees (other than those designated essential employees) will be given a reasonable amount of time to report for duty without charge to leave consistent with D.C. Government policy.
- B. The Employer agrees to dismiss all non-essential employees in accordance with the District's procedures for early dismissal, when early dismissal is authorized by higher officials during inclement weather.

**ARTICLE 13
STRIKES AND LOCKOUTS**

In accordance with D.C. Official Code §1.617.05 (2001 Edition) it shall be unlawful for any District Government employee or the Union to authorize, ratify or participate in a strike against the District. The term strike as used herein means any concerted work stoppage, absence from position, sick out, or slowdown without the lawful approval of management authority. No lockout of employees shall be instituted by the Employer during the term of this Agreement except that the Employer in a strike situation retains the right to close down any facilities to provide for the safety of employees, equipment or the public.

**ARTICLE 14
CONTRACTING OUT**

Contracting out is a management right under D.C. Code Section 1-617.08. However, upon request by the Union, the Employer agrees to bargain over impact and effects of contracting out of work.

**ARTICLE 15
UNION RIGHTS AND SECURITY**

Section 1 - Exclusive Agent

The Employer shall not negotiate with any other employee organization or group with reference to terms and/or conditions of employment for employees represented by the Union.

Section 2 - Access to Employees

Representatives of the Union shall have access to all new and rehired employees in its bargaining unit to explain Union membership, services and programs. Such access shall be voluntary for new and rehired employees and may occur during either a formal orientation session or within three (3) workdays of such employee's reporting to their work site after appointment or reappointment.

Section 3 - Dues Check off

Pursuant to D.C. Official Code § 1-611.07 (2001 edition), the Employer shall deduct dues from the bi-weekly salaries of those employees who authorize the deduction of said dues. The Union shall be solely responsible for notifying employees, prior to obtaining their authorization, that they have certain constitutional rights under Chicago Teachers Union Local No. 1 v. Hudson, et al., 475 U.S. 292 (1986) and related cases. The employee must complete and sign the D.C. Form 277 to authorize the withholding. The amount to be deducted shall be certified to the Employer in writing by the appropriate official of the Union. It is the responsibility of the employee and the Union to bring errors or changes in status to the attention of the Employer. Corrections or changes will be made at the earliest opportunity after notification is received but in no case will changes be made retroactively. The dues check off authorizations may be cancelled by the Employee. This provision shall supersede any other dues deduction agreement in effect prior to the effective date of this Agreement.

Section 4 - Hold Harmless

The Union shall indemnify, defend and hold the Employer harmless against any and all claims, demands and other forms of liability, which may arise from the operation of this Article. In any case in which a judgment is entered against the Employer as a result of the deduction of dues, the amount held to be improperly deducted from an employee's pay and actually transferred to the Union by the Employer, shall be returned to the Employer or conveyed by the Union to the employees, as appropriate.

Section 5 - Payment of Dues

Payment of dues shall not be a condition of employment.

**ARTICLE 16
TERM EMPLOYEES**

- A. Term employees in the bargaining unit will be given not less than two (2) pay period's notice of the termination of their appointment

- B. Term employees will be provided a copy of their official position description and be told of the conditions of employment upon entrance on duty.

ARTICLE 17 DISCRIMINATION

Section 1 - General Provisions

A. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 1-2501, et seq., the Employer shall not discriminate against any employee because of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business.

B. The Employer and the Union agree to cooperate in providing equal opportunity for employment and promotion to all qualified persons, to cooperate in ending discrimination, and to promote the full realization of equal employment opportunity through a positive and continuing effort. To this end, EEO concerns of either party (but not individual-grievances) may be brought before the Labor-Management Cooperation/Partnership Committee. At the request of either party, the Labor Management Committee may consider any employment practice or policy that allegedly has an adverse impact on members of any protected group.

Section 2 - Equal Employment Practices

The Employer agrees to continue the implementation of its Equal Employment Opportunity Policy and its Affirmative Action Plan in accordance with the provisions of the Affirmative Action in District Government Employment Act (D.C. Law 1 -63). The Affirmative Action Plan will be developed in accordance with Federal and D.C. Office of Human Rights guidelines. Union input on the development of the Affirmative Action Plan may be provided through the PSC. The Employer will provide the Union with a copy of the Affirmative Action Plan, when developed by the Employer.

Section 3 - Sexual Harassment

A. All employees must be allowed to work in an environment free from sexual harassment. Therefore, the parties mutually agree to identify and work to eliminate such occurrences in accordance with the PSC Sexual Harassment policy.

B. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Section 4 - Discrimination Charges

Any charges of discrimination shall be presented in accordance with the Employer's written procedure and shall therefore not be subject to the negotiated grievance procedure.

**ARTICLE 18
SAFETY AND HEALTH**

Section 1 – Working Conditions

A. The Employer will make appropriate efforts to provide and maintain safe working conditions. It is understood that the District may exceed standards established by regulations consistent with the objectives set by law. The Union will cooperate in these efforts by encouraging its members to work in a safe manner and to obey established safety practices and regulations.

B. Matters involving safety and health will be governed by the D.C. Occupational Safety and Health Plan in accordance with Subchapter XX of the Comprehensive Merit Personnel Act (D.C. Official Code §1-620.01 –e/ seq., as amended (2001 ed.))

Section 2 – Corrective Actions

A. If an employee observes a condition that he or she, reasonably believes to be unsafe, the employee shall report the condition to the immediate supervisor and the General Counsel.

B. If the supervisor determines that a condition constitutes an immediate hazard to the health and safety of the employee, the supervisor shall take immediate precautions to protect the employee and contact the Commission as necessary.

C. Employees shall be protected against penalty or reprisal for reporting an unsafe or unhealthful working condition or practice, or assisting in the investigation of such condition or practice.

Section 3 – First Aid Kits

A. The Employer shall make first-aid kits reasonably available for use in case of on-the-job injuries. The need for additional first-aid kits will be referred to the General Counsel or his/her designee.

B. Employees who have been identified by the Commission as having been exposed to a toxic substance (including, but not limited to asbestos) in sufficient quantity or duration to meet District Government standards shall receive appropriate health screening. In the absence of District Government standards, the Commission will refer to standards established by other appropriate authorities such as OSHA, NIOSH or the EPA.

Section 4 – Defibrillators

A. The Commission shall provide defibrillators on each floor where the Union controls its own office space.

ARTICLE 19
INFORMATIONAL REPORTS ON EMPLOYEES

The Employer shall provide the Union by January 31 of each year a list of all bargaining unit employees that includes the name, grade, step, title, organizational unit assignment, and bargaining unit status of each bargaining unit employee. The list shall also indicate whether an employee is having Union dues withheld. The Employer will also put the Union on the regular distribution for the New Hires and Resignations Report. The Report shall be modified to include the Union status and dues withholding status of the employee.

**ARTICLE 20
FITNESS FOR DUTY**

The Employer agrees to comply with applicable District law and controlling regulations concerning fitness for duty.

**ARTICLE 21
REDUCTION-IN-FORCE**

Section 1 – Definition

The term reduction-in-force (hereinafter RIF), as used in this Agreement means the separation of a permanent employee, his reduction in grade or pay, or his/her reduction in rank because of (a) reorganization, (b) abolishment of his position, (c) lack of work, (d) lack of funds, (e) new equipment, (f) job consolidation or (g) displacement by an employee with greater retention rights who was displaced because of (a) through (f) above.

Section 2 - Notification of a RIF

The Employer agrees to notify the Union in advance prior to implementing an RIF in the bargaining unit. The Employer agrees to engage in impact and effects bargaining.

Section 3 – Procedure

RIFs shall be governed by provisions of Chapter 24 of the Personnel Regulations, except as amended by Section 3616.1 of Chapter 36 of the District of Columbia Personnel Regulations pertaining to the Legal Services Act.

**ARTICLE 22
REQUESTS FOR INFORMATION**

Consistent with law and upon request of the Union, the Employer shall provide information that is relevant to perform its duties in grievance processing and collective bargaining negotiations.

ARTICLE 23
EMPLOYEE USE OF INFORMATION TECHNOLOGY

Section 1 - Electronic Mail Use

The parties acknowledge that D.C. Government-provided electronic mail (email) services are to be used for internal and external communications which serve legitimate government functions and purposes. Employees are expected to be familiar with the D.C. Government's Email User Policy. The parties agree that employees may be allowed to use email on a limited basis for personal purposes, but such use should be limited to non-work time and should not interfere with the performance of the employee's duties, nor used to conduct outside employment or for discriminatory or harassing purposes or exchange of pornographic, discriminatory or harassing material.

Section 2 - Internet Access and Use

The parties agree that internet access through the Commission facilities is considered D.C. Government property and must be used for the program needs of the General Counsel. Employees are expected to be familiar with the D.C. Government's Internet Access and Use Policy. The parties agree that employees may be allowed to use the internet on a limited basis for personal purposes, but such use should be limited to non-work time and should not interfere with the performance of the employee's duties. Employees are expressly prohibited from visiting websites to conduct outside employment or websites that contain discriminatory, pornographic, bandwidth-consuming, or harassing material.

Section 3 - Telephone Use

The Employer and Union agree that D.C. Government telephones must be used primarily in support of D.C. Government programs. The parties acknowledge that employees may be permitted to use telephones on an occasional and selective basis for personal purposes. Such use is a privilege and not a right and may not be abused for the conduct of outside employment during the scheduled tour of duty of the employee or for discriminatory, pornographic, or harassing purposes.

Section 4 - Privacy

Except as provided generally under current, written, and published D.C. Government policies, the Office of the General Counsel shall not monitor employee email, telephone, or internet use, unless it has good cause to believe that an employee has violated this Article or any applicable law or regulation. The Employer will share with the Union notices of any changes or modifications to said policies which it receives.

**ARTICLE 24
TRAINING**

Section 1 - Basic Training

The parties recognize and endorse the value of employee training. Other than skills necessary to qualify for the position, the Employer agrees to provide each employee with basic training or orientation for the safe and effective performance of his/her job, that at a minimum shall enable an employee to meet the requirements of the Legal Services Act and regulations implementing the Act. Such training shall be provided at the Employer's expense and, if possible, during the employee's regular workday.

Section 2 - Continued Training Opportunities

The Employer will encourage and assist employees in obtaining career related training and education outside the Office of the General Counsel by collecting and posting current information available on training and educational opportunities. The Employer will inform employees of time or expense assistance the Employer may be able to provide. Continued training shall be within budgetary constraints.

Section 3 - Requests for Continued Training

The Employer may consider requests for continued training of employees, and may provide time or expense assistance to employees. Continued training opportunities shall be afforded employees on a fair and impartial basis to the maximum extent possible. Employees shall be promptly informed of a denial of a training request together with the reason for the denial. The parties agree that the program needs of the Employer are paramount in providing training to bargaining unit employees.

**ARTICLE 25
EMPLOYEE RIGHTS**

Section 1 - Respect in the Workplace

It is the intent of the Commission and the Union that all employees both within the bargaining unit and outside shall be treated with fairness and dignity.

Section 2 - Employee Rights

All employees have the right:

- (i) to organize a labor organization free from interference, restraint, or coercion;
- (ii) to form, join, or assist any labor organization;
- (iii) to bargain collectively through representatives of their own choosing; and
- (iv) to refrain from any or all such activities under subsections (i), (ii), and (iii) of this Section.

Section 3 - Employee Grievances

An individual employee may present a grievance at any time to the Employer without the intervention of the Union; provided, however, that the Union is afforded an effective opportunity to be present and to offer its view at any meetings held to adjust the grievance. Any employee or group of employees who present a personal grievance to the Employer may not do so under the name, or by representation, of the Union. Adjustments to grievances must be consistent with the terms of the Agreement. Where the employee is not represented by the Union, no adjustment of a grievance shall be considered as a precedent or as relevant either to the interpretation of the Agreement or to the adjustment of other grievances.

Section 4 - Conflicts of Interest

This Agreement does not authorize participation in the management of or acting as a representative of a labor organization by any employee if the participation or activity would result in a conflict of interest, a breach of legal ethics, or otherwise be incompatible with applicable law or with the official duties of the employee. Any dispute concerning the meaning of this provision shall be referred to the Employer for determination. Both parties shall submit written positions in accordance with time limits established by the Employer.

**ARTICLE 26
FURLOUGHS**

Section 1 - Definition

The term furlough, as used in this Agreement, means the temporary, involuntary placement of all employees within a competitive area in a non-duty, non-pay status for an equitable period of time within a leave year for budgetary reasons.

Section 2 - Notification of a Furlough

The Employer agrees to provide the Union notice of a decision to furlough as soon after the decision is made as practicable but not less than twenty (20) days in advance of the initial furlough date, except in an emergency situation. The Employer further agrees to minimize the effects of such a furlough on employees and to bargain with the Union toward this end. The notification shall include, at a minimum: (1) the reason(s) for the furlough; (2) the approximate number of employees who may be affected; and (3) the anticipated effective date that the action will be taken.

Section 3 - Procedure

Furloughs shall be governed by the provisions of Chapter 24 of the District of Columbia Personnel Regulations.

For Union KLS For DCPS [Signature] 1/16/18

ARTICLE 27
REASSIGNMENTS, PROMOTIONS, DETAILS

Section 1 - Notice

Whenever an attorney vacancy exists within OGC, other than a temporary opening, in any existing job classification or as the result of the development or establishment of a new job classification, OGC shall provide a copy to the Union which shall post such vacancy notice on all Union bulletin boards. The Employer shall also post the announcement electronically. A copy of the notices of OGC job openings will be provided to the appropriate Union Steward at the time of posting.

Section 2 - Job Qualifications

Management has the right to determine job qualifications. Where the Employer has determined that two or more employees/applicants for a position are equally qualified to perform the duties of the position, the selection shall be made by the Employer from the designated qualified candidates.

Section 3 - Pay for Work Performed in Higher Graded Position

Employees detailed or assigned to perform the duties of a higher graded position for more than one-hundred and twenty (120) consecutive days in any calendar year shall receive the pay of the higher graded position. The applicable rate of pay will be determined by application of D.C. government procedures concerning grade and step placement for temporary promotions, and will be effective the first pay period beginning after the qualifying period has passed. An employee on detail to a lower graded position shall maintain the pay for his/her original position. Advance notice will be given to the Union of any detail exceeding one pay period.

Section 4 - Additional Duties

Issues involving changed or additional duties assigned to an employee, within his/her present position, shall be considered in accordance with District government position classification guidelines set forth in the District Personnel Manual.

ARTICLE 28
TIMELY RECEIPT OF CORRECT PAY AND EXPENSE REIMBURSEMENTS

A. Tardy or Non-receipt of Pay

1. Employer shall take all action necessary to correct tardy receipts or non-receipts of employee paychecks due to electronic, delivery, or other pay errors within its control.
2. Employer shall take all action necessary to assist in correcting tardy receipts or non-receipts of employee paychecks due to electronic, delivery, or other pay errors when the specific error or needed correction is not within its control.

B. Pay Errors

Employer shall expeditiously take all action necessary to correct all other paycheck errors including those concerning benefits, sick leave, annual leave and various deductions.

C. Timely Receipt of Pay, Pay Increases, and Reimbursements

1. Employer agrees to take all action necessary within its control to ensure that pay increases, including but not limited to those resulting from step increases, promotions, bonuses and other salary increases, are paid on the effective date. To this end, Employer will, among other things, take all necessary action to ensure that paperwork needed to implement such increases is completed within a reasonable time of the proposed effective date of the action and shall process the proposed action as expeditiously as possible, to avoid or minimize any delay in implementation.
2. Employees who are not paid increases on the effective date shall receive retroactive pay from the effective date to the time that the Employee begins receiving the increase.

D. Timely Reimbursement of Expenses

Employer shall take all necessary action to ensure that reimbursement of pre-authorized expenses related to the employee's employment, including but not limited to travel and education expenses, is paid within thirty (30) days of submission of a proper request.

E. Audits

In the event Employee requests an audit of pay and benefit records because of errors made in their computation, Employer shall complete such audit within ten (10) business days or shall provide the employee a reason why additional time is required and shall give a projected date of completion.

**ARTICLE 29
TECHNOLOGIES**

Section 1 - Whenever the Employer proposes to acquire or implement any mechanical device or system based upon new technology which may adversely impact on employees in the bargaining unit, the Employer will notify the Union and, when requested, bargain over the adverse effect. Appropriate training for affected employees so as to enable them to maintain their present job status shall be among the principal considerations as part of such bargaining. The Employer shall provide such training for affected employees to acquire the skills and knowledge necessary for new equipment or procedures. The training shall be held during working hours, if possible. The Employer shall bear the expense of the training.

Section 2 - The parties to this Agreement recognize that computers are essential to the operation of any law office and that Employer authorized software installed on the computers used by members of the bargaining unit is an important general condition of employment. Installation of any application software on any computer issued to a member of the bargaining unit can only be accomplished with the approval of the Employer and only to the extent that it is consistent with OGC and Commission policies and internal security practices and/or is required as a reasonable accommodation for a physical or mental disability.

Section 3 - In addition to other approved procedures, including those permitting individual employee requests, the parties agree that the Union may submit recommendations for software to the Labor-Management Committee for consideration, in accordance with this Agreement.

**ARTICLE 30
BENEFITS**

Section 1 - General

The parties will adhere to all applicable laws, rules and regulations regarding the administration of benefits. Bargaining unit employees will be offered the same benefits as those provided, from time to time, through the District of Columbia Personnel Manual.

Section 2 - SmarTrip Benefits

Bargaining unit employees shall receive the same Public Transit Fringe Benefit Programs ("SmarTrip") as all other employees of the Commission to subsidize all or part of the monthly transit costs of the employees between their residence and the Commission's offices on normal workdays.

**ARTICLE 31
GENERAL PROVISIONS**

Section 1 - Work Rules

Employees will be advised of written work rules that they are required to follow. The Employer agrees that proposed new written work rules and the revision of existing written work rules shall be subject to notice.

Section 2 - Identification Device

The Employer agrees that the employee has a right to participate and identify with the Union as his/her representative in collective bargaining matters. Therefore, the Employer agrees that such identification devices as emblems, buttons and pins supplied by the Union to the employees within the bargaining unit may be worn on their clothing except when appearing in court or before any administrative tribunal or other government agency on behalf of the Employer.

Section 3 - Distribution of Agreement

The Employer and the Union agree to share equally in the cost of reproducing this contract for employees and supervisors. The parties shall mutually agree upon the cost and number of copies to be printed.

**ARTICLE 32
PANTRY/DINING AREA**

PSC employees shall have access to and use of the dining space at the 1325 G Street, N.W., Suite #800, Washington, D.C., location, or at any subsequent location of the offices of the Public Service Commission of the District of Columbia, beginning the effective date of this Agreement.

**ARTICLE 33
FLEXTIME/FLEXIPLACE**

Section 1 - Introduction

The Public Service Commission of the District of Columbia ("Commission") hereby authorizes the implementation of a Flexitime/Flexiplace ("FT/FP") policy that provides Alternative Work Schedules ("AWS") to include a Flexible Work Schedule ("FWS") a Compressed Work Schedule ("CWS"), and a Flexiplace/Telecommuting policy for its bargaining unit attorneys. The following provisions detail the objectives, guidelines, required resources, and plans to assess the results.

Section 2 - Objectives

The objective of the Commission's FT/FP policy is to modernize the Commission's hours of work policies to promote workforce flexibility and efficiency within the Commission. The FT/FP policies are expected to provide AWS to create a more efficient work environment and to provide a benefit that may help recruit and retain valuable, experienced employees.

The FT/FP policy and AWS will permit union attorneys and non-union attorneys to meet their obligation of working 80 hours per pay period in a manner other than the traditional 8 hour per day schedule, subject to the needs of the General Counsel's Office and certain practical and policy limitations. The FT/FP policy is also expected to allow the Commission to attract and retain a high-quality workforce by allowing attorneys greater flexibility during their work weeks. This will allow the attorneys to continue to provide excellent service to their client. By providing employees with a more flexible work schedule, the employee should be more productive and responsive to the needs of their client.

Section 3 - General Principles for Alternative Work Schedules

A. All union and non-union attorneys are eligible to participate in the AWS provided that the employee has been employed with the Commission for one year or more and received at least a satisfactory performance evaluation.

B. AWS is completely voluntary. An eligible attorney may withdraw from or opt out of the AWS at any time. However, the date of withdrawal from the AWS must be at the end of a pay period.

C. AWS are allowed and must be approved on an as needed basis.

D. To participate in the AWS an attorney must submit an application to the General Counsel or his/her designee for approval. Attorneys should make their request

for an AWS at least twenty-four hours in advance but more time should be allowed when possible. The AWS should be approved by the General Counsel or his/her designee.

E. Attorneys are eligible to participate in the AWS at the discretion of the General Counsel or his/her designee. However, certain work functions may not allow for the AWS option. AWS are feasible for work that requires uninterrupted concentration and writing, such as data analysis, reviewing cases, and writing regulations, orders, briefs, decisions, or reports and computer-oriented tasks.

F. Attorneys must execute an AWS Agreement (Attachment 1, PSC AWS Form-1) each time an AWS request is made.

G. AWS is not intended to supplant annual leave or sick leave.

H. AWS must be coordinated with a supervisor. Adequate coverage at the primary work location is required. To ensure adequate staffing is present during the work day, the General Counsel, or his/her designee, may limit the number of attorneys who, pursuant to an AWS, may be off or working at a flexiplace site on the same AWS day or during the same AWS period. In the event that three or more attorneys seek to schedule the same day off, or seek to schedule the same day at a flexiplace site, first preference will be determined based upon the needs of the office. An AWS is valid for intervals of up to 6 months. At the end of the term of an AWS, the next most senior attorney shall be given the opportunity to take off his/her preferred day or time, or schedule his/her preferred day at a flexiplace site.

I. The General Counsel has the authority to modify an AWS, as necessary and given an attorney's caseload.

J. The FT/FP policy providing attorneys with AWS is only applicable for work performed during an employee's normal tour of duty (as modified by an approved AWS) and work performed outside of an attorney's normal tour of duty will not be considered as compensatory time.

K. Attorneys must be reachable during normal working hours when they are working from their alternate worksite and capable of responding to office communication within one hour of receipt. Cell phones (if applicable) must be powered on and kept accessible.

L. Attorneys must check their office voicemail and electronic mail in a manner that ensures communications with consumers, regulatory and government representatives and other employees is maintained at a level consistent with working from their primary location.

M. Attorneys must have access to adequate resources at their secondary work location, as required to perform their function, and adhere to Government of the District

of Columbia Information Technology Security and Remote Access Standards, if applicable.

N. Attorneys should maintain the confidentiality and security of all Commission work performed at an alternative worksite.

O. Attorneys should keep all confidential and privileged material secured and locked when at a flexiplace/telecommuting site.

P. Attorneys should maintain an operational computer with a working internet connection and a working telephone with a functional voicemail system.

Q. Unless otherwise approved by the General Counsel, the CWS and Flexiplace/Telecommuting schedules cannot be combined.

R. All District of Columbia Office of Personnel policies will continue to apply when employees are working from a secondary location.

Section 4 - Alternative Work Schedules

There are three permissible Alternative Work Schedules: (1) a Flexible Work Schedule ("FWS"); (2) a Compressed Work Schedule ("CWS"); and, (3) Flexiplace/Telecommuting. The AWS are subject to the terms, conditions, and discretion of management as described herein:

- A. Under a FWS, the attorney works five (5) eight (8) hour days each week where the established tour of duty begins earlier or later than the standard tour of duty. The basic requirements for establishing a FWS shall be as follows:
 - 1. The designation of core time during which attorneys are required to be present, except for authorized lunch periods; and
 - 2. The designation of flexible time periods during which the attorney has the option of selecting and varying his or her starting and quitting time within established limits, but such flexible time periods may not commence prior to 6:00 a.m., nor end after 7:00 p.m.

- B. The basic requirements for establishing a Compressed Work Schedule shall be as follows:
 - 1. The CWS shall be the number of hours, excluding overtime

hours. an attorney is required to work or account for in a biweekly pay period that enable the attorney to complete an eighty (80) hour work schedule in fewer than ten (10) workdays; or

2. The basic forty (40) hour workweek may be scheduled on fewer than five (5) days with a work day that may exceed eight (8) hours; and.
 3. The working hours in each day of the basic workweek need not be the same; and
 4. The tour of duty for an attorney under a CWS shall have a fixed work schedule established mutually by the attorney and the General Counsel.
- C. The basic requirements for Flexiplace/Telecommuting shall be as follows:
1. Attorneys may perform officially assigned duties at home or other work sites geographically convenient to the residence of the attorney;
 2. Telecommuting shall be part of a scheduled tour of duty and subject to a written agreement;
 3. Requests to participate in telecommuting must be signed by the attorney and the General Counsel and his/her designee; and
 4. Unless otherwise approved by the General Counsel, telecommuting shall be limited to not more than two (2) days per workweek.
 5. Under special circumstances to be determined by the General Counsel, attorneys may request permission for flexiplace days by contacting the General Counsel or his/her designee within 24 hours. These requests are subject to the discretion of the General Counsel.

Section 5 - Application Process For Flexitime/Flexiplace

All applications for FT/FP must be pre-approved and submitted on the FT/FP Agreement form (Attachment 2, PSC FT/FP Form-1). The following authorization and approvals must be obtained:

A. Prior to participation in the FT/FP program, an employee must obtain proper prior consent in order to participate.

B. Authorization for participating in the FT/FP program is at the discretion of the employee's supervisor; however, if a request is denied, the

General Counsel or his/her designee shall provide a written explanation to the requesting attorney.

C. A participating AWS attorney with a flexiplace schedule must agree to, and provide certification that he or she will:

1. Ensure that any flexiplace site is safe and complies with all applicable federal, state and local laws: and

2. Indemnify the District of Columbia for any claim or lawsuit filed against the District or for which recovery is sought against the District based on the negligence of the employee for any work related activities conducted at a flexiplace site, as provided in the attached Flexiplace Agreement.

Section 6 - Required Resources

Remote access to the Commission's data resources is essential for those who telecommute. Whether an employee needs to connect to the network or not, the employee must abide by Government of the District of Columbia Information Technology Security and Remote Access Standards. This section lists the mandatory hardware and software requirements needed to telecommute. This assumes that an attorney does not need to gain access to the Commission's network while telecommuting. The attorney must have the following resources:

- Computer with CD Rom or USB port
- Windows 2000 / XP or compatible operating system
- Internet service (Internet service will not be provided by the Commission)
- Microsoft Office for file compatibility (Ex. Word, Excel, Access, PowerPoint)
- Telephone

Section 7 - Assessment

It is important that the Commission's customers are not adversely affected by this Telecommuting Policy. Therefore, the program will be continuously monitored to ensure that it is meeting its intended objectives. Supervisors will objectively monitor the following performance issues to quantify the success of the program.

A. Performance

Do FT/FP programs and AWS allow the attorney and the General Counsel's office to reach its performance goals?

B. Productivity

Is the attorney getting an appropriate amount of work completed?

Are assignments completed in a timely manner?

C. Quality

Is the attorney's work product adequate?

Would the attorney be doing better quality work if his/her tour of duty was during the normal working hours for the Commission?

Would the attorney be doing better quality work if he/she were located in their primary office?

D. Communication

Is the attorney keeping his/her supervisor informed of project status?

Can the attorney be contacted during the alternative tour of duty or at the secondary work location when needed?

E. Teamwork

Are AWS attorneys working cooperatively with others?

Section 8 - Termination Or Rescission Of Flexitime/Flexiplace

Failure to comply with any part of the FT/FP policy will result in termination of the privilege. The authorization for an employee to participate in the FT/FP program can be terminated or rescinded upon written notification to the employee, with a copy provided to the Vice President/shop steward of the attorney's union (if any), from the General Counsel. Upon termination of the approval, the attorney shall be given, where practicable, one week's notice of the rescission. The General Counsel's decision is appealable to the Commission. If the decision is upheld, the attorney shall return to his/her original tour of duty that existed prior to participation in the FT/FP program.

Section 9 - Return Of Government Property

Upon demand, resignation or termination, any mechanical technology received from the Commission for telecommuting must be surrendered to the Chief, Information Technology or the General Counsel.

APPENDIX A TO ARTICLE 33

OFFICE OF THE GENERAL COUNSEL
FLEXIPLACE AGREEMENT

I, _____, request permission to perform my job duties at a flexiplace site as an Alternative Work Schedule. If approved by my supervisor, I agree to the following terms as conditions of my continued participation in the AWS Program. I understand that failure to abide by these conditions may result in my termination from the AWS Program.

1. My flexiplace day:

Pay Period Week One: _____

Pay Period Week Two: _____

2. My primary flexiplace location will be:

3. My primary flexiplace telephone number is: _____

4. I agree and certify that I will:

a. be reachable during normal working hours when working from my secondary location. Cell phones (if applicable) must be powered on and kept accessible.

b. check my office voicemail and electronic mail in a manner that ensures communications with consumers, regulatory and government representatives and other employees is maintained at a level consistent with working from their primary location.

c. maintain adequate resources at my secondary work location, as required to perform their function, and adhere to Government of the District of Columbia Information Technology Security and Remote Access Standards, if applicable.

d. maintain the confidentiality and security of all Commission work performed at an alternative worksite.

e. keep all confidential and privileged material secured and locked when at a flexiplace site.

f. maintain an operational computer with a working internet connection and a working telephone with a functional voicemail system.

5. Work hours, Overtime, Vacation

Work hours are not expected to change during the program.

6. **Dependent Care**

Telecommuting is not a substitute for dependent care. Telecommuters will not be available during company core hours to provide dependent care.

7. **Personal Equipment**

Employee may use personal equipment for telecommuting purposes. In such cases, Employee will be responsible for the maintenance and insurance required for the equipment.

8. **Workspace**

Employee agrees to designate a workspace within Employee's remote work location for placement and installation of equipment to be used while telecommuting. Employee agrees to maintain this workspace in a safe condition, free from hazards and other dangers to Employee and equipment

9. **Indemnification**

Indemnify and hold harmless the District government, its employees, agents and officers from any and all liability for personal injury or any claim for compensation whatsoever that may be filed against the District government, its employees, agents or officers, arising from any incident that occurs while I am working at my place of residence or other alternative worksite. This indemnification provision shall be null and void in the event I am not approved for participation in the Program. If the application is approved but is subsequently terminated, the indemnity provision shall no longer be in effect after the last day on which I was allowed to participate in the Program.

10. **Additional terms and conditions:**

(1) All District of Columbia Office of Personnel policies will continue to apply when employees are working from a secondary location; (2) Unless otherwise approved by the General Counsel, Flexiplace/Telecommuting shall be limited to not more than two (2) days per workweek; (3) Requests to participate in Flexiplace/Telecommunicating must be signed by the attorney and the General Counsel and his/her designee; and (4) The authorization for an employee to participate in the Flexiplace/Telecommuting program can be terminated or rescinded upon written notification to the employee, with a copy provided to the Vice President/shop steward of the attorney's union (if any), from the General Counsel. Upon termination of the approval, the attorney shall be given, where practicable, one week's notice of the rescission. The General Counsel's decision is appealable to the Commission. If the decision is upheld, the attorney shall return to his/her original tour of duty that existed prior to participation in the Flexiplace/Telecommuting program.

Employee Signature: _____ Date: _____

GENERAL COUNSEL RECOMMENDATION:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied (Written reasons attached)
General Counsel Signature:	Date:
AWS Effective Date:	

ARTICLE 34
WAITING PERIODS FOR ADVANCEMENT WITHIN STEPS

Upon the execution of this Agreement, the within grade waiting periods for the PSC attorney salary scale for step advancement for bargaining unit employees with a prearranged, regularly, scheduled tour of duty will be consistent with the DPM.

For Union KLS For DCPSC [Signature] 1/16/18
1/16/18

ARTICLE 35
PARKING SPACES & REIMBURSEMENT

Section 1 - Parking Reimbursement

Employees required to use their personal vehicle for official business shall be reimbursed for non-commuter parking expenses, which are incurred in the performance of his/her official duties, to the extent permitted under and consistent with Title I, Chapter 8, Section 818.3, D.C. Municipal Regulations. For the purpose of this Section, non-commuter parking expenses are defined as parking expenses incurred by an employee to park his/her personal vehicle at the employee's worksite on a day when the employee plans to use a personal vehicle with the approval of the General Counsel to conduct official business on behalf of the District of Columbia government.

Section 2 - Parking Spaces

If no public parking is available for Employees at the main location of the Public Service Commission, the Employer shall give the Union the opportunity to purchase two of Commission's allotted parking spaces for use by bargaining unit members as determined by the Union.

**ARTICLE 36
GRIEVANCE/ARBITRATION**

Section 1 - Definition

A grievance shall be defined as any difference or disagreement between the parties involving the interpretation or application of any of the provisions of this Agreement or a breach thereof, or involving the discipline or discharge of any employee. A grievance may be pursued by the employee or the Union.

Section 2 - General Provisions

Any grievance which may arise between the parties involving an alleged violation of this Agreement shall be settled as described in this Article unless otherwise agreed to in writing by the Union President and the Commission or its designee.

Section 3 - Information Requests

Both parties shall provide all information determined to be reasonable and needed by the other party for the processing of a grievance after a request by the other party.

Section 4 - Procedure

This procedure is designed to enable the parties to settle grievances at the lowest possible administrative level. Grievances must be filed at the lowest level where resolution is possible. Therefore, all grievances shall ordinarily be presented to the immediate supervisor, unless it is clear that the immediate supervisor does not have authority to deal with the grievance and that it should be filed elsewhere. The Union may request a face-to-face meeting with the appropriate management representative who is delegated authority to deal with the grievance at each step. The parties are encouraged to engage in productive meetings to resolve a grievance.

Nothing in this Agreement shall be construed as precluding discussion between an employee, the Union and the appropriate supervisor over a matter of interest or concern to any of them prior to the initiation of a grievance. Once a matter has been made the subject of a grievance under this procedure, nothing herein shall preclude any party from attempting to resolve the grievance informally at the appropriate level.

Step 1: The employee and/or the Union shall take up the grievance, in writing, with the General Counsel or his or her designee, as appropriate, within ten (10) working days from the date of the occurrence or when the employee or the Union knew or should have known of the occurrence. The written grievance shall be clearly identified as a grievance submitted under the provisions of this Article, and shall list the name of the grievant or grievants, the contract provisions allegedly violated, the basic facts, issues, or concerns giving rise to the grievance, the date or approximate date and location of the violation and the remedy sought. The supervisor shall address the matter and shall respond, in writing, to the Steward and/or the employee within ten (10) working days after the receipt of the grievance.

Step 2: If the grievance is still unresolved, or the General Counsel or his or her designee has failed to respond, it may be presented in writing by the Union to the Commission within twenty (20) working days after the Step 1 response is due or received, whichever is sooner. The Commission shall respond in writing to the Union within twenty (20) working days after receipt of the written grievance.

Step 3: If the grievance is still unresolved, or the Commission has failed to respond, the Union may by written notice request binding arbitration. Such request must be made within twenty (20) working days of the date the reply at Step 2 is due or received, whichever is earlier.

When mutually agreed by the parties, grievances on the same matter on behalf of two (2) or more employees may be processed as a single grievance for the purpose of resolving all the grievances.

A grievance filed by the Union which does not seek personal relief for a particular employee or a group of employees, but rather expresses the Union's disagreement with management's interpretation or application of the Agreement and which seeks an institutional remedy shall be filed with the General Counsel or his or her designee within ten (10) working days from the date of the occurrence or when the Union knew or should have known of the occurrence.

A grievance concerning a continuing condition may be filed at any time during the existence of that condition.

Section 5 - Selection of the Arbitrator

The arbitration proceeding shall be conducted by an arbitrator selected by the Employer and the Union and/or employee. The Federal Mediation and Conciliation Service (FMCS) shall be requested to provide a list of seven (7) arbitrators from which an arbitrator shall be selected within seven (7) days after receipt of the list by both parties. The Employer and the Union and/or Employee may strike three (3) names from the list using the alternate strike method. The party requesting arbitration shall strike the first name. The arbitration hearing shall be conducted pursuant to the FMCS guidelines unless modified by this Agreement.

Section 6 - Authority of the Arbitrator

The jurisdiction and authority of the arbitrator and his/her opinion and award shall be confined exclusively to the interpretation or application of the express provisions of this Agreement at issue between the Union and/or the Employee and the Employer consistent with applicable law and regulation. He/she shall have no authority to add to, detract from, alter, amend, or modify any provision of this Agreement; or to impose on either party a limitation or obligation not explicitly provided for in this Agreement. The written award of the arbitrator on the merits of any grievance adjudicated within his jurisdiction and authority shall be final and binding on the aggrieved employee, the Union and the Employer.

Section 7 - Decision of the Arbitrator

The arbitrator shall be requested to render his/her decision in writing within thirty (30) days after the conclusion of the arbitration hearing.

Section 8 - Expenses of the Arbitrator

Expenses for the arbitrator's services and the proceeding shall be borne equally by the Employer and the Union and/or employee. However, each party shall be responsible for compensating its own representatives and witnesses.

Section 9 - Time Off For Grievance Hearings

The employee, Union Steward and/or Union representative shall, upon request, be permitted reasonable time to meet and discuss grievances with designated management officials at each step of the Grievance Procedure.

Section 10 - Time Limits

All time limits set forth in this Article may be extended by mutual consent, but if not so extended, must be strictly observed. If the matter in dispute is not resolved within the time period provided for in any step, the next step may be invoked. However, if a party fails to pursue any step within the time limit then he/she shall have no further right to continue the grievance. A request for an extension of time shall not be unreasonably denied by the appropriate representative of either party if such request is made in writing by the original deadline date. The parties may mutually agree in writing to waive a Step of the procedure described in this Article.

Section 11 - Termination of Grievance

A grievance shall terminate with the Union's and/or Employee's consent or for failure to meet contractual time limits.

Section 12 - Exclusions

Matters not within the jurisdiction of the Employer will not be processed as a grievance under this Article unless the matter is specifically included in another provision of this Agreement.

**ARTICLE 37
DISCIPLINE & DISCHARGE**

Section 1 - Disciplinary Actions

A. Staff Counsels ("SC") in the bargaining unit are appointed by and are under the general supervision of the General Counsel. A Staff Counsel may be subject to disciplinary action, including reprimand, suspension (with or without pay), reduction in grade or step, or removal for unacceptable performance or for any reason that is not arbitrary or capricious. Disciplinary actions shall be processed in accordance with sections in this Agreement.

B. For purposes of this Article, "disciplinary action" includes reduction in base salary.

C. Notwithstanding Section 1A herein, the General Counsel may summarily suspend or remove a bargaining unit member, in accordance with Sections 1616 and 1617 of the DPM, when the employee's conduct:

- (a) Threatens the integrity of government operations;
- (b) Constitutes an immediate hazard to the agency, to other District employees, or to the employee; or
- (c) Is detrimental to public health, safety, or welfare.

D. The PSC shall follow the procedures in Section 1616 of the DPM before summary removal. If there is no appeal to binding arbitration under Section 2 herein, the Commission's decision shall be the final agency decision.

Section 2 - Stay of Disciplinary Action

The filing of a request for arbitration shall not serve to stay or delay the effective date of the Commission's administrative decision.

**ARTICLE 38
WAGES/PENSION**

Article 38 — WAGES/PENSION of the Collective Bargaining Agreement shall be revised as follows:

Section 1 — Base and Retroactive Pay

Commencing on October 1, 2017, all bargaining unit members shall receive a 2.5% base pay increase and shall be converted to the salary schedule in Appendix A.

Commencing on October 1, 2018, all bargaining unit members shall receive a 2.5% base pay increase and shall be converted to the salary schedule in Appendix A.

Commencing on October 1, 2019, all bargaining unit members shall receive a 2.5% base pay increase and shall be converted to the salary schedule in Appendix A.

Base pay shall be adjusted to the appropriate schedule of the present base pay, on the first pay period after the Agreement is signed.

The base pay shall be paid to bargaining unit employees from the first day of the pay period on or after October 1, 2017.

Section 2 — Performance Awards

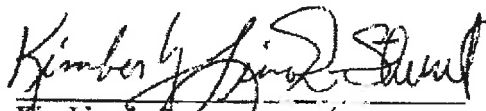
By December 1 of each year that the Agreement is effective, collective bargaining unit employees shall be eligible for performance bonuses based on their previous year's performance evaluation. Employees obtaining a "substantially exceeds expectations" rating may receive a performance bonus of up to 5% of their base pay and employees obtaining an "exceeds expectations" rating may receive a performance bonus of up to 4% of their base pay, at the discretion of the Employer.


Within sixty (60) days of the effective date of this Agreement, the Commission shall submit to the D.C. Department of Human Resource ("DCHR") a Commission-wide discretionary performance bonus program (the "Program"). Prior to submission of the Program to DCHR, Local 1403 may review and offer recommendations regarding the Program. Upon approval by DCHR, the Commission shall implement the Program in good faith.

AGREED TO:

In behalf of Local 1403

In behalf of the Commission


Kim Lincoln Stewart 1/11/19


Lloyd J. Jordan 1/11/19

**ARTICLE 39
COMPENSATORY TIME**

A lawyer who is required to work one or more hours outside his or her normal work hours may request an equal amount of compensatory time from his or her supervisor. If the request is granted, the time will be recorded on the Employee's records and may be used in the same manner that annual leave is used. Compensatory time may only be approved for working at scheduled or special events outside an Employee's regular work hours, travel time outside normal work hours, and extraordinary assignments. Compensatory time will not be approved to allow an Employee to complete regular assignments. Regular assignments include preparation for hearings, drafting Commission orders, and any other daily tasks performed by attorneys. Compensatory time credit should be requested by an Employee before the work is performed whenever possible. The decision to grant an Employee compensatory time is at the discretion of management. In no event will an Employee be entitled to pay in lieu of compensatory time, except as expressly provided elsewhere in this Agreement.

ARTICLE 40
SICK LEAVE INCENTIVE PROGRAM

In order to recognize an Employee's productivity through his/her responsible use of accrued sick leave, the Commission agrees to provide personal time-off in accordance with the following:

Section 1 – Accrual

A full time Employee who is in a pay status for the leave year shall accrue annually:

- (a) Three (3) days off for utilizing a total of no more than two (2) days of accrued sick leave;
- (b) Two (2) days off for utilizing a total of more than two (2) but not more than four (4) days of accrued sick leave; and
- (c) One (1) day off for utilizing a total of more than four (4) but no more than five (5) days of accrued sick leave.

Section 2 – Procedure for Use of Time Accrued

Time off pursuant to a sick leave incentive award shall be selected by the Employee and requested at least three (3) full workdays in advance of the leave date. Requests for time off pursuant to an incentive award shall be given priority consideration and the Employee's supervisor shall approve such requests for time off unless staffing needs or workload considerations dictate otherwise. If the request is denied, the Employee shall request and be granted a different day off within one month of the date the Employee initially requested. Requests for time off shall be made on the standard "Application for Leave" form.

Section 3 – Use of Time Accrued

All incentive days must be used in full-day increments following the leave year in which they were earned. Incentive days may not be substituted for any other type of absence from duty. There shall be no carryover or payment for any unused incentive days.

**ARTICLE 41
MISCELLANEOUS**

Section 1 - No Leave Charge for Administrative Closings

Any Employee who has previously scheduled leave during an authorized late arrival or early dismissal period will not be charged leave for that period of time.

Section 2 - Wellness/Fitness

If available at no cost to the Commission, the Commission shall provide exercise facilities at its office location for use by Union Employees to promote physical well-being and fitness of the Employee.

Section 3 - Fleet Vehicles

Union attorneys shall have reasonable access to Employer fleet vehicles for business purposes.

Section 4 - Educational Expenses

Any Employee having incurred educational expenses in furtherance of acquiring or improving the skills required to perform his/her job assignments at the Commission shall be reimbursed by the Commission as provided in the Commission's Employee Tuition Reimbursement Policy.

**ARTICLE 42
REOPENER PROCEDURE**

This Agreement may be modified by agreement of the parties. The Union may seek a modification after providing Management notice in writing at least sixty (60) days prior to the effective date desired for the modification. The Union may only seek modification of Article 35 - Parking Spaces/Reimbursement if free parking is offered to Management's commissioners, managers, and senior staff; and to add a provision for Bar Dues, if other District of Columbia executive branch agencies are found to pay Bar Association dues of its attorneys. During modification negotiations, Management may seek modifications of any other provisions of the Agreement except for Article 38 Section 1. Any proposed modification shall be submitted at least one hundred eighty (180) days before the expiration of this Agreement. Failing to agree to modify the Agreement shall not cause arbitration nor the declaration of an impasse.

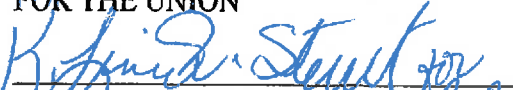
For Union KLS For DCPS [Signature]
4/29/18 1/29/18

**ARTICLE 43
DURATION.**

This Agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the CMPA (§ 1-617.15(a), D.C. Official Code, (2001 edition)). This Agreement shall be effective on the date provided by law (i.e., when it is approved by the Council or as otherwise effective pursuant to D.C. Official Code §1-617.17(j) (2001 Ed.)) and shall remain in force and effect until September 30, 2020.

IN WITNESS THEREOF, the parties have executed this Agreement and a duplicate hereof, by their duly authorized officers on the dates shown below.

FOR THE UNION



Benjamin Bryant, President



Kimberly Lincoln-Stewart, Vice President

FOR THE EMPLOYER



Willie L. Phillips
Chairman, D.C. Public Service Commission

MASTER AGREEMENT

BETWEEN

**THE AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES,
DISTRICT COUNCIL 20,
AFL-CIO**

AND

**THE PUBLIC SERVICE COMMISSION OF THE
DISTRICT OF COLUMBIA**

RECEIVED
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PUBLIC SERVICE COMMISSION
2015 MAY -5 AM 10:36
OFFICE OF THE
COMMISSION SECRETARY

EFFECTIVE THROUGH SEPTEMBER 30, 2018

Table of Contents

Table of Contents	i
PREAMBLE	1
ARTICLE 1 RECOGNITION	2
ARTICLE 2 MANAGEMENT RIGHTS	2
ARTICLE 3 UNION RIGHTS AND SECURITY	3
ARTICLE 4 LABOR-MANAGEMENT MEETINGS	4
ARTICLE 5 DISCRIMINATION	5
ARTICLE 6 UNION RIGHTS AND RESPONSIBILITIES	6
ARTICLE 7 DISCIPLINE	8
ARTICLE 8 TRAINING AND CAREER LADDER	11
ARTICLE 9 SAFETY AND HEALTH	12
ARTICLE 10 GENERAL PROVISIONS	16
ARTICLE 11 BULLETIN BOARDS	16
ARTICLE 12 PERSONNEL FILES	16
ARTICLE 13 SENIORITY	17
ARTICLE 14 INCLEMENT WEATHER CONDITIONS	19
ARTICLE 15 HOURS OF WORK	19
ARTICLE 16 ADMINISTRATION OF LEAVE	20
ARTICLE 17 ADMINISTRATION OF OVERTIME	25
ARTICLE 18 WAGES	25
ARTICLE 19 REDUCTION-IN-FORCE	25
ARTICLE 20 CONTRACTING OUT	26
ARTICLE 21 STRIKES AND LOCKOUTS	27

ARTICLE 22 GRIEVANCE PROCEDURES..... 27
ARTICLE 23 EMPLOYEE RIGHTS..... 30
ARTICLE 24 NEW TECHNOLOGY AND EQUIPMENT 30
ARTICLE 25 JOB DESCRIPTIONS 30
ARTICLE 26 SAVINGS CLAUSE..... 30
ARTICLE 27 DURATION AND FINALITY 31
APPENDIX A 33

PREAMBLE

The District of Columbia Comprehensive Merit Personnel Act (D.C. Law 2-139, Title I, Chapter 6, Subchapter 1, D.C. Official Code § 1-601.02) states that the Council of the District of Columbia declares that it is the purpose and policy of this act to assure that the District of Columbia Government shall have a modern flexible system of public personnel administration, which shall "provide for a positive policy of labor-management relations including collective bargaining between the District of Columbia and its employees"

The District of Columbia Comprehensive Merit Personnel Act (D.C. Law 2-139, Title 1, Chapter 6, Subchapter XVIII, (D.C. Official Code) Section 1-617.01) states [t]he District of Columbia Government finds and declares that an effective collective bargaining process is in the general public interest and will improve the morale of public employees and the quality of service to the public.

The District of Columbia Comprehensive Merit Personnel Act (D.C. Law 2-139, Title 1, Chapter 6, Subchapter XVIII, (D.C. Official Code) Section 1-617.01(b) provides for collective bargaining between the Mayor of the District of Columbia or any appropriate personnel authority and labor organizations accorded exclusive recognition for employee representation for employees of the District of Columbia Government.

Pursuant to the District of Columbia Comprehensive Merit Personnel Act (D.C. Law 2-139, Title 1, Chapter 6, Subchapter XVIII, (D.C. Official Code) Section 1-617.10), various local unions or District Council 20 of the American Federation of State, County and Municipal Employees, AFL-CIO, (herein "AFSCME" or the "Union") have been certified and/or recognized as the collective bargaining agent for certain employees of the Public Service Commission of the District of Columbia (hereinafter the "Commission" or the "Employer").

Accordingly, AFSCME and the Employer enter into this Agreement on , which shall have as its purposes:

1. Promotion of a positive policy of labor-management relations between the Employer and its employees;
2. Improvement of morale of employees in service to the Employer;
3. Enhancement of the quality of public service to the citizens of the District of Columbia;
4. Creation of a government that works better; and
5. Promotion of the rights of employees to express their views without fear of retaliation.

1

For Union

AW 4/25/14

For DCPSC



AFSCME and the Public Service Commission of the District of Columbia declare that each party has been afforded the opportunity to put forth all its non-compensation proposals and to bargain in good faith. Both parties agree that this Agreement is the result of their collective bargaining and each party affirms its contents as to the non-compensation terms of employment without reservation. This Preamble is intended to provide the background and purpose of the Collective Bargaining Agreement. Alleged violations of the Preamble per se will not be cited as contract violations.

ARTICLE 1
RECOGNITION

Section 1 — Recognition:

The Employer hereby recognizes as the sole and exclusive representative for the employees of the collective bargaining unit of the American Federation of State, County and Municipal Employees, AFL-CIO, District of Columbia District Council 20 (hereinafter referred to collectively as the "Union" or "AFSCME")

Section 2 - Bargaining Unit Description:

The Bargaining Unit shall be comprised of all professional and non-professional employees employed by the Employer, excluding all management officials, supervisors, confidential employees, employees engaged in personnel work other than in a purely clerical capacity and employees engaged in administering the provisions of Title 1, Chapter 6, subchapter XVII of the D.C. Official Code; and employees who are covered by another union's certification.

All Executive Assistants (Special Assistant II and III) to the Commissioners and the Executive Director, and the Staff Assistant in the Office of Human Resources, are excluded from the bargaining unit due to the nature of their job with the Employer, which includes access to personnel and confidential information.

Section 3 - Coverage:

AFSCME, the certified exclusive representative of all employees in the Bargaining Unit referenced above, shall be responsible for representing the interests of employees in the units without discrimination as to membership; provided, however, that a bargaining unit employee who does not pay dues or service fees may be required by the Union to pay reasonable costs for personal representation.

ARTICLE 2
MANAGEMENT RIGHTS

Section 1— Management Rights in Accordance with the Comprehensive Merit Personnel Act (CMPA):

(a) Management's rights shall be administered consistent with D.C. Official Code §1-617.08, 2001 edition as amended.

(b) All matters shall be deemed negotiable except those that are proscribed by this subchapter. Negotiations concerning compensation are authorized to the extent provided in Sections 1-617.16 and 1-617.17 (as amended).

Section 2 - Impact of the Exercise of Management Rights:

Management rights are not subject to negotiations; however, in the Employer's exercise of such rights, the Union may request the opportunity to bargain the impact and effects of the exercise of management rights, where there has been an adverse impact upon employees regarding terms and conditions of employment.

ARTICLE 3
UNION RIGHTS AND SECURITY

Section 1 — Exclusive Agent:

The Employer shall not negotiate with any other employee organization or group with reference to terms and/or conditions of employment for employees represented by AFSCME. AFSCME shall have the right of unchallenged representation in its bargaining units for the duration of this Agreement in accordance with PERB Interim Rules, Section 502.9(b).

Section 2 — Meeting Space:

Upon request at least one day in advance, the Employer will provide meeting space as available for bargaining unit business. Except as provided elsewhere in this Agreement, meetings will be held on the non-work time of all employees attending the meetings. The Union will be responsible for maintaining decorum at meetings on the Employer's premises and for restoring the space to the same condition to which it existed prior to the meetings.

Section 3 — Access to Employees:

The Union shall have access to all new and rehired employees within its bargaining unit to explain Union membership, services and programs. Such access shall occur either during a formal orientation session or upon such employees' reporting to their work site within thirty (30) calendar days of employees' appointment or reappointment.

Section 4 - Dues Checkoff:

The Employer agrees to cause to be deducted union dues bi-weekly from the pay of employee members upon proper authorization. The employee must complete and sign Form 277 to authorize the withholding. The amount to be deducted shall be certified to the Employer in writing by the appropriate official of District Council 20. It is the responsibility of the employee and the Union to

bring errors or changes in status to the attention of the Employer. Corrections or changes will be made at the earliest opportunity after notification is received but in no case will changes be made retroactively. Union dues withholding authorization may be cancelled upon written notification to the Union and the Employer within the thirty (30) calendar day period prior to the anniversary date of this Agreement. When Union dues are cancelled, the Employer shall withhold a service fee in accordance with Section 5 of this Article.

Section 5 - Service Fees:

In keeping with the principle that employees who benefit by the Agreement should share in the cost of its administration, the Union shall require that employees eligible to join the Union who do not pay Union dues shall pay an amount (not to exceed Union dues) that represents the cost of negotiation and/or representation. Such deductions shall be allowed when the Union presents evidence that at least 51% of the employees in the unit are members of the Union.

Section 6 — Cost of Processing:

The Employer shall cause to be deducted \$.05 per deduction (dues or service fee) per pay period from each employee who has dues or service fees deducted. This amount represents the fair value of the cost to the Employer for performing the administrative services and is payable to the Office of Labor Relations and Collective Bargaining.

Section 7 - Hold Harmless:

The Union shall indemnify, defend and hold the Employer harmless against any and all claims, demands and other forms of liability, which may arise from the operation of this Article. In any case in which a judgment is entered against the Employer as a result of the deduction of dues or other fees, the amount held to be improperly deducted from an employee's pay and actually transferred to the Union by the Employer, shall be returned to the Employer or conveyed by the Union to the employee(s), as appropriate.

ARTICLE 4
LABOR-MANAGEMENT MEETINGS

Section 1— Labor-Management Partnerships:

Consistent with the principles of the D.C. Labor-Management Partnership Council, the parties agree to establish and support appropriate Labor-Management Partnerships to promote labor-management cooperation within a high-quality work environment designed to improve the quality of services delivered to the public.

The Commission's Partnership should ordinarily be made up of equal numbers of high-level officials of labor and management who will meet regularly to consider such issues as they choose to discuss. Decisions by the partnership shall be by consensus only.

Section 2 — Labor-Management Contract Review Committee:

Appropriate high-level management and union representatives shall meet as necessary, at either party's request, to discuss problems covering the implementation of this Agreement. The findings and recommendations of the Contract Review Committee will be referred to the Chairman of the Commission (hereinafter the "Chairman") for action. The Chairman or his/her designee shall respond in writing to any written finding and recommendation of the committee within a reasonable period.

**ARTICLE 5
DISCRIMINATION**

Section 1 — General Provisions:

The Employer agrees that it will not in any way discriminate against any employee because of his/her membership or affiliation in or with the Union or service in any capacity on behalf of the Union. Each employee has the right, freely and without fear of penalty.

- (1) To form, join and assist a labor organization or to refrain from this activity;
- (2) To engage in collective bargaining concerning terms and conditions of employment, as may be appropriate under this law and rules and regulations through a duly designated majority representative; and,
- (3) To be protected in the exercise of these rights.

Neither party to this Agreement will discriminate against any employee with regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, political affiliation, or as otherwise provided by law.

Section 2 — Equal Employment Practices:

The Employer agrees to vigorously continue the implementation of its Equal Employment opportunity Program as approved by the Director, D.C. Office of Human Rights. For the purpose of this Agreement, the Employer's affirmative action plan will be observed. Any deviation of the plan shall be sent to the Union.

The Union shall designate an Affirmative Action Coordinator who shall, upon request, attend meetings of the Employer to discuss implementation of the affirmative action policies and programs.

Vacancy Announcements for vacancies shall be posted at all work locations. One copy of the notice shall be supplied to appropriate Union Shop Stewards. For all purposes of this agreement, notice may be delivered electronically.

Section 3 — Discrimination Charges:

Any charges of discrimination shall be considered by the appropriate administrative agency having jurisdiction over the matter and shall therefore not be subject to the negotiated grievance procedure.

ARTICLE 6
UNION RIGHTS AND RESPONSIBILITIES

Section 1— Union Stewards:

Union Stewards shall be designated by the Union and shall be recognized as employee representatives. Union Stewards shall be employed at the same work area or shift as employees they are designated to represent. When a union steward is transferred by an action of management (not including promotion or transfer at the employee's request), the steward may continue to act as a steward for his/her former work site for a period not to exceed 45 days from original notification. The Union will supply the Employer with lists of stewards' names, which shall be posted on appropriate bulletin boards. The Union shall notify the Employer of changes in the roster of Stewards. Stewards are authorized to perform and discharge union duties and responsibilities, which may be assigned to them under the terms of this Agreement.

Section 2 — Performance of Duties:

Stewards shall obtain permission from their immediate supervisors prior to leaving their work assignments to properly and expeditiously carry out their duties during a reasonable amount of official time to be estimated in advance whenever possible. Before attempting to see an employee, the Steward will obtain permission from the employee's supervisor. Such permission will be granted unless the employee cannot be immediately relieved from his assigned duties, in which case permission will be granted as soon as possible thereafter. If the immediate supervisor is unavailable, permission will be requested from the next highest level of supervision. Requests by Stewards for permission to meet with employees and/or by employees to meet with Stewards will not require prior explanation to the supervisor of the problems involved other than to identify the area to be visited and the general purpose of the visit i.e., grievance investigation, labor-management meetings, negotiation sessions, etc.

A Steward thus engaged will report back to his/her supervisor on completion of such duties and return to their job. The employer agrees that there shall be no restraint, interference, coercion, or discrimination against a Steward in the performance of such duties.

Section 3 — Union Activities on Employer's Time and Premises:

The Employer agrees that during working hours, on the Employer's premises and without loss of pay, in accordance with Article 6 of this Agreement, Union representatives shall be allowed to:

- A. Post Union notices on designated Union bulletin boards (with a copy given to the Employer);
- B. Attend negotiation meetings;
- C. Transmit communications authorized by the District Council and Local Union or its officers to the Employer or his/her representative;
- D. Consult with the Employer or his/her representative, District Council and Local Union Officers, other Union representatives or employers, concerning the enforcement of any provisions of this Agreement, and other Labor-Management activities. Official time does not include internal Union activities; and
- E. Solicitation of Union membership and distribution of literature shall be confined to the non-working time of all employees involved and out of sight of the public.

Section 4 — Visits by Union Representatives:

The Employer agrees that representatives of the American Federation of State, County and Municipal Employees whether local, Union representatives, District council representatives, or International representatives shall have full and free access except in secured areas, to the premises of the Employer at any time during working hours to conduct Union business. Except for matters of an employee's discipline or an emergency, the Union shall give the Employer at least 24-hours advance notification to the appropriate supervisor of the facility to be visited to permit scheduling that will cause minimal disruption of the work activities.

Section 5 — Union Insignia:

The Employer agrees that the employee has a right to participate and identify with the Union as his/her representative in collective bargaining matters; therefore, the Employer agrees that such identification devices as emblems, buttons and pins supplied by the Union to the employees within the bargaining unit may be worn.

Section 6 — Official Time:

Union representatives who engage in labor management activities during working hours shall indicate on the "Official Time Report" the activity performed. See Appendix A. No Union representative will be disadvantaged in the assessment of his/her performance based on use of documented official time while conducting labor management business.

ARTICLE 7
DISCIPLINE

Section 1:

Discipline shall be imposed for cause, as provided in the D.C. Official Code § 1-616.51 (2001 ed.).

Section 2:

For the purposes of this Article, discipline shall include the following:

- a. **Corrective Actions:** Written reprimands or suspensions of nine (9) days or less;
- b. **Adverse Actions:** Removal, suspension for more than nine (9) days; or a reduction in rank or grade or pay for cause.

Section 3:

Discipline will be appropriate to the circumstances, and shall be primarily corrective, rather than punitive in nature. After discovery of the incident, the investigations shall be conducted in a timely manner and discipline shall be imposed upon the conclusion of any investigation or the gathering of any required documents, consistent with the principle of progressive discipline.

Section 4:

If a supervisor has reason to discipline an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

Section 5:

Unless there is a reasonable cause to believe that an employee's conduct is an immediate hazard to the Employer, the employee or other employees, or is detrimental to public health, safety or welfare, an employee against whom adverse action is proposed shall be entitled to at least fifteen (15) days advance written notice of proposed adverse action (or seven (7) days if corrective action is proposed). The notice will identify the causes and the reasons for the proposed action.

Section 6:

Recognizing that the Union is the exclusive representative of the employees in the bargaining unit, the Employer shall in good faith attempt to notify the Union of proposed disciplinary actions. Further, the Employer agrees to notify the employee of his or her right to representation in corrective or adverse actions. The material upon which the proposed discipline is based shall be made

available to the employee and his/her authorized representatives for review. The employee or his/her authorized representative will be entitled to receive a copy of the material upon written request.

Any information that cannot be disclosed to the employee, his representative, or physician shall not be used to support the proposed action.

Section 7:

Except in the special circumstances referred to in Section 5 above, an employee shall be entitled to at least five (5) workdays to answer the notice of proposed corrective or adverse action. If the proposed action is removal, the employee shall upon request, be granted an opportunity to be heard prior to a final decision. This opportunity to be heard shall be afforded by a person designated by the Employer. This person shall not be in the supervisory chain between the proposing and/or deciding official(s) and shall not be subordinate to the proposing official. This person shall review the employee's answer, discuss the proposed action with the employee and/or his representative and appropriate representatives of the Employer and make a recommendation to the deciding official who will act upon the recommendation, as he/she deems proper.

Section 8:

The person proposing a disciplinary action shall not be the deciding official unless the proposing official is the Chairman of the Employer or its Chief Human Resource Officer.

Section 9:

Except in the special circumstances referred to in Section 5 above, an employee against whom a corrective or adverse action has been proposed shall be kept in an active duty status during the notice period.

Section 10:

The deciding official shall issue a written decision within forty-five (45) calendar days from the date of receipt of the notice of proposed action, which shall withdraw the notice of proposed action or sustain the proposed action in whole or in part. The forty-five (45) day period for issuing a final decision may be extended by agreement of the employee and the deciding official. If the proposed action is sustained in whole or in part, the written decision shall identify which causes have been sustained and which have been dismissed, describe whether the proposed penalty has been sustained or reduced and inform the employee of his or her right to appeal or grieve the decision, and the right to be represented. The final decision shall also specify the effective date of this action.

Section 11:

In any circumstance in which the Employer has reasonable cause to believe that an employee's conduct is an immediate hazard to the Employer, to the employee involved or other employees, or is detrimental to the public's health, safety or welfare; the Employer may place an employee on administrative leave with or without notice of the proposed action to the employee.

Section 12:

Notice of final decision, dated and signed by the deciding official, shall be delivered to the employee on or before the time the action is effective. If the employee is not in a duty status at that time, the notice shall be sent to the employee's last known address by certified or registered mail.

Section 13:

Except as provided in Section 14 of this Article, employees may grieve actions through the negotiated grievance procedure, or appeal to the Office of Employee Appeals (OEA) in accordance with OEA regulations but not both. Once the employee has selected the review procedure, that choice shall be the exclusive method of review.

Section 14:

The removal of an employee during his or her probationary period is neither grievable nor appealable and shall be done in accordance with the Employer's policies.

Section 15:

If a final decision is grieved through the negotiated grievance procedure a written grievance shall be filed with the deciding official within fifteen (15) workdays after the effective date of the action.

Section 16:

In appropriate cases, consideration shall be given to referring troubled employees to an employee assistance program sponsored by the Government of the District of Columbia.

Section 17:

Whenever an employee is questioned by a supervisor with respect to a matter for which a disciplinary action is intended against the employee, the employee may, upon request, consult with a union official or other representative. Upon such request, the supervisor will stop the questioning until the employee can consult with such representative, but in no event will such questioning be delayed beyond the end of the employee's following shift. When and if questioning is resumed, an employee may have a union official or other representative present.

ARTICLE 8
TRAINING AND CAREER LADDER

Section 1— Basic Training:

Other than skills necessary to qualify for the position, the Employer agrees to provide, as appropriate, each employee with basic training or orientation for the safe and effective performance of his/her job. Training must relate to the employee's job function, subject to budget, and the Employer's preapproval, which shall not be unreasonably withheld. Such training shall be provided at the Employer's expense and, if possible, during the employee's regular workday. If the employee is required to participate in training outside of regular work hours, the employee will be compensated in accordance with the DPM Chapter 13. Continued training shall be within budgetary constraints.

Section 2 - Continued Training Opportunities:

The Employer will encourage and assist employees in obtaining career related training and education outside the Employer by collecting and posting current information available on training and educational opportunities. The Employer will inform employees of time or expense assistance the Employer may be able to provide.

Section 3 - Career Ladder:

The parties recognize and endorse the value of employee training and career ladder programs. Both parties subscribe to the principles of providing career development opportunities for employees who demonstrate potential for advancement. The feasibility of upward mobility and training programs for unit employees shall be a proper subject for labor-management meetings. Career ladder promotions when effected, shall be in accordance with DPM Chapter 8, Part II, Subpart 8, and Appendix A.

Section 4 - Experience Verification:

When an institution of higher learning provides credit for on-the-job experience, the Employer will, at the request of the employee, seek to provide pertinent information to verify the employee's experience with the Employer. The employee shall provide the relevant documents and information necessary for the release of the employee's information to the relevant institution.

Section 5 - Union Sponsored Career Advancement Programs:

Management and the Union support the objective of meaningful career advancement for employees through promotions, transfers and the filling of vacancies. In keeping with this objective, the Union will investigate and develop programs to enhance opportunities for career advancement such as: career counseling services; placement of career planning resource materials on site; correspondence course arrangements with area colleges, universities, vocational and technical schools; and workshops on resume writing and interview skills.

Programs that are developed will be presented and discussed during appropriate labor-management committee meetings for review and consideration.

ARTICLE 9
SAFETY AND HEALTH

Section 1 - Working Conditions:

- A. The Employer shall provide and maintain safe and healthful working conditions for all employees as required by applicable laws. It is understood that the Employer may exceed standards established by regulations consistent with the objectives set by law. The Employer will make every effort to provide and maintain safe working conditions. AFSCME will cooperate in these efforts by encouraging its members to work in a safe manner and to obey established safety practices and regulations.
- B. Matters involving safety and health will be governed by the D.C. Occupational Safety and Health Plan in accordance with Subchapter XXI of the Comprehensive Merit Personnel Act (1980, as amended).
- C. The Employer shall furnish and maintain each work place in accordance with standards provided within this Section.

Section 2 - Employees Working Alone:

Employees shall not be required to work alone in areas beyond the call, observation or periodic check of others where dangerous chemicals, explosives, toxic gases, radiation, laser light, high voltage or rotary machinery are to be handled, or in known dangerous situations whenever the health and safety of an employee would be endangered by working alone.

Section 3 - Corrective Actions:

- A. If an employee observes a condition, which he or she, believes to be unsafe, the employee should report the condition to the immediate supervisor.
- B. If the supervisor and employee agree that a condition constitutes an immediate hazard to the health and safety of the employee, the supervisor shall take immediate precautions to protect the employee.
- C. If the supervisor and employee do not agree that a condition constitutes an immediate hazard to the health and safety of the employee, the matter may be immediately referred by the employee to the next level supervisor or designee. The supervisor or designee shall meet as soon as possible with the employee and his or her AFSCME representative, and shall make a determination.

D. Employees shall not be required to operate equipment that has been determined by the Employer to be unsafe to use, when by doing so they might injure themselves or others.

Section 4 - Medical Service: On-the-Job Injury:

A. The Employer shall make first-aid kits reasonably available for use in case of on-the-job injuries. If additional treatment appears to be necessary, the Employer shall arrange immediately for transportation to an appropriate medical facility.

B. The need for additional first-aid kits will be an appropriate issue for Safety Committee determination. Recommendations of the Safety Committee will be referred to the Employer.

Section 5 - Safety Devices and Equipment:

When applicable, protective devices and protective equipment shall be provided by the Employer to be used by employees.

Section 6 - Safety Training

A. The Employer shall provide safety training to employees as necessary for performance of their job. Issues involving safety training may be presented to the Safety Committee established in Section 8(A).

B. The Employer shall provide CPR training to all employees who request such training.

Section 7 - Information on Toxic Substances:

Employees who have been identified by the Safety Committee and the Employer as having been exposed to a toxic substance (including, but not limited to asbestos) in sufficient quantity or duration to meet District Government standards shall receive appropriate health screening. In the absence of District Government standards, the Safety Committee and Safety Officer will refer to standards established by other appropriate authorities such as Occupational Safety and Health Administration (OSHA), National Institute for Occupational Safety and Health (NIOSH) or the Environmental Protection Agency (EPA).

Section 8 - Safety Committees:

A. A Safety Committee of three (3) representatives from AFSCME and three (3) representatives from the Employer is hereby established.

B. One (1) AFSCME and one (1) Employer representative shall each serve as co-chairpersons of the Committee. The Employer's Risk Management official shall serve on the Safety Committee as one of the Employer's representative.

C. The Safety Committee shall:

1. Meet at least quarterly or as needed, unless mutually agreed otherwise. Prior to regularly scheduled monthly meeting, labor and management must submit their respective agendas to each other at least five (5) days in advance;

2. Conduct safety surveys, consider training needs, and make recommendations to the Employer;

3. Receive appropriate health and safety training.

D. Final reports or responses from the Employer shall be provided to the Safety Committee within a reasonable period of time on safety matters initiated by the Committee.

E. Safety Committees may be reorganized upon agreement of both parties.

Section 9 - Light Duty:

A. The Employer agrees to provide light duty assignments for Employees injured on the job to the extent that such light duty is available as follows:

1. To be eligible for light duty, the employee must be certified by the employee's attending physician. The certification must identify the employee's impairments and the type of light duty he or she is capable of performing.

2. The Employee will be given light duty assignments for which he or she is qualified, initially within his or her own unit. If light duty is not available within the unit, suitable work will be sought elsewhere within the Commission.

3. Light duty assignments shall not normally extend beyond 45 working days. However, if there are no other requests for light duty, this period may be extended until such time as another employee makes the request. Employees unable to perform their regularly assigned duties after the expiration of that time shall make application for disability compensation or exercise such other options as may be available to employees under the provisions of this Agreement or under law, and in accordance with paragraph 5 below.

4. Where there are more requests for light duty than there are light duty assignments, assignments shall be made in the order of earlier date of request.

5. When light duty is not available, an employee must return to full duty or seek compensation or retirement from appropriate channels, or other assistance as may be available in accordance with Section 9. In the event compensation or retirement is not approved,

the employee may be required to take a fitness for duty examination and may be separated if (a) found unfit to perform or (b) found fit but refuses to report for full duty.

Section 10 - Excessive Temperatures in Buildings:

Employees, other than those determined by the Employer to be essential, shall be released from duty or reassigned to other duties of a similar nature at a suitably temperate site because of excessively hot or cold conditions in the building. This determination will be made by the Employer as expeditiously as possible and shall be based upon existing procedures. In lieu of dismissal, the Employer may reassign employees to other duties of similar nature at a suitably temperate site. The cost of authorized transportation will be assumed by the Employer. Administrative leave will be granted if authorized by the Chairman or his or her designee.

Section 11 - Employee Health Services:

Employees covered by this Agreement shall have access to employee health services provided by the Employer consistent with the Comprehensive Merit Personnel Act (D.C. Law 2-139).

Section 12 - Maintenance of Health Records:

Medical records of employees shall be maintained in accordance with the provisions of Chapter 31 of the D.C. Government regulations that maintain confidentiality of those records. Medical records shall not be disclosed to anyone except in compliance with applicable rules relating to disclosure of information. Copies of rules relating to medical information will be made available to AFSCME.

Section 13:

A. The Employer agrees to follow Mayor's order 87-95 regarding ergonomic policy for use of video display terminals (VDT).

B. Continuous users who operate a video display terminal for more than two continuous hours shall be allowed to move out of their chairs for brief periods to perform other tasks as specified by their supervisor.

C. If a pregnant employee, who is a continuous VDT user, submits a medical statement from her physician which recommends limiting her use of the VDT during the term of her pregnancy because of exposure to radiation, reasonable consideration will be given to providing the employee with other available duties, within the work unit, for which she is qualified and which her doctor certifies that she can perform.

ARTICLE 10
GENERAL PROVISIONS

Section 1 — Work Rules:

Employees will be advised of verbal and written work rules, which they are required to follow. The Employer agrees that proposed new written work rules and the revision of existing written work rules that affect the bargain agreement shall be subject to notice and consultation with the Union.

Section 2 - Distribution of Agreement:

The Employer and Union agree to share equally in the cost of reproducing this contract for employees and supervisors. The parties shall mutually agree upon the cost and number of copies to be printed.

ARTICLE 11
BULLETIN BOARDS

The Employer agrees to furnish suitable Bulletin Boards and/or space to be placed at locations mutually acceptable to the Union and the Employer. The Union shall limit its posting of notices and bulletins to such Bulletin Boards.

ARTICLE 12
PERSONNEL FILES

Section 1 - Official Files:

The Employer shall cause to be maintained the official files of all personnel covered by this Agreement. Records of corrective actions or adverse actions shall be removed from an employee's official file in accordance with the DPM.

Section 2 - Right to Examine:

Each employee shall have the right to examine the contents of his/her personnel files upon request.

Section 3 — Right to Respond:

Each employee shall have the right to answer any material filed in his/her personnel file and his/her answer shall be attached to the material to which it relates.

Section 4 - Right to Copy:

An employee may copy any material in his/her personnel file.

Section 5 — Access by Union:

Upon presentation of written authorization by an employee, the Union representative may examine the employee's personnel file and make copies of the material.

Section 6 — Confidential Information:

The Employer shall cause to be kept all arrests by the Metropolitan Police, fingerprint records, and other confidential reports in a confidential file apart from the official personnel folder. No person shall have access to the confidential file without authorization from the Employer's Chief Human Resources Officer.

Section 7 - Employee to Receive Copies:

A. The employee shall receive a copy of all material placed in his/her folder in accordance with present personnel practices. Consistent with this Article when the Employer sends documents to be placed in an employee's personnel folder which could result in disciplinary action or non-routine documents which may adversely affect the employee, the employee shall be asked to acknowledge receipt of the document. The employee's signature does not imply agreement with the material but simply indicates he/she received a copy.

B. If an employee alleges that he/she was not asked to acknowledge receipt of material placed in his/her personnel folder as provided in this section, the employee will be given the opportunity to respond to that document and the response will be included in the folder.

Section 8 — Access by Others:

The Employer shall inform the employee of all requests outside of the normal for information about him/her or from his/her personnel folder. The access card signed by all those who have requested and have been given access to the employee's file shall be available for review by the employee.

**ARTICLE 13
SENIORITY**

Section 1 - Definition:

Seniority means an employee's length of continuous service within job classification and function with the Employer from his/her date of hire for purposes of this Article only. Employees hired on the same day shall use alphabetical order of surname in determining seniority.

Section 2 - Breaks in Continuous Service:

An employee's continuous service shall be broken by voluntary resignation, discharge for cause or retirement. If an employee returns to his former, or a comparable, position within one year, the seniority he had at the time of his/her departure will be restored but he/she shall not accrue additional seniority during his/her period of absence.

Section 3 - Seniority Lists:

The Employer shall provide the Union semiannually with list of names of employees represented by the Union. The list will be in seniority order as defined by Section 1 of this Article. The Employer shall supply the Union semi-annually with lists of new hires in bargaining unit positions and the names of unit employees who have left employment.

Section 4 - Reassignments:

A reassignment requested by an employee to a position in the same classification within the Commission may be effected by mutual agreement.

Section 5 - Promotions:

A. Whenever a job opening occurs, in any existing job classification or as the result of the development or establishment of a new job classification, a notice of such opening shall be posted on all bulletin boards or communicated electronically for ten (10) working days prior to the closing date. A copy of the notices of job openings will be given to the appropriate Union Steward at the time of posting.

B. During this period, employees who wish to apply for the open position or job including employees on layoff may do so. The application shall be in writing, and it shall be submitted to the appropriate Human Resources Office.

C. Management has the right to determine job qualifications, provided they are limited to those factors directly required to satisfactorily perform his/her job. Where all job factors are relatively equal, the employee with the greatest relevant seniority within the unit shall be promoted.

Section 6 - Change to Lower Grade:

A. The term "change to lower grade", as used in this provision means change of assignment from a position in one job classification to a lower paying position in the same job classification.

B. Demotions may be made to avoid laying off employees, to provide for employees who request a change to lower grade for personal convenience, or to change an employee to a lower grade when he/she is unable to perform satisfactorily the duties of his/her position.

Section 7 - Individual Work Schedules:

Work schedule changes initiated by the Employer affecting an individual employee shall be in accord with seniority, except where specific skills are needed.

Section 8 - Pay for Work Performed in Higher Graded Position:

A. Employees detailed or assigned to perform the duties of a higher graded position for more than four (4) pay periods in any calendar year shall receive the pay of the higher graded position. Assignment to a higher graded position for periods of at least one (1) pay period shall count toward the accumulation of the four (4) pay period requirement. The applicable rate of pay will be determined by application of D.C. government procedures concerning grade and step placement for temporary promotions, and will be effective the first pay period beginning after the qualifying period has passed. An employee on detail to a lower graded position shall maintain the pay for his/her original position. Advance notice will be given to the Union of any detail exceeding one pay period.

B. This provision shall not apply to training programs.

C. Issues involving changed or additional duties assigned to an employee, within his/her present position, shall be considered in accordance with position classification procedures.

ARTICLE 14
INCLEMENT WEATHER CONDITIONS

Section 1 - Reporting Time:

A. During inclement weather where the Employer has declared an emergency, employees (other than those designated emergency employees) will be given a reasonable amount of time to report for duty without charge to leave. Those employees required to remain on their post until relieved will be compensated at the appropriate overtime rate or compensatory leave for the time it takes his/her relief to report for duty.

B. The Employer agrees to dismiss all non-emergency employees when early dismissal is authorized by higher officials during inclement weather.

ARTICLE 15
HOURS OF WORK

Section 1 - Workday:

Except as provided in this Article, the normal workday for full-time employees shall consist of eight (8) hours of work within a 24-hour period. The normal hours of work shall be consecutive except that they may be interrupted by a lunch period.

Section 2 - Workweek:

Except as provided in this Article, the workweek for full-time employees shall normally consist of five (5) consecutive days, eight (8) hours of work, Monday through Friday, totaling forty (40) hours. Special schedules will be established for employees, other than employees in continuous operations, who are required to work on Saturday, Sunday or seasonal schedules as part of their regular workweek.

Section 3 - Continuous Operations and Shifts:

The workday for employees in 24-hour continuous operations shall consist of eight hours of work. Work schedules for employees assigned to shifts, showing the employee's workdays, and hours, shall be posted on appropriate bulletin boards. All employees shall be scheduled to work regular work shifts i.e., each work shift shall have a regular starting and quitting time.

Section 4 - Changes in Work Schedules:

Except in emergencies, regular work schedules shall not be changed without ten (10) working days advance notice.

Section 5 - Flexible/Alternative Work Schedules:

A. The normal work hours may be adjusted to allow for flexible/alternative work schedules, with appropriate adjustments in affected leave and compensation items (e.g., overtime, premium pay, compensatory leave, etc.). Such schedules may be appropriate where: (1) it is cost effective, (2) it increases employee morale and productivity, or (3) it better serves the needs of the public. The Union will be given advance notice (when flexible/alternative work schedules are proposed) and shall be given the opportunity to consult.

B. An alternative work schedule will provide that overtime compensation will not begin until the regularly scheduled workday or tour of duty has been completed. Other premiums will be based on the regularly scheduled workday of the employees. An alternative work schedule shall not affect the existing leave system. Leave will continue to be earned at the same number of hours per pay period as for employees on five (5) day, forty (40) hour schedules and will be charged on an hour-by-hour basis.

ARTICLE 16
ADMINISTRATION OF LEAVE

Section 1— General:

Employees shall be eligible to use leave in accordance with the personnel rules and regulations. Any request for a leave of absence shall be submitted in writing by the employee to his/her immediate supervisor. The request shall state the length of time off the employee desires, the type of leave requested and the reason for the request. An excused absence is an absence from

duty without loss of pay and without charge to leave when such absence is authorized by statute or administrative discretion.

Section 2 - Annual Leave:

A. Normal Requests for Leave: A request for a short leave of absence, not to exceed three days, shall be requested in writing on the proper form and answered before the end of the work shift in which the request is submitted. A request for a leave of absence between four to seven days must be submitted five (5) calendar days in advance and answered within five days, except for scheduled vacations, as provided for in Section 2 of this Article. If the request is disapproved, the supervisor shall return the SF-71 with reasons for the disapproval indicated. Requests for annual leave shall not be unreasonably denied.

B. Emergency Requests: Any employee's request for immediate leave due to family death or sickness shall be granted or denied immediately.

C. Carryover: Annual leave, which is not used, may be accumulated from year to year. In general, the maximum allowable leave is thirty (30) days, unless the employee had a greater amount of allowable leave at the beginning of the leave year. Employees shall receive a lump sum leave payment for all accrued annual leave not used at the time of retirement, resignation or other separation from the employer, consistent with the negotiated Compensation Agreement.

D. Vacation Schedules: Every effort will be made to grant employees leave during the time requested. If the operations would suffer by scheduling all requests during a given period of time, a schedule will be worked out with all conflicts to be resolved by the application of seniority. After vacations are posted, no changes shall be made unless mutually agreeable or an emergency arises. Employees will be encouraged to schedule vacations through the year.

Section 3 - Sick Leave:

A. Requests:

1. Supervisors shall approve sick leave of employees incapacitated from the performance of their duties. Employees shall request sick leave as far in advance as possible prior to the start of their regular tour of duty on the first day of absence.

2. Sick leave shall be requested and approved in advance for visits to and/or appointments with doctors, dentists, practitioners, opticians, and chiropractors for the purpose of securing diagnostic examinations, treatments and x-rays.

3. Employees shall not be required to furnish a doctor's certificate to substantiate requests for approval of sick leave unless such sick leave exceeds three work days continuous duration. However, if Management has given written notice to an employee that there is a good reason to believe that the employee has abused sick leave privileges, then the employee must furnish a doctor's certificate for each absence from work, which is

claimed as sick leave regardless of its duration. The Union will encourage employees to conserve sick leave for use during periods of extended illness.

4. Advance sick leave requests will be given prompt consideration by the Employer consistent with Section 3(b) of this Article when the following provisions are met:

(a) The request must be submitted in writing and must be supported by acceptable medical certificates.

(b) All available accumulated sick leave to the employee's credit must be exhausted. The employee must use annual leave he/she might otherwise forfeit.

(c) In the case of employees serving under temporary appointments, or under probationary or trial periods, advance sick leave should not exceed an amount which is reasonably assured will be subsequently earned during such period.

(d) The amount of sick leave advanced to an employee's account will not exceed 240 hours at any time. Where it is known that the employee is to be separated, the total sick leave advanced may not exceed an amount, which can be liquidated by subsequent accrual prior to the separation.

(e) There must be a reasonable assurance that the employee will return to duty.

B. Advance Sick Leave: Advance sick leave may be granted to permanent or probationary employees in amounts not to exceed 240 hours. Furthermore, an employee may not be indebted for more than 240 hours of sick leave at any one time. Sick leave may be advanced to employees holding a limited appointment or one expiring on a specific date, but not in excess of the total sick leave that would accrue during the remaining period of such appointment. In either case the employee request must be supported by a statement from his/her physician attesting that the employee has a serious disability or ailment and is incapacitated for duty and stating the period of time expected to be involved. The request should be denied only if the requirements of Section 3 (a) and (b) are not met or there is a reason to believe that the employee will not return to duty or that he/she has abused the sick leave privilege in the past.

C. All accrued and accumulated sick leave must be exhausted before the advance sick leave is credited. Accrued and accumulated annual leave may remain standing to the credit of employees. The Employer will use its best efforts to answer an employee's request for advanced sick leave within fifteen (15) working days. However, an employee is responsible for applying advance sick leave in writing as far in advance as possible. If the request is denied, the reasons for such denial shall be given in writing. Further, the employee will be given consideration for LWOP consistent with the provisions of personnel rules and regulations.

Section 4 — Other Paid Leave:

A. Military Leave: Full-time employees are entitled to leave as reserve members of the armed forces or as members of the National Guard to the extent provided in D.C. Official Code Section 1-612.03(m) and applicable rules and regulations., which provides in part the following:

1. Members of the D.C. National Guard are entitled to unlimited military leave without loss of pay for any parade or encampment with the D.C. National Guard when ordered by the Commanding General, excluding weekly drills and meetings.

2. Additional military leave with pay will be granted to full-time employees who are members of the reserve components of the Armed Forces or the National Guard for the purpose of providing military aid to enforce the law for a period not to exceed 22 workdays per calendar year.

B. Court Leave: Employees shall be granted leave of absence with pay anytime they are required to report for jury duty or to appear as a witness on behalf of the District of Columbia Government, or the Federal or a State or Local Government, in accordance with personnel rules and regulations.

C. Voting Leave: Where the polls are not open at least three hours either before or after an employee's regular hours of work, he/she may, upon request, be granted an amount of excused time which will permit him/her to report to work three hours after the polls open or leave work three hours before the polls close, whichever requires the lesser amount of time off. Leave for voting will be allowed in accordance with the personnel rules and regulations.

D. Funeral Leave: Funeral leave shall be granted in accordance with the District of Columbia Compensation Units 1 & 2 Agreement.

E. Civic Duty: Upon advance request and adequate justification employees required to appear before a court or other public body on public business in which they are not personally involved shall be granted leave of absence with pay unless paid leave is prohibited by Federal or District Regulations or Statutes.

F. Examinations: Employees shall be excused without charge to leave in accordance with personnel rules and regulations for the purpose of taking an employment medical examination and examination for induction or enlistment in the active Armed Forces, a District Government owned vehicle operator examination, a civil service examination or other examination which his/her the Employer has requested him/her to take in order to qualify for reassignment, promotion, or continuance of his/her present job, but not for the reserve Armed Forces. An employee shall also be excused without charge to leave for the purpose of taking an examination whenever, in the judgment of the Employer it will benefit thereby. Absence from duty in order to take an examination primarily for the employee's own benefit and not connected to the District Government must be requested in accordance with the general leave provisions.

Section 5: Leave Without Pay:

A. General: Leave of absence without pay for a limited period may be granted at the supervisor's discretion for a reasonable purpose if requested in advance in writing.

B. Union: Employees elected to any Union office or selected by the Union to do work which takes them from their employment with the Employer shall at the written request of the employee and the Union be granted a leave of absence without pay; provided the written request states the purpose and duration of the absence, and is submitted thirty (30) calendar days in advance of the commencement of the desired period of absence. If the Employer indicates that the requested leave will unduly hamper its operations, it may offer an alternative for consideration by the Union.

C. The initial leave of absence shall not exceed one (1) year. Leaves of absence for Union officials may be extended for similar periods. No more than one employee from a bargaining unit shall be on such extended leave at the same time.

D. Parenthood Leave: Maternity leave before and following childbirth shall be granted at the request of the employee. The employee is obligated to advise her supervisor substantially in advance of the anticipated leave date. This period of absence shall be determined by the employee, her physician and her supervisor. Maternity leave is chargeable to sick leave or any combination of sick leave, annual leave, or leave without pay. Paternity leave may be granted for a period of up to two (2) weeks following childbirth, and may be extended at the supervisor's discretion. Such leave shall be a combination of annual leave or leave without pay.

E. Leave may be granted for a period of up to two (2) weeks to an employee who is adopting a child, with extensions made at the discretion of the supervisor. Such leave shall be a combination of annual leave or leave without pay.

F. Union Officer Leave: Attendance at Union sponsored programs may be approved annual leave or leave without pay in accordance with normal leave practices unless Administrative Leave has been approved.

G. Educational Leave: After completing one (1) year of service an employee upon request may be granted a leave of absence for educational purposes provided that successful completion of the course will contribute to the work of the Employer. The period of leave of absence may not exceed one (1) year, but may be extended at the discretion of the Employer. If an employee is returning from educational leave during which he/she has acquired the qualification of a higher rated position he/she shall not have lost any of his/her rights in being evaluated for the higher graded position.

ARTICLE 17
ADMINISTRATION OF OVERTIME

Section 1: Distribution:

Overtime work shall be equally distributed among employees, when appropriate. Individual employee qualifications shall be considered when decisions are made on which employees shall be called for overtime work.

Section 2:

Management will solicit volunteers when overtime work is required. In the event a sufficient number of qualified volunteers are not available to perform in the job functions, overtime work will be assigned to equally qualified employees in inverse order of seniority, unless a different system is worked out on a local-by-local basis. Instances of hardship should be presented to the supervisor and shall be considered on a case-by-case basis.

ARTICLE 18
WAGES

Section 1:

The salaries and wages of employees shall be paid bi-weekly. In the event the scheduled payday is a holiday, the preceding day shall be the payday. If, for any reason, an employee's paycheck is not available on the prescribed day, or if it does not reflect the full amount due, that employee will be paid as quickly thereafter as is possible, and under no circumstances will he or she be required to wait until the next regular payday.

Section 2:

If an employee's paycheck is delayed, the employee shall immediately notify his/her supervisor. The supervisor shall initiate efforts to obtain a supplemental payment. Supplemental payments will not effectuate normal payroll deductions. Appropriate payroll deductions will be deducted from the employee's subsequent paycheck. (Except DHS, see Attachment 6.)

ARTICLE 19
REDUCTION-IN-FORCE

Section 1: Definition:

The term reduction-in-force, as used in this Agreement means the separation of a permanent employee, his/her reduction in grade or pay, or his/her reduction in rank because of (a) reorganization, (b) abolishment of his/her position, (c) lack of work, (d) lack of funds, (e) new equipment, (f) job consolidation or (g) displacement by an employee with greater retention rights who was displaced because of (a) through (f) above.

Section 2: Consultation:

The Employer agrees to consult in advance with the Union prior to reaching decisions that might lead to a reduction-in-force in the bargaining unit. The Employer further agrees to minimize the effect and such reduction-in-force on employees and to consult with the Union toward this end.

Section 3: Procedure:

A reduction-in-force will be conducted in accordance with the provisions set forth in the Comprehensive Merit Personnel Act [(CMPA), D.C. Official Code § 1-624].

Section 4: Impact and Effects Bargaining:

In the event of a reduction-in-force, the Employer shall, upon request, provide the Union with appropriate information to insure that the Union can engage in impact and effects bargaining over the reduction-in-force.

Section 5: Review of Procedures:

In the event of reduction-in-force, the affected employee will receive credit for his/her performance in accordance with the Comprehensive Merit Personnel Act, [D.C. Official Code Ann., Title 1, Section 1-624 (2001 Edition)].

**ARTICLE 20
CONTRACTING OUT**

Section 1:

During the term of this Agreement the Employer shall not contract out job positions traditionally performed by employees covered by this Agreement, except where manpower (including expertise and technology) and/or equipment is not available to perform such work, when it is determined by the Employer that budgetary conditions exist requiring contracting out, or when it is determined by the Employer that emergency conditions exist requiring such contracting out (provided however that the contracting out is for a period of time that the emergency exists). The Employer shall consult with the Union prior to any formal notice to contract out a bargaining unit job.

Section 2:

When there will be adverse impact to bargaining unit employees, the Employer shall consult with the Union thirty (30) days prior to final action, except in emergencies. The Union shall have full opportunity to make its recommendations known to the Employer who will duly consider the Union's position and give reasons in writing to the Union for any contracting out action. The Employer shall consult with the Union to determine if the needs of the Employer may be met by means other than contracting out work traditionally performed by bargaining unit employees.

ARTICLE 21
STRIKES AND LOCKOUTS

Section 1 - Definition:

The term strike as used herein means any unauthorized concerted work stoppage or slowdown.

Section 2 - Strikes:

It shall be unlawful for any employee or the Union to participate in, authorize or ratify a strike against the District.

Section 3 - Lockouts:

No lockout of employees shall be instituted by the Employer during the term of this Agreement except that the Employer in a strike situation retains the right to close down any facilities to provide for the safety of employees, equipment or the public.

Section 4 - Other Considerations:

At no time however, shall employees be required to act as strikebreakers.

ARTICLE 22
GRIEVANCE PROCEDURES

Section 1:

Any grievance or dispute that may arise between the parties involving the application, meaning or interpretation of this Agreement, shall be settled as described in this Article unless otherwise agreed to by the parties.

Section 2 - Procedure:

This procedure is designed to enable the parties to settle grievances at the lowest possible administrative level. Therefore, grievances should be filed at the lowest level where resolution is possible. Accordingly, a grievance may be filed at the Step in the grievance procedure where the alleged action, which precipitated the grievance, occurred.

Step 1: The employee and/or the Union shall take up the grievance or dispute with the employee's immediate supervisor as soon as is practicable, but no later than fifteen (15) working days from the date of the occurrence or when the Union and/or the employee first had knowledge of or should have known of the occurrence. The supervisor shall attempt to address the matter and shall respond to the Steward as soon as is practicable, but not later than fifteen (15) working days after the receipt of the grievance.

Step 2: If the grievance has not been settled, it shall be presented in writing by the employee and/or the Union to the second level supervisor within ten (10) working days after the Step 1 response is due or received, whichever is sooner. The written grievance shall be clearly identified as a grievance submitted under the provisions of this Article, and shall list the contract provision violated, a general description of the incident giving rise to the grievance, the date or approximate date and location of the violation and the remedy sought. The second level supervisor shall respond to the Union and/or employee in writing within ten (10) working days after receipt of the written grievance.

Step 3: If the grievance is still unresolved, it shall be presented by the employee and/or the Union to the Chairman or his/her designated representative, in writing within fifteen (15) working days after the Step 2 response is due or received, whichever is sooner. The Chairman, or his/her designated representative shall respond in writing (with a copy to the Local President) within fifteen (15) working days after the receipt of the written grievance.

Step 4: If the grievance is still unresolved, the Union may, by written notice, request arbitration within twenty (20) days after the reply at Step 4 is due or received, whichever is sooner.

Section 3 - Union Participation:

A. The Employer shall notify the Union in writing of all grievances filed by the employees, all grievance hearings and determinations when such employees present grievances without the Union. The Union shall have the right to have a representative present at any grievance hearing and shall be given forty-eight (48) hour notice of all grievance hearings.

B. Any grievance of a general nature affecting a large group of employees and which concerns the misinterpretation, misapplication, violation or failure to comply with the provisions of the Agreement shall be filed with the Chairman or Director of Human Resources.

Section 4 - Who May Grieve:

Either an employee or the Union may raise a grievance, and if raised by the employee, the Union may associate itself therewith at any time if the employee so desires. Whenever the Union shall raise or is associated with a grievance under this procedure, such a grievance shall become the Union's grievance with the Employer. If raised by the Union, the employee may not thereafter raise the grievance him/herself, and if raised by the employee, he/she may not thereafter cause the Union to raise the same grievance independently.

Section 5 - Selection of the Arbitrator:

A. The arbitration proceeding shall be conducted by an arbitrator to be selected by the Employer, through the Office of Labor Relations and Collective Bargaining, and by the Union as soon as possible after notice of intent to arbitrate is received. If the parties fail to select an arbitrator, the Federal Mediation and Conciliation Service (FMCS) or the American Arbitration Association (AAA) shall be requested to provide a list of seven (7) arbitrators from which an arbitrator shall be selected within seven (7) days after receipt of the list by both parties.

B. Both the Employer and the Union may strike three (3) names from the list using the alternate strike method. The party requesting arbitration shall strike the first name. The arbitration hearing shall be conducted pursuant to the American Arbitration Association guidelines unless modified by this Agreement.

Section 6 - Decision of the Arbitrator:

The decision of the arbitrator shall be final and binding on the parties and shall not be inconsistent with the terms of this Agreement. The arbitrator shall be requested to render his/her decision in writing within thirty (30) days after the conclusion of the arbitration hearing.

Section 7 - Expenses of the Arbitrator:

Expenses for the arbitrator's services and the proceeding shall be borne equally by the Employer and the Union. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a record of the arbitration proceedings, it may cause such a recording to be made, providing it pays for the record and make copies available without charge to the other party and the arbitrator.

Section 8 - Time Off For Grievance Hearings:

The Employee, Union Steward and/or Union representative shall upon request, be permitted to meet and discuss grievances with designated management officials at each step of the Grievance Procedure within the time specified consistent with Section 3 of Article 6 on Union Stewards.

Section 9 — Time Limits:

All time limits set forth, in this Article may be extended by mutual consent, but if not so extended, must be strictly observed. If the matter in dispute is not resolved within the time period provided for in any step, the next step may be invoked.

Section 10:

Matters not within the jurisdiction of the Employer will not be processed as a grievance under this Article unless the matter is specifically included in another provision of this Agreement, or any compensation agreement executed between the parties.

Section 11:

A. The parties agree that a process of grievance mediation may facilitate satisfactory solutions to grievances prior to arbitration. Therefore, on an experimental basis and when mutually agreed to by the parties, a mediator may be selected and utilized to facilitate settlements. The mediator may not impose a settlement on the parties, and any settlement reached will not be precedential unless otherwise agreed to by the parties on a case-by-case basis.

B. Grievances may be combined for the purpose of mediation upon mutual agreement by the parties.

ARTICLE 23
EMPLOYEE RIGHTS

Employees of the Unit shall have and shall be protected in the exercise of the right, freely and without fear of penalty or reprisal, to form, join and assist the Union or to refrain from any such activity. Except as expressly provided herein, the freedom shall be recognized as extending to participation in the management of the Union and acting for it in the capacity of a union representative, including representation of its views to the officials of the Mayor, D.C. Council or Congress.

ARTICLE 24
NEW TECHNOLOGY AND EQUIPMENT

Section 1:

When the Employer introduces new equipment or technological changes on an experimental basis the Employer will notify the Union upon introduction as to where the experiment is being conducted and its nature and intended duration. The Employer will provide a 60 day notice if the experiment is to be instituted permanently.

Section 2:

The Employer shall provide any reasonable training for affected employees to acquire the skills and knowledge necessary for new equipment or procedures. The training shall be held during working hours, when reasonably available. The Employer shall bear the expense of the training.

Section 3:

If training is required for employment and the training is held outside the employee's normal tour of duty, the employee shall receive compensatory time.

ARTICLE 25
JOB DESCRIPTIONS

Each employee within the unit shall receive a copy of his/her current job description upon request. When an employee's job description is changed, the employee and the Union shall be provided a copy of the new job descriptions.

ARTICLE 26
SAVINGS CLAUSE

In the event any Article, Section or portion of the Agreement shall be held invalid and unenforceable by any court or higher authority of competent jurisdiction, such decision shall apply only to the specific Article, Section, or portion thereof specified in the decision, and upon issuance

of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated Article, Section or portion thereof.

ARTICLE 27
DURATION AND FINALITY

Section 1 - Duration of Agreement:

This Agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the CMPA (Section 1-617.15(a), D.C. Official Code, 2001 Edition). This Agreement shall be effective as of the day of final approval, and shall remain in full force and effect for three years from the final approval date. Should either party desire to renegotiate, renew, extend or modify this Contract, notice will be given in writing in accordance with the requirements of the Comprehensive Merit Personnel Act. This Agreement shall remain in full force and effect during the period of negotiations.

Section 2 - Finality:

This Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable non-compensation issues, and contains the full agreement of the parties as to all such non-compensation issues that were or could have been negotiated. The Agreement shall not be reconsidered during its life unless by mutual consent or as required by law.

[THIS SPACE IS INTENTIONALLY LEFT BLANK]

On this day of May 11, 2016 and in witness to this Agreement, the parties hereto set their signatures.

**FOR THE PUBLIC SERVICE
COMMISSION OF THE DISTRICT OF
COLUMBIA**



Betty Ann Kane, Chairman

**FOR DISTRICT COUNCIL 20
AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL
EMPLOYEES, AFL-CIO (AFSMCE)**


Andrew Washington, Executive Director
Edward P. Ongweso, Ph.D
Anjanette L. Parker
John Howley

APPENDIX A

For Union ASW 4/25/16

For DCPS 200 4.25.16

REPRESENTATIONAL FUNCTIONS OF OFFICIAL TIME (Activity)

1	Labor negotiations.
2	Contacts between employee representatives and employees provided for in the negotiated grievance procedure.
3	Grievance meetings and arbitration hearings.
4	Disciplinary or adverse action meetings, if the Union is designated as representative of the employee.
5	Attendance at an examination of an employee who reasonably believe he or she may be the subject of a disciplinary or adverse action and the employee has requested representation.
6	Attendance at board or other committee meetings on which the Union representatives are authorized membership by the Employer or the Agreement.
7	Attendance at meetings between the Employer and the Union.
8	Attendance at agency recognized/sponsored activities to which the Union has been invited.

Distribution: Original to Office of Labor Relations & Collective Bargaining
Copy kept by Supervisor & Union Representative



Agy	Vendor Name	Vendor No
DHO	ABC TECHNICAL SOLUTIONS INC	1200411779103
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	AD BOX PROMO AGENCY, LLC	1273785206103
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AD BOX PROMO AGENCY, LLC		
	ARIDAI CONSULTING LLC	1825446294000
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	AVID SYSTEMS LLC	1200800233000
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CALVIN PRICE GROUP LLC

CAPITAL COMMUNITY NEWS INC	1522296242103
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CAPITAL COMMUNITY NEWS INC

CAPITAL SERVICES AND SUPPLIES	1521363600103
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CAPITAL SERVICES AND SUPPLIES

DATA NET SYSTEMS CORP	1521480588103
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DATA NET SYSTEMS CORP

DECA ENERGY INC	9454348561531210451000
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DECA ENERGY INC

E-LOGIC, INC.	1510629765000
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E-LOGIC, INC.

MDM OFFICE SYSTEMS DBA	1521360724103
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MDM OFFICE SYSTEMS DBA

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TIBER HUDSON LLC		1800469899000
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TOUCAN PRINTING AND PROMO		1050565594103
TOUCAN PRINTING AND PROMO		
Total		

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0265390206030 0309709149	3/1/2022	3/2/2022
5545702208708 3761510591	3/28/2022	3/29/2022

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2022	0620	NA	NO PROGRAM INFORMATION
2022	0620	NA	NO PROGRAM INFORMATION
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2022	0620	NA	NO PROGRAM INFORMATION
2022	0620	NA	NO PROGRAM INFORMATION
2022	0600	1030	PROPERTY MANAGEMENT

Purchase Card Report Transaction Detail Report

Merchant	City, State	Itemized Charges	Monthly Credit Limit
Toucan	WDC	\$897.00	\$14,383.66
ABC Technical	WDC	\$1,121.20	\$13,062.48
Toucan	WDC	\$1,888.09	\$16,759.02
Toucan Printing & Promotional Products	WDC	\$88.56	#REF!
MVS	WDC	\$1,074.90	\$18,150.98
e911 Locksmith	WDC	\$1,081.50	\$13,036.60

Total \$6151.25

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Comp Object	Index Code	Invoice No	Invoice Date	Ref Doc	Primary Doc Key	Eff Date
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0702	10000	ABC-4342	4/25/22	PO661869	VOK78405	4/28/22
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0408	10000	11645	8/2/22	PO663613	VOL15403	8/15/22
0408	10000	11646	8/2/22	PO663615	VOL15408	8/15/22
0408	10000	11651	8/5/22	PO651695	VOL17776	8/15/22
0408	10000	11720	8/9/22	PO651694	VOL19791	8/15/22
0408	10000	11721	8/9/22	PO660731	VOL19794	8/15/22
0408	10000	11722	8/10/22	PO665373	VOL20315	8/15/22
0408	10000	11724	8/15/22	PO665373	VOL21843	8/22/22
0408	10000	11805	9/8/22	PO663613	VOL32492	9/14/22
0408	10000	11806	9/9/22	PO651694	VOL33556	9/15/22
0408	10000	11810	9/13/22	PO660731	VOL35039	9/16/22
0408	10000	11828	9/20/22	PO671698	VOL38977	9/21/22
0408	10000	11832	9/22/22	PO663613	VOL40382	9/29/22
0408	10000	11833	9/22/22	PO671698	VOL40437	9/29/22
0408	10000	11864	9/26/22	PO671020	VOL42350	9/30/22
0408	10000	11869	9/26/22	PO651694	VOL42403	9/30/22
0408	10000	12176	4/19/22		DE657320	5/2/22
0000	NOIDX	25878	11/17/21		VXDH2202	12/16/21
0000	NOIDX	26624	3/17/22		VXDH2219	3/31/22
0000	NOIDX	26873	4/25/22		VXDH2222	5/5/22
0000	NOIDX	27205	6/21/22	PE2000	VXDH2226	6/28/22
0000	NOIDX	27654	8/18/22		VXDH2232	9/30/22
0000	NOIDX	27842	9/21/22		VXDH2238	9/30/22
0408	10000	DCPSC-WRDCWK-1	12/30/21	PO657216	VOK39329	1/4/22
0408	10000	DCPSCFUS-101	3/10/22	PO660732	VOK61643	3/15/22
0408	10000	DCPSCFUS-102	3/31/22	PO660732	VOK69808	4/6/22
0201	10000	1553	1/22/22	PO653337	VOK45598	2/2/22
0201	10000	1554	1/22/22	PO653337	VOK45596	2/2/22
0201	10000	1602	3/13/22	PO653337	VOK62588	3/15/22

0201	10000	1632	3/29/22	PO653337	VOK68845	4/6/22
0201	10000	1705	5/31/22	PO653337	VOK91704	6/9/22
0201	10000	1730	7/21/22	PO653337	VOL11446	7/29/22
0201	10000	1751	7/21/22	PO653337	VOL11426	7/29/22
0201	10000	1773-V2	8/24/22	PO653337	VOL25394	8/25/22
0201	10000	1787	9/9/22	PO653337	VOL33506	9/14/22
0201	10000	1808	9/26/22	PO653337	VOL42586	9/30/22
0201	10000	1809	9/26/22	PO653337	VOL42591	9/30/22
0201	10000	1810	9/26/22	PO653337	VOL42598	9/30/22
0201	10000	1811	9/26/22	PO653337	VOL42600	9/30/22
0201	10000	1812	9/26/22	PO653337	VOL42601	9/30/22
0201	10000	1813	9/26/22	PO653337	VOL42614	9/30/22
0201	10000	1822	9/28/22	PO653337	VOL44685	9/30/22

0414	10000	006294	12/17/21	PO654009	VOK36138	12/21/21
0414	10000	654009	3/11/22	PO654009	VOK62278	3/15/22
0414	10000	654330-V2	4/27/22	PO654009	VOK79419	4/29/22
0414	10000	655312-V2	9/22/22	PO669069	VOL40757	9/26/22
0414	10000	655315	9/22/22	PO669069	VOL40770	9/26/22

0408	10000	13925-V3	2/16/22	PO657980	VOK53924	2/24/22
0408	10000	15814-V2	5/9/22	PO657980	VOK83631	5/18/22
0408	10000	16050-V2	5/3/22	PO657980	VOK81266	5/9/22
0408	10000	16068	5/10/22	PO657980	VOK84128	5/11/22
0408	10000	16128	6/14/22	PO657980	VOK96975	6/28/22

0409	10000	22-0003	1/27/22	PO655328	VOK47598	2/2/22
0409	10000	22-0010	7/12/22	PO655328	VOL07405	7/14/22
0409	10000	22-0013	2/17/22	PO655328	VOK54042	2/24/22
0409	10000	22-0025	3/4/22	PO655328	VOK59805	3/10/22
0409	10000	22-0048	4/8/22	PO655328	VOK72990	4/19/22
0409	10000	22-0064	5/17/22	PO655328	VOK87146	5/25/22
0409	10000	22-0076	6/9/22	PO655328	VOK95311	6/23/22
0409	10000	22-0092	8/5/22	PO655328	VOL17755	8/22/22
0409	10000	22-0105	9/8/22	PO655328	VOL32755	9/9/22
0409	10000	22-0112	9/23/22	PO655328	VOL41154	9/29/22

3226	ASDHB	FY22 ASSESSMEN	10/15/22		DE667275	9/30/22
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0408	10000	85234	9/23/22	PO670848	VOL41414	9/29/22
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0706	10000	566655-0	5/5/22	PO654014	VOK82152	5/9/22
0706	10000	567771-0-V2	9/14/22	PO654014	VOL35983	9/16/22

0408	10000	1032090	5/11/22	PO663347	VOK84652	6/2/22
0408	10000	1032149	5/16/22	PO663347	VOK86244	5/25/22
0408	10000	1032374	5/24/22	PO663347	VOK89850	6/2/22
0408	10000	1032477	6/1/22	PO663347	VOK92342	6/9/22
0408	10000	1032696	6/16/22	PO663347	VOK98148	6/28/22

0408	10000	1032876	6/22/22	PO663347	VOK99424	6/28/22
0408	10000	1033139	6/23/22	PO663347	VOL00260	6/28/22
0408	10000	1033245	7/1/22	PO663347	VOL03109	7/5/22
0408	10000	1033424	7/6/22	PO663347	VOL04299	7/12/22
0408	10000	1033704	7/11/22	PO663347	VOL06599	7/13/22
0408	10000	1033923	7/19/22	PO663347	VOL09995	7/21/22
0408	10000	1034120	7/26/22	PO663347	VOL12637	8/1/22
0408	10000	1034357-V2	10/4/22	PO663347	VOL48814	9/30/22
0408	10000	1034596	8/9/22	PO663347	VOL19743	8/24/22
0408	10000	1034765	8/18/22	PO663347	VOL23799	8/25/22
0408	10000	1034982	8/23/22	PO663347	VOL25111	8/25/22
0408	10000	1035188	9/1/22	PO663347	VOL29308	9/7/22
0408	10000	1035583	9/10/22	PO663347	VOL33992	9/16/22
0408	10000	1035816	9/15/22	PO663347	VOL36573	9/16/22
0408	10000	1035987	9/20/22	PO663347	VOL39236	9/22/22
0408	10000	1036217	9/27/22	PO663347	VOL44165	9/30/22
0408	10000	1036427	10/4/22	PO663347	VOL48725	9/30/22
0408	10000	1031865	5/5/22	PO663347	VOK82601	5/9/22
0408	10000	10905	11/2/21	PO653440	VOK23883	11/19/21
0408	10000	11401-V4	9/26/22	PO653440	VOL42165	9/29/22
0408	10000	MONCOMM-2021-0	11/18/21	PO653441	VOK27858	11/23/21
0408	10000	MONCOMM-2021-0	11/24/21	PO655004	VOK28969	12/2/21
0408	10000	MONCOMM-2021-0	12/8/21	PO655004	VOK32776	12/16/21
0408	10000	MONCOMM-2022-0	1/24/22	PO657221	VOK46085	2/2/22
0408	10000	MONCOMM-2022-0	2/9/22	PO657221	VOK51788	2/15/22
0408	10000	MONCOMM-2022-0	7/21/22	PO657221	VOL11533	8/1/22
0408	10000	MONCOMM-2022-0	3/8/22	PO660565	VOK60676	3/10/22
0711	10000	021I1539	10/29/21	PO652866	VOK22989	11/2/21
0711	10000	021I1541	11/8/21	PO651769	VOK24831	11/19/21
0711	10000	022I1091	3/11/22	PO660016	VOK62021	3/15/22
0711	10000	022I1149	4/19/22	PO662041	VOK76810	4/21/22
0711	10000	022I1446-V2	9/22/22	PO668925	VOL40257	9/22/22
0702	10000	022I1494	9/26/22	PO665374	VOL42868	9/30/22
0408	10000	INV09252022DCP	9/25/22	PO653437	VOL41845	9/29/22
0408	10000	23349.2	1/25/22	PO634856	VOK47035	2/2/22
0408	10000	23351.2	1/25/22	PO634856	VOK47041	2/2/22
0408	10000	23500	8/12/22	PO660566	VOL21496	8/22/22
0408	10000	23506	5/24/22	PO660018	VOK89728	5/26/22
0408	10000	23580	8/12/22	PO665375	VOL21505	8/24/22
0408	10000	23685	9/9/22	PO660018	VOL33907	9/16/22
0408	10000	DC-PSC-33	11/12/21	PO654015	VOK26294	11/19/21
0408	10000	DC-PSC-35	12/7/21	PO654015	VOK32418	12/15/21

0408	10000	DC-PSC-36	1/6/22	PO654015	VOK40835	1/18/22
0408	10000	DC-PSC-37	2/8/22	PO654015	VOK51282	2/10/22
0408	10000	DC-PSC-38	2/8/22	PO653552	VOK51288	2/10/22
0408	10000	DC-PSC-39	3/1/22	PO654015	VOK58006	3/10/22
0000	NOIDX	00 15	9/13/22		VXDH2237	9/30/22
0000	NOIDX	000010	12/3/21		VXDH2203	1/1/22
0000	NOIDX	000013	4/6/22		VXDH2221	4/13/22
0000	NOIDX	00012	2/11/22		VXDH2210	2/22/22
0000	NOIDX	011	1/12/22		VXDH2206	1/31/22
0000	NOIDX	014	6/16/22	PE2000	VXDH2225	6/28/22
0411	10000	53027	2/28/22	PO657218	VOK57535	3/3/22

Credit Amount	Tran Type	Office/ Name	Fund Column	Donation Fund	Object Codes	Purchaser
\$0.00	Purchase	OEA/K.Didigu	631	\$0.00	414	Wendy Newkirk
\$0.00	Purchase	OIT/B. Cho	631	\$0.00	711	Wendy Newkirk
\$0.00	Purchase	OEA/K. Didigu	631	\$0.00	411	Wendy Newkirk
\$0.00	Purchase	OEA/Cary Hinton	631	\$0.00	411	Mable Spears
\$0.00	Purchase	OIT/B. Cho	631	\$0.00	408	Wendy Newkirk
\$0.00	Purchase	OED/P. Martinez	631	\$0.00	408	Wendy Newkirk

Doc Date	Trans Amt	
11/16/21	3,388.50	
4/25/22	3,219.85	
4/25/22	3,542.54	
6/21/22	4,313.39	
9/7/22	52,350.00	
9/7/22	4,943.82	
9/10/22	29,853.00	
9/10/22	9,561.15	
9/28/22	4,996.48	
9/28/22	4,973.65	
10/3/22	726.00	
	121,868.38	121,868.38
9/23/22	7,994.00	
9/26/22	10,556.00	
9/26/22	10,705.00	
	29,255.00	29,255.00
12/9/21	6,250.00	
	6,250.00	6,250.00
1/7/22	8,976.00	
1/7/22	1,190.00	
1/7/22	8,000.00	
1/7/22	6,160.00	
1/7/22	7,800.00	
1/7/22	8,500.00	
1/7/22	6,440.00	
1/10/22	6,120.00	
1/10/22	560.00	
2/10/22	9,880.00	
2/11/22	6,700.00	
2/11/22	5,145.00	
	75,471.00	75,471.00
11/3/21	8,160.00	
11/9/21	5,000.00	
11/9/21	1,260.00	
11/16/21	1,400.00	
2/7/22	1,260.00	
2/7/22	7,956.00	
2/23/22	19,145.00	
2/24/22	5,200.00	
3/14/22	7,200.00	
3/14/22	840.00	
3/14/22	7,752.00	
3/21/22	8,190.00	
3/23/22	1,610.00	
4/8/22	805.00	
4/8/22	9,384.00	

4/8/22	7,900.00	
4/8/22	12,320.00	
5/4/22	490.00	
5/9/22	7,344.00	
5/9/22	8,000.00	
5/9/22	11,760.00	
6/7/22	7,975.00	
6/7/22	7,140.00	
6/14/22	8,960.00	
6/16/22	385.00	
7/8/22	8,976.00	
7/11/22	6,550.00	
7/11/22	11,760.00	
8/4/22	6,624.80	
7/11/22	5,632.00	
7/11/22	7,744.00	
7/11/22	385.00	
8/2/22	7,392.00	
8/2/22	8,568.00	
8/5/22	315.00	
8/9/22	7,075.00	
8/9/22	9,345.00	
8/10/22	5,320.00	
8/15/22	4,820.55	
9/8/22	7,392.00	
9/9/22	8,800.00	
9/13/22	12,565.00	
9/20/22	35.00	
9/22/22	7,392.00	
9/22/22	11,760.00	
9/26/22	6,000.00	
9/26/22	8,300.00	
	310,187.35	310,187.35
4/19/22	3,236.28	
	3,236.28	3,236.28
12/16/21	1,360.00	
3/31/22	20,745.00	
5/5/22	14,940.00	
6/28/22	400.00	
10/4/22	3,503.75	
10/14/22	30,657.50	
	71,606.25	71,606.25
12/30/21	30,850.00	
3/10/22	18,025.00	
3/31/22	30,625.00	
	79,500.00	79,500.00
1/22/22	274.63	
1/22/22	90.69	
3/13/22	88.87	

3/29/22	365.71	
5/31/22	365.71	
7/21/22	79.95	
7/21/22	421.55	
8/24/22	75.84	
9/9/22	480.30	
9/26/22	55.49	
9/26/22	41.46	
9/26/22	218.51	
9/26/22	1,441.83	
9/26/22	151.58	
9/26/22	349.39	
9/28/22	498.49	
	5,000.00	5,000.00
12/17/21	5,000.00	
3/11/22	1,932.00	
4/27/22	2,210.00	
9/22/22	3,660.00	
9/22/22	3,660.00	
	16,462.00	16,462.00
2/16/22	2,400.00	
5/9/22	1,725.00	
5/3/22	1,150.00	
5/10/22	600.00	
6/14/22	1,325.00	
	7,200.00	7,200.00
1/27/22	15,805.05	
7/12/22	1,068.86	
2/17/22	4,785.65	
3/4/22	4,254.68	
4/8/22	4,351.22	
5/17/22	441.35	
6/9/22	3,241.01	
8/5/22	1,696.37	
9/8/22	6,233.75	
9/23/22	1,434.94	
	43,312.88	43,312.88
10/15/22	9.00	
	9.00	
9/23/22	13,965.10	
	13,965.10	13,965.10
5/5/22	30,000.00	
9/14/22	29,950.32	
	59,950.32	59,950.32
5/11/22	1,668.80	
5/16/22	1,668.80	
5/24/22	1,668.80	
6/1/22	1,668.80	
6/16/22	1,668.80	

6/22/22	1,668.80	
6/23/22	1,668.80	
7/1/22	1,335.04	
7/6/22	1,668.80	
7/11/22	1,335.04	
7/19/22	1,668.80	
7/26/22	1,668.80	
10/4/22	1,668.80	
8/9/22	1,668.80	
8/19/22	1,668.80	
8/23/22	1,668.80	
9/1/22	1,668.80	
9/10/22	1,668.80	
9/15/22	1,001.28	
9/20/22	1,668.80	
9/27/22	1,335.04	
10/4/22	1,084.72	
	34,460.72	34,460.72
5/5/22	1,001.28	
	1,001.28	1,001.28
11/2/21	6,955.20	
9/26/22	4,636.80	
	11,592.00	11,592.00
11/18/21	8,500.00	
11/24/21	12,000.00	
12/8/21	4,721.00	
1/24/22	5,000.00	
2/9/22	2,000.00	
7/21/22	25,000.00	
3/8/22	16,000.00	
	73,221.00	73,221.00
10/29/21	6,539.60	
11/8/21	2,849.70	
3/11/22	3,439.91	
4/19/22	9,990.00	
9/22/22	6,999.60	
9/26/22	22,019.40	
	51,838.21	51,838.21
9/25/22	2,094.00	
	2,094.00	2,094.00
1/25/22	5,250.00	
1/25/22	4,750.00	
8/12/22	3,600.00	
5/24/22	15,937.50	
8/12/22	6,250.00	
9/9/22	8,062.50	
	43,850.00	43,850.00
11/12/21	14,104.76	
12/7/21	1,500.31	

1/6/22	647.57	
2/8/22	22,247.03	
2/8/22	7,576.39	
3/1/22	1,230.69	
	47,306.75	47,306.75
10/8/22	5,804.17	
1/1/22	1,200.00	
4/13/22	700.00	
2/22/22	400.00	
1/31/22	1,300.00	
6/28/22	14,300.00	
	23,704.17	23,704.17
2/28/22	7,387.35	
	7,387.35	7,387.35
		\$1,132,332.69

Purpose
Advertising
Software Licenses
Promotional Items
Promotional Items
Software Licenses
Locksmith services

Fund	Supplier Name	PO Number
1060129	ABC TECHNICAL SOLUTIONS I	PO675378
		PO678033
	AVID SYSTEMS LLC	PO675377
		PO675379
		PO675970
		PO678032
		PO678992
	BLACK ROBIN MEDIA LLC	PO681144
		PO681551
	CAPITAL COMMUNITY NEWS INC	PO675820
	DATA NET SYSTEMS CORP	PO675380
	MDM OFFICE SYSTEMS INC	PO681784
	MIDTOWN PERSONNEL, INC.	PO675375
	MONUMENTAL COMMUNICATION	PO678034
		PO681145
		PO681146
		PO681878
	MVS INC	PO681162
	NEAL R GROSS AND CO INC	PO678026
	SOFTEK SERVICES INC.	PO675822
SPROUT SOCIAL, INC	PO678035	
STAR SERVICES LLC	PO676519	

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Tran ID	Date	Post Date
5543286230 6208071388 263	11/2/2022	11/3/2022
5543286233 3205725652 141	11/29/2022	11/30/2022
7271082233 4900014100 015	11/30/2022	12/1/2022
7271082233 4900014100 023	11/30/2022	12/1/2022

Public Service Commission (DH0)

FY 2023 Purchase Orders

3/17/2023

PO Title	Account	Program
ABC Technical - Hardware Support	100071	30107
ABC Technical - Ivanti Patch Management	100071	30107
Avid Systems - OIT Computer Specialist - Magarino	100113	10001
Avid Systems - OEA Public Affairs Specialist - Rudd	100113	10001
Avid Systems - OEA Public Affairs Specialist - An	100113	10001
Avid Systems - Paralegal	100092	10001
Avid Systems - Executive Director Ahern	100113	10001
Black Robin - Photography Services	100113	10001
Black Robin - Clean Energy Summit AV Services	100113	10001
Capital Community News, Inc.	100113	10001
DataNet website maintenance	100071	30107
MDM Office Systems - FY23 Copier Lease	100113	10001
Midtown Group - Procurement Technician	100113	10001
Monumental Communications - Centennial Book	100113	10001
Monumental Communications - Centennial Book	100113	10001
Monumental Communications - Outreach Design Services	100113	10001
Clean Energy Summit Production/Printing of Materials	100113	10001
Option 1 - FY23 - OCTO - Box Enterprise License - Local/InterAgency	100071	30107
Neal Gross - Court Reporting	100113	10001
Softek Maintenance	100113	10001
Sprout Social Media Management	100113	10001
Star Services - Weatherization Kits	100113	10001

DC Public Service Commission

Purchase Card Report Transaction Detail F

Merchant	City, State	Itemized Charges
DHM	WDC	\$1,985.50
North Capitol Partners	WDC	\$854.08
ABC Supply	WDC	\$2,855.64
ABC Supply	WDC	\$1,679.04

Total \$7,374.26



**PUBLIC SERVICE
COMMISSION**
District of Columbia

Cost Center	PO Amount	Expenditures	PO Balance
7132001	9,990.00	457.28	9,532.72
7171009	18,861.70	18,861.70	-
7131009	44,352.00	22,704.00	21,648.00
7131009	70,560.00	19,040.00	51,520.00
7131009	102,816.00	23,544.00	79,272.00
7132001	95,200.00	23,600.00	71,600.00
7131009	70,875.00	-	70,875.00
7131009	5,750.00	-	5,750.00
7131009	46,800.00	-	46,800.00
7131015	18,751.45	5,070.00	13,681.45
7132001	44,546.00	-	44,546.00
7172002	25,348.00	-	25,348.00
7131009	88,684.80	1,430.40	87,254.40
7131009	50,000.00	-	50,000.00
7131009	50,000.00	-	50,000.00
7131009	10,000.00	-	10,000.00
7131009	12,300.00	-	12,300.00
7132002	4,012.98	-	4,012.98
7131009	10,000.00	-	10,000.00
7131009	15,600.00	-	15,600.00
7131015	16,174.80	16,174.80	-
7131011	17,406.25	17,406.25	-

Total \$ 828,028.98



Report

Monthly Credit Limit	Credit Amount	Tran Type	Office/ Name	Fund Column	Donation Fund	Object Codes
\$18,014.50	\$0.00	Purchase	ODED/P. Martinez	631	\$0.00	411
\$16,012.42	\$0.00	Purchase	ODED/P. Martinez	631	\$0.00	408
\$17,144.36	\$0.00	Purchase	OIT/B. Cho	631	\$0.00	702
\$15,465.32	\$0.00	Purchase	OIT/B. Cho	631	\$0.00	702

Purchaser	Purpose
Wendy Newkirk	Supplies
Wendy Newkirk	Moving Services
Wendy Newkirk	Equipment Purchase
Wendy Newkirk	Equipment Purchase

PSC Contracts Awarded to N

PSC-17-08	MDM Office Systems
PSC-20-09A	Monumental Communications
PSC-20-09B	Black Robin Media
PSC-21-07	Tiber Hudson
PSC-21-09	Aridai
PSC-21-10	GKA, Inc
PSC-21-12	MVS
PSC-21-15	The Clearing , Inc
PSC-21-19	North Capital Partners
PSC-22-10	Energy Shrink
PSC-22-11	National Service Contractors
PSC-22-13B	Bates White
PSC-17-08	MDM Office Systems
PSC-20-09A	Monumental Communications
PSC-20-09B	Black Robin Media
PSC-21-07	Tiber Hudson
PSC-21-10	GKA, Inc
PSC-21-12	MVS
PSC-22-13B	Bates White
PSC-22-17	MDM Office Systems
PSC-23-03	Star Services
PSC-17-08	MDM Office Systems
PSC-20-09A	Monumental Communications
PSC-20-09B	Black Robin Media
PSC-21-07	Tiber Hudson
PSC-21-10	GKA, Inc
PSC-23-11	The Clearing , Inc

Minority & Women Owned SBE's
FY21
Copy Machine Lease
Homepage Production Video
Marketing and communication services
Independent Evaluator
Event Planner
DCUSTF Audit
8th Floor Upgrades
Leadership Training
FY22
Moving Services 8th & 10th Floor
Consultant on the PSC's Climate Business Plan case
Painting Services
Technical Consulting Services-FC1169
Copier Lease & Mantainance
Homepage Production Video
Marketing and communication services
Independent Evaluator
DCUSTF Audit
8th Floor Upgrades
FY23
Technical Consulting Services-FC1169
Copier Lease & Mantainance
Weatherization Kits
Copy Machine Lease
Homepage Production Video
Marketing and communication services
Independent Evaluator
DCUSTF Audit
Leadership Vision Training

61. Please identify all electronic databases maintained by the Commission, including the following:

- a. A detailed description of the information tracked within each system;

Electronic Docketing System (e-Docket) Microsoft SQL Server database contains all public pleadings filed with the Commission since 2002. Confidential filings are available for Commission Staff only. It also contains all public orders issued by the Commission since 1913. Older rate case pleadings have also been added to eDocket. It is located on the Commission's website. The Confidential pleadings are only accessible by Commission Staff via secure login.

e-Travel and Training Database (Microsoft SQL Server) This database allows training and travel requests to be approved by appropriate managers and final approval by the Chairman. It also tracks the progress of the training and travel requests through the approval process. This database is accessible by Commission Staff to make training and travel requests. Users are provided with unique login credentials.

e-Invoice Database (Microsoft SQL Server) This database allows invoices to be approved by appropriate contract administrators and final approval of contractor invoices by the Chairman. It includes all information pertaining to the processing of invoices, dates, amounts, etc., and it tracks the progress of the invoices through the approval process. This database is accessible by Commission Staff involved in the approval process of invoices. Specifically, Contract Administrators, Agency Fiscal Officer, and the Office of the Deputy Executive Director for Administrative Matters.

e-Procurement Database (Microsoft SQL Server) This database allows for procurement requests to be approved by managers and the Chairman. It tracks the progress and approvals of procurements utilizing a workflow to route the request for approvals. It also contains all vendors used and contact information. This database is accessible by Commission Staff involved in procuring goods and services and the approval of these goods and services. Specifically, Contract Administrators, Agency Fiscal Officer, and the Office of the Executive Director of Administrative Matters Staff

Renewable Portfolio Standard Application Tracking Database - (OTRA) (Microsoft SQL Server) This database tracks application status of the Renewable Portfolio Standard Applications (RPS) filed with the Commission. This database is accessible to select Commission Staff handling RPS Applications as well as parties filing RPS applications.

Automated Workflow System - (OCE) (Cloud-based Microsoft SQL Server) This database tracks the inspections and results of natural gas field inspections. This database is accessible to the Office of Compliance and Enforcement (OCE) Staff.

Consumer Complaints Management System (OCS) (Microsoft SQL Server) This database contains the details pertaining to all consumer complaints and inquiries. This database is accessible by the Chairman, Commissioners, Executive Director, and OCS Staff.

Competitive Local Exchange Carrier (CLEC) Database - Office of Technical and Regulatory Analysis (OTRA) (Microsoft Access) The database contains the name, contact information and status of all of the Competitive Local Exchange Carriers ("CLECs") that have been certificated by the Commission. In addition, the database contains the annual survey information from all certificated CLECs. The annual information includes such items as annual jurisdictional revenues, total number of lines, total number of customers, whether the lines or customers are residential or commercial, and the method by which the CLEC is providing service (i.e. through its own facilities or through Verizon's facilities, or a combination of both).

Pay Telephone Compliance Inspections Database - (OCE) (Microsoft Access) This database contains details of each pay telephone (incl. removed) located in the District of Columbia.

Natural Gas Pipeline Safety Database - (OTRA) (Microsoft Access) This database contains information pertaining to the inspection of natural gas construction projects in the District.

Master Meter Building Inspections Database - (OCE) (Microsoft Access) This database contains the records of findings pertaining to the removal of master meters from apartment buildings.

Verizon Authorized Payment Locations Database (VAPL) - (OCE) (Microsoft Access) This database tracks all authorized payment locations for Verizon.

61. Please identify all electronic databases maintained by the Commission, including the following:

- b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and

Electronic Docketing System (e-Docket) Approximately 19 years old. This system continues to be updated with improved functionality and automation in mind for both staff and external users.

e-Travel and Training Database Approximately 8 years old. The system was upgraded in FY20 to include functionality enhancements and improved user efficiency. Additional features and functionality will be added this year as well. A redesign with substantial upgrades is planned to start in FY2023.

e-Invoice Database Approximately 9 years old. The system was upgraded in FY20 to include functionality enhancements and improved user efficiency. Additional features and functionality will be added this year as well. A redesign with substantial upgrades is planned to start in FY2023.

e-Procurement Database Approximately 10 years old. The system was upgraded in FY20 to include functionality enhancements and improved user efficiency. A redesign with substantial upgrades is planned to start in FY2023.

Renewable Portfolio Standard Application Tracking Database - (OTRA) Approximately 4 years old. This database is fully automated and housed on our website. We are in the process of an enhancement project to further automate the system and provide more usability and security upgrades.

Automated Workflow System - (OCE) Approximately 7 years old. This database is adequate for all of the Commission's needs at this time. No future upgrade is planned.

Consumer Complaints Management System (OCS) Approximately 10 years old. This system will be decommissioned with a new system replacing it with a planned start of FY2023

Competitive Local Exchange Carrier (CLEC) Database - Office of Technical and Regulatory Analysis (OTRA) Approximately 20 years old. The Access database is adequate for all of the Commission's needs at this time. No future upgrade is planned.

Pay Telephone Compliance Inspections Database - (OCE) Approximately 20 years old. The system was upgraded FY17 to include functionality enhancements and improved user efficiency. No future upgrade is planned.

Natural Gas Pipeline Safety Database - (OTRA) Approximately 19 years old. No substantial upgrades are planned for this database. The Access database is adequate for all of the Commission's needs at this time.

Master Meter Building Inspections Database - (OCE) Approximately 17 years old. No substantial upgrades are planned for this database. The Access database is adequate for all of the Commission's needs at this time.

Verizon Authorized Payment Locations Database (VAPL) - (OCE)
Approximately 26 years old. No substantial upgrades are planned for this database. The Access database is adequate for all of the Commission's needs at this time.

61. Please identify all electronic databases maintained by the Commission, including the following:

c. Whether the public can access all or part of each system.

Electronic Docketing System (e-Docket) The public can access the public database through the Commission's website and mobile app. There is a separate portal for Commission staff only for confidential files.

e-Travel and Training Database The public does not have access to the database.

e-Invoice Database The public does not have access to the database.

e-Procurement Database The public does not have access to the database.

Renewable Portfolio Standard Application Tracking Database - (OTRA) The public does not have access to this database. There is a separate portal for the public to submit and monitor their RPS application.

Automated Workflow System - (OCE) The public does not have access to this database.

Consumer Complaints Management System (OCS) The public does not have access to this database. The public should not have access because it contains proprietary customer information such as account numbers and/or Customer Proprietary Network Information.

Competitive Local Exchange Carrier (CLEC) Database - Office of Technical and Regulatory Analysis (OTRA) The public does not have access to the database. The information contained in this database is confidential.

Pay Telephone Compliance Inspections Database - (OCE) The public does not have access to the database.

Natural Gas Pipeline Safety Database - (OTRA) The public does not have access to this database.

Master Meter Building Inspections Database - (OCE) The public does not have access to this database.

Verizon Authorized Payment Locations Database (VAPL) - (OCE) The public does not have access to this database.

62. Please provide a detailed description of any new technology acquired in Fiscal Year 2022 and Fiscal Year 2023, to date, including the cost, where it is used, and what it does. Please explain whether there have there been any issues with implementation.

Office Name: Office of Information Technology (FY2022 and FY2023 to date)			
Amount	What it does	Where it is used	Have there been any issues with the implementation
Greater than \$5,000			
\$22,019.40	We have upgraded our virtual server infrastructure to a modern environment. The new environment will heighten security and functionality.	Agency	No issues
\$30,000	Dell laptops are used by Commission staff to do their daily work.	Agency	No issues
\$52,350	The staff uses Dell monitors to project the laptop display.		
\$13,965.10	AV upgrades to the conference room and lobby area on the 8 th floor	Agency	No issues
\$9,561.15	Replacement of hearing room TVs to display video coming from the AV cameras.	Agency	No issues