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# Office of the City Administrator

[www.oca.dc.gov](http://www.oca.dc.gov)

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$3,098,304	\$3,689,056	\$5,023,418	36.2
FTEs	34.7	26.0	27.0	3.8

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The mission of the Office of the City Administrator (OCA) is to facilitate the effective and efficient implementation of the Mayor's policies by providing leadership, support, and oversight of District government agencies.

## Summary of Services

OCA provides oversight and support to the Deputy Mayors and increases government effectiveness with cross-agency and targeted improvement initiatives, including the integration of strategic policy priorities, budgetary constraints, and operational directives.

The City Administrator manages the city's Performance Management activity and organizes multi-agency accountability sessions with the Mayor (via a program called DCStat).

OCA also includes the Office of Labor Relations and Collective Bargaining (OLRCB), which represents the District of Columbia as the principal management advocate during labor negotiations and in administering the District's Labor Relations activities.

The agency's FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table AE0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table AE0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	4,012	2,847	3,401	3,383	-19	-0.5
Special Purpose Revenue Funds	0	0	0	1,305	1,305	N/A
<b>Total for General Fund</b>	<b>4,012</b>	<b>2,847</b>	<b>3,401</b>	<b>4,688</b>	<b>1,286</b>	<b>37.8</b>
<b>Private Funds</b>						
Private Donations	63	0	0	0	0	N/A
<b>Total for Private Funds</b>	<b>63</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Intra-District Funds</b>						
Intra-District Funds	30	251	288	336	48	16.7
<b>Total for Intra-District Funds</b>	<b>30</b>	<b>251</b>	<b>288</b>	<b>336</b>	<b>48</b>	<b>16.7</b>
<b>Gross Funds</b>	<b>4,105</b>	<b>3,098</b>	<b>3,689</b>	<b>5,023</b>	<b>1,334</b>	<b>36.2</b>

\*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to Schedule 80 Agency Summary by Revenue Source in the FY 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table AE0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table AE0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	34.1	34.7	22.4	24.0	1.6	7.4
<b>Total for General Fund</b>	<b>34.1</b>	<b>34.7</b>	<b>22.4</b>	<b>24.0</b>	<b>1.6</b>	<b>7.4</b>
<b>Intra-District Funds</b>						
Intra-District Funds	0.0	0.0	3.6	3.0	-0.6	-17.8
<b>Total for Intra-District Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>3.6</b>	<b>3.0</b>	<b>-0.6</b>	<b>-17.8</b>
<b>Total Proposed FTEs</b>	<b>34.1</b>	<b>34.7</b>	<b>26.0</b>	<b>27.0</b>	<b>1.0</b>	<b>3.8</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table AE0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table AE0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	2,830	2,399	2,604	2,777	174	6.7
12 - Regular Pay - Other	160	109	110	67	-43	-39.0
13 - Additional Gross Pay	207	10	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	530	412	635	694	59	9.3
15 - Overtime Pay	0	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>3,727</b>	<b>2,930</b>	<b>3,349</b>	<b>3,538</b>	<b>190</b>	<b>5.7</b>
20 - Supplies and Materials	26	22	23	23	0	0.0
30 - Energy, Comm. and Building Rentals	6	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	5	9	0	0	0	N/A
40 - Other Services and Charges	208	116	162	140	-22	-13.5
41 - Contractual Services - Other	134	20	150	11	-139	-92.3
50 - Subsidies and Transfers	0	0	0	1,305	1,305	N/A
70 - Equipment and Equipment Rental	0	0	5	5	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>378</b>	<b>168</b>	<b>341</b>	<b>1,485</b>	<b>1,144</b>	<b>336.1</b>
<b>Gross Funds</b>	<b>4,105</b>	<b>3,098</b>	<b>3,689</b>	<b>5,023</b>	<b>1,334</b>	<b>36.2</b>

\*Percent change is based on whole dollars.

## **Division Description**

The Office of the City Administrator operates through the following 3 divisions:

**City Administrator** – provides support to the City Administrator and District agencies in the areas of budget, management, and policy; organizes accountability sessions with the Mayor and City Administrator; and manages the city's Performance Management activity.

This division contains the following 2 activities:

- **Resource and Program Management** – provides support to the City Administrator and District agencies in the areas of budget, management, and policy implementation; and
- **DCStat** – organizes accountability sessions with the Mayor and City Administrator and manages the city's Performance Management activity.

**Labor Relations and Collective Bargaining** – represents the District of Columbia as the principal management advocate during labor negotiations and in administering the District's Labor Relations activity.

**Agency Management** – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

## **Division Structure Change**

The Office of the City Administrator has no division structure changes in the FY 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Division and Activity

Table AE0-4 contains the proposed FY 2014 budget by division and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table AE0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1090) Performance Management	342	364	367	3	0.0	1.0	1.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>342</b>	<b>364</b>	<b>367</b>	<b>3</b>	<b>0.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>
<b>(2000) City Administrator</b>								
(2005) Resource and Program Management Division	1,186	1,484	2,784	1,300	18.8	9.0	10.0	1.0
(2010) CapStat Division	101	183	220	37	2.0	2.0	2.0	0.0
<b>Subtotal (2000) City Administrator</b>	<b>1,287</b>	<b>1,667</b>	<b>3,004</b>	<b>1,337</b>	<b>20.8</b>	<b>11.0</b>	<b>12.0</b>	<b>1.0</b>
<b>(3000) Labor Relations and Collective Bargaining</b>								
(3005) Labor Relations/Collective Bargaining	1,470	1,658	1,652	-6	13.9	14.0	14.0	0.0
<b>Subtotal (3000) Labor Relations and Collective Bargaining</b>	<b>1,470</b>	<b>1,658</b>	<b>1,652</b>	<b>-6</b>	<b>13.9</b>	<b>14.0</b>	<b>14.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>3,098</b>	<b>3,689</b>	<b>5,023</b>	<b>1,334</b>	<b>34.7</b>	<b>26.0</b>	<b>27.0</b>	<b>1.0</b>

(Change is calculated by whole numbers and numbers may not add up due to rounding)

**Note:** For more detailed information regarding the proposed funding for the activities within this agency's divisions, please see Schedule 30-PBB Program Summary by Activity in the FY 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Budget Changes

The Office of the City Administrator's (OCA) proposed FY 2014 gross budget is \$5,023,418, which represents a 36.2 percent increase over its FY 2013 approved gross budget of \$3,689,056. The budget is comprised of \$3,382,612 in Local funds, \$1,305,000 in Special Purpose Revenue funds, and \$335,806 in Intra-District funds.

### Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2013 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The initial adjustments in the budget proposal represent changes that should be compared to the FY 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

OCA's FY 2014 CSFL budget is \$3,382,612, which represents an \$18,637, or 0.5 percent, decrease from the FY 2013 approved Local funds budget of \$3,401,249.

## Major CSFL Cost Drivers

The FY 2014 CSFL calculated for OCA included removal of \$50,000 in one-time funding, which was used to support a study of food services in District schools in FY 2013.

The FY 2014 CSFL calculated for OCA included an adjustment entry that is not described in detail on table 5. The adjustment was made for an increase of \$24,390 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$6,972 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments."

## Agency Budget Submission

**Increase:** The OCA Local funds budget reflects salary and Fringe Benefit adjustments that total \$78,256 across all programs. Salary and Fringe Benefit costs within Intra-District funds increased by \$48,215 in the Labor Relations and Collective Bargaining Division.

**Decrease:** The OCA Local funds budget for Contractual Services costs decreased by \$56,471 due to a reduction in planned spending on certain projects and other efficiencies. Office support and professional services costs decreased by \$22,000, reflecting savings due to certain program changes.

**Shift:** A total of \$42,828 and 1.0 FTE moved from Intra-District Funds in the Labor Relations and Collective Bargaining Division to Local funds in the City Administrator Division to support program management functions. In addition, the agency shifted \$42,613 and 0.4 FTE from Local funds to Intra-District funds in the Labor Relations and Collective Bargaining Division due to increased collections from labor negotiation services.

## Mayor's Proposed Budget

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in Local funds, which will be applied centrally from the Workforce Investments account. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

## District's Proposed Budget

**Increase:** The OCA Local budget reflects an increase of \$82,035 and 1.0 FTE to support an Attorney Advisor position in the Office of Labor Relations and Collective Bargaining division to assist in the negotiation and review of union contracts within District agencies.

In Special Purpose Revenue funds, the OCA's budget reflects an increase of \$1,305,000 in the City Administrator's Division. This is due to the implementation of new local legislation that supports the creation of the Bloomingdale Flood Assistance program. This fund, which was created as part of the Fiscal Year 2013 Supplemental budget, establishes a flood assistance program to provide financial assistance for District property owners and renters who suffered damage to personal and residential property as a result of sewer-line backups. This program is supported by a special assessment imposed by DC Water.

**Decrease:** The City Administrator division budget reflects a reduction of \$82,035 due to contractual savings from operational efficiencies.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table AE0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table AE0-5**

(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>3,401</b>	<b>22.4</b>
Removal of One-Time Funding	Multiple Programs	-50	0.0
Other CSFL Adjustments	Multiple Programs	31	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>3,383</b>	<b>22.4</b>
Increase: Salary, step, and Fringe Benefits adjustments	Multiple Programs	78	0.0
Decrease: Office support and professional services	Multiple Programs	-22	0.0
Decrease: Reduction in miscellaneous contracts	Multiple Programs	-56	0.0
Shift: From Labor Relations Division for program management	City Administrator	43	1.0
Shift: Partial position funding to Intra-District funds	Labor Relations and Collective Bargaining	-43	-0.4
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>3,383</b>	<b>23.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>3,383</b>	<b>23.0</b>
Increase: Supports attorney-advisor position	Labor Relations and Collective Bargaining	82	1.0
Decrease: Reduction in Contractual Services costs due to program efficiencies	City Administrator	-82	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>3,383</b>	<b>24.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>0</b>	<b>0.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>0</b>	<b>0.0</b>
Increase: Supports Bloomingdale flood assistance program	City Administrator	1,305	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>1,305</b>	<b>0.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>288</b>	<b>3.6</b>
Increase: Salary, step, and Fringe Benefits adjustments	Labor Relations and Collective Bargaining	48	0.0
Shift: Partial position funding from Local funds	Labor Relations and Collective Bargaining	43	0.4
Shift: Position to City Administrator Division	Labor Relations and Collective Bargaining	-43	-1.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission</b>		<b>336</b>	<b>3.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>336</b>	<b>3.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 District's Proposed Budget</b>		<b>336</b>	<b>3.0</b>
<b>Gross for AE0 - Office of the City Administrator</b>		<b>5,023</b>	<b>27.0</b>

(Change is calculated by whole numbers and numbers may not add up due to rounding)

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2014:

### City Administrator (OCA)

Objective 1: Ensure the delivery of high-quality District services.

Objective 2: Implement strategies to improve oversight and performance monitoring of federal grants.

## KEY PERFORMANCE INDICATORS

### City Administrator (OCA)

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of long-term indicators achieved in the One City Action Plan <sup>1</sup>	Not Available	16%	11%	26%	63%	63%
Percentage of Action items achieved in the One City Action Plan	Not Available	Not Available	Not Available	25%	50%	100%
Percentage of District agencies completing a Fiscal Year Performance Plan	Not Available	75% Baseline	96% Baseline	95%	95%	95%
Percentage of agencies required to submit Performance Plans participating in Performance Management Training	Not Available	75% Baseline	85% Baseline	95%	95%	95%
Percentage of Fiscal Year agency initiatives either fully or partially achieved	73.6%	95%	87%	95%	95%	95%
Percentage of Fiscal Year agency Key Performance Indicators either fully or partially achieved	60%	95%	85%	70%	75%	80%
Total number of DC STAT sessions held	Not Available	Not Available	10	15	15	15

### Labor Relations and Collective Bargaining (LRCB)

Objective 1: Work collaboratively and in good faith with employee labor representatives.

## KEY PERFORMANCE INDICATORS

### Labor Relations and Collective Bargaining (OLRCB)

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of Quarterly Briefings with labor leaders hosted by the City Administrator	Not Available	Not Available	4	4	4	4

### Performance Plan End Notes:

<sup>1</sup>The One City Action Plan has 19 Key Indicators (measurements/targets); the quantity and completion dates are; three in FY 2012; two in FY 2013; seven in FY 2014; one in FY 2015; two in FY 2017; three in FY 2020; and one in FY 2021.