

GOVERNMENT OF THE DISTRICT OF COLUMBIA



OFFICE OF ZONING

February 14, 2017

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 25, 2017, 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, 2017. 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 2016, 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.*

| 2016 | | | | |
|-----------------|--------------------------|-----------|----------|-----------|
| Name | Position Title | Salary | Overtime | Bonus Pay |
| Sara Bardin | Director | \$156,558 | N/A | N/A |
| Nyambi Nyambi | Chief Technology Officer | \$156,888 | N/A | N/A |
| Clifford Moy | Secretary to the BZA | \$145,615 | N/A | N/A |
| Esther Bushman | General Counsel | \$131,660 | N/A | N/A |
| Sharon Schellin | Secretary to the ZC | \$116,781 | N/A | N/A |

(b) For fiscal year 2017, 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.

| 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 |
| Sharon Schellin | Secretary to the ZC | \$120,284 | N/A | N/A |
| Ndifon Abung | IT Specialist | \$110,145 | N/A | N/A |

5. Please list, in descending order, the top 25 overtime earners in your agency for fiscal year 2016. 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 2016 and 2017 (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 2016 or 2017.

7. For fiscal year 2016 and 2017 (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 2016 or 2017.

8. For fiscal years 2016 and 2017 (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 2016 or 2017.

9. *Please provide the name of each employee who was or is on administrative leave in fiscal years 2016 and 2017 (to date). 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, 2017).*

OZ did not have any employees on administrative leave in fiscal years 2016 or 2017.

10. *How many grievances have been filed by labor unions against agency management? Please list each of them by year for fiscal years 2014, 2015, 2016, and 2017 (to date). Give a brief description of each grievance, and the outcome as of January 31, 2017.*

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

11. *For fiscal years 2016 and 2017 (to date), please list, in chronological order, all intra-District transfers to or from the agency.*

| 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 |
| \$166,569.83 | Office of the Attorney General | To provide legal support to the Office of Zoning, Zoning Commission, and Board of Zoning Adjustment. |
| \$29,610.00 | OFRM | Funding for the PCard. |
| \$500.00 | Telecom | Telecommunications fees (i.e., landline changes). |
| 2017 | | |
| 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 |
| \$177,686.00 | Office of the Attorney General | To provide legal support to the Office of Zoning, Zoning Commission, and Board of Zoning Adjustment. |
| \$25,000.00 | OFRM | Funding for the PCard. |
| \$500.00 | Telecom | Telecommunications fees (i.e., landline changes). |
| \$24,500 | OCTO | Migration of website |

12. Please list, in chronological order, every reprogramming of funds into and out of the agency for fiscal years 2016 and 2017 (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 2016 Reprogrammings | | | |
|---|--------------|-----------------------------|------------------------------|
| Local | | | |
| Reason | Amount | From | To |
| Realignment to Support Contractual Needs Personal Services -Regular Full Time (11) Contracts (41) | \$175,000.00 | -\$175,000.00 | \$175,000.00 |
| Realignment of Personal Services budget with projected expenditures-Staff Realigned in FY 2016 Personal Services - Regular Full Time (11) net Personal Services -Term (12) net Personal Services - Fringe (14) net Personal Services - Overtime (15) | \$536,069.79 | -\$60,183.68 -\$7,987.21 | \$67,652.16 - \$518.73 |
| Supplemental Budget to replace funding reprogrammed to support contracts Personal Services -Regular Full Time (11) | \$175,000.00 | -\$175,000.00 | |
| Supplemental Budget to support staff conversion to union pay scales Personal Services -Regular Full Time (11) | \$48,844.09 | \$48,844.09 | |
| Capital | | | |
| Adjustments made to correct SOAR structure errors- no true reprogrammings | | | |

No reprogrammings have been processed in 2017.

13. Please list, in chronological order, every reprogramming within your agency during fiscal year 2017 to date. Also, include known, anticipated intraagency reprogrammings. For each, give the date, amount, and rationale.

N/A

14. For fiscal years 2016 and 2017 (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. For (4) and (5) provide specific data for fiscal years 2015, 2016, and 2017 (as of January 31, 2017).

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

15. Please provide a table showing your agency Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program, for fiscal years 2015, 2016, and the first quarter of 2017. In addition, please explain the variances between fiscal year appropriations and actual expenditures for fiscal years 2015 and 2016.

| 2015 | | | | |
|---|-----------------------|-----------------------|-----------------------|--------------------|
| Object Category | Approved Budget | Revised Budget | Expenditures | Y/E Balance |
| 1000 - AGENCY MANAGEMENT PROGRAM | | | | |
| PERSONNEL SERVICES | \$855,454.76 | \$925,517.34 | \$915,916.44 | \$9,600.90 |
| NON-PERSONNEL SERVICES | \$155,000.00 | \$155,000.00 | \$155,000.00 | \$0.00 |
| 0100 LOCAL FUND | \$1,010,454.76 | \$1,080,517.34 | \$1,070,916.44 | \$9,600.90 |
| 2000 - ZONING SERVICES | | | | |
| PERSONNEL SERVICES | \$1,165,855.18 | \$1,075,429.81 | \$1,071,974.62 | \$3,455.19 |
| NON-PERSONNEL SERVICES | \$528,425.06 | \$547,410.43 | \$481,890.92 | \$65,519.51* |
| 0100 LOCAL FUND | \$1,694,280.24 | \$1,622,840.24 | \$1,553,865.54 | \$68,974.70 |
| 0700 INTRA-DISTRICT FUNDS | \$24,000.00 | \$24,000.00 | \$19,194.29 | \$4,805.71 |
| OFFICE OF ZONING | \$2,728,735.00 | \$2,727,357.58 | \$2,643,976.27 | \$83,381.31 |

* The remaining funds stem from unspent funds on an MOU, several contracts, and stipends.

| 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 | Current Expenditures/ Encumbrances | Available Balance | Percent Available |
| 1000 - AGENCY MANAGEMENT PROGRAM | | | | |
| PERSONNEL SERVICES | \$568,410.77 | \$132,520.96 | \$435,889.81 | 77% |
| NON-PERSONNEL SERVICES | \$165,000.00 | \$165,500.00 | -\$500.00 | 0% |
| 0100 LOCAL FUND | \$733,410.77 | \$298,020.96 | \$435,389.81 | 59% |
| 2000 - ZONING SERVICES | | | | |
| PERSONNEL SERVICES | \$1,630,196.60 | \$377,489.96 | \$1,252,706.64 | 77% |
| NON-PERSONNEL SERVICES | \$551,480.63 | \$396,138.50 | \$155,342.13 | 28% |
| 0100 LOCAL FUND | \$2,181,677.23 | \$773,628.46 | \$1,408,048.77 | 65% |
| 0700 INTRA-DISTRICT FUNDS | \$24,000.00 | \$0.00 | \$24,000.00 | 100% |
| OFFICE OF ZONING | \$2,939,088.00 | \$1,071,649.42 | \$1,867,438.58 | 64% |

| Variance 2015 vs. 2016 | | | |
|---|----------------------|---------------------|---|
| Object Category | Approved Budget | Revised Budget | Explanation |
| 1000 - AGENCY MANAGEMENT PROGRAM | | | |
| PERSONNEL SERVICES | \$213,964.28 | -\$382,981.22 | Staff was reassigned to a different program |
| NON-PERSONNEL SERVICES | \$10,000.00 | \$10,000.00 | Increase in proposed MOU with OAG |
| 0100 LOCAL FUND | \$223,964.28 | \$153,901.70 | |
| 2000 - ZONING SERVICES | | | |
| PERSONNEL SERVICES | -\$181,311.14 | \$484,841.24 | Staff was reassigned to a different program; however, overall salary cost increased by \$101,860, which covers salary increases due to COLA and shift to Union pay scales |
| NON-PERSONNEL SERVICES | -\$141,131.14 | \$14,883.49 | Additional funding during the fiscal year to support contract spending. Additional funding provided to support map maintenance. |
| 0100 LOCAL FUND | -\$322,442.28 | \$499,724.73 | |
| 0700 INTRA-DISTRICT FUNDS | \$0.00 | \$0.00 | |
| OFFICE OF ZONING | -\$98,478.00 | -\$97,100.58 | |

| Variance 2016 vs 2017 | | | |
|---|----------------------|--------------------|--|
| Object Category | Approved Budget | Revised Budget | Explanation |
| 1000 - AGENCY MANAGEMENT PROGRAM | | | |
| PERSONNEL SERVICES | -\$501,008.27 | \$25,874.65 | COLA and salary increases for union scale adjustment |
| NON-PERSONNEL SERVICES | \$0.00 | \$0.00 | Increase in proposed MOU with OAG |
| 0100 LOCAL FUND | -\$501,008.27 | \$25,874.65 | |
| 2000 - ZONING SERVICES | | | |
| PERSONNEL SERVICES | \$645,652.56 | \$69,925.55 | COLA and salary increases for union scale adjustment |
| NON-PERSONNEL SERVICES | \$164,186.71 | -\$10,813.29 | Reductions to stay within MARC |
| 0100 LOCAL FUND | \$809,839.27 | \$59,112.26 | |
| 0700 INTRA-DISTRICT FUNDS | \$0.00 | \$0.00 | |
| OFFICE OF ZONING | \$308,831.00 | \$84,986.91 | |

16. Please list all memoranda of understanding (MOU) either entered into by your agency or in effect during fiscal years 2016 and 2017 (to date). For each, describe its purpose, indicate the date entered, and provide the actual or anticipated termination date.

| 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 |
| 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 |

17. 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 2016 and 2017.

Please see **Attachments C and D** for the FY 2016 and 2017 budget enhancement requests.

18. *Please list each grant or sub-grant received by your agency in fiscal years 2016 and 2017 (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.

19. *Please describe every grant your agency is, or is considering, applying for this fiscal year.*

OZ does not have any grants and it is not considering applying for any grants this fiscal year.

20. *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 most up-to-date information readily available to the public.

Funding:

| Agency | Project No | Project Title | Allotments | Expenditures Through FY16 | Pre-encumbrances | Lifetime Balance |
|--------|------------|---------------------------------|------------|---------------------------|------------------|------------------|
| BJ0 | JM102C | REWRITING OF ZONING REGULATIONS | \$542,000 | \$208,237 | \$269,754 | \$64,009 |

| | | | | | | |
|-----|--------|---------------------------------|-----------------------|---------------------|------------------|------------------|
| BJ0 | JM102C | REWRITING OF ZONING REGULATIONS | \$350,000 | \$177,314 | \$3,953 | \$168,732 |
| BJ0 | JM102C | REWRITING OF ZONING REGULATIONS | \$175,000 | \$45,401 | \$3,887 | \$125,710 |
| | | | \$1,067,000.00 | \$430,953.13 | \$277,594 | \$358,452 |

21. 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.

22. (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

23. Please list, in chronological order, all employee grievances filed against your agency in fiscal years 2016 and 2017 (to date). Include on the chronological 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. If the entirety of your answer was covered by question no. 10, indicate that here and do not repeat the answer.

OZ has no pending grievances.

24. In table format, please list the following for fiscal years 2016 and 2017 (through January 31, 2017) 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 | |
| 2016 | Zelalem Hill | Special Assistant | \$5,000.00 | \$5,000.00 | \$20,000.00 | \$29,610.00 |
| 2017 | Zelalem Hill | Special Assistant | \$5,000.00 | \$5,000.00 | \$20,000.00 | \$8,533.33 |

25. Please provide a list of all procurements for goods or services for use by your agency over \$10,000 for fiscal years 2016 and 2017 (to date). 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 2016 Procurements Over \$10,000 | | |
|---|----------------------|--|
| Vendor | Amount Expended 2015 | Business Purpose |
| OST, INC. | | |
| Local | \$111,626.05 | Website and IZIS Development and Maintenance |
| Capital | \$117,531.41 | |
| Total | \$229,157.46 | |
| BLUE RASTER, LLC | | |
| Local | \$67,742.50 | Map Development and Maintenance |
| Capital | \$53,000.00 | |
| Total | \$120,742.50 | |
| Olender Reporting, Inc. (Local) | \$67,829.43 | Court Reporting |
| Dell Computer (Local) | \$22,772.75 | Hardware |
| DP Consultants, Inc. (Local) | \$17,313.75 | Release of the Zoning Regulations, Map, and Handbook |
| Earthchannel Communications, Inc. (Local) | \$11,920.00 | Video-streaming |
| Information Builders (Local) | \$10,008.76 | Copier |
| Karcher Group, Inc. (Local) | \$54,648.00 | A/V Upgrades and Maintenance |

| FY 2017 Procurements Over \$10,000 | | |
|---|-----------------------|--|
| Vendor | Amount Obligated 2016 | Business Purpose |
| OST, INC. | | |
| Local | \$99,660.02 | Website and IZIS Development and Maintenance |
| Capital | \$158,308.51 | |
| Total | \$257,968.53 | |
| BLUE RASTER LLC | | |
| Local | \$60,000.00 | Map Development and Maintenance |
| Capital | \$79,400.00 | |
| Total | \$139,400.00 | |
| Olender Reporting, Inc. (Local) | \$80,000.00 | Court Reporting |
| Earthchannel Communications, Inc. (Local) | \$11,920.00 | Video-streaming |
| Information Builders (Local) | \$10,401.40 | Webfocus Reporting |

26. (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 2016 and 2017 (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.

| 2016 | | | |
|---------------|--------------------------|----------------|--|
| Phone Holder | Title | Annual Expense | Justification |
| Zelalem Hill | Special Assistant | \$580.08 | Requirement to answer emails 24/7 for time sensitive matters and to be available for contact after office hours. |
| Nyambi Nyambi | Chief Technology Officer | \$580.08 | Requirement to be available on a 24/7 basis for the purpose of maintaining the IT network. |
| Ndifon Abung | IT Specialist | \$580.08 | Requirement to be available on a 24/7 basis for the purpose of maintaining the IT network. |
| 2017 | | | |
| Phone Holder | Title | Annual Expense | Justification |
| Zelalem Hill | Special Assistant | \$580.08 | Requirement to answer emails 24/7 for time sensitive matters and to be available for contact after office hours. |
| Ndifon Abung | IT Specialist | \$580.08 | Requirement to be available on a 24/7 basis for the purpose of maintaining the IT network. |

27. (a) Does your agency have or use one or more government vehicle? If so, for fiscal years 2016 and 2017 (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 2015, 2016, and 2017 (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

28. *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

29. *(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) 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

30. *In table format, please provide the following information for fiscal years 2016 and 2017 (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 2016 or 2017.

31. *Please provide and itemize, as of January 31, 2017, 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 |
| | | | | |

32. *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.

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

In FY 2017 and beyond, OZ will continue to strive to make all its services and information available to the public. A few initiatives that OZ will be working on in FY 2017 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.

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

Not applicable

35. *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.

36. *Did your agency receive any FOIA requests in fiscal year 2016? 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 33 FOIA requests in FY 2016 and it filed a disclosure report with the Secretary of the District of Columbia (see **Attachment E**). As we stated in the report last year, unfortunately, OZ's previous FOIA Officer retired at the beginning of FY 2015 and the responsibility was assigned to another employee. That employee did not fully understand what her responsibilities entailed and allowed FOIA requests in FY 2015 and the 1st quarter of FY 2016 to exceed the required 15 days. From the 2nd quarter in FY 2016 through the end of the fiscal year, all FOIA requests were processed within 15 days.

37. *(a) Please attach copies of the required annual small business enterprise (SBE) expenditure reports for your agency for fiscal years 2015 and 2016.*

Please see **Attachments F and G**.

(b) D.C. Official Code § 2-218.53(b) requires each District agency to submit supplemental information with their annual SBE expenditure report, including: a description of the activities the agency engaged in to achieve their fiscal year SBE expenditure goal; and a description of any changes the agency intends to make during the next fiscal year to achieve their SBE expenditure goal. Has your agency submitted the required information for fiscal year 2016? Please provide a copy as an attachment.

| Fiscal Year | Description of Activities Performed to Achieve Goal | Description of Changes the Agency Intends to Make to Achieve Goal Next Year |
|-------------|---|---|
| 2016 | Whenever possible, OZ made every effort to spend all expendable dollars with CSBEs before contracting with non-CSBE entities. | In FY 2017, OZ maintains its pledge to spend all expendable dollars with CSBEs before contracting with non-CSBE entities. However, as the award of contracts is not solely at the discretion of OZ, but primarily at the discretion of the Office of Contracting and Procurement, OZ can request contracts be awarded to CSBEs, but ultimately the request may be denied. In an effort to ensure compliance this fiscal year, OZ has made a concerted effort to encourage non-CSBE awardees to become CSBE-certified. |

38. *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 G**.

39. (a) What are your agency's key performance indicators and what has been your agency's performance (per these KPIs) in fiscal year (or calendar year) 2015, 2016, and 2017 (through the first quarter).

| Measure | FY2014 Actual | FY2015 Actual | FY2016 Actual | FY2017 1st Qtr |
|--|---------------|---------------|---------------|-----------------|
| Percent of zoning certifications completed within 5 business days | 100% | 97.90% | 99.09% | 100% |
| Percent of BZA summary orders issued within 10 business days | 98.41% | 99.40% | 100% | 97.44% |
| Percent of BZA hearings scheduled within 3 months of application acceptance (excluding recess month) | 100% | 100% | 100% | 94.92% |
| Percentage of website inquiries responded to within 24 hours | 97.18% | 97.70% | 92.59% | Waiting on Data |

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

N/A

40. 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. Zoning Handbook, IZIS, and the Zoning Map

OZ is continuing its work on the state-of-the-art new Official Zoning Map, the Zoning Handbook, and IZIS. These three interactive systems contain a wealth of information that assists the public in understanding information about the new zoning designations, including

hyperlinks between the systems, images, and illustrations. These updates and new features will continue through FY 2018.

3. Title 11 DCMR 2016 Zoning Regulations

Now that the regulations are in effect, the OZ is working with OP and the ZC to process any technical and substantive amendments. A commenting module was created to allow the public and other agencies to submit comments on sections that they believe need to be changed, updated, or corrected. This allows OZ to work with OP to bring technical and non-substantive changes to the ZC on a quarterly basis for processing. Substantive amendments can be brought forward at any time by anyone.

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.

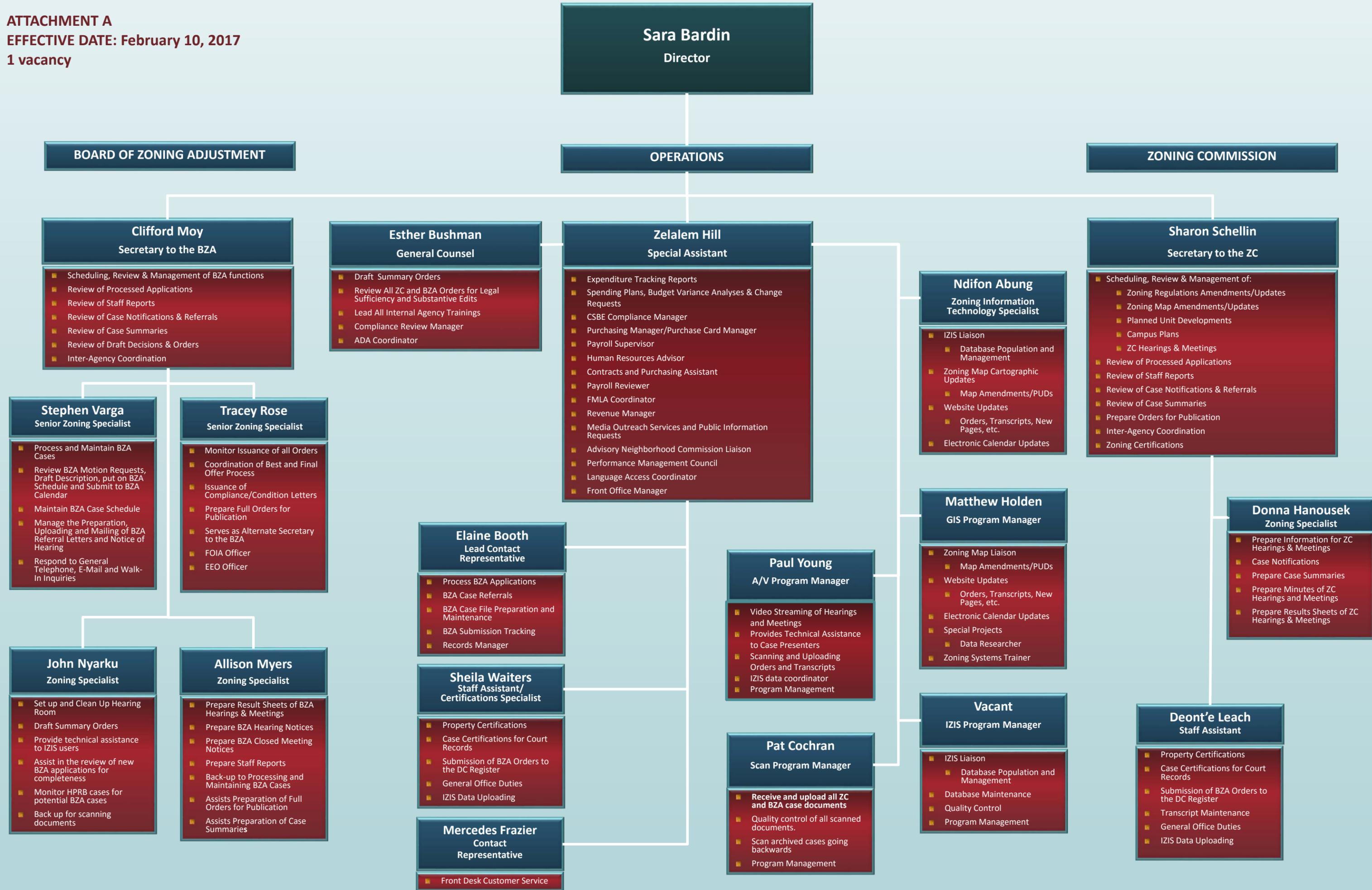
Sincerely,



Sara A. Bardin

Director

Enclosure: Attachment A – Organizational Chart
Attachment B – Schedule A
Attachment C – FY 2016 Budget Enhancement Requests
Attachment D – FY 2017 Budget Enhancement Requests
Attachment E – FY2016 FOIA Report
Attachment F – FY 2015 SBE Expenditure Report
Attachment G – FY 2016 SBE Expenditure Report
Attachment H – FY 2016 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

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

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

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

Elaine Booth
Lead Contact Representative

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

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

Mercedes Frazier
Contact Representative

- Front Desk Customer Service

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

Matthew Holden
GIS Program Manager

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

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

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

Vacant
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

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

OFFICE OF ZONING
FY 2017 SCHEDULE A AS OF JANUARY 31, 2017

| Posn Nbr | Title | Name | Emplid | Hire Date | Vac Sta | Grade | Step | FTE x Dist % | Allocated Salary | Budgeted Fringe | Total | Fund Code | Activity | Program | F/P Time | Reg / Term |
|----------------------|---------------------------|--------------------|----------|------------|---------|-------|------|--------------|------------------|-----------------|---------------|-----------|----------|---------|----------|------------|
| 0000279E | SUPV ZONING SPEC | Moy, Clifford | 0000688E | 7/28/2002 | F | 15 | 0 | 1 | \$ 149,983.78 | \$ 33,896.33 | \$ 183,880.11 | 0100 | 2010 | 2000 | F | Reg |
| 00008272 | ZONING SPEC | Hanousek, Donna | 0002824E | 1/10/2005 | F | 13 | 7 | 1 | \$ 104,523.00 | \$ 23,622.20 | \$ 128,145.20 | 0100 | 2010 | 2000 | F | Reg |
| 00036011 | ZONING SPEC | ROSE, TRACEY | 00029107 | 5/16/2005 | F | 13 | 8 | 1 | \$ 107,334.00 | \$ 24,257.48 | \$ 131,591.48 | 0100 | 2010 | 2000 | F | Reg |
| 0003977E | ATTORNEY ADVISOR | Bushman, Esther | 00002764 | 5/12/1997 | F | 14 | 10 | 1 | \$ 145,755.00 | \$ 32,940.63 | \$ 178,695.63 | 0100 | 1060 | 1000 | F | Reg |
| 0003984E | Lead Contact Rep. | Booth, Elaine | 0001706E | 5/16/1976 | F | 10 | 9 | 1 | \$ 70,351.00 | \$ 15,899.33 | \$ 86,250.33 | 0100 | 2010 | 2000 | F | Reg |
| 0003985C | Information Technology | Abung, Ndifon O | 0000137E | 7/1/2002 | F | 13 | 9 | 0.5 | \$ 55,072.50 | \$ 12,446.39 | \$ 67,518.89 | 0100 | 1040 | 1000 | F | Reg |
| 0003985C | Information Technology | Abung, Ndifon O | 0000137E | 7/1/2002 | F | 13 | 9 | 0.5 | \$ 55,072.50 | \$ 12,446.39 | \$ 67,518.89 | 0100 | 2010 | 2000 | F | Reg |
| | | | | | | | | | \$ 110,145.00 | \$ 24,892.77 | \$ 135,037.77 | | | | | |
| 0004088E | Contact Representative | Frazier, Mercedes | 0006011E | 12/21/2009 | F | 7 | 6 | 0.25 | \$ 12,397.50 | \$ 2,801.84 | \$ 15,199.34 | 0100 | 1085 | 1000 | F | Reg |
| 0004088E | Contact Representative | Frazier, Mercedes | 0006011E | 12/21/2009 | F | 7 | 6 | 0.75 | \$ 37,192.50 | \$ 8,405.51 | \$ 45,598.01 | 0100 | 2010 | 2000 | F | Reg |
| | | | | | | | | | \$ 49,590.00 | \$ 11,207.34 | \$ 60,797.34 | | | | | |
| 00075244 | DIRECTOR | Bardin, Sara A | 0000398C | 1/5/2000 | F | 10 | 0 | 0.5 | \$ 80,627.44 | \$ 18,221.80 | \$ 98,849.24 | 0100 | 2010 | 2000 | F | Reg |
| 00075244 | DIRECTOR | Bardin, Sara A | 0000398C | 1/5/2000 | F | 10 | 0 | 0.25 | \$ 40,313.72 | \$ 9,110.90 | \$ 49,424.62 | 0100 | 1050 | 1000 | F | Reg |
| 00075244 | DIRECTOR | Bardin, Sara A | 0000398C | 1/5/2000 | F | 10 | 0 | 0.25 | \$ 40,313.72 | \$ 9,110.90 | \$ 49,424.62 | 0100 | 1090 | 1000 | F | Reg |
| | | | | | | | | | \$ 161,254.88 | \$ 36,443.60 | \$ 197,698.48 | | | | | |
| 0007702Z | Zoning Data Specialist | Young, Paul S | 0007067E | 10/22/2012 | F | 9 | 4 | 1 | \$ 55,929.00 | \$ 12,639.95 | \$ 68,568.95 | 0100 | 2030 | 2000 | F | Reg |
| 0007783E | Zoning Data Coordinator | Holden, Matthew | 00078181 | 9/9/2013 | F | 11 | 3 | 1 | \$ 65,443.00 | \$ 14,790.12 | \$ 80,233.12 | 0100 | 2010 | 2000 | F | Reg |
| 00083177 | Staff Assistant | Leach, Deont'e J | 0008058E | 4/21/2014 | F | 7 | 2 | 1 | \$ 43,718.00 | \$ 9,880.27 | \$ 53,598.27 | 0100 | 2010 | 2000 | F | Reg |
| 0008512C | Zoning Specialist | Nyarku, John K a | 00008901 | 6/30/1986 | F | 12 | 6 | 1 | \$ 87,892.00 | \$ 19,863.59 | \$ 107,755.59 | 0100 | 2010 | 2000 | F | Reg |
| 00085121 | Special Assistant | Hill, Zelalem | 0000374E | 11/9/2009 | F | 13 | 5 | 0.25 | \$ 22,859.50 | \$ 5,166.25 | \$ 28,025.75 | 0100 | 1090 | 1000 | F | Reg |
| 00085121 | Special Assistant | Hill, Zelalem | 0000374E | 11/9/2009 | F | 13 | 5 | 0.25 | \$ 22,859.50 | \$ 5,166.25 | \$ 28,025.75 | 0100 | 1050 | 1000 | F | Reg |
| 00085121 | Special Assistant | Hill, Zelalem | 0000374E | 11/9/2009 | F | 13 | 5 | 0.25 | \$ 22,859.50 | \$ 5,166.25 | \$ 28,025.75 | 0100 | 1020 | 1000 | F | Reg |
| 00085121 | Special Assistant | Hill, Zelalem | 0000374E | 11/9/2009 | F | 13 | 5 | 0.25 | \$ 22,859.50 | \$ 5,166.25 | \$ 28,025.75 | 0100 | 1010 | 1000 | F | Reg |
| | | | | | | | | | \$ 91,438.00 | \$ 20,664.99 | \$ 112,102.99 | | | | | |
| 0008512Z | ZONING SPEC | Varga, Stephen F | 00038134 | 1/18/2011 | F | 13 | 3 | 1 | \$ 93,279.00 | \$ 21,081.05 | \$ 114,360.05 | 0100 | 2010 | 2000 | F | Reg |
| 0008512E | Staff Assistant | Walters, Sheila Y | 00033154 | 9/5/2006 | F | 11 | 2 | 0.75 | \$ 47,600.25 | \$ 10,757.66 | \$ 58,357.91 | 0100 | 2010 | 2000 | F | Reg |
| 0008512E | Staff Assistant | Walters, Sheila Y | 00033154 | 9/5/2006 | F | 11 | 2 | 0.25 | \$ 15,866.75 | \$ 3,585.89 | \$ 19,452.64 | 0100 | 2040 | 2000 | F | Reg |
| | | | | | | | | | \$ 63,467.00 | \$ 14,343.54 | \$ 77,810.54 | | | | | |
| 00085124 | SUPV ZONING SPEC | Schellin, Sharon E | 00008364 | 11/5/2001 | F | 15 | 0 | 1 | \$ 120,284.42 | \$ 27,184.28 | \$ 147,468.70 | 0100 | 2010 | 2000 | F | Reg |
| 00085261 | Zoning Specialist | Myers, Allison E. | 0007982E | 1/27/2014 | F | 12 | 2 | 1 | \$ 78,444.00 | \$ 17,728.34 | \$ 96,172.34 | 0100 | 2010 | 2000 | F | Reg |
| 0008553E | Staff Assistant | Cochran, Patricia | 0007928E | 12/16/2013 | F | 9 | 3 | 1 | \$ 54,299.00 | \$ 12,271.57 | \$ 66,570.57 | 0100 | 2030 | 2000 | F | Reg |
| 00091991 | Supervisory IT Specialist | | | | V | 15 | 0 | 1 | \$ 132,745.00 | \$ 30,000.37 | \$ 162,745.37 | 0100 | 1040 | 1000 | F | Reg |
| Agency Totals | | | | | | | | | 19 | | | | | | | |

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 2017 PROGRAM ENHANCEMENT - FORM B
 Agency Program Enhancement Request Details

Agency Code: BJO
Agency Title: Office of Zoning
Enhancement Title: OZ Mission Critical Contracts
Date: November 30, 2015
Total Amount of Local Funds: \$175,000
FTEs: 0
Is this Enhancement a One-time Cost?: No
Agency Point of Contact: Sara Bardin

Problem Statement

As a part of the FY2016 budget process, the DC City Council attempted to restore the Office of Zoning’s (OZ) capital budget with a one-time reallocation of \$175,000 of from the agency’s local budget to OZ’s capital budget. This transfer has caused a FY 2016 spending pressure and is a portion of a 77% decrease in OZ’s contracting budget (Obj. 41) from FY 2015. Although the capital transfer was slated to be a one-time allocation, the funding was not included as a part of the FY 2017 OZ local MARC. The reduction of these funds critically affects three major areas of OZ’s mission—transcription funding, the Interactive Zoning Information System (online system for filing ZC and BZA cases), and the Official Zoning Map. It is imperative that these funds be returned to the agency in order for the agency to function effectively.

| FY | Contracting Budget (Obj. 41) | Difference from FY 2015 |
|------|------------------------------|-------------------------|
| 2015 | \$307,044 | - |
| 2016 | \$144,293 | (\$162,751) |
| 2017 | \$68,743 | (\$238,301) |

Transcription Services:

Per Title 11 DCMR §§ 3004 and 3105, OZ is required by law to transcribe its hearings and meetings. Due to rising costs, and a continued high level of Zoning Commission (ZC) and Board of Zoning Adjustment (BZA) applications, the missing funding is required to fulfill OZ's legally mandated requirements. If the court reporting contract is not sufficiently funded, OZ will have to cut back on the number of hearings the ZC and BZA hold, potentially creating a backlog for cases and lengthening the time it takes for cases to be heard.

Interactive Zoning Information System (IZIS):

This reduction greatly affects OZ by all but halting the progress OZ has made in advancing and maintaining the Interactive Zoning Information System (IZIS). Without funding, OZ will not be able to maintain this award-winning system that has facilitated the zoning process for residents, businesses, and governmental agencies. This in turn jeopardizes the efficiency in which the office operates and the predictability of the process, as the office may have to return to the use of a quasi-paper system if any technological issues arise. The greatest impact will be on the public, who would suffer based on the confusion that would be created by the dual system and lack of predictability of the process offered by IZIS.

The Official Zoning Map:

Like with IZIS, OZ will not be able to maintain the Official Zoning Map of the District of Columbia. At a time when the new Zoning Regulations will have just been released, there will be maintenance associated with the new map. OZ will not be able to perform the maintenance without this funding. This in turn will make zoning information unreliable, creating a host of foreseeable problems in cases and hearings before the ZC and BZA.

In short, currently the entire OZ FY 2017 contracting budget is **\$72K**. The public and businesses in the District have come to depend on IZIS and the Zoning Map to conduct zoning business in the District of Columbia. The loss of this funding jeopardizes the agency's ability to conduct business and to render the agency transparent by assisting the public in easily accessing case information, and institute more efficient and predictable zoning process.

Proposed Solution

The proposed solution is to restore the \$175,000 that was originally a part of OZ's budget but was reallocated in FY 2016. The agency is requesting \$175,000 in local funding be returned to OZ to ensure that mission critical contracts related to IZIS and the Official Zoning Map are not stalled and that OZ is able to provide transcription services for the ZC and BZA.

Cost-Benefit Analysis

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.

OBP ASSESSMENT

Agency Name

**Annual Freedom of Information Act Report for Fiscal Year 2016
October 1, 2015 through September 30, 2016**

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, 2015.....
3. Number of FOIA requests pending on September 30, 2016.....
4. The average number of days unfilled requests have been pending before each public body as of September 30, 2016

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

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].”

ATTACHMENT F

DSLBD Budget Summary Information

Summarizes the agency's details for its baseline appropriated budget (gross funds)- provided by information noted in the Annual District Government's Proposed Budget and Financial Plan established by the Office of the Chief Financial Officer; exclusions requested; expendable budget; CSBE 50% goal; expenditures reported, and the agency's performance indicators. As of FY 12, DSLBD will provide the baseline appropriated budget and initial CSBE goal for each agency. This section is office use only.

Fiscal Year

Non-Monitored Budget
Entity

Monitoring Notes

2015

| Appropriated Operating Budget | Baseline CSBE Goal | Total Approved Exclusions Amount | Expendable Budget CSBE Goal Indicator | Expendable Budget CSBE Goal Status |
|---|---|----------------------------------|---|------------------------------------|
| \$2,729,000.00 | \$1,364,500.00 | <u>\$2,584,810.00</u> |  | Goal Attained |
| Appropriated Capital Budget | Approved Expendable Budget (minus exclusions) | Total Expenditures | Good Faith Effort Indicator | Good Faith Effort Status |
| | \$144,190.00 | <u>\$196,234.08</u> |  | N/A |
| Appropriated Total Monitored Budget (Gross Funds) | Approved CSBE Goal | Total CBE Expenditures | | |
| \$2,729,000.00 | <u>\$72,095.00</u> | <u>\$118,545.96</u> | | |
| | | Total CSBE Expenditures | | |
| | | <u>\$118,545.96</u> | | |

ATTACHMENT G

DSLBD Budget Summary Information (as of the 3rd quarter of 2016)

This section contains the Preliminary Expendable Budget of each agency based on budget information provided by the Office of the Chief Financial Officer, other items identified and excluded by the Director of the Department of Small and Local Business Development (27 DCMR 830.1). The information contained of Special Exceptions requested by Agencies

FY 16 Revised Budget Data loaded through June 30, 2016

FY 17 Budget Data loaded as of June 28, 2016

Agencies may use the Operating Budget Worksheet below to request Special Exceptions, (i.e., to exclude additional budget line items not excluded by DSLBD).

| | | | | |
|--|-------------------------------------|--|-------------------------------------|--|
| Fiscal Year | Procurement Plan Total | | | |
| 2016 | <u>\$426,794.00</u> | | | |
| APPROPRIATED BUDGET | | | | |
| Allocation Appropriated Operating Budget | Operating Budget Adj | Current Appropriated Operating Budget | Operating Transfer Amt | **Adj Appropriated Operating Budget** |
| \$2,630,257.00 | \$0.00 | <u>\$2,630,257.00</u> | <u>\$200,015.00</u> | \$2,430,242.00 |
| Allocation Appropriated Capital Budget | Capital Budget Adjustment | Current Appropriated Capital Budget | Capital Transfer Amt | **Adj Appropriated Capital Budget** |
| \$175,000.00 | \$0.00 | <u>\$175,000.00</u> | <u>-\$456.34</u> | \$175,456.34 |
| Total Appropriated Monitored Budget (Gross Funds) | Baseline SBE Goal | | | |
| \$2,605,698.34 | \$1,302,849.17 | | | |

INITIAL EXCLUSIONS

| | | |
|---------------------------------|---|----------------------------------|
| Total Initial Exclusions | Initial Approved Expendable Budget | Initial Approved SBE Goal |
| \$1,955,963.08 | \$649,735.26 | \$324,867.63 |

ADJUSTMENTS

| | | | | |
|-------------------------|------------------------------|--------------------------|-------------------------|--|
| Total Exclusions | Allocation Exceptions | Exception Changes | Total Exceptions | Adjusted Approved Expendable Budget |
| \$1,955,963.08 | \$0.00 | \$491,000.00 | \$491,000.00 | \$158,735.26 |

Anticipated Calculations

| | | | | | |
|------------------------------------|-------------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|---|
| Anticipated Op Transfers In | Anticipated Op Transfers Out | Anticipated Cap Transfers In | Anticipated Cap Transfers Out | Anticipated Expendable Budget | ** Adjusted Approved SBE Goal ** |
| | | | | \$158,735.26 | \$79,367.63 |

Submission Status

Tracks all reports submitted by the agency detail for the fiscal year reporting, per D.C. Official Code 2-218.41, 2-218.53 and Chapter 8 of Title 27 DCMR.

| | | | | | | | | | | | |
|---|---|--|--------------|------------------------------------|---------------------------------|----------------------------------|-----------|----------------------------------|-----------|----------------------------------|---------------|
| Expendable Budget SBE Goal Indicator |  | Expendable Budget SBE Goal Status | Goal Not Met | Good Faith Effort Indicator | Good Faith Effort Status | | | | | | |
| Procurement line Plan Status | Submitted | Budget Operating budget line items Status | Submitted | 1st Quarter Report Status | Submitted | 2nd Quarter Report Status | Submitted | 3rd Quarter Report Status | Submitted | 4th Quarter Report Status | Not Submitted |

| | | | | | | | | | | | |
|---------------------------------------|---|--|---|------------------------------------|---|------------------------------------|---|---------------------------------------|---|---------------------------------------|---|
| Procurement line Plan Indicator |  | Budget Operating budget line items Indicator |  | 1st Quarter Report Indicator |  | 2nd Quarter Report Indicator |  | 3rd Quarter Report Indicator |  | 4th Quarter Report Indicator |  |
|---------------------------------------|---|--|---|------------------------------------|---|------------------------------------|---|---------------------------------------|---|---------------------------------------|---|

| | | | | | | | |
|----------------------------------|-------------|---|-------------|---|-------------|--|--------|
| Adjusted Approved SBE Goal | \$79,367.63 | Total YTD SBE Expenditure Amount | \$69,757.44 | Total YTD SBE Exp Expenditure Amount | \$69,757.44 | SBE Exp Expenditures as a % of SBE Goal | 87.89% |
|----------------------------------|-------------|---|-------------|---|-------------|--|--------|

Expendable
Budget SBE
Goal
Indicator



End of the Year Narrative Status

| | | | |
|------------------------------------|------------------|---------------------------------------|---|
| End of Year Narrative Status | Not Submitted | End of Year Narrative Indicator |  |
|------------------------------------|------------------|---------------------------------------|---|

Note: OZ reached its goal in the 4th quarter.

Office of Zoning FY2017

Agency Office of Zoning

Agency Code BJO

Fiscal Year 2017

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).

2017 Strategic Objectives

| Objective Number | Strategic Objective |
|------------------|--|
| 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 | Streamline zoning regulations to enhance efficiency and transparency of zoning processes. |
| 3 | Create a convenient, easy to use, and understandable zoning process through website development, expansive outreach, and educational programs for District residents and businesses. |
| 4 | Create and maintain a highly efficient, transparent and responsive District government.** |

2017 Key Performance Indicators

| Measure | New Measure/ Benchmark Year | Frequency of Reporting | Add Data Fields (if applicable) | FY 2014 Actual | FY 2015 Target | FY 2015 Actual | FY 2016 Target | FY 2016 Actual | FY 2017 Target |
|---|-----------------------------------|------------------------------|---------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 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"/> | Quarterly | | 100% | 90% | 97.9% | 95% | 99.09% | 98% |
| Percent of BZA summary orders issued within 10 business days | <input type="checkbox"/> | Quarterly | | 98.41% | 90% | 99.4% | 95% | 100% | 98% |
| Percent of BZA hearings scheduled within 3 months of application acceptance (excluding recess month) | <input type="checkbox"/> | Quarterly | | 100% | 90% | 100% | 95% | 100% | 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) | | | | | | | | | |
| Percentage of website inquiries responded to within 24 hours | <input type="checkbox"/> | Quarterly | | 97.18% | 98% | 97.7% | 98% | 92.59% | 98% |
| 4 - Create and maintain a highly efficient, transparent and responsive District government.** (9 Measures) | | | | | | | | | |
| Contracts/Procurement-Expendable Budget spent on Certified Business Enterprises | ✓ | | | Forthcoming October 2017 |
| Contracts/Procurement-Contracts lapsed into retroactive status | ✓ | | | Forthcoming October 2017 |
| Budget- Local funds unspent | ✓ | | | Forthcoming October 2017 |
| Budget- Federal Funds returned | ✓ | | | Forthcoming October 2017 |
| Customer Service-Meeting Service Level Agreements | ✓ | | | Forthcoming October 2017 |
| Human Resources-Vacancy Rate | ✓ | | | Forthcoming October 2017 |
| Human Resources-Employee District residency | ✓ | | | Forthcoming October 2017 |
| Human Resources-Employee Onboard Time | ✓ | | | Forthcoming October 2017 |
| Performance Management-Employee Performance Plan Completion | ✓ | | | Forthcoming October 2017 |

2017 Operations

| Operations Header | Operations Title | Operations Description | Type 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 Activities) | | | |
| ZONING SERVICES | The Official Zoning Map | DCOZ is responsible for updating and maintaining the official Zoning Map of the District of Columbia. | Key Project |
| ZONING SERVICES | Interactive Zoning Information System (IZIS) | DCOZ reviews and accepts applications, schedules public hearings and meetings, and issues legal orders that document the decisions of both the ZC and the BZA. This process is managed through the IZIS system. | Key Project |
| 2 - Streamline zoning regulations to enhance efficiency and transparency of zoning processes. (2 Activities) | | | |
| ZONING SERVICES | Zoning Regulations of 2016 | DCOZ is responsible for updating and maintaining the official Zoning Regulations of the District of Columbia. | Key Project |
| ZONING SERVICES | Effectively process ZC and BZA applications and petitions. | DCOZ reviews and accepts applications, schedules public hearings and meetings, and issues legal orders that document the decisions of both the ZC and the BZA. | Daily Service |
| 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 | DCOZ 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 |
| ZONING SERVICES | Conduct expansive outreach and provide educational programs | DCOZ 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 |

2017 Workload Measures

| Measure | New Measure/ Benchmark Year | Add Historical and Target Data (FY17) | Numerator Title | Units | Frequency of Reporting | FY 2014 | FY 2015 | FY 2016 Actual |
|--|-------------------------------------|---------------------------------------|---|-------------------------|------------------------|---------------|---------------|----------------|
| 2 - Effectively process ZC and BZA applications and petitions. (5 Measures) | | | | | | | | |
| Number of Board of Zoning Adjustment cases filed | <input type="checkbox"/> | | Number of Board of Zoning Adjustment cases filed | Number of cases | Quarterly | 208 | 279 | 237 |
| Number of Zoning Commission cases filed | <input type="checkbox"/> | | Number of Zoning Commission cases filed | Number of cases | Quarterly | 57 | 56 | 73 |
| Number of Board of Zoning Adjustment orders issued | <input type="checkbox"/> | | Number of Board of Zoning Adjustment orders issued | Number of orders issued | Quarterly | 178 | 208 | 221 |
| Number of Zoning Commission orders issued | <input type="checkbox"/> | | Number of Zoning Commission orders issued | Number of orders issued | Quarterly | 47 | 54 | 50 |
| Number of Appeals to the DC Court of Appeals (by Calendar Year) | <input type="checkbox"/> | | Number of Appeals to the DC Court of Appeals (by Calendar Year) | Number of appeals | Quarterly | 7 | 11 | 15 |
| 2 - Zoning Regulations of 2016 (1 Measure) | | | | | | | | |
| Number of errata and text amendments processed | <input checked="" type="checkbox"/> | | Number of errata and text amendments processed | Number of cases | Quarterly | Not available | Not available | New Measure |

2017 Strategic Initiatives

| Strategic Initiative Title | Strategic Initiative Description | Proposed Completion Date |
|---|--|--------------------------|
| ZONING SERVICES (5 Strategic initiative-operation links) | | |
| Community Outreach | The Zoning Regulations of 2016 (ZR16) are effective as of September 6, 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 new regulations and the zoning process. | 09-30-2017 |
| Enhanced Website | In FY16, DCOZ continued to update its website to include additional information for the public to easily access zoning information. In FY17, DCOZ will continue to add information and make upgrades to its website, including but not limited to upgrading to the Drupal platform, upgrading the calendar, and improving the mobile accessibility. 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. | 09-30-2017 |
| IZIS | DCOZ has completed all of the remaining workflows and has updated the workflows to reflect the new ZR16. DCOZ will continue to update the system to enhance both the external and internal user experience. 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, and internally facilitate the processing of BZA and ZC cases. | 09-30-2017 |

| | | |
|------------|--|------------|
| Zoning Map | In FY16, DCOZ released the new Zoning Map that reflects ZR16. In FY17, DCOZ will begin work to develop a 3D Decision Support System for the ZC and the BZA to assist in the review of cases brought before them. The system will enable 3D models of projects 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, DCOP, and the general public to understand the context of the project with the surrounding neighborhood. | 09-30-2018 |
| ZR16 | The ZR16 is effective as of September 6, 2016. DCOZ will work with DCOP to process corrections to the ZR16. These efforts will produce a more effective zoning code for the District. | 09-30-2017 |

Created on Dec. 15, 2015 at 4:14 PM (EST). Last updated by [Bardin, Sara Jo \(DCOZ\)](#) on March 17, 2016 11:34 AM at 11:34 AM (EDT). Owned by [Fowler-Finn, MeghanMarie \(OSSE\)](#).