

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE CITY ADMINISTRATOR



**Open Government Report 2014**

To institutionalize a culture of transparent and open government, accountability, and to expand opportunities for resident participation and collaboration, this Report describes how the **Office of the City Administrator**<sup>1</sup> has and will continue to develop and enhance transparency, public participation, and collaboration. In accordance with Mayor's Order 2014-170, this Report addresses the following topics:

1) **Transparency**

*Describe the steps your agency has taken or plans to take to be more transparent. Please include a description of:*

- *How and to what extent your agency shares information with the public, e.g. publication of information in the District register and on the agency website, press releases, and documents in the agency's FOIAXpress reading room.*

The OCA routinely posts press releases, reports and other pertinent information to the agency's website ([www.oca.dc.gov](http://www.oca.dc.gov)).

For example, the OCA posts on its website the Performance Plans and Performance Accountability Reports for all participating District agencies, dating back to Fiscal Year 2008. The OCA also provides links to 33 citywide planning documents on a variety of topics (such as economic development, transportation, education, the environment, and more). In addition, the OCA provides detailed information and supporting documentation for several high-profile projects (such as the flood prevention task force, new soccer stadium proposal, and power line undergrounding). Finally, the OCA has a website dedicated to providing the public with detailed information regarding how the District government is performing. The Track DC website, [www.track.dc.gov](http://www.track.dc.gov), allows users to track agency performance measures, learn more about agency budgets, and monitor agency spending. Track DC also allows users to access Grade DC, ready citywide planning documents, download agency data, and stay connected with the District government.

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<sup>1</sup> The Office of the City Administrator (OCA) also includes the Office of Labor Relations and Collective Bargaining (OLRCB), which represents the District of Columbia as the principal management advocate during labor negotiations and in administering the District's Labor Relations activities.

The OCA does not typically generate reports, data, and other materials that would be amenable to posting in a FOIA reading room. The OCA does, however, honor FOIA requests that meet the appropriate criteria.

OLRCB shares information with the public with the agency's website ([www.olrcb.dc.gov](http://www.olrcb.dc.gov)) and through responses to Freedom of Information Act (FOIA) requests from the public, which includes the use of the FOIAXpress reading room.

- ***How the agency meets its obligations pursuant to the District's Freedom of Information Act and Open Meetings Act.***

The OCA endeavors to respond to FOIA requests in accordance with the FOIA statute and directives on open government. In addition, the OCA posts information and documentation on high profile activities on its website, [www.oa.dc.gov](http://www.oa.dc.gov), to reduce the need for the public to specifically request information. Due to this, the OCA has a relatively small FOIA workload averaging less than 10 requests per year. The OCA does not typically or routinely take actions that are subject to the Open Meetings Act.

In addition, OLRCB meets its obligations pursuant to the District's FOIA Act by replying in a timely and responsive manner to all FOIA requests that it receives. OLRCB is not subject to the Open Meetings Act because it is not a District government agency that is overseen or advised by a board or commission pursuant to D.C. Official Code § 2-574(3)(A).

- ***Steps your agency will take to increase public access to information.***

The OCA is spearheading significant enhancements to the District government's Open Data catalog, [www.data.dc.gov](http://www.data.dc.gov), and Track DC websites, [www.track.dc.gov](http://www.track.dc.gov). In coordination with the Office of the Chief Technology Officer (OCTO) and the Executive Office of the Mayor (EOM), the OCA led an effort in Fiscal Year 2014 to redesign both websites, add more content, and significantly improve the overall user experience. Additional details will be made available when the new websites are launched in Fiscal Year 2015.

On occasion, and where appropriate, the OCA will use paid advertising in local daily and weekly news publications. However, the normal method for distribution of agency information is through the broad distribution of press releases and advisories to local media, Advisory Neighborhood Commissions as well as civic and business groups via direct mail and/or email.

The OCA is also working with OLRCB to update the agency's website and to make more information available to the public.

- ***Steps your agency will take, including an implementation timeline, to webcast live and archive on the internet board or commission meetings. (This question only applies to agencies that are overseen or advised by a board or commission that is subject to the Open Meetings Act.)***

Although this question is not applicable to the OCA, the OCA has taken proactive steps to make certain meetings accessible to the public online. For example, the OCA posts on its website ([www.oca.dc.gov](http://www.oca.dc.gov)) video recordings of the Flood Prevention Task Force and the Power Line Underground Task Force meetings.

The OCA also posts to its website applicable meeting material, such as PowerPoint presentations and handouts. For example, in 2014 the OCA posted on its website materials related to DC PLUG, the DC Power Line Undergrounding initiative. These materials included: presentations to the Public Service Commission; community meeting presentations in Wards 3, 4, 5, 7, and 8; and the PowerPoint presentations for two (2) Contractors and Suppliers forums. The OCA also posted a video recording of the most recent contractor's forum.

This question is not applicable to OLRCB. OLRCB is not subject to the Open Meetings Act because it is not a District government agency that is overseen or advised by a board or commission pursuant to D.C. Official Code § 2-574(3)(A).

- ***How your agency has taken or plans to take steps to make more of its data available to the public.***

In August, 2014 the OCA added six (6) years of performance management data to the District's Open Data Catalog ([www.data.dc.gov](http://www.data.dc.gov)). The datasets included information related to agency Key Performance Indicators ("KPIs") for Fiscal Year 2008 through Fiscal Year 2013. KPIs are collected by the OCA to track agency performance in accordance with agency performance plans.

The KPI data includes 18 data elements, including: fiscal year; agency budget code; agency acronym; agency full name; measure name; data type (formula); measure type; directionality; frequency; year-end target; data entry by fiscal quarter (Q1 – Q4); year-end actual results; year-end rating (%); and budget program.

Further, the OCA is working closely with the Office of the Chief Technology Officer (OCTO) to identify a significant number of datasets to publish online later this year. If no additional datasets from the OCA or OLRCB are selected to be included in this 2014 release, the OCA and OLRCB will continue to work with OCTO to identify datasets appropriate to publish in 2015. In the

future, requirements for open data reporting will be provided by the Chief Data Officer.

## 2) **Public Engagement and Participation**

*Describe the steps your agency has taken or plans to take to enhance or expand opportunities for the public to participate in agency decision-making. Please include a description of:*

- ***How your agency provides online access to proposed rules and regulations and secures public input on them. Please list links to specific websites.***

This question is not applicable to OCA or OLRCB. The OCA and OLRCB do not propose any rules and regulations for public comment.

Nevertheless, any proposed rules or regulations are posted in the D.C. Register, which is available on the Office of the Secretary's ("OS") website ([www.dcregs.dc.gov](http://www.dcregs.dc.gov)). The OS website also allows users to search and browse the D.C. Register, in addition to the D.C. Municipal Regulations, Mayor's Memoranda, and Mayor's Orders.

- ***How your agency shares information and resources to keep the public properly informed, e.g. community meetings, public hearings, FAQs, and ways the public can provide input such as Twitter, grade.dc.gov, email contacts.***

There are several ways that the OCA shares information and resources to keep the public properly informed.

1. Website –The OCA proactively posts information and resources pertinent to the agency and the government as a whole on its website ([www.oca.dc.gov](http://www.oca.dc.gov)). For example, the OCA website includes: agency performance plans; a comprehensive list of citywide planning documents; links to Grade DC and Track DC; in addition to specific webpages to keep the public informed about special projects – such as the new soccer stadium, power line undergrounding, and plans to address flooding in the Bloomingdale and LeDroit Park neighborhoods.
2. Agency Performance – The OCA keeps the public informed about the performance of agencies by posting agency Performance Plans and Performance Accountability Reports to its website. The Performance Accountability Reports, for example, are an annual report that rates whether or not the agency fully achieved, partially achieved, or did not achieve the initiatives and performance targets in their Performance Plan. Further, the OCA provides this information to the public in real-

time with its Track DC website ([www.track.dc.gov](http://www.track.dc.gov)). Track DC is your resource as a District resident to track how the District Government is working for you. You can track agency performance measures, learn more about agency budgets, and monitor agency spending. You can also access Grade DC, read citywide planning documents, download agency data, and stay connected with the District Government.

3. Community Meetings – The OCA also keeps the public informed about high profile projects by holding community meetings. For example, the OCA attended and/or held several community meetings on the proposed soccer stadium. In July 2014, the OCA also hosted community meetings in Wards 3, 4, 5, 7, and 8 about the DC Power Line Undergrounding (DC PLUG) initiative.
4. Twitter – The OCA has a twitter account (@DCGovOCA) to tweet important information about upcoming community meetings, to provide status updates on high profile projects, to share recent press releases, and to re-tweet important information shared by other District agencies.
5. Email – In 2014, the OCA added additional contact information to its website to make communication with the public more accessible. For example, in addition to emailing the City Administrator through the Ask the Director feature of the OCA website, the OCA also added the email address for executive and senior staff at the following address: <http://oca.dc.gov/page/oca-executive-and-senior-staff>.

OLRCB maintains a website that provides information to the public and on which the public can ask questions of the Director of the agency. OLRCB also participates in public oversight hearings and roundtables before the Council of the District of Columbia, providing testimony and answering questions at these hearings and roundtables. These proceedings are televised on cable television and are available on the Council's website.

▪ ***How your agency identifies stakeholders and invites their participation.***

Depending on the project, the OCA works with sister agencies or private business partners to ascertain the appropriate stakeholders. Through direct contact, email and other means, the OCA establishes contact with stakeholders to encourage participation and input on the various initiatives of the agency.

OLRCB's primary stakeholders are the District of Columbia Department of Human Resources (DCHR) and the District government agencies which OLRCB serves (primarily agencies under the personnel authority of the Mayor), in addition to a variety of unions and their leadership. OLRCB engages these stakeholders through various meetings and forms of electronic and telephonic communication.

- ***Steps your agency will take to improve public engagement and participation including any new feedback tools or mechanisms the agency is considering.***

The OCA will make better use of the various media tools available to the agency. The OCA has a subscription to a news/media distribution and analytics program. This program provides an enormous database of reporters, bloggers and political or community influencers. The program makes contact with these constituencies very easy through direct contact or mass distribution of press releases or other messages.

In addition, the OCA will make much better use of the District Cable Network (DCN). Although the OCA already works with the Office of Cable Television (OCT) to record certain meetings for publication on the OCA website, the OCA will work with OCT in Fiscal Year 2015 to determine whether or not future meetings can also be aired on Channel 16.

This question is not applicable to OLRCB.

### 3) **Collaboration**

***Describe the steps your agency has taken or plans to take to enhance or expand cooperation among departments, other governmental agencies, the public, and non-profit and private entities in fulfilling its obligations. Please include a description of:***

- ***How your agency currently collaborates with the above parties. Please list links to specific websites if appropriate.***

All OCA public-private partnerships are detailed on the agency's website ([www.oca.dc.gov](http://www.oca.dc.gov)), including the DC Power Line Undergrounding plan, efforts to develop a new Major League Soccer stadium and a multi-billion dollar infrastructure project to eliminate flooding in center city neighborhoods. The City Administrator also serves as the Chair of the Interagency Council on Homelessness (ICH). The ICH is a group of cabinet-level leaders, providers of homeless services, advocates, homeless and formerly homeless leaders that come together to inform and guide the District's strategies and policies for meeting the needs of individuals and families who are homeless or at imminent risk of becoming homeless in the District. More information is available on the ICH website ([www.ich.dc.gov](http://www.ich.dc.gov)).

Further, the OCA leads DC Stat sessions to improve agency performance and accountability. Formerly known as CapStat, DC Stat is a focused, hour-long public process aimed at driving performance improvements and efficiencies within the government. The overall objective of these sessions is to cut waste, save money, and better serve the residents of the District. During the session,

the Mayor and/or City Administrator and other senior staff from relevant agencies take an in-depth look at key issues. The sessions are designed as collaborative problem solving and strategic planning discussions. Data for the sessions is often derived from the Performance Plans and key performance indicators for each agency.

In addition, OLRCB participates in several public-private partnerships and facilitates inter-agency coordination through training, labor liaison forums, and monthly telephone calls with labor liaisons and human resources personnel. Other OLRCB-led initiatives include:

- Annual Citywide Labor-Management Conference: OLRCB hosts an annual conference to bring together significant local and national labor and management leaders, District government employees, leading arbitrators, and other stakeholders. The purpose of the conference is to equip participants with the knowledge and information needed to build outstanding labor-management relations by sharing information, and by providing the opportunity for networking and a better understanding of the roles, responsibilities and resources available to these individuals.
- Labor Management Partnership Council (LMPC): The LMPC is a complement to the existing labor relations and collective bargaining program. The program allows management and employees to collaborate in order to help minimize waste, improve service delivery and assist in the overall efficiency of District government operations. The LMPC is comprised of agency heads, top management officials, labor liaisons and labor union officials.
- Labor-Management Task Force (LMTF): The LMTF is supported by the authority given to the Mayor in the Home Rule Act of 1973 and is currently working on reforming the District government's compensation and classification system.
- Joint Labor-Management Affordable Housing Task Force (JLMAHTF): The JLMAHTF is comprised of OLRCB and labor unions representing Compensation Units 1 and 2. The JLMAHTF was tasked with researching barriers to homeownership within the District and with furthering affordable housing opportunities for District government employees in order to encourage them to live and work in the District.
- Negotiated Employee Assistance Home Purchase (NEAHP) program: NEAHP was the result of the JLMAHTF. The NEAHP program provides financial assistance to certain District government employees whose positions are covered by collective bargaining,

specifically down payment and closing cost assistance. The NEAHP program remains a joint labor-management effort between labor unions and the District. The program is managed by OLRCB and administered by the District of Columbia Department of Housing and Community Development (DHCD) with the assistance of the Greater Washington Urban League (GWUL).

- ***Steps your agency will take to improve collaboration with the above parties including any new feedback tools or mechanisms the agency is considering, e.g. prizes, competitions, and other innovative methods.***

The OCA is working with the Office of the Chief Technology Officer (OCTO) and the Executive Office of the Mayor (EOM) to explore ways to better collaborate with the public, open data community, non-profits, and other organizations interested in accessing and using District government data. The Mayor's Order on Transparency, Open Government and Open Data (Mayor's Order 2014-170), for example, established an Open Government Advisory Group, which will be formally established in Fiscal Year 2015. The OCA will work closely with the Advisory Group to evaluate the District's progress towards meeting the requirements of the Open Data Directive, create new policies to establish specific criteria for agency identification of protected data in accordance with FOIA, maintenance of existing data, and the creation of data in open formats. A copy of the Mayor's Order is available on the Open Government website ([www.open.dc.gov](http://www.open.dc.gov)).

OLRCB previously made presentations to exemplary Labor Liaisons from various District government agencies at a Labor Liaison Forum and plans to do so again in the future. In addition, the Joint Labor-Management Affordable Housing Task Force (JLMAHTF) continues to meet quarterly to review the progress of the Negotiated Employee Assistance Home Purchase (NEAHP) program and develop unique marketing plans tailored to the eligible bargaining unit members, and to raise overall awareness of the NEAHP program. The JLMAHTF will also continue to participate in DHCD's Annual Housing Exposition and host informational sessions geared to District government employees. OLRCB will also continue to conduct road shows for different agencies and union locals to inform District government employees about the various homeownership programs that are available to them.