

GOVERNMENT OF THE DISTRICT OF COLUMBIA



OFFICE OF ZONING

February 5, 2016

Via E-Mail and Delivery

The Honorable Phil Mendelson
Chairman, Council of the District of Columbia
1350 Pennsylvania Avenue, NW, Suite 504
Washington, DC 20004

Dear Chairman Mendelson:

In response to the Committee of the Whole's Performance Oversight preliminary questions dated January 11, 2016, related to the Office of Zoning (OZ), I respectfully submit the following information:

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.*

Please see **Attachment A**.

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 **Attachment B**.

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 were detailed to or from OZ.

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.*

2015				
Name	Position Title	Salary	Overtime	Bonus Pay
Sara Bardin	Director	151,998.19	N/A	N/A
Nyambi Nyambi	Chief Technology Officer	152,318.61	N/A	N/A
Clifford Moy	Secretary to the BZA	141,374.10	N/A	N/A
Esther Bushman	General Counsel	127,827.00	N/A	N/A
Sharon Schellin	Secretary to the ZC	113,379.60	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.

2016				
Name	Position Title	Salary	Overtime	Bonus Pay
Sara Bardin	Director	156,558.10	N/A	N/A
Nyambi Nyambi	Chief Technology Officer	156,888.20	N/A	N/A
Clifford Moy	Secretary to the BZA	145,615.30	N/A	N/A
Esther Bushman	General Counsel	131,660.00	N/A	N/A
Sharon Schellin	Secretary to the ZC	116,781.00	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.

OZ does not have any overtime earners.

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.

OZ did not have any bonuses or special award pay in fiscal years 2015 or 2016.

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.

OZ did not have any employees separated from the agency in FY 2015.

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

OZ did not have any employees who received worker's compensation in fiscal years 2015 or 2016.

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

2015		
Amount	Funding Agency into OZ	Service
\$19,194.29	Office of Planning	Provide audio/visual support for Historic Preservation Review Board (HPRB) Hearings.
Amount	Receiving Agency out of OZ	Service
\$155,871.76	Office of the Attorney General	To provide legal support to the Office of Zoning, Zoning Commission and Board of Zoning Adjustment.
\$22,735.96	OFRM	Funding for the PCard.
\$500.00	Telecom	Telecommunications fees (i.e., landline changes).
\$2,812.50	SLI MOU	Sign Language Services
2016		
Amount	Funding Agency into OZ	Service
\$20,024.02	Office of Planning	Provide audio/visual support for Historic Preservation Review Board (HPRB) Hearings .
Amount	Receiving Agency out of OZ	Service
\$169,515.00	Office of the Attorney General	To provide legal support to the Office of Zoning, Zoning Commission, and Board of Zoning Adjustment.
\$30,000.00	OFRM	Funding for the PCard.
\$500.00	Telecom	Telecommunications fees (i.e., landline changes).

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.

FY 2015 Reprogrammings			
Local			
Reason	Amount	From	To
Adjustment for UPO	-\$1,377.42		
Personal Services - Regular Full Time (11)		-\$1,103.77	
Personal Services - Fringe (14)		-\$273.65	
Realignment of Personal Services budget with projected expenditures and use PS surpluses for Court Reporting			

Personal Services - Regular Full Time (11)			\$25,950.00
Personal Services - Term (12)		-\$42,000.00	
Personal Services - Additional Gross Pay (13)			\$20,464.63
Personal Services - Fringe (14)		-\$23,400.00	-
Contracts (41)			\$18,985.37
Capital			
Adjustment by EOM to other Capital Projects		-\$175,000.00	
Contracts (41)			-\$175,000.00

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.*

OZ does not have any special purpose revenue funds that are maintained by, used by, or available for use by the agency.

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.*

2015			
Agency	Service	Date Entered	Date Terminated
Office of Planning	Provide audio/visual support for Historic Preservation Review Board (HPRB) Hearings.	10/01/2014	09/30/2015
Office of the Attorney General	To provide legal support to the Office of Zoning, Zoning Commission, and Board of Zoning Adjustment.	10/01/2014	09/30/2015
2016			
Agency	Service	Date Entered	Date Terminated
Office of Planning	Provide audio/visual support for Historic Preservation Review Board (HPRB) Hearings.	10/01/2015	09/30/2016
Office of the Attorney General	To provide legal support to the Office of Zoning, Zoning Commission and Board of Zoning Adjustment.	10/01/2015	09/30/2016

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 to 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.

OZ did not request any Program Enhancements in fiscal year 2015. Please see **Attachment C** for the FY 2016 budget enhancement requests.

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.*

OZ does not have any grants or sub-grants.

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.*

Description

OZ has one capital project that is focused on the continued, multi-year implementation of a variety of mission-critical information technology systems relating to the Zoning Regulations, the Zoning Map, and the Interactive Zoning Information System (IZIS). The objectives of the project are to: (1) improve zoning services through the use of technology to enable the public to better understand available zoning relief mechanisms; and (2) provide the community with user-friendly zoning information systems that are updated in real time.

OZ is using its Capital Funding for:

- The internal and external implementation of the new Zoning Regulations, which were recently adopted by the Zoning Commission and reflects the first update in over 50 years by the Office of Planning;
- The redrawing of the entire Zoning Map, which is necessary upon the effective date new Zoning Regulations adopted by the Zoning Commission;

- The dissemination of information, electronically regarding the new Zoning Regulations in advance of their release, including the framework for a comprehensive electronic Zoning Handbook; and
- The continued implementation of the zoning case management system designed to: accept cases filed on-line, allow applicants to respond to requests for additional documentation, and allow users to track the progress of cases online.

Progress Assessment

The capital project remains ongoing. OZ has built the new Zoning Map, is in the process of building the Zoning Handbook and is making changes to IZIS to reflect the new procedural changes approved in the new Zoning Regulations.

Funding:

Agency	Project No	Project Title	Allotments	Expenditures Through FY15	Pre-encumbrances	Lifetime Balance
BJ0	JM102C	REWRITING OF ZONING REGULATIONS	\$542,000.00	\$208,237.19	\$32,045.09	\$207,826.63
BJ0	JM102C	REWRITING OF ZONING REGULATIONS	\$350,000.00	\$177,314.22	\$3,953.42	\$104,198.14
BJ0	JM102C	REWRITING OF ZONING REGULATIONS	\$175,000.00	\$-	\$113,897.12	\$61,102.88
			\$1,067,000.00	\$385,551.41	\$149,895.63	\$373,127.65

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.*

OZ has no pending lawsuits.

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).*

Not Applicable

(b) Please list and describe any ongoing investigations, audits, or reports of your agency or any employee of your agency.

Not Applicable

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.

OZ has no pending grievances.

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).

Fiscal Year	Card Holder	Title	Purchase Limit			Total Spent
			Individual	Daily	Monthly	
2015	Zelalem Hill	Special Assistant	\$5,000.00	\$5,000.00	\$10,000.00	\$22,735.96
2016	Zelalem Hill	Special Assistant	\$5,000.00	\$5,000.00	\$10,000.00	\$13,355.03

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.

2015			
Phone Holder	Title	Annual Expense	Justification
Zelalem Hill	Special Assistant	\$551.88	Requirement to answer emails 24/7 for time sensitive matters and to be available for contact after office hours.
Nyambi Nyambi	Chief Technology Officer	\$551.88	Requirement to be available on a 24/7 basis for the purpose of maintaining the IT network.
Ndifon Abung	IT Specialist	\$551.88	Requirement to be available on a 24/7 basis for the purpose of maintaining the IT network.
2016			
Phone Holder	Title	Annual Expense	Justification
Zelalem Hill	Special Assistant	\$551.88	Requirement to answer emails 24/7 for time sensitive matters and to be available for contact after office hours.
Nyambi Nyambi	Chief Technology Officer	\$551.88	Requirement to be available on a 24/7 basis for the purpose of maintaining the IT network.
Ndifon Abung	IT Specialist	\$551.88	Requirement to be available on a 24/7 basis for the purpose of maintaining the IT network.

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

OZ limits who may have use of an agency issued cellphone. In addition, OZ limits costs by using a cell phone plan with a standard monthly rate with shared minutes, so that no overages are accumulated. OZ also reviews the monthly statements.

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.).*

OZ does not have or use a government vehicle.

(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.

Not Applicable

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.*

Not Applicable

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.*

OZ does not have or use a chauffeur, take-home vehicles or the use of SUVs. OZ is in full compliance.

(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 chauffer or take-home status.

Not Applicable

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).*

OZ did not authorize any travel in FY 2015 or 2016.

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.*

WAE		Term		Contract
0		1		0
Name	Title	Length of Term	Date Started	Date Term Expires
Allison Meyers*	Zoning Specialist	13 months	January 26, 2015	February 25, 2016

* OZ is in the process of converting this FTE to permanent.

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.*

Please see **Attachment D**.

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.*

In addition to maintaining the high level of service the agency provides to the ZC and the BZA, OZ expects to work vigorously on the following five top priorities:

1. Zoning Handbook

A comprehensive electronic Zoning Handbook that will assist the public in understanding the details of the new Zoning Regulations will be developed. The handbook will break the regulations down into an interactive guide that contains charts, images, and diagrams and links to the new 2016 Zoning Regulations and Zoning Map.

2. Technical Infrastructure – IZIS and the Zoning Map

- a. **Zoning Map's GIS System** – A new Zoning Map that rivals or surpasses the current electronic Zoning Map will be built to reflect the new zone districts associated with the new ordinance. The GIS infrastructure will be updated to incorporate new technologies that will enhance the existing Zoning Map's capabilities and concurrently run the new 2016 Zoning Map; and
- b. **IZIS** – Update the IZIS infrastructure to handle the increased workflow processing, data storage, and new processes resulting from the new Zoning Regulations.

3. Title 11 DCMR 2016 Zoning Regulations – Implementation

Now that the Zoning Commission has approved final action on the text of the new Zoning Regulations, OZ is working in collaboration with the Office of Planning to externally implement initiatives associated with the new Zoning Regulations. These include:

- a. **Transition Information** – OZ is developing materials to assist the public in understanding the new Zoning Regulations. In January, OZ deployed a ZRR Zone District Converter Map, a Zone Name Table, and a guide to the structure of the new Zoning Regulations in an effort to assist the public in understanding the changes;
- b. **Website** – OZ's website will be updated on a broad scale to maintain both sets of Zoning Regulations, maps, and other information;
- c. **Tutorials** – Tutorials on the changes to the ZC and BZA processes will be produced;
- d. **In-house Training** – Between publication and the effective date of the new Zoning Regulations, OZ, OP, and the Office of the Zoning Administrator will work collaboratively to train all government staff on the new regulations; and
- e. **Revising Public Information** – During this time period, OZ will work to revise its forms, brochures, tutorials, and other print materials to reflect the new Zoning Regulations.

4. Title 11 DCMR 2016 Zoning Regulations – Public Outreach

Public outreach will be one of the most important parts of the release of the new Zoning Regulations. OZ will spearhead a collaborative effort with OP to conduct targeted outreach to the ANCs. This training will be focused on teaching the public how to use the regulations, map, and handbook and will outline the changes from the current regulations.

5. Customer Service to the Public

Transparency, education, innovation, and responsiveness are the cornerstones of OZ's customer service mission. For more than a decade, OZ has strived to find new and innovative ways to improve the delivery of service and information to its customers. OZ has worked very

hard to make its operations and services transparent and easily accessible. While these efforts have been applauded by the community, we will not stand on our laurels.

Transparency

OZ is very proud of the amount of searchable information that is available on its website. Over the next two fiscal years, OZ will continue to expand on the information already available 24/7 to the public. Information that is currently available includes:

1. IZIS – Interactive Zoning Information System:
 - a. All case file documents for the ZC and BZA; and
 - b. Case information for all case types (i.e., status, relief, action, order, transcripts, video etc.);

2. Official Electronic Zoning Map:
 - a. Zone district information;
 - b. Case information (i.e., orders, relief, and locations for closed cases); and
 - c. In the new zoning map, find all properties by zone district;

3. Zoning Regulations;
4. All ZC and BZA Orders;
5. All ZC and BZA Transcripts since 1997;
6. ZC and BZA Calendar with Hearing and Meeting Schedules;
7. Live Webcasts of all Hearings and Meetings; and
8. Video on Demand of Hearings and Meetings dating back to 2006.

Educating the Public

In FY 2015, OZ held a series of successful training sessions for ANCs on: Zoning 101 – the basics of zoning; Zoning 201 – the ANC’s role in zoning cases; and Zoning 301 – case studies. This year, OZ will continue providing this training series upon request, and it will also start providing training related to ANCs and the general public on the Title 11 2016 Zoning Regulations.

Innovation

OZ’s website (dcoz.dc.gov) continues to be a great information resource for District residents and others who seek zoning and other District of Columbia government information. Over the years, OZ has continued to improve its website to meet the needs of users visiting the site. In FY 2015, OZ made the site mobile accessible and it is designing the new Zoning Map and Zoning Handbook to be mobile accessible as well.

Responsiveness

OZ believes that its customers deserve, and should expect, prompt responses to not only telephone inquiries but also to e-mailed inquiries. OZ remains steadfast in its commitment to answering telephone inquiries and emails within 24 hours or the next business day.

If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Sara A. Bardin', with a long horizontal flourish extending to the right.

Sara A. Bardin
Director

Enclosure: Attachment A – Organizational Chart
Attachment B – Schedule A
Attachment C – FY 2016 Budget Enhancement Requests
Attachment D – FY 2016 Performance Plan

Sara Bardin
Director

Esther Bushman
General Counsel

- Draft Summary Orders
- Review All ZC and BZA Orders for Legal Sufficiency and Substantive Edits
- Lead All Internal Agency Trainings
- Compliance Review Manager
- ADA Coordinator

Clifford Moy
Secretary to the BZA

- Scheduling, Review & Management of:
 - Appeals of Administrative Decisions
 - Special Exceptions and Variances
 - BZA Hearings & Meetings
- Review of Processed Applications
- Review of Staff Reports
- Review of Case Notifications & Referrals
- Review of Case Summaries
- Review of Draft Decisions & Orders
- Inter-Agency Coordination
- EEO Counselor

Sharon Schellin
Secretary to the ZC

- Scheduling, Review & Management of:
 - Zoning Regulations Amendments/Updates
 - Zoning Map Amendments/Updates
 - Planned Unit Developments
 - Campus Plans
 - ZC Hearings & Meetings
- Review of Processed Applications
- Review of Staff Reports
- Review of Case Notifications & Referrals
- Review of Case Summaries
- Prepare Orders for Publication
- Inter-Agency Coordination
- Zoning Certifications

Zelalem Hill
Special Assistant

- Expenditure Tracking Reports
- Spending Plans, Budget Variance Analyses & Change Requests
- CSBE Compliance Manager
- Purchasing Manager/Purchase Card Manager
- Payroll Supervisor
- Human Resources Advisor
- Contracts and Purchasing Assistant
- Payroll Reviewer
- FMLA Coordinator
- Revenue Manager
- Customer Service Business Partner/Mayor Correspondence Unit
- Media Outreach Services and Public Information Requests
- Advisory Neighborhood Commission Contact
- Performance Management Council
- Language Access Coordinator
- Front Office Manager

Nyambi Nyambi
Chief Technology Officer

- Interactive Zoning Map Development, Implementation and Oversight
- Interactive Zoning Information Systems (IZIS) Development, Implementation and Oversight
- Zoning IT Strategic Planning
- Zoning Database Systems Manager
- Zoning Website Data Development and Management
- Electronic Zoning Systems Training Coordinator
- District-Wide DCGIS Coordination Committee Member
- Computer Hardware/Software Support
- LAN Management
- Labor Relations Officer
- Training Coordinator (CWD)

Stephen Varga
Senior Zoning Specialist

- Process and Maintain BZA Cases
- Review BZA Motion Requests, Draft Description, put on BZA Schedule and Submit to BZA Calendar
- Maintain BZA Case Schedule
- Manage the Preparation, Uploading and Mailing of BZA Referral Letters and Notice of Hearing
- Respond to General Telephone, E-Mail and Walk-In Inquiries
- Prepare Information for BZA Hearings & Meetings
- Prepare Staff Reports
- Prepare Initial Case Summaries

Tracey Rose
Senior Zoning Specialist

- Monitor Issuance of all Orders
- Coordination of Best and Final Offer Process
- Issuance of Compliance/Condition Letters
- Prepare Full Orders for Publication
- Serves as Alternate Secretary to the BZA
- FOIA Officer
- EEO Officer

Donna Hanousek
Zoning Specialist

- Prepare Information for ZC Hearings & Meetings
- Case Notifications
- Prepare Case Summaries
- Prepare Minutes of ZC Hearings and Meetings
- Prepare Results Sheets of ZC Hearings & Meetings

Sheila Waiters
Staff Assistant/Certifications Specialist

- Property Certifications
- Case Certifications for Court Records
- Submission of BZA Orders to the DC Register
- Transcript Maintenance
- General Office Duties
- IZIS Data Uploading

Elaine Booth
Lead Contact Representative

- Process BZA Applications
- BZA Case Referrals
- BZA Case File Preparation and Maintenance
- BZA Submission Tracking
- BZA Front Desk Customer Service
- IZIS Data Uploading
- Records Manager

Mercedes Frazier
Contact Representative

- Front Desk Customer Service
- Refer Customers to Office Personnel
- Receive and Route Submissions

Matthew Holden
Zoning Data Coordinator

- IZIS Liaison
 - Database Population and Management
- Zoning Map Cartographic Updates
 - Map Amendments/PUDs
- Website Updates
 - Orders, Transcripts, New Pages, etc.
- Electronic Calendar Updates
 - Special Projects
 - Data Researcher
- Zoning Systems Trainer

Ndifon Abung
Zoning Information Technology Specialist

- IZIS Database Population and Management
 - Audio Visual Coordinator
- Zoning Systems & Network Security
 - Zoning Server Systems Administrator
- Video Streaming Technician
 - Video Archive Indexing
- Computer Installation, Repair, Upgrades & Preventative Maintenance
 - Agency Telephone Coordinator

John Nyarku
Zoning Specialist

- Set up and Clean Up Hearing Room
- Draft Summary Orders
- Provide technical assistance to IZIS users
- Assist in the review of new BZA applications for completeness
- Monitor HPRB cases for potential BZA cases
- Back up for scanning documents

Allison Myers
Zoning Specialist

- Prepare Result Sheets of BZA Hearings & Meetings
- Prepare BZA Hearing Notices
- Prepare BZA Closed Meeting Notices
- Prepare Staff Reports
- Back-up to Processing and Maintaining BZA Cases
- Assists Preparation of Full Orders for Publication
- Assists Preparation of Case Summaries

Deont'e Leach
Staff Assistant

- Property Certifications
- Case Certifications for Court Records
- Submission of BZA Orders to the DC Register
- Transcript Maintenance
- General Office Duties
- IZIS Data Uploading

Paul Young
Zoning Data Specialist

- Video Streaming of Hearings and Meetings
- Provides Technical Assistance to Case Presenters
- Scanning and Uploading Orders and Transcripts
- IZIS data coordinator

Patricia Cochran
Zoning Data Technician

- Receive and upload all ZC and BZA case documents
- Quality control of all scanned documents.
- Scan archived cases going backwards

ATTACHMENT B

OFFICE OF ZONING- SCHEDULE A AS OF JANUARY 10, 2016

Appr Year	Agency	Posn Stat	Posn Nbr	Title	Vac Stat	Grade	Step	FTE Count	Salary	Fringe	Prgm Code	F/P Time	Reg/Temp /Term
16	BJ0	A	00002798	Supv Zoning Spec	F	15	0	1	145,615.32	31,016.06	2010 F		Reg
16	BJ0	A	00008272	Zoning Spec	F	13	6	1	98,749.00	21,033.54	2010 F		Reg
16	BJ0	A	00012818	Supv Info Tech Spec	F	16	0	0.5	78,444.09	16,708.59	1040 F		Reg
16	BJ0	A	00012818	Supv Info Tech Spec	F	16	0	0.5	78,444.09	16,708.59	2030 F		Reg
Total									156,888.17	33,417.18			
16	BJ0	A	00036011	Zoning Spec	F	13	7	1	101,478.00	21,614.81	2010 F		Reg
16	BJ0	A	00039775	Attorney Advisor	F	14	10	1	131,660.00	28,043.58	1060 F		Reg
16	BJ0	A	00039849	Lead Contact Rep.	F	10	8	1	66,560.00	14,177.28	2010 F		Reg
16	BJ0	A	00039850	Info Tech Spec	F	13	8	0.5	52,103.50	11,098.05	1040 F		Reg
16	BJ0	A	00039850	Info Tech Spec	F	13	8	0.5	52,103.50	11,098.05	2010 F		Reg
Total									104,207.00	22,196.09			
16	BJ0	A	00040888	Contact Rep	F	7	5	0.75	35,040.00	7,463.52	2010 F		Reg
16	BJ0	A	00040888	Contact Rep	F	7	5	0.25	11,680.00	2,487.84	1085 F		Reg
Total									46,720.00	9,951.36			
16	BJ0	A	00075244	Director	F	10	0	0.25	39,139.54	8,336.72	1090 F		Reg
16	BJ0	A	00075244	Director	F	10	0	0.25	39,139.54	8,336.72	1050 F		Reg
16	BJ0	A	00075244	Director	F	10	0	0.5	78,279.07	16,673.44	2010 F		Reg
Total									156,558.14	33,346.88			
16	BJ0	A	00077022	Zoning Data Spec	F	9	2	1	51,134.00	10,891.54	2030 F		Reg
16	BJ0	A	00077835	Zoning Data Coor	F	11	2	1	61,617.00	13,124.42	2010 F		Reg
16	BJ0	A	00083177	Staff Assistant	F	7	1	1	41,020.00	8,737.26	2010 F		Reg
16	BJ0	A	00085120	Zoning Specialist	F	12	5	1	83,039.00	17,687.31	2010 F		Reg
16	BJ0	A	00085121	Special Assistant	F	13	5	0.25	22,193.75	4,727.27	1090 F		Reg
16	BJ0	A	00085121	Special Assistant	F	13	5	0.25	22,193.75	4,727.27	1010 F		Reg
16	BJ0	A	00085121	Special Assistant	F	13	5	0.25	22,193.75	4,727.27	1020 F		Reg
16	BJ0	A	00085121	Special Assistant	F	13	5	0.25	22,193.75	4,727.27	1050 F		Reg
Total									88,775.00	18,909.08			
16	BJ0	A	00085122	Zoning Spec	F	13	3	1	90,562.00	19,289.71	2010 F		Reg
16	BJ0	A	00085123	Staff Assistant	F	11	1	0.25	14,924.50	3,178.92	2040 F		Reg
16	BJ0	A	00085123	Staff Assistant	F	11	1	0.75	44,773.50	9,536.76	2010 F		Reg
Total									59,698.00	12,715.67			
16	BJ0	A	00085124	Supv Zoning Spec	F	15	0	1	116,780.99	24,874.35	2010 F		Reg
16	BJ0	A	00085261	Zoning Specialist	F	12	1	1	73,867.00	15,733.67	2010 F		Term
16	BJ0	A	00085535	Staff Assistant	F	9	2	1	51,134.00	10,891.54	2030 F		Reg
Total FTE Count								19.00					

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Zoning



MEMORANDUM

TO: Eric Goulet, Director
Mayor's Office of Budget and Finance
Executive Office of the Mayor

FROM: Sara Bardin, Director
Office of Zoning

Lorrelle C. Parker, Financial Manager
Economic Development and Regulation Cluster

DATE: December 2, 2015

SUBJECT: Request for Enhancement Local Funding to the FY 2016 Budget Request

The Office of Zoning (OZ) requests an enhancement of its Local Funding MARC for FY 2016 to support the following requests:

Enhancement : Zoning Regulations Review Maintenance, Updates, and Outreach

Total Amount of Local Funds: \$150,000
FTEs: 0
Is this Enhancement a one-time cost? On-going
Agency point of contact: Sara Bardin 202-727-5372

Problem Statement

The current Zoning Regulations are over 55 years old and contain many outdated terms like "telegraph office" and "tenement house". Countless amendments to the ordinance over the last half century have helped to keep the regulations relevant; however, even the simplest of text amendments has become extremely complicated as 50 years of changes have made it very difficult to cross-reference interwoven sections to prevent unintended consequences.

The Zoning Regulations Review, or ZRR, is a project led by the Office of Planning to revise the Zoning Regulations. This multi-year project began the final phases when the DC Office of Planning (OP) submitted its draft text for the ZRR to the Zoning Commission (ZC) on July 29, 2013. On September 9, 2013, the ZC set down the proposed ZRR text for public hearings, which were held

from November 2013 through September 2014. The Zoning Commission will consider proposed action for the text on December 11, 2014. This commitment to undertake the public review and revision of our Zoning Regulations will result in a new ordinance that will spotlight the District as an industry leader.

Once final action has been approved of the text of the new Zoning Regulations, OZ will spearhead an internal and external implementation of the new ordinance. This includes updating the technical infrastructure, outreach, training, and making revisions to all OZ documents.

OZ has one capital project that is focused on the continued, multi-year implementation of a variety of mission-critical information technology systems relating to the Zoning Regulations. The technical infrastructure initiatives include:

- a. **Zoning Map's GIS System** – A new zoning map will be built to reflect the new zone districts associated with the new ordinance. The GIS infrastructure will be updated to incorporate new technologies that will enhance the existing zoning map's capabilities and concurrently run the new ZRR zoning map;
- b. **Interactive Zoning Information System (IZIS)** – Update the IZIS infrastructure to handle the increased workflow processing, and data storage and new processes resulting from the new Zoning Regulations; and
- c. **Electronic Zoning Handbook** – A comprehensive electronic Zoning Handbook that will assist the public in understanding the details of the new regulations will be developed

However, there will also be many **non-capital expenses** that will be needed to support the release of the new regulations. This includes but is not limited to:

- a. The maintenance and updates for the technological systems being built to support the new regulations, including the Zoning Map, Interactive Zoning Information Systems, and the Electronic Zoning Handbook;
- b. The update of the Office of Zoning website;
- c. The revision of all OZ forms and documents; and
- d. The development and dissemination of outreach materials and to educate the public on the new regulations.

Proposed Solution

The proposed solution is to fund the non-Capital expenses related to the release of the new Zoning Regulations. OZ requests \$150,000 in local funds as a recurring cost for the updating and maintenance of its technological systems and outreach materials and services.

Cost-Benefit Analysis

The total cost for this request is \$150,000.

Other Benefits

Legislative Analysis

There are no required amendments to the D.C. Code or any other regulatory requirement as a result of this proposal. Chapters 30 and 31 of Title 11 of the District of Columbia Municipal Regulations (Zoning) requires the processing of proposed zoning amendments and requests for zoning relief.

cc: Gordon McDonald, Deputy Chief Financial Officer, Office of Budget and Planning
Cyril Byron, Jr., Associate Chief Financial Officer, Economic Development and Regulation
Cluster



**FY 2016 PERFORMANCE PLAN
DC Office of Zoning**

MISSION

The mission of the DC Office of Zoning (DCOZ) is to provide administrative, professional, and technical assistance to the Zoning Commission (ZC) and the Board of Zoning Adjustment (BZA) in support of their oversight and adjudication of zoning matters in the District of Columbia.

SUMMARY OF SERVICES

DCOZ administers the zoning application processes for the ZC and BZA. The agency reviews and accepts applications, schedules hearings to determine whether cases meet specified zoning criteria, schedules meetings to make determinations with respect to pending applications, and issues legal orders. Technology plays a critical role in support of this process by enhancing effectiveness and transparency. DCOZ also spearheads outreach to citizens of the District of Columbia to ensure a robust understanding of the zoning application process.

AGENCY WORKLOAD MEASURES

Measure	FY 2013 Actual	FY 2014 Actual	FY 2015 YTD¹
Number of Board of Zoning Adjustment cases filed	200	208	171
Number of Zoning Commission cases filed	46	57	33
Number of Board of Zoning Adjustment orders issued	198	178	157
Number of Zoning Commission orders issued	65	47	34
Number of Appeals to the DC Court of Appeals (by Calendar Year)	20	7	5

OBJECTIVE 1: Create a convenient, easy to use, and understandable zoning process through website development, expansive outreach and educational programs for District residents and businesses.

INITIATIVE 1.1: Conduct community outreach meetings for Advisory Neighborhood Commissions (ANC) and the general public on the new Zoning Regulations. The Zoning Regulations Review (ZRR) is an ongoing case to revise the Zoning Regulations for the first time in over 50 years. DCOZ anticipates that the regulations will become effective in FY 2016. DCOZ plans to conduct public outreach across the City to provide the citizens information pertaining to the new regulations. An informed public will be able to better navigate the zoning process. **Completion Date: September 30, 2016**

¹ As of June 30, 2015



INITIATIVE 1.2: Enhance public access to the DCOZ website.

In FY15, DCOZ updated its website to be more user friendly and mobile accessible. In FY 16, DCOZ will continue to update its website to include additional information for the public to easily access zoning information. This includes updates to the website for the Zoning Regulation Review (ZRR) and current applications. These updates will further expand available access platforms and facilitate user access to the wealth of information on the DCOZ website. DCOZ will continue to expand the website's interactivity and information to provide first rate 24/7 zoning services to District residents. **Completion Date: September 30, 2016**

OBJECTIVE 2: Leverage new and existing technologies to further ensure that the District of Columbia's zoning processes are easily understandable and accessible to the public.

INITIATIVE 2.1: Add new components to the Interactive Zoning Information System (IZIS), to expand upon the system's modular capabilities.

Over the last three fiscal years, OZ has steadily added workflows to IZIS. In FY 15, DCOZ completed adding the last BZA and ZC workflows. In FY 16, OZ will update IZIS to 1) reflect any changes implemented with the ZRR and 2) provide maintenance to the existing workflows. The updates will enhance the IZIS user interface to improve or simplify the user experience in filing new cases and documents, and viewing case information. **Completion Date: September 30, 2016**

INITIATIVE 2.2: Enhance the Electronic Zoning Map.

In FY15, DCOZ began the development of the new map associated with the ZRR. In FY 16, DCOZ plans to release this map in conjunction with the approval of the ZRR map amendment. This new map will facilitate the understanding of the changes related to adopting a new zoning code. **Completion Date: September 30, 2016**

OBJECTIVE 3: Streamline zoning regulations to enhance efficiency and transparency of zoning processes.

INITIATIVE 3.1: Develop and disseminate information pertaining to the transition from the current regulations to the new regulations.

The ZRR is a project led by the Office of Planning (OP) to revise the DC Zoning Regulations. This is the first comprehensive revision of the Zoning Regulations since 1958. In FY16, DCOZ plans to develop outreach materials that will explain the transition to the new regulations in detail. This will assist the public in understanding how and when the regulations will become effective. **Completion Date: September 30, 2016**

INITIATIVE 3.2: Launch a comprehensive electronic Zoning Handbook.

In FY 15, DCOZ began developing a Zoning Handbook associated with the ZRR. In FY 16, DCOZ will complete the Zoning Handbook in conjunction with the approval of the new Zoning Regulations. This handbook will assist the public in understanding the new zone designations and provisions contained in the new regulations. **Completion Date: September 30, 2016**



KEY PERFORMANCE INDICATORS - DC Office of Zoning

Measure	FY 2014 Actual	FY 2015 Target	FY 2015 YTD ²	FY 2016 Projection	FY 2017 Projection	FY 2018 Projection
Percent of zoning certifications completed within 5 business days	118%	90%	97% %	95%	98%	98%
Percent of BZA summary orders issued within 10 business days	116%	90%	100%	95%	98%	98%
Percent of BZA hearings scheduled within 3 months of application acceptance (excluding recess month)	118%	90%	100%	95%	98%	98%
Percentage of website inquiries responded to within 24 hours	97%	98%	98%	98%	98%	98%

² As of June 30, 2015.