

District of Columbia Office of Planning



Office of the Director

February 11, 2015

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

Dear Chairman Mendelson:

With this letter I am transmitting the responses to performance oversight questions submitted to my office by the Committee of the Whole on January 29, 2015. I look forward to our dialogue at the oversight hearing on March 6, 2015.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Eric Shaw'.

Eric Shaw  
Acting Director





**DC Office of Planning  
 FY14-15 Performance Oversight  
 Responses to Pre-Hearing Questions  
 February 11, 2015**

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

A current organizational chart is attached.

- 2. Please provide, as an attachment, a Schedule A for your agency which identifies all employees by title/position, current salary, fringe benefits, and program office as of January 28, 2015. The Schedule A should also indicate any vacant positions in the agency. Please do not include social security numbers.**

Please see a Schedule A for the Office of Planning, dated January 28, 2015, attached.

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

No OP employees are currently detailed.

- 4. (a) For fiscal year 2014, 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.**

<b>Employee Name</b>	<b>Position Title</b>	<b>Salary</b>	<b>Overtime</b>	<b>Bonus Pay</b>
Alemayehu Anna	Information Technology Specialist	\$ 110,001.00	N/A	N/A
Stephen Cochran	Community Planner	\$ 112,933.00	N/A	N/A
Kimberly Driggins	Assoc. Director, Long Range Planning	\$ 128,082.00	N/A	N/A
Rosalynn Hughey	Deputy Director, Long Range Planning	\$ 127,065.00	N/A	N/A
Edward Giefer	Assist Director, Strategic Ops & Finance	\$ 120,926.00	N/A	N/A
Joel Lawson	Senior Dev Zoning Planning	\$ 113,224.00	N/A	N/A
David Levy	Special Assistant For Sustainability	\$ 143,170.00	N/A	
David Maloney	Historic Preservation Program Manager	\$ 112,589.00	N/A	N/A
Ellen McCarthy	Acting Director	\$ 174,070.00	N/A	N/A
Joy Phillips	Assoc. Director State Data Center	\$ 114,966.00	N/A	N/A
Charlie Richman	Assoc. Director of GIS & IT	\$ 134,642.00	N/A	N/A
Jennifer Steingasser	Dep. Director Dev. Review	\$ 137,941.00	N/A	N/A

Patricia Zingsheim	Assoc. Director Revitalization	\$ 120,220.00	N/A	N/A
--------------------	--------------------------------	---------------	-----	-----

**(b) For fiscal year 2015, 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 the date of your response.**

Employee Name	Position Title	Salary	Overtime	Bonus Pay
Alemayehu Anna	Information Technology Specialist	\$113,301.00	N/A	N/A
Melissa Bird	Community Planner	\$110,172.00	N/A	N/A
Maxine Brown-Roberts	Development Review Specialist	\$110,172.00	N/A	N/A
Stephen Cochran	Community Planner	\$116,430.00	N/A	N/A
Deborah Crain	Community Planner	\$110,172.00	N/A	N/A
Kimberly Driggins	Assoc. Director, Long Range Planning	\$131,924.00	N/A	N/A
Edward Giefer	Assist Director, Strategic Ops & Finance	\$124,554.00	N/A	N/A
Rosalynn Hughey	Deputy Director, Long Range Planning	\$130,877.00	N/A	N/A
Joel Lawson	Senior Dev Zoning Planning	\$116,621.00	N/A	N/A
David Levy	Special Assistant For Sustainability	\$147,465.00	N/A	N/A
Charles Lewis	Historic Preservation Specialist	\$110,172.00	N/A	N/A
David Maloney	Historic Preservation Program Manager	\$115,967.00	N/A	N/A
Ellen McCarthy	Acting Director	\$169,000.00	N/A	N/A
Stephen Mordfin	Development Review Specialist	\$110,172.00	N/A	N/A
Joy Phillips	Assoc. Director State Data Center	\$118,415.00	N/A	N/A
Charlie Richman	Assoc. Director of GIS & IT	\$138,681.00	N/A	N/A
Eric Shaw	Acting Director	\$158,000.00	N/A	N/A
Jennifer Steingasser	Dep. Director Dev. Review	\$142,079.00	N/A	N/A
Tanya Stern	Acting Dep. Dir., Long Range Planning	\$115,704.00	N/A	N/A
Karen Thomas	Development Review Specialist	\$110,172.00	N/A	N/A
Patricia Zingsheim	Assoc. Director Revitalization	\$123,826.00	N/A	N/A

**5. Please list, in descending order, the top 25 overtime earners in your agency for fiscal year 2014. For each, state the employee's name, position or title, salary, and aggregate overtime pay.**

There were no overtime earners at OP for FY 2014.

6. For each fiscal year 2013, 2014, and 2015 (to date), please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

No OP employees received bonuses or special award pay in FY 2013, 2014, or 2015.

7. For fiscal year 2015 (to date), please list each employee separated from the agency with separation pay. State the amount and number of weeks equivalency. Also for each state the reason for the separation.

The following employees were separated from the agency with separation pay in FY15 (to date):

Ellen McCarthy, Acting Director

- Severance Pay: \$13,390; Terminal Leave Pay: \$7,699.25
- Separation pay for an Excepted/Executive Service employee who was employed for six months to one year is 4 weeks of the employee’s basic pay. This employee was employed for 9 months and was separated due to the change in Mayoral administration.

David Levy, Special Assistant

- Severance Pay: \$22,686.94; Terminal Leave Pay: \$10,988.89
- Separation pay for an Excepted Service employee who was employed for 1-3 years is 8 weeks of the employee’s basic pay. This employee was employed for a little over 2 years and was separated due to the change in Mayoral administration.

8. For each fiscal year 2013, 2014, and 2015 (to date), please state the total number of employees receiving worker's compensation payments.

No employees have received worker’s compensation payments for FY13, FY14 and FY15, to date.

9. For fiscal years 2014, and 2015 (to date), please list, in chronological order, all intra-District transfers to or from the agency.

<b>FY 2014</b>		
<b>OP IS THE BUYER</b>		
OCTO	Pay for FY 2014 Requests for Telephone Service	\$150
OZ	Broadcast and archive HPRB hearings	\$22,224
DPW	Pay for fleet costs	\$1,700
OCFO	Pay for costs associated with Purchase Card purchases	\$30,000
Total		\$54,074
<b>OP IS THE SELLER</b>		
DCHD	CHASE land use, transpo., and econ. development planning study	\$232,327
Total		\$232,327

**FY 2015\***

<b>OP IS THE BUYER</b>		
OCTO	Pay for FY 2014 Requests for Telephone Service	\$1,000
OZ	Broadcast and archive HPRB hearings	\$19,100
DPW	Pay for fleet costs	\$6,095
OCFO	Pay for costs associated with Purchase Card purchases	\$30,000
Total		\$56,195
<b>OP IS THE SELLER</b>		
DGS	Public works master plan/West VA Ave. study	\$250,000
Total		\$250,000

Note: \* - As of 2/6/15

10. Please list, in chronological order, every reprogramming of funds into and out of the agency for fiscal years 2014 and 2015 (to date). Include a "bottom line" that explains the revised final budget for your agency. For each reprogramming, list the reprogramming number, the date, the amount, and the rationale.

Date	Repro #	Amount	Rationale
<b>2014</b>			
<b><u>LOCAL</u></b>			
11/26/2013	BJCOLABD	\$181,234	Adjustment to OP Personal Services for COLA not included in agency's budget.
5/9/14	BJCCRFOP	\$567,783	Funds from the DC Contingency Fund to pay for non-capital-eligible Ward 8 Citizens' Summit Challenge projects.
7/25/2014	BJSUPPBD	\$138,108	Unspent 2013 Historic Homeowner grant funds into OP's FY 2014 budget.
11/7/2014	BJRPAYGO	\$3,236,278	Conversion of PAYGO to Local to allow the reclassification of some FY 2014 capital expenses to Local.
<b><u>FEDERAL</u></b>			
1/30/2014	BFHPGMD	\$292,910	Unspent FY 2013 Historic Preservation Fund grant funds into OP's FY 2014 budget. (OP is allowed to spend each annual grant over a two-year period.)
<b><u>O-TYPE FUNDS</u></b>			

11/17/2013	BJBDISOR	\$59,175	Additional budget authority for OP's o-type funds account.
<b><u>INTRADISTRICT</u></b>			
2/20/2014	BI022014	\$300,000	Funds from DGS to support OP's planning study for Franklin Park.
7/11/2014	n/a	\$232,327	CHASE land use, transpo., & economic development planning study
<b><u>FEDERAL PMT.</u></b>			
10/25/2013	BABD0114	-\$235,237	Cancel budget authority for expected payment that did not materialize.
<b><u>PRIV. GRANTS</u></b>			
2/12/2014	BEARTPLC	\$42,000	Establish budget authority for ArtPlace grant.
<b><u>CAPITAL</u></b>			
2/27/2014	n/a	-\$1,500,000	Funds from PLN37 used for a \$6M project at Payne Elementary.
11/7/2014	BJRPAYGO	-\$2,071,474	Conversion of funds from PLN37 to Local to allow the reclassification of some FY 2014 capital expenses to Local.
11/7/2014	n/a	-\$3,236,278	Conversion of funds from PLN35 & PLN37 to Local to allow the reclassification of some FY 2014 capital expenses to Local.
<b>2015</b>			
none			

**11. For fiscal years 2014 and 2015 (to date), please identify any special purpose revenue funds maintained by, used by, or available for use by your agency. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the program that generates the funds; (4) the amount of funds generated annually by each source or program; and (5) expenditures of funds, including the purpose of each expenditure.**

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

FY	Revenue	Uses	Description
2014	\$109,175	\$22,224	▪ Payment to the Office of Zoning for broadcasting and archiving all hearings of the Historic Preservation Review Board.
		\$22,006	▪ Stipends to HPRB members
		\$5,000	▪ Mayor's Agent services
		\$26,923	▪ Transcription fees for HPRB hearings
		\$4,128	▪ State Historic Preservation Officer dues
		\$80,281	
2015*	\$57,770	\$19,100	▪ Payment to the Office of Zoning for broadcasting and archiving all hearings of the Historic Preservation Review Board.
		\$5,900	▪ Stipends to HPRB members
		\$25,000	

Note: \* - Through 2/6/15

**12. Please list all memoranda of understanding (MOU) either entered into by your agency or operational during fiscal years 2014 and 2015 (to date). For each, describe its purpose, indicate the date entered, and provide the actual or anticipated termination date.**

13.	Buyer	Seller	Purpose	Amount
<b>2014</b>				
OP		OZ	Broadcast and archive hearings of the HPRB (start 10/1/13, end 9/30/14)	\$24,224
DPR		OP	Additional funds for the parks and rec master plan (start 10/1/13, end 9/30/14)	\$115,000
OP		DDOE	OP portion of citywide effort to establish an EcoDistrict project in the St. E's/Congress Heights area (start 9/1/14, end 9/30/16)	\$30,000
DDOE		OP	Shared staff support for the Sustainable DC initiative (start 10/1/13, end 9/30/14)	\$58,508
OP		DDOT	Kinetic sidewalk pavers project via Sustainable DC (start 8/19/14, end 9/30/15)	\$150,000
<b>2015*</b>				

OP	OZ	Broadcast and archive hearings of the HPRB (start 10/1/14, end 9/30/15)	\$19,194
DGS	OP	Help fund the Department of Public Works master plan re: the West Virginia Avenue campus site planning (start 12/5/14, end 9/30/15)	\$250,000

Note: \* - Through 2/6/15

- 13. D.C. Law requires the Mayor and the Chief Financial Officer to submit to the Council, simultaneously with a proposed budget submission, actual copies of all agency budget enhancement request, including the “Form B” for all District agencies (See D.C. Code §47-318.05a). In order to help the Committee understand agency needs, and the cost of those needs for your agency, please provide as an attachment to your answers all budget enhancement requests submitted by your agency to the Mayor or Chief Financial Officer as part of the budget process for fiscal years 2014 and 2015.**

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

- 14. Please list each grant or sub-grant received by your agency in fiscal years 2014 and 2015 (to date). List the date, amount, and purpose of the grant or sub-grant received, and explain how the grant is allocated if it is a multi-year grant.**

<u>FY 2014</u>			
Grant	Date	Amount	Purpose
Historic Preservation Fund grant	10/1/13-9/30/15	\$525,363	Annual grant from the National Park Service available for two years to support historic preservation activities such as staff salaries, preservation studies, and educational materials. OP allocates roughly half of the grant in the first year and the other half in the second year.
<u>FY 2015</u>			
Historic Preservation Fund grant	10/1/14-9/30/16	\$500,000 <i>(estimate; waiting for final word from federal gov't)</i>	Annual grant from the National Park Service available for two years to support historic preservation activities such as staff salaries, preservation studies, and educational materials. OP allocates roughly half of the grant in the first year and the other half in the second year.

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

Name	Description	Total cost	Expenditures	Dates
District Public Plans & Studies (PLN37)	Funds planning, zoning, and historic preservation studies and projects, and master facility plans that are linked to important capital projects undertaken by the city and its partners	\$8,152,043	\$7,281,223	Funded in FY 2010 through 2015
Sustainable DC (PLN38)	Competition fund for District agencies to do feasibility studies, demonstration projects, etc., to jump start District sustainability efforts	\$3,663,040	\$219,050	Funded in FY 2013 through 2015
Ward 8 Citizens' Summit Challenge (PLN39)	Competition fund for District agencies to develop and implement projects in support of Ward 8 Citizens' Summit	\$1,750,000	\$0	Funded in FY 2013 through 2015

**District Public Plans & Studies (PLN37)**

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

**Sustainable DC (PLN38)**

A work plan has been developed for the Sustainable DC projects, and the MOUs to transfer funds are in process:

- \$600,000 – Composting demonstration project (DPW)
- \$800,000 – Community gardens (DPR)
- \$200,000 – Energy demonstration parklet in public space (DDOT)
- \$575,000 – Langston Dwellings renewable energy (part 2) (DCHA)
- \$117,820 – Business Improvement District parklets (DDOT)
- \$329,500 – Living building challenge (DCPL)
- \$200,000 – Dupont Circle kinetic park (DDOT)

- \$200,000 – Bike lane construction and striping (DDOT)
- \$100,000 – Environmental literacy training (DDOE)
- \$114,000 – Tree plantings on District properties
- \$75,000 – Anti-idling devices demonstration project (MPD)

**Ward 8 Citizens’ Summit Challenge (PLN39)**

Funding has been designated for DMPED’s Innovation Hub area (the chapel) to include an “Entrepreneurship & Training Center.” Funding will be used to support part of the design. OP transferred funds to DGS in FY 2014, and work will conclude in FY 2015.

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

Two petitions (see below) were filed with the DC Court of Appeals to review the October 2014 Mayor’s Agent for Historic Preservation ruling in favor of an application by 2228 MLK LLC. The developer, Chapman Development Corporation, wants to move two vacant historic houses and subdivide property to construct a five-story affordable housing and retail development in the Anacostia Historic District (aka the “Big K” site). The Department of Housing and Community Development (DHCD) owns the properties. OP is coordinating with DHCD and the Office of the Attorney General on these petitions.

- December 15, 2014: Concerned Citizens of Anacostia v. D.C. Office of Planning, Historic Preservation Office
- December 15, 2014: Frederick Douglass Community Improvement Council v. D.C. Office of Planning

- 17. (a) Please list and describe any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed at any time since October 1, 2012. (b) Please list and describe any ongoing investigations, audits, or reports of your agency or any employee of your agency.**

No investigations, studies, audits or reports on OP or any OP employee have been completed since October 1, 2012. OP is not aware of any ongoing investigations, audits, or reports on the agency or OP employees.

- 18. Please list in chronological order all employee grievances filed against your agency in fiscal years 2014 and 2015 (to date). Also, list any earlier grievance that is still pending in any judicial forum. For each, give a brief description of the matter as well as the current status.**

No employee grievances were filed against OP in FY2014 or FY2015 to date. No earlier grievances are still pending.

19. In table format, please list the following for fiscal years 2013, 2014, and 2015 (to date) regarding your 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.); (3) total spent (by person and for the agency).

<u>Cardholder</u>	<u>Limits</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015*</u>
Edward Giefer, Assoc. Director	\$10,000 per day/ \$10,000 per month	\$85,004.03	\$95,608.93	\$24,780.52
Rita Poindexter, Staff Assistant	\$10,000 per day/ \$10,000 per month	<u>\$29,757.96</u>	<u>\$51,754.81</u>	<u>\$2,618.43</u>
<b>Total</b>		\$114,761.99	\$147,363.74	\$27,398.95

Note: \* - Through statement date 1/20/2015

20. (a) In table format, please provide the following information for fiscal years 2013, 2014, and 2015 (to date), regarding your agency's use of cellular phones and mobile devices: (1) individuals (by name and title/position) authorized to carry and use such devices; (2) total annual expense (FY) for each individual's use; and (3) justification for such use (per person). If the list is more than one page in length, you may provide it as an attachment.

Name	Position	Annual Expense			Justification
		FY 2013	FY 2014	FY 2015	
Eric Shaw	Acting Director	n/a	n/a	\$91.98	Agency head; duties require frequent off-site meetings and ability to communicate immed. Mayor, Council, and others.
Ellen McCarthy	Former Acting Director	n/a	\$328.22	\$178.92	Agency head; duties require frequent off-site meetings and ability to communicate immed. Mayor, Council, and others.
Harriet Tregoning	Former Director	\$1,153.89	\$466.54	n/a	Agency head; duties require frequent off-site meetings and ability to communicate immed. Mayor, Council, and others.
Rosalynn Hughey	Former Interim Director	n/a	\$504.07	\$178.96	Agency head; duties require frequent off-site meetings and ability to communicate immed. Mayor, Council, and others.
Nancy Willson	Executive Assistant, Director	n/a	\$247.45	\$98.98	Reports to the Director; duties require immediate availability and frequent

					off-site communications
Quoinett Warrick	Former Executive Assistant, Director	\$676.62	\$296.94	n/a	Reports to the Director; duties require immediate availability and frequent off-site communications
Tanya Stern	Chief of Staff/Acting Deputy Director, Citywide & Neighborhood Planning	\$634.44	\$572.91	\$91.98	Reports to the Director; duties require immediate availability and frequent off-site communications.
David Maloney	State Historic Preservation Officer	\$634.44	\$572.91	\$91.98	Duties require immediate availability and frequent off-site communications
Keith Lambert	Historic Preservation Inspector	\$634.44	\$572.91	\$91.98	Duties require substantial off-site work in the field
Toni Cherry	Senior HP Inspector	\$634.44	\$572.91	\$91.98	Duties require substantial off-site work in the field
Tracy Gabriel	Associate Director, Neighborhood Planning	\$634.44	\$572.91	\$91.98	Duties require immediate availability and frequent off-site communications
Joel Lawson	Assoc. Director, Development Review	\$634.44	\$572.91	\$91.98	Duties require immediate availability and frequent off-site communications
Jennifer Steingasser	Deputy Director, Development Review and HP	\$634.44	\$572.91	\$91.98	Duties require immediate availability and frequent off-site communications

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

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

**21. (a) Does your agency have or use a government vehicle? If so, for fiscal years 2013, 2014, and 2015 (to date), please list these vehicles. You may group the vehicles by category (e.g., 15 sedans, 33 pick-up trucks, three transport buses, etc.).**

OP owns two government vehicles. The following vehicles have been in use in FY 2013, FY 2014, and FY 2015 to date: one (1) Dodge Caravan and one (1) Dodge Stratus.

**(b) Please list all vehicle accidents involving your agency's vehicles for fiscal years 2013, 2014, and 2015 (to date). Provide: (1) a brief description of each accident; (2) the type of vehicle involved; (3) the justification for using such vehicle; (4) the name and title/position of the driver involved; and (5) whether there was a finding of fault and, if so, who was determined to be at fault.**

No OP employees were involved in accidents in FY13, FY14 or FY15, to date.

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

There have been no charge-backs.

**23. (a) D.C. Law prohibits chauffeurs, take-home vehicles, and the use of SUVs (see D.C. Code §§ 50-203 and 50-204). Is your agency in compliance with this law? Please explain any exceptions.**

Yes, OP is in compliance with this law.

**(b) If there are exceptions, please provide the following: (1) type of vehicle (make, model, year); (2) individuals (name/position) authorized to have the vehicle; (3) jurisdictional residence of the individual (e.g., Bowie, MD); and (4) justification for the chauffeur or take-home status.**

N/A

**24. In table format, please provide the following information for fiscal years 2013, 2014, and 2015 (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).**

Employee	Cost	Justification
<b><i>FY 2013</i></b>		
Harriet Tregoning, Director	\$1,088.73	Attend and speak at the Urban Land Institute's fall meeting (Denver).
Jennifer Steingasser, Deputy Director	\$582.05	Attend and speak at the American Planning Association's annual conference (Chicago).
Rosalynn Hughey, Deputy Director	\$1,662.11	Attend and speak at the American Planning Association's annual conference (Chicago).
Harriet Tregoning, Director	\$1,138.80	Attend and speak at the American Planning Association's annual conference (Chicago).
Patricia Zingsheim, Associate Director	\$142.75	Attend meeting and site visits to discuss city park projects and best practices (Philadelphia).
Chris Delfs, Community Planner	\$149.50	Attend meeting and site visits to discuss city park projects and best practices (Philadelphia).

Thor Nelson, Community Planner	\$113.50	Attend meeting and site visits to discuss city park projects and best practices (Philadelphia).
Andrea Limauro, Community Planner	\$541.34	Attend and participate in a panel at the International Town-Gown Association conference (Buffalo).
Charlie Richman, CIO and Associate Director of GIS & IT	\$1,952.12	Attend annual ESRI International User Conference to discuss best practices and trends re: geographic information systems (GIS) (San Diego).
Harriet Tregoning, Director	\$658.46	Attend and speak at the RECON conference (Las Vegas).
Harriet Tregoning, Director	Costs paid by event	Attend and serve as a panelist at the Aspen Creative Placemaking Roundtable (Aspen, CO).
Harriet Tregoning, Director	Costs paid by event	Attend CityLab: Urban Solutions to Global Challenges event (New York City).
Harriet Tregoning, Director	Costs paid by event	Attend and speak at TedxCity2.0 conference (New York City).
Harriet Tregoning, Director	Costs paid by event	Participate in New Jersey Future's Redevelopment Forum (New Brunswick, NJ).
Kimberly Driggins, Associate Director	\$1,926.58	Attend and present at the Congress for the New Urbanism conference (Salt Lake City).
<b>FY 2014</b>		
Rosalynn Hughey, Deputy Director	\$1,007.95	Attend and present at the Remaking Cities Conference (Pittsburgh).
Laine Cidlowski, Urban Sustainability Planner	\$533.22	Attend and present at the Green City conference (Paris, France).
Laine Cidlowski, Urban Sustainability Planner	\$718.00	Attend and present at the Sustainability Directors conference on equity and sustainability planning (Portland).
Dan Emerine, Transportation Planner	\$840.30	Attend and speak at the Shared Use Mobility Summit (San Francisco).
Chris Shaheen, Program Manager	\$2,122.48	Attend and present at the Rail~Volution Conference (Seattle).
Patricia Zingsheim, Associate Director	\$1,578.98	Attend the Urban Land Institute's Fall Meeting (Chicago).
David Levy, Special Assistant for Sustainability	\$901.73	Attend and receive training at the EcoDistricts Conference (Boston).
Harriet Tregoning, Director	\$3,027.59	Attend and present at the Urban Land Institute's Fall Meeting (Chicago).
Harriet Tregoning, Director	Costs paid by event	Participate in the 14th annual Big City Planning Directors Institute (Cambridge, MA).
Rosalynn Hughey	\$1,884.12	Attend and speak at the American Planning Association's annual conference (Atlanta).

Laine Cidlowski	\$1,848.00	Attend and speak at the American Planning Association's annual conference (Atlanta).
Kimberly Driggins	\$2,106.40	Attend and speak at the American Planning Association's annual conference (Atlanta).
Christopher Delfs	\$1,747.00	Attend and speak at the American Planning Association's annual conference (Atlanta).
Sakina Khan	\$1,834.12	Attend and speak at the American Planning Association's annual conference (Atlanta).
Charlie Richman, CIO and Associate Director of GIS & IT	\$1,970.38	Attend annual ESRI International User Conference to discuss best practices and trends re: geographic information systems (GIS) (San Diego).
Chris David	\$2,140.32	Attend annual ESRI International User Conference to discuss best practices and trends re: geographic information systems (GIS) (San Diego).
Eddie Luthy	\$2,147.50	Attend annual ESRI International User Conference to discuss best practices and trends re: geographic information systems (GIS) (San Diego).
Ruth Troccoli	\$1,375.80	Attend and present at Society for American Archaeology's annual meeting (Austin, TX).
<b>FY 2015*</b>		
Tanya Stern	\$2,279.38	Attend the Urban Land Institute's Fall Meeting and site visits of redevelopment and post-Hurricane Sandy urban resiliency projects (New York, NY)
David Maloney	\$196.00	Attend the Northeast Regional State Historic Preservation Officers meeting (Wilmington, DE)
C. Andrew Lewis	\$364.00	Attend the Northeast Regional State Historic Preservation Officers meeting (Wilmington, DE)
Kimberly Driggins	\$417.50	Attend the Urban Land Institute's Fall Meeting (New York, NY)
Laine Cidlowski	\$106.50	Present to City of Austin staff about the Green Area Ratio zoning requirement (Austin, TX)
Tanya Stern	\$750.43	Invited to attend the Rockefeller Foundation Northeast Resilience Academy with multi-agency District Govt team for training & technical assistance to support District's application for HUD National Disaster Resilience Competition (Boston, MA)

*\*Note: As of 2/6/15*

**25. Please provide and itemize, as of January 28, 2015, the current number of When Actually Employed (WAE), term and contract personnel within your agency. If your agency employs WAE or term personnel, please provide, in table format, the name of each employee, position title, the length of his or her term, the date on which he or she first started with your agency, and the date on which his or her current term expires.**

Name	Position Title	Length of Term	Hire Date	Term Expires	Term Appointment	Contract Employee
Goggans, Alexis	Community Planner	13 months	05/19/14	06/18/15	X	

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

The Office of Planning's FY 2015 Performance Plan is attached.

**27. What are your top five priorities for the agency? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities in fiscal years 2015 and 2016.**

**Update the Comprehensive Plan:** As required by the Implementation Element of the District's Comprehensive Plan (Comp Plan), OP plans to initiate in FY15 and complete in FY16 the next amendment cycle of the Comp Plan. Amendment cycles are to occur every 3-4 years, and a major update every 12 years. The last amendment cycle was completed in 2011; the last comprehensive update was completed in 2006. The Council and the National Capital Planning Commission approve amendments to the Comp Plan. Prior to the development of proposed amendments, which will include an extensive public participation process, OP intends to engage in preparatory research and analysis into a number of major issues discussed in the 2013 Comprehensive Plan Progress Report. These issues, such as population growth, education, mobility, jobs, housing and retail, have implications for the built environment and that will inform the Comp Plan update. In addition, the amendment cycle will be an opportunity to incorporate policies and recommendations from completed OP small area plans, Sustainable DC and systems plans from other agencies such as the District Department of Transportation (DDOT)'s MoveDC plan and the Play DC Parks and Recreation Master Plan District. OP will partner with other agencies to identify where there may be potential conflicts among these plans and policies, and use the Comp Plan process to identify strategies or clarify how to resolve these conflicts, under the framework of achieving a socially equitable and sustainable District of Columbia. OP also will look to see what improvements may be needed to make the Comp Plan document more user-friendly.

**Continue the Sustainability Momentum:** The completion of the Sustainable DC Plan has added greater momentum to the District's goal of being the healthiest, greenest and most livable city in the United States. Much work is already underway to implement the plans' goals, including those that target climate change. In addition to strategies to reduce greenhouse gas emissions, the District is also facing the challenge of creating adaptation strategies to address major climate change impacts such as severe weather, extreme heat and flooding. The Office of Planning will continue its work in support of the Sustainable DC

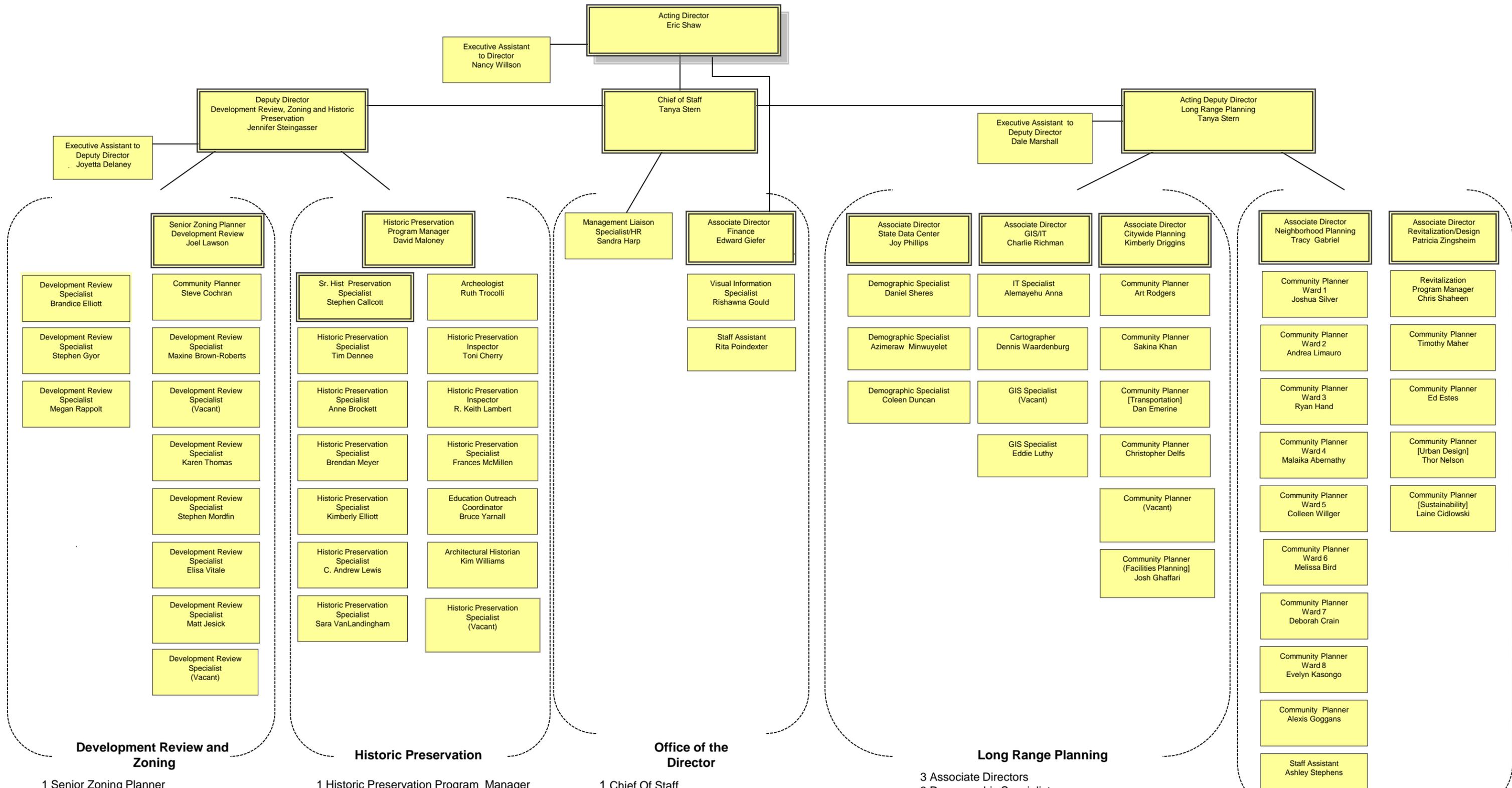
agenda through such work as zoning actions, planned unit developments, coordination with DDOT, the District Department of the Environment (DDOE) and Department of Parks and Recreation (DPR), and the incorporation of sustainability as a framework into its small area plans. Additionally, OP will be working with other appropriate agencies to improve access to healthy foods, reducing food deserts and food security through the new Food Policy Council mandated under the Food Policy Council and Director Establishment Act of 2014.

**Propose Inclusionary Zoning Amendments:** OP has reviewed the first 50 projects under the District's Inclusionary Zoning (IZ) Program, compared production with the original intent of the program and identified issues related to: the impact of current rent/pricing methods on affordability of the units; production of IZ units; the ability of the current program to reach intended households; and the need for more flexibility within the program. In response to a request from the Zoning Commission, OP will coordinate with the Department of Housing and Community Development (DHCD), which administers IZ and the Office of the Deputy Mayor for Planning and Economic Development (DMPED) to prepare amendments to the District's zoning regulations for consideration by and public hearings before the Zoning Commission later this spring.

**Plan for Major Federal and Catalytic Projects:** OP will continue to conduct planning efforts, involving multiple agency divisions, for major federal and catalytic projects that will create new opportunities for economic development and neighborhood revitalization in several Wards of the District. These projects also include extensive partnerships with District and federal agencies, community stakeholders and the private and non-profit sectors. During FY15 and continuing into FY16, OP will engage in planning for projects such as Poplar Point (with the National Park Service, DMPED, DDOE and DDOT); Buzzard Point planning and infrastructure work related to the proposed Soccer Stadium (with DDOT); the Downtown East Reurbanization Study to reknit the areas around the 1-395 Center Leg (with three business improvement districts, DDOT and others); and zoning for the former Walter Reed Army Medical Center site (with DMPED and others).

**Build a Nexus between Data and Engagement:** Public engagement is a core function of OP's work. Another key area of strength is in data. OP houses the District's State Data Center, which serves as the District of Columbia's official source of US Census data. It provides a variety of demographic, social, economic, and housing data for the District by ward, census tract, census block group, and census block to the Council, ANCs, District agencies, residents and other stakeholders. This data and associated reports are available on OP's website, [www.planning.dc.gov](http://www.planning.dc.gov). Other divisions such as OP's GIS division, the Historic Preservation Office and Neighborhood Planning, also have access to data related to their expertise and products. In addition to its website, OP has a presence on social media, including Twitter (over 5,000 followers), Facebook and a staff blog. During FY15 and FY16, OP plans to refine its engagement strategy to improve access to data and implement innovative ways to present data. Initial options include making further refinements to its website, which was relaunched in October 2014, as well as creating videos to help residents understand regulatory processes managed by OP.

# Organization Chart of the Office of Planning Effective January 2015



### Development Review and Zoning

- 1 Senior Zoning Planner
- 10 Development Review Specialists
- 1 Community Planner
- 1 Executive Assistant

### Historic Preservation

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

### Office of the Director

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

### Long Range Planning

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

### Neighborhood Planning & Revitalization/Design

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



## FY 2015 PERFORMANCE PLAN Office of Planning

### MISSION

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

### SUMMARY OF SERVICES

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

### PERFORMANCE PLAN DIVISIONS

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

### AGENCY WORKLOAD MEASURES

Measure	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual
# requests for information (maps and demographics) received	730	1,148	1,082
# of permit applications submitted to Historic Preservation staff for approval	4,479	4,908	5,270
# of zoning cases referred to OP	348	341	368



## *Citywide Planning*

### **SUMMARY OF SERVICES**

The Citywide Planning division develops and monitors the District Elements of the Comprehensive Plan, as well as works with regional and other city agencies to create strategies for emerging employment sectors, meeting retail needs and coordinating the city's land use and transportation. The Division provides data analysis, information, and long-range planning services to OP staff, neighborhood stakeholders, citizens, businesses, other District and federal agencies, and other decision makers of the District so that they can have information needed to plan, develop, and preserve the city.

### **OBJECTIVE 1: Use data to inform planning.**

#### **INITIATIVE 1.1: Link comprehensive planning, capital budgeting and investment, and master facilities planning (Quality Education, Fiscal Stability) (Age-Friendly DC Goal: Domain # 6).**

The 2010 Census demonstrated the first solid decade of growth in the District since World War II, with a growth rate of 5.2% (29,600). This pace has continued since the 2010 Census. Between July 2012 and July 2013, the District's population grew by 13,022 residents, keeping the city among the fastest-growing areas in the country. The District's population now stands at 646,449—a figure not seen since the 1970s. The city has grown on average by 1,146 new residents per month since April 1, 2010 (when the 2010 Census count closed) and July 1, 2013. This continued trend of growth moves the District closer to its Sustainable DC goal of increasing the city's population by 250,000 residents within the next twenty years. With the steady increase in the District's population, OP's planning initiatives will help the District continue its upward movement toward greater fiscal health and economic vitality. In FY 2015, OP will continue its partnership with the Department of General Services and will initiate the West Virginia Avenue Public Works Campus Master Plan by December 2014, if sufficient funds become available. This campus master planning effort is a key recommendation of "Ward 5 Works," the study completed by the Ward 5 Industrial Land Use Transformation Task Force and chaired by the OP Director. The purpose of this master plan is to guide the redevelopment and re-use of the Department of Public Works (DPW) campus at West Virginia Avenue, NE, transforming it into world-class model of sustainable development for co-located municipal uses and reducing any adverse impact it may have on its neighboring properties. Additionally, the plan will complement other OP and Department of Parks and Recreation (DPR) planning work to evaluate opportunities to improve the network of park space Downtown and in revitalization areas throughout the city.

In October 2014, OP will launch a community dialogue about the growth and change in the city, which will serve to inform the next Amendment Cycle for the Comprehensive Plan. An amendment cycle is required every four years, and by March 2015, OP will open the amendment proposal process to the public and District agencies. New policies and actions for consideration include sustainability, resilience, mobility, the "new" workforce, and retaining our population, both new and long-term residents—particularly families. Following up on our participation in the Age-Friendly Task Force, we will also



be looking at policies and actions to prepare for the enormous increase in the percentage of our residents who will be turning 70 and older by September 2015 and beyond.

**Completion date: September/beyond 2015.**

**OBJECTIVE 2: Better inform public and private investment decisions by leveraging the District's planned growth and competitive strengths (Fiscal Stability, Job Creation, Sustainability) to enhance livability, fiscal stability, and urban sustainability (One City Action Plan Actions 3.4.1, 3.5.3 and Indicator 3A).**

**INITIATIVE 2.1: Help strengthen the District's retail environment by providing technical assistance through the implementation of the Vibrant Retail Streets Toolkit and assess the District's retail demand.**

In FY15, OP will continue implementation of the Vibrant Retail Streets Toolkit and by March 2015 will select four to six new neighborhoods to participate in Vibrant Retail Streets Toolkit workshops. The project is intended to support commercial revitalization and promote vibrant retail streets through improved management of retail corridors, development of retail appropriate spaces, and fostering retail corridors that have a mix of retail to meet the needs of their nearby residents, and are safe, championed, anchored, and walkable. **Completion date: March 2015.**

**INITIATIVE 2.2: Encourage urban farms and community gardens by launching a pilot composting program (One City Action Plan Action 3.4.1(3) and Sustainable DC Action FD1.2).**

In FY14, OP made numerous attempts to move this project forward (including conducting joint research with UDC on a potential anaerobic digestion pilot) after last year's OCFO determination that this project does not qualify for capital funding. OP also reached out to public, non-profit, and private sector stakeholders, and found little consensus around what means, method, and scale of composting would be best tested in the District. DPW launched its waste life cycle study that examines composting as a waste stream component, and DGS examined anaerobic digestion at DC public buildings. By January 2015, OP will convene a meeting with DDOE, DGS, and DPW to develop a joint recommendation on the appropriate scope, scale, and direction for a pilot composting project. **Completion date: April 2015.**



## KEY PERFORMANCE INDICATORS – Citywide Planning

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 YTD <sup>1</sup>	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Measure 1: Develop facility plans, identify public-private partnerships or co-location opportunities, and conduct demographic analyses for targeted agencies.	2	2	2	2	2	2
Measure 2: % of OP-responsible Comp Plan implementation items from the current plan and future amendments that are newly achieved during the fiscal year	16%	27%	17%	20%	22%	22%
Measure 3: Change in retail indicators relative to the baseline, as measured by change in Gross Sales and Use Tax.	+2.62%	+1.00%	Will report EOY	+1.00%	+1.00%	+1.00%
Measure 4: Change in retail indicators relative to the baseline, as measured by change in Retail Trade Employment.	+2.73%	+1.00%	Will report EOY	+1.00%	+1.00%	+1.00%
Measure 5: Maintain DC's level of walkability compared to other US cities (as measured byWalkscore)	#7	Remain in Top 10	#7	Remain in Top 10	Remain in Top 10	Remain in Top 10
Measure 6: Positive change in District population [One City Action Plan Indicator 3A]	+2.32%	+2.50%	Will report EOY	+2.75%	+2.75%	+3.00%

<sup>1</sup> As of the third quarter (6/30/2014).



<b>Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Target</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Projection</b>	<b>FY 2016 Projection</b>	<b>FY 2017 Projection</b>
Measure 7: % of customers <sup>2</sup> who indicate that they are satisfied with the data and analysis they have received from OP staff, and that it will enable them to fulfill their role in planning the city & influencing quality neighborhood outcomes	96.95%	90%	95.66%	90%	92%	92%

---

<sup>2</sup> Includes District residents and other individuals, private organizations, and government agencies who have requested data and analysis, data provided in response to a survey question when information is delivered.



## ***Revitalization/Design & Neighborhood Planning***

### **SUMMARY OF SERVICES**

The Revitalization/Design & Neighborhood Planning division provides a broad range of plan development, implementation, and project coordination services for District neighborhoods, central Washington and the waterfront area. Neighborhood Planning's main areas of responsibility include developing small area plans and planning studies; and coordinating and tracking plan implementation. Revitalization and Design's main areas of responsibility include developing plans and projects for districts and development areas predominantly within center city and along the waterfront, with a focus on design strategies and guidelines; coordinating and tracking plan implementation; managing the public space and urban sustainability programs; and incorporating environmentally-sound action into the ongoing development of the District.

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

#### **INITIATIVE 3.1: Complete three plans (Fiscal Stability, Job Creation).**

Working with community stakeholders, by April 2015, OP will complete Vision Framework documents for the Adams Morgan and Van Ness neighborhoods. By September 2015, in partnership with the Downtown BID, NoMa BID, Mount Vernon Triangle CID, and multiple District and federal government agencies, OP will complete a preliminary draft report for the Downtown East Re-Urbanization Strategy and continue work on a Soccer Stadium/Buzzard Point Public Space and Urban Design Implementation Guide. By September 2015, the draft EIS will be complete for Poplar Point, working in partnership with the National Park Service as part of a Small area Planning Process. By September 2015, OP will complete preliminary assessments of the need and availability of resources to undertake planning for Tenleytown, lower Georgia Avenue and the Minnesota/Benning area. **Completion date: April 2015.**

#### **INITIATIVE 3.2: Lead planning and implementation efforts for Center City, coordinating with District and Federal Partners, business and resident groups (Sustainable DC Plan Built Environment Action 2.6 and Nature Action 1.1) (Age-Friendly Goal: Domain # 1).**

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

- Coordinate with DPR, the Downtown BID, and the National Park Service (NPS) to advance the Franklin Square Park Vision and Transformation Plan. By June 2015, OP will work with NPS to formalize the concept design with a *Finding Of No Significant Impact* (FONSI).
- Continue partnership with the DCCA, DPR, and local stakeholders on Playable Art DC, a play and place-making initiative to bring innovative art-based play spaces to neighborhoods with underserved park space. By December, 2014, OP will select one additional neighborhood for the program. By April 2015, OP will launch an international competition to create a design for innovative and art-based play structures for park-starved DC neighborhoods. OP was awarded a grant in 2013 from ArtPlace America to fund the competition and has contracted with a



nationally recognized expert in play environments to advise us on the design and launch of the competition. OP, along with DPR, will also look for partner organizations and community groups to build and install the play spaces. Throughout FY2015, continue to participate in the Pennsylvania Avenue Initiative, in partnership with the National Capital Planning Commission, General Services Administration, DDOT, the Downtown BID and NPS. The Initiative will study the near- and long-term needs of the Avenue and surrounding neighborhoods, identify a governance framework, and develop a vision for how the Avenue can be transformed to meet local and national needs and achieve greater vitality and real estate value.

- By December 31, 2014, initiate coordination with the National Capital Planning Commission and the District Department of the Environment in the ongoing implementation of the SW EcoDistrict initiative through participation in the EcoDistricts Target Cities Program. OP will also be collaborating throughout the process with the proposed EcoDistricts in the Downtown area, as well as leading the St. Elizabeths EcoDistrict initiative.

**Completion Dates: December 2014/February 2015**

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

**INITIATIVE 4.1: Increase District residents' understanding of ways they can improve their own neighborhoods by continuing outreach and public education programs that focus on neighborhood livability, including quality design, walkability and amenities (Sustainability)(Sustainable DC Plan Equity and Diversity Action 2.1).**

OP will work with District agencies and local partners to:

- By March 2015, establish a partnership with planning and architectural firms, non-profit organizations, and neighborhood partners to develop a year-long series of engagement activities, including meet-ups, tours, community games, listening sessions, lectures, and community-building exercises that will foster residents' effectiveness in using planning tools to solve neighborhood issues
- By December 2014, OP will complete the migration of its website to a new platform, and institute a program to assure more up to date postings of information to enhance the usefulness of the site to the public.

**Completion Dates: December 2014/February 2015**



**INITIATIVE 4.2: Building on the *Sustainable DC Plan* that created a comprehensive sustainability strategy to make the city “the most sustainable city in the United States”, create, foster, and begin implementation of a citywide sustainability initiative (Sustainable DC Plan Health and Wellness Action 2.1, Built Environment Action 2.4, Food Actions 2.6, 3.1, and 3.5, Transportation Action 3.3, Age-Friendly DC Goal: Domain # 3, 8).**

In FY 2015, OP (in partnership with DDOE) will lead planning, budgeting, and community outreach efforts for the next phase of Sustainable DC:

1. Provide staff support to citywide healthy food access planning by conducting a study by September 2015 on potential market impacts of developing food cooperative buying organizations, studying the District food supply systems, and assisting community food policy bodies.
2. Promote physically active communities and decrease District reliance on single occupant vehicles by creating a “Healthy By Design” program for new affordable housing projects by September 2015, coordinating with the private sector to encourage transit and active transportation, and incentivizing employees to live closer to their places of work.

**Completion date: September 2015.**

**KEY PERFORMANCE INDICATORS – Revitalization/Design & Neighborhood Planning**

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 YTD <sup>3</sup>	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Measure 13: % of OP small area plans approved by the Council	100%	90%	0	90%	92%	92%
Measure 14: % of plans completed in 18 months or less	100%	78%	0	80%	80%	85%
Measure 15: Cost of consultant services per small area plan completed	\$300,000	\$250,000	Will report EOY	\$300,000	\$300,000	\$300,000

<sup>3</sup> As of the third quarter (6/30/2014).



## *Development Review and Historic Preservation*

### **SUMMARY OF SERVICES**

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

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

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

The District is richly endowed with historic resources that enhance its quality of life and competitive strengths, and OP will promote awareness of these resources and access to information about them by taking the following actions:

- Working with local communities, OP will complete heritage guides for two wards and post them online by September 2015 to provide information about local history, heritage assets, and preservation opportunities.
- In partnership with the Humanities Council of Washington DC, OP will complete a year-long DC Community Heritage program by September 2015 with two community symposiums and at least 15 small grant awards to community organizations for historic heritage projects emphasizing grass-roots participation and youth involvement.
- By June 30, 2015, OP will issue a publication introducing the 50<sup>th</sup> anniversary print edition of the DC Inventory of Historic Sites, and by September 30, 2015, OP will expand the publication by documenting historic and eligible properties in one of five thematic categories.
- By June 30, 2015, OP will post on its website building-by-building maps of 30% of DC neighborhood historic districts, showing contributing and non-contributing buildings and construction date ranges.

**Completion Dates; December 2014/June 2015/September 2015**

#### **INITIATIVE 5.2: Support positive outcomes for historic preservation projects by improving public access to technical guidance and facilitating a transparent and efficient preservation review process (Fiscal Stability, Sustainability).**

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

- OP will continue through December 31, 2014, the trial period for public notice of applications to the Historic Preservation Review Board by means of a placard posted by the applicant on the property, and by March 1, 2015, will determine whether to make this requirement permanent.



- By December 31, 2014, OP will work with interested community organizations to seek consensus on current proposals to increase public notice requirements for permit applications in historic areas.
- By February 1, 2015, OP will post on its website an FY 2014 implementation report on the objectives and targeted actions in the 2013 DC Historic Preservation Plan, and by March 31, 2015, will post an update of the FY 2015 objectives and targeted actions in the plan.
- By August 31, 2015, OP will update and solicit public comments on the FY 2016 objectives and targeted actions in the 2016 DC Historic Preservation Plan.

**INITIATIVE 5.3: Leverage historic resources to promote economic development that enhances the livability, character, and vitality of the city (Fiscal Stability, Sustainability).**

- OP will provide technical support to neighborhood organizations concerned about the negative impact on neighborhood character of inappropriate additions in areas such as Bloomingdale, Eckington, Barney Circle, and Southwest, including development of a design guideline template, by September 2015.
- By September 2015 OP will award \$180,534.50 in homeowner grants to low- and moderate-income residents in DC historic districts.

**INITIATIVE 5.4: Bring clarity and cohesiveness to the District's zoning regulations via a comprehensive revision consistent with the Comprehensive Plan (Fiscal Stability and Sustainability) (Age-Friendly DC Goal: Domain # 3).**

The Comprehensive Plan calls for a comprehensive review of the existing zoning regulations. In FY 2013, OP completed the draft text with input from an OP created Task Force and several issue-focused work groups. OP hosted eight ward meetings and attended 53 community meetings to present the draft text; OP made substantial amendments to formatting and text after hearing from the public and filed the draft with the Zoning Commission. In FY 2014, OP held 18 public hearings on the draft text with OP giving presentations and reports. OP prepared preliminary responses to over 1,100 public comments and proposed some alternative language to several issues at the request of the Commission. By December 2014, OP will work with the Zoning Commission to hold public hearings on the alternative language, complete any hearings on the initial draft text, and provide any updated amendments requested by the Zoning Commission.

**Completion Date: December 2014**

**INITIATIVE 5.5: Encourage development and proposed regulations that incorporate Sustainable DC Goals (Sustainable DC Plan Climate and Environment Action 2.3, Built Environment Actions 1.3 and 1.4, Water Action 2.5).**

- By July 2015, OP will also work with DDOE to evaluate the performance of, and update as necessary, the Green Area Ratio standards.
- By September 2015 and throughout 2015, OP will review projects and planned unit developments to include sustainability measures and coordinate with DDOE on efforts to reduce stormwater runoff through use of Green Area Ratio and pervious surfaces in developments. OP will encourage the inclusion of sustainable



features that exceed minimum requirements as benefits or amenities in planned unit developments.

**INITIATIVE 5.6: Coordinate implementation of Small Area Plans, Revitalization Plans, Action Agendas, and the Sustainable DC Plan through development review of projects (Fiscal Stability, Sustainability)(Sustainable DC Plan Built Environment Action 4.3).**

**By September 2015 and throughout FY 2015**, OP will coordinate all discretionary zoning requests and planned unit developments for relevant implementation of small area plans, revitalization plans and rapid response studies.



**KEY PERFORMANCE INDICATORS – Development Review & Historic Preservation**

<b>Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Target</b>	<b>FY 2014 YTD<sup>4</sup></b>	<b>FY 2015 Projection</b>	<b>FY 2016 Projection</b>	<b>FY 2017 Projection</b>
Measure 16: % of historic property permit applications reviewed over the counter	95.64%	90%	92.63%	90%	90%	90%
Measure 17: \$ of historic homeowner grants issued	\$116,115	\$230,000	\$131,633	\$180,000	\$250,000	\$250,000
Measure 18: % of historic landmark designations without owner objection	100%	85%	100%	85%	85%	85%
Measure 19: % of DC government project reviews concluded with adverse effects resolved by consensus	100%	90%	100%	90%	90%	90%
Measure 20: % of Dev. Rev. reports that meet the expectations of boards/commissions	94.17%	90%	93.60%	90%	92%	92%
Measure 21: Average cases reviewed per zoning review staff	32.60	35	36	35	35	35
Measure 22: Average cases reviewed per historic preservation staff.	818	600	568	600	600	600
Measure 23: % of PUDs that exceed minimum requirements to further the Sustainable DC plan including the provision of green roofs or other features to help reduce stormwater runoff, electric car charging stations or bike share facilities.	N/A	60%	83.33%	60%	60%	60%

<sup>4</sup> As of the third quarter (6/30/2014).



## *Office of the Director*

### **SUMMARY OF SERVICES**

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

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

#### **INITIATIVE 1.1: Develop sustainability assessment criteria to guide agencies in evaluating the sustainability of their respective operations in accordance with Mayor's Order 2013-209 (Sustainable DC Governance Goal 1, Action 1.2; Built Environment Goal 3)**

No later than **November 30, 2014**, the District Department of the Environment and the Office of Planning will jointly develop and send to the Office of the City Administrator for review and approval criteria to guide agencies in evaluating the sustainability of their respective operations in accordance with the requirements of Mayor's Order 2013-209, the Sustainable DC Transformation Order. DDOE and OP will develop the assessment criteria in consultation with the District agencies listed in the Order in Section IIC.

#### **INITIATIVE 1.2: Conduct agency sustainability assessment using OCA approved criteria developed by DDOE and OP in accordance with Mayor's Order 2013-209 (Sustainable DC Governance Goal 1, Action 1.2; Built Environment Goal 3)**

**By April 2015**, or within one hundred twenty (120) days after the City Administrator approves sustainability assessment criteria developed jointly by the District Department of the Environment and the Office of Planning, each agency head subject to the authority of the mayor shall use the criteria to evaluate the sustainability of their respective operations in accordance with the requirements of Mayor's Order 2013-209, the Sustainable DC Transformation Order, and submit to his or her responsible Deputy Mayor and the Office of the City Administrator the results of the agency's internal assessment.



### KEY PERFORMANCE INDICATORS – *Office of the Director*

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 YTD	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
% of subgrantees' budgets spent on programmatic costs <sup>5</sup>	76.53%	65%	Will report EOY	65%	65%	65%
% of scheduled monitoring reports as defined in agency monitoring plan completed for each grant award <sup>6</sup>	100%	100%	Will report EOY	100%	100%	100%

<sup>5</sup> The Wise Giving Alliance of the Better Business Bureau identifies 65% to be an industry standard for this measure <http://www.bbb.org/us/Charity-Standards/>. This metric measures all subgrantees' programmatic costs as a percentage of their overall costs.

<sup>6</sup> Pursuant to 11.4 of the Grants Manual and Source Book all District agencies must complete monitoring reports. All District agencies should be in compliance with this standard. The standard is 100%.

**OFFICE OF PLANNING  
SCHEDULE A AS OF JANUARY 29, 2015**

<u>Posn Nbr</u>	<u>Title</u>	<u>Name</u>	<u>Emplid</u>	<u>Hire Date</u>	<u>Vac</u>		<u>Salary</u>	<u>FTE x</u>		<u>PCA</u>	<u>Proj Nbr</u>	<u>Phase</u>	<u>Grant Nbr</u>	<u>Grant Phase</u>	<u>Fund Code</u>	<u>Prgm Code</u>	<u>Position NTE Dt</u>
					<u>Stat</u>	<u>Grade</u>		<u>Step</u>	<u>Dist %</u>								
00028205	Lead Community Planner INFORMATION TECHNOLOGY	Abernathy,Malaika K	00035943	7/9/2007	F	14	1	\$97,656	1	1000L	NHP10				0100	3010	
00028204	SPECIAL	Anna,Alemayehu M	00032253	4/18/2006	F	14	6	\$113,301	1	1000L	70200				0100	7020	
00050762	Demographic Specialist	Azimeraw,Minwuyet M.	00038045	2/18/2008	F	11	4	\$63,549	1	1000L	70300				0100	7030	
00028207	COMMUNITY PLANNER	Bird,Melissa C	00028322	1/24/2005	F	14	5	\$110,172	1	1000L	NHP10				0100	3010	
00012317	HISTORIC ARCHITECTURAL	Brockett,Anne O	00009131	1/12/2004	F	12	6	\$82,846	1	1000L	ZRH20				0100	2020	
00004851	DEV REVIEW SPEC	Brown-roberts,Maxine H	00004903	9/5/2000	F	14	5	\$110,172	1	1000L	ZRH10				0100	2010	
00044137	Senior Historic Preservation S	Callcott,Stephen L	00005200	7/20/1992	F	15	0	\$108,863	1	1000L	ZRH20				0100	2020	
00006113	Lead Community Planner	Cidlowski,Laine A.	00038276	3/17/2008	F	14	1	\$97,656	1	1000L	NHP20				0100	3020	
00007224	COMMUNITY PLANNER	Cochran,Stephen L	00007323	3/15/1999	F	14	7	\$116,430	1	1000L	ZRH10				0100	2010	
00013907	COMMUNITY PLANNER	Crain,Deborah L	00014023	7/11/1994	F	14	5	\$110,172	1	1000L	NHP10				0100	3010	
00075019	EXECUTIVE ASSISTANT	Delaney,Joyetta	00038059	2/19/2008	F	11	2	\$59,823	0.5	1000L	ZRH20				0100	2020	
00075019	EXECUTIVE ASSISTANT	Delaney,Joyetta	00038059	2/19/2008	F	11	2	\$59,823	0.5	1000L	ZRH10				0100	2010	
00047083	COMMUNITY PLANNER	Delfs,Christopher D	00028334	1/24/2005	F	14	4	\$107,043	1	1000L	NHP10				0100	3010	
00000851	Historic Preservation Spec.	Dennee,Timothy J.	00000871	2/12/2001	F	13	7	\$98,521	1	1000L	ZRH20				0100	2020	
00000408	ASSOC DIR COMP PLANNING	Driggins,Kimberly C	00002237	3/2/2008	F	15	0	\$131,925	1	1000L	70100				0100	7010	
00045308	Demographic Specialist	Duncan,Coleen	00084092	11/17/2014	F	11	3	\$61,686	1	1000L	70300				0100	7030	
00046052	DevelopDevelopment Review Spec	Elliott,Brandice N	00070413	9/24/2012	F	14	1	\$97,656	1	1000L	ZRH10				0100	2010	
00045312	Historic Preservation Spec.	Elliott,Kimberly Y	00066940	10/11/2011	F	13	4	\$90,574	1	1000L	ZRH20				0100	2020	
00011623	Community Planner(Transportati	Emerine,Daniel J	00038082	3/3/2008	F	14	1	\$97,656	1	1000L	70100				0100	7010	
00033984	COMMUNITY PLANNER	Estes,Edward M	00034151	12/11/2006	F	13	6	\$95,872	1	1000L	NHP20				0100	3020	
00008309	ASSOC DIR	Gabriel,Tracy S	00070676	10/22/2012	F	15	0	\$107,655	1	1000L	NHP10				0100	3010	
00075185	COMMUNITY PLANNER	Ghaffari,Josh J	00040367	4/16/2007	F	13	3	\$87,925	1	1000L	NHP10				0100	3010	
00044358	Asst Dir Strategic Ops & Finan	Giefer,Edward T	00013365	1/14/2002	F	15	0	\$124,554	0.5	1000L	AMP50				0100	1050	
00044358	Asst Dir Strategic Ops & Finan	Giefer,Edward T	00013365	1/14/2002	F	15	0	\$124,554	0.25	1000L	AMP90				0100	1090	
00044358	Asst Dir Strategic Ops & Finan	Giefer,Edward T	00013365	1/14/2002	F	15	0	\$124,554	0.25	1000L	AMP20				0100	1020	
00006591	Community Planner	Goggans,Alexis J	00080910	5/19/2014	F	12	1	\$71,716	1	1000L	NHP10				0100	3010	
00020855	Visual Information Specialist	Gould,Rishawna	00069476	8/13/2012	F	13	1	\$82,627	1	1000L	AMP80				0100	1080	
00045300	Development Review Specialist	Gyor,Stephen Michael	00068321	4/23/2012	F	13	3	\$87,925	1	1000L	ZRH10				0100	2010	
00015509	Community Planner	Hand,Ryan	00080898	5/19/2014	F	12	1	\$71,716	1	1000L	NHP10				0100	3010	
00044749	Management Liaison Specialist	Harp,Sandra F	00010099	9/13/1999	F	14	3	\$96,076	0.25	1000L	AMP15				0100	1015	
00044749	Management Liaison Specialist	Harp,Sandra F	00010099	9/13/1999	F	14	3	\$96,076	0.75	1000L	AMP10				0100	1010	
00046042	Development Review Specialist	Jesick,Matthew R	00031637	2/6/2006	F	13	7	\$98,521	1	1000L	ZRH10				0100	2010	
00012718	COMMUNITY PLANNER	Kasongo,Evelyn D	00031947	3/6/2006	F	14	4	\$107,043	1	1000L	NHP10				0100	3010	
00011485	COMMUNITY PLANNER	Khan,Sakina H	00030422	9/6/2005	F	14	4	\$107,043	1	1000L	70100				0100	7010	1/28/2005
00003343	INSPECTOR IONAL PGM SPEC	Lambert,Rupert K	00003368	4/5/1993	F	11	10	\$74,727	1	1000L	ZRH20				0100	2020	
00013721	SENIOR DEV ZONING PLANNING	Lawson,Joel	00024225	6/3/2002	F	15	0	\$116,622	1	1000L	ZRH10				0100	2010	
00007251	HISTORIC PRESERVATION SPECIALI	Lewis,Charles A	00038448	3/31/2008	F	14	5	\$110,172	0.5	1000L	ZRH10				0100	2010	
00024021	COMMUNITY PLANNER	Limauro,Andrea	00043393	12/8/2008	F	13	2	\$85,276	1	1000L	NHP10				0100	3010	
00001352	Geograph. Info Syst (GIS) Spec	Luthy,Edward W	00038994	5/27/2008	F	12	5	\$80,620	1	1000L	70200				0100	7020	
00007225	Community Planner	Maher,Timothy D	00078167	9/9/2013	F	12	3	\$76,168	1	1000L	NHP20				0100	3020	
00013794	HISTORIC PRESERVE PGM MGR	Maloney,David J	00007350	6/16/1985	F	15	0	\$115,967	1	1000L	ZRH20				0100	2020	
00009997	EXECUTIVE ASSISTANT	Marshall,Dale A	00003865	1/30/2012	F	11	7	\$69,138	0.2	1000L	NHP10				0100	3010	
00009997	EXECUTIVE ASSISTANT	Marshall,Dale A	00003865	1/30/2012	F	11	7	\$69,138	0.2	1000L	70300				0100	7030	
00009997	EXECUTIVE ASSISTANT	Marshall,Dale A	00003865	1/30/2012	F	11	7	\$69,138	0.2	1000L	70200				0100	7020	
00009997	EXECUTIVE ASSISTANT	Marshall,Dale A	00003865	1/30/2012	F	11	7	\$69,138	0.2	1000L	70100				0100	7010	

Posn Nbr	Title	Name	Emplid	Hire Date	Vac			Salary	FTE x			PCA	Proj Nbr	Proj Phase	Grant Nbr	Grant Phase	Fund Code	Prgm Code	Position NTE Dt
					Stat	Grade	Step		Dist %	Index									
00009997	EXECUTIVE ASSISTANT	Marshall,Dale A	00003865	1/30/2012	F	11	7	\$69,138	0.2	1000L	NHP20					0100	3020		
00046299	HISTORIC PRESERVATION SPECIALI	McMillen,Frances M	00071199	12/31/2012	F	11	7	\$69,138	1	1000L	ZRH20					0100	2020		
00038608	HISTORIC PRESERVATION SPECIALI	Meyer,James B	00032485	5/30/2006	F	11	8	\$71,001	1	1000L	ZRH20					0100	2020		
00025734	DEV REVIEW SPEC	Mordfin,Stephen J	00025891	4/22/2002	F	14	5	\$110,172	1	1000L	ZRH10					0100	2010		
00012143	COMMUNITY PLANNER	Nelson,Thor A	00038616	4/14/2008	F	13	3	\$87,925	1	1000L	NHP20					0100	3020		
00028203	ASSOC DIR STATE DATA CENTER	Phillips,Joy E	00024063	2/6/2005	F	15	0	\$118,415	1	1000L	70300					0100	7030		
00010668	STAFF ASSISTANT	Poindexter,Rita J	00010767	10/6/2003	F	11	5	\$65,412	0.25	1000L	AMP40					0100	1040		
00010668	STAFF ASSISTANT	Poindexter,Rita J	00010767	10/6/2003	F	11	5	\$65,412	0.25	1000L	AMP85					0100	1085		
00010668	STAFF ASSISTANT	Poindexter,Rita J	00010767	10/6/2003	F	11	5	\$65,412	0.25	1000L	AMP55					0100	1055		
00010668	STAFF ASSISTANT	Poindexter,Rita J	00010767	10/6/2003	F	11	5	\$65,412	0.25	1000L	AMP30					0100	1030		
00003097	DEVELOPMENT REVIEW SPEC	Rappolt,Megan C.	00082263	8/11/2014	F	13	1	\$82,627	1	1000L	ZRH10					0100	2010		
00001011	ASSOC DIR OF GIS & IT	Richman,Charlie	00001031	1/28/2002	F	15	0	\$138,681	1	1000L	70200					0100	7020		
00033982	COMMUNITY PLANNER	Rodgers,Arthur H.	00028486	6/5/2007	F	14	4	\$107,043	1	1000L	70100					0100	7010		
00000013	Revitalization Prog Mgr	Shaheen,Christopher M	00006183	5/7/2001	F	15	0	\$100,613	1	1000L	NHP20					0100	3020		
00005490	Acting Director	Shaw,Eric David	00084449	1/2/2015	F	E4	0	\$158,000	1	1000L	AMP90					0100	1090		
00013568	Demographic Specialist	Sheres,Daniel E	00043387	12/8/2008	F	13	5	\$93,223	1	1000L	70300					0100	7030		
00045311	COMMUNITY PLANNER	Silver,Joshua D	00081017	6/2/2014	F	13	1	\$82,627	1	1000L	NHP10					0100	3010		
00013303	Dep Dir, Dev Review	Steingasser,Jennifer L.	00013835	7/17/2000	F	16	0	\$142,080	0.5	1000L	ZRH10					0100	2010		
00013303	Dep Dir, Dev Review	Steingasser,Jennifer L.	00013835	7/17/2000	F	16	0	\$142,080	0.5	1000L	ZRH20					0100	2020		
00076754	Staff Assistant	Stephens,Ashley	00004588	6/1/2004	F	9	1	\$48,107	1	1000L	ZRH10					0100	2010		
00000558	Dep Dir, Long Range Planning	Stern,Tanya	00017560	5/17/2004	F	16	0	\$115,704	0.2	1000L	70100					0100	7010		
00000558	Dep Dir, Long Range Planning	Stern,Tanya	00017560	5/17/2004	F	16	0	\$115,704	0.2	1000L	NHP10					0100	3010		
00000558	Dep Dir, Long Range Planning	Stern,Tanya	00017560	5/17/2004	F	16	0	\$115,704	0.2	1000L	70300					0100	7030		
00000558	Dep Dir, Long Range Planning	Stern,Tanya	00017560	5/17/2004	F	16	0	\$115,704	0.2	1000L	70200					0100	7020		
00000558	Dep Dir, Long Range Planning	Stern,Tanya	00017560	5/17/2004	F	16	0	\$115,704	0.2	1000L	NHP20					0100	3020		
00003682	DEV REVIEW SPEC	Thomas,Karen M	00003710	12/17/2001	F	14	5	\$110,172	1	1000L	ZRH10					0100	2010		
00075157	HISTORIC PRESERVATION SPECIALI	Vanlandingham,Sarah E	00080515	4/21/2014	F	11	1	\$57,960	1	1000L	ZRH20					0100	2020		
00045315	DevelopDevelopment Review Spec	Vitale,Elisa	00069270	7/16/2012	F	14	2	\$100,785	1	1000L	ZRH10					0100	2010		
00002648	Cartographer	Waardenburg,Dennis S	00002669	5/6/2002	F	13	6	\$95,872	1	1000L	70200					0100	7020		
00011534	COMMUNITY PLANNER	Willger,Colleen R	00080760	5/5/2014	F	13	1	\$82,627	1	1000L	NHP10					0100	3010		
00023408	INSPECTOR PGM SPEC	Williams-cherry,Toni V	00023569	8/17/1987	F	12	9	\$89,524	1	1000L	ZRH20					0100	2020		
00045817	Executive Assistant	Willson,Nancy	00002401	10/6/2014	F	13	1	\$76,397	1	1000L	AMP90					0100	1090		
00012275	ASSOC DIR FOR REVITALIZATION	Zingsheim,Patricia A	00012389	4/21/2003	F	15	0	\$123,827	1	1000L	NHP20					0100	3020		
00009548	Cartographer				V	13	0	\$82,627	1	1000L	70200					0100	7020		
00009682	DEV REVIEW SPEC				V	14	1	\$97,656	1	1000L	ZRH10					0100	2010		
00044751	Development Review Specialist				V	13	0	\$82,627	1	1000L	ZRH10					0100	2010		
00073571	CHIEF OF STAFF				V	14	0	\$112,725	0.25	1000L	AMP90					0100	1090		
00073571	CHIEF OF STAFF				V	14	0	\$112,725	0.25	1000L	AMP85					0100	1085		
00073571	CHIEF OF STAFF				V	14	0	\$112,725	0.25	1000L	AMP80					0100	1080		
00073571	CHIEF OF STAFF				V	14	0	\$112,725	0.25	1000L	AMP60					0100	1060		
00075495	COMMUNITY PLANNER				V	13	0	\$82,627	1	1000L	70100					0100	7010		
00085569	Historic Preservation Spec.				V	13	0	\$82,627	1	1000L	ZRH20					0100	2020		
TOTAL LOCAL FTEs									67.5										
EDUCATION OUTREACH PROGRAM																			
00007074	SPE	Yarnall,Bruce A	00028323	1/24/2005	F	12	6	\$82,846	0.5	HPF14	ZRH20			HISPRES	14	8200	2020		
EDUCATION OUTREACH PROGRAM																			
00007074	SPE	Yarnall,Bruce A	00028323	1/24/2005	F	12	6	\$82,846	0.5	HPF15	ZRH20			HISPRES	15	8200	2020		
00007251	HISTORIC PRESERVATION SPECIALI	Lewis,Charles A	00038448	3/31/2008	F	14	5	\$110,172	0.25	HPF14	ZRH20			HISPRES	14	8200	2020		

<u>Posn Nbr</u>	<u>Title</u>	<u>Name</u>	<u>Emplid</u>	<u>Hire Date</u>	<u>Vac</u>			<u>FTE x</u>			<u>PCA</u>	<u>Proj Nbr</u>	<u>Phase</u>	<u>Grant Nbr</u>	<u>Grant Phase</u>	<u>Fund Code</u>	<u>Prgm Code</u>	<u>Position NTE Dt</u>
					<u>Stat</u>	<u>Grade</u>	<u>Step</u>	<u>Salary</u>	<u>Dist %</u>	<u>Index</u>								
00007251	HISTORIC PRESERVATION SPECIALI	Lewis,Charles A	00038448	3/31/2008	F	14	5	\$110,172	0.25	HPF15	ZRH20			HISPRES	15	8200	2020	
00009026	Architectural Historian	Williams,Kimberly P	00060551	3/1/2010	F	13	3	\$87,925	0.5	HPF15	ZRH20			HISPRES	15	8200	2020	
00009026	Architectural Historian	Williams,Kimberly P	00060551	3/1/2010	F	13	3	\$87,925	0.5	HPF14	ZRH20			HISPRES	14	8200	2020	
00075020	Archeologist	Trocolli,Ruth	00035954	7/9/2007	F	12	5	\$80,620	0.5	HPF15	ZRH20			HISPRES	15	8200	2020	
00075020	Archeologist	Trocolli,Ruth	00035954	7/9/2007	F	12	5	\$80,620	0.5	HPF14	ZRH20			HISPRES	14	8200	2020	
TOTAL FEDERALLY FUNDED FTEs									3.5									
00085618	Historic Preservation Spec.				V	13	0	\$82,627	1	TPP14	NHP10	NPP001	14			7750	3010	
TOTAL INTRA-DISTRICT FUNDED FTEs									$\frac{1}{2}$									
TOTAL AGENCY FTEs									72									