
Office of the City Administrator

www.oca.dc.gov
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Table AE0-1

Description	FY 2015	FY 2016	FY 2017	% Change
	Actual	Approved	Proposed	from FY 2016
OPERATING BUDGET	\$5,027,041	\$6,419,861	\$7,656,890	19.3
FTEs	40.8	53.0	52.0	-1.9

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

Summary of Services

The Office of the City Administrator supports the day-to-day operations of the District government by:

- Managing the Performance Management program (including CapStat) to track progress toward goals, reduce costs, improve government services, and increase government accountability;
- Improving government services and responsiveness by creating efficiencies and advancing innovative solutions to public challenges;
- Increasing public-private partnerships to expedite vital capital projects;
- Providing direct leadership and support to the Government Operations Cluster, which reports directly to the OCA, in addition to the operations of each Deputy Mayor's office;
- Developing fiscally responsible performance-based budgets and continuously monitoring agency spending to ensure government services are delivered on time and on budget; and
- Fostering fair and open negotiations with the District government's labor union workforce.

The agency's FY 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table AE0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table AE0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	3,980	6,129	7,319	1,190	19.4	29.1	50.0	49.5	-0.5	-1.0
SPECIAL PURPOSE										
REVENUE FUNDS	330	291	338	47	16.0	3.5	3.0	2.5	-0.5	-16.7
TOTAL FOR GENERAL FUND	4,310	6,420	7,657	1,237	19.3	32.6	53.0	52.0	-1.0	-1.9
INTRA-DISTRICT FUNDS										
INTRA-DISTRICT FUNDS	717	0	0	0	N/A	8.2	0.0	0.0	0.0	N/A
TOTAL FOR INTRA-DISTRICT FUNDS	717	0	0	0	N/A	8.2	0.0	0.0	0.0	N/A
GROSS FUNDS	5,027	6,420	7,657	1,237	19.3	40.8	53.0	52.0	-1.0	-1.9

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table AE0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table AE0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	2,673	2,828	5,225	4,848	-376	-7.2
12 - REGULAR PAY - OTHER	110	332	76	541	465	610.1
13 - ADDITIONAL GROSS PAY	44	283	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	475	561	843	1,014	172	20.4
15 - OVERTIME PAY	0	0	0	0	0	N/A
SUBTOTAL PERSONAL SERVICES (PS)	3,303	4,004	6,144	6,404	260	4.2
20 - SUPPLIES AND MATERIALS	23	47	28	28	0	0.0
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	1	2	0	0	0	N/A
40 - OTHER SERVICES AND CHARGES	143	283	114	1,114	1,001	881.0
41 - CONTRACTUAL SERVICES - OTHER	398	663	130	105	-24	-18.7
70 - EQUIPMENT AND EQUIPMENT RENTAL	2	28	5	5	0	0.0
SUBTOTAL NONPERSONAL SERVICES (NPS)	567	1,023	276	1,253	977	353.6
GROSS FUNDS	3,869	5,027	6,420	7,657	1,237	19.3

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table AE0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table AE0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) AGENCY MANAGEMENT								
(1090) PERFORMANCE MANAGEMENT	444	1,711	1,220	-491	1.1	13.0	9.0	-4.0
SUBTOTAL (1000) AGENCY MANAGEMENT	444	1,711	1,220	-491	1.1	13.0	9.0	-4.0
(2000) CITY ADMINISTRATOR								
(2001) OFFICE OF PERFORMANCE MANAGEMENT	0	237	825	588	0.0	4.0	7.0	3.0
(2002) OFFICE OF AGENCY OPERATIONS	0	700	649	-51	0.0	5.0	5.0	0.0
(2003) OFFICE OF INNOVATION	0	226	0	-226	0.0	3.0	0.0	-3.0
(2004) OFFICE OF PUBLIC PRIVATE PARTNERSHIPS	0	102	1,321	1,219	0.0	2.0	2.0	0.0
(2005) RESOURCE AND PROGRAM MANAGEMENT DIVISION	2,052	0	0	0	13.0	0.0	0.0	0.0
(2007) OFFICE OF BUDGET AND FINANCE	0	1,350	1,298	-51	0.0	9.0	9.0	0.0
(2009) PUBLIC WORKS AND GOVERNMENT OPERATIONS	0	0	313	313	0.0	0.0	3.0	3.0
(2010) CAPSTAT DIVISION	88	0	0	0	0.0	0.0	0.0	0.0
(2017) TRANSITION FUNDING-MAYOR ELECT	103	0	0	0	0.0	0.0	0.0	0.0
(2018) TRANSITION FUNDING - ATTORNEY GENERAL ELECT	72	0	0	0	0.0	0.0	0.0	0.0
(2020) LABOR RELATIONS/COLLECTIVE BARGAINING	380	0	0	0	0.0	0.0	0.0	0.0
SUBTOTAL (2000) CITY ADMINISTRATOR	2,695	2,615	4,407	1,791	13.0	23.0	26.0	3.0
(3000) LABOR RELATIONS AND COLLECT. BARGAINING								
(3005) LABOR RELATIONS/COLLECTIVE BARGAINING	1,888	2,094	2,030	-63	26.8	17.0	17.0	0.0
SUBTOTAL (3000) LABOR RELATIONS AND COLLECT. BARGAINING	1,888	2,094	2,030	-63	26.8	17.0	17.0	0.0
TOTAL PROPOSED OPERATING BUDGET	5,027	6,420	7,657	1,237	40.8	53.0	52.0	-1.0

(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 programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

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 District’s Performance Management activity.

This division contains the following 5 activities:

- **Performance Management** – provides support to the City Administrator and District agencies to manage the city’s Performance Management program;
- **Agency Operations** – provides support to the City Administrator and District agencies in the areas of management and policy;
- **Office of Public-Private Partnerships** – provides support to the City Administrator and District agencies to facilitate the procurement and administration of public-private partnerships in the District of Columbia (established by D.C. Law 20-228);
- **Office of Budget and Finance** – advises the Mayor on financial and budgetary operations of the District government, assists the Mayor in the formulation of the annual operating and capital budgets for the District government, and monitors agency budget performance during the fiscal year; and
- **Public Works and Government Operations** – provides direct leadership and support to Public Works and Government Operations Cluster agencies, which report directly to the Office of the City Administrator.

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 proposed division structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at www.cfo.dc.gov on the Annual Operating Budget and Capital Plan page.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table AE0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table AE0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		6,129	50.0
Other CSFL Adjustments	Multiple Programs	206	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		6,335	50.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	11	-0.5
Decrease: To adjust the Contractual Services budget	City Administrator	-27	0.0

Table AE0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2017 Agency Budget Submission		6,319	49.5
Enhance: To support the Office of Public-Private Partnerships	City Administrator	1,000	0.0
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		7,319	49.5
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Approved Budget and FTE		291	3.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	47	-0.5
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Agency Budget Submission		338	2.5
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Mayor's Proposed Budget		338	2.5
GROSS FOR AE0 - OFFICE OF THE CITY ADMINISTRATOR		7,657	52.0

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

FY 2017 Proposed Budget Changes

The Office of the City Administrator's (OCA) proposed FY 2017 gross budget is \$7,656,890, which represents a 19.3 percent increase over its FY 2016 approved gross budget of \$6,419,861. The budget is comprised of \$7,319,326 in Local funds and \$337,564 in Special Purpose Revenue 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 2016 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 FY 2017 CSFL adjustments to the FY 2016 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 2017 CSFL budget is \$6,335,115, which represents a \$206,242, or 3.4 percent, increase over the FY 2016 approved Local funds budget of \$6,128,873.

CSFL Assumptions

The FY 2017 CSFL calculated for OCA included adjustment entries that are not described in detail on table 5. These adjustments were made for increases of \$175,059 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements, and an increase of \$2,290 in nonpersonal services based on the Consumer Price Index factor of 2.3 percent.

CSFL funding for OCA also includes an increase of \$886 for the Fixed Costs Inflation Factor to account for an adjustment to the fixed costs estimate for Fleet services. CSFL funding for OCA also includes an increase of \$28,007 for Personal Services Adjustments to account for the projected impact of new positions requested in the FY 2016 budget, approved union contracts, and corresponding salary and other adjustments.

Agency Budget Submission

Increase: In Local Funds, the proposed budget increased by \$10,766 across multiple divisions to support salary and Fringe Benefit adjustments, partially offset by savings related to the reduction of a 0.5 Full-Time Equivalent (FTE). The proposed budget also reflects adjustments made primarily within the City Administrator division, to reflect the reallocation of certain positions from full-time to part-time status and to create the Public Works and Government Operations activity.

In Special Purpose Revenue funds, the proposed budget increased by a net \$46,576 due to an increase in projected revenue from agreements with the Not-for-Profit Hospital Corporation (NFPHC) and the University of the District of Columbia (UDC). The agreements cover costs for OCA as it represents NFPHC and UDC in collective bargaining negotiations. The increase is partially offset by savings related to the reduction of a 0.5 FTE.

Decrease: In Local funds, the proposed budget reflects a decrease of \$26,555 in the City Administrator division primarily to reflect cost savings in contracts.

Mayor's Proposed Budget

Enhance: The proposed Local funds budget increased by \$1,000,000 in the Office of Public-Private Partnerships within the City Administrator Division. The budget supports program management and technical consultants to help create comprehensive policies for the engagement of public and private stakeholders.