
Office of the Senior Advisor

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$0	\$0	\$5,356,163	N/A
FTEs	0.0	0.0	40.5	N/A

Note: The Office of the Senior Advisor is a newly established District of Columbia agency created by consolidating the Office of the Secretary (OS), the Office of Policy and Legislative Affairs (OPLA) program from the Executive Office of the Mayor, and the Office of Federal and Regional Affairs (OFRA) program from the Office of the City Administrator.

The Office of the Senior Advisor advises the Mayor on local, regional, and federal affairs by providing policy analysis and advancing the legislative agenda.

The Office of the Senior Advisor consists of three offices. The Office of Policy and Legislative Affairs performs policy analysis, develops policy issues, and marshals the Mayor's legislative agenda. The Office of Federal and Regional Affairs serves as the liaison to federal agencies and advises the Mayor on key issues with regional partners and on Capitol Hill. The Office of the Secretary serves as the District of Columbia's primary liaison with the diplomatic and international community and is the official resource for executive orders, historic records, and ceremonial documents.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table AI0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget.

Table AI0-1
(dollars in thousands)

	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
Appropriated Fund				
General Fund				
Local Funds	0	3,856	3,856	N/A
Special Purpose Revenue Funds	0	1,500	1,500	N/A
Total for General Fund	0	5,356	5,356	N/A
Gross Funds	0	5,356	5,356	N/A

*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 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalent, by Revenue Type

Table AI0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type.

Table AI0-2

	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
Appropriated Fund				
General Fund				
Local Funds	0.0	34.5	34.5	N/A
Special Purpose Revenue Funds	0.0	6.0	6.0	N/A
Total for General Fund	0.0	40.5	40.5	N/A
Total Proposed FTEs	0.0	40.5	40.5	N/A

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table AI0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget.

Table AI0-3
(dollars in thousands)

Comptroller Source Group	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	0	2,901	2,901	N/A
12 - Regular Pay - Other	0	252	252	N/A
14 - Fringe Benefits - Current Personnel	0	690	690	N/A
Subtotal Personal Services (PS)	0	3,843	3,843	N/A
20 - Supplies and Materials	0	22	22	N/A
40 - Other Services and Charges	0	372	372	N/A
41 - Contractual Services - Other	0	851	851	N/A
50 - Subsidies and Transfers	0	200	200	N/A
70 - Equipment and Equipment Rental	0	68	68	N/A
Subtotal Nonpersonal Services (NPS)	0	1,513	1,513	N/A
Gross Funds	0	5,356	5,356	N/A

*Percent change is based on whole dollars.

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.

Office of the Secretary (OS) – serves as the official resource for protocol, legal records, history, and recognitions for the public, governments, and international community. Responsibilities include authenticating documents for domestic and foreign use, publishing the D.C. Register and the D.C. Municipal Regulations, managing the D.C. Archives, and processing all requests for ceremonial documents.

This program contains the following 6 activities:

- **Management** – provides temporary records management services to District government agencies and the public so that they can have access to public records stored in the District of Columbia Records Center;
- **International Relations and Protocol** – provides liaison and outreach services to the diplomatic and

international communities on behalf of the Mayor and local residents. This program is responsible for all international visitors to the District government, Sister City relationships, and relations between embassies and their neighbors;

- **Ceremonial Services** – provides ceremonial document services to individuals, businesses, organizations, and government agencies so that they can have their activities and events recognized by the Mayor. Proclamations, greeting letters, and condolence letters are among the most requested documents;
- **Documents and Administrative Issuances** – provides technical, professional, and other legal services to the Mayor, District agencies, and the general public so that they can give and/or have official notice of all proposed and adopted legal mandates;
- **Notary Commission and Authentications** – provides commissions for all notaries public in the District of Columbia and authenticates documents signed by District notaries public for domestic and foreign use; and
- **Public Records** – provides archives and records management services to District government agencies and the public so that they can gain access to official government documents.

Program Structure Change

The Office of the Senior Advisor is a new agency in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table AI0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget.

Table AI0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands			Full-Time Equivalents		
	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(2000) Office of Policy and Legislative Affairs						
(2001) Policy and Legislative Affairs	0	878	878	0.0	8.0	8.0
Subtotal (2000) Office of Policy and Legislative Affairs	0	878	878	0.0	8.0	8.0
(3000) Office of Federal and Regional Affairs						
(3001) Federal and Regional Affairs	0	242	242	0.0	3.5	3.5
Subtotal (3000) Office of Federal and Regional Affairs	0	242	242	0.0	3.5	3.5
(4000) Office of the Secretary						
(4001) Management	0	628	628	0.0	5.0	5.0
(4002) International Relations and Protocol	0	312	312	0.0	3.0	3.0
(4003) Ceremonial Services	0	228	228	0.0	2.0	2.0
(4004) Documents and Administrative Issuance	0	448	448	0.0	5.0	5.0
(4005) Notary Commission and Authentications	0	1,567	1,567	0.0	7.0	7.0
(4006) Public Records	0	1,054	1,054	0.0	7.0	7.0
Subtotal (4000) Office of the Secretary	0	4,236	4,236	0.0	29.0	29.0
Total Proposed Operating Budget	0	5,356	5,356	0.0	40.5	40.5

(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 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of the Senior Advisor's (OSA) proposed FY 2016 gross budget is \$5,356,163. This budget is newly established in FY 2016. The budget is comprised of \$3,856,163 in Local funds and \$1,500,000 in Special Purpose Revenue funds.

Mayor's Proposed Budget

Transfer-In/Enhance: The proposed budget in Local funds includes adjustments of \$3,856,163 and 34.5 FTEs. This includes \$3,344,342 in personal services costs and \$511,820 in nonpersonal services costs. The funds and FTEs were transferred from the OS, the Office of the City Administrator (OCA) and the Executive Office of the Mayor (EOM).

Transfer-In: The proposed Special Purpose Revenue funds budget include adjustments that establish a budget of \$1,500,000 and 6.0 FTEs in OSA, based on funding and resources absorbed from OS' Distribution Fees fund account. These adjustments include \$498,883 in personal services costs and \$1,001,117 in nonpersonal services costs.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table AI0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table AI0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		0	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		0	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		0	0.0
Transfer-In/Enhance OS, OPLA (from EOM), and OFRA (from OCA), consolidated with OSA	Multiple Programs	3,856	34.5
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		3,856	34.5
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		0	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		0	0.0
Transfer-In: OS consolidated with OSA	Office of the Secretary	1,500	6.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		1,500	6.0
Gross for AI0 - Office of the Senior Advisor		5,356	40.5

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

Office of the Senior Advisor

Objective 1: Provides oversight and direction to the agency's three programs.

Office of Policy and Legislative Affairs (OPLA)

Objective 1: Effectively communicates and advances the Executive's public policy, legislative, and regulatory agenda.

KEY PERFORMANCE INDICATORS

Office of Policy and Legislative Affairs

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of pieces legislation submitted to Council for approval and review	Not Available	Not Available	Not Available	Baseline ¹	TBD	TBD
Percent of submitted legislation approved by Council and signed into law	Not Available	Not Available	Not Available	Baseline ²	TBD	TBD

Office of Federal and Regional Affairs (OFRA)

Objective 1: Increases funding for the statehood delegation and commission as well as advocacy organizations.

Objective 2: Strengthens relations with federal government and advocate for D.C. rights.

KEY PERFORMANCE INDICATORS

Office of Federal and Regional Affairs

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of senior staff who have completed D.C. statehood orientation	Not Available	Not Available	Not Available	Baseline ³	TBD	TBD
Number of meetings the Mayor/team had on Capitol Hill to advocate for District rights and appropriation	Not Available	Not Available	Not Available	192 ⁴	TBD	TBD
Number of new projects created via regional partnerships as a result of OFRA	Not Available	Not Available	Not Available	2 ⁵	TBD	TBD

Office of the Secretary (OS)

Objective 1: Promotes the District of Columbia and its rich history to local, national, and international communities through events and initiatives while supporting the quest for D.C. democracy.

Objective 2: Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use.

Objective 3: Provides support and outreach services to the diplomatic and international communities.

Objective 4: Provides convenient records management services to the District government agencies, business community, and public in order to provide efficient access to public records stored in the District of Columbia Records Center.

Objective 5: Provides timely technical, professional, and other legal services to the Mayor, District of Columbia agencies, and general public in order to give and/or have official notice of all proposed and adopted legal mandates.

KEY PERFORMANCE INDICATORS

Office of the Secretary

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of notary application processed (excludes government employees)	1,605	1,200	1,785	1,200	1,200	1,200
Number of documents authenticated	53,672	55,000	75,283	55,000	55,000	55,000
Number of customers served	14,395	12,000	12,963	12,000	12,000	12,000
Percent of Ambassador welcome letters sent within three months of start of new term	100%	100%	100%	100%	100%	100%
Number of record request processed	56,462	55,000	62,824	55,000	55,000	55,000
Percent of record requests fulfilled digitally	100%	80%	80%	80%	80%	80%
Percent of agency record retention schedules reviewed and approved	80%	30%	30%	30%	30%	30%

Performance Plan Endnotes:

¹This is a new measure under review in FY 2015. It is possible this Key Performance Indicator (KPI) will become a non-rated workload measure.

²Ibid.

³This is a new measure under review in FY 2015.

⁴This is a new measure under review in FY 2015. It is possible this KPI will become a non-rated workload measure.

⁵Ibid.