

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Planning



Responses to Fiscal Year 2015 Performance Oversight Questions

Eric Shaw
Director, Office of Planning

Submission to

Committee of the Whole
Chairman Phil Mendelson

February 10, 2016

John A. Wilson Building
1350 Pennsylvania Ave., NW
Washington, DC 20004

**Office of Planning
FY15-16 Performance Oversight
Responses to Pre-Hearing Questions
February 10, 2016**

1. **Please provide, as an attachment to your answers, a current organizational chart for your agency with the number of vacant and filled FTEs marked in each box. Include the names of all senior personnel, if applicable. Also include the effective date on the chart.**

A current organizational chart is attached.

2. **Please provide, as an attachment, a Schedule A for your agency which identifies all employees by title/position, current salary, fringe benefits, and program office as of January 10, 2016. The Schedule A also should indicate any vacant positions in the agency. Please do not include Social Security numbers.**

Please see a Schedule A for the Office of Planning, dated January 10, 2016, attached.

3. **Please list all employees detailed to or from your agency, if any. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.**

No employees are currently detailed to or from the Office of Planning.

4. **(a) For fiscal year 2015, please list each employee whose salary was \$110,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and/or bonus pay.**

Employee Name	Position Title	Salary	Overtime	Bonus Pay
Alemayehu Anna	Information Technology Specialist	\$113,301	N/A	N/A
Melissa Bird	Community Planner	\$110,172	N/A	N/A
Maxine Brown-Roberts	Development Review Specialist	\$110,172	N/A	N/A
Stephen Cochran	Community Planner	\$116,430	N/A	N/A
Deborah Crain	Community Planner	\$110,172	N/A	N/A
Kimberly Driggins	Assoc. Director, Long Range Planning	\$131,924	N/A	N/A
Edward Giefer	Assist Director, Strategic Ops & Finance	\$124,554	N/A	N/A
Rosalynn Hughey	Deputy Director, Long Range Planning	\$130,877	N/A	N/A
Joel Lawson	Senior Dev Zoning Planning	\$116,621	N/A	N/A
David Levy	Special Assistant For Sustainability	\$147,465	N/A	N/A
Charles Lewis	Historic Preservation Specialist	\$110,172	N/A	N/A
David Maloney	Historic Preservation Program Manager	\$115,967	N/A	N/A
Ellen McCarthy	Acting Director	\$169,000	N/A	N/A
Stephen Mordfin	Development Review Specialist	\$110,172	N/A	N/A
Joy Phillips	Assoc. Director State Data Center	\$118,415	N/A	N/A
Charlie Richman	Assoc. Director of GIS & IT	\$138,681	N/A	N/A
Eric Shaw	Acting Director	\$158,000	N/A	N/A
Jennifer Steingasser	Dep. Director Dev. Review	\$142,079	N/A	N/A
Tanya Stern	Acting Dep. Dir., Long Range Planning	\$115,704	N/A	N/A
Karen Thomas	Development Review Specialist	\$110,172	N/A	N/A
Patricia Zingsheim	Assoc. Director Revitalization	\$123,826	N/A	N/A

(b) For fiscal year 2016, please list each employee whose salary is or was \$110,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and/or bonus pay as of the date of your response.

Employee Name	Position Title	Salary	Overtime	Bonus Pay
Alemayehu Anna	Information Technology Specialist	\$119,923	N/A	N/A
Melissa Bird	Community Planner	\$113,477	N/A	N/A
Maxine Brown-Roberts	Development Review Specialist	\$116,700	N/A	N/A
Stephen Callcott	Dep. State Historic Preservation Officer	\$112,129	N/A	N/A
Stephen Cochran	Community Planner	\$119,923	N/A	N/A
Deborah Crain	Community Planner	\$116,700	N/A	N/A
Christopher Delfs	Chief of Staff	\$123,600	N/A	N/A
Tracy Gabriel	Assoc. Director Neighborhood Planning	\$121,968	N/A	N/A
Edward Giefer	Assist Director, Strategic Ops & Finance	\$128,291	N/A	N/A
Evelyn Kasongo	Community Planner	\$110,254	N/A	N/A
Sakina Khan	Community Planner	\$113,477	N/A	N/A
Joel Lawson	Senior Dev Zoning Planning	\$124,925	N/A	N/A
Charles Lewis	Historic Preservation Specialist	\$116,700	N/A	N/A
David Maloney	State Historic Preservation Officer	\$119,447	N/A	N/A
Stephen Mordfin	Development Review Specialist	\$113,477	N/A	N/A
Joy Phillips	Assoc. Director State Data Center	\$121,967	N/A	N/A
Charlie Richman	Assoc. Director of GIS & IT	\$142,842	N/A	N/A
Arthur Rodgers	Community Planner	\$113,477	N/A	N/A
Eric Shaw	Acting Director	\$162,740	N/A	N/A
Jennifer Steingasser	Dep. Director Dev. Review	\$146,342	N/A	N/A
Tanya Stern	Dep. Dir., Planning, Engagemt. & Design	\$133,900	N/A	N/A
Karen Thomas	Development Review Specialist	\$116,700	N/A	N/A
Patricia Zingsheim	Assoc. Director Revitalization	\$127,542	N/A	N/A

5. **Please list, in descending order, the top 25 overtime earners in your agency for fiscal year 2015. For each, state the employee’s name, position or title, salary, and aggregate overtime pay.**

There were no overtime earners at OP for FY 2015.

6. **For fiscal years 2015 and 2016 (to date), please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.**

No OP employees received bonuses or special award pay in FY 2015 or in 2016 to date.

7. **For fiscal year 2016 (to date), please list each employee separated from the agency with separation pay. State the amount and number of weeks of pay. Also, for each, state the reason for the separation.**

In FY 2016 to date, no employees have separated from the agency with separation pay.

8. **For fiscal years 2015 and 2016 (to date), please state the total number of employees receiving worker’s compensation payments.**

No employees received worker’s compensation payments for FY 2015 or 2016, to date.

9. For fiscal years 2015 and 2016 (to date), please list, in chronological order, all intra-District transfers to or from the agency.

FY 2015

OP IS THE BUYER		
OCTO	Pay for FY 2015 Requests for Telephone Service	\$1,000
OZ	Broadcast and archive HPRB hearings	\$18,790
DPW	Pay for fleet costs	\$6,095
OCFO	Pay for costs associated with Purchase Card purchases	\$154,667
DCHR	Leadership training fee for Deputy Director Tanya Stern	\$12,000
OCFO	OP share of citywide grants audit	\$2,500
OP IS THE SELLER		
DGS	Public works master plan/West VA Ave. study	\$250,000
DDOT	Planning support for federal Historic Preservation requirements	\$140,000

FY 2016*

OP IS THE BUYER		
OCTO	Pay for FY 2015 Requests for Telephone Service	\$500
OZ	Broadcast and archive HPRB hearings	\$20,024
DPW	Pay for fleet costs	\$9,273
OCFO	Pay for costs associated with Purchase Card purchases	\$30,000
DCHR	Fees associated with hosting Leadership Interns at OP	\$63,222
OP IS THE SELLER		
DDOT	Planning support for federal Historic Preservation requirements	\$140,000

Note: * - As of 2/1/16

10. Please list, in chronological order, every reprogramming of funds into and out of the agency for fiscal years 2015 and 2016 (to date). Include a "bottom line" that explains the revised final budget for your agency. For each reprogramming, list the reprogramming number, the date, the amount, and the rationale.

Date	Repro #	Amount	Rationale
2015			
<u>LOCAL</u>			
12/15/2014	BJNONLAP	\$548,332	Unspent FY 2014 Historic Homeowner grant funds into OP's FY 2015 budget.
7/25/2015	BGBD0ADJ	\$575,000	Conversion of PAYGO to Local to fund renewable energy measures at the Langston Terrace Dwellings, a DCHA project.
			<i>Revised FY 2015 Local budget: \$9,4498,593</i>
<u>FEDERAL</u>			
1/9/2015	BJHISPRE	\$84,311	Unspent FY 2014 Historic Preservation Fund grant funds into OP's FY 2015 budget. (OP is allowed to spend each annual grant over a two-year period.)
			<i>Revised FY 2015 Federal budget: \$517,691</i>
<u>O-TYPE FUNDS</u>			
6/30/2015	BJDBTOBD	\$50,000	Additional budget authority for OP's o-type

			funds account.
			<i>Revised FY 2015 o-type budget: \$130,000</i>
<u>INTRADISTRICT</u>			
2/13/2015	BHWVACP5	\$250,000	Funds from DGS to support planning study for the West Virginia Avenue Public Works campus.
			<i>Revised FY15 intra-District budget: \$250,000</i>
<u>CAPITAL</u>			
2/12/2015	BHCAPID1	\$140,000	Support from DDOT for HP planning review.
			<i>New FY 2015 capital project: \$140,000</i>
2016			
<u>LOCAL</u>			
12/10/2015	BJBD0NHP	\$644,284	Unspent 2015 Historic Homeowner grant funds into OP's FY 2016 budget.
1/27/2016	BJLJ0127	\$368,000	Additional contractual services to support Comp Plan + OP planning projects
			<i>Revised FY 2016 Local budget: \$10,374,651</i>

11. For fiscal years 2015 and 2016 (to date), please identify any special purpose revenue funds maintained by, used by, or available for use by your agency. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the program that generates the funds; (4) the amount of funds generated annually by each source or program; and (5) expenditures of funds, including the purpose of each expenditure.

OP has one special purpose revenue account: Historic Landmark & Historic District Application Fees (O2001). This is a non-lapsing revolving fund established within the General Fund of the District for the purpose of paying the costs of repair work necessary to prevent demolition by neglect, or for the costs of carrying out any other historic preservation program consistent with the purposes of and pursuant to this act. Sources of funding are fees collected for historic landmark and historic district nominations, fees paid by developers for historic preservation mitigation (such as from a builder for work done at a property without permission), and fees paid for violations on historic properties or other properties in historic districts.

FY	Revenue	Uses	Description
2015	\$140,734	\$18,790	▪ Payment to the Office of Zoning for broadcasting and archiving all hearings of the Historic Preservation Review Board.
		\$9,988	▪ Stipends to HPRB members
		\$5,000	▪ Mayor's Agent services
		<u>\$45,300</u>	▪ Archaeological services
		\$79,078	
2016*	\$13,770	\$20,024	▪ Payment to the Office of Zoning for broadcasting and archiving all hearings of the Historic Preservation Review Board.
		<u>\$3,775</u>	▪ Stipends to HPRB members
		\$23,799	

Note: * - Through 2/1/16

12. Please list all memoranda of understanding (MOU) either entered into by your agency or in effect during fiscal years 2015 and 2016 (to date). For each, describe its purpose, indicate the date entered, and provide the actual or anticipated termination date.

<u>Buyer</u>	<u>Seller</u>	<u>Purpose</u>	<u>Amount</u>
2015			
OP	OZ	Broadcast and archive hearings of the HPRB (start 10/1/14, end 9/30/15)	\$19,194
DGS	OP	Help fund the Department of Public Works master plan re: the West Virginia Avenue campus site planning (start 12/5/14, end 9/30/15)	\$250,000
DDOT	OP	Historic Preservation planning support for transportation projects (start 10/1/14, end 9/30/15)	\$140,000
OP	DCHR	Leadership training fee for Deputy Director Tanya Stern (start 10/1/14, end 9/30/15)	\$12,000
OP	DCHA	Support for DCHA's Langston Dwellings Renewable Energy Systems project.	\$575,000
2016*			
OP	OZ	Broadcast and archive hearings of the HPRB (start 10/1/15, end 9/30/16)	\$20,024
OP	DCHR	District Leadership Program year-round intern and summer intern fees (start 10/1/15, end 9/30/16)	\$63,222
DDOT	OP	Historic Preservation planning support for transportation projects (start 10/1/15, end 9/30/16)	\$140,000

Note: * - Through 2/3/16

13. D.C. Law requires the Mayor and the Chief Financial Officer to submit to the Council, simultaneously with a proposed budget submission, actual copies of all agency budget enhancements requests, including the "Form B" for all District agencies (See D.C. Code § 47-318.05a). In order to help the Committee understand agency needs, and the cost of those needs for your agency, please provide, as an attachment to your answers, all budget enhancement requests submitted by your agency to the Mayor or Chief Financial Officer as part of the budget process for fiscal years 2015 and 2016.

Pursuant to the Executive Communication Privilege, OP is not authorized to transmit this information.

14. Please list each grant or sub-grant received by your agency in fiscal years 2015 and 2016 (to date). List the date, amount, purpose of the grant or sub-grant received, and explain how the grant is allocated if it is a multi-year grant.

FY 2015			
Grant	Date	Amount	Purpose
Historic Preservation Fund grant	10/1/14-9/30/16	\$525,363	Annual grant from the National Park Service available for two years to support historic preservation activities such as staff salaries, preservation studies, and educational materials. OP allocates roughly half of the grant in the first year and the other half in the second year.
FY 2016			
Historic Preservation Fund grant	10/1/15-9/30/17	\$500,000 <i>(estimate; waiting for final word from federal gov't)</i>	Annual grant from the National Park Service available for two years to support historic preservation activities such as staff salaries, preservation studies, and educational materials. OP allocates roughly half of the grant in the first year and the other half in the second year.

15. **Please list all currently open capital projects for your agency as of the date of your response, including those projects that are managed or overseen by another agency or entity. Include a brief description of each, the total estimated cost, expenditures to date, the start and completion dates, and the current status of the project. Also, indicate which projects are experiencing delays and which require additional funding.**

Name	Description	Total cost	Expenditures	Dates
District Public Plans & Studies (PLN37)	Funds planning, zoning, and historic preservation studies and projects, and master facility plans that are linked to important capital projects undertaken by the city and its partners	\$7,621,097	\$7,281,223	Funded in FY 2010 through 2016
Sustainable DC (PLN38)	Competition fund for District agencies to do feasibility studies, demonstration projects, etc., to jump start District sustainability efforts	\$3,663,040	\$573,607	Funded in FY 2013 through 2016
Ward 8 Citizens' Summit Challenge (PLN39)	Competition fund for District agencies to develop and implement projects in support of Ward 8 Citizens' Summit	\$1,750,000	\$698,281	Funded in FY 2013 through 2016

District Public Plans & Studies (PLN37)

OP will work with the Mayor's Office of Budget & Finance's capital team to spend the remaining funds in this line item.

Sustainable DC (PLN38)

The following FY 2013 Sustainable DC projects were originally managed by the DC Office of Planning. In FY 2015, OP transferred all implementation and tracking of Sustainable DC projects to DOEE, which has provided additional details for each project in its Oversight responses to DC Council.

1. Cool, Green, or Solar: Structural Assessment Survey (DGS) - \$600,000 (COMPLETE)

2. Saving Gas and Money with Anti-Idling Devices on Police Cars (MPD) - \$132,500 (COMPLETE)
3. Sustainable Power Plant at Langston Dwellings (DCHA) – \$245,000 (COMPLETE)
4. Minimizing Food Deserts with an Urban Food Network (DPR) - \$800,000 (COMPLETE)
5. Living Building Challenge (DOEE) - \$179,550 (NOT FUNDED)
6. Climate Adaptation Plan Study (DOEE) - \$290,000 (COMPLETE)
7. Waste System Life-Cycle Study (DPW) - \$300,000 (COMPLETE)
8. Temporary Movable Parks (DGS) - \$226,280 (ONGOING)
9. Compost Site Pilot Projects (OP) - \$600,000 (ONGOING)
10. Tree Canopy Implementation Plans for Park and School Lands (DOEE) - \$467,170 (ONGOING)
11. Green Purchasing Program (OCP) - \$237,500 (COMPLETE)
12. Implementing the Environmental Literacy Plan (DDOE) - \$272,000 (COMPLETE)

Following the initial award of “Sustainable DC Innovation Challenge” funds, the Office of the Chief Financial Officer deemed many selected projects ineligible for capital funding. As a result, the Mayor’s Office of Budget and Finance allocated additional operating funds for implementation, leaving the original capital funding allocation for other kinds of capital-eligible sustainability projects.

OP has supported the administration of an additional set of capital projects, including:

1. Kinetic Energy Demonstration in Golden Triangle (DDOT) – \$200,000
2. Bike Lanes: Ward 8 and Other Low-Access Areas (DDOT) – \$50,000 + \$150,000
3. Tree Plantings: Additional Trees on DGS Properties (DGS) – \$114,000
4. Additional Anti-Idling Devices (MPD) – \$75,000

OP is currently working with the Mayor’s Office of Budget & Finance to spend the remaining capital funds in this line item (PLN38). Specifically, OP has initiated possible funding transfers to DDOT, DPR, and DOEE in order to achieve specific goals and performance targets identified in the Sustainable DC Plan.

Ward 8 Citizens’ Summit Challenge (PLN39)

Funding has been designated for DMPED’s Innovation Hub area (the chapel) to include an “Entrepreneurship & Training Center.” Funding is being used to support part of the design. OP transferred funds to DGS in FY 2014, and work will conclude in FY 2016.

16. **Please list all pending lawsuits that name your agency as a party. Please identify which cases on the list are lawsuits that potentially expose the city to significant liability in terms of money and/or change in practices. The Committee is not asking for your judgment as to the city’s liability; rather, we are asking about the extent of the claim. For those claims identified, please include an explanation about the issues for each case.**

There are no pending lawsuits that list the Office of Planning as a party.

17. (a) Please list and describe any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed at any time in fiscal years 2015 or 2016 (to date). (b) Please list and describe any ongoing investigations, audits, or reports of your agency or any employee of your agency.

No investigations, studies, audits or reports on OP or any OP employee were completed in FY 2015 or 2016. OP is not aware of any ongoing investigations, audits, or reports on the agency or OP employees.

18. Please list, in chronological order, all employee grievances filed against your agency in fiscal years 2015 and 2016 (to date). Also, list any earlier grievance that is still pending in any judicial forum. For each, give a brief description of the matter as well as the current status.

No employee grievances were filed against OP in FY2015 or FY2016, to date. No earlier grievances are still pending.

19. In table format, please list the following for fiscal years 2015 and 2016 (to date) regarding the agency's use of SmartPay (credit) cards for agency purchases: (1) individuals (by name and title/position) authorized to use the cards; (2) purchase limits (per person, per day, etc.); and (3) total spent (by person and for the agency).

<u>Cardholder</u>	<u>Limits</u>	<u>Spent FY 2015</u>	<u>Spent FY 2016*</u>
Edward Giefer Assoc. Director	\$10,000 per day/\$20,000 per month	\$131,443.76	\$25,831.62
Rita Poindexter Staff Assistant	\$10,000 per day/\$20,000 per month	\$23,222.88	\$36.00
Total		\$154,666.64	\$25,867.62

Note: * - Through statement date 1/20/2016

20. (a) In table format, please provide the following information for fiscal years 2015 and 2016 (to date), regarding your agency's use of cellular phones and mobile devices: (1) individuals (by name and title/position) authorized to carry and use such devices; (2) total annual expense (FY) for each individual's use; and (3) justification for such use (per person). If the list is more than one page in length, you may provide it as an attachment.

Name	Position	Annual Expense		Justification
		FY 2015	FY 2016*	
Eric Shaw	Director	\$715.84	\$268.44	Agency head; duties require frequent off-site meetings and ability to communicate immediately to the Mayor, Council, and others.
Ellen McCarthy	Former Acting Director	\$357.92	n/a	Former acting agency head.
Nancy Willson	Former Executive Assistant, Director	\$420.67	n/a	Reported to the Director; duties require immediate availability and frequent off-site communications
Tanya Stern	Deputy Director, Planning, Engagement & Design	\$551.88	\$137.97	Reports to the Director; duties require immediate availability and frequent off-site communications.
David Maloney	State Historic Preservation Officer	\$551.88	\$137.97	Duties require immediate availability and frequent off-site communications
Keith Lambert	Historic Preservation Inspector	\$551.88	\$137.97	Duties require substantial off-site work in the field
Toni Cherry	Senior HP Inspector	\$551.88	\$137.97	Duties require substantial off-site work in the field
Tracy Gabriel	Associate Director, Neighborhood Planning	\$551.88	\$137.97	Duties require immediate availability and frequent off-site communications
Joel Lawson	Assoc. Director, Development Review	\$551.88	\$137.97	Duties require immediate availability and frequent off-site communications
Jennifer Steingasser	Deputy Director, Development Review and HP	\$551.88	\$137.97	Duties require immediate availability and frequent off-site communications

*Note: through December 2015

(b) Please describe how your agency manages and limits its mobile, voice, and data costs, including cellular phones and mobile devices.

OP pays for mobile phones for a limited number of employees with jobs that require immediate availability and/or frequent off-site communications. These employees have reviewed and signed the "DC Government Landline and Cell Phone User Agreement." OP's Agency Telephone Coordinator monitors the bills monthly for OP's mobile phone users.

21. **(a) Does your agency have or use one or more government vehicle? If so, for fiscal years 2015 and 2016 (to date), please list any vehicle the agency owns. You may group the vehicles by category (e.g., 15 sedans, 33 pick-up trucks, three transport buses, etc.).**

OP owns two government vehicles: one Dodge Caravan and one Toyota Corolla.

(b) Please list all vehicle accidents involving your agency's vehicles for fiscal years 2014, 2015, and 2016 (to date). Provide: (1) a brief description of each accident; (2) the type of vehicle involved; (3) the justification for using such vehicle; (4) the name and title/position of the driver involved; and (5) whether there was a finding of fault and, if so, who was determined to be at fault.

No OP employees were involved in accidents in FY 2014, FY 2015 or FY 2016, to date.

22. **D.C. Law requires the Mayor to pay certain settlements from agency operating budgets if the settlement is less than \$10,000 or less than two years old (see D.C. Code § 2-402(a)(3)). Please itemize each charge-back to your agency for a settlement or judgment pursuant to D.C. Code § 2-402.**

There have been no charge-backs.

23. **(a) D.C. Law prohibits chauffeurs, take-home vehicles, and the use of SUVs (see D.C. Code §§ 50-203 and 50-204). Is your agency in compliance with this law? Please explain any exceptions. (b) If there are exceptions, please provide the following: (1) type of vehicle (make, model, year); (2) individuals (name/position) authorized to have the vehicle; (3) jurisdictional residence of the individual (e.g., Bowie, MD); and (4) justification for the chauffeur or take-home status.**

OP is in compliance with this law.

24. **In table format, please provide the following information for fiscal years 2015 and 2016 (to date) regarding your agency's authorization of employee travel: (1) individuals (by name and title/position) authorized to travel outside the District; (2) total expense for each trip (per person, per trip, etc.); and (3) justification for the travel (per person and trip).**

Employee	Cost	Justification
FY 2015		
Tanya Stern	\$2,279.38	Attend the Urban Land Institute's Fall Meeting and site visits of redevelopment and post-Hurricane Sandy urban resiliency projects (New York, NY)
David Maloney	\$196.00	Attend the Northeast Regional State Historic Preservation Officers meeting (Wilmington, DE)
C. Andrew Lewis	\$364.00	Attend the Northeast Regional State Historic Preservation Officers meeting (Wilmington, DE)
Kimberly Driggins	\$417.50	Attend the Urban Land Institute's Fall Meeting (New York, NY)
Laine Cidlowski	\$106.50	Present to City of Austin staff about the Green Area Ratio zoning requirement (Austin, TX)
Tanya Stern	\$795.42	Attend the Rockefeller Foundation Northeast Resilience Academy (Boston, MA) as part of an invited District multi-agency team
Thor Nelson	\$2,299.49	Attend the Greater & Greener Urban Parks Conference (San Francisco, CA)
Eric Shaw	\$1,509.40	Attend the American Planning Association's National Planning Conference (Seattle, WA)
Joy Phillips	\$1,325.26	Attend the U.S. Census Bureau conference (San Diego, CA)
Tanya Stern	\$1,695.99	Attend the American Planning Association's National Planning Conference (Seattle, WA)

Andrea Limauro	\$1,601.34	Attend the American Planning Association's National Planning Conference (Seattle, WA)
Tracy Gabriel	\$1,719.85	Attend the American Planning Association's National Planning Conference (Seattle, WA)
Kimberly Driggins	\$1,786.70	Attend the American Planning Association's National Planning Conference (Seattle, WA)
Dan Emerine	\$1,355.82	Attend the Congress for the New Urbanism's conference (Dallas, TX)
Laine Cidlowski	\$84.00	Attend the EcoDistrict's Phase III workshop (Atlanta, GA)
Kim Williams	\$521.20	Attend the Tenth Southern Conference on Women's History (Charleston, SC)
Frances McMillan	\$673.20	Attend the Tenth Southern Conference on Women's History (Charleston, SC)
Eric Shaw	\$737.56	Attend the "Neighbors: The 2015 Association for Community Design National Conference" (Richmond, VA)
Sakina Khan	\$783.09	Attend Policylink's Convention of Municipal Arts & Cultural Leaders (Chicago, IL)
Tanya Stern	\$944.40	Attend the 2015 International Hazard Mitigation Association conference (Bloomfield, CO)
Dennis Waardenburg	\$1,884.59	Attend annual ESRI International User Conference re: geographic information systems (GIS) (San Diego).
Joshua Ghaffari	\$1,325.21	Attend the Urban Land Institute's Young Leader Group Leadership Exchange 2015 (Denver, CO)
Charlie Richman	\$1,845.77	Attend annual ESRI International User Conference re: geographic information systems (GIS) (San Diego).
FY 2016*		
Eric Shaw	\$2,611.42	Attend the Urban Land Institute's fall meeting (San Francisco, CA)
Eric Shaw	\$807.61	Attend the Blacks in Design conference (Boston, MA)
Eric Shaw	\$230.19	Attend the Big City Directors conference (Boston, MA)
Tanya Stern	\$1,910.200	Attend the Urban Land Institute's fall meeting (San Francisco, CA)
Evelyn Kasongo	\$172.50	Attend the EcoDistrict workshop (Cambridge, MA)
Joshua Ghaffari	\$806.00	Attend the Rail~Volution conference (Dallas, TX)
Andrea Limauro	\$1,788.24	Attend the American Society of Landscape Architects' conference (Chicago, IL)
Timothy Maher	\$310.50	Attend meetings with the New York City Department of Parks and Recreation (New York, NY)
Tracy Gabriel	\$1,506.76	Attend the American Society of Landscape Architects' conference (Chicago, IL)

*Note: As of 2/5/16

25. **Please provide and itemize, as of January 10, 2016, the current number of When Actually Employed (WAE), term, and contract personnel within your agency. If your agency employs WAE or term personnel, please provide, in table format, the name of each employee, position title, the length of his or her term, the date on which he or she first started with your agency, and the date on which his or her current term expires.**

Name	Position Title	Length of Term	Hire Date	Term Expires	Term Appt.
Goggans, Alexis	Community Planner	13 months	05/19/14	07/18/16	X
Brockett, Anne	Historic Pres. Specialist	13 months	05/07/15	06/17/16	X (MOU)
Allen Thomas	Community Planner (Beautification)	13 months	12/14/15	01/13/17	X
Perez, Brandon	Community Planner (Beautification)	13 months	12/28/15	01/27/17	X

26. **Please provide, as an attachment, a copy of your agency's current annual performance plan as submitted to the Office of the City Administrator.**

The Office of Planning's FY 2016 Performance Plan is attached.

27. **What are your top five priorities for the agency? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities in fiscal years 2016 and 2017.**

Comprehensive Plan Amendment

The Office of Planning (OP) will begin the second amendment of the District Elements of the Comprehensive Plan in the spring of 2016. The amendment process is scheduled to take approximately 18-24 months, and is expected to be the agency's most significant endeavor in terms of scope and resource demands over the next two years. The process will seek to integrate planning and policy work done in the District since the last Amendment cycle was completed in 2011, as well as new ideas from community stakeholders and government agencies. Using an evaluation framework for proposed amendments and a robust public process, OP will ultimately submit to the DC Council for approval a set of Comprehensive Plan amendments to the text and maps that guide land use in the District of Columbia.

The next amendment cycle also will include the creation of new Resilience Element with policies and actions to advance the concept of resilience in the District as it impacts land use and community quality of life. OP will work with its consultant team, District agencies and other subject matter experts to develop new resilience content that is intended to facilitate implementation of these policies and actions on a citywide level and, like other Comp Plan actions, will identify District government agencies for implementation.

OP has identified a cross-divisional team within the agency to staff the Comp Plan Amendment project, as well as a day-to-day project manager. The Deputy Director of Planning, Engagement, and Design, Ms. Tanya Stern, will act as the principal overseeing the effort. OP will also hire a professional consultant team to support the agency and assist with aspects of the work including community engagement, Comprehensive Plan analysis, industry best practices, and technical writing. OP has worked with the Office of Contracting and Procurement (OCP) for several months to select and procure a consultant team; final Council approval is pending.

Cultural Plan

Per the "Cultural Plan for the District Act of 2015," DC Council directed the Office of Planning (OP) to develop a comprehensive Cultural Plan for the District. Initiating in FY 2016, the Cultural Plan is intended to increase participation in cultural activities, assess how well-served artists and neighborhoods are with regards to cultural resources, inform policy, make recommendations regarding strengthening arts and culture in DC, and support decision-making related to cultural investments. The study will include an existing cultural conditions analysis, an assessment of issues and opportunities, development of strategies as well as extensive stakeholder engagement. During the process, OP will review opportunities to link with other major planning efforts, such as the Comprehensive Plan Amendment, particularly in terms of informing the Arts and Cultural element of the Comp Plan as well as undertaking coordinated engagement activities.

OP has identified a senior economic planner to manage the project and execute a contract in line with the Cultural Plan legislation. The procurement process is underway, and OP expects that OCP will conclude procurement soon and have a consultant on-board by early March 2016. The final Cultural Plan is due to Council in December 2016.

OP Design Division

The DC Office of Planning is in the process of making operational and programmatic changes within the agency to emphasize the value of strong urban design in community planning across the city. OP's Design Division currently has five staff members, and in the past has been focused on place-specific projects in Center City and on the Waterfront. While these geographic areas will remain important, the Director has also expanded and refocused the Division's role as a technical consultant for a broader spectrum of projects. Moving forward, the Design Division will support Neighborhood Planning in the creation of Small Area Plans and Vision Frameworks; assist in the review of key development review and historic preservation cases; and provide scoping and guidance on federal projects that come before the District.

In addition to internal work at OP, the Design Division will continue to play an instrumental role in cross-agency initiatives. In 2015 and 2016, the Design Division has worked closely with DDOT to integrate place-making strategies into its Vision Zero safety campaign, and has partnered with other agencies to elevate the design of our public assets such as parks and public works.

Further, per the "DC Beautiful Pilot Program Act of 2015" (Subtitle O. of the Fiscal Year 2016 Budget Support Act of 2015), OP has hired two new term employees in support of the Beautification Pilot initiative. The pilot, now deemed the PLACE initiative, will target street segments in Wards 7 and 8 in need of economic revitalization. Building off OP's work on Vibrant Retail Streets, the initiative will diagnose root causes for poor performance and recommend a set of design strategies that tackle PLACE (Plan Live Activate Create Experience) in order to bolster chances of economic success.

Data Analysis and Mapping Services

The DC Office of Planning will continue to serve as the District's expert in data management and analysis, and will deepen partnerships with District agencies to inform sound decision making around real estate, public facilities, infrastructure, and related programmatic investments.

OP's State Data Center is presently developing the Round 9.0 Cooperative Forecast: a 30-year forecast for the Metropolitan Washington Council of Governments (MWCOG) estimating the growth in the District's population, employment, and number of households. Using this forecast as a foundation, OP's citywide planning team will conduct additional demographic and economic analyses in support of vital District government initiatives. Over the next one or two years, OP specifically anticipates providing raw data, indicators, technical guidance, and geospatial products to the Offices of the Deputy Mayor for Planning and Development (DMPED), Deputy Mayor for Education (DME), Department of General Services (DGS) and other agencies to complement their work on real estate development, school buildings and programs, and homeless and supportive housing.

In all, OP currently receives approximately 1,000 data or map requests every year – from community or government stakeholders. Our intent is to continue meeting these individual demands, but also to coordinate with the Executive Office of the Mayor to ensure key data elements are open, transparent, and useful for the public at large.

Affordable Housing Production and Preservation

The production and preservation of affordable housing is one of the most important aspects of fostering equitable and inclusive growth within the District of Columbia. In 2016 and 2017, OP will continue to work closely with the Executive Office of the Mayor to hone and formulate affordable housing policy.

First, OP will continue to serve on the Mayor's interagency "DC Housing Preservation Strike Force," providing data, analysis, and technical support in the implementation of existing or new programs aimed at increasing the preservation of affordable housing units.

Second, OP will continue to support the Executive Office of the Mayor and partner agencies in the evaluation and possible modification of the District's Inclusionary Zoning (IZ) program. OP will issue a report to the DC Zoning Commission assessing the progress of IZ thus far, and recommending adjustments to current IZ regulations.

Third, OP will continue to push for the maximum creation of affordable housing units through its development review work with discretionary zoning cases (particularly Planned Unit Developments). In 2015, OP managed 44 Planned Unit Developments (PUDs), including cases in all 8 wards. At least 17% of the residential units proposed through these PUDs will be affordable units, adding up to 2,500 units in total. OP will continue emphasizing affordability as a key component of developers' amenity packages as the cases move towards approval before the DC Zoning Commission.



FY 2016 PERFORMANCE PLAN
Office of Planning

MISSION

The mission of the Office of Planning (OP) is to guide development of the District of Columbia, including the preservation, design and revitalization of our distinctive neighborhoods, by informing decisions, advancing strategic goals, encouraging the highest quality development outcomes, and engaging all communities.

SUMMARY OF SERVICES

OP performs planning for neighborhoods, corridors, districts, historic preservation, public facilities, parks and open spaces, and individual sites. In addition, OP engages in urban design, land use, and historic preservation reviews. OP also conducts historic resources research and community visioning, and manages, analyzes, maps, and disseminates spatial and US Census data.

PERFORMANCE PLAN DIVISIONS

- Citywide Planning
- Design and Neighborhood Planning
- Development Review & Historic Preservation
- Office of the Director

AGENCY WORKLOAD MEASURES

Measure	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual*
# requests for information (maps and demographics) received	1,082	457	
# of permit applications submitted to Historic Preservation staff for approval	5,270	4,785	
# of zoning cases referred to OP	368	341	

Note: * - Report at year end



Citywide Planning

SUMMARY OF SERVICES

The Citywide Planning division develops and monitors the District Elements of the Comprehensive Plan, as well as works with regional and other city agencies to create strategies for critical planning sectors including housing, transportation, economic development, public facilities, and sustainability. The Division provides maps, data analysis, information, and long-range planning services to OP staff, neighborhood stakeholders, citizens, businesses, other District and federal agencies, and other decision makers of the District so that they can have information needed to plan, develop, and preserve the city.

OBJECTIVE 1: Use data to inform planning.

INITIATIVE 1.1: Link comprehensive planning, capital budgeting and investment, and master facilities planning.

The District gained another 12,392 residents between July 1, 2014 and July 1, 2015. The District's 2015 population estimate is now at 672,228, a 1.9 percent increase over the revised 2014 population number of 659,836. These numbers mean the District is again adding just over 1,000 residents a month. The District has added more than 70,000 residents since the 2010 Census and just over 100,000 residents in the 15 years since the census in 2000. This trend puts the District on track to bypass its previous peak population in 1950 of 802,000 within the next two decades. With the steady increase in the District's population, OP's planning initiatives will help the District continue its upward movement toward greater fiscal health and economic vitality.

- In FY 2016, OP will continue its partnership with the Department of General Services (DGS) and Department of Public Works (DPW) to complete the West Virginia Avenue Public Works Campus Master Plan by March 2016. This campus master planning effort is a key recommendation of "Ward 5 Works," the study completed in 2014 by the Ward 5 Industrial Land Use Transformation Task Force and chaired by the OP Director. The purpose of this master plan is to guide the redevelopment and re-use of the DPW campus at West Virginia Avenue, NE, transforming it into world-class model of sustainable development for co-located municipal uses and reducing any adverse impact it may have on its neighboring properties.

Completion date: March 2016.

OBJECTIVE 2: Better inform public and private investment decisions by leveraging the District's planned growth and competitive strengths (Fiscal Stability, Job Creation, Sustainability) to enhance livability, fiscal stability, and urban sustainability.

INITIATIVE 2.1: Undertake creative placemaking activities that promote community building in neighborhoods.

In FY16, OP, with support from a two-year grant from the Kresge Foundation, will undertake a minimum of 4 projects in various neighborhoods that promote community cohesion through creative placemaking. OP will focus on neighborhoods that are experiencing rapid demographic and social change and will demonstrate or test select



placemaking recommendations articulated in OP's neighborhood plans and the District Department of Transportation's (DDOT) transit corridor studies and livability studies. A key goal is to engage residents in a conversation on the future of the District as OP embarks on the next amendment cycle of DC's Comprehensive Plan. Specific projects may entail storytelling, visual and performing arts, and temporary placemaking interventions.

Completion date: September 2016.

INITIATIVE 2.2: Develop a Cultural Plan for the District of Columbia.

In FY16, OP shall initiate a comprehensive Cultural Plan intended to increase participation in cultural activities and policies; estimate the economic benefits of the arts and cultural sector; support community decision-making with regards to investments; analyze the extent to which neighborhoods are underserved; review the needs of artists; and make recommendations to support arts and culture in the District and its neighborhoods, including strengthening community and economic development planning and processes.

Completion date: December 2016 (FY 2017).

INITIATIVE 2.3: Develop a 35-year forecast from 2010 to 2045 of the District's job, population, and household growth by Traffic Analysis Zones for District planning efforts and the Metropolitan Washington Council of Governments (COG) Cooperative Forecast Round 9.0.

OP's State Data Center and the Citywide Division will collaborate to track the status of projects and analyze development patterns and population trends across the District to translate those patterns into a long-range population and employment forecast for the city. OP's forecasts play a key role in sister agencies' facilities master plans including DC Public Schools (DCPS), DC Public Library (DCPL), the Department of Parks and Recreation (DPR) and especially with DDOT's transportation planning efforts within the city and regionally through the COG's Transportation Planning Board.

Completion date: February 2016



KEY PERFORMANCE INDICATORS – Citywide Planning

Measure	FY 2014 Actual	FY 2015 Actual	FY 2016 Projection	FY 2016 Actual	FY 2017 Projection	FY 2018 Projection
Measure 1: Develop facility plans, identify public-private partnerships or co-location opportunities, and conduct demographic analyses for targeted agencies.	2	2	2		2	2
Measure 2: % of OP-responsible Comp Plan implementation items from the current plan and future amendments that are newly achieved during the fiscal year.	21%	21%	22%		22%	
Measure 3: Change in retail indicators relative to the baseline, as measured by change in Gross Sales and Use Tax.	+2.2%	TBD	+1.00%		+1.00%	
Measure 4: Change in retail indicators relative to the baseline, as measured by change in Retail Trade Employment.	+8.8%	TBD	+1.00%		+1.00%	
Measure 5: Positive change in District population.	+2.2%	1.9%	1.8%		1.7%	1.6%
Measure 6: % of customers ¹ who indicate that they are satisfied with the data and analysis they have received from OP staff, and that it will enable them to fulfill their role in planning the city & influencing quality neighborhood	95.94%	96.28%	92%		92%	94%



outcomes.						
<i>[NEW]</i> Measure 7: # of users of OP spatial applications for accessing maps and data.	17,624	19,850	20,000		20,000	20,000



Design and Neighborhood Planning

SUMMARY OF SERVICES

The Design and Neighborhood Planning divisions provide a broad range of plan development, urban design, implementation, and project coordination services for District neighborhoods, central Washington and the waterfront area. The Neighborhood Planning Division's main areas of responsibility include developing the Area Elements of the Comprehensive Plan, small area plans and planning studies; and coordinating and tracking plan implementation. The Design Division, in partnership with OP, District and federal agencies and others, advances design leadership and excellence for the District of Columbia. Its main areas of responsibility include advancing the quality of design in neighborhoods and built projects, including internal support and sister agency support on development projects and civic and infrastructure investments; facilitating community engagement around design topics; developing plans and projects in collaboration with District agencies for sites, districts and development areas throughout the city, with a focus on design-based analysis, scoping, strategies and guidelines; coordinating and tracking plan implementation; managing the design of public space; promoting the District's interests and design excellence for federal projects; and incorporating environmentally-sound action into the ongoing development of the District.

OBJECTIVE 3: Catalyze improvements in neighborhoods and central Washington to enhance economic competitiveness, livability, and environmental performance.

INITIATIVE 3.1: Complete planning initiatives for catalytic development areas across the District (Fiscal Stability, Job Creation).

- By September 2016, in partnership with the Office of the Deputy Mayor for Planning and Economic Development (DMPED), DDOT and community stakeholders, OP will complete work on the Buzzard Point Vision Framework and Implementation Guide and incorporate its guidance as part of the update of the District's Comprehensive Plan. It will shape the future redevelopment of this Southwest neighborhood into a mixed-use, green, and sustainable waterfront community that also will house the future soccer stadium and South Capitol Street bridge.
- OP will launch the development of a Small Area Plan (SAP) for Poplar Point by September 2016 in partnership with DMPED and the National Park Service (NPS). The District's SAP process and the NPS environmental assessment process will be coordinated and occur concurrently to ensure the most productive and efficient result in order to facilitate the 130-acre land transfer from NPS to the District.
- In partnership with the Urban Land Institute Technical Assistance Panel (ULI TAP), OP will conduct an in-depth analysis by November 2015 of the 77-acre Pepco Benning Road Power Station site near the Minnesota Avenue Metro Station. Pepco has decommissioned this facility. As part of the analysis, the panel will determine how private/public investment can help catalyze transit-oriented development, prevent the displacement of existing residents and businesses, as



well as determine short, medium, and long-term actions needed to maximize the potential of this site.

Completion date: September 2016

INITIATIVE 3.2: Partner on planning and implementation efforts for Center City, coordinating with District and Federal Partners, business and resident groups.

OP, in partnership with other District and Federal agencies, will participate in planning and development projects to improve the livability of Center City.

- By February 2016, in partnership with the Downtown BID, NoMa BID, Mount Vernon Triangle CID, and multiple District and federal government agencies, OP will complete the Downtown East Re-Urbanization Vision Framework.
- Coordinate with DPR, the Downtown BID, and the National Park Service (NPS) to begin implementation by September 2016 of the completed Franklin Square Park Vision and Transformation Plan
- OP will partner with DPR to launch the development of a design for a neighborhood park and symbolic gateway on the expanded site of Cobb Park by June 2016. This will involve partnership with the community and a programming exercise.
- Continue partnership with the DC Commission on the Arts and Humanities (DCCA), DPR, and local stakeholders on Playable Art DC, a play and place-making initiative to bring innovative art-based play spaces to neighborhoods with underserved park space. By June 2016, OP will launch an international competition to create a design for innovative and art-based play structures for park-starved DC neighborhoods. OP was awarded a grant from ArtPlace America to fund the competition. OP, along with DPR, will also look for partner organizations and community groups to build and install the play spaces.
- Throughout FY2016, continue to participate in the Pennsylvania Avenue Initiative, in partnership with the National Capital Planning Commission, General Services Administration, DDOT, the Downtown BID and NPS. The initiative will study the near- and long-term needs of the Avenue and surrounding neighborhoods, identify a governance framework, and develop a vision for how the Avenue can be transformed to meet local and national needs and achieve greater vitality and real estate value.
- OP will continue coordination launched in FY14 with the National Capital Planning Commission and the Department of Energy and the Environment in the ongoing implementation of the SW EcoDistrict initiative through participation in the EcoDistricts Target Cities Program. OP will also be collaborating throughout the process with the proposed EcoDistricts in the Downtown area, as well as leading the Sustainable Congress Heights EcoDistrict initiative.
- OP will partner in a process led by the National Capital Planning Commission (NCPC) to develop a Pennsylvania Avenue Development Corporation Plan Amendment to guide the redevelopment of the FBI site by December 2015 and to assist NCPC in developing Square Guidelines for the site starting in spring/summer 2016 with final Commission action anticipated in fall/winter 2016.
- **Completion Dates: September 2016**



INITIATIVE 3.3: Launch the OP Design Division.

By January 2016, OP will launch a fully operational design-focused unit within the agency with programs and tools in place to better shape great neighborhoods, buildings, and public spaces in order to advance Washington, DC environmentally and economically. This will be achieved by reinforcing the unique design character of the District through the update of the District’s Comprehensive Plan Urban Design Element in FY16; design guidance on District government policies and projects; urban design analysis and services for other OP divisions and District agencies; and the promotion of a public conversation around the District’s design aesthetic.

INITIATIVE 3.4: Incorporate design-based strategies into District agency capital projects and other projects in the built environment.

By September 2016, OP will partner with one to two District agencies to incorporate urban design strategies into agency projects and initiatives, such as partnering with DDOT on design strategies for Vision Zero.

INITIATIVE 3.5: Enhance neighborhood livability through urban design interventions.

By January 2016, OP will launch PLACE DC, a one-year pilot program to beautify targeted commercial corridors in Ward 7 and 8 through a series of creative and design-based interventions. OP, in partnership with community members and District agencies, will identify priorities and develop impactful solutions to clean up litter, abate graffiti, add landscaping and apply other improvements to enhance the attractiveness and vitality of the corridors.

OBJECTIVE 4: Increase the transparency and predictability of the planning process to better engage stakeholders and to increase the dialogue around key planning tools and topics.

INITIATIVE 4.1: Increase District residents’ understanding of ways they can improve their own neighborhoods by continuing outreach and public education programs that focus on neighborhood livability and equity, including quality design, walkability and amenities.

- OP will launch the second amendment cycle to the District’s 2006 Comprehensive Plan by April 2016. The process will include extensive public engagement throughout. An amendment cycle is required every four years. The first amendment cycle was completed in 2011. This update to the Comprehensive Plan is expected to take 18 months to prepare a set of amendments for DC Council and federal review and approval. Members of the public and District agencies can propose amendments for evaluation and selection by an inter-agency team led by OP. The Comprehensive Plan Update will provide the opportunity to incorporate recommendations, policies and action items from Council-approved Small Area Plans and other OP plans completed since 2010, current Administration priorities, and recent major District government plans and initiatives such as moveDC, Sustainable DC, Age-Friendly DC and others. The



Comprehensive Plan Update also will include the creation of a new Resilience Element (chapter) with policies and strategies to help make the District of Columbia more resilient to hazards and other major shocks.

- By March 2016, in partnership with planning and design organizations, OP will conduct a hands-on workshop to train ANC Commissioners on planning and development tools to gain a better understanding of the District’s development process and to be able to convey essential information to their constituents.
- **Completion Date: April 2016.**

INITIATIVE 4.2: Building on the *Sustainable DC Plan* that created a comprehensive sustainability strategy to make the city “the most sustainable city in the United States”, create, foster, and begin implementation of a citywide sustainability initiative.

- By May 2016, OP will work with the new Food Policy Council to prepare the first annual report to the DC Council on the state of the local food economy and food access across the District. The report shall identify national best practices in food policy, assess District food access, including an identification of food deserts, assess District food assets, recommend revisions to regulations and policies that affect the local food economy and food access, and identify funding priorities.
- By September 2016, develop draft amendments to incorporate sustainability and climate adaptation design principles into the Comprehensive Plan update and other OP planning initiatives that will be completed in Fiscal Year 2016.
- Enact sustainable design principles through the development and implementation of the eths Congress Heights EcoDistrict sustainability and adaptation implementation strategy by September 2016. Collaborate with other District agencies such as the District Department of the Environment (DDOE), DGS, DPR, Department of Health (DOH), DMPED and others on a roadmap for implementation and development and community-led projects.

Completion date: September 2016.



KEY PERFORMANCE INDICATORS – Design & Neighborhood Planning

Measure	FY 2014 Actual	FY 2015 Actual	FY 2016 Projection	FY 2016 Actual	FY 2017 Projection	FY 2018 Projection
Measure 8: % of OP small area plans approved by the Council.	none submitted	100%	92%		92%	94%
Measure 9: % of plans completed in 18 months or less.	100%	100%	80%		85%	85%
Measure 10: Cost of consultant services per small area plan completed.	\$297,447	\$289,140	\$300,000		\$300,000	\$300,000



Development Review and Historic Preservation

SUMMARY OF SERVICES

The Development Review and Historic Preservation division assesses plans and projects that range from large, complex and precedent-setting in their potential to change the character of an area, to small individual building permits affecting individual properties; promotes stewardship of the District's historic and cultural resources through planning, protection, and public education; administers the District's local preservation program under the DC Historic Landmark and Historic District Protection Act and acts as the certified state historic preservation program under the National Historic Preservation Act. The staff also provides recommendations to the Historic Preservation Review Board, the Board of Zoning Adjustment and the Zoning Commission.

OBJECTIVE 5: Deliver resources, clarified regulations, and technical assistance to enhance the quality of the built environment.

INITIATIVE 5.1: Enhance public appreciation of historic resources and access to information about properties that are designated or eligible for designation.

The District's historic resources enhance its environmental quality of life and competitive strengths, and OP will promote awareness of these resources and access to information about them by taking the following actions:

- By July 31, 2016, OP will co-sponsor a DC Youth Summit under the National Park Service (NPS) Teaching with Historic Places Program, in cooperation with the NPS Urban Fellow, DC Preservation League, DC Public Schools, and others, on the topic "What Does It Mean to be a Citizen?: The Struggle for Freedom and Equality in the Nation's Capital."
- By September 30, 2016, OP will support the NPS Lesbian, Gay, Bisexual, Transgender and Queer Heritage Initiative by completing a detailed historic context for the District's LGBTQ heritage and resources.
- Working with local communities, OP will complete heritage guides for two wards and post them online by September 2016 to provide information about local history, heritage assets, and preservation opportunities.
- In partnership with the Humanities Council of Washington DC, OP will complete a year-long DC Community Heritage program by September 2016 with two community symposiums and small grant awards to community organizations for historic heritage projects emphasizing grass-roots participation and youth involvement.
- By March 31, 2016, OP will post on its website building-by-building maps of all of DC neighborhood historic districts, showing contributing and non-contributing buildings and construction date ranges.

Completion Dates; December 2015/March 2016/September 2016



INITIATIVE 5.2: Support positive outcomes for historic preservation projects by improving public access to technical guidance and facilitating a transparent and efficient preservation planning and review process.

OP will take the following actions to improve the preservation review system:

- By May 1, 2016, OP will complete a reorganization and substantial improvement of its website information on historic preservation review procedures.
- By June 30, 2016, OP will post on its website and broadly circulate an implementation status report on the objectives and targeted actions in the current DC Historic Preservation Plan. By September 30, 2016, in coordination with the Comprehensive Plan amendment cycle, OP will complete a process to obtain public comment on potential goals and objectives for the 2020 DC Historic Preservation Plan.

INITIATIVE 5.3: Leverage financial incentives that help to improve and adapt historic buildings for affordable housing, and enhance the quality of living choices and neighborhood environments for all District residents.

- OP will provide technical support to affordable housing developers seeking the federal historic tax credit for certified rehabilitation, through assistance with the identification and designation of eligible structures and the processing of applications for project certification on at least five affordable housing projects.
- By September 30, 2016 OP will award \$180,000 in homeowner grants to low- and moderate-income residents in DC historic districts.

INITIATIVE 5.4: Bring clarity and cohesiveness to the District's zoning regulations via a comprehensive revision consistent with the Comprehensive Plan.

The Comprehensive Plan calls for a comprehensive review of the existing zoning regulations. In FY 2013, OP completed the draft text with input from an OP created Task Force, several issue-focused work groups, ANCs, and the public. OP hosted, attended and participated in over 330 public meetings and hearings. The Zoning Commission has held 39 total public hearings since the case began in 2007. OP prepared preliminary responses to over 1,100 public comments and proposed some alternative language to several issues at the request of the Commission. In December 2014, the Zoning Commission took proposed action on the comprehensive changes to the Zoning Regulations and final action on January 15, 2016. In FY 2016 OP will work with the Zoning Commission and the Office of Zoning to finalize the edits, clarify any mapping issues, and prepare a series of educational sessions on the new regulations.

Completion Date: September 2016



INITIATIVE 5.5: Encourage development and proposed regulations that further the goals of affordable housing in coordination with the Department of Housing and Community Development.

- By November 2015 and throughout 2016, OP will review the existing Inclusionary Zoning (IZ) regulations, coordinate changes with relevant stakeholders and District agencies, and make recommendations to the Zoning Commission for any changes to the regulations.
- By December 2015 OP will complete amendments to the zoning regulations that incorporate changes to the federal Height Act of 1910 that allow habitable space within a penthouse. Under certain conditions the amendments will provide for additional affordable units or contributions to the housing production trust fund.
- Throughout 2015 and 2016 OP will negotiate projects and planned unit developments to include IZ units wherever possible. OP will encourage the inclusion of sustainable features that exceed minimum requirements as benefits or amenities in planned unit developments.

INITIATIVE 5.6: Coordinate implementation of Small Area Plans, Revitalization Plans, Design Frameworks, Agency Long-Range Plans and the Sustainable DC Plan through development review of projects.

By September 2016 and throughout FY 2016, OP will coordinate all discretionary zoning requests and planned unit developments (PUD) with relevant implementation of small area plans, revitalization plans and rapid response studies. OP will work to leverage discretionary zoning requests and planned unit developments, to increase environmental performance of projects beyond the minimum requirements, to provide affordable housing units beyond the Inclusionary Zoning minimum requirements, to encourage developers to foster job creation and skills training as part of the benefits of a PUD, and to encourage connectivity and context of neighborhoods through excellence in site planning and urban design.



KEY PERFORMANCE INDICATORS – Development Review & Historic Preservation

Measure	FY 2014 Actual	FY 2015 Actual	FY 2016 Projection	FY 2016 Actual	FY 2017 Projection	FY 2018 Projection
Measure 11: % of historic property permit applications reviewed over the counter	91.42%	95.46%	90%		90%	90%
Measure 12: \$ of historic homeowner grants issued	\$335,912	\$84,583	\$180,000		\$250,000	\$250,000
Measure 13: % of historic landmark designations without owner objection	88.89%	75%	85%		85%	85%
Measure 14: % of DC government project reviews concluded with adverse effects resolved by consensus	100%	100%	90%		90%	90%
Measure 15: % of Dev. Rev. reports that meet the expectations of boards/commissions	93.60%	93.20%	92%		92%	92%
Measure 16: Average # of cases reviewed per zoning review staff	36	37.56	35		35	35
Measure 17: Average # of cases reviewed per historic preservation staff.	878	797.50	600		600	600
Measure 18: % of PUDs that exceed minimum requirements to further the Sustainable DC plan including the provision of green roofs or other features to help reduce storm water runoff, electric car charging stations or bike share facilities.	83.33%	100%	60%		60%	65%



Office of the Director

SUMMARY OF SERVICES

The Office of the Director provides leadership, administrative support, and other tools to achieve operational and programmatic results. Services include human resources management, training and employee development, performance management (individual and agency-wide), communications, and public information, legislative analysis and coordination, procurement, property management, financial management, risk management, fleet management, and customer service.

OBJECTIVE 1: Efficiently manage the resources and operations of the agency.

INITIATIVE 1.1: *[EOM did not include an initiative for this section, as they have for agencies in years past.]*

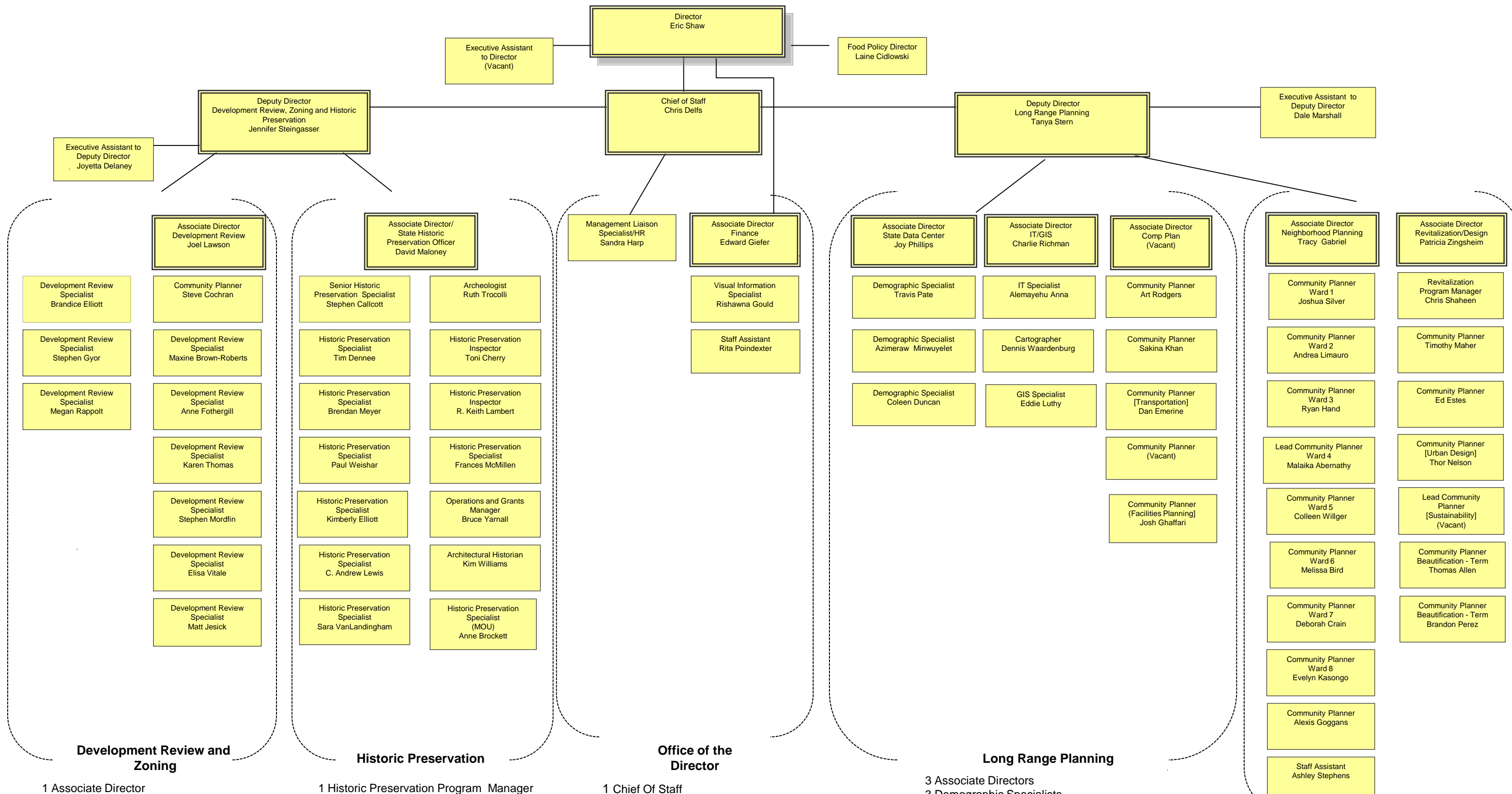
KEY PERFORMANCE INDICATORS – Office of the Director

Measure	FY 2014 Target	FY 2015 Actual	FY 2016 Projection	FY 2016 Actual	FY 2017 Projection	FY 2018 Projection
% of subgrantees' budgets spent on programmatic costs ²	84.10%	89.28%	65%		65%	TBD
% of scheduled monitoring reports as defined in agency monitoring plan completed for each grant award ³	100%	100%	100%		100%	TBD

¹ Includes District residents and other individuals, private organizations, and government agencies who have requested data and analysis, data provided in response to a survey question when information is delivered.

² The Wise Giving Alliance of the Better Business Bureau identifies 65% to be an industry standard for this measure <http://www.bbb.org/us/Charity-Standards/>. This metric measures all subgrantees' programmatic costs as a percentage of their overall costs.

³ Pursuant to 11.4 of the Grants Manual and Source Book all District agencies must complete monitoring reports. All District agencies should be in compliance with this standard. The standard is 100%.



Development Review and Zoning

- 1 Associate Director
- 9 Development Review Specialists
- 1 Community Planner
- 1 Executive Assistant

Historic Preservation

- 1 Historic Preservation Program Manager
- 1 Sr. Hist Preservation Specialist
- 8 Historic Preservation Specialists
- 1 Archeologist
- 2 Historic Preservation Inspectors
- 1 Education Outreach Coordinator
- 1 Architectural Historian

Office of the Director

- 1 Chief Of Staff
- 1 Associate Director
- 1 Mgmt Liaison Specialist
- 1 Visual Information Specialist
- 1 Executive Assistant to the Director
- 1 Staff Assistant
- 1 Food Policy Director

Long Range Planning

- 3 Associate Directors
- 3 Demographic Specialists
- 1 Info. Tech. Specialist
- 1 Cartographer
- 1 GIS Specialist
- 6 Community Planners
- 1 Executive Assistant

Neighborhood Planning & Revitalization/Design

- 2 Associate Directors
- 13 Community Planners
- 1 Revitalization Program Manager
- 1 Staff Assistant
- 2 Community Planners (Beautification)

OFFICE OF PLANNING																			
SCHEDULE A																			
JANUARY 10, 2016																			
<i>(source: ocfo)</i>																			
Posn Nbr	Title	Name	Hire Date	Vac Stat	Grade	Step	Salary	FTE x	Dist %	Index	PCA	Proj Nbr	Proj Phase	Grant Nbr	Grant Phase	Prgm Code	Position NTE Dt	Reg/Temp/ NTE Dt	Employee
00028205	Lead Community Planner	Abernathy,Malaika K	7/9/2007	F	14	2	\$103,808	1		1000L	NHP10					3010		Reg	
00087512	Community Planner (Beautificat	Allen,Thomas J	12/14/2015	F	12	3	\$78,453	1		1000L	NHP20					3020	9/30/2016	Term	1/13/2017
00028204	INFORMATION TECHNOLOGY SPECIAL	Anna,Alemayehu M	4/18/2006	F	14	7	\$119,923	1		1000L	70200					7020		Reg	
00050762	Demographic Specialist	Azimeraw,Minwuyet M.	2/18/2008	F	11	5	\$67,374	1		1000L	70300					7030		Reg	
00028207	COMMUNITY PLANNER	Bird,Melissa C	1/24/2005	F	14	5	\$113,477	1		1000L	NHP10					3010		Reg	
00085618	Historic Preservation Spec.	Brockett,Anne O	1/12/2004	F	13	4	\$93,291	1		TPP16	NHP10	NPP001	16			3010		Term	9/30/2016
00004851	DEV REVIEW SPEC	Brown-roberts,Maxine H	9/5/2000	F	14	6	\$116,700	1		1000L	ZRH10					2010		Reg	
00044137	Senior Historic Preservation S	Callcott,Stephen L	7/20/1992	F	15	0	\$112,129	1		1000L	ZRH20					2020		Reg	
00087515	Food Policy Director	Cidlowski,Laine A.	3/17/2008	F	8	0	\$109,273	1		1000L	NHP20					3020		Reg	
00007224	COMMUNITY PLANNER	Cochran,Stephen L	3/15/1999	F	14	7	\$119,923	1		1000L	ZRH10					2010		Reg	
00013907	COMMUNITY PLANNER	Crain,Deborah L	7/11/1994	F	14	6	\$116,700	1		1000L	NHP10					3010		Reg	
00075019	EXECUTIVE ASSISTANT	Delaney,Joyetta	2/19/2008	F	11	5	\$67,374	0.5		1000L	ZRH10					2010		Reg	
00075019	EXECUTIVE ASSISTANT	Delaney,Joyetta	2/19/2008	F	11	5	\$67,374	0.5		1000L	ZRH20					2020		Reg	
00073571	CHIEF OF STAFF	Delfs,Christopher D	1/24/2005	F	14	0	\$123,600	0.25		1000L	AMP60					1060		Reg	
00073571	CHIEF OF STAFF	Delfs,Christopher D	1/24/2005	F	14	0	\$123,600	0.25		1000L	AMP80					1080		Reg	
00073571	CHIEF OF STAFF	Delfs,Christopher D	1/24/2005	F	14	0	\$123,600	0.25		1000L	AMP85					1085		Reg	
00073571	CHIEF OF STAFF	Delfs,Christopher D	1/24/2005	F	14	0	\$123,600	0.25		1000L	AMP90					1090		Reg	
00000851	Historic Preservation Spec.	Dennee,Timothy J.	2/12/2001	F	13	7	\$101,478	1		1000L	ZRH20					2020		Reg	
00045308	Demographic Specialist	Duncan,Coleen	11/17/2014	F	11	4	\$65,455	1		1000L	70300					7030		Reg	
00046052	DevelopDevelopment Review Spec	Elliott,Brandice N	9/24/2012	F	14	2	\$103,808	1		1000L	ZRH10					2010		Reg	
00045312	Historic Preservation Spec.	Elliott,Kimberly Y	10/11/2011	F	13	5	\$96,020	1		1000L	ZRH20					2020		Reg	
00011623	Community Planner(Transportati	Emerine,Daniel J	3/3/2008	F	14	2	\$103,808	1		1000L	70100					7010		Reg	
00033984	COMMUNITY PLANNER	Estes,Edward M	12/11/2006	F	13	6	\$98,749	1		1000L	NHP20					3020		Reg	
00009682	DEV REVIEW SPEC	Fothergill,Anne	10/21/2013	F	14	1	\$100,585	1		1000L	ZRH10					2010		Reg	
00008309	ASSOC DIR	Gabriel,Tracy S	10/22/2012	F	15	0	\$121,968	1		1000L	NHP10					3010		Reg	
00075185	COMMUNITY PLANNER	Ghaffari,Josh J	4/16/2007	F	13	4	\$93,291	1		1000L	NHP10					3010		Reg	
00044358	Asst Dir Strategic Ops & Finan	Giefer,Edward T	1/14/2002	F	15	0	\$128,291	0.25		1000L	AMP20					1020		Reg	
00044358	Asst Dir Strategic Ops & Finan	Giefer,Edward T	1/14/2002	F	15	0	\$128,291	0.25		1000L	AMP90					1090		Reg	
00044358	Asst Dir Strategic Ops & Finan	Giefer,Edward T	1/14/2002	F	15	0	\$128,291	0.5		1000L	AMP50					1050		Reg	
00006591	Community Planner	Goggans,Alexis J	5/19/2014	F	12	2	\$76,160	1		1000L	NHP10					3010		Term	7/18/2016
00020855	Visual Information Specialist	Gould,Rishawna	8/13/2012	F	13	2	\$87,833	1		1000L	AMP80					1080		Reg	
00045300	Development Review Specialist	Gyor,Stephen Michael	4/23/2012	F	13	4	\$93,291	1		1000L	ZRH10					2010		Reg	
00015509	Community Planner	Hand,Ryan	5/19/2014	F	12	2	\$76,160	1		1000L	NHP10					3010		Reg	
00044749	Management Liaison Specialist	Harp,Sandra F	9/13/1999	F	14	4	\$101,937	0.25		1000L	AMP15					1015		Reg	
00044749	Management Liaison Specialist	Harp,Sandra F	9/13/1999	F	14	4	\$101,937	0.75		1000L	AMP10					1010		Reg	
00046042	Development Review Specialist	Jesick,Matthew R	2/6/2006	F	13	8	\$104,207	1		1000L	ZRH10					2010		Reg	
00012718	COMMUNITY PLANNER	Kasongo,Evelyn D	3/6/2006	F	14	4	\$110,254	1		1000L	NHP10					3010		Reg	
00011485	COMMUNITY PLANNER	Khan,Sakina H	9/6/2005	F	14	5	\$113,477	1		1000L	70100					7010		Reg	
00003343	INSPECTOR IONAL PGM SPEC	Lambert,Rupert K	4/5/1993	F	11	10	\$76,969	1		1000L	ZRH20					2020		Reg	
00013721	SENIOR DEV ZONING PLANNING	Lawson,Joel	6/3/2002	F	15	0	\$124,925	1		1000L	ZRH10					2010		Reg	
00007251	HISTORIC PRESERVATION SPECIALI	Lewis,Charles A	3/31/2008	F	14	6	\$116,700	0.5		1000L	ZRH10					2010		Reg	
00007251	HISTORIC PRESERVATION SPECIALI	Lewis,Charles A	3/31/2008	F	14	6	\$116,700	0.25		HPF16	ZRH20			HISPRES	16	2020		Reg	
00007251	HISTORIC PRESERVATION SPECIALI	Lewis,Charles A	3/31/2008	F	14	6	\$116,700	0.25		HPF15	ZRH20			HISPRES	15	2020		Reg	
00024021	COMMUNITY PLANNER	Limauro,Andrea	12/8/2008	F	13	3	\$90,562	1		1000L	NHP10					3010		Reg	

00001352	Geograph. Info Syst (GIS) Spec	Luthy,Edward W	5/27/2008	F	12	5	\$83,039	1	1000L	70200							7020		Reg	
00007225	Community Planner	Maher,Timothy D	9/9/2013	F	12	4	\$80,746	1	1000L	NHP20							3020		Reg	
00013794	HISTORIC PRESERVE PGM MGR	Maloney,David J	6/16/1985	F	15	0	\$119,447	1	1000L	ZRH20							2020		Reg	
00009997	EXECUTIVE ASSISTANT	Marshall,Dale A	1/30/2012	F	11	7	\$71,212	0.2	1000L	70200							7020		Reg	
00009997	EXECUTIVE ASSISTANT	Marshall,Dale A	1/30/2012	F	11	7	\$71,212	0.2	1000L	70100							7010		Reg	
00009997	EXECUTIVE ASSISTANT	Marshall,Dale A	1/30/2012	F	11	7	\$71,212	0.2	1000L	NHP20							3020		Reg	
00009997	EXECUTIVE ASSISTANT	Marshall,Dale A	1/30/2012	F	11	7	\$71,212	0.2	1000L	70300							7030		Reg	
00009997	EXECUTIVE ASSISTANT	Marshall,Dale A	1/30/2012	F	11	7	\$71,212	0.2	1000L	NHP10							3010		Reg	
00046299	HISTORIC PRESERVATION SPECIALI	McMillen,Frances M	12/31/2012	F	11	7	\$71,212	1	1000L	ZRH20							2020		Reg	
00012317	HISTORIC ARCHITECTURAL	Meyer,James B	5/30/2006	F	12	3	\$78,453	1	1000L	ZRH20							2020		Reg	
00025734	DEV REVIEW SPEC	Mordfin,Stephen J	4/22/2002	F	14	5	\$113,477	1	1000L	ZRH10							2010		Reg	
00012143	COMMUNITY PLANNER	Nelson,Thor A	4/14/2008	F	13	4	\$93,291	1	1000L	NHP20							3020		Reg	
00013568	Demographic Specialist	Pate,John	9/21/2015	F	13	1	\$85,104	1	1000L	70300							7030		Reg	
00087513	Community Planner (Beautificat	Perez,Brandon A	12/28/2015	F	11	1	\$59,698	1	1000L	NHP20							3020	9/30/2016	Term	1/27/2017
00028203	ASSOC DIR STATE DATA CENTER	Phillips,Joy E	2/6/2005	F	15	0	\$121,967	1	1000L	70300							7030		Reg	
00010668	STAFF ASSISTANT	Poindexter,Rita J	10/6/2003	F	11	6	\$69,293	0.25	1000L	AMP85							1085		Reg	
00010668	STAFF ASSISTANT	Poindexter,Rita J	10/6/2003	F	11	6	\$69,293	0.25	1000L	AMP30							1030		Reg	
00010668	STAFF ASSISTANT	Poindexter,Rita J	10/6/2003	F	11	6	\$69,293	0.25	1000L	AMP40							1040		Reg	
00010668	STAFF ASSISTANT	Poindexter,Rita J	10/6/2003	F	11	6	\$69,293	0.25	1000L	AMP55							1055		Reg	
00003097	DEVELOPMENT REVIEW SPEC	Rappolt,Megan C.	8/11/2014	F	13	2	\$87,833	1	1000L	ZRH10							2010		Reg	
00001011	ASSOC DIR OF GIS & IT	Richman,Charlie	1/28/2002	F	15	0	\$142,842	1	1000L	70200							7020		Reg	
00033982	COMMUNITY PLANNER	Rodgers,Arthur H.	6/5/2007	F	14	5	\$113,477	1	1000L	70100							7010		Reg	
00000013	Revitalization Prog Mgr	Shaheen,Christopher M	5/7/2001	F	15	0	\$103,631	1	1000L	NHP20							3020		Reg	
00005490	DIR OF PLANNING	Shaw,Eric David	1/2/2015	F	E4	0	\$162,740	1	1000L	AMP90							1090		Reg	
00045311	COMMUNITY PLANNER	Silver,Joshua D	6/2/2014	F	13	2	\$87,833	1	1000L	NHP10							3010		Reg	
00013303	Dep Dir, Dev Review	Steingasser,Jennifer L.	7/17/2000	F	16	0	\$146,342	0.5	1000L	ZRH20							2020		Reg	
00013303	Dep Dir, Dev Review	Steingasser,Jennifer L.	7/17/2000	F	16	0	\$146,342	0.5	1000L	ZRH10							2010		Reg	
00076754	Staff Assistant	Stephens,Ashley	6/1/2004	F	9	2	\$51,134	1	1000L	ZRH10							2010		Reg	
00000558	Dep Dir, Long Range Planning	Stern,Tanya	5/17/2004	F	16	0	\$133,900	0.2	1000L	70100							7010		Reg	
00000558	Dep Dir, Long Range Planning	Stern,Tanya	5/17/2004	F	16	0	\$133,900	0.2	1000L	NHP20							3020		Reg	
00000558	Dep Dir, Long Range Planning	Stern,Tanya	5/17/2004	F	16	0	\$133,900	0.2	1000L	70200							7020		Reg	
00000558	Dep Dir, Long Range Planning	Stern,Tanya	5/17/2004	F	16	0	\$133,900	0.2	1000L	NHP10							3010		Reg	
00000558	Dep Dir, Long Range Planning	Stern,Tanya	5/17/2004	F	16	0	\$133,900	0.2	1000L	70300							7030		Reg	
00003682	DEV REVIEW SPEC	Thomas,Karen M	12/17/2001	F	14	6	\$116,700	1	1000L	ZRH10							2010		Reg	
00075020	Archeologist	Troccoli,Ruth	7/9/2007	F	12	6	\$85,332	0.5	HPF15	ZRH20					HISPRES	15	2020		Reg	
00075020	Archeologist	Troccoli,Ruth	7/9/2007	F	12	6	\$85,332	0.5	HPF16	ZRH20					HISPRES	16	2020		Reg	
00075157	HISTORIC PRESERVATION SPECIALI	Vanlandingham,Sarah E	4/21/2014	F	11	2	\$61,617	1	1000L	ZRH20							2020		Reg	
00045315	DevelopDevelopment Review Spec	Vitale,Elisa	7/16/2012	F	14	2	\$103,808	1	1000L	ZRH10							2010		Reg	
00002648	Cartographer	Waardenburg,Dennis S	5/6/2002	F	13	7	\$101,478	1	1000L	70200							7020		Reg	
00011534	COMMUNITY PLANNER	Willger,Colleen R	5/5/2014	F	13	2	\$87,833	1	1000L	NHP10							3010		Reg	
00009026	Architectural Historian	Williams,Kimberly P	3/1/2010	F	13	4	\$93,291	0.5	HPF15	ZRH20					HISPRES	15	2020		Reg	
00009026	Architectural Historian	Williams,Kimberly P	3/1/2010	F	13	4	\$93,291	0.5	HPF16	ZRH20					HISPRES	16	2020		Reg	
00023408	INSPECTOR PGM SPEC	Williams-cherry,Toni V	8/17/1987	F	12	9	\$92,211	1	1000L	ZRH20							2020		Reg	
00007074	EDUCATION OUTREACH PROGRAM SPE	Yarnall,Bruce A	1/24/2005	F	12	7	\$87,625	0.5	HPF15	ZRH20					HISPRES	15	2020		Reg	
00007074	EDUCATION OUTREACH PROGRAM SPE	Yarnall,Bruce A	1/24/2005	F	12	7	\$87,625	0.5	HPF16	ZRH20					HISPRES	16	2020		Reg	
00012275	ASSOC DIR FOR REVITALIZATION	Zingsheim,Patricia A	4/21/2003	F	15	0	\$127,542	1	1000L	NHP20							3020		Reg	
00000408	ASSOC DIR COMP PLANNING			V	15	0	\$128,879	1	1000L	70100							7010		Reg	
00006113	Lead Community Planner			V	14	1	\$100,585	1	1000L	NHP20							3020		Reg	
00038608	HISTORIC PRESERVATION SPECIALI			V	11	0	\$59,698	1	1000L	ZRH20							2020		Reg	
00045817	Executive Assistant			V	13	0	\$78,687	1	1000L	AMP90							1090		Reg	
00047083	COMMUNITY PLANNER			V	14	0	\$100,585	1	1000L	NHP10							3010		Reg	
								71												