
Office of the Secretary

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Description	FY 2004 Actual	FY 2005 Approved	FY 2006 Proposed	% Change from FY 2005
Operating Budget	\$2,767,667	\$3,678,719	\$3,738,341	1.6
FTEs	22.0	27.0	27.0	0.0
Community Investments	-	-	\$502,878	N/A
FTEs	-	-	5.0	N/A

The mission of the Office of the Secretary is to provide protocol, ceremonial, legal, community grant funding and public records management services to the Mayor, D.C. government agencies, notaries public, and charitable/nonprofit organizations so that they can better serve the District's statutory, economic/community development, and information needs.

The agency plans to fulfill its mission by achieving the following strategic result goals:

- By FY 2006, the office will develop a cost-reimbursement schedule and a plan for the phased implementation of that schedule that addresses a balanced cost-sharing scheme and that accounts for annual increases in fees charged by the Office of the National Archives.
 - Beginning in 2006 and continuing each year through 2008, there will be an overall annual increase of 10 percent in the number/percentage of documents available online.
 - By FY 2007, 40 percent of District regulations will be available online.
 - By FY 2007, 10 percent of District agency documents will be stored in accordance with industry standards.
- By FY 2007, 100 percent of agency functions will be reviewed and an information technology/automation and physical storage plan will be developed. In accordance with that plan, the following milestones will be reached:
 - By 2007, 10 percent of D.C. agency documents will be stored in accordance with industry standards.
 - By FY 2007, 60 percent of District regulations will be available online.
 - Beginning in 2005 and continuing each year through 2008, there will be an overall annual increase of 10 percent in the number/percentage of documents available online.

Funding by Source

Tables BA0-1 and 2 show the sources of funding and FTEs by fund type for the Office of the Secretary.

Table BA0-1

FY 2006 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

Appropriated Fund General Fund	Actual FY 2003	Actual FY 2004	Approved FY 2005	Proposed FY 2006	Change from FY 2005	Percent Change
General Fund						
Local Fund	2,168	2,404	3,264	3,322	59	1.8
Special Purpose Revenue Funds	393	260	415	416	1	0.2
Total for General Fund	2,561	2,664	3,679	3,738	60	1.6
Federal Grant Fund	5	0	0	0	0	0.0
Total for Federal Resources	5	0	0	0	0	0.0
Private Grant Fund	4	28	0	0	0	0.0
Total for Private Funds	4	28	0	0	0	0.0
Intra-District Funds	0	75	0	0	0	0.0
Total for Intra-District Funds	0	75	0	0	0	0.0
Gross Funds	2,570	2,768	3,679	3,738	60	1.6

Table BA0-2

FY 2006 Full-Time Equivalent Employment Levels

Appropriated Fund	Actual FY 2003	Actual FY 2004	Approved FY 2005	Proposed FY 2006	Change from FY 2005	Percent Change
General Fund						
Local Fund	21.0	0	25	25	0	0.0
Special Purpose Revenue Funds	1.0	0	2	2	0	0.1
Total for General Fund	22	0	27	27	0	0.0
Total Proposed FTEs	22	0	27	27	0	0.0

Gross Funds

The proposed Gross Funds budget is \$3,738,341 representing an increase of \$59,622, or 1.6 percent over the FY 2005 approved budget of \$3,678,719. There are 27 FTEs for the agency, which is no change from FY 2005.

Community Investments

The Mayor proposes additional community investment funding in the amount of \$502,878 and 5 FTEs for the following programs: Office of Records for \$311,991 and 3 FTEs; Office of Documents for \$155,887 and 2.0 FTEs; Notary Commissions Office for \$35,000 and 0 FTE.

Expenditure by Comptroller Source Group

Table BA0-3 shows the FY 2006 proposed budget for the agency at the Comptroller Source Group level (Object Class level).

Table BA0-3

FY 2006 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

Comptroller Source Group	Actual FY 2003	Actual FY 2004	Approved FY 2005	Proposed FY 2006	Change from FY 2005	Percent Change
11 Regular Pay - Cont Full Time	1,376	1,322	1,525	1,631	106	6.9
12 Regular Pay - Other	20	110	0	0	0	0.0
13 Additional Gross Pay	19	16	0	50	50	100.0
14 Fringe Benefits - Curr Personnel	231	235	224	245	21	9.2
15 Overtime Pay	0	0	0	0	0	0.0
Subtotal Personal Services (PS)	1,646	1,683	1,749	1,925	176	10.1
20 Supplies and Materials	27	62	26	46	20	75.8
30 Energy, Comm. and Bldg Rentals	54	14	12	10	-1	-12.1
31 Telephone, Telegraph, Telegram, Etc	28	30	45	29	-16	-35.3
32 Rentals - Land and Structures	93	79	1,125	750	-375	-33.3
33 Janitorial Services	9	33	7	7	0	0.0
34 Security Services	0	8	9	8	-1	-12.1
35 Occupancy Fixed Costs	0	0	15	21	6	37.4
40 Other Services and Charges	517	610	374	565	191	51.0
41 Contractual Services - Other	166	229	300	330	30	10.0
70 Equipment & Equipment Rental	30	19	15	45	30	200.0
Subtotal Nonpersonal Services (NPS)	924	1,085	1,930	1,813	-117	-6.1
Total Proposed Operating Budget	2,570	2,768	3,679	3,738	60	1.6

General Fund

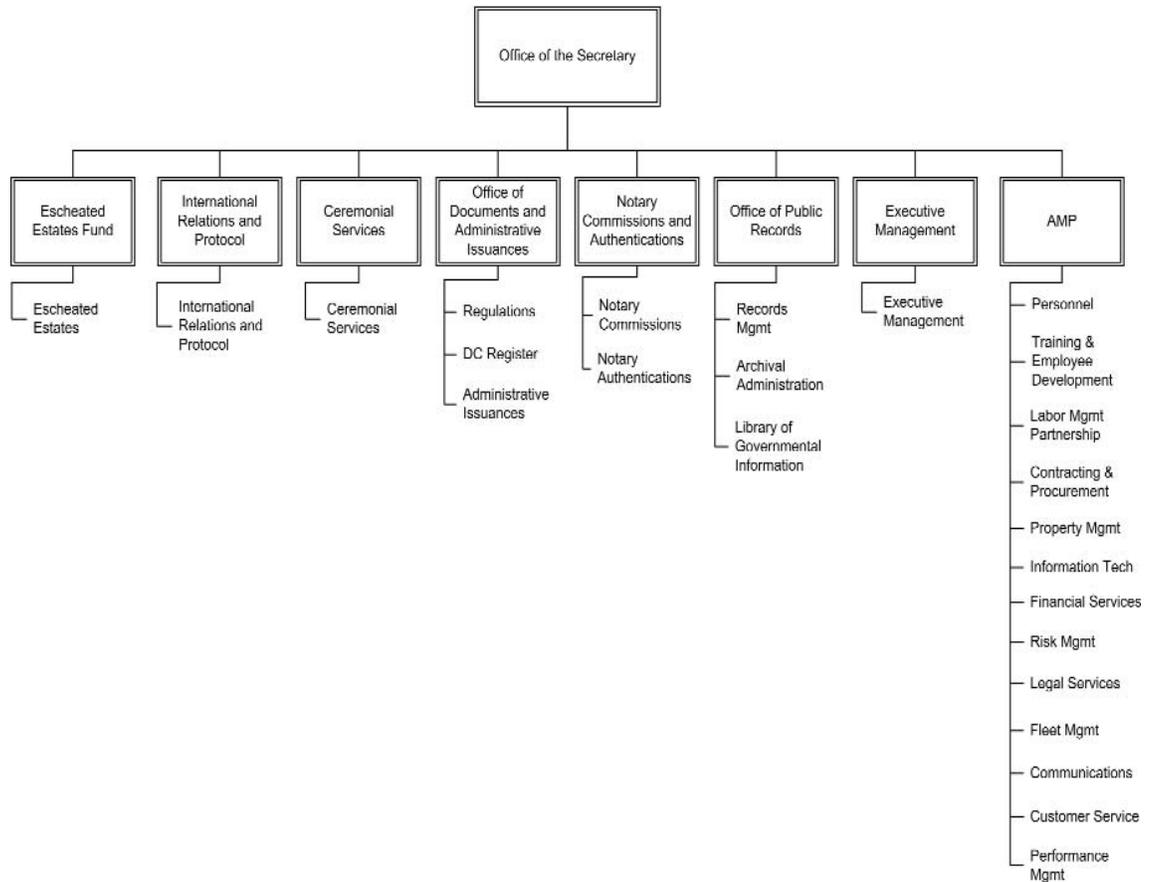
Local Funds. The proposed budget is \$3,322,440 representing an increase of \$58,721 or 1.8 percent over the FY 2005 approved budget of \$3,263,719. There are 25 FTEs for the agency, which is no change from FY 2005.

In addition, the Mayor proposes additional local funding in the amount of \$502,878 and 5 FTEs for community investments. For more information on the Office of the Secretary's community investments, please refer to the end of this chapter.

Special Purpose Revenue Funds. The proposed budget is \$415,901 representing an increase of \$901 or 0.2 percent over the FY 2005 approved budget of \$415,000. There are 2 FTEs for the agency, no change from FY 2005.

Expenditure by Program

This funding is budgeted by program and the Office of the Secretary has the following program structure:



Programs

The Office of the Secretary is committed to the following programs:

Escheated Estates Funds

	FY 2005	FY 2006
Budget	\$49,891	\$51,926
FTEs	0.65	0.65

Program Description

The **Escheated Estates Funds** program provides grant funding to D.C. based nonprofit organizations so that they can provide vital services to poor and needy D.C. residents in a timely manner. Escheated Estates is the sole activity for the program.

Program Budget Summary

The program's proposed budget of \$51,926 increased by \$2,035 or 4.1 percent over the FY 2005 approved budget of \$49,891 in which all

funds are Local. The change is primarily due to step increases for the Escheated Estates activity. The gross budget support 0.65 FTE, no change from the FY 2005 approved level.

Key Result Measures

Program 1: Escheated Estates Fund

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Danita R. Andrews, Special Assistant for Operations

Supervisor(s): Sherryl Hobbs Newman, Secretary of the District of Columbia

Measure 1.1: Percent of EEF applications processed within 60 days or within statutory timeframes, whichever is shorter

	Fiscal Year		
	2005	2006	2007
Target	50	75	75
Actual	-	-	-

International Relations and Protocol

	FY 2005	FY 2006
Budget	\$26,531	\$206,093
FTEs	1.05	1.05

Program Description

The **International Relations and Protocol** program provides liaison and outreach services to the diplomatic and international community, the D.C. community as a whole, and the Mayor and District Council so that they can bridge relationships and create cultural ties to build tourism, the regional economy, community/social health, and overall prominence. International Relations and Protocol is the sole activity for the program.

Program Budget Summary

The program's proposed budget increased by \$179,562 or 678.8 percent over the FY 2005 approved budget of \$26,531 in which all funds are Local. The change is primarily due to step increases, salary corrections and increases in the ceremonial services fund for diplomatic and international outreach. The program's budget supports 1.05 FTEs, no change from the FY 2005 approved level.

Key Result Measures

Program 2: International Relations and Protocol

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Protocol Officer position vacant

Supervisor(s): Sherryl Hobbs Newman, Secretary of the District of Columbia

Measure 2.1: Percent of requests for courtesy visits and meetings responded to

	Fiscal Year		
	2005	2006	2007
Target	100	100	100
Actual	-	-	-

Ceremonial Services

	FY 2005	FY 2006
Budget	\$180,634	\$187,782
FTEs	3.05	3.05

Program Description

The Ceremonial Services program provides ceremonial document services to individuals, businesses, organizations, and Federal and State government agencies across the United States so that they can have their activities and events recognized by the Mayor in a timely manner and/or have the Mayor participate in their activity/event. Ceremonial Services is the sole activity for the program.

Program Budget Summary

The program's proposed budget increased by \$7,148 or 4 percent over the FY 2005 approved budget of \$180,634 in which all funds are Local. The change is primarily due to step increases for the Ceremonial Services activity. The gross budget supports 3.05 FTEs, no change from FY 2005 approved level.

Key Result Measures

Program 3: Ceremonial Services

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Betty Akers, Chief, Ceremonial Services Unit

Supervisor(s): Sherryl Hobbs Newman, Secretary of the District of Columbia

Measure 3.1: Percent of requests for ceremonial documents responded to by request date

	Fiscal Year		
	2005	2006	2007
Target	100	100	100
Actual	-	-	-

Note: FY 2005 and 2006 targets increased from 90 and 95 to 100 percent at the request of the agency (5/2004).

Office of Documents and Administrative Issuances

	FY 2005	FY 2006
Budget	\$739,277	\$767,689
FTEs	7	5.55

Program Description

The **Office of Documents and Administrative Issuances** program provides technical, professional and other legal services to the Mayor, D.C. agencies, and the general public so that they can give and/ or have official notice of all proposed and adopted legal mandates.

This program has three activities:

- **Regulations** - provides regulations review and compilation services to citizens worldwide so that they can be informed of all legal requirements of the District of Columbia in a format that is accurate, complete, timely and user friendly.
- **D.C. Register** - provides review and technical assistance services to D.C. executive and independent agencies so that they can be in compliance with editorial standards and legal requirements of the District of Columbia's Administrative Procedure Act, implementing regulations and D.C. Documents Act of 1978.
- **Administrative Issuances** - provides professional and technical assistance services to the Mayor and executive agencies so that they can implement major policies and programs and make appointments in a timely manner to foster the activities and operations of the D.C. government.

Program Budget Summary

The program's proposed budget increased by \$28,412 or 3.8 percent over the FY 2005 approved budget of \$739,277. This includes a Local funds increase of \$27,511 and a Special Revenue funds increase of \$901. The change is primarily due to step increases for all activities. The budget supports 5.55 FTEs, a decrease of 2 FTEs from the FY 2005 approved budget.

Key Result Measures

Program 4: Office of Documents and Administrative Issuances

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Arnold Finlayson; Administrator, Office of Documents and Administrative Issuances

Supervisor(s): Sherryl Hobbs Newman, Secretary of the District of Columbia

Measure 4.1: Percent of regulations researched/reviewed/updated/compiled annually

	Fiscal Year		
	2005	2006	2007
Target	33	35	40
Actual	-	-	-

Measure 4.2: Percent of rulemaking notices reviewed in time for publication in the D.C. Register

	Fiscal Year		
	2005	2006	2007
Target	100	100	100
Actual	-	-	-

Measure 4.3: Percent of Mayor's orders/memoranda drafted and/or reviewed within 24 hours of submission

	Fiscal Year		
	2005	2006	2007
Target	80	85	85
Actual	-	-	-

Notary Commissions and Authentications

	FY 2005	FY 2006
Budget	\$236,966	\$251,620
FTEs	3.1	4.1

Program Description

The **Notary Commissions and Authentications** program provides commissioning and authentication services to private individuals and businesses so that they can become notary publics in a timely and compliant manner and have their documents authenticated in a user friendly and timely manner. This program has two activities:

- **Notary Commissions** - provides applications processing and notary licensing services to individuals and businesses so that they can become D.C. notaries public in a timely and compliant manner.
- **Notary Authentication** - provides country of origin and notary signature verification and District seal services to individuals and businesses so that they can have their documents authenticated in a user friendly and timely manner.

Program Budget Summary

The program's proposed budget increased by \$14,654 or 6.2 percent over the FY 2005 approved budget of \$236,966 in which all funds are Local. The change is primarily due to step increases program-wide. The budget supports 4.10 FTEs, a change of 1.1 FTEs over the FY 2005 approved level. The change in FTEs is due to realigning the FTEs to the appropriate program.

Key Result Measures

Program 5: Notary Commissions and Authentications

Citywide Strategic Priority Area(s): Making Government Work.

Manager(s): Rosslyn Brown; Notary Authentications Officer

Supervisor(s): Sherryl Hobbs Newman, Secretary of the District of Columbia

Measure 5.1: Percent of completed notary applications processed within 60 days

	Fiscal Year		
	2005	2006	2007
Target	65	75	80
Actual	-	-	-

Note: FY 2005 target decreased from 100 to 65 percent at the request of the agency Measure 5.2: Percent of documents authenticated within the same business day

	Fiscal Year		
	2005	2006	2007
Target	100	75	80
Actual	-	-	-

Note: FY 2005 and 2006 targets increased from 80 and 82 to 100 percent at the request of the agency (5/2004).

Office of Public Records

	FY 2005	FY 2006
Budget	\$614,086	\$648,392
FTEs	5.0	6.0

Program Description

The **Office of Public Records (OPR)** program provides archives and records management services to D.C. government agencies and the public so that they can gain access to records in the custody of the OPR to conduct the business of the government and the public. This program has three activities:

- **Record Management** - provides temporary records management services to D.C. government agencies and the public so that they can have timely access to temporary records stored in the D.C. record center.
- **Archival Administration** - provides historical records management services to D.C. government agencies and the public so that they can have timely access to historical records stored in the D.C. archives.
- **Library of Governmental Information** - provides publication management services to D.C. government agencies and the public so that they can have timely access to publications stored in the D.C. Records Center.

Program Budget Summary

The program's proposed budget increased by \$34,306 or 5.6 percent over the FY 2005 approved budget of \$614,086 in which all funds are Local.

The change is primarily due to step increases for all activities. The budget supports 5 FTEs, no change from the FY 2005 approved level.

Key Result Measures

Program 6: Office of Public Records

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Clarence Davis, Public Records Administrator

Supervisor(s): Sherryl Hobbs Newman, Secretary of the District of Columbia

Measure 6.1: Percent of new temporary records available for access to DC government agencies and the public at the Records Center within 10 working days after receipt

	Fiscal Year		
	2005	2006	2007
Target	25	30	35
Actual	-	-	-

Note: FY 2005 target decreased from 30 to 25 percent at the request of the agency (5/2004).

Measure 6.2: Percent of new historical records available for access to DC government agencies and the public at the Archival Center within 10 working days after receipt

	Fiscal Year		
	2005	2006	2007
Target	25	30	35
Actual	-	-	-

Note: FY 2005 target decreased from 35 to 25 percent at the request of the agency (5/2004).

Measure 6.3: Percent of agency record retention schedules reviewed and approved

	Fiscal Year		
	2005	2006	2007
Target	25	30	35
Actual	-	-	-

Note: FY 2005 target decreased from 35 to 25 percent at the request of the agency (5/2004).

Executive Management

	FY 2005	FY 2006
Budget	\$1,467,218	\$1,257,508
FTEs	3.0	2.1

Program Description

The **Executive Management** program provides oversight services for select commissions, legal appeals services, and official signatory services for the Mayor, the residents of D.C. and government employees so that they can foster good will, exercise their legal rights, and have legal authority for documents. Executive Management is the sole activity for the program.

Program Budget Summary

The program's proposed budget decreased by \$209,710 or 14.3 percent from the FY 2005 approved budget of \$1,467,218 in which all funds are Local. The change is primarily due to decreased fixed costs estimates from the Office of Property Management and the Office of the Chief Technology Officer. The estimates reflect charges for the new leased facility. In addition, the agency plans to renovate Naylor Court in the near future. The budget supports 2.1 FTEs, a decrease of 1 FTE from the FY 2005 approved level. The change in FTE is due to realigning the FTEs to the appropriate program.

Key Result Measures

Program 7: Executive Management

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Arnold Finlayson; Administrator, Office of Documents and Administrative Issuances

Supervisor(s): Sherryl Hobbs Newman, Secretary of the District of Columbia

Measure 7.1: Percent of legal appeals (FOIA) rendered within statutory response times

	Fiscal Year		
	2005	2006	2007
Target	10	10	10
Actual	-	-	-

Note: FY 2005 target decreased to 10 from 25.

Agency Management Program

	FY 2005	FY 2006
Budget	\$364,116	\$357,331
FTEs	4.38	4.35

Program Description

The Agency Management program provides operational support to the agency so that it has the necessary tools to achieve operational and programmatic results. This program is standard for all Performance-Based Budgeting agencies. More information about the Agency Management program can be found in the Strategic Budgeting chapter.

Program Budget Summary

The program's proposed budget decreased by \$6,785 or 1.9 percent from the FY 2005 approved budget of \$364,116 in which all funds are Local. The change is primarily due to redirecting Office of Finance and Resource Management financial services from the Financial Management activity to the Budget Operations activity in the Agency Financial Operations program. The budget supports 4.35 FTEs, a decrease of 0.03 FTE from the FY 2005 approved level. The FTE change is a result of realigning the FTEs to the appropriate program.

Key Result Measures

Program 8: Agency Management

Citywide Strategic Priority Area(s): Making Government Work

Manager(s):

Supervisor(s): Sherryl Hobbs Newman, Secretary of the District of Columbia

Measure 8.1: Percent variance of estimate to actual expenditure

	Fiscal Year		
	2005	2007	2007
Target	5	5	5
Actual	-	-	-

Measure 8.2: Percent of the Mayor's Customer Service Standards Met

	Fiscal Year		
	2005	2007	2007
Target	63	63	63
Actual	-	-	-

Measure 8.3: Percent of Key Result Measures Achieved

	Fiscal Year		
	2005	2007	2007
Target	70	70	70
Actual	-	-	-

Agency Financial Operations Program

	FY 2005	FY 2006
Budget	\$0	\$10,000
FTEs	0	0

Program Description

The Agency Financial Operations program provides financial support to the agency so that they have the necessary tools to achieve operational and programmatic results. This program is standard for all Performance-Based Budgeting agencies. More information about the Agency Management program can be found in the Strategic Budgeting chapter.

Program Budget Summary

The program's proposed budget increased by \$10,000. This is a total increase over the FY 2005 approved budget of \$0. These are all Local funds. The change is primarily due to redirecting Office of Finance and Resource Management financial services from the Financial Management activity to the Budget Operations activity in the Agency Financial Operations program. The program budget does not support any FTEs.

For more detailed information regarding the proposed funding for the activities within this program please see schedule 30-PBB in the FY 2006 Operating Appendices volume.

Table BA0-4

FY 2006 Proposed Budget and FTEs for Community Investments by Program

(dollars in thousands)

Program	Proposed FY 2006 Local Funds	Proposed FY 2006 FTEs
1004 Office Of Documents & Admin. Issuance	\$156	2
1005 Notary Commission & Authentications	\$35	0
1006 Office Of Public Records	\$312	3
Total for Community Investments	\$503	5

Table BA0-5

FY 2006 Proposed Budget for Community Investments by Comptroller Source

(dollars in thousands)

Comptroller Source Group	Proposed FY 2006 Local
0011 Regular Pay - Cont FullTime	\$268
0014 Fringe Benefits - Curr Personnel	\$55
Subtotal Personal Services (PS)	\$322
0040 Other Services and Charges	\$35
0070 Equipment & Equipment Rental	\$146
Subtotal Nonpersonal Services (NPS)	\$181
Total for Community Investments	\$503

Community Investments

The Mayor's proposed budget includes additional Local funds in the amount of \$502,878 and 5 FTEs to provide funding for the following initiatives:

- \$311,991 and 3 FTEs for staffing, materials, and supplies at Naylor Court. The funding will allow the Office of Records to fill all positions and purchase equipment.
- \$155,887 and 2 FTEs for staffing levels at Naylor Court. The funding will allow the Office of Documents to fill all positions and purchase some equipment.
- \$35,000 and 0 FTE for supplies and materials at Naylor Court. The funding will allow the Office of Records to fill all positions and purchase some equipment.