
Office of the Senior Advisor

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Table AI0-1

Description	FY 2016	FY 2017	FY 2018	% Change
	Actual	Approved	Proposed	from FY 2017
OPERATING BUDGET	\$1,876,529	\$2,199,908	\$3,149,003	43.1
FTEs	15.4	17.0	18.0	5.9

Note: The Office of the Senior Advisor was established as a District of Columbia agency in FY 2016.

The mission of the Office of the Senior Advisor is to advise the Mayor on local, regional, and federal affairs by providing policy analysis and legislative support.

Summary of Services

The Office of the Senior Advisor consists of two offices. The Office of Policy and Legislative Affairs provides policy analysis and develops policy for the Mayor. The Office of Federal and Regional Affairs advises the Mayor on key issues with our regional partners and on Capitol Hill.

The agency's FY 2018 proposed budget is presented in the following tables:

FY 2018 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table AI0-2 contains the proposed FY 2018 budget by revenue type compared to the FY 2017 approved budget. It also provides FY 2016 actual data.

Table AI0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017	Percentage Change*	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017	Percentage Change
GENERAL FUND										
LOCAL FUNDS	1,877	2,200	3,149	949	43.1	15.4	17.0	18.0	1.0	5.9
TOTAL FOR GENERAL FUND	1,877	2,200	3,149	949	43.1	15.4	17.0	18.0	1.0	5.9
GROSS FUNDS	1,877	2,200	3,149	949	43.1	15.4	17.0	18.0	1.0	5.9

*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 2018 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2018 Proposed Operating Budget, by Comptroller Source Group

Table AI0-3 contains the proposed FY 2018 budget at the Comptroller Source Group (object class) level compared to the FY 2017 approved budget. It also provides FY 2015 and FY 2016 actual expenditures.

Table AI0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2015	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	0	1,454	1,741	1,725	-17	-1.0
12 - REGULAR PAY - OTHER	0	0	0	82	82	N/A
13 - ADDITIONAL GROSS PAY	0	2	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	0	237	319	304	-15	-4.8
SUBTOTAL PERSONAL SERVICES (PS)	0	1,693	2,060	2,110	50	2.5
20 - SUPPLIES AND MATERIALS	0	19	50	67	17	33.2
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	0	1	0	0	0	N/A
40 - OTHER SERVICES AND CHARGES	0	134	75	95	20	26.7
41 - CONTRACTUAL SERVICES - OTHER	0	0	0	856	856	N/A
70 - EQUIPMENT AND EQUIPMENT RENTAL	0	30	15	21	6	40.0
SUBTOTAL NONPERSONAL SERVICES (NPS)	0	183	140	1,039	899	641.9
GROSS FUNDS	0	1,877	2,200	3,149	949	43.1

*Percent change is based on whole dollars.

FY 2018 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table AI0-4 contains the proposed FY 2018 budget by division/program and activity compared to the FY 2017 approved budget. It also provides FY 2016 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table AI0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017
(1000) AGENCY MANAGEMENT								
(1090) PERFORMANCE MANAGEMENT	1,002	457	1,410	954	1.8	3.0	4.0	1.0
SUBTOTAL (1000) AGENCY MANAGEMENT	1,002	457	1,410	954	1.8	3.0	4.0	1.0
(2000) OFFICE OF POLICY AND LEGISLATIVE AFFAIRS								
(2001) POLICY AND LEGISLATIVE AFFAIRS	790	1,015	972	-44	7.2	8.0	8.0	0.0
SUBTOTAL (2000) OFFICE OF POLICY AND LEGISLATIVE AFFAIRS	790	1,015	972	-44	7.2	8.0	8.0	0.0
(3000) OFFICE OF FEDERAL AND REGIONAL AFFAIRS								
(3001) FEDERAL AND REGIONAL AFFAIRS	84	728	767	39	6.3	6.0	6.0	0.0
SUBTOTAL (3000) OFFICE OF FEDERAL AND REGIONAL AFFAIRS	84	728	767	39	6.3	6.0	6.0	0.0
TOTAL PROPOSED OPERATING BUDGET	1,877	2,200	3,149	949	15.4	17.0	18.0	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 2018 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.

Program Description

The Office of the Senior Advisor operates through the following 3 programs:

Office of Policy and Legislative Affairs – coordinates the policy decision-making process by offering policy analysis and advice to inform the implementation of the Mayor's legislative and policy agenda. Responsibilities include Council relations, policy development, and legislative support.

Office of Federal and Regional Affairs – coordinates with federal and regional partners by offering policy analysis and advice in federal and regional affairs to pursue the Mayor's goals on federal and regional issues. Responsibilities include federal relations, regional relations, and legislative support.

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

Program Structure Change

The Office of the Senior Advisor has no program structure changes in the FY 2018 proposed budget.

FY 2017 Approved Budget to FY 2018 Proposed Budget, by Revenue Type

Table AI0-5 itemizes the changes by revenue type between the FY 2017 approved budget and the FY 2018 proposed budget. For a more comprehensive explanation of changes, please see the FY 2018 Proposed Budget Changes section, which follows the table.

Table AI0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2017 Approved Budget and FTE		2,200	17.0
Other CSFL Adjustments	Multiple Programs	-3	0.0
LOCAL FUNDS: FY 2018 Current Services Funding Level (CSFL) Budget		2,197	17.0
Increase: To align resources with operational spending goals	Multiple Programs	35	0.0
Increase: To support the costs of pre-existing programmatic initiatives	Multiple Programs	6	0.0
Decrease: To align personal services and Fringe Benefits with projected costs	Multiple Programs	-41	0.0
LOCAL FUNDS: FY 2018 Agency Budget Submission		2,197	17.0
Enhance: To support funding for the Statehood Campaign (one-time)	Agency Management	856	0.0
Enhance: To support additional FTE for the Statehood Campaign (one-time)	Agency Management	96	1.0
LOCAL FUNDS: FY 2018 Mayor's Proposed Budget		3,149	18.0
No Change		0	0.0
LOCAL FUNDS: FY 2018 District's Proposed Budget		3,149	18.0
GROSS FOR AI0 - OFFICE OF THE SENIOR ADVISOR		3,149	18.0

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

FY 2018 Proposed Budget Changes

The Office of the Senior Advisor's (OSA) proposed FY 2018 gross budget is \$3,149,003, which represents a 43.1 percent increase over its FY 2017 approved gross budget of \$2,199,908. The budget is comprised entirely of Local 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 2017 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 2018 CSFL adjustments to the FY 2017 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.

OSA's FY 2018 CSFL budget is \$2,197,003, which represents a \$2,905, or less than 1.0 percent, decrease from the FY 2017 approved Local funds budget of \$2,199,908.

CSFL Assumptions

The FY 2018 CSFL calculated for OSA included adjustment entries that are not described in detail on table 5. These adjustments include a decrease of \$4,780 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, and an increase of \$1,875 in nonpersonal services based on the Consumer Price Index factor of 2.5 percent.

Agency Budget Submission

Increase: OSA's budget proposal in Local funds includes an increase of \$34,745 in nonpersonal services for office supplies, travel expenses, and professional services fees. The proposed budget also increased by \$6,000 to support the procurement and maintenance of office equipment.

Decrease: The proposed budget reflects a decrease of \$40,745 to reflect savings associated with realignment of job descriptions for certain positions within the agency. This adjustment offsets the increase in nonpersonal services.

Mayor's Proposed Budget

Enhance: The Office of the Senior Advisor's budget proposal reflects a one-time funding increase of \$952,000 in the Agency Management program to support the Statehood Campaign initiative, which aims to increase awareness and education of District of Columbia local democracy and statehood issues by executing a bi-partisan and sustainable national education and awareness campaign. This adjustment is comprised of \$856,000 in nonpersonal services costs, and \$96,000 in personal services costs to support an additional 1.0 FTE that will function in the capacity of Associate Advocacy Director.

District's Proposed Budget

No Change: The Office of the Senior Advisor's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

Agency Performance Plan*

Office of the Senior Advisor (OSA) has the following strategic objectives for FY 2018:

Strategic Objectives

Strategic Objectives describe what the agency will do, at a high level, to achieve its mission. These are action-based sentences that define what an agency does for its customers, whether the customers are residents or other District agencies, and how that improves the District.

Objectives

1. Serve as the conduit for the evolution of relationship building and policy development between the City Legislature and the Executive.
2. Serve as the District's liaison to Congress, the White House, federal agencies, and neighboring jurisdictions.
3. Engage with District Agencies to provide assistance establishing and maintaining relationships with Federal counterparts and directing federal initiatives.
4. Create and maintain a highly efficient, transparent, and responsive District government.**

ACTIVITIES

Activities include the work that happens on a daily basis to help achieve the Strategic Objectives. Activity names come from the budget line items. This is further divided into "daily services" (ex. sanitation disposal), and long-term "key projects" that are high profile, one-time and span several years, (ex. redevelopment of Walter Reed Army Medical Center). Many agencies will mostly have daily services, whereas some agencies that have more of their budget come from capital funding will have several key projects.

1. Serve as the conduit for the evolution of relationship building and policy development between the City Legislature and the Executive. (3 Activities)

Activity Title	Activity Description	Type of Activity
Legislative Agenda	Engage with members of the legislative branch to pass legislation proposed by the executive.	Daily Service
Special or Emergency Legislation	Work with the Council to pass legislation that arises out of priority and the needs of constituents.	Key Project
Mayoral Appointees	Engage with Council members in every to rally support for Mayoral nominees for vacant cabinet and board an commission positions.	Key Project

2. Serve as the District's liaison to Congress, the White House, federal agencies, and neighboring jurisdictions. (2 Activities)

Activity Title	Activity Description	Type of Activity
Engage with Membership Organizations	Work with organizations such as United States Conference Mayors (USCM), African-American Mayors Associated (AAMA), National Conference of State Legislatures (NCSL) and National Association of Counties (NACO) to advance the Mayor's priorities sharing successes and best practices.	Daily Service
Coordinate with Regional Partners	Engage with neighboring jurisdictions on key issues that affect our constituents regionally.	Key Project

3. Engage with District Agencies to provide assistance establishing and maintaining relationships with Federal counterparts and directing federal initiatives. (2 Activities)

Activity Title	Activity Description	Type of Activity
Engage with Federal Agencies	Engage with members of Congress and Federal Agencies to maintain current funding while identifying and pursuing new funding opportunities.	Daily Service
Secure and Maintain Federal Grants	Engage with district and Federal Agencies regarding grant activity between the Agencies and the District.	Daily Service

KEY PERFORMANCE INDICATORS

Key Performance Indicators measure how well an agency is achieving its Strategic Objectives. They are outcome-oriented and should be used to answer the question, “What does the agency need to measure to determine success?”

1. Serve as the conduit for the evolution of relationship building and policy development between the City Legislature and the Executive. (1 Measure)

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Pass the Mayor's full legislative agenda	Yes	Not Available	Not Available	Not Available	New Measure	New Measure

2. Serve as the District’s liaison to Congress, the White House, federal agencies, and neighboring jurisdictions. (2 Measures)

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Develop and implement a strategy to engage new and existing members of Congress	Yes	Not Available	New Measure	Not Available	New Measure	New Measure
Develop and implement a strategy to engage new Federal agency secretaries	Yes	Not Available	New Measure	Not Available	New Measure	New Measure

3. Engage with District Agencies to provide assistance establishing and maintaining relationships with Federal counterparts and directing federal initiatives. (1 Measure)

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Decrease the lapse in federal grants by District agencies	Yes	Not Available	Not Available	Not Available	New Measure	New Measure

4. Create and maintain a highly efficient, transparent, and responsive District government.** (9 Measures)

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Budget- Federal funds returned	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Budget- Local funds unspent	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Contracts/Procurement- Contracts lapsed into retroactive status	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017

4. Create and maintain a highly efficient, transparent, and responsive District government.
(9 Measures)**

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Contracts/Procurement- Expendable Budget spent on Certified Business Enterprises	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Customer Service- Meeting Service Level Agreements	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources- Employee District residency	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources- Employee Onboard Time	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources- Vacancy Rate	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Performance Management- Employee Performance Plan Completion	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017

Performance Plan Endnotes

*For more information about the structure and components of FY 2018 draft performance plans, please see the FY 2018 Proposed Budget and Financial Plan, Volume 1, Appendix E.

**"Create and maintain a highly efficient, transparent and responsive District government" is a new Strategic Objective required for all agencies.

***Key Performance Indicators that are new may not have historical data and may only have FY 2018 targets.