

INDICES

Volume XVI

A Statistical Index to District of Columbia Government Services



The District of Columbia Government

December 2013

Vincent C. Gray, Mayor

INDICES

A Statistical Index of District of Columbia Government Services

The District of Columbia Government
Vincent C. Gray
Mayor

Prepared by
Office of Planning
Harriet Tregoning
Director

2013

READER'S GUIDE

This is the sixteenth edition of INDICES published by the District of Columbia Government. The primary goal of INDICES is to provide a snapshot of the District of Columbia government operations. The snapshot contains data quantifying human and physical services delivered, legislative activities and general profile of the District. INDICES is developed to satisfy seven basic information needs which are: to provide statistical summaries of services delivered by agencies; provide a comprehensive overview of government activities; provide information that is accessible to the reader in format and content; provide information to facilitate the identification of trends; to provide a holistic picture of a service where there may be a number of different providers; continued delivery of a branded product; and potential for synergy between electronic and non-electronic products.

Departments and agencies of the District government provide information for INDICES. The staff of the Office of Planning/State Data Center collaborates with all entities to identify and present information that will help government agencies, residents, students, researchers, businesses and non-profit organizations gain insight into the range of services offered by the District government. Most of the data contained in this edition were collected in calendar years 2010 through 2012.

This reference book is organized into eleven chapters, covering such topics as government operations and finances, economic development, health and human services, District-wide planning, community services, education, public safety, transportation, public works, and environmental services.

This edition of INDICES is prepared by the Office of Planning, under the executive authority of the mayor.

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Cover Photos: 1) Franklin Square, Ward 2; 2) The Yards Park, Ward 6; 3) Eckington, Ward 5; 4) William O. Lockridge/Bellevue Library, Ward 8; 5) Anacostia Environmental Fair, Ward 8; 6) Mount Pleasant, Cultural Event, Ward 1

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SOURCE AGENCIES FOR FURTHER INFORMATION

African Affairs, Office on	Nkechinyere Ezekwe	Planning, Office of	Rosalynn Hughey
Aging, Office on	Yolanda Lyles	Planning and Economic Development, Office of the Deputy Mayor for	Gilles Stucker
Alcoholic Beverage Regulation Administration	Camille Robinson	Police Department, Metropolitan	Patrick Burke
Arts and Humanities, Commission on the	Mary Beth Brown	Public Libraries, DC	Gary A. Romero
Asian and Pacific Islander Affairs, Office on	Neel Saxena	Public Schools, DC	Mary DuPre
Boards and Commissions, Office of	David Walker	Public Works, Department of	Linda Grant
Cable Television, Office of	Kenneth Borden	Real Estate Services, Department of	Deron K. Lehman
Child and Family Service Agency	Brady Birdsong	Secretary of the District of Columbia	Aretha Ferrell-Benavides, Wiwiek Rembrandt
Community Affairs, Office of	Marcus Allen	ServeDC, The Mayor's Office on Volunteerism	Clarence J. Fluker
Consumer and Regulatory Affairs, Department of	Heather Vargas	Small and Local Business Development, Department of	Robert Summers
Corrections, Department of	Reena Chakraborty	State Education Office	Jeffrey Noel
Council of the District of Columbia	Drew Hubbard	Taxicab Commission, DC	Neville Waters
Disability Rights, Office of	Christina R. Mitchell	Technology Officer, Office of the Chief	Maurice Henderson
Disability Services, Department of	Deborah Bonsack	Transportation, Department of	Sam Zimbabwe
Employment Services, Dept of	Deborah Bonsack, Elizabeth DeBarros, Andrew Rogers	Veterans Affairs	Brenda J. Hall
Environment, District Department of the	Brendan Shane	Water, DC	John Lisle
Ex-Offender Affairs, Office on	Paula W. Oliver	Youth Rehabilitation Services, Department of	David Spak
Financial Officer, Office of the Chief	Ching Hua	Zoning, Office of	Sara Bardin, Fredric Kendrick
Fire and Emergency Medical Services Department	Andrew R. Beaton		
Gay, Lesbian, Bisexual & Transgender Affairs, Office of	Clarence Fluker		
General Services, Department of	Stephen A. Campbell		
Health, Department of	Rowena Samala		
Health Care Finance, Department of	Sumita Chaudhuri		
Homeland Security and Emergency Management Agency	Nicole A. Chapple		
Housing Authority, DC	Hammere Gebreyes		
Housing and Community Development, Department of	John Hall		
Human Resource, Office of	Antilecia O'Neal, Kira R. Wilkinson		
Human Rights, Office on	Tonya Gonzalez		
Human Services, Department of	Darrell Cason		
Insurance, Securities and Banking, Department of	Katrice Diana Purdie		
Latino Affairs, Office on	Cecilia Castillo Ayometzi		
Medical Examiner, Office of the Chief	SaVern M. Fripp		
Mental Health, Department of	Juanita Reaves		
Motor Vehicles, Department of	Cherice Stanley		
Parks and Recreation, Department of	Bridget Stesney		
Partnerships and Grant Services, Office of	Lafayette Barnes		

Source: Mayor's Office, Revised October 2013

Advisory Neighborhood Commissions (ANCs)

There are 40 Advisory Neighborhood Commission (ANC) areas, established by the Council and subdivided into 296 single-member districts. One advisory neighborhood commissioner is elected for each of the single member districts. ANCs consider a wide range of policies and programs affecting their neighborhoods and present recommendations to various District government agencies, the executive branch and the DC Council. The Office of Advisory Neighborhood Commissions (OANC), which provides technical support to the 40 ANCs, is located in Room 8 of the Wilson Building, 1350 Pennsylvania Avenue, NW, Washington, DC, 20004. The office can be reached at (202) 727-9945.

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Paul Strauss, Democrat
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United States Representative (Shadow)

Nate Bennett-Fleming, Democrat
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DC State Board of Education Members

The DC State Board of Education was established on June 12, 2007, as part of the "District of Columbia Public Education Reform Amendment Act of 2007." The Board consists of nine elected members. One is elected at-large and the eight others represent each of the District's Wards.

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HISTORIC EVENTS

Chronology of Significant Events in the History of the District of Columbia

- May 15, 1751** The Maryland Assembly appoints commissioners to lay out a town on the Potomac River, above the mouth of Rock Creek, on 60 acres of land to be purchased from George Gordon and George Beall. This settlement becomes Georgetown.
- February 27, 1752** The survey and plat of Georgetown into 80 lots is completed.
- September 17, 1787** The Constitution is signed by the members of the Constitutional Convention.
- June 21, 1788** The 1788 U.S. Constitution, as adopted by the Constitutional Convention on September 15, 1787, is ratified by the states. Article 1, Section 8, Clause 17 gives Congress authority "to exercise exclusive legislation in all cases whatsoever, over such District (not exceeding ten miles square) as may by cession of particular States, and the acceptance of Congress, become the seat of the government of the United States...."
- July 16, 1790** The Residency Act of 1790 gives the president power to choose a site for the capital city on the east bank of the Potomac River between the mouths of the Eastern Branch (now the Anacostia River) and Connogocheague Creek (now Conococheague) near Hagerstown, nearly 70 miles upstream.
- January 22, 1791** George Washington appoints Thomas Johnson and Daniel Carroll of Rock Creek, representing Maryland, and Dr. David Stuart, representing Virginia, as "Commissioners for surveying the District of (sic) Territory accepted by the said Act for the permanent seat of the Government of the United States...."
- January 24, 1791** President George Washington selects a site that includes portions of Maryland and Virginia.
- December 1, 1800** The federal capital is transferred from Philadelphia to the site on the Potomac River then called the City of Washington, in the Territory of Columbia. At the time of the 1800 census, the population of the new capital included 10,066 whites, 793 free Negroes and 3,244 slaves.
- February 27, 1801** Congress divides the [District] into the counties of Washington and Alexandria.

- May 3, 1802** Congress grants the City of Washington its first municipal charter. Voters, defined as white males who pay taxes and have lived in the city for at least a year, receive the right to elect a 12-member council. The mayor is appointed by the president.
- May 4, 1812** Congress amends the charter of the City of Washington to provide for an eight-member board of aldermen and a 12-member common council. The aldermen and the common council elect the mayor.
- March 15, 1820** Under the Act of 1820, Congress amends the Charter of the City of Washington for the direct election of the mayor by resident voters.
- July 9, 1846** Congress passes a law returning the city of Alexandria and Alexandria County to the state of Virginia.
- May 17, 1848** Congress adopts a new charter for the City of Washington and expands the number of elected offices to include a board of assessors, a surveyor, a collector and a registrar.
- April 16, 1862** Congress abolishes slavery in the federal district (the City of Washington, Washington County and Georgetown). This action predates both the Emancipation Proclamation and the adoption of the 13th Amendment to the Constitution.
- January 8, 1867** Congress grants black males the right to vote in local elections.
- June 1, 1871** The elected mayor and council of Washington City and Georgetown, and the County Levy Court are abolished by Congress and replaced by a governor and council appointed by the president. An elected House of Delegates and a non-voting delegate to Congress are created. In this act, the jurisdiction and territorial government came to be called the District of Columbia, thus combining the governments of Georgetown, the City of Washington and the County of Washington. A seal and motto, "Justitia Omnibus" (Justice for All), are adopted for the District of Columbia.
- June 20, 1874** The territorial government of the District of Columbia, including the non-voting delegate to Congress, is abolished. Three temporary commissioners and a subordinate military engineer are appointed by the president.
- June 11, 1878** In The Organic Act of 1878, Congress approves the establishment of the District of Columbia government as a municipal corporation governed by three presidentially appointed commissioners: two civilian commissioners and a commissioner from the military corps of engineers. This form of government lasted until August 1967.
- July 4, 1906** The District Building, on 14th Street and Pennsylvania Avenue, NW, becomes the official City Hall.
- July 1, 1952** The Reorganization Plan of 1952 transfers to the three commissioners the functions of more than 50 boards.
- March 29, 1961** The 23rd Amendment to the Constitution gives District residents the right to vote for president.
- February 20, 1967** The Washington Metropolitan Area Transit Authority is created through a compact between the District of Columbia, Maryland and Virginia.
- April 22, 1968** District residents receive the right to elect a Board of Education.
- December 24, 1973** Congress approves the District of Columbia Self-Government and Governmental Reorganization Act, P.L. 93-198, which establishes an elected mayor and a 13-member council.
- May 7, 1974** Voters of the District of Columbia approve by referendum the District Charter and the establishment of advisory neighborhood commissions. General elections are held for mayor and council on November 5, 1974.
- January 2, 1975** The newly elected Mayor Walter Washington and first elected council take office.
- February 3, 1976** The first election for advisory neighborhood commissioners is held.
- March 29, 1978** The first segment of the Metrorail Red Line opens.
- August 22, 1978** Congress approves the District of Columbia Voting Rights Amendment, which would give District residents voting representation in the House and the Senate. The proposed constitutional amendment was not ratified by the necessary number of states (38) within the allotted seven years.
- January 2, 1979** Mayor Marion Barry takes office.
- November 4, 1980** District electors approve the District of Columbia Statehood Constitutional Convention of 1979, which became DC Law 3-171 and which called for convening a state constitutional convention.

- November 2, 1982** After the constitutional convention, a Constitution for the State of New Columbia is ratified by District voters.
- October 1, 1984** The District enters the municipal bond market.
- October 29, 1986** Congress approves an amendment to the District of Columbia Stadium Act of 1957, which authorizes the transfer of Robert F. Kennedy Stadium from the federal government to the District of Columbia government.
- February 20, 1987** The Metropolitan Washington Airports Authority is created to acquire Washington National and Washington - Dulles International airports from the federal government, pursuant to P.L. 99-151, The Metropolitan Washington Airports Act of 1986. The authority begins operating the airports on June 7, 1987.
- October 1, 1987** Saint Elizabeth's Hospital is transferred to the District of Columbia government pursuant to P.L. 98-621, The St. Elizabeth's Hospital and the DC Mental Health Services Act of 1984.
- January 2, 1992** Mayor Sharon Pratt Dixon, the first woman mayor, takes office.
- January 2, 1995** Marion Barry takes office for an unprecedented fourth term as mayor of the District of Columbia.
- April 17, 1995** President Clinton signed the law creating a presidentially appointed District of Columbia Financial Control Board and a mayor-appointed Chief Financial Officer.
- July 13, 1995** The newly appointed financial control board holds its first public meeting. It is composed of Dr. Andrew Brimmer, chair; and members: Joyce A. Ladner, Constance B. Newman, Stephen D. Harlan and Edward A. Singletary. John Hill is the Executive Director and Daniel Rezneck is the General Counsel.
- February 14, 1996** Mayor Barry announces a transformation plan to reduce the size of government and increase its efficiency.
- October 1, 1997** The National Capitol Revitalization and Self-Government Improvement Act of 1997 extended powers of the Financial Authority to oversee reforms in nine major departments of District Government. The "Revitalization Act" provided for the Federal government to assume financial responsibility for the District's unfunded pension liability; funding of the District's Court system and transfer of adult felons to the Federal Bureau of Prisons. The Federal Payment was eliminated beginning with fiscal year 1998.
- January 2, 1999** Mayor Anthony A. Williams takes office.
- March 6, 1999** Congress passed P.L. 106-1, the District of Columbia Management Restoration Act of 1999, which returned control of nine major city agencies to the mayor.
- September 11, 2001** Terrorist attack destroys part of Pentagon building, National Airport closed, the White House and Capitol buildings evacuated.
- March 31, 2003** The new Walter E. Washington Convention Center opens just two blocks from the site of the city's first convention center that opened in 1874.
- May 29, 2004** The National World War II Memorial is dedicated on the National Mall in the District of Columbia.
- December 29, 2004** The Ballpark Omnibus Financing Revenue Act of 2004 was signed into law creating the financing for a ballpark that will allow Major League Baseball to return to the nation's capital after 33 years.
- January 4, 2005** Mayor Anthony A. Williams signed into law bill 15-827, the District of Columbia Emancipation Day Amendment Act establishing April 16 as a recognized legal holiday in the District.
- January 2, 2007** Mayor Adrian M. Fenty takes office.
- March 30, 2008** DC's new 41,222 seat Nationals stadium opens, as part of baseball's return to the capital and the revitalization of the Southeast/Navy Yard section of the city. Host Washington Nationals face the Atlanta Braves for their first win at the new park. Pope Benedict XVI celebrates mass there April 17, 2008.
- January 2, 2011** Mayor Vincent C. Gray takes office.
- October 16, 2011** Dr. Martin Luther King, Jr. Memorial Dedication on the National Mall. This memorial was built to commemorate his life and work, and to honor his national and international contributions to world peace through non-violent social change.

Source: Office of Public Records

COUNCIL OF THE DISTRICT OF COLUMBIA

The Council of the District of Columbia (Council) was established in 1973 by Public Law 93-198, now called the “District of Columbia Home Rule Act,” following a referendum wherein citizens overwhelmingly approved the creation of a locally elected government. The Council of the District of Columbia is the legislative branch of the District of Columbia government. Its mission is to provide leadership to effectively serve community needs and position the Council to be recognized as a strong and innovative legislative body governing a leading world capital. The Council enacts laws, reviews and approves the government’s annual operating and capital budgets and conducts oversight of the performance of agencies, boards and commissions to demand efficiency and accountability in service delivery and appropriate use of government resources.

The Council is composed of 13 members, including the Chairman, elected at-large, a representative from each of the eight wards and four members elected at-large. The Council conducts its work through standing committees, each usually composed of five members. Standing committees consider proposed legislation, analyze its fiscal impact, hold public hearings and vote on measures for action by the Council.

The Council plans to fulfill its mission by achieving the following strategic result goals:

- Improving and enhancing Council operations through the establishment of efficient and effective procedures, systems and technology, and by building adequate staff capacities;
- Developing a transparent, efficient budget review process to help the District maintain a balanced budget and sound fiscal performance, and conducting appropriate oversight, ensuring public confidence in the fiscal health of the District of Columbia;
- Performing a fiscal analysis of all legislation and preparing fiscal impact statements;
- Strengthening the process for review of Executive agency contracts and reprogramming and monitoring operations and capital budget spending; and
- Establishing protocols and outlining legislative priorities to develop a legislative agenda that ensures attention to critical issues.

To assist in its oversight of District Executive Branch

agencies, the Council appoints the DC Auditor who conducts statutorily required audits of government accounts and operations and other audits as directed by the Council. The Council also appoints the Executive Director of the Office of Advisory Neighborhood Commissions to provide technical, administrative and financial reporting assistance to the commissioners. The Council maintains a comprehensive public outreach program that is accessible on its website and includes a daily schedule of public activities and an up-to-date legislative tracking system to inform citizens about the status of proposed legislation. Through its standing committees, the Council holds hundreds of public hearings annually to solicit public input on legislation, government operations and the budget. In addition, the Council helps residents to access services. The Council conducts public hearings on the proposed annual operating budget prior to adoption of the budget. To encourage citizen participation, the Council publishes a weekly calendar of upcoming public meetings and hearings along with a list of bills pending in the Council.

Proposed legislation is referred by subject matter to the committee having jurisdiction. Council rules require public notice of all matters under consideration. Notices of public hearings and roundtables are published in the *DC Register*, the Council’s Calendar of the Week and the Council website at www.dccouncil.us.

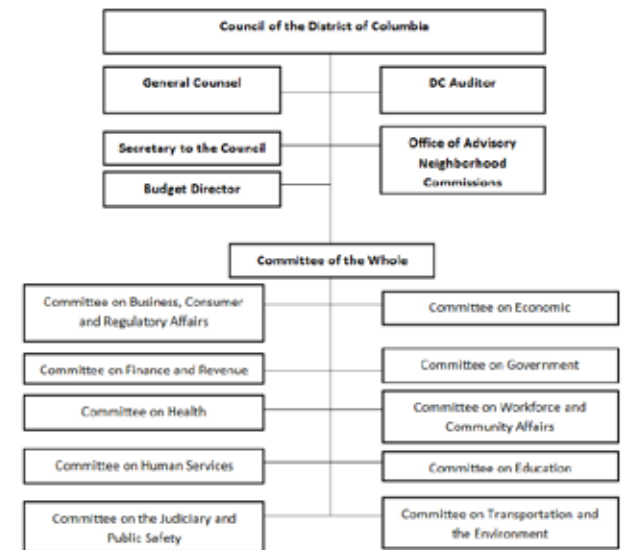
The committee analyzes a proposed bill, determines its fiscal impact and receives public comments through a public hearing and written submission. The committee may vote to approve the bill for Council consideration. If the legislation is cleared by the Committee of the Whole, it is scheduled for a legislative meeting. A bill approved in two votes by the Council is forwarded to the mayor for ten business days, during which time the mayor may sign the bill making it an act, veto the bill or take no action, thereby allowing the act to be approved automatically. The Council may override a mayoral veto by a two-thirds vote.

When two-thirds of the members find that immediate action is required because of special circumstances, the Council also may adopt emergency legislation effective for 90 days and temporary legislation which remains in effect for 225 days. Except for emergency acts and special legislation (e.g., bond legislation), all acts must be referred to Congress for a mandated review period. Congress has 60 legislative days in which to review proposed

changes to the criminal code, and 30 legislative days to review other legislation. A legislative day is any day in which one or both houses of the Congress are in session. If Congress does not disapprove a District act by adopting a joint resolution of disapproval, which must be signed by the President of the United States, the act becomes law.

The Council is supported by the Office of the Secretary to the Council, the Office of the Budget Director, and the Office of the General Counsel. The Budget Director analyzes the proposed operational budget and certifies the fiscal impact of all legislation and contracts before Council approval. The General Counsel provides legal advice, assists in drafting legislation and supervises the publication of the DC Official Code. The Secretary to the Council is responsible for council operations and maintains all legislative records.

Organizational Structure



MAYOR'S OFFICE OF BOARDS AND COMMISSIONS

The Office of Boards and Commissions (OBC) was established in January 1979. The primary goal of the Office of Boards and Commissions is to promote increased public input and citizen participation in the determination of city policies and implementation of programs.

The District of Columbia has more than 174 boards, commissions, task forces, committees, and ad hoc advisory boards. These boards and commissions are public bodies that provide important advisory, regulatory, and policy-making services as part of the Government of the District of Columbia. Members of boards and commissions provide an invaluable service to the District by advising the Mayor, the Council of the District of Columbia and the citizens of the District on a variety of significant matters.

The Mayor appoints most members of boards and commissions in the District while some members are appointed by other District and federal government officials, including the Council of the District of Columbia, judges, and the President of the United States. Individuals interested in serving on a board or commission should contact the Office of Boards and Commissions to receive a vacancy list, an application, and a DC tax waiver form.

District boards and commissions vary in size and complexity. Because board members help to shape decisions and actions of boards and commissions, it is important that members stay informed about issues, legislative activity, and statutes and rules affecting their work.

The guiding themes for boards and commissions members are:

- **Service**—The desire to serve fellow citizens is important and commendable. Members have an obligation to provide guidance and advocacy during their tenure and should be fully prepared to discuss issues at their board or commission meeting.
- **Responsibility**—Board and commission members must participate in board meetings regularly. A member may forfeit his or her position on a board or commission as a result of poor attendance. Regular attendance enables board members to keep abreast of board concerns and helps ensure that issues are

examined from a variety of perspectives.

- **Integrity**—Board and commission appointees hold the public's trust, and as such, must recognize that the public's interests are top priorities. Personal, professional, business, family, or monetary considerations should never interfere with a board or commission member's judgment on issues and cases.

A board or commission may be established by a Mayor's Order, by a District statute and rule, or by a federal law and regulation. There are four (4) main types of boards:

- **Advisory Boards** (Example: Advisory Board on Veterans Affairs): The Mayor, the Council of the District of Columbia, the Courts, or the federal government may create these. The members serve as advisors on policy matters to the appointing authority responsible for administering a government program. Advisory boards may study existing policy and make recommendations for changes or implementation. Advisory boards do not have authority to enforce policy decisions or to create rules, but their analysis and recommendations can play an important role in furthering the effective operation of the District government.
- **Policy-Making Boards** (Example: Housing Finance Agency Board of Directors): These boards generally receive their authority by statute. Policies are created through careful analysis and interpretation of legislative intent, as set forth in the statute. Policy-making boards often may serve as governing boards within an agency. The boards may be responsible for directing the agency, approving budgets, creating and implementing agency policy, or appointing the agency director. Members of these boards have final decision-making authority.

- **Regulatory Boards** (Examples: Board of Medicine, Board of Accountancy, Alcoholic Beverage Control Board): Usually, these boards are created by statute, and perform rule-making or quasi-judicial functions. Regulatory boards also have the responsibility to determine the competence of members of a professional or occupational group. The board may examine and license members of professions or occupations to practice in the District, or take disciplinary or corrective actions, such as revoking or suspending licenses, in accordance with District law. In fulfilling these functions, the board or commission may operate as a quasi-legislative body, or as a review and appeals body. These boards and commissions may have some of the responsibilities of the advisory and policy boards, depending on the statute or Mayor's Order establishing them.
- **Appeals Body Regulatory Boards** (Examples: Board of Zoning Adjustment, Public Employee Relations Board) These boards hear individual cases and rule on them; board decisions, however, are subject to judicial appeal in either the District of Columbia Superior Court or Court of Appeals.

The number of boards changes each year as new ones are established by the Mayor or the Council of the District of Columbia, and as others fulfill their missions and sunset or are abolished. For instance, the Mayor established the 50th Anniversary March on Washington Commemorative Committee with a sunset provision stating that the Commemorative Committee shall cease to exist sixty days after the events commemorating the national March on Washington, on August 28, 2013. For a complete list, please visit: <http://obc.dc.gov/page/district-of-columbia-boards-and-commissions>



Members of boards and commissions provide an invaluable service to the District by advising the Mayor, the Council of the District of Columbia and the citizens of the District on a variety of significant matters.

OFFICE OF THE SECRETARY

The Office of the Secretary (OS) was first established in 1802 when President Thomas Jefferson signed an act of Congress that established the Corporation of the City of Washington, and the First Council of the City of Washington established the Office of the City Register. The City Registrar was the predecessor to the Office of the Secretary. During the history of the District of Columbia and the Office of the Secretary, there have been various amendments to the District's charter and changes in the title, duties, and responsibilities of the Secretary. The title Secretary was first used in 1871 when President Ulysses S. Grant appointed Norton P. Chipman as the first secretary. The basic functions, duties and responsibilities of the Secretary of the District of Columbia, as the custodian of the Great Seal of the District of Columbia, have generally remained the same over the history of the District of Columbia and the Office of the Secretary.

Today, the Office of the Secretary operates under Mayor's Order 97-177 which defines the functions, duties and responsibilities of the Office. The Office of the Secretary is comprised of three (3) offices, Documents and Administrative Issuances, Notary Commissions and Authentications, and Public Records and Archives. Within the Office of the Secretary are two (2) units: Protocol and International Affairs and Ceremonial Services

Ceremonial Services

The Ceremonial Services Unit prepares ceremonial documents issued by the Mayor. There are a variety of ceremonial documents that include proclamations, salutes, letters of congratulations, letters of condolence, birthdays, distinguished/meritorious public service awards, certificates of appreciation, and certificates of merit. The Ceremonial Services Unit works closely with the Mayor's Correspondence Unit. In fiscal year 2012, ceremonial services processed 1,219 documents.

Table 1.1. Ceremonial Services, 2012

Document Type	FY 12 Total
Certificate - Appreciation	30
Certificate - Distinguished	6
Certificate - Merit	53
Letter - Anniversary	14
Letter - Birthday	106
Letter - Condolence	104
Letter - Congratulations	207
Letter- Greetings	233
Letter - Retirement	98
Letter - Scout	54
Proclamation	311
Key to the City	3

Source: DC Office of the Secretary



Protocol and International Affairs

Protocol and International Affairs supports the District's thriving international presence that is a chief contributor to the District's economy and is home to 187 embassies and two special interest sections. This unit organizes plans and coordinates all of the protocol and international events for the Office of the Secretary. The District of Columbia currently has thirteen (13) Sister City relationships with cities of foreign countries.

Sister Cities Relationships:

- Accra, Ghana
- Ankara, Turkey
- Athens, Greece
- Bangkok, Thailand
- Beijing, People's Republic of China

- Brasilia, Brazil
- Brussels, Belgium
- Dakar, Republic of Senegal
- Paris, France
- Rome, Italy
- Seoul, Republic of Korea
- Sunderland, United Kingdom
- Tshwane, Republic of South Africa

Office of Document & Administrative Issuances

The Office of Documents and Administrative Issuances' (ODAI) primary mission is to provide for the prompt preparation, editing, printing and publication of the District of Columbia Register, and the District of Columbia Municipal Regulations in accordance with the District of Columbia Documents Act of 1978, DC Law 2-153. The Office of Documents and Administrative Issuances also has the primary responsibility for preparing, reviewing, editing, and assisting in the drafting of Mayor's Orders, Mayor's Memoranda, and Mayor's Instructions. These documents set the directives of the Mayor on (i) important policies and procedures, (ii) appointments to cabinet and senior level positions in subordinate agencies to the Mayor, and boards and commissions, (iii) delegations of authority to exercise authority to act on behalf of the Mayor, (iv) establishment of agencies, departments, and boards and commissions, and (v) any other duties conferred to the Mayor by the District of Columbia Home Rule Act of 1973.

Table 1.2. Administrative Issuances that ODAI issued on behalf of the Mayor

	2011	2012
Mayor's Orders	200	235
Mayor's Memoranda	2	3

Source: DC Office of Documents and Administrative Issuances

Office of Notary Commissions and Authentications (ONCA)

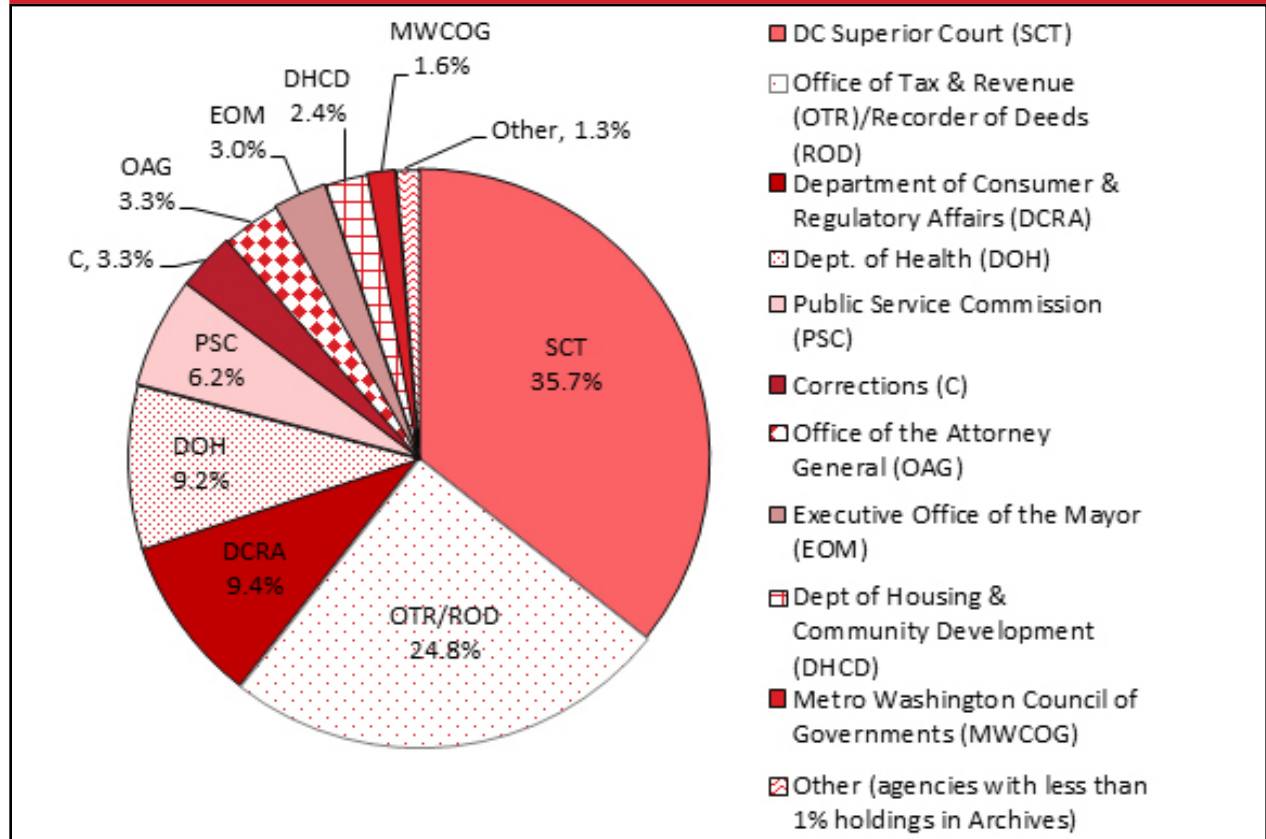
The Office of Notary Commissions and Authentications (ONCA) was established by DC Law 5-14 and codified in Code of the District of Columbia, Title 1, and Chapter 12 (2001ed.) and 17 DCMR 24, to address two critical functions. The first is the investigation, training, examination, and sanctioning of applicants for commissions and reappointments as notaries public in the District of Columbia. The second, OCNA authenticates documents for domestic and foreign use.

Table 1.3. Documents Processed by the ONCA, 2012

Type	FY 12 Total
Notary Commission	1,932
Apostilles	16,486
Foreign Certificates	30,553
Department Head Certificates	472
A Certificates	78
Total Number of Documents Processed	47,930

Source: DC Office of Notary Commissions and Authentications

Figure 1.1. Archives Records Holdings by Volume 2011-2012 – Total Volume 21,118 cu. ft.



Source: DC Office of the Secretary

Table 1.4. Types of Archive Records Accessed, 2011 and 2012

	2011	2012
Genealogical Records (GEN) (Births, Deaths, Wills, Marriages, Probates, Guardianships, Indentures of Apprenticeships)	53.37%	58.06%
Deeds and Land Records (DLR) (Recordings and Documentation of Deeds and Land)	16.47%	11.32%
Historical Records (HR) (Board of Commissioners Files, Reports, Subject Files, Dept. Files)	15.26%	19.05%
Community Development and Business Records (CDBR) (Building Permits, Architectural Plans, Articles of Incorporation)	13.62%	9.82%
Onsite Research *	1.20%	1.75%
Freedom of Information Act Requests (FOIA)	0.08%	0%
Total	4,392	6,128

*The percentage of researchers that actually visit the Archives to conduct research has drastically decreased due to an increasing number of requests being processed electronically.

Source: DC Office of the Secretary

Office of Public Records & Archives

The Office of Public Records Management, Archival Administration, and Library of Government Information (Office of Public Records) was established by DC Law 6-19 to collect, store, and service the official records of the District government through the District of Columbia Archives, Records Center, and the Library of Government Information.

District of Columbia Archives

The District of Columbia Archives (Archives) is the official repository of the District government responsible for collecting, preserving, and conserving historical and permanently valuable records of the District government. Records in the holdings of the Archives include genealogical, historical, legal, land, and corporation records, permits, deeds, reports and studies, minutes of meetings,

records of the commissioners, records of the Mayor, Council, and other agencies of the District government. These records document communities, neighborhoods, individuals, organizations, and institutions in the District of Columbia. The graphics on the following pages provide statistical data from 2011-2012 on the volume of records in the holdings of the Archives; the percentage of records in the Archives by agencies; records requests serviced by the Archives; and the percentage of records serviced by records series from accessions in the Archives (Figure 1.1, Table 1.4).

District of Columbia Records Center

The District of Columbia Records Center (Records Center) stores inactive, temporary records and historical permanently valuable records that are in the custody of the agencies. Inactive, temporary records are maintained in the holdings of the Records Center until they reach their

disposal authority as cited in the records retention schedule for destruction. Historical permanently valuable records are maintained in the Records Center until they are transferred to the Archives in accordance with the terms of the records retention schedule for final disposition. The graphics below provide statistical data from 2011-2012 on the volume of records in the holdings of the Records Center; the percentage of records in the Records Center by agencies; records requests serviced by the Records Center; and the percentage of records serviced from accessions of agencies in the Records Center (Table 1.5).

Table 1.5. Records Center Records Holdings by Volume and Records Access

	Records Holdings by Volume (percent)		Records Access (percent)	
	2011	2012	2011	2012
DC Superior Court (SCT)	46.3	47.89	28.5	30.81
Office of Tax and Revenue (OTR)	8.77	14.27	20.92	23.93
Department of Consumer and Regulatory Affairs (DCRA)	7.2	7.85	7.81	6.7
Department of Mental Health (DMH)	2.96	5.55	2.38	3.07
Department of Health (DOH)	16.06	2.96	6.29	5.75
Corrections (C)		4.75	-	-
Office of Chief Medical Examiner (OCME)	2.07	3.02	8.13	4.64
Other (agencies with less than 1% holdings in Records Center)	1.99	2.23	2.38	1.32
Child and Family Services (CFS)	2.15	2.22	6.08	5.26
Metropolitan Police Department (MPD)	3.9	1.94	4.85	3.32
Public Schools of the District of Columbia (DCPS)	1.42	1.94	1.2	1.65
Office of Inspector General (OIG)	1.48	1.45	-	-
Office of the Attorney General (OAG)	2.35	1.18	6.17	5.57
DC Court of Appeals (CTA)	1.18	1.0		1.13
Department of Public Works (DPW)	1.11	-	-	1.76
Department of Human Resources (DHR)	1.06	-	1.06	-
Office of Contracts and Procurement (OCP)	-	-	4.23	2.75
Executive Office of the Mayor	-	-	-	2.34

Source: DC Office of the Secretary

OFFICE OF HUMAN RIGHTS

The District of Columbia Office of Human Rights (OHR) is a municipal government agency established to eradicate discrimination, increase equal opportunity and protect human rights for persons who live, work, visit or conduct business in the District. The agency's primary mission is to enforce the District of Columbia Human Rights Act of 1977 and enforce other laws and policies on nondiscrimination including the District of Columbia Family and Medical Leave Act of 1990, the District of Columbia Parental Leave Act and the District of Columbia Language Access Act of 2004. The United States Equal Employment Opportunity Commission and the United States Department of Housing and Urban Development designated the OHR as a fair employment practice agency and a fair housing assistant program agency, respectively. Together, these designations allow the OHR to enforce complaints of discrimination filed under Title VII of the Civil Rights Act of 1964 (Equal Employment Opportunity Act), the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Equal Pay Act and Title VIII of the Civil Rights Act of 1968 (Fair Housing Act).

Specifically, the OHR is empowered to do the following:

- Investigate and process complaints of unlawful discrimination in employment, housing, public accommodations, and educational institutions
- Protect the equal employment opportunity rights of District government employees
- Review, approve, and monitor the affirmative action plans of all District government departments and agencies
- Investigate complaints and conditions causing community tension and conflict which could lead to breaches of the peace and public order
- Conduct hearings on major issues affecting the protection and promotion of human rights
- Assess local and federal laws and policies with respect to discrimination



Table 1.6. District of Columbia Human Rights Act Discrimination Prohibition Areas

Employment	Housing & Public Accommodation	Education
<ul style="list-style-type: none"> • Race • Color • Religion • National Origin • Sex • Age • Marital Status • Personal Appearance • Sexual Orientation • Family Responsibilities • Disability • Political Affiliation • Matriculation • Gender Identity or Expression • Genetic Information 	<ul style="list-style-type: none"> • Race • Color • Religion • National Origin • Sex • Age • Marital Status • Personal Appearance • Sexual Orientation • Family Responsibilities • Family Status • Disability • Political Affiliation • Source of Income • Place of Residence or Business • Status as a Victim of Intrafamily Violence 	<ul style="list-style-type: none"> • Race • Color • Religion • National Origin • Sex • Age • Marital Status • Personal Appearance • Sexual Orientation • Family Responsibilities • Disability • Political Affiliation • Source of Income • Gender Identity or Expression

Source: DC Office on Human Rights

- Provide information on human rights laws and policies to the community at large
- Make recommendations to the Mayor and the DC Council based on reports, studies, and hearings conducted by the OHR.

The District of Columbia Human Rights Act prohibits discrimination, actual or perceived, in the areas outlined in Table 1.6.

Processing of Complaints Before the OHR

Intake

The first step in having OHR resolve an alleged act of discrimination is to file a complaint. An intake counselor assesses the complaint to determine whether it meets all jurisdictional requirements. The intake counselor will also determine whether there is enough information to begin an investigation of an alleged act of unlawful discrimination.

Mediation

After the complaint is docketed, it will be transferred to the mediation unit. Mediation is a required alternative dispute resolution program that occurs 45 days after the filing of a complaint. The mediation attempts to resolve the alleged unlawful discriminatory practice before a full investigation begins.

Investigation

If mediation fails, the complaint is moved forward to a full investigation. It is a thorough inquiry of the allegations contained in a complaint and the respondent's position regarding the allegations. Upon completion of the investigation, the OHR issues a report that determines whether the respondent most likely engaged in an act of discrimination (a probable cause determination).

Conciliation

After there has been a determination of probable cause, the parties are invited to resolve the complaint through concili-

ation. This is an attempt to resolve the allegations of unlawful discrimination before the case goes to a hearing.

Adjudication

If conciliation fails, then the complaint is certified to the District of Columbia Commission on Human Rights for

a public hearing. The Commission will issue a final decision and Order determining whether discrimination has occurred and order appropriate remedy, if any.

New Cases

New cases are outlined in Table 1.7. The newly docketed

cases were filed under several bases, listed in Table 1.8.

Programs within the Office of Human Rights

Fair Housing Program

OHR's Fair Housing Division was established in 1999 pursuant to the 1998 amendments to the Human Rights Act, which made the Act substantially equivalent to federal fair housing laws. The amendments allowed OHR to seek certification from the U.S. Department of Housing and Urban Development (HUD) to process fair housing claims under Title VIII of the Civil Rights Act of 1968. In FY12, OHR docketed 31 fair housing complaints. The docketed cases involved four issues: failure to accommodate, discriminatory financing, discriminatory advertising, statements and notices and denial of service.

Language Access Program

The Language Access Program (LAP) exists to ensure District residents who are limited or non-English proficient are afforded equal access to information and services provided by the District. Residents who speak little English must be offered interpretation services and/or translated documents when obtaining government services, as required by the Language Access Act of 2004. LAP staff engage in extensive community outreach, provide training and technical support to District agencies working with limited or non-English proficient residents, and measure the effectiveness of agencies in serving such populations by examining resource allocation and service delivery. Through its enforcement authority, LAP works under the auspices of OHR to investigate complaints claiming access to information or government services were denied.

FY12 Initiatives of the Language Access Program

“I Speak” Cards: LAP launched redesigned “I Speak” cards in August, aimed at assisting limited and non-English proficient residents in accessing government services. In both English and the native language, the card explains to DC employees the language spoken by the card-holder and requests they contact an interpretation service for the individual. Cards were distributed throughout the District.

Table 1.7. Cases Docketed in FY2010, FY2011, FY2012

Category	FY2010 Cases	FY2011 Cases	FY2012 Cases
Employment	415	339	279
Housing	24	32	31
Educational Institutions	4	6	3
Public Accommodations	11	9	21
Language Access	9	6	7
Total	463	392	340

Source: DC Office on Human Rights

Table 1.8. Employment Cases filed in FY2010, FY2011, FY2012

Category	FY2010 Cases	FY2011 Cases	FY2012 Cases
Race	104	109	79
Sex	101	89	65
National Origin	44	43	52
Age	80	67	51
Sexual Orientation	21	18	15
Personal Appearance	12	17	16
Family Responsibility	18	15	9
Disability	56	78	90
Religion	13	11	5
Gender Identity or Expression	1	0	0
Retaliation	149	129	129
Color	17	12	11
Matriculation	3	0	10
Marital Status	6	0	4
Political Affiliation	3	1	2
Familial Status	0	0	9
Genetic Info	0	1	0
Source of Income	0	0	0
Total	628	590	547

Note: Complaints involving District government employees are handled under different rules and procedures.

Source: DC Office on Human Rights

Television PSAs: LAP released television public service announcements in six languages to inform DC residents of the “I Speak” cards and their right to an interpreter when accessing government services. The PSAs speak to the difficulty of being limited or non-English proficient, but explain that District law helps make accessing government services easier. The PSAs ran on several television stations in DC.

Print Ads: Finally, the LAP team created print advertisements in six languages featuring individuals and families talking about accessing government services. The ads promote the use of “I Speak” cards by limited and non-English proficient residents and provide details on where cards can be found. The ads appeared in newspapers throughout the District and were promoted through social media platforms.

Director’s Inquiries

OHR remains at the forefront of proactive human rights enforcement in part through the use of Director’s Inquiries, which allow the Office to investigate situations or practices that may amount to discriminatory actions within the District. Fourteen Director’s Inquiries were completed in Fiscal Year 2012, with subjects of the inquiries varying widely.

The investigations resulting from Director’s Inquiries often include interviews with relevant parties, extensive data analysis, and a review of business or government policies in an effort to determine whether patterns of discrimination exist. From claims of disparate treatment in hospitals and businesses, to possible discrimination in theatres and hotels, OHR is working to eradicate injustices in the District. District residents or visitors can recommend our Office launch a Director’s Inquiry on a particular subject by visiting our website at <http://ohr.dc.gov/directorsinquiry>.

Citywide Bullying Prevention Program

OHR leads the Mayor’s Youth Bullying Prevention Task Force, which is working to develop a District-wide model bullying prevention policy that will guide government agencies in implementing their own anti-bullying policies. The District-wide approach is unique in its look beyond the schools, to include other public spaces such as parks, community centers, libraries and the transportation

system. The Task Force, created by the Youth Bullying Prevention Act of 2012, includes representatives from agencies, community advocates, direct service providers, school administrators, teachers, mental health professionals, parents and youth. The model bullying prevention policy is expected to be approved by the Task Force in early 2013. The work on the model policy is part of a larger OHR effort to raise awareness about bullying.

OHR has met with U.S. Congressional and other government officials to share its expertise, and participated in a Twitter Town Hall to answer questions during National Safe Schools Day.

Outreach and Awareness Campaigns

The Fair Housing Is Your Right and Transgender and Gender Identity Respect campaigns were groundbreaking, and both received national attention. The Fair Housing Is Your Right campaign appeared in newspapers across the District and brought special attention to housing discrimination based on disabilities, national origin, sexual orientation and source of income. The Transgender and Gender Identity Respect campaign appeared on bus shelters throughout the District, and received both local and national press attention for being the first government-sponsored campaign aimed at the betterment of transgender and gender non-conforming people. Mayor Gray was joined by transgender advocates and community members for a well-attended campaign unveiling and launch event. See all our campaigns at <http://ohr.dc.gov/campaigns>.

Mediation Program

DC’s Human Rights Act requires that all cases are mediated. Mediation is an alternative dispute resolution (ADR) program implemented by OHR. In FY12, OHR mediated 348 cases with a combined settlement total of over \$2.7 million. Approximately 40 percent of cases brought through mediation reach a settlement agreement.

Commission on Human Rights

The District of Columbia Commission on Human Rights is an independent agency that adjudicates private sector discrimination complaints in a “trial-type” hearing certified to it by the Office of Human Rights. Upon a finding of

discrimination, the commission may issue injunctive relief, affirmative action and award damages, civil penalties and attorney’s fees. Hearings are generally before a hearing examiner and in some cases before a panel of commissioners. In addition to its adjudicative function, the commission may undertake public investigations or hearings concerning various patterns of discrimination and make recommendations to the mayor or to the Council. The commission is a 13-member body appointed by the mayor for a term of three years. They mayor appoints the chairperson while the commissioners elect a vice-chairperson and secretary.