

Office of the Secretary (BA0)

The mission of the Office of the Secretary of the District of Columbia is to serve as the sole custodian of the Seal of the District of Columbia and to authenticate its proper use in accordance with the law. As part of this duty, the Secretary attests to the authenticity of official records, bond documents and documents of the executive branch. The Secretary also maintains official records of Mayoral actions and prepares executive orders, proclamations, directives, and administrative issuances. The Office is also responsible for the issuance, renewal, and revocation of notaries.

Secretary of the District of Columbia	Beverly Rivers
Proposed Operating Budget (\$ in thousands)	\$1,946

Fast Facts	
<ul style="list-style-type: none"> The proposed FY 2001 operating budget is \$1,946,348, an increase of \$130,348 over the FY 2000 budget. There are 27 full-time equivalents (FTEs) supported by this budget. The agency net increase is largely due to increased programmatic activity in the Office of the Mayor. 	<ul style="list-style-type: none"> In FY 2000, the Office of the Secretary developed a plan of action to preserve historic documents and records in case of a disaster. In FY 2000, the Office of the Secretary began an initiative to utilize the Internet to provide easier access to forms and requests for information by consumers.

FY 2001 Proposed Budget by Control Center

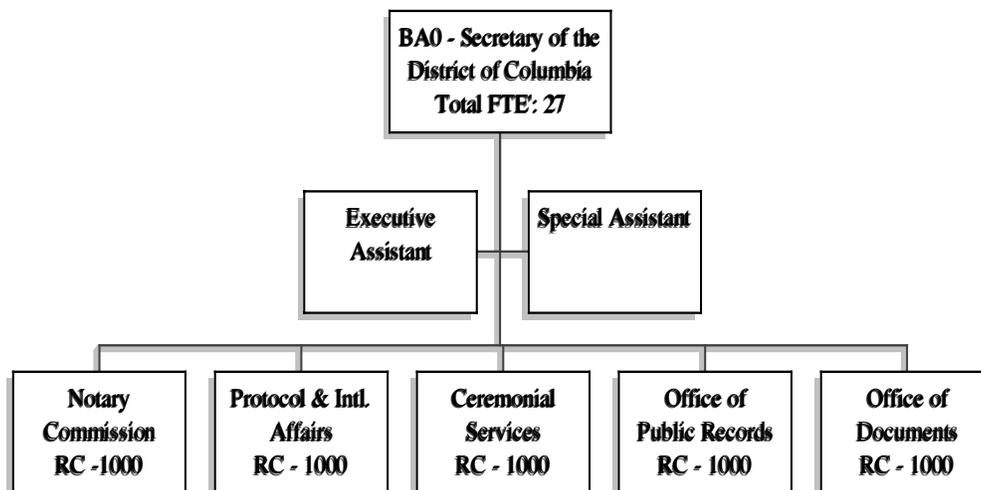
The basic unit of budgetary and financial control in the District's financial management system is a control center. The Office of the Secretary is comprised of one control center that serves as the major component of the agency's budget.

FY 2001 Proposed Budget by Control Center		
(Dollars in Thousands)		
Office of the Secretary		
Control Center		Proposed FY 2001 Budget
0010	OFFICE OF THE SECRETARY	1,946
BA0	Office of the Secretary	1,946

Agency Overview and Organization

The Office of the Secretary was established as part of the Executive Office of the Mayor by a Mayoral Order in 1984. Mayor’s Order 97-177, issued on October 9, 1997, revised the original Order. The Office is headed by the Secretary of the District of Columbia (“Secretary”), who is appointed by the Mayor of the District of Columbia, with the advice and consent of the Council of the District of Columbia. The Secretary oversees administrative, ceremonial, and supports services for the Mayor. In addition, the Secretary also performs many of the record-keeping function typically managed by a city clerk or a secretary of state. The Office is comprised of the following units:

- **Executive Office**- This unit serves as the sole custodian of the Seal of the District of Columbia and is responsible for authenticating its proper use in accordance with the law. It is also responsible for attesting to the authenticity of executive branch official records and required District documents.
- **Ceremonial Services Unit** - This unit provides all official ceremonial documents and Keys to the City, as requested from the public and various governmental entities.
- **Notary Commissions and Authentication’s Section** - This section authenticates documents in the District of Columbia for foreign and domestic use and authenticates the signatures of all notary publics by affixing the District of Columbia Seal. It commissions Notary Publics for the District of Columbia.
- **Office of Public Records Management, Archival Administration, and Library of Governmental Information** - This unit selects, preserves, and makes available the permanent records of the District government.
- **Office of Documents and Administrative Issuances** - This unit provides for the prompt preparation, editing, printing and distribution of the District of Columbia Register and the District of Columbia Municipal Regulations. It also supervises, manages and directs the preparation of all legal publications of the District.



FY 2001 Proposed Operating Budget

The Office of the Secretary's Operating Budget is composed of two categories: (1) Personal Services (PS), and (2) Nonpersonal Services (NPS).

Within the PS budget category are several object classes of expenditure such as regular pay, other pay, additional gross pay, and fringe benefits. Within the NPS budget category are several object classes of expenditure such as supplies and materials, utilities, communications, rent, other services and charges, contractual services, subsidies and transfers, equipment and equipment rental, and debt service.

Authorized spending levels present the dollars and related full-time equivalents (FTE) by revenue type. Revenue types include: Local (tax and non-tax revenue not earmarked for a particular purpose); and Other (fees, fines, etc).

FY 2001 Proposed Operating Budget										
(Dollars in Thousands)										
Office of the Secretary										
Object Class	Actual FY 1999		Approved FY 2000		Proposed FY 2001		Variance			
Regular Pay -Cont. Full Time	1,359		1,085		1,156		71			
Regular Pay - Other	122		69		80		11			
Additional Gross Pay	49		0		0		0			
Fringe Benefits	229		173		187		14			
Subtotal for: Personal Services (PS)	1,760		1,327		1,423		96			
Supplies and Materials	25		0		25		25			
Utilities	62		63		58		-5			
Telephone, Telegraph, Telegram	49		51		40		-10			
Rentals - Land and Structures	0		18		20		2			
Other Services and Charges	546		357		360		3			
Contractual Services - Other	54		0		0		0			
Equipment and Equipment Rental	64		0		20		20			
Subtotal for: Nonpersonal Services (NPS)	800		489		524		35			
Total Expenditures:	2,560		1,816		1,946		130			
Authorized Spending Levels by Revenue Type:										
	FTEs		Dollars		FTEs		Dollars		FTEs	
	Dollars		FTEs		Dollars		FTEs		Dollars	
Local	22	2,490	25	1,737	25	1,853	0	116		
Private	0	0	0	0	0	0	0	0		
Other	2	70	2	79	2	93	0	14		
Intra-District	0	0	0	0	0	0	0	0		
Total:	24	2,560	27	1,816	27	1,946	0	130		

Agency Funding Summary

The proposed FY 2001 operating budget *for all funding sources* is \$1,946,348, an increase of \$130,348, or 7.2 percent, over the FY 2000 approved budget. There are 27 full-time positions supported by this budget. The Office of the Secretary receives 95 percent of its funding from local, and 5 percent from other sources.

- **Local.** The proposed *local* budget is \$1,853,240, an increase of \$116,240 over the FY 2000 budget. Of this increase, \$81,539 is in personal services, and \$34,701 is in nonpersonal services. There are 25 FTE's funded by local sources.

The change in personal services is comprised of:

- \$81,539 is an increase for the 6 percent pay raise for non-union employees

The change in nonpersonal services is comprised of:

- (\$4,691) is a decrease for utility costs based on Office of Property Management (OPM) estimates
 - \$2,000 is an increase for rent costs based on OPM estimates
 - \$2,733 is an increase for security costs based on OPM estimates
 - (\$10,341) is a decrease for phone costs based on OFRM estimates
 - \$25,000 is an increase for supplies
 - \$20,000 is an increase for equipment
- **Other.** The proposed *other* revenue budget is \$93,108, an increase of \$14,108 over the FY 2000 budget. The increase is due to the 6 percent pay raise and step increases. The entire increase is in personal services. There are two FTEs funded by other sources.

Figure 1

Of the total Proposed FY 2001 Operating Budget, 95.2 percent is Local.

Other funds are 4.8 percent of the total budget.

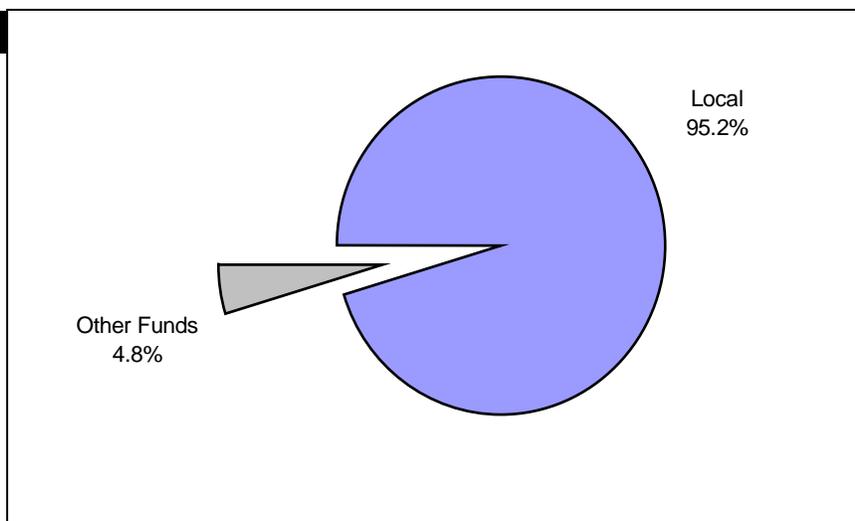
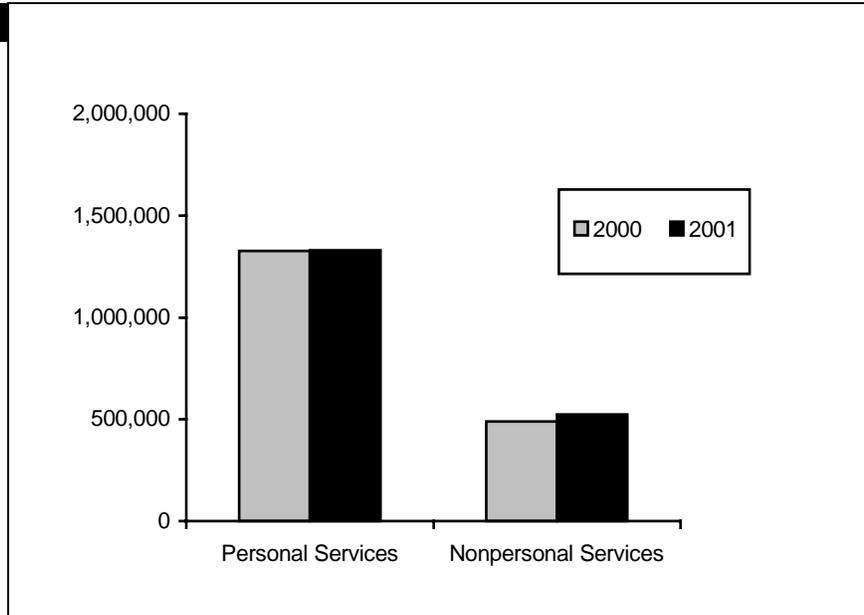


Figure 2

FY 2001 Proposed Budget Includes an Increase for PS and NPS

Personal Services increased by 7.7 percent, from \$1.3 million in FY 2000 to \$1.4 million in FY 2001.

Nonpersonal services increased by 7.1 percent, from \$ 488,838 to \$523,539, due to an increase in rent, supplies, and equipment.



Occupational Classification Codes

Occupational Classification Codes (OCC) are used by federal agencies like the Bureau of Labor and Census Bureau, as a way of classifying workers into eight major occupational categories for the purpose of collecting, calculating, or disseminating data. The Office of the Secretary workforce is divided among three occupational classification codes.

Agency FTEs by Occupational Classification Code

OC Code	FTEs in FY 2001
Official /Administrative	1
Professional	23
Technical	0
Protective Services	0
Paraprofessional	3
Office/Clerical	0
Skill Craft Worker	0
Service Maintenance	0
Total	27

FTE Analysis

Agency FTEs by Occupational Classification Code

The Office of the Secretary is an administrative agency. Of the total FTEs, 85.1 percent are Professional.

