



## Executive Office of the Mayor (EOM) – AA0

Christopher K. Murphy, Chief of Staff  
1350 Pennsylvania Avenue, NW, Suite 310  
Washington, DC 20004  
202-727-2643  
<http://www.dc.gov/>

### Central Purpose

Our mission is to provide leadership, strategic direction, and policy guidance to the Mayor, Deputy Mayors, agencies, and citizens. In addition to the Office of the Mayor, the other offices that are a part of the Executive Office of the Mayor are:

- Office of Communications;
- The Mayor’s Correspondence Unit;
- Office of Support Services;
- Office of the General Counsel;
- Office of Boards and Commissions;
- Office of Budget and Finance;
- Office of Policy and Legislative Affairs; and
- Office of Community Affairs which includes what we refer to as our affinity offices:
  - Office of Neighborhood Engagement
  - Serve DC
  - Youth Advisory Council
  - Office of GLBT Affairs
  - Office on African Affairs
  - Office on Women’s Policy and Initiatives
  - Office of Partnerships and Grants Services
  - Office of Religious Affairs
  - Office on Latino Affairs
  - Office of Veterans Affairs
  - Office on Asian and Pacific Islander Affairs
  - Office of the Clean City
  - Office of African American Affairs
  - Commission on Fathers, Men & Boys

### Key Facts

- N/A

### Goals/Performance Measure

- The goal of EOM is to further policies and procedures of Mayor Gray that improve the quality of life of all District residents by strengthening the fiscal stability of the city; creating new jobs and careers for District residents; promoting healthy and safe

neighborhoods; creating new economic development opportunities; providing a quality education for District children; and promoting more autonomy for the District.

### Programs/Services

- The Executive Office of the Mayor – provides staff support to the Mayor in leading the government and community. This program contains the following 6 activities:
  - Office of the Mayor – provides leadership, strategic direction, and policy guidance to EOM, Deputy Mayors, and agencies;
  - Scheduling and Advance Unit – processes scheduling requests and correspondence for the Mayor and provides oversight of the Mayor’s public engagements;
  - Office of Communications – provides strategic communication directions, media relations, public information dissemination, agency communications review and coordination, government–wide communication standards, and guidance to and training opportunities for agency public information officers;
  - Mayor’s Correspondence Unit – responds to written correspondence sent to the Mayor in a timely, thoughtful, and helpful manner;
  - Office of the General Counsel – advises the Mayor, and other activities of the EOM without legal counsel, on legal matters; and
  - Office of Support Services – provides operational support to the EOM, Deputy Mayors, the Office of the City

Administrator, Criminal Justice  
Coordinating Council, Office on Latino  
Affairs, Office of Veterans Affairs, Office  
of Asian and Pacific Islander Affairs, Office  
of the Secretary, and Office of Risk  
Management.

**First Quarter FY2015 Hot Button Issue(s)**

- Agency Open Government Reports – In July, Mayor Gray issued a [Mayor’s Order on Transparency, Open Government and Open Data](#). This directive instructed agencies to take specific actions to better institutionalize a culture of transparency, accountability, and public participation in District government. One of the requirements in the Mayor’s directive is for each agency to develop and publish an annual Open Government Report by October 1<sup>st</sup> of each year. The reports would highlight any Open Government activities an agency has undertaken to-date and, more importantly, list planned activities for the upcoming fiscal year.

- Office of Boards and Commissions – Monitoring the Council to ensure pending nominees are confirmed to avoid quorum problems on boards and commissions. Specific boards to watch include:

Police Complaints Board – needs three members to have a quorum, two are currently pending Council confirmation.

Housing Production Trust Board – needs to have its Chairperson confirmed by the Council. If the Chair is not confirmed, the Board cannot formally convene to conduct business.

## Organization Chart

**Boards and Commissions relevant to the agency (if any)**

Board Name	Name of Chairperson	No. of Members
Open Government Advisory Group	Brian Flowers	15

**Budget FY2015**

Total Budget	\$ 12,820,423
--------------	---------------

**No. of Employees**

Current No. of FTEs	85
---------------------	----

**Union Representation**

Union(s)	Union Representative	No. of Members
N/A		

**Facility Location(s)**

Facility Name / ID	Address	Zip Code	Ward	Main Phone No.
Executive Office of the Mayor	1350 Pennsylvania Ave, NW, #310	20004	2	(202) 727-2643
Office of Community Affairs and the affinity offices (provided on separate report by Office of Community Affairs)	Reeves Center, One Judiciary Square			

**Key Projects/Initiatives**

Project/Initiative Name	Brief Description	Delivery Date
Open Government Initiative	The Open Government Initiative, envisioned by Mayor Gray and led by the Executive Office of the Mayor (EOM), is a multifaceted approach to lead the District Government towards openness and transparency by using technology to make key government records easily accessible online. The overall goal is keep the public better informed about the functioning of their government.	Ongoing
Staying up-to-date on FOIA requests and appeals	By law FOIA requests must be responded to within 15 business days. The EOM has one FOIA officer to respond and track these requests. The Office of the General Counsel responds to FOIA appeals. This important function allows the Mayor's Office to be transparent as well as be compliant with the District's FOIA laws. It also minimizes law suits arising from noncompliance.	Ongoing
Managing FOIAXpress contract and serving as government-wide FOIAXpress coordinator	FOIAXpress, the District's first-ever city-wide FOIA processing system, allows FOIA Officers to track and respond to FOIA requests and gives FOIA requesters the ability to check the status of their requests in FOIAXpress. Agencies can also publish to a reading room frequently requested documents. FOIAXpress launched in July 2014 with over 50 participating District agencies. FOIAXpress helps the public more quickly and easily	Ongoing

Project/Initiative Name	Brief Description	Delivery Date
	obtain information about District government operations providing for a better understanding of the workings of the government.	
Maintaining board and commission memberships to, at a minimum, prevent quorum problems	At the start of the Gray Administration in 2011, the Office of Boards and Commissions (OBC) inherited approximately 900 vacancies on District boards and commissions. Many boards had been inactive for some time or could not operate due to a lack of quorum. Over the past three years, OBC has worked aggressively to fill the vacancies on almost 200 boards and commissions. In FY 2013, OBC reduced the number of boards and commissions without a quorum from 29 to 1. Maintaining memberships and minimizing quorum problems is important in allowing the public to provide important input as well as continuing vital city functions which may only be carried about by boards and commissions.	Ongoing
Bi-weekly Mayoral Press Conferences	The Bi-weekly Mayoral Press Conferences are a vehicle to keep DC residents informed of important initiatives and projects in the District government. Additionally, it provides the media with more access to the Mayor.	Every two weeks
Labor Management Partnership Council (LMPC) Strategic Plan	The DC Labor Management Partnership Council (LMPC) Dwight Bowman Strategic Plan (2012-2014) is a product of incisive collaboration by a subcommittee of labor union representatives and District agency directors. In December 2012, this group of 18 LMPC members began engaging in six weeks of directed discussions on issues pertaining to improving customer service and increasing employee morale in the District outside the ambit of the Collective Bargaining Agreement. This plan was completed in March 2013, at which time the implementation of this plan began. A subcommittee for customer service and employee morale was established to move this initiative forward. The customer service subcommittee continues to work on a red carpet program for customer service training. Additionally, the employee moral subcommittee revived the District's employee awards program and held the first annual One City Mayoral Employee Recognition Awards program in October 2014 to thank and recognize exceptional service provided by DC employees.	Ongoing
Grade.DC.Gov (managing contract and overseeing program)	Grade.DC.gov harnesses innovative analytical technology to improve customer care at 15 participating DC government agencies. Feedback is collected from the namesake website and combined with data from comments posted on social media sites like Twitter. This data allows the DC government to form a composite grade for each agency, analyze data over time, and manage performance. The program aims to offer an easy way for residents and visitors to engage with the government, offering actionable feedback that ultimately improves the quality of service.	Ongoing

Project/Initiative Name	Brief Description	Delivery Date
Planning monthly Cabinet meetings & quarterly ANC and OBC Chairs meetings	Cabinet meetings are used to convene all agency directors together to discuss important initiatives throughout District government. This forum is used to promote collaboration and communication across all agencies. Each month agenda items are gathered from District agencies and are presented by respective cabinet members. Occasionally, and outside presenter is invited.	Ongoing
Planning quarterly ANC Chairs meetings	ANC chairs are invited to meet with the Mayor quarterly. These meetings are used to keep the commissioners aware of important initiatives and projects in the District government and to inform them of issues that might uniquely affect their respective constituencies. The meetings also serve as an opportunity for the Commissioners to have direct access to the Mayor. All agency directors are required to attend these meetings to address any issues or concerns that the commissioners might have.	Ongoing
Planning quarterly OBC Chairs meetings	Quarterly, the Mayor convenes Boards and Commissions chairs to give Chairs direct access to the Mayor, to keep them aware of important initiatives and projects in the District government and to inform them of issues that might uniquely affect their boards and commissions. This forum is used to promote collaboration and communication across all boards and commissions.	Ongoing
Social Impact Bond (SIB)	Focused on preventing teen pregnancy	Ongoing

#### Capital Program(s)

Project Name	Budget ID	Funding Source	Project Budget	Current Balance	Delivery Date
N/A			\$	\$	

#### Important/Significant Dates

Event	Brief Description	Delivery Date
Inauguration	Swearing-in of the newly elected Mayor of the District of Columbia	1/2/15

#### Key Contracts

Project Name	Vendor Name	Total Contract Value	Contract Term
FOIAXpress	AINS	\$539,528.36	9/13/13 – 9/30/16
Grade.DC.Gov	newBrandAnalytics	\$1.2 million	4/24/12 – 9/30/16
SIB (proposed contract expected to be reviewed and approved by the Council on 11/18/14)	Social Finance Inc.	\$10.5 million	Estimated November 2014 – December 2019

#### Key Agreement(s) / Memorandum(s) of Understanding

Project Name	Brief Description	Agreement Term
LMPC Agreement	The purpose of the LMPC is to improve our labor-management relationship by serving as a forum for communication and cooperation in support of the joint mission of labor and management to deliver high quality and cost effective service to the residents of and visitors to the District of Columbia while maintaining a high quality work environment for employees of the District government. The LMPC promotes a joint understanding of the unique issues, challenges and opportunities facing the District, its employees, unions and management and seeks ways to jointly, and responsibly address these issues.	3/9/12 - present

**Grant(s) Awarded (or Pending Award) to Agency**

Grant Name	Name of Grantor	Total Grant Amount	Current Grant Balance	Grant Expiration
N/A		\$	\$	

**Active Litigation(s)**

Project Name	Brief Description
N/A	

**Consent Decree(s)**

Project Name	Brief Description	Agreement Term
N/A		