



FY10 PERFORMANCE PLAN Office of Campaign Finance

MISSION

The mission of the Office of Campaign Finance (OCF) is to regulate the conduct of public officials and political campaigns to ensure public trust in the integrity of the election process and government service.

SUMMARY OF SERVICES

The Office of Campaign Finance processes and maintains financial reports, for public inspection, which are required by law to be filed with OCF; audits and develops statistical reports and summaries of the financial reports; conducts investigations and informal hearings of alleged violations of the Campaign Finance Act (the Act); and renders interpretative opinions concerning the application of the Act.

AGENCY WORKLOAD MEASURES

Measure	FY08 Actual	FY09 YTD
# of financial reports received	3,856	3,941
Total Number of Desk Reviews conducted of Financial Reports and Financial Disclosure Statements	1,050	625
Total Number of Informal Hearings conducted for noncompliance with the Reporting Requirements	293	210

OBJECTIVE 1: Obtain full and complete disclosure of documents and actions relevant to the Campaign Finance Act through efficient and effective educational, audit, and enforcement processes.

INITIATIVE 1.1: Expand the OCF educational program to obtain full disclosure and increase voluntary compliance.

OCF will train the trainers, and reach those persons responsible for educating OCF reporting entities as a source for the reinforcement of campaign finance laws; incorporate off site training to reach a wider audience; and distribute program brochures to increased sites throughout the District of Columbia during the election cycle. The projected dates for training and disseminating OCF Brochures will be incorporated into the OCF 2010 Calendar, which will be made available to the public December 31, 2009.

INITIATIVE 1.2: Review Financial Reports and Disclosure Statements and conduct periodic random audits to ensure accurate reporting.

OCF will desk review Financial Reports and Disclosure Statements for compliance with the reporting requirements at the close of each filing deadline. Entities submitting reports



include political committees, candidates, lobbyists, public officials, citizen service and statehood fund programs. The Office will also conduct random periodic audits of financial reports at the end of a reporting cycle; and refer violations of the Campaign Finance Act to the General Counsel for enforcement. The review of financial reports and the conduct of periodic random audits is ongoing and occurs following each statutory filing deadline throughout the fiscal year.

INITIATIVE 1.3: Improve the Enforcement Process.

During FY09, the responsibilities of the Office of the General Counsel under each OCF Program were allocated to a specific staff position. This action resulted in the timely conduct of informal hearings and the issuance of orders of the Director before the next filing deadline. During FY10, OCF will pursue the timely enforcement of orders of the Director for the collection of outstanding fines before the Board of Elections and Ethics. The Director will file a petition for the enforcement of its orders, within sixty (60) days of the expiration of the period provided for payment of the fine, before the Board of Elections and Ethics in an adversary proceeding.

OBJECTIVE 2: Assimilate, maintain, and compile financial disclosure records received through electronic filing and by hard copy into an integrated, relational database.

INITIATIVE 2.1: Increase the Percentage of Financial Reports Filed Electronically.

OCF will fully implement the electronic signature as an option to eliminate the requirement for the submission of a signed paper copy of the electronically filed document in all OCF Programs. This will reduce the number of paper reports and the need for manual data entry of information into the OCF Database. It is anticipated that the electronic signature will be available to reporting entities for the electronic filing of financial reports due in January 2010.

INITIATIVE 2.2: Electronic Filing of ANC Reports.

OCF will introduce the upgrade of the OCF Electronic Filing System to accept the online filing of the Summary Financial Statement of candidates for the Office of Advisory Neighborhood Commission Member, participating in the November 2010 General Election. This filing option for ANC candidates will reduce the number of paper filings and eliminate the need for manual data entry. The Summary Financial Statement of Candidate For The Office Of Member Of An Advisory Neighborhood Commission (ANC) Form will be available for electronic filing in January 2010.

INITIATIVE 2.3: Complete the Data Entry of all Financial Reports received by hard copy into the database before the next filing deadline.

During FY08, 1,257 public officials and reporting entities filed their reports electronically, and 2,493 submitted paper reports. There will be a minimum of fifteen (15) separate filing deadlines, associated with the September 14, 2010 Primary Election for the offices of Mayor, chairman, At-Large and Ward Members of the Council, and U.S. Representatives. It is projected the number of financial reports filed will exceed 3,700, similar to that of FY08, with at least 35% of these reports requiring data entry prior to the next filing deadline to present an accurate portrayal of campaign activity.



OBJECTIVE 3: Disseminate Financial Disclosure Records and Statistical Reports.

INITIATIVE 3.1: Develop an E-Mail Subscription Service.

The e-mail subscription service will disseminate audit and other critical information in a more timely and efficient manner, with blasts of reminders of filing dates to specific reporting entities, notices of the issuance of orders, final audits, rulemaking, and interpretative opinions. This initiative is in the planning stages, and it is anticipated that the initiative will be completed in FY10.

INITIATIVE 3.2: Launch the Geographical Information System.

The design of the Geographical Information System (GIS) will be completed in FY09. The GIS will be launched at the OCF Web Site in FY10. This system will profile the contribution and expenditure profiles of ward- and at large-candidates by location geographically for publication at the OCF Web Site. This will ease and expedite public access to vital campaign data.

PROPOSED KEY PERFORMANCE INDICATORS

Measure	FY08 Actual	FY09 Target	FY09 YTD	Fy10 Target	FY11 Target	FY12 Target
Percent of listings in the D.C. Register published before the statutory deadlines of January 15 th , April 30 th , June 15 th , and August 15 th of each year	100%	100%	100%	100%	100%	100%
Percent of informal hearings conducted and closed before the next filing deadline	100%	100%	100%	100%	100%	100%
Percent of investigative matters closed within 90 days of opening	100%	100%	75%	100%	100%	100%
Percent of financial reports reviewed, evaluated, and analyzed before the next filing deadline	100%	100%	100%	100%	100%	100%
Percent of financial reports filed electronically	N/A	N/A	42%	60%	70%	75%
Number of periodic random audits conducted of political committees following the January 31 st and July 31 st filing deadlines	N/A	N/A	8	12	8	12
Percent of Interpretive Opinions issued within thirty (30) days	100%	100%	100%	100%	100%	100%
Compliance Rate ¹	94%	94%	91%	94%	94%	94%

¹ The total number of disclosure statements received compared to the number expected



STANDARD CITYWIDE OPERATIONAL MEASURES

Measure	FY09 YTD
Contracts	
KPI: % of sole-source contracts	
KPI: Average time from requisition to purchase order for small (under \$100K) purchases	
KPI: # of ratifications	
KPI: % of invoices processed in 30 days or less	
Customer Service	
KPI: OUC customer service score	
Finance	
KPI: Variance between agency budget estimate and actual spending	
KPI: Overtime as percent of salary pay	
KPI: Travel/Conference spending per employee	
KPI: Operating expenditures "per capita" (adjusted: per client, per resident)	
People	
KPI: Ratio of non-supervisory staff to supervisory staff	
KPI: Vacancy Rate Total for Agency	
KPI: Admin leave and sick leave hours as percent of total hours worked	
KPI: Employee turnover rate	
KPI: % of workforce eligible to retire or will be within 2 years	
KPI: Average evaluation score for staff	
KPI: Operational support employees are percent of total employees	
Property	
KPI: Square feet of office space occupied per employee	
Risk	
KPI: # of worker comp and disability claims per 100 employees	