GOVERNMENT OF THE DISTRICT OF COLUMBIA

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-92
April 10, 2007

SUBJECT: Establishment - Office of Community Affairs

ORIGINATING AGENCY: Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act of 1973, as amended, 87 Stat. 790, Pub. L. No. 93-198, D.C. Official Code § 1-204.22(2) (2001), it is hereby **ORDERED** that:

I. ESTABLISHMENT

There is hereby established in the Executive Branch of the Government of the District of Columbia, within the Executive Office of the Mayor, the Office of Community Affairs ("Office"), to be headed by an Executive Director appointed by the Mayor.

II. PURPOSE

The Office shall be responsible for ensuring that the needs of the residents of the District of Columbia are met, and that residents' engagement and interest in the community are heightened.

III. FUNCTIONS

The functions of the Office shall include:

A. Increasing efficiency in addressing District residents' concerns through improvements in response time and accessing solutions.

B. Improving the delivery of community services to the residents of the District of Columbia.

C. Providing improved community outreach to District residents.

D. Promoting and facilitating communication and coordination among District of Columbia government agencies and the community.

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E. Providing education and information to agencies and community civic organizations.

F. Facilitating the provision of information to the Mayor on the concerns of community civic associations.

G. Advocating and advising on policy relating to the Commission on African Affairs, Commission for Women, Office of Lesbian, Gay, Bisexual, and Transgender ("LGBT") Affairs, and Youth Advisory Council.

IV. COMPOSITION

A. The Office shall be composed of the following two (2) divisions:

1. Mayor's Office of Community Relations and Services.

2. Office of Constituent Affairs.

B. The Mayor shall appoint individuals to fill the following positions within the Office:

1. A Director of the Mayor's Office of Community Relations and Services.

2. A Deputy Director of the Mayor's Office of Community Relations and Services.

3. A Director of the Office of Constituent Affairs who shall oversee the following mayoral appointees:

a. One (1) Activities Director for African Affairs.

b. One (1) Activities Director for the Commission for Women.

c. One (1) Activities Director for the Office of LGBT Affairs.

d. One (1) Activities Director for the Youth Advisory Council.

V. ORGANIZATION AND RESPONSIBILITIES

A. The Executive Director shall report to the Chief of Staff of the Executive Office of the Mayor.

B. The responsibilities of the Executive Director shall include, but not be limited to, the following:

1. Ensuring that the Office fulfills the Mayor's vision and serves the communities it represents.

2. Overseeing each Director to ensure that the Directors are handling matters in a timely and appropriate manner.

3. Managing the budget for the Office.

4. Managing all aspects of all personnel, positions and equipment authorized.

5. Tracking the activities and services provided.

6. Customer service.

7. Risk management.

C. The Director of the Mayor's Office of Community Relations and Services shall report to the Executive Director. This Director's responsibilities shall include, but not be limited to, the following:

1. Providing and managing services to constituents and facilitating residents' relations with the District government through the Neighborhood Services and Community Outreach Coordinators.

2. Ensuring that constituent requests are addressed quickly and effectively to aid residents with their relationships with all District offices and agencies.

3. Increasing efficiency in addressing District residents' concerns though improvements in response time and the creation of lasting solutions.

4. Improving the delivery of community services to District residents.

D. The Director of the Mayor's Office of Community Relations and Services shall appoint the following positions within his or her office:

1. One (1) Neighborhood Services Coordinator for each Ward in the District of Columbia.

2. One (1) Community Outreach Coordinator for each Ward in the District of Columbia.

3. Up to (4) Staff Assistants to be shared between Neighborhood Services Coordinators.

4 One (1) Executive Assistant.

E. The Deputy Director for the Mayor's Office of Community Relations and Services shall report to the Director of the Mayor's Office of Community Relations and Services.

F. The Neighborhood Service Coordinators shall report to the Director of the Mayor's Office of Community Relations and Services, and their responsibilities shall include, but not be limited to, the following:

1. Planning and implementing actions in response to constituent requests by organizing service activities within the Ward. These actions will include connecting multiple agencies to solve complex issues and providing the highest customer service to Ward residents.

2. Addressing multi-agency issues.

3. Managing Staff Assistants, which may include but not be limited to, assigning tasks, evaluating performance, and prioritizing Staff Assistants' activities.

G. The Community Outreach Coordinators shall report to the Director of the Mayor's Office of Community Relations and Services, and their responsibilities shall include, but not be limited to, the following:

1. Implementing plans and projects set forth by the Executive Director, the Director of the Mayor's Office of Community Relations and Services, and the Neighborhood Service Coordinators. Activities may include, but are not limited to, multi-agency projects within the Ward.

2. Attending civic association meetings and writing reports that keep the Mayor aware of the concerns discussed by the residents at the meetings.

H. The Mayor's Office of Community Relations and Services shall have Staff Assistants who shall report to the Neighborhood Service Coordinators. The responsibilities of these Staff Assistants shall include, but not be limited to, the following:

1. Providing support to the Neighborhood Services and Community Outreach Coordinators.

2. Providing support for up to two Ward satellite offices.

I. The Director of the Office of Constituent Affairs shall report to the Executive Director. This Director's responsibilities shall include, but not be limited to, the following:

1. Providing assistance to the Chief of Staff of the Executive Office of the Mayor.

2. Maintaining contact with the Activities Directors described in Section IV (B)(3).

3. Assisting in problem solving and issue resolution related to the Commission on African Affairs, the Commission for Women, the Office of LGBT Affairs, and the Youth Advisory Council.

4. Evaluating the performance of the heads of the Office of African Affairs, the Commission for Women, the Office of LGBT Affairs, and the Youth Advisory Council.

5. Overseeing and managing the budget for the Commission on African Affairs, the Commission for Women, the Office of LGBT Affairs, and the Youth Advisory Council.

6. Creating and implementing strategic plans and yearly goals for the Commission on African Affairs, the Commission for Women, the Office of LGBT Affairs, and the Youth Advisory Council.

J. The Activity Directors for the Commission on African Affairs, the Commission for Women, Office of LGBT Affairs, and the Youth Advisory Council shall report to the Director of the Office of Constituent Affairs. The responsibilities of these Activity Directors shall include, but not be limited to the following:

1. Advocating for the constituents represented by the council or commission they serve.

2. Advising the Director of the Office of Constituent Affairs on policy relating the Commission for Women, the Youth Advisory Council, the Commission on African Affairs, and the Office on LGBT Affairs.

3. Ensuring the delivery of District services to constituents served.

VI. EXISTING OFFICES

The Commission on African Affairs, the Commission for Women, the Office of LGBT Affairs, and the Youth Advisory Council shall, under the direction of the Office of Community Affairs, continue to function in their current capacities.

VII. RESCISSIONS

A. The Office of Community Outreach is hereby abolished and Mayor's Order 2001-187, dated December 19, 2001, creating the Office of Community Outreach is hereby rescinded.

B. The Office of Neighborhood Action is hereby abolished and Mayor's Order 2002-14, dated February 1, 2002, creating the Office of Neighborhood Action is hereby rescinded.

VIII. EFFECTIVE DATE: This Order shall become effective on October 1, 2007.

ADRIAN M. FENTY
MAYOR

ATTEST:
STEPHANIE D. SCOTT
SECRETARY OF THE DISTRICT OF COLUMBIA

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL

Legal Counsel Division

MEMORANDUM

TO: **Sara Lasner**
Director of Operations
Executive Office of the Mayor

FROM: **Wayne C. Witkowski** WCW
Deputy Attorney General
Legal Counsel Division

DATE: **April 2, 2007**

SUBJECT: **Legal Sufficiency Review of Proposed Mayor's Order Establishing the Office of Community Affairs (AM-07-121B)**

This memorandum responds to your e-mail of March 14, 2007, in which you requested that this Office review a revised draft of the above-referenced proposed Mayor's Order (Order) for legal sufficiency.

Pursuant to section 422(2) of the District of Columbia Home Rule Act of 1973, as amended, 87 Stat. 790, Pub. L. No. 93-198, D.C. Official Code § 1-204.22(2) (2006 Repl.), the Order would establish the Office of Community Affairs (Office), a new entity within the Executive Office of the Mayor (EOM), by consolidating existing EOM functions and positions into this Office and defining the functions, organization, and responsibilities of the Office and its personnel. The Office will be responsible for, among other things, coordinating and managing constituent services and providing oversight for and services relating to the Commission on African Affairs, the Commission for Women, the Office of Lesbian, Gay and Transgender Affairs, and the Youth Advisory Council. The Order would also abolish the Office of Community Outreach and the Office of Neighborhood Action, created by Mayor's Orders 2001-187, dated December 19, 2001, and 2002-14, dated February 1, 2002, which formerly performed some of these functions.

The attached version of the Order contains revisions suggested by this Office and Clifton L. Posey, Administrative Issuances Specialist, Office of Documents and Administrative Issuances. It is legally sufficient. If you have questions concerning this memorandum, please contact either

1350 Pennsylvania Avenue, N.W., Suite 417, Washington, D.C. 20004 (202) 724-5524 (phone) (202) 724-6160 (fax)