

GOVERNMENT OF THE DISTRICT OF COLUMBIA



OFFICE OF ZONING

February 9, 2018

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 19, 2018, 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 31, 2018. 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 2017, please list each employee whose salary was \$125,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and/or bonus pay.*

2017				
Name	Position Title	Salary	Overtime	Bonus Pay
Sara Bardin	Director	\$161,254	N/A	N/A
Clifford Moy	Secretary to the BZA	\$149,983	N/A	N/A
Esther Bushman	General Counsel	\$145,755	N/A	N/A

(b) For fiscal year 2018, please list each employee whose salary is or was \$125,000 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.

2018				
Name	Position Title	Salary	Overtime	Bonus Pay
Sara Bardin	Director	\$161,254	N/A	N/A
Clifford Moy	Secretary to the BZA	\$149,983	N/A	N/A
Esther Bushman	General Counsel	\$145,755	N/A	N/A
Sharon Schellin	Secretary to the ZC	\$128,704	N/A	N/A

5. *Please list, in descending order, the top 25 overtime earners in your agency for fiscal year 2017. 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 2017 and 2018 (through January 31), 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 2017 or 2018.

7. *For fiscal year 2017 and 2018 (through January 31), 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 2017 or 2018.

8. *For fiscal years 2017 and 2018 (through January 31), 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 2017 or 2018.

9. Please provide the name of each employee who was or is on administrative leave in fiscal years 2017 and 2018 (through January 31). In addition, for each employee identified, please provide: (1) their position; (2) a brief description of the reason they were placed on leave; (3) the dates they were/are on administrative leave; (4) whether the leave was/is paid or unpaid; and (5) their current status (as of January 31, 2018).

OZ did not have any employees on administrative leave in fiscal years 2017 or 2018.

10. For fiscal years 2017 and 2018 (through January 31), please list, in chronological order, all intra-District transfers to or from the agency. Give the date, amount, and reason for the transfer.

FY 2017 Intra-Districts - BJO as the Buyer			
Seller Agency	Original Advance Amount	Amount Expended in FY 2017	
Staff and Support – OAG (CB0)	202,686.00	195,315.24	To provide legal support to the OZ, ZC, and BZA.
PCARD – OCP (PO0)	25,000.00	29,709.76	Funding for the PCard.
RTS – OCTO (TO0)	500.00	500.00	Telecommunications fees (i.e., landline changes).
Website services – OCTO (TO0)	24,500.00	23,719.52	Website migration.
FY 2017 Intra-Districts - BJO as the Seller			
Funding Agency	Original Advance Amount	Amount Expended in FY 2017	Service
Office of Planning (BD0)	19,641.54	19,641.54	Provide audio/visual support for Historic Preservation Review Board (HPRB) Hearings.
FY 2018 Intra-Districts - BJO as the Buyer			
Seller Agency	Original Advance Amount	Proposed for FY 2018	Service
Staff and Support – OAG (CB0)	321,873.00	0.00	To provide legal support to the OZ, ZC, and BZA.
PCARD – OCP (PO0)	30,000.00	9,819.77	Funding for the PCard.
RTS – OCTO (TO0)	1,000.00	0.00	Telecommunications fees (i.e., landline changes).
FY 2018 Intra-Districts - BJO as the Seller			
Funding Agency	Original Advance Amount	Proposed for FY 2018	Service
Office of Planning (BD0)	19,019.93	19,019.93	Provide audio/visual support for Historic Preservation Review Board (HPRB) Hearings.

11. Please list, in chronological order, every reprogramming of funds into and out of the agency for fiscal years 2017 and 2018 (through January 31). Include a "bottom line" that explains the revised final budget for your agency. For each reprogramming, list the reprogramming number (if submitted to the Council for approval), the date, the amount, and the rationale.

Reprogrammings Into/Out of the Agency			
FY 2017 Original Budget		\$2,915,088.00	
Reason	Amount	From	To
Funding from WMATA Fund - PRIIA, through Paygo Transfer Upgrade to Hearing Rooms Non-Personal Services - Contracts (41) Equipment (70)	\$200,000.00	-\$200,000.00	\$200,000.00
Funding transferred to Workforce Investments account (22-0087) From: Zoning Services Personal Services - Regular Full Time (11) Personal Services - Fringe (14) To: Workforce Investments Personal Services - Regular Full Time (11)	-\$35,000.00	-\$8,450.00 -\$26,550.00	\$35,000.00
FY 2017 Revised Budget	\$3,080,088.00		

- OZ was given onetime funding to upgrade its hearing room A/V equipment, which were "end of life and unsupported".
- OZ was given funding to support the unionization of the agency.

Reprogrammings Into/Out of the Agency			
FY 2018 Original Budget		\$3,069,278.51	
Reason	Amount	From	To
Funding to the Department of Consumer and Regulatory Affairs Transfer 1 FTE Personal Services - Regular Full Time (11) Personal Services - Fringe (14) Personal Services - Term (12) Personal Services - Fringe (14)	-\$51,293.00	-\$42,286.00 -\$9,007.00	\$42,286.00 \$9,007.00
FY 2018 Revised Budget	\$3,017,985.51		

- OZ transferred an FTE out of the agency, because it did not have sufficient workload to justify the position. Through the years, the development of IZIS and ZDOCs has negated the need for paper copy packages of case files to be delivered to Commission members. OZ learned of the need for an additional FTE at DCRA and rather than RIF the employee, it decided to transfer the FTE.

12. Please list, in chronological order, every reprogramming within your agency during fiscal year 2018 to date. Also, include known, anticipated intraagency reprogrammings. For each, give the date, amount, and rationale.

No reprogrammings have been processed in 2018.

13. For fiscal years 2017 and 2018 (through January 31), 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. For (4) and (5) provide specific data for fiscal years 2016, 2017, and 2018 (as of January 31) and give starting and ending balances. You may wish to present this information first as a list (for numbers 1-5) and then as separate tables for numbers 4 and 5.

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

14. Please provide a table showing your agency Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program, for fiscal years 2016, 2017, and the first quarter of 2018. In addition, please explain the variances between fiscal year appropriations and actual expenditures for fiscal years 2016 and 2017.

2016				
Object Category	Approved Budget	Revised Budget	Expenditures	Y/E Balance
1000 - AGENCY MANAGEMENT PROGRAM				
PERSONNEL SERVICES	\$1,069,419.04	\$542,536.12	\$538,613.65	\$3,922.47
NON-PERSONNEL SERVICES	\$165,000.00	\$165,000.00	\$165,000.00	\$0.00
0100 LOCAL FUND	\$1,234,419.04	\$707,536.12	\$703,613.65	\$3,922.47
2000 - ZONING SERVICES				
PERSONNEL SERVICES	\$984,544.04	\$1,560,271.05	\$1,558,683.44	\$1,587.61
NON-PERSONNEL SERVICES	\$387,293.92	\$562,293.92	\$554,432.87	\$7,861.05
0100 LOCAL FUND	\$1,371,837.96	\$2,122,564.97	\$2,113,116.31	\$9,448.66
0700 INTRA-DISTRICT FUNDS	\$24,000.00	\$24,000.00	\$20,024.02	\$3,975.98
OFFICE OF ZONING	\$2,630,257.00	\$2,854,101.09	\$2,836,753.98	\$17,347.11

2017				
Object Category	Approved Budget	Revised Budget	Expenditures	Y/E Balance
1000 - AGENCY MANAGEMENT PROGRAM				
PERSONNEL SERVICES	\$568,411	\$502,103	\$545,068	(42,966)
NON-PERSONNEL SERVICES	\$165,000	\$217,264	\$195,815	\$21,449
0100 LOCAL FUND	\$733,411	\$719,367	\$740,884	(21,517)
2000 - ZONING SERVICES				
PERSONNEL SERVICES	\$1,630,197	\$1,596,576	\$1,548,004	\$48,572
NON-PERSONNEL SERVICES	\$551,481	\$764,145	\$762,077	\$2,068
0100 LOCAL FUND	\$2,181,677	\$2,360,721	\$2,310,081	\$50,640
0700 INTRA-DISTRICT FUNDS	\$24,000	\$24,000.00	\$19,642	\$4,358
OFFICE OF ZONING	\$2,939,088	\$3,104,088	\$3,069,816	\$34,272

2018				
Object Category	Approved Budget	Current Expenditures/ Encumbrances	Available Balance	Percent Available
1000 - AGENCY MANAGEMENT PROGRAM				
PERSONNEL SERVICES	\$556,735	\$156,801	\$399,934	72%
NON-PERSONNEL SERVICES	\$334,190	\$321,873	\$12,318	4%
0100 LOCAL FUND	\$890,926	\$478,674	\$412,252	46%
2000 - ZONING SERVICES				
PERSONNEL SERVICES	\$1,596,876	\$479,644	\$1,117,233	70%
NON-PERSONNEL SERVICES	\$530,183	\$415,604	\$114,580	22%
0100 LOCAL FUND	\$2,127,060	\$895,248	\$1,231,813	58%
0700 INTRA-DISTRICT FUNDS	\$24,000	\$0	\$24,000	100%
OFFICE OF ZONING	\$3,041,986	\$1,373,922	\$1,668,064	55%

Variance 2016 vs. 2017			
Object Category	Approved Budget	Revised Budget	Explanation
1000 - AGENCY MANAGEMENT PROGRAM			
PERSONNEL SERVICES	\$542,536	\$502,103	(\$40,433) – Realignment of labor distribution
NON-PERSONNEL SERVICES	\$165,000	\$217,264	\$52,264 – Additional OAG Attorney
0100 LOCAL FUND	\$707,536	\$719,367	
2000 - ZONING SERVICES			
PERSONNEL SERVICES	\$1,560,271	\$1,596,576	\$36,305 - Realignment of labor distribution
NON-PERSONNEL SERVICES	\$562,294	\$764,145	\$201,851 – Addition of one-time funds in FY 2017 for the upgrades to the OZ Hearing room AV Systems.
0100 LOCAL FUND	\$2,122,565	\$2,360,721	

0700 INTRA-DISTRICT FUNDS	\$24,000.00	\$24,000.00	
OFFICE OF ZONING	\$2,854,101.09	\$3,104,088	

Variance 2017 vs 2018			
Object Category	Approved Budget	Revised Budget	Explanation
1000 - AGENCY MANAGEMENT PROGRAM			
PERSONNEL SERVICES	\$502,103	\$556,735	\$54,632 – COLA and salary increases for union scale adjustment
NON-PERSONNEL SERVICES	\$217,264	\$334,190	\$116,926 – Additional OAG Attorney
0100 LOCAL FUND	\$719,367	\$890,926	
2000 - ZONING SERVICES			
PERSONNEL SERVICES	\$1,596,576	\$1,596,876	(\$300)
NON-PERSONNEL SERVICES	\$764,145	\$530,183	(\$233,962) - Removal of onetime funds in FY 2017 for the upgrades to the OZ Hearing room AV Systems.
0100 LOCAL FUND	\$2,360,721	\$2,127,060	
0700 INTRA-DISTRICT FUNDS	\$24,000.00	\$24,000	
OFFICE OF ZONING	\$3,104,088	\$3,041,986	

15. Please list all memoranda of understanding (MOU) either entered into by your agency or in effect during fiscal years 2017 and 2018 (through January 31). For each, describe its purpose, indicate the date entered, and provide the actual or anticipated termination date.

2017			
Agency	Service	Date Entered	Date Terminated
Office of Planning	Provide audio/visual support for Historic Preservation Review Board (HPRB) Hearings.	10/01/2016	09/30/2017
Office of the Attorney General	To provide legal support to the Office of Zoning, Zoning Commission, and Board of Zoning Adjustment.	10/01/2016	09/30/2017
Office of the Chief Technology Officer	Website Migration	10/01/2016	09/30/2017
2018			
Agency	Service	Date Entered	Date Terminated
Office of Planning	Provide audio/visual support for Historic Preservation Review Board (HPRB) Hearings.	10/01/2017	09/30/2018
Office of the Attorney General	To provide legal support to the Office of Zoning, Zoning Commission, and Board of Zoning Adjustment.	10/01/2017	09/30/2018
Office of the Chief Technology Officer	Microsoft Office 365 Enterprise license	10/01/2017	09/30/2018

16. *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 2017 and 2018.*

OZ has no budget enhancement requests in FY 2017 and 2018.

17. *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, the Zoning Handbook, 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.

Progress Assessment

The capital project remains ongoing. OZ has built IZIS, the new Zoning Map, and the Zoning Handbook; however, it continues to make enhancements to IZIS, the Zoning Map, and the Zoning Handbook to make the most up-to-date information readily available to the public.

Funding:

Agency	Project No	Project Title	Allotments	Expenditures Through FY17	Encumbrances	Lifetime Balance
BJ0	JM102C	REWRITING OF ZONING REGULATIONS	\$542,000	\$272,493	\$97,811	\$171,696
BJ0	JM102C	REWRITING OF ZONING REGULATIONS	\$350,000	\$203,903	\$33,409	\$112,688
BJ0	JM102C	REWRITING OF ZONING REGULATIONS	\$175,000	\$90,752	\$90,752	\$38,846
			\$1,067,000.00	\$521,798	\$221,972	\$323,230

18. *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.

19. *(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 2017 or 2018 (through January 31).*

Not Applicable

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

Not Applicable

20. *How many grievances have been filed by employees or labor unions against agency management? Please list each of them by year for fiscal years 2016, 2017, and 2018 (through January 31). Give a brief description of each grievance, and the outcome as of January 31, 2018. Include on the chronological list any earlier grievance that is still pending in any judicial forum.*

OZ has not had any grievances filed by labor unions in the years listed above.

21. *(a) Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees.*

OZ follows the Mayor's Sexual Harassment Policy, Guidance and Procedures (Mayor's Order 2017-313) as a guideline to investigate allegations of sexual harassment or misconduct committed by or against its employees. (Sections 422(2), (3), and (11) of the District of Columbia Home Rule Act, 87 Stat. 790; Pub. L. No. 93-198, D.C. Official Code § 1-204.22(2), (3), and (11) (2016 Repl.), and the District of Columbia Human Rights Act of 1977, D.C. Law 2-38, D.C. Official Code §§ 2-1401.01 et seq. (2016 Repl.)

Agency Review and Investigation of Reported Claims

- Any supervisor or manager who receives a complaint or concern regarding sexual harassment or inappropriate conduct must take immediate steps to notify the Sexual Harassment Officer, who will ensure that an investigation is conducted and take other appropriate action. Any such effort shall be documented.

- Where there is an allegation of criminal misconduct, including for example, sexual assault, kidnapping, stalking, and threats to do bodily harm, the agency may, after consulting its General Counsel, place the victim and/or the alleged harasser on administrative leave with pay pending final administrative resolution of the complaint or any criminal proceeding. The complainant at his or her choice may report the alleged criminal violation to a law enforcement agency, including the Metropolitan Police Department (MPD). Where either the agency or an appropriate law enforcement officer determines that a criminal violation occurred, the agency shall recommend discipline of the perpetrator up to, and including, termination.
- When an allegation of sexual harassment is reported, including allegations of criminal conduct, the agency shall notify the agency's General Counsel, who in turn must notify Mayor's Office of Legal Counsel (MOLC) of the allegation.
- Allegations of sexual harassment shall be investigated and resolved as soon as practicable, but no later than sixty (60) days after reporting. The agency or office investigating the charges must provide the employee and the alleged harasser with a written notification of its findings and conclusions after the sixty (60) day period, and shall convey the same to MOLC.
- The agency shall also require that any employee found to have engaged in inappropriate conduct who is not terminated must attend mandatory sexual harassment training within sixty (60) days of receipt of the findings. Such training is supplemental to any disciplinary actions and must occur even if the employee recently received training.
- The agency shall also remind complainants of sexual assault or other possible crimes of the existence of the DC Victim Hotline. The Hotline, 1-844-443-5732, is available 24/7 by telephone, text or online chat to seamlessly connect victims of crime to free resources to help them navigate the physical, financial, legal, and emotional repercussions of crime. In particular, through the Hotline, victims may be matched with an advocate who can help them decide whether to pursue a matter through the criminal justice process.

(b) List and describe each allegation received by the agency in FY17 and FY18, to date, and the resolution of each as of the date of your answer.

OZ has received no complaints in FY17 and FY18.

22. *In table format, please list the following for fiscal years 2017 and 2018 (through January 31, 2018) 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	
2017	Zelalem Hill	Special Assistant	\$5,000.00	\$5,000.00	\$20,000.00	\$29,710
2018	Zelalem Hill	Special Assistant	\$5,000.00	\$5,000.00	\$20,000.00	\$9,819

23. Please provide a list of all procurements for goods or services for use by your agency over \$10,000 for fiscal years 2017 and 2018 (through January 31). Give a brief explanation of each, including the name of the contractor, purpose of the contract, and the total dollar amount of the contract. Exclude from this answer purchase card (SmartPay) purchases.

FY 2017 Procurements Over \$10,000		
Vendor	Amount Expended 2017	Business Purpose
OST, INC.		
Local	\$99,660	Website and IZIS Development and Maintenance
Capital	\$158,308	
Total	\$257,969	
BLUE RASTER, LLC		
Local	\$60,000	Map Development and Maintenance
Capital	\$79,400	
Total	\$139,400	
Olender Reporting, Inc. (Local)	\$89,000	Court Reporting
Earthchannel Communications, Inc. (Local)	\$11,920	Video-streaming
Information Builders (Local)	\$10,401	Software
MVS Inc.	\$228,287	A/V Hearing Room Upgrades
Dell Computers	\$10,588	Computer Hardware

FY 2018 Procurements Over \$10,000		
Vendor	Amount Obligated 2018	Business Purpose
OST, INC.		
Local	\$138,794	Website and IZIS Development and Maintenance
Capital	\$200,548	
Total	\$339,342	
BLUE RASTER LLC		
Local	\$39,998	Map Development and Maintenance
Capital	\$59,998	
Total	\$99,996	
Neal R. Gross, Inc. (Local)	\$133,050	Court Reporting
Earthchannel Communications, Inc. (Local)	\$11,920	Video-streaming

24. (a) 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.

(b) In table format, please provide the following information for fiscal years 2017 and 2018 (through January 31), 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 20 individuals, group the answer by program, giving the total number of FTEs for that program as well as the number of cellular phones and mobile devices.

2017			
Phone Holder	Title	Annual Expense	Justification
Zelalem Hill	Special Assistant	\$515.88	Requirement to answer emails 24/7 for time sensitive matters and to be available for contact after office hours.
Nyambi Nyambi	Chief Technology Officer	\$515.88	Requirement to be available on a 24/7 basis for the purpose of maintaining the IT network.
Ndifon Abung	IT Specialist	\$515.88	Requirement to be available on a 24/7 basis for the purpose of maintaining the IT network.
2018			
Phone Holder	Title	Annual Expense	Justification
Zelalem Hill	Special Assistant	\$515.88	Requirement to answer emails 24/7 for time sensitive matters and to be available for contact after office hours.
Ndifon Abung	IT Specialist	\$515.88	Requirement to be available on a 24/7 basis for the purpose of maintaining the IT network.
Sara Bardin	Director	\$515.88	Requirement to answer emails 24/7 for time sensitive matters and to be available for contact after office hours.
Adrienne Carter	IZIS Program Manager	\$515.88	Requirement to be available on a 24/7 basis for the purpose of maintaining the IZIS.
Sharon Schellin	Secretary to the ZC	\$515.88	Requirement to answer emails 24/7 for time sensitive matters and to be available for contact after office hours.

25. (a) Does your agency have or use one or more government vehicle? If so, for fiscal years 2017 and 2018 (through January 31), please list any vehicle the agency owns, leases, or has assigned to it. 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 2016, 2017, and 2018 (through January 31). Provide: (1) a brief description of each accident; (2) the type of vehicle involved; (3) the name and title/position of the driver involved; (4) the justification for using such vehicle; and (5) whether there was a finding of fault and, if so, who was determined to be at fault.

Not Applicable

26. *D.C. Law requires the Mayor to pay certain settlements from agency operating budgets if the settlement is less than \$10,000 or results from an incident within the last two years (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

27. *(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?*

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

(b) Please explain all exceptions, if any, and 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.

Not Applicable

28. *In table format, please provide the following information for fiscal years 2017 and 2018 (to date) regarding your agency's authorization of employee travel: (1) each trip outside the region; (2) individuals (by name and title/position) authorized to travel outside the region; (3) total expense for each trip (per person, per trip, etc.); and (4) justification for the travel (per person and trip).*

Trip	Individual	Total Expense	Justification
San Diego, CA July 10- 14, 2017	Matthew Holden – Zoning Data Coordinator	\$1,625.25	ESRI International User Conference to accept the 2017 Special Achievement in GIS Award for OZ

29. Please provide and itemize, as of January 31, 2018, 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		0		0	
Name	Title	Length of Term	Date Started	Date Term Expires	

30. What efforts has your agency made in the past year to increase transparency? Explain.

OZ is very proud of actions it has taken to ensure that zoning processes are very transparent to the public. OZ will continue to expand on the information already available 24/7 to the public. Along with the tremendous amount of searchable information that is available on its website, OZ also provides the following services and information that enhance agency transparency:

1. IZIS – Interactive Zoning Information System
 - a. All case documents for all ZC and BZA case types, including PUDs, map amendments, appeals, rulemakings, time extensions of approved PUDs, minor modifications of approved PUDs, campus plans, special exceptions, variances, and foreign mission cases.
 - b. Case information for all case types (i.e., status, relief, action, order, transcripts, etc.).
2. Official Electronic Zoning Map
 - a. Zone district information.
 - b. Case information (i.e., orders, relief, and locations for closed cases).
 - c. Links to the Zoning Handbooks that contains additional information.
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 Webcast of All Hearings and Meetings
8. Video on Demand Hearings and Meetings dating back to 2006

In addition, pursuant to the Open Meetings Act, OZ has made every effort to be in compliance with Open Meetings requirements, including announcing, noticing, and voting on all closed meetings for the purpose of seeking legal advice from counsel and deliberating upon, but not deciding cases scheduled for decision, pursuant to §§ 405(b)(4) and 405 (b)(13) of the District of Columbia Administrative Procedure Act (“Act”). Further, in accordance with § 408 of the Act, OZ maintains a recorded archive of all such meetings.

31. What efforts will your agency be making to increase transparency? Explain.

In FY 2018 and beyond, OZ will continue to strive to make all of its services and information available to the public. A few initiatives that OZ will be working on in FY 2018 and beyond are:

- Commenting module for all rulemaking cases;
- Calendar app to highlight comment periods;
- Automatic notifications to alert ANCs on newly filed cases; and
- Enhancements to existing systems.

32. *Please identify any legislative requirements that your agency lacks sufficient resources to properly implement. Explain.*

Not applicable

33. *Please identify any statutory or regulatory impediments to your agency's operations.*

OZ is unaware of any statutory or regulatory impediments to its operations at this time.

34. *Did your agency receive any FOIA requests in fiscal year 2017? If yes, did the agency file a report of FOIA disclosure activities with the Secretary of the District of Columbia? If available, please provide a copy of that report as an attachment.*

Yes, OZ received 45 FOIA requests in FY 2017 and it filed a disclosure report with the Secretary of the District of Columbia (see **Attachment C**).

All of the FY 2017 FOIA Requests received a response or were referred to a different agency within the 15-day regulatory time period. Of the 45 FY 2017 FOIA Requests, 16 (35.5%) had multiple-question inquiries requiring responses from more than one agency, with DCOZ being one of the agencies. For these requests, DCOZ responded to the questions within its purview and referred the requester to the other agency (or agencies) as appropriate. There were 16 Requests (35.5%) that should have been filed with a different agency, not DCOZ. Only 13 requests (28%) were properly before DCOZ as the main or only agency able to respond to the request, and the answers to some of those inquiries could be found on the DCOZ website.

35. *For purposes CBE agency compliance purposes, what is your agency's current adjusted expendable budget; how much has been spent with SBEs; and what percent of your agency's expendable budget was spent with SBEs? Further, where SBEs were not available, how much has been spent with CBEs, and what percent of CBE spending, relative to your current expendable budget? How many CBE waivers (including dollar amount) did the agency submit? What efforts has the agency taken to reduce the number of CBE waivers submitted? What is the CBE spending goal for your agency per the DSLBD SBE Opportunities Guide (Green book)? Give this answer for fiscal years 2016, 2017 and 2018 (through January 31).*

Fiscal Year	Adjusted Expendable Budget	Amount Spent with SBEs	Percentage Spent with SBEs	CBE Spending Goal Per opportunities Guide
-------------	----------------------------	------------------------	----------------------------	---

FY 2016	\$159,235.26	\$116,935.86	73%	\$79,617.63
FY 2017	\$408,294.63	\$363,992.22	89%	\$104,147.31
FY 2018	\$257,623.00	-	-	\$128,811.50

Fiscal Year	Amount Spent with CBEs	Percentage Spent with CBEs	Number of CBE Waivers Submitted	Waiver Dollar Amount	Efforts to reduce Waivers
FY 2016	-	-	0	-	-
FY 2017	-	-	0	-	-
FY 2018	-	-	1	\$278,715.00	When OZ first started the IZIS venture the vendor was a SBE, over the years the vendor has crossed the required threshold. Please note that the vendor still has offices in the District even though they are no longer an SBE.

36. *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**.

37. *(a) What are your agency's key performance indicators and what has been your agency's performance (for each of these KPIs) in fiscal year (or calendar year) 2016, 2017, and 2018 (through the first quarter).*

Measure	FY2016 Actual	FY2017 Actual	FY2018 1st Qtr
Percent of zoning certifications completed within 5 business days	99.1%	98.8%	100%
Percent of BZA summary orders issued within 10 business days	98.41%	98.8%	97.44%
Percent of BZA hearings scheduled within 3 months of application acceptance (excluding recess month)	100%	98.6%	94.92%
Percentage of website inquiries responded to within 24 hours	92.6%	85.7%	83.3%
Percent of updates to the official zoning map completed within 5 of days of the issuance of a zoning order	New Measure	New Measure	100%
Percent of webstreamed video of ZC and BZA hearings and meetings that are posted to OZ's website with 48 hours of recording	New Measure	New Measure	100%

(b) What KPIs have been dropped (or changed) since 2014? List each specifically and explain why it was dropped or changed.

No KPIs were changed or dropped since FY2014. OZ has added new measures for FY 2018 (see above).

38. *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 2017 and 2018.*

1. Providing service to the Zoning Commission and Board of Zoning Adjustment

The mission of OZ 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. OZ 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. It is the top priority of OZ to provide the highest level of assistance to the ZC and BZA.

2. Interactive Zoning Information System

OZ is working to improve the internal IZIS workflows to allow for increased efficiency in the processing to cases. OZ is developing workflows that will allow employees to see process information at a glance. In addition, OZ is overhauling the external user interface to facilitate the filing of cases and documents into the case record. Much like a Turbo Tax user-interface, the new intake pages will walk you through filing an application in an intuitive, user friendly way.

3. Zoning Map

OZ is working to implement a 3D mapping tool that allows applicants to upload their projects for the community and Board to visualize in context; including sun/shade studies. OZ is also developing a development standards layer that shows a 3D rendering of development potential; adding data layers from other agencies; and looking into adding tools to assist the public in researching changes made to the Zoning Map.



4. Public Outreach

Public outreach remains one of the biggest priorities for OZ. OZ will spearhead targeted outreach to the ANCs again this fiscal year. This training will be focused on teaching the public how to access and use the regulations, map, and handbook and will outline the main changes from the previous regulations. Training will be held approximately three times a month from April through September.

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. In addition, 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.

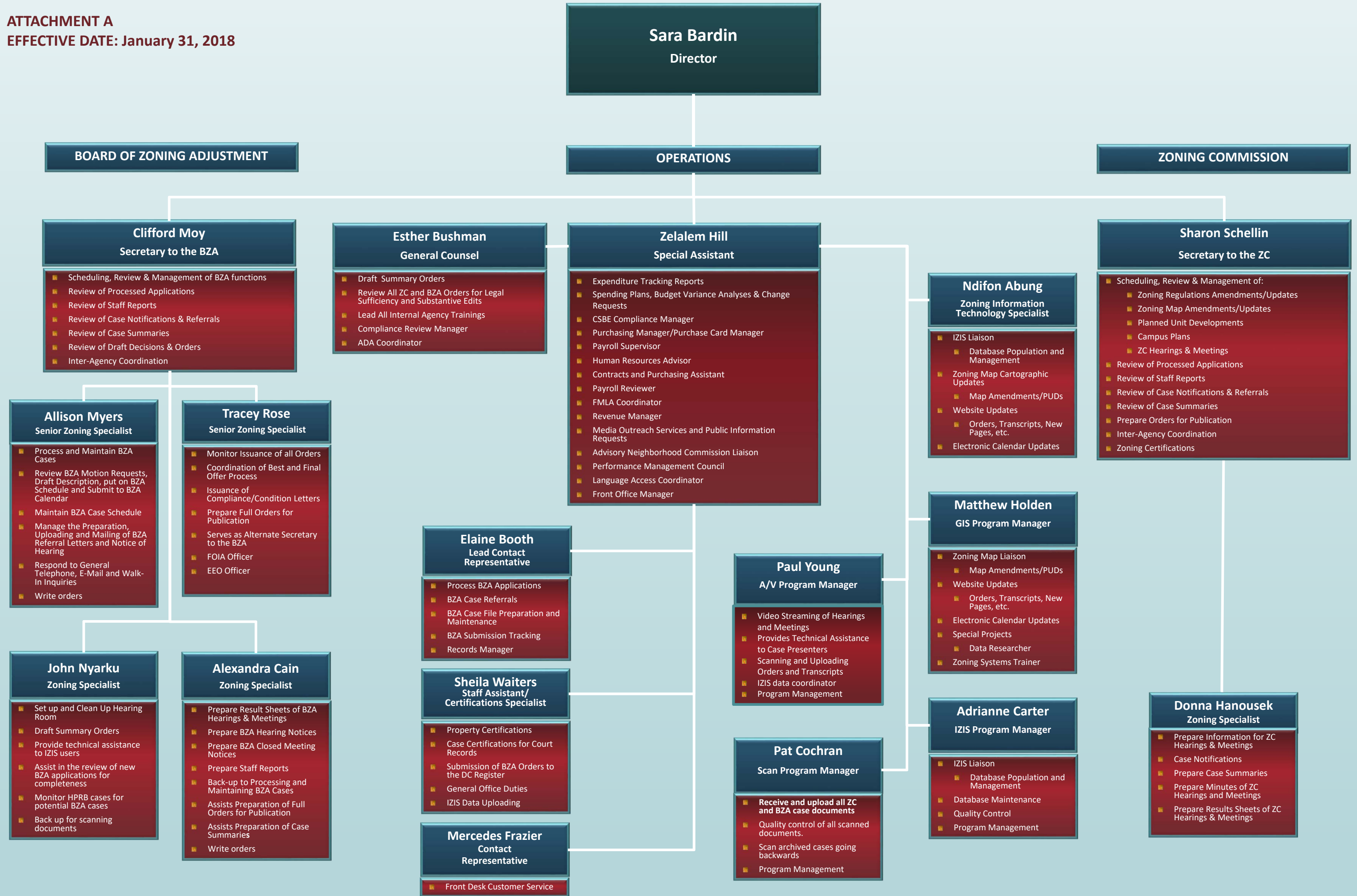
Sincerely,

A handwritten signature in blue ink, appearing to read 'Sara A. Bardin'. The signature is stylized and fluid.

Sara A. Bardin

Director

Enclosure: Attachment A – Organizational Chart
Attachment B – Schedule A
Attachment C – FY2017 FOIA Report
Attachment D – FY 2017 OZ Performance Plan



Sara Bardin
Director

BOARD OF ZONING ADJUSTMENT

OPERATIONS

ZONING COMMISSION

Clifford Moy
Secretary to the BZA

- Scheduling, Review & Management of BZA functions
- 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

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

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
- Media Outreach Services and Public Information Requests
- Advisory Neighborhood Commission Liaison
- Performance Management Council
- Language Access Coordinator
- Front Office Manager

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

Allison Myers
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
- Write orders

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

Ndifon Abung
Zoning Information Technology Specialist

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

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

Alexandra Cain
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
- Write orders

Matthew Holden
GIS Program Manager

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

Elaine Booth
Lead Contact Representative

- Process BZA Applications
- BZA Case Referrals
- BZA Case File Preparation and Maintenance
- BZA Submission Tracking
- Records Manager

Paul Young
A/V Program Manager

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

Sheila Waiters
Staff Assistant/
Certifications Specialist

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

Pat Cochran
Scan Program Manager

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

Mercedes Frazier
Contact Representative

- Front Desk Customer Service

Adrienne Carter
IZIS Program Manager

- IZIS Liaison
 - Database Population and Management
 - Database Maintenance
 - Quality Control
- Program Management

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

OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF ZONING
FY 2018 CURRENT SCHEDULE A

ATTACHMENT B

Position Number	Title	Vac Stat	FTE	Pgm Code	Grade	Step	FTE x Dist %	Salary	Fringe	Salary x Dist %	Fringe x Dist %
AGENCY MANAGEMENT PROGRAM											
00085121	Special Assistant	F	0.25	1010	13	6	25%	94,035	20,029	23,509	5,007
			0.25	1010 Personnel Total						23,509	5,007
00085121	Special Assistant	F	0.25	1020	13	6	25%	94,035	20,029	23,509	5,007
			0.25	1020 Contracting and Procurement Total						23,509	5,007
00039850	Information Technology Spec	F	0.50	1040	13	9	50%	110,145	23,461	55,073	11,730
00091991	Information Technology Special	F	0.50	1040	12	1	50%	76,082	16,205	38,041	8,103
			1.00	1040 Information Technology Total						93,114	19,833
00075244	DIRECTOR	F	0.25	1050	10	0	25%	161,255	34,347	40,314	8,587
00085121	Special Assistant	F	0.25	1050	13	6	25%	94,035	20,029	23,509	5,007
			0.50	1050 Financial Management Total						63,822	13,594
00039775	ATTORNEY ADVISOR	F	1.00	1060	14	10	100%	145,755	31,046	145,755	31,046
			1.00	1060 Legal Total						145,755	31,046
00092309	Contact Representative	F	0.25	1085	8	6	25%	53,789	11,457	13,447	2,864
			0.25	1085 Customer Service Total						13,447	2,864
00075244	DIRECTOR	F	0.25	1090	10	0	25%	161,255	34,347	40,314	8,587
00085121	Special Assistant	F	0.25	1090	13	6	25%	94,035	20,029	23,509	5,007
ZONING SERVICES PROGRAM											
00002798	SUPV ZONING SPEC	F	1.00	2010	15	0	100%	149,984	31,947	149,984	31,947
00008272	ZONING SPEC	F	1.00	2010	13	7	100%	104,523	22,263	104,523	22,263
00036011	ZONING SPEC	F	1.00	2010	13	8	100%	107,334	22,862	107,334	22,862
00039849	Lead Contact Rep.	F	1.00	2010	10	9	100%	70,351	14,985	70,351	14,985
00039850	Information Technology Spec	F	0.50	2010	13	9	50%	110,145	23,461	55,073	11,730
00075244	DIRECTOR	F	0.50	2010	10	0	50%	161,255	34,347	80,627	17,174
00077835	Zoning Data Coordinator	F	1.00	2010	12	1	100%	76,082	16,205	76,082	16,205
00085120	Zoning Specialist	F	1.00	2010	12	6	100%	87,892	18,721	87,892	18,721
00085123	Staff Assistant	F	0.75	2010	11	3	75%	65,443	13,939	49,082	10,455
00085124	SUPV ZONING SPEC	F	1.00	2010	15	0	100%	128,704	27,414	128,704	27,414
00085261	Zoning Specialist	F	1.00	2010	12	4	100%	83,168	17,715	83,168	17,715
00092116	Zoning Specialist	F	1.00	2010	12	1	100%	76,082	16,205	76,082	16,205
00092309	Contact Representative	F	0.75	2010	8	6	75%	53,789	11,457	40,342	8,593
			11.50	2010 Zoning Services Total						1,109,244	236,269
00091991	Information Technology Special	F	0.50	2030	12	1	50%	76,082	16,205	38,041	8,103
00092113	Audiovisual Production Spec	F	1.00	2030	11	1	100%	61,491	13,098	61,491	13,098
00092114	Program Support Specialist	F	1.00	2030	11	1	100%	61,491	13,098	61,491	13,098
			2.50	2030 Information Management Total						161,023	34,298
00085123	Staff Assistant	F	0.25	2040	11	3	25%	65,443	13,939	16,361	3,485

Agency Name

**Annual Freedom of Information Act Report for Fiscal Year 2017
October 1, 2016 through September 30, 2017**

FOIA Officer Reporting _____

PROCESSING OF FOIA REQUESTS

1. Number of FOIA requests received during reporting period
2. Number of FOIA requests pending on October 1, 2016.....
3. Number of FOIA requests pending on September 30, 2017.....
4. The average number of days unfilled requests have been pending before each public body as of September 30, 2017

DISPOSITION OF FOIA REQUESTS

5. Number of requests granted, in whole.....
6. Number of requests granted, in part, denied, in part.....
7. Number of requests denied, in whole.....
8. Number of requests withdrawn.....
9. Number of requests referred or forwarded to other public bodies.....
10. Other disposition

NUMBER OF REQUESTS THAT RELIED UPON EACH FOIA EXEMPTION
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11. Exemption 1 - D.C. Official Code § 2-534(a)(1).....
12. Exemption 2 - D.C. Official Code § 2-534(a)(2).....
13. Exemption 3 - D.C. Official Code § 2-534(a)(3)
 - Subcategory (A).....
 - Subcategory (B).....
 - Subcategory (C)
 - Subcategory (D)
 - Subcategory (E)
 - Subcategory (F)
14. Exemption 4 - D.C. Official Code § 2-534(a)(4)
15. Exemption 5 - D.C. Official Code § 2-534(a)(5).....

- 16. Exemption 6 - D.C. Official Code § 2-534(a)(6)
 - Subcategory (A).....
 - Subcategory (B).....
- 17. Exemption 7 - D.C. Official Code § 2-534(a)(7).....
- 18. Exemption 8 - D.C. Official Code § 2-534(a)(8).....
- 19. Exemption 9 - D.C. Official Code § 2-534(a)(9).....
- 20. Exemption 10 - D.C. Official Code § 2-534(a)(10).....
- 21. Exemption 11 - D.C. Official Code § 2-534(a)(11).....
- 22. Exemption 12 - D.C. Official Code § 2-534(a)(12).....

TIME-FRAMES FOR PROCESSING FOIA REQUESTS

- 23. Number of FOIA requests processed within 15 days.....
- 24. Number of FOIA requests processed between 16 and 25 days.....
- 25. Number of FOIA requests processed in 26 days or more.....
- 26. Median number of days to process FOIA Requests.....

RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS

- 27. Number of staff hours devoted to processing FOIA requests.....
- 28. Total dollar amount expended by public body for processing FOIA requests.....

FEEES FOR PROCESSING FOIA REQUESTS

- 29. Total amount of fees collected by public body.....

PROSECUTIONS PURSUANT TO SECTION 207(d) OF THE D.C. FOIA

- 30. Number of employees found guilty of a misdemeanor for arbitrarily or capriciously violating any provision of the District of Columbia Freedom of Information Act

QUALITATIVE DESCRIPTION OR SUMMARY STATEMENT

Pursuant to section 208(a)(9) of the D.C. FOIA, provide in the space below or as an attachment, “[a] qualitative description or summary statement, and conclusions drawn from the data regarding compliance [with the provisions of the Act].”

Office of Zoning FY2018

Agency Office of Zoning

Agency Code BJ0

Fiscal Year 2018

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).

2018 Strategic Objectives

Objective Number	Strategic Objective	# of Measures	# of Operations
1	Leverage new and existing technologies to further ensure that the District of Columbia's zoning processes are easily understandable and accessible to the public.	2	2
2	Streamline zoning regulations to enhance efficiency and transparency of zoning processes.	3	2
3	Create a convenient, easy to use, and understandable zoning process through website development, expansive outreach and educational programs for District residents and businesses.	1	2
4	Create and maintain a highly efficient, transparent and responsive District government.**	9	0
TOT		15	6

2018 Key Performance Indicators

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target
1 - Leverage new and existing technologies to further ensure that the District of Columbia's zoning processes are easily understandable and accessible to the public. (2 Measures)									
Percent of updates to the official zoning map completed within 5 of days of the issuance of a zoning order	✓	Not available	Not available	Not available	Not available	New Measure	New Measure	New Measure	New Measure
Percent of webstreamed video of ZC and BZA hearings and meetings that are posted to OZ's website with 48 hours of recording	✓	Not available	Not available	Not available	Not available	New Measure	New Measure	New Measure	New Measure
2 - Streamline zoning regulations to enhance efficiency and transparency of zoning processes. (3 Measures)									

Percent of zoning certifications completed within 5 business days	<input type="checkbox"/>	Not available	Not available	Not available	Not available	99.1%	98%	98.8%	98%
Percent of BZA hearings scheduled within 3 months of application acceptance (excluding recess month)	<input type="checkbox"/>	Not available	Not available	Not available	Not available	100%	98%	98.6%	98%
Percent of BZA summary orders issued within 10 business days	<input type="checkbox"/>	Not available	Not available	Not available	Not available	100%	98%	98.8%	98%

3 - Create a convenient, easy to use, and understandable zoning process through website development, expansive outreach and educational programs for District residents and businesses. (1 Measure)

Percent of website inquiries responded to within 24 hours	<input type="checkbox"/>	Not available	Not available	Not available	Not available	92.6%	98%	85.7%	98%
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We've revisited a project to standardize District wide measures for the Objective "Create and maintain a highly efficient, transparent and responsive District government." New measures will be tracked in FY18 and FY19 and published starting in the FY19 Performance Plan.

2018 Operations

Operations Header	Operations Title	Operations Description	Type of Operations	# of Measures	# of Strategic Initiatives
1 - Leverage new and existing technologies to further ensure that the District of Columbia's zoning processes are easily understandable and accessible to the public. (2 Activities)					
ZONING SERVICES	The Official Zoning Map	OZ is responsible for updating and maintaining the official Zoning Map of the District of Columbia.	Key Project	1	1
ZONING SERVICES	Interactive Zoning Information System (IZIS)	OZ reviews and accepts applications, schedules public hearings and meetings, and issues legal orders that document the decisions of both the Zoning Commission and the BZA. This process is managed through the IZIS system.	Key Project	0	1
TOT				1	2
2 - Streamline zoning regulations to enhance efficiency and transparency of zoning processes. (2 Activities)					

ZONING SERVICES	Effectively process ZC and BZA applications and petitions.	OZ reviews and accepts applications, schedules public hearings and meetings, and issues legal orders that document the decisions of both the Zoning Commission and the BZA	Daily Service	7	0
ZONING SERVICES	Zoning Regulations of 2016	OZ is responsible for updating and maintaining the official Zoning Regulations of the District of Columbia.	Key Project	1	0
TOT				8	0
3 - Create a convenient, easy to use, and understandable zoning process through website development, expansive outreach and educational programs for District residents and businesses. (2 Activities)					
ZONING SERVICES	Website development to serve the public with zoning information	OZ is responsible for making zoning information easily accessible to the public. This is achieved by making a wealth of information, including, documents, video and regulations available on its website 24/7.	Daily Service	1	0
ZONING SERVICES	Conduct expansive outreach and provide educational programs	OZ believes an informed public is better able to navigate the zoning process in the District of Columbia; therefore it conducts expansive outreach to educate the public about the process before the ZC and BZA.	Daily Service	1	0
TOT				2	0
TOT				11	2

2018 Workload Measures

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY2016 Actual	FY 2017 Actual
1 - The Official Zoning Map (1 Measure)					
Number of unique Zoning Map hits	✓	Not available	Not available	New Measure	New Measure
2 - Effectively process ZC and BZA applications and petitions. (7 Measures)					
Number of Board of Zoning Adjustment cases filed	<input type="checkbox"/>	Not available	Not available	237	257
Number of Zoning Commission cases filed	<input type="checkbox"/>	Not available	Not available	73	77
Number of Board of Zoning Adjustment orders issued	<input type="checkbox"/>	Not available	Not available	221	213
Number of Zoning Commission orders issued	<input type="checkbox"/>	Not available	Not available	50	67
Number of Appeals to the DC Court of Appeals (by Calendar Year)	<input type="checkbox"/>	Not available	Not available	15	22
Number of Board of Zoning Adjustment hearings and meetings	✓	Not available	Not available	New Measure	New Measure
Number of Zoning Commission hearings and meetings	✓	Not available	Not available	New Measure	New Measure
2 - Zoning Regulations of 2016 (1 Measure)					

Number of errata and text amendments processed	<input type="checkbox"/>	Not available	Not available	Not Available	11
3 - Conduct expansive outreach and provide educational programs (1 Measure)					
Number of outreach meetings held	✓	Not available	Not available	New Measure	New Measure
3 - Website development to serve the public with zoning information (1 Measure)					
Number of unique website hits	✓	Not available	Not available	New Measure	New Measure

Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Interactive Zoning Information System (IZIS) (1 Strategic Initiative)		
Zoning Date Dashboard	In FY18, OZ will leverage technology to produce a zoning data dashboard that will provide internal and external reporting on cases before the ZC and BZA. This includes user-friendly ways to obtain case related zoning data: ie number cases filed, cases approved/denied, types of cases, and average time for approvals. This will allow the public to access up-to-date data to ensure predictability.	09-30-2018
The Official Zoning Map (1 Strategic Initiative)		
Zoning Map	In FY17, DCOZ began work to develop a 3D Decision Support System for the Zoning Commission and the Board of Zoning Adjustment . Once finished, the system will assist in the review of cases brought before both entities by enabling 3D models of projects to be submitted for approval by either the ZC or BZA to be electronically placed in context of the project site and reviewed for their impact on the built environment, and their compatibility with the surrounding zoning. This will better enable the BZA, ZC, DC Office of Planning and the general public to understand the context of the project with the surrounding neighborhood. In FY 2018, DCOZ intends to continue to make further progress on important zoning project for the District.	09-30-2018

Created on Dec. 15, 2016 at 3:17 PM (EST). Last updated by [Katz, Lia \(EOM\)](#) on June 6 5:49 PM at 5:49 PM (EDT). Owned by [Katz, Lia \(EOM\)](#).