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A BILL
21-697

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

To amend the Advisory Neighborhood Councils Act of 1975 to align ethical requirements for running for Advisory Neighborhood Commissioner (“Commissioner”) with those for running for the office of D.C. Councilmember; to clarify that an Advisory Neighborhood Commission (“ANC”) may submit comment on any District action or matter of District government policy whether or not notice or great weight is required for the action or matter of policy; to stipulate the required method and contents of agency notices to an ANC; to clarify the general types of District government actions that require agency notice to affected ANCs; to specify District government entities that must give notice and great weight to affected ANCs for particular actions carried out by those government entity, and in a particular manner; to clarify the duties of agencies, boards, and commissions for giving great weight to ANC comments; to provide for biweekly notification to ANCs of legislation introduced before the D.C. Council; to provide for 7-day advance publication of ANC meeting draft agendas; to provide that officer transition protocols and tiebreaking procedures shall be included in ANC bylaws; to stipulate that ANC committees are to be advisory only, and that committee findings must be presented and adopted at a public meeting; to stipulate minimum duties for ANC officer positions; to require the Mayor to assist an ANC with locating suitable office space where suitable government-owned space is not available in the ward footprint of the ANC; to define responsibilities of ANC Liaisons; to provide executive staff of District agencies, boards, and commissions with optional training on ANC procedures provided by the Office of Advisory Neighborhood Commissions (“OANC”); to require the Mayor to provide language access services to constituents for ANC meetings and materials; to provide an online ANC portal for streamlined communication between ANCs and other government entities, viewable by the public; to require each ANC treasurer to maintain a publicly viewable and up-to-date treasurer’s report; to clarify that the D.C. Auditor is required to return an ANC’s confiscated checkbook immediately upon receiving and approving any outstanding financial reports; to permit an ANC to provide up to \$100 worth of food and nonalcoholic beverages at each public meeting for residents who attend; to permit ANCs to incur expenses for meals and personal subsistence items to the extent such purchases are for a public purpose or other specifically authorized purpose; to provide for certain ANC documents to be produced from templates created by the OANC; to limit overhead costs for any ANC grant to 15% of the total amount of the grant; to require each ANC grantee to give regular updates to the granting ANC and the Auditor on the use of grant funds; to authorize the auditor to prohibit ANC grants to

38 any recipient that uses ANC grant money inconsistently with the grant agreement; to provide
39 for reimbursement of Commissioners from ANC allotments for travel and childcare expenses
40 incurred to carry out Commissioner duties; to clarify the ownership of records kept and items
41 purchased by or on behalf of an ANC; to provide for additional and clarified responsibilities
42 for the OANC; and to authorize the Office of Open Government to assist the OANC with
43 Freedom of Information Act (“FOIA”) training and provide support in fulfilling FOIA
44 requests.
45

46 BE IT ENACTED BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this
47 act may be cited as the “Advisory Neighborhood Commissions Omnibus Amendment Act of
48 2016”.

49 Sec. 2. The Advisory Neighborhood Councils Act of 1975, effective October 10, 1975
50 (D.C. Law 1-21; D.C. Official Code § 1-309.01 *et seq.*), is amended as follows:

51 (a) Section 2 (D.C. Official Code § 1–309.01(c)) is amended as follows:

52 (1) Subsection (c) is amended by adding new paragraphs (2A), (2B), and (2C) to
53 read as follows:

54 “(2A) “Commissioner” means a member of an Advisory Neighborhood
55 Commission.

56 “(2B) “Community” means those residents who reside within a Commission area.

57 “(2C) “OANC” means the Office of Advisory Neighborhood Commissions
58 established by section 18.”.

59 (2) A new subsection (d) is added to read as follows:

60 “(d) For the purposes of this Act, the Council is not a District agency, board, or
61 commission.”

62 (b) Section 5 (D.C. Official Code § 1–309.04) is amended by striking the phrase “Board

63 of Elections and Ethics” and inserting the phrase “Board of Elections” in its place.

64 (c) Section 6(a)(1) (D.C. Official Code § 1–309.05(a)(1)) is amended as follows:

65 (1) Subparagraph (B) is amended by striking the word “and” at the end.

66 (2) Subparagraph (C) is amended by striking the word “office.” and inserting the
67 phrase “office; and” in its place.

68 (3) A new subparagraph (D) is added to read as follows:

69 “(D) Has not been convicted of a felony committed while serving as a
70 Commissioner.”.

71 (d) Section 8 (D.C. Official Code § 1–309.06) is amended by striking the phrase “Board
72 of Elections and Ethics” wherever it appears and inserting the phrase “Board of Elections” in its
73 place.

74 (2) Subsection (b) is amended to read as follows:

75 “(b)(1) Any executive agency, independent agency, board, or commission of the
76 government of the District that proposes (1) an intent to acquire an interest in real property, either
77 through purchase or lease or (2) the intent to change the use of property owned or leased by or on
78 behalf of the government, shall provide a minimum of 30 days advance written notice, excluding
79 Saturdays, Sundays and legal holidays, to the OANC, each affected Commission chairperson, the
80 Commissioner representing any single-member district who would be affected by the proposed
81 action, each affected Ward Councilmember, and each At-Large Councilmember, prior to taking
82 the action or prior to the end of any applicable opportunity for public comment, except as
83 otherwise provided in this subsection.

84 “(2) All notices pursuant to this subsection maybe by electronic mail, unless
85 otherwise provided or unless the party to be noticed requests in writing to receive first-class mail
86 notifications. Requests for first-class mail notification under this subsection shall be sent to the
87 OANC, which shall forward the requests to all Advisory Neighborhood Commission Liaisons,
88 assigned pursuant to section 15(f).

89 “(3) Shorter notice may be provided with cause, provided that the cause shall be
90 articulated and published in the notice.

91 “(4) All notices made pursuant to this section shall include information relevant
92 to the action, or the government web address at which any such information is available, where
93 doing so would not conflict with applicable legal, privacy, and confidentiality obligations

94 “(5) For any notice made pursuant to this section, the agency, board, or
95 commission may provide the affected Advisory Neighborhood Commission with access to
96 documentation relating to the action or proposed action, where doing so would not conflict with
97 applicable legal, privacy, and confidentiality obligations.

98 (3) Subsection (c) is repealed.

99 (4) New subsections (c-1) and (c-2) are added to read as follows:

100 “(c- 1) The following agencies shall be required to provide notice as described in this
101 subsection:

102 “(1)(A) The Alcoholic Beverage Control Board (“ABC Board”) or its designee
103 shall give notice to Advisory Neighborhood Commissions, the OANC, the Commission or
104 Commissions representing the area within 600 feet of where the applicant’s establishment is

105 located, at least 45 calendar days prior to a hearing on applications for issuance or renewal of
106 retailer’s licenses, class A, B, C/R, C/T, C/N, C/H, C/X, D/R, D/T, D/N, D/H, D/X, and
107 consumption licenses for clubs, or for transfer of a license of any of these classes to a different
108 location.

109 “(B) Each notice provided pursuant to this paragraph shall be issued by
110 electronic mail unless the party to be noticed requests in writing to receive first-class mail
111 notifications. Requests for first-class mail notification under this subsection shall be sent to the
112 Office of Advisory Neighborhood Commissions.

113 “(C) An affected Commission may object to an application for a license in
114 the manner set forth in D.C. Official Code § 25 115(c) and (e).

115 “(2) The Department of Consumer and Regulatory Affairs shall provide a current
116 list at least twice per month of applications for construction, demolition, and razing to each
117 Commission, each Councilmember, and the Office of Advisory Neighborhood Commissions.

118 “(3)(A) The Office of Zoning shall provide notice of applications and not less
119 than 30-day notice of public hearings and actions on any zoning case to each affected
120 Commission, each Councilmember, and the Office of Advisory Neighborhood Commissions.

121 “(B) Each notice provided pursuant to this paragraph shall be issued by
122 electronic mail unless the party to be noticed requests in writing to receive first-class mail
123 notifications. Requests for first-class mail notification under this subsection shall be sent to the
124 Office of Advisory Neighborhood Commissions.

125 “(C) This paragraph shall not apply to an application involving one or

126 more minor modifications, any appeal, or any petition filed with the Office of Zoning.

127 “(4)(A) The Historic Preservation Review Board shall provide notice of any
128 application, public hearing, or action on any Historic Preservation Review Board case to each
129 affected Commission, each Commission abutting the affected Commission, each
130 Councilmember, and the Office of Advisory Neighborhood Commissions. Such notice shall
131 include the staff report issued by the Historic Preservation Office on the case.

132 “(B) Each notice provided pursuant to this paragraph shall be issued by electronic
133 mail unless the party to be noticed requests in writing to receive first-class mail notifications.
134 Requests for first-class mail notification under this subsection shall be sent to the Office of
135 Advisory Neighborhood Commissions.

136 “(c- 2)(1) All District actions and matters of District government policy that require
137 notice pursuant to this section shall also be published in the District of Columbia Register.

138 “(2) Each District of Columbia government entity shall maintain an electronic
139 copy of each notice sent to each Commission pursuant to subsection (b) of this section. The
140 OANC shall also maintain electronic copies of all such notices transmitted to OANC.

141 (6) A new subsection (f-1) is added to read as follows:

142 “(f-1) Where a Commission transmits its views to a District agency, board, or
143 commission in accordance with subsection (d)(1) of this section, the agency, board, or
144 commission shall acknowledge receipt to the Commission within 5 business days via electronic
145 mail to the government-provided email address for the Commission. An electronic automatic
146 response shall be sufficient to meet this requirement.”.

147 (7) subsection (l) is amended by striking the phrase “District of Columbia
148 Auditor” and inserting the phrase “Office of Advisory Neighborhood Commissions” in its place.

149 (8) A new subsection (n-1) is added to read as follows:

150 “(n-1) By December 1 of each year, each Commission shall publish an annual report or
151 newsletter that summarizes the activities of the Commission in service to the community over the
152 preceding calendar year, including but not limited to highlighting key issues voted upon,
153 comments submitted to District agencies, and community grants.”.

154 (f) Section 14 (D.C. Official Code § 1-309.11) is amended as follows:

155 (1) Subsection (b) is amended by adding a new paragraph (1A) to read as follows:

156 “(1A) A Commissioner must be physically present at a public meeting in order to participate in
157 the meeting, including being counted toward the presence of a quorum and voting on matters
158 before the Commission.”.

159 (2) Subsection (c) is amended by striking the phrase “good cause” and inserting
160 the phrase “good cause articulated in the notice” in its place.

161 (3) New subsection (c-2) is added to read as follows:

162 “(c-2) No fewer than 7 calendar days before any regular monthly public Commission
163 meeting, the Commission shall publish a draft agenda for the meeting via each website the
164 Commission maintains.

165 “(1) The Commission shall transmit the draft agenda electronically to the OANC.

166 “(2) The Commission shall retain the right to modify the draft agenda for a public
167 meeting as necessary following publication of the draft agenda.”.

168 (4) Subsection (d)(1) is amended as follows:

169 (A) Subparagraph (I) is amended by striking the phrase “levels; and” and
170 inserting the word “levels;”.

171 (B) Subparagraph (J) is amended by striking the word “treasurer.” and
172 inserting the word “treasurer;”.

173 (C) New subparagraphs (K) and (L) are added to read as follows:

174 “(K) Transition protocols for officer positions; and”

175 “(L) A tiebreaking procedure for Commission officer elections.”.

176 (5) Subsection (e) is amended as follows:

177 (A) Paragraph (1) is amended to read as follows:

178 “(1) Each Commission shall elect from among its members at a public meeting of
179 the Commission held in January of each year a Chairperson, Vice-Chairperson, Secretary, and
180 Treasurer. Each Commission may also elect any other officers that the Commission deems
181 necessary. For each Commission officer election, the Commission shall nominate a non-
182 Commissioner to count ballots for officer positions.”.

183 (B) New paragraph (1A) is added to read as follows:

184 “(1A)(A) The Chairperson shall serve as convener of the Commission and shall chair the
185 Commission meetings.

186 “(B) The Vice-Chairperson shall fulfill the obligations of the Chairperson
187 upon the absence, death, incapacitation, or resignation of the Chairperson.

188 “(C) The Secretary shall ensure that appropriate minutes of Commission

189 meetings are kept and that appropriate notice of Commission meetings is provided in accordance
190 with subsection (c) of this section. The Secretary shall ensure that Commission meeting
191 agendas, minutes, and written recommendations for other government entities are electronically
192 transmitted to the OANC upon their completion.

193 “(D) The Treasurer shall ensure that the responsibilities provided for in
194 section 16 are fulfilled. No individual may serve as both the Chairperson and Treasurer
195 simultaneously for any Commission.

196 “(E) The views or recommendations of each Commission shall be
197 presented only by its officers, Commissioners, or representatives appointed by the Commission
198 at a public meeting to represent the Commission's views on a particular issue or proposed
199 action.”.

200 (6) A new subsection (f-1) is added to read as follows:

201 “(f-1) Committees and task forces shall be advisory only, except that a Commission may
202 officially adopt committee or task force determinations. A Commission shall not delegate official
203 decision-making authority to any committee or task force.

204 (7) Subsection (g) is amended by striking the phrase “made available to the
205 public” and inserting the phrase “made available to the public pursuant to title II of the
206 DCAPA”.

207 (g) Section 15 (D.C. Official Code § 1-309.12) is amended as follows:

208 (1) Subsection (d) is amended as follows:

209 (A) Paragraph (2) is amended by striking the phrase District of Columbia

210 Auditor” and inserting the phrase “Office of Advisory Neighborhood Commissions” in its place.

211 (B) Paragraph (3)(A) is repealed.

212 (C) A new paragraph (3)(C-i) is added to read as follows:

213 “(C-i)(i) Reimbursement of language access service costs incurred by a Commission, for
214 residents and Commissioners who require such services in relation to Commission documents or
215 proceedings; provided, that the languages covered by this subparagraph shall be based on a
216 determination by the Mayor of the languages spoken, and the number or proportion of limited or
217 non-English proficient persons of the population that are served or encountered, or likely to be
218 served or encountered, by Commissions in the course of serving their constituents;

219 “(ii) Reimbursement to the Commission for the purchase or rental of assistive
220 listening systems, as they are described in section 706 of the 2010 Americans with Disabilities
221 Act Standards for Accessible Design, for use by hearing-impaired residents or Commissioners at
222 Commission proceedings;”

223 (D) New paragraphs (4), (5), and (6) are added to read as follows:

224 “(4) The District of Columbia Office of the Attorney General shall provide legal
225 interpretations of statutes concerning or affecting the Commissions, or of issues or concerns
226 affecting the Commissions. These interpretations may be requested directly by any Commission
227 or by the OANC.

228 “(5) The Mayor shall within 180 days of the effective date of the Advisory
229 Neighborhood Commissions Omnibus Amendment Act of 2016:

230 “(A) Provide an email account for each Commission chairperson, the

231 address for which shall be in the format of “chair[Commission alphanumeric
232 designation]@anc.dc.gov” email address, correspondence to which shall be automatically
233 directed to the “[Single-member district alphanumeric designation]@anc.dc.gov” email address
234 of the Commission chairperson.

235 “(B) Provide an online Advisory Neighborhood Commissions Portal
236 (“ANC Portal”) where District agencies, boards, and commissions may post notices and
237 documentation, Commissioners may post questions and comments, and agencies may respond to
238 questions and comments posted by Commissioners. All content uploaded to the ANC Portal shall
239 be accessible for viewing by the public. Communications between government entities and
240 Commissioners via the ANC Portal shall not be considered sufficient for meeting the
241 requirements of section 13.

242 “(6) The District of Columbia Office of Open Government (“OOG”) shall
243 develop a training program and materials on the requirements of titles II of the DCAPA with
244 respect to Advisory Neighborhood Commissions. The OOG shall coordinate with the OANC to
245 include OOG-developed FOIA training materials in Commissioner training sessions provided by
246 the OANC. OOG shall also provide a training session at least twice per calendar year on
247 Commission obligations under FOIA, to which all Commissioners shall be invited.”.

248 (2) Subsection (f) is amended to read as follows:

249 “(f) Each executive and independent agency, board, and commission of the District shall
250 assign an individual to act as an Advisory Neighborhood Commission Liaison (“Liaison”) who
251 shall serve as a designated contact for all Commissioners conducting official business with the

252 government entity. The duties of the Liaison shall include transmitting notice to Commissions
253 pursuant to section 13 for any action that the government entity has determined to require notice
254 under that section, acknowledging receipt of Commission-approved comments submitted
255 pursuant to section 13(d), and forwarding the Commission comments to the appropriate staff.
256 Transmission of Commission comments to a Liaison in the manner provided for in § 1-309.10(d)
257 shall be a sufficient method for delivery of Commission comments.

258 “(1) The OANC shall maintain a list of Advisory Neighborhood Commission
259 Liaisons.

260 “(2) The Mayor shall transmit to each Commission and the OANC the e-mail and
261 telephone contact information for any newly designated Advisory Neighborhood Commission
262 Liaison within 5 business days of the designation.”.

263 (3) New subsections (g) and (h) are added to read as follows:

264 “(g) The Mayor shall provide informational materials to all newly hired or promoted
265 District supervisory employees of the executive branch on the role of Advisory Neighborhood
266 Commissions, and on their relationship to other government entities with which they interact.
267 The materials shall cover the responsibilities of District agencies under section 13.”

268 “(h) The OANC shall hold biannual training sessions on the responsibilities of District
269 agencies with respect to Advisory Neighborhood Commissions, including those responsibilities
270 under section 13. The OANC shall invite the director or highest-ranking officer of each District
271 government agency, board, or commission, or his or her designee, to attend the training.”.

272 (h) Section 16 (D.C. Official Code § 1-309.13) is amended as follows:

273 (1) A new subsection (c-1) is added to read as follows:

274 “(c-1) The treasurer of each Commission shall maintain an up-to-date treasurer’s report
275 that shall be available for any Commissioner or member of the public to review at each regular
276 public Commission meeting.”.

277 (2) Subsection (d) is amended as follows:

278 (A) Paragraph (2) is amended by striking the phrase “Corporation
279 Counsel” and inserting the phrase “Office of the Attorney General” in its place.

280 (B) Paragraph (3) is amended by striking the word “Act,” and inserting the
281 phrase “Act, the Office of Advisory Neighborhood Commissions shall notify each member of
282 the affected Commission in writing, and”.

283 (3) Subsection (f) is amended as follows:

284 (A) Paragraph (1) is amended by striking the phrase “without the specific
285 authorization of the Commission.” and inserting the phrase “without the specific authorization of
286 the Commission, except for reimbursements approved by the Commission treasurer under
287 subsection (l-1) of this section.”.

288 (B) Paragraph (2)(B) is amended as follows:

289 (i) Sub-subparagraph (ii) is amended by striking the word “and” at
290 the end.

291 (ii) Sub-paragraph (iii) is amended by striking the period and the
292 end and inserting the phrase “; and” in its place.

293 (iii) A new sub-subparagraph (iv) is added to read as follows:

294 “(iv) A note describing the purpose of the payment.”.

295 (4) Subsection (g) is amended as follows:

296 (A) by striking the phrase “Corporation Counsel” and inserting the phrase
297 “Office of the Attorney General” in its place; and

298 (B) By striking the word “Auditor” and insert the phrase “Office of
299 Advisory Neighborhood Commissions” in each place it appears.

300 (5) Subsection (j) is amended as follows:

301 (A) By striking the word “Auditor” and insert the phrase “Office of
302 Advisory Neighborhood Commissions” in each place it appears; and

303 (B) Paragraph (2) is amended by inserting before the final sentence the
304 following sentence “Upon receiving and approving all outstanding quarterly financial reports
305 from the Commission, the Auditor shall immediately return the checkbook to the Commission.”.

306 (6) Subsection (l) is amended as follows:

307 (A) Paragraph (1) is amended by:

308 (i) Striking the phrase “and nominal refreshments at Commission
309 meetings” and inserting in its place the phrase “legal expenses for Commission representation
310 before an agency, board, or commission of the District government, and nominal refreshments at
311 Commission meetings”.

312 (ii) Striking the sentence “Expenditures may be in the form of
313 grants by the Commission for public purposes within the Commission area pursuant to
314 subsection (m) of this section.” and inserting the sentences “Nominal refreshments shall be

315 limited to \$100 worth of food and nonalcoholic beverages per regular public Commission
316 meeting, and any refreshments purchased shall be available to the public. Expenditures may be in
317 the form of grants by the Commission for public purposes within the Commission area pursuant
318 to subsection (m) of this section. A public purpose shall be a purpose that benefits the
319 community as a whole and is not done for the primary purpose of benefitting a private entity.” in
320 its place.

321 (iii) Adding after the final sentence the following: “Where a
322 Commissioner submits a complete and valid application for reimbursement for travel or
323 childcare expenses under subsection (l-1) of this section, a Commission shall reimburse that
324 Commissioner for all requested expenses for which the Commissioner qualifies under that
325 subsection.”.

326 (B) Paragraph (2) is amended to read as follows:

327 “(2) No Commission may expend funds except as authorized under this act.
328 Prohibited expenditures include those for any purpose that involves partisan political activity,
329 legal expenses other than for Commission representation before an agency, board, or commission
330 of the District government, or travel outside of the Washington metropolitan area.”

331 (C) A new paragraph (3) is added to read as follows:

332 “(3) Commissions shall use staff payroll forms provided by the OANC.”.

333 (7) Subsection (m) is amended as follows:

334 (A) Paragraph (2) is amended to read as follows:

335 “(2) An applicant for a grant must submit an application in writing to the

336 Commission and to the OANC. The application shall be in the form of a template designed by
337 the OANC, and shall contain:

338 “(A) A description of the proposed project for which the grant is
339 requested;

340 “(B) A statement of expected public benefits;

341 “(C) The total cost of the proposed project, including other sources of
342 funding, if any; and

343 “(D) An accounting by the grantees of the expected overhead costs the
344 grantees will incur in carrying out the grant. No Commission shall provide a grant for which the
345 grantee estimates that the overhead costs would exceed 15% of the entire grant amount.”.

346 (B) Paragraph (3) is amended to read as follows:

347 “(3) Within 60 days following the issuance of a grant, and every 90 days
348 thereafter during the life of the grant, the grant recipient shall forward to the Commission and the
349 OANC a statement as to the use of the funds consistent with the grant application, complete with
350 receipts that support the expenditures. The OANC:

351 “(A) May prohibit all Commissions from providing a grant to any past
352 grant recipient which used grant funds contrary to the associated grant agreement; and

353 “(B) Shall maintain a list, available to any Commissioner upon request, of
354 prohibited grantees identified pursuant to subparagraph (A) of this paragraph.”.

355 (C) A new subsection (l-1) is added to read as follows:

356 “(l-1) A Commission shall expend funds to reimburse any Commissioner who submits a

357 complete application for reimbursement from the Commission allotment for qualifying travel or
358 childcare expenses incurred to carry out qualifying official duties of the Commissioner; provided
359 that:

360 “(1) The maximum total reimbursement that any individual Commissioner may
361 receive under this subsection in a single calendar year shall be \$500.

362 “(2) For the purposes of this subsection, “qualifying official duties” shall be
363 limited to the following:

364 “(A) Attending regular and special public meetings of the Commission on
365 which the Commissioner sits;

366 “(B) Delivering official testimony on behalf of the Commission as a whole
367 or a committee of the Commission at an official proceeding of any agency, board, or commission
368 within the District government that receives public testimony, or before the Council; and

369 “(C) Attending meetings of a Commission committee on which the
370 Commissioner sits;

371 “(D) Traveling to and from the offices of government entities in order to
372 participate in meetings on behalf of the Commission; and

373 “(E) Attending training provided by this act.

374 “(3) For the purposes of this subsection, “qualifying travel or childcare expenses”
375 shall be limited to the following, to the extent they are incurred to perform qualifying official
376 duties under this subsection:

377 “(A) Expenses for public transportation provided by the Washington

378 Metropolitan Area Transit Authority; and

379 “(B) Expenses charged to the Commissioner for childcare services that
380 comply with all licensing requirements of the Office of the State Superintendent of Education.

381 “(4) The application for reimbursement shall be completed using a form created
382 by the OANC, which shall be available to individual Commissioners upon request, and which
383 shall indicate any attachments required to demonstrate that the expense qualifies under this
384 subsection. The Commission Treasurer shall not approve the release of Commission funds under
385 this subsection except where the application for reimbursement meets all requirements under this
386 subsection. To qualify for reimbursement under this subsection, a Commissioner must submit an
387 application within 30 days of incurring the relevant expense. Upon approving an application for
388 reimbursement under this subsection, the Treasurer shall electronically transmit the application
389 to the OANC, which shall maintain electronic copies of all such applications. The Commission
390 Treasurer shall ensure that applications submitted under this subsection are included in quarterly
391 financial reports of the Commission prepared pursuant to section 16(j).

392 (D) Subsection (q) is amended by striking the phrase “may seek to
393 reprogram funds” and inserting the phrase “shall assist the Commission in locating appropriate
394 office space in the ward in which the Commission is located, and may seek to reprogram funds”
395 in its place.

396 (E) A new subsection (r) is added to read as follows:

397 “(r) All records produced and equipment purchased by or on behalf of a Commission are
398 the property of the District, and are not the property of any Commissioner or other individual.”.

399 (i) Section 18 is amended by adding a new subsection (b-1) to read as follows:

400 “(b-1) The duties of the OANC shall include:

401 “(1) Developing and implementing new programming and services to assist
402 Commissioners in serving District residents;

403 “(2) Ensuring that the OANC responds to and acts upon requests from
404 Commissioners in a timely manner;

405 “(3) Organizing and overseeing a task force of Commissioners every 2 years,
406 charged with assisting the OANC in updating the ANC Handbook;

407 “(4) Coordinating with the Auditor and the Office of Open Government to
408 maintain and improve public transparency, including coordinating with the Office of Open
409 Government to assist Commissions in fulfilling FOIA requests;

410 “(5) Developing and directing no fewer than 2 training sessions for
411 Commissioners per year, one of which shall take place no later than January 31, and which
412 Commissioners must attend at least once per calendar year; provided, that the training shall
413 include training on the statutory mandates and responsibilities of Commissions and
414 Commissioners, Robert’s Rules of Order, conflict resolution, and any training or informational
415 material provided by the Office of Open Government (“OOG”) on Commission duties related to
416 FOIA;

417 “(6) Creating, updating, and distributing to all Commissions templates for bylaws;

418 “(7) Creating and updating templates for staff payroll forms, grant applications,
419 and expense reimbursement applications in coordination with the Auditor, and distributing those

420 templates to all Commissions;

421 “(8) Increasing public awareness of the work of the Advisory Neighborhood
422 Commissions;

423 “(9) Providing Commissioners with technical assistance related to government
424 email accounts;

425 “(10) Creating a standard Advisory Neighborhood Commissions logo that
426 Commissions may use on official documents and materials;

427 “(11) Serving as the primary source of advice for Commissioners with respect to
428 their official statutory responsibilities;

429 “(12) Providing for Commissioners to receive electronic or in-person briefings on
430 legislation under review by the Council as requested, through OANC personnel or through
431 seeking coordination with Council staff as necessary;

432 “(13) Advising Commissions on judicial court and administrative court decisions
433 particularly affecting Commission duties or activities, and seeking advice from OAG on behalf
434 of Commissions where necessary and appropriate;

435 “(14) Advocating on behalf of Commissions with respect to District agencies;

436 “(15) Providing technical assistance, as needed, to District of Columbia
437 Councilmembers, Committees, and staff with respect to Commission matters.; and

438 “(16) Performing duties related to the review and approval of Commission
439 financial reports as required under this Act”.

440 Sec. 3. Applicability.

441 (a) This act shall apply upon the date of inclusion of its fiscal effect in an
442 approved budget and financial plan.

443 (b) The Chief Financial Officer shall certify the date of the inclusion of the fiscal
444 effect in an approved budget and financial plan, and provide notice to the Budget Director of the
445 Council of the certification.

446 (c)(1) The Budget Director shall cause the notice of the certification to be
447 published in the District of Columbia Register.

448 (2) The date of publication of the notice of the certification shall not affect the
449 applicability of this act.

450 Sec. 4. Rulemaking.

451 Within 180 days of the effective date of this act, the Mayor shall promulgate rules to
452 implement this act.

453 Sec. 5. Fiscal impact statement.

454 The Council adopts the fiscal impact statement in the committee report as the fiscal
455 impact statement required by section 4a of the General Legislative Procedures Act of 1975,
456 approved October 16, 2006 (120 Stat. 2038; D.C. Official Code § 1-301.47a).

457 Sec. 6. Effective date.

458 This act shall take effect following approval by the Mayor (or in the event of veto by the
459 Mayor, action by Council to override the veto), a 30-day period of congressional review as
460 provided in section 602(c)(1) of the District of Columbia Home Rule Act, approved December
461 24, 1973 (87 Stat. 813; D.C. Official Code § 1-206.02(c)(1)), and publication in the District of

ENGROSSED ORIGINAL

462 Columbia Register.