



## Office of the City Administrator (OCA) – AEO

Allen Y. Lew, City Administrator  
1350 Pennsylvania Avenue, NW, Suite 513  
Washington, DC 20004  
(202) 478-9200  
<http://oca.dc.gov/>

---

### Central Purpose

- The Office of the City Administrator (OCA) is to facilitate the effective and efficient implementation of the Mayor’s policies by providing leadership, support, and oversight of District government agencies.
- The Office of Labor Relations and Collective Bargaining (OLRCB), an office within OCA represents the District of Columbia as the principal management advocate during labor negotiations and in administering the District’s Labor Relations activities.<sup>1</sup>

### Key Facts

- Managing the day-to-day operations of District government agencies.
- Directly overseeing the four (4) Deputy Mayors and the Operations Cluster.
- Monitoring and tracking Fiscal Year Performance Plans for 73 District agencies.
- Overseeing 40 collective bargaining agreements with agencies under the Mayor’s personnel authority

### Goals/Performance Measures

- Objective 1: Ensure the delivery of high-quality District services.
  - Measure 1: Percent of long term indicators achieved in the One City Action Plan.
  - Measure 2: Percent of action items achieved in One City Action Plan.
  - Measure 3: Percent of District agencies completing a fiscal year performance plan.
  - Measure 4: Percent of District agencies participating in the Performance Management Program completed training.

- Measure 5: Percentage of fiscal year agency initiatives either fully or partially achieved.
- Measure 6: Percentage of fiscal year agency key performance indicators either fully or partially achieved.
- Measure 7: Total number of DC Stat and Task Force Meetings held.
- Objective 2: Effectively administer the labor relations program by engaging in good faith with duly elected and authorized employee labor representatives.
  - Measure 1: Percent of collective bargaining agreements in impasse.
  - Measure 2: Percent of compensation collective bargaining agreements currently under negotiation.
  - Measure 3: Percent of non-compensation collective bargaining agreements currently under negotiation.
  - Measure 4: Percent of cases successfully mediated before third party neutrals.
  - Measure 5: Percent of cases successfully litigated before the Public Employee Relations Board.
  - Measure 6: Total number of training sessions provided to labor liaisons, managers, supervisors, and management officials.

### Programs/Services

- City Administrator - The Office of the City Administrator provides support to the City Administrator and District agencies in the areas of budget, management, and policy; organizes accountability sessions with the Mayor and City Administrator; and manages the city’s Performance Management activity.

---

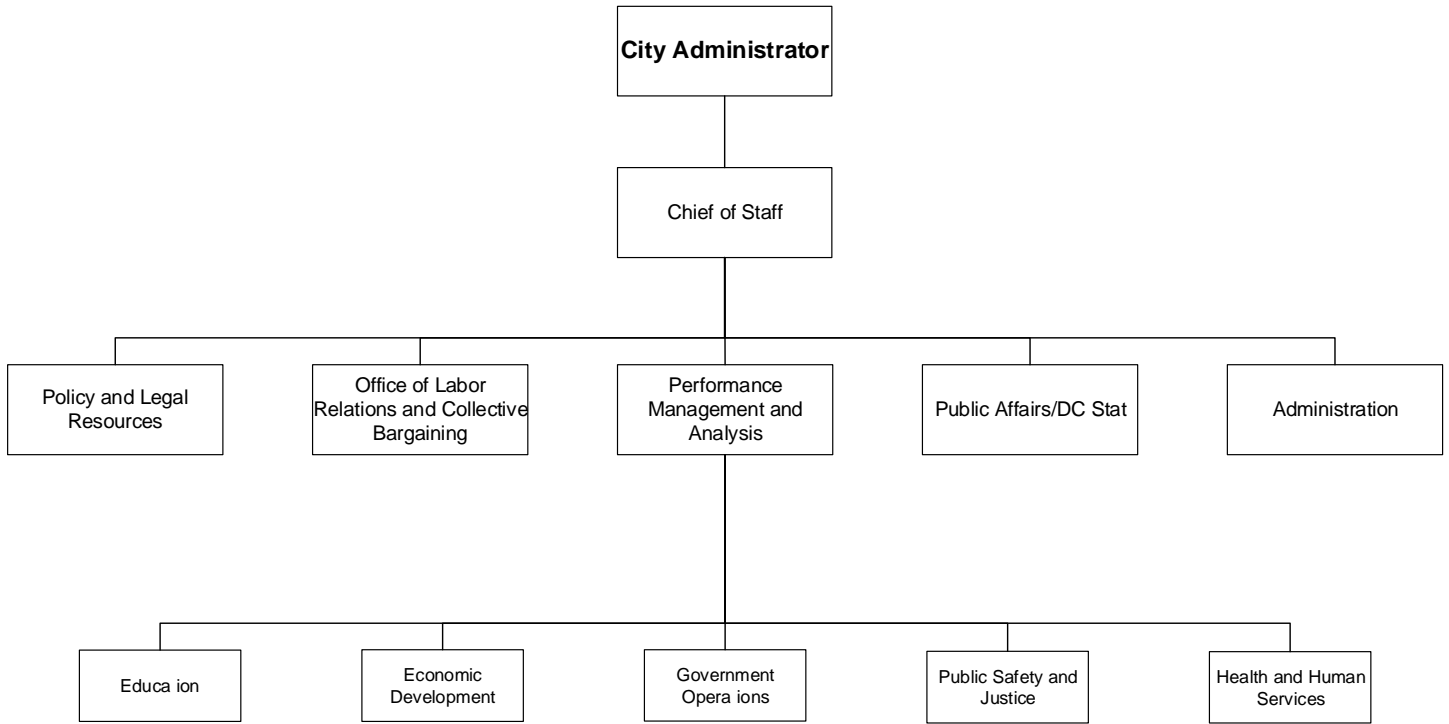
<sup>1</sup> A separate report is also included for the Office of Labor Relations and Collective Bargaining (OLRCB).

- Office of Labor Relations and Collective Bargaining - The Office of Labor Relations and Collective Bargaining is the Mayor's principal representative in labor relations and collective bargaining matters. Its core mission is to administer a comprehensive and centralized labor relations program for all agencies under the Mayor's personnel authority. In administering the labor relations program, OLRCB staff negotiate collective bargaining agreements, represent management in related labor litigation, including arbitrations and unfair labor practice allegations, provides training necessary to minimize litigation and associated costs and ensures the effective administration of labor relations contractual and legal obligations. They continuously interact with senior leadership, directors, managers and supervisors, management labor liaisons and union leaders. The ultimate goal of the OLRCB is to administer the labor relations and collective bargaining program within the statutory framework and allocated budget while enhancing efficiency of government operations and without infringing on employee rights

**First Quarter CY2015 Hot Button Issue(s)**

- Construction of new soccer stadium
- Implementation of DC Power Line Undergrounding (DC PLUG)
- Operating DC Streetcar passenger service
- Negotiating proposed Pepco/Exelon merger

### Organization Chart



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

Board Name	Name of Chairperson	No. of Members
Interagency Council on Homelessness	Allen Y. Lew	31

**Budget FY2015**

Total Budget	\$ 4,052,886*
--------------	---------------

\*Includes both the Office of the City Administrator (OCA) and the Office of Labor Relations and Collective Bargaining (OLRCB)

**No. of Employees**

Current No. of FTEs	29*
---------------------	-----

\*Includes both the Office of the City Administrator (OCA) and the Office of Labor Relations and Collective Bargaining (OLRCB)

**Union Representation**

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

**Facility Location(s)**

Facility Name / ID	Address	Zip Code	Ward	Main Phone No.
Office of City Administrator (Main Office)	1350 Pennsylvania Ave, NW, Suite 513	20004	2	(202) 478-9200
Office of Labor Relations and Collective Bargaining	441 4th Street, NW, Suite 820 North	20001	6	(202) 724-4953

**Key Projects/Initiatives**

Project/Initiative Name	Brief Description	Delivery Date
New Soccer Stadium	Once legislation is approved authorizing the transaction, lead a number of efforts to progress the stadium development.	2017
DC Power Line Undergrounding (DC PLUG)	Coordinate the implementation of the DC Power Line Undergrounding (DC PLUG) initiative with Pepco and DDOT, in accordance with the Electric Company Infrastructure Improvement Financing Act of 2014.	2017
Combat Homelessness	Facilitate inter-agency coordination to combat homelessness via the Interagency Council on Homelessness.	Ongoing
Procurement Reform	Work with the Office of Contracting and Procurement to determine appropriate revisions to standard operating procedures, as necessary, to achieve further efficiencies in the procurement management system.	September – 2015
Flood Prevention	Continue to implement the recommendations of the Mayor's Task Force on the Prevention of Flooding in Bloomingdale and LeDroit Park.	2022
Cost Drivers	Expand the development of certain key performance indicators, called cost drivers, for inclusion in agency performance plans. Cost drivers calculate the unit cost for delivering an agency's core services, which helps to inform future budget decisions.	September – 2015

Project/Initiative Name	Brief Description	Delivery Date
Improve Government Accountability and Transparency	Implement new IT systems to support the Track DC website and Open Data catalog. Track DC allows the public to monitor agency performance while the Open Data Catalog provides the public with access to government datasets. This initiative will also work with OCTO to continue to add more datasets to the Open Data catalog.	September – 2015

**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
DC PLUG	Projected approval by the Public Service Commission to execute the Financing Order for revenue bonds.	January - 2015
Soccer Stadium	District begin engaging site preparation contractors	January - 2015
Performance Management	Post Agencies' FY 14 Performance Accountability Reports on OCA's web site (required by law 1/15/14)  Agencies enter FY15 quarter 1 data for Key Performance Indicators in the KPI Tracker (by 1/15/15)  First call for FY 15 Performance Plans revisions for upcoming Council's Performance Oversight Hearings (cut-off date 1/31/15)  First draft due from agencies - 1st printing for budget information (Performance Management Data – formerly known as Table 6) for FY 16 Budget Book	January - 2015
DC PLUG	DDOT posts solicitation for contractor installation of conduits, manholes, and associated infrastructure based on detailed design prepared by Pepco civil engineering team for Year 1 feeder: Ward 3	February - 2015
DC PLUG	DDOT posts solicitation for contractor quality control and inspection services for Year 1 feeder: Ward 3 civil construction	February - 2015
Performance Management	Final draft due from agencies – 1st printing for budget Information (Performance Management Data – Formerly known as Table 6) due for FY 16 Budget	February - 2015
Soccer Stadium	Closing on land transactions	February/July - 2015
DC PLUG	DDOT selects contractor to support its project management function for DC PLUG	February/March - 2015
DC PLUG	Contractor starts work with DDOT to define operating and management systems to guide DC PLUG coordination with Pepco, utilities, District inter-agency counterparts, and stakeholders through a comprehensive communication and community engagement strategy; and prepares project planning analysis to guide civil engineering and construction procurement services	February/March - 2015

Event	Brief Description	Delivery Date
DC PLUG	DDOT posts solicitation for contractor(s) installation of conduits, manholes, and associated infrastructure based on detailed design prepared by Pepco civil engineering team for Year 1 feeder: Ward 7	March - 2015
DC PLUG	DDOT posts solicitation for civil engineering and survey services for Year 1 feeders: Wards 4, 5, 7, and 8	March - 2015
Soccer Stadium	District site control	March - 2015
Performance Management	Assist agencies with performance oversight hearings before the DC Council. Agencies may also request changes to their performance plan following their hearing	March - 2015

**Key Contracts**

Project Name	Vendor Name	Total Contract Value	Contract Term
OSSE-Department of Transportation (DOT) Auditing Review Services	SC & H Group, Inc.	\$ 500,000.00	December – 2013 to December – 2014
		\$ 250,000.00	December – 2014 to December - 2015 (Option 1)

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

Project Name	Brief Description	Agreement Term
OSSE-DOT Auditing Review Services	Performance review of current OSSE-DOT performance benchmarks, develop best practice benchmarks, conduct audits and reviews of OSSE activities and establish a system of continued oversight of DOT performance.	October – 2014 to September – 2015

**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		