
Office of the Secretary

www.os.dc.gov

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Description	FY 2009 Actual	FY 2010 Approved	FY 2011 Proposed	% Change from FY 2010
Operating Budget	\$3,587,267	\$3,299,074	\$2,856,084	-13.4
FTEs	22.0	26.0	21.0	-19.2

The mission of the Office of the Secretary of the District of Columbia is to provide document management and ceremonial services for the Mayor and DC government agencies in a manner that is efficient, accountable and customer friendly.

Summary of Services

The Office of the Secretary of the District of Columbia provides document management through the Office of Notary Commissions and Authentications, the Office of Documents and Administrative Issuances (“ODAI,” publishers of the DC Register and the DC Municipal Regulations), and the Office of Public Records (managers of the DC Records Center and the District of Columbia Archives). The Ceremonial Services Unit is responsible

for all Mayoral proclamations and ceremonial documents, and the Office of Protocol and International Affairs manages Sister City relationships and communication between the Executive Branch and foreign government representatives.

The agency’s FY 2011 proposed budget is presented in the following tables:

FY 2011 Proposed Gross Funds Operating Budget, by Revenue Type

Table BA0-1 contains the proposed FY 2011 agency budget compared to the FY 2010 approved budget. It also provides FY 2008 and FY 2009 actual expenditures.

Table BA0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change*
General Fund						
Local Funds	2,796	3,059	2,751	2,157	-594	-21.6
Special Purpose Revenue Funds	479	528	540	699	159	29.5
Total for General Fund	3,275	3,587	3,291	2,856	-435	-13.2
Private Funds						
Private Donations	12	0	8	0	-8	-100.0
Total for Private Funds	12	0	8	0	-8	-100.0
Gross Funds	3,287	3,587	3,299	2,856	-443	-13.4

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

FY 2011 Proposed Full-Time Equivalents, by Revenue Type

Table BA0-2 contains the proposed FY 2011 FTE level compared to the FY 2010 approved FTE level by revenue type. It also provides FY 2008 and FY 2009 actual data.

Table BA0-2

Appropriated Fund	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change
General Fund						
Local Funds	270	18.6	22.0	170	-5.0	-22.7
Special Purpose Revenue Funds	0.0	3.4	4.0	4.0	0.0	0.0
Total for General Fund	270	22.0	26.0	21.0	-5.0	-19.2
Total Proposed FTEs	270	22.0	26.0	21.0	-5.0	-19.2

FY 2011 Proposed Operating Budget, by Comptroller Source Group

Table BA0-3 contains the proposed FY 2011 budget at the Comptroller Source Group (object class) level compared to the FY 2010 approved budget. It also provides FY 2008 and FY 2009 actual expenditures.

Table BA0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change*
11 - Regular Pay - Cont Full Time	1,698	1,688	1,631	1,547	-84	-5.2
12 - Regular Pay - Other	137	108	126	42	-84	-66.8
13 - Additional Gross Pay	124	186	0	0	0	N/A
14 - Fringe Benefits - Curr Personnel	297	310	284	281	-3	-1.2
15 - Overtime Pay	2	3	0	0	0	N/A
Subtotal Personal Services (PS)	2,258	2,294	2,041	1,869	-172	-8.4
20 - Supplies and Materials	14	66	20	11	-9	-45.7
30 - Energy, Comm. and Building Rentals	33	92	99	0	-99	-100.0
31 - Telephone, Telegraph, Telegram, Etc.	35	28	27	0	-27	-100.0
32 - Rentals - Land and Structures	2	5	0	0	0	N/A
33 - Janitorial Services	9	45	54	0	-54	-100.0
34 - Security Services	61	38	8	0	-8	-100.0
35 - Occupancy Fixed Costs	24	88	109	0	-109	-100.0
40 - Other Services and Charges	528	310	199	272	73	36.7
41 - Contractual Services - Other	134	609	569	449	-120	-21.1
50 - Subsidies and Transfers	0	0	158	250	92	58.0
70 - Equipment and Equipment Rental	190	14	15	5	-10	-66.7
Subtotal Nonpersonal Services (NPS)	1,029	1,293	1,259	987	-271	-21.6
Gross Funds	3,287	3,587	3,299	2,856	-443	-13.4

*Percent Change is based on whole dollars.

Program Description

The Office of the Secretary operates through the following 7 programs:

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.

Office of Documents and Administrative Issuance - 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.

This program contains the following 3 activities:

- **Regulations** – provides regulation 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 District executive and independent agencies so that they can be in compliance with editorial standards and legal requirements of the District of Columbia's Administrative Procedures Act, implementing regulations, and D.C. Documents Act of 1978; and
- **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 government.

Notary Commissions and Authentications – commissions for all Notaries Public in the District of Columbia and authenticates documents signed by D.C. notaries public for domestic and foreign use. The office also serves as an official passport application acceptance facility for the US Department of State.

Office of 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.

This program contains the following 3 activities:

- **Records 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 D.C. records Center;
- **Archival Administration** – provides historical records management services to District government agencies and the public so that they can have access to historical public records stored in the D.C. Archives; and
- **Library of Government Information** – provides publication management services to District government agencies and the public so that they can

have access to publications created by the District government agencies.

Executive Management – manages the work of several commissions, provides official signatory services for the Mayor of the District of Columbia, and takes on special projects at the request of the Mayor.

This program contains the following 2 activities:

- **Executive Management** – manages the work of several commissions, provides official signatory services for the Mayor of the District of Columbia, and takes on special projects such as the DC One Fund and Voting Rights Initiative; and
- **Emancipation Day Activities** – provides support for the Emancipation Day Celebration and related activities to commemorate District of Columbia Emancipation Day.

Agency Management Program – 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 Changes

The Office of the Secretary had no program structure changes in the FY 2011 Proposed Budget.

FY 2011 Proposed Operating Budget and FTEs, by Program and Activity

Table BA0-4 contains the proposed FY 2011 budget by program and activity compared to the FY 2010 approved budget. It also provides FY 2009 actual data.

Table BA0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010
(1000) Agency Management Program								
(1010) Personnel	23	23	0	-23	0.0	0.0	0.0	0.0
(1020) Contracting and Procurement	270	168	157	-11	1.3	1.0	1.0	0.0
(1030) Property Management	309	283	13	-269	0.0	0.0	0.0	0.0
(1040) Information Technology	0	0	32	32	0.0	0.0	0.0	0.0
(1070) Fleet Management	70	62	70	8	0.9	1.0	1.0	0.0
(1080) Communication	138	158	134	-24	1.9	2.0	2.0	0.0
(1085) Customer Service	42	41	42	1	0.5	0.5	0.5	0.0
(1090) Performance Management	263	289	313	24	1.9	2.0	2.0	0.0
Subtotal (1000) Agency Management Program	1,116	1,025	762	-263	6.5	6.5	6.5	0.0
(1002) International Relations and Protocol								
(1200) International Relations and Protocol	126	167	111	-55	1.4	2.0	1.0	-1.0
Subtotal (1002) International Relations and Protocol	126	167	111	-55	1.4	2.0	1.0	-1.0
(1003) Ceremonial Services								
(1300) Ceremonial Services	219	203	144	-59	1.9	2.0	1.0	-1.0
Subtotal (1003) Ceremonial Services	219	203	144	-59	1.9	2.0	1.0	-1.0
(1004) Office of Documents and Administrative Issuance								
(1400) Regulations	217	153	106	-48	1.9	2.0	1.0	-1.0
(1401) D.C. Register	319	364	197	-167	1.5	2.0	2.0	0.0
(1402) Administrative Issuances	111	90	74	-17	0.8	1.0	1.0	0.0
Subtotal (1004) Office of Documents and Administrative Issuance	647	608	377	-231	4.2	5.0	4.0	-1.0
(1005) Notary Commission and Authentications								
(1500) Notary Commissions	3	0	0	0	0.0	0.0	0.0	0.0
(1501) Notary Authentications	351	302	294	-7	3.8	4.0	4.0	0.0
Subtotal (1005) Notary Commission and Authentications	354	302	294	-7	3.8	4.0	4.0	0.0
(1006) Office of Public Records								
(1600) Records Management	823	549	730	180	1.4	2.0	2.0	0.0
(1601) Archival Administration	146	162	80	-82	1.4	3.0	1.0	-2.0
(1602) Library of Government Information	69	64	65	1	1.0	1.0	1.0	0.0
Subtotal (1006) Office of Public Records	1,038	776	875	100	3.7	6.0	4.0	-2.0

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Table BA0-4 (Continued)

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010
(1007) Executive Management								
(1700) Executive Management	45	178	1	-177	0.0	0.0	0.0	0.0
(1701) Emancipation Day Activities	42	41	292	251	0.5	0.5	0.5	0.0
Subtotal (1007) Executive Management	87	219	293	74	0.5	0.5	0.5	0.0
Total Proposed Operating Budget	3,587	3,299	2,856	-443	22.0	26.0	21.0	-5.0

(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 2011 Operating Appendices located on the Office of the Chief Financial Officer's website.

FY 2011 Proposed Budget Changes

Intra-Agency Adjustments: The following adjustments were made in Local funds; an increase of \$11,666 to include fringe benefits during FY 2011; an increase of \$1,439 to align its fleet budget with revised estimates from the D.C. Department of Public Works; and an increase of \$61,145 to adjust funding for nonpersonal services expenditures. In Special Purpose Revenue funding, the agency will increase funding by \$3,916 for fringe benefits; \$120,000 for cost allocation for its Records Storage contract; \$37,000 increased funding for equipment maintenance; and \$58,726 for printing costs for D.C. Register.

Transfers In/Out: The Office of the Secretary will transfer out \$297,685 in facility and telecom fixed costs to the new agency and the Office of Finance and Resource Management in FY 2011. The agency will also transfer out \$36,220 in procurement and human resource assessments to the Office of Contracting and Procurement and the D.C. Department of Human Resources. In addition, the Office of the Secretary will transfer out \$159,760 in nonpersonal services funding from Local to Special Purpose Revenue funds in FY 2011.

Cost Savings: In Local funds, the Office of the Secretary will save \$198,471 by eliminating 5.0 filled and vacant FTE positions across multiple programs and \$150,000 by eliminating funding for one-time activities in its Executive Management Program. Additional savings will be realized by reducing \$23,079 for other services and charges, \$8,000 in membership dues, \$15,000 in records management, and \$30,000 for printing and duplicating in FY 2011. In Special Purpose Revenue funds, the office will save \$225,000 by reducing funding for its D.C. Register project under the Office of Documents and Administrative Issuances Program. In addition, office supplies and office equipment budgets will be reduced by \$11,341 and \$13,000 respectively.

Policy Initiatives: The Local fund budget has increased by a total of \$250,000 to support the D.C. Statehood program.

FY 2010 Approved Budget to FY 2011 Proposed Budget, by Revenue Type

Table BA0-5 itemizes the changes by revenue type between the FY 2010 approved budget and the FY 2011 proposed budget.

Table BA0-5
(dollars in thousands)

	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2010 Approved Budget and FTE		2,751	22.0
Eliminate: Eliminate funding for 1.0 vacant FTE	International Relations and Protocol	-49	-1.0
Eliminate: Eliminate funding for 2.0 FTEs	Multiple Programs	-149	-2.0
Eliminate: Eliminate one-time enhancement	Executive Management	-150	0.0
Reduce: Reduce funding for Other Services and Charges	Ceremonial Services	-23	0.0
Correct: Eliminate 2.0 unfunded FTEs	Multiple Programs	0	-2.0
Cost Increase: Adjust fringe benefits based on historical growth rate	Multiple Programs	12	0.0
Cost Increase: Align fleet budget with revised DPW estimates	Agency Management Program	1	0.0
Cost Increase: Adjust nonpersonal services spending	Multiple Programs	61	0.0
Transfer Out: Transfer facility and telecom fixed costs to new fixed cost agency and OFRM	Agency Management Program	-298	0.0
Transfer Out: Transfer procurement and human resources assessments to OCP/DCHR	Agency Management Program	-36	0.0
Shift: Additional funds needed to cover records storage to Special Purpose Revenue funds	Office of Public Records	-112	0.0
Shift: Shift funding for maintenance costs to Special Purpose Revenue funds	Multiple Programs	-28	0.0
Shift: Shift funding for purchase card purchases to Special Purpose Revenue funds	Agency Management Program	-20	0.0
Reduce: Hold salary steps constant	Multiple Programs	-1	0.0
Reduce: Reduce miscellaneous membership dues	Agency Management Program	-8	0.0
Reduce: Reduce funding for records management	Office of Public Records	-15	0.0
Reduce: Reduce printing costs	Office of Documents and Administrative Issuance	-30	0.0
Enhance: Funding for District of Columbia voting initiative	Executive Management	250	0.0
LOCAL FUNDS: FY 2011 Proposed Budget and FTE		2,157	17.0
PRIVATE DONATIONS: FY 2010 Approved Budget and FTE		8	0.0
Eliminate: Exhaust remaining private donations provided in FY 2010	International Relations and Protocol	-8	0.0
PRIVATE DONATIONS: FY 2011 Proposed Budget and FTE		0	0.0

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Table BA0-5 (Continued)
(dollars in thousands)

	PROGRAM	BUDGET	FTE
SPECIAL PURPOSE REVENUE FUNDS: FY 2010 Approved Budget and FTE		540	4.0
Reduce: Reduce funding for general office supplies	Multiple Programs	-11	0.0
Reduce: Reduce funding for office equipment	Office of Public Records	-13	0.0
Reduce: Reduce funding for the ODAI DC Register project	Office of Documents and Administrative Issuance	-225	0.0
Cost Increase: Increase funding for equipment maintenance	Multiple Programs	37	0.0
Cost Increase: Increase in printing costs for DC Register	Office of Documents and Administrative Issuance	59	0.0
Cost Increase: Increase in cost allocation for the Records Storage contract	Office of Public Records	120	0.0
Cost Increase: Adjust fringe benefits based on historical growth rate	Multiple Programs	4	0.0
Cost Increase: Increase in cost allocation for equipment maintenance contracts	Office of Public Records	29	0.0
Shift: Transfer in funding for records storage from Local funds, and adjust budget to align with revenue estimates	Office of Public Records	112	0.0
Shift: Transfer in funding for maintenance costs from Local funds	Office of Public Records	28	0.0
Shift: Transfer in funding for purchase card purchases from Local funds	Agency Management Program	20	0.0
Reduce: Hold salary steps constant (Less than \$1,000)	Notary Commission and Authentications	0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2011 Proposed Budget and FTE		699	4.0
Gross for BA0 - Office of the Secretary		2,856	21.0

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2011:

Objective 1: Ensure timely and open access to all District of Columbia laws, regulations and administrative issuances.

Objective 2: Support District agencies' attempts to bring the basic functions of District Government to the forefront of e-government services nationwide.

Objective 3: Educate District residents and visitors on local history through the special events, projects and websites managed by the Office.

Agency Performance Measures

Table BA0-6

Measure	FY 2008 Actual	FY 2009 Target	FY 2009 Actual	FY 2010 Projection	FY 2011 Projection	FY 2012 Projection
Current and historical documents and issuances digitized, indexed, and available via website	300	600	755	900	1,200	1,500
Number of days it takes to process 90 percent of notary applications	NA	NA	35	30	23	14
Number of ceremonial documents processed	1,986	2,000	1,152	2,000	2,000	2,000
Percentage of Ambassador welcome letters sent within three months of start of new Ambassador's term.	-	-	100%	100%	100%	100%
Percentage of record requests fulfilled digitally.	-	-	-	5%	15%	25%
The number of reports added to the Library of Governmental Information. This information shall be listed by agency.	N/A	N/A	N/A	TBD	TBD	TBD
The number of retention schedules updated.	N/A	N/A	N/A	TBD	TBD	TBD

