

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Planning**



**Responses to Questions for the
February 25, 2020
FY 2019-2020 Agency Performance Oversight Hearing**

Andrew T. Trueblood
Director, Office of Planning

Submission to

Committee of the Whole
Chairman Phil Mendelson

February 18, 2020

Committee of the Whole
John A. Wilson Building
1350 Pennsylvania Ave., NW
Washington, DC 20004

**Office of Planning
 FY 19-20 Performance Oversight
 Responses to Pre-Hearing Questions
 February 25, 2020**

- 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 Q1.

- 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 February 1, 2020. The Schedule A also should indicate all vacant positions in the agency. Please do not include Social Security numbers.**

Please see Attachment Q2.

- 3. Please list as of February 1 all employees detailed to or from your agency, if any, anytime this fiscal year (up to the date of your answer). 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 the detail began, and the employee’s actual or projected date of return.**

DMPED’s Jessica Carroll was detailed to OP in October 2019 to serve as OP’s interim communications officer while an OP employee was on maternity leave. Ms. Carroll served in this position through February 18, 2020.

DMPED’s Leonard Watson was detailed to OP in February 2019 to serve as OP’s Community Engagement Strategist. He is currently fulfilling this role to date.

- 4. (a) For fiscal year 2019, please list each employee whose salary was \$125,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and/or bonus pay.**

FY 2019

Employee Name	Position Title	Salary	Overtime	Bonus Pay
Alemayehu Anna	Information Technology Specialist	\$136,743	\$493	
Melissa Bird	Neighborhood Planner	\$129,769	\$1,685	
Maxine Brown-Roberts	Development Review Specialist	\$133,256		
Stephen Cochran	Development Review Specialist	\$136,743	\$592	
Anita Cozart	Dep Dir, Community Planning & Design	\$147,227		
Deborah Crain	Neighborhood Planner	\$133,256	\$192	
Rogelio Flores	Assoc. Director, Citywide Planning	\$136,384	\$91	
Edward Giefer	Assist Director, Strategic Ops & Finance	\$138,826		
Evelyn Kasongo	Neighborhood Planner	\$126,282	\$637	

Sakina Khan	Dep Dir., Citywide Strategy & Analysis	\$144,895		
Joel Lawson	Senior Dev Zoning Planning	\$135,184		
Charles Lewis	Historic Preservation Specialist	\$133,256	\$190	
David Lieb	Senior Counsel	\$157,085		
David Maloney	State Historic Preservation Officer	\$129,255		
Stephen Mordfin	Development Review Specialist	\$129,769		
Joy Phillips	Assoc. Director State Data Center	\$137,263		
Arthur Rodgers	Community Planner	\$129,769	\$1,674	
Malaika Scriven	Chief of Staff	\$135,520		
Jennifer Steingasser	Dep Director, Development Review	\$158,360		
Kevin Storm	Assoc. Director, Design	\$139,462		
Karen Thomas	Development Review Specialist	\$133,256		
Andrew Trueblood	Director	\$180,841		

(b) For fiscal year 2020, please list each employee whose salary is or was \$125,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and/or bonus pay as of the date of your response.

FY 2020*

Employee Name	Position Title	Salary	Overtime	Bonus Pay
Alemayehu Anna	Information Technology Specialist	\$140,847	\$1,117	
Melissa Bird	Neighborhood Planner	\$133,633	\$2,506	
Maxine Brown-Roberts	Development Review Specialist	\$137,255		
Stephen Cochran	Development Review Specialist	\$140,847	\$356	
Anita Cozart	Dep Dir, Community Planning & Design	\$151,780		
Deborah Crain	Neighborhood Planner	\$137,255	\$297	
Brandice Elliott	Development Review Specialist	\$126,479		
Rogelio Flores	Community Planner	\$140,476		
Anne Fothergill	Development Review Specialist	\$126,479		
Edward Giefer	Assist Director, Strategic Ops & Finance	\$142,991		
Evelyn Kasongo	Neighborhood Planner	\$130,071	\$2,064	
Sakina Khan	Dep Dir., Citywide Strategy & Analysis	\$149,242		
Joel Lawson	Senior Dev Zoning Planning	\$139,239		
Charles Lewis	Historic Preservation Specialist	\$137,255		
David Lieb	Senior Counsel	\$166,554		
David Maloney	State Historic Preservation Officer	\$133,133		
Stephen Mordfin	Development Review Specialist	\$133,633		
Joy Phillips	Assoc. Director State Data Center	\$141,381		
Arthur Rodgers	Community Planner	\$133,633	\$835	
Malaika Scriven	Chief of Staff	\$139,586		
Christopher Shaheen	Community Planner	\$126,479		
Jennifer Steingasser	Dep Director, Development Review	\$163,110		
Kevin Storm	Assoc. Director, Design	\$143,645		
Karen Thomas	Development Review Specialist	\$137,255		
Andrew Trueblood	Director	\$186,266		
Elisa Vitale	Development Review Specialist	\$130,071		
Colleen Willger	Assoc. Director, Neighborhood Planning	\$126,690		

Note: * - As of 1/31/20

5. Please list, in descending order, the top 15 overtime earners in your agency for fiscal year 2019. For each, state the employee's name, position or title, salary, and aggregate overtime pay.

Employee Name	Position Title	Salary	Overtime
Valecia Wilson	Community Planner	\$94,858	\$3,557
Ryan Hand	Community Planner	\$122,887	\$3,320
Andrea Limauro	Community Planner	\$113,104	\$2,858
Karen Harris	Executive Assistant	\$82,326	\$1,999

Melissa Bird	Community Planner	\$133,663	\$1,685
Arthur Rodgers	Community Planner	\$133,663	\$1,674
Erkin Ozberk	Community Planner	\$100,940	\$1,409
Faith Broderick	Community Planner	\$82,326	\$922
Thor Nelson	Community Planner	\$122,887	\$863
Ashley Stephens	Staff Assistant	\$72,956	\$844
Evelyn Kasongo	Community Planner	\$130,071	\$637
Steve Cochran	Development Review Specialist	\$140,847	\$592
Emily Johnson	Community Planner	\$82,326	\$576
Alemayehu Anna	IT Specialist	\$140,847	\$493
Coleen Jordan	Demographic Specialist	\$77,232	\$487

6. **For fiscal years 2019 and 2020 (through January 31), please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.**

No employees received bonuses or special award pay in FY 2019 or in 2020 to date.

7. **For fiscal years 2019 and 2020 (through January 31), please list each employee separated from the agency with separation pay. State the amount and number of weeks of pay. Also, for each, state the reason for the separation.**

In FY 2019, separation pay totaling \$40,639 was paid to Employee A. Thus far in FY 2020 OP has made no separation payments.

8. **For fiscal years 2018, 2019, and 2020 (through January 31), please state the total number of employees receiving worker's compensation payments.**

No employees received worker's compensation payments in FY 2018, 2019, or 2020 to date.

9. **Please provide the name of each employee who was or is on administrative leave in fiscal years 2019 and 2020 (through January 31). In addition, for each employee identified, please provide: (1) their position; (2) a brief description of the reason they were placed on leave; (3) the dates they were/are on administrative leave; (4) whether the leave was/is paid or unpaid; and (5) their current status (as of January 31, 2020).**

There were no OP employees placed on administrative leave in FY 2019 or in 2020 to date.

10. For fiscal years 2019 and 2020 (through January 31), please list, in chronological order, all intra-District transfers to or from the agency. Give the date, amount, and reason for the transfer.

FY 2019

OP IS THE BUYER		
OZ	Broadcast and archive HPRB hearings (10/1/18)	\$19,020
DPW	Pay for fleet costs (10/1/18)	\$7,916
OCFO/OCF	Pay for costs associated with Purchase Card purchases (10/1/18)	\$160,914
DCHR	Fees associated with hosting Leadership Interns at OP (1/31/19)	\$21,340
OS	Establishing an agency record retention policy (2/21/19)	\$22,743
OCTO	Census 2020 web site	\$24,500
MOLA	Census 2020 promotion	\$10,000
MOAPIA	Census 2020 grant program	\$450,000
OP IS THE SELLER		
DDOT	Planning support for federal Historic Preservation requirements (10/1/18)	\$140,000

FY 2020*

OP IS THE BUYER		
OZ	Broadcast and archive HPRB hearings (10/1/19)	\$21,770
DPW	Pay for fleet costs (10/1/19)	\$7,500
OCFO/OCF	Pay for costs associated with Purchase Card purchases (10/1/19)	\$84,074
DCHR	Fees associated with hosting Leadership Interns and CCF at OP (12/10/19)	\$91,633
OCTO	Migration of OP data to OCTO servers	\$45,982
DMPED	Support for a creative placemaking strategy in Deanwood (12/11/19)	\$60,000
MOLA	Census 2020 promotion	\$15,000
MOAPIA	Census 2020 grant program	\$564,648
OP IS THE SELLER		
DDOT	Planning support for federal Historic Preservation requirements (10/1/19)	\$140,000
DDOT	To support a study of the Southwest DC flood plain	\$60,000

Note: * - Through 1/31/20

11. Please list, in chronological order, every reprogramming of funds into or out of the agency for fiscal years 2019 and 2020 (through January 31). Include a “bottom line” that explains the revised final budget for your agency. For each reprogramming, list the reprogramming number (if submitted to the Council for approval), the date, the amount, and the rationale.

Date	Repro #	Amount	Rationale
2019			
LOCAL			
3/21/2019		\$134,000	From DMPED: To support Census 2020
4/6/2019		\$1,083,000	From contingency funding: To support Census 2020

8/28/2019		\$200,000	To statehood efforts: From excess Census 2020 funding
Final FY 2019		\$10,948,358	
2020*			
<u>LOCAL</u>		None	

Note: * - Through 1/31/20

12. Please list, in chronological order, every reprogramming within your agency during fiscal year 2020 to date. Include known, anticipated intraagency reprogrammings. For each, give the date, amount, and rationale.

FY 2020*

Date	Amount	Rationale
1/24/2020	\$125,645	Special Purpose Revenue (O2001). Internal reprogramming to move funds from 0408 to 0409 to allow these O-type funds to be spent on contracts and grants to support OP's Historic Preservation program.
TBD	\$75,507	Local funds (1000L). Internal reprogramming to move funds from Nonpersonal Services to Personal Services, to align some Personal Services costs with the Census 2020 efforts.

Note: * - Through 1/31/20

13. For fiscal years 2019 and 2020 (through February 10), please identify each special purpose revenue fund 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 2018, 2019, and 2020 (as of January 31) and give starting and ending balances. You may wish to present this information first as a list (for numbers 1-5) and then as separate tables for numbers 4 and 5.

Historic Landmark & Historic District Application Fees (O2001)

This is a non-lapsing revolving fund established within the General Fund of the District to pay 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	Starting Bal + Revenue - Expenses = Ending Bal	Expenses detail	Description
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2018	\$265,199 + \$96,767 <u>- \$131,758</u> \$230,208	\$19,020 \$13,858 \$5,000 \$50,625 \$2,000 \$37,000 <u>\$4,255</u> \$131,758	<ul style="list-style-type: none"> ▪ Payment to the Office of Zoning for broadcasting and archiving all hearings of the Historic Preservation Review Board. ▪ Stipends to HPRB members ▪ Mayor's Agent services ▪ Historic preservation outreach services ▪ Transcription services for HPRB meetings and Mayor's Agent hearings ▪ Historic preservation education and digital documentation project ▪ Annual dues to preservation organization
2019	\$230,208 + \$123,221 <u>- \$162,566</u> \$190,863	\$18,688 \$11,941 \$5,000 \$10,332 \$51,025 \$4,355 \$16,913 \$30,000 \$12,975 <u>\$1,337</u> \$162,566	<ul style="list-style-type: none"> ▪ Payment to the Office of Zoning for broadcasting and archiving all hearings of the Historic Preservation Review Board. ▪ Stipends to HPRB members ▪ Mayor's Agent services ▪ Historic preservation outreach services ▪ Historic preservation education and digital documentation project ▪ Annual dues to preservation organization ▪ African American 20th Century Civil Rights trail project ▪ Heritage subgrant program and historic pres. Outreach & education ▪ Historic preservation awards ▪ Small purchases to support historic preservation program
2020*	\$190,863 + \$34,651 <u>- \$7,130</u> \$TBD	\$2,775 <u>\$4,355</u> \$7,130	<ul style="list-style-type: none"> ▪ Stipends to HPRB members ▪ Annual dues to preservation organization

Note: * - Through 1/31/20

Reimbursables From Other Governments (O2002)

This is a non-lapsing revolving fund established by the Office of the Chief Financial Officer to manage non-grant funds from the federal government.

FY	Revenue	Expenses detail	Description
2018	\$50,000 (carried over)	\$0	<ul style="list-style-type: none"> ▪ Funds from the Eisenhower Commission to develop an updated National Register Nomination for the L'Enfant Plan, pursuant to an agreement for construction of the Eisenhower Memorial near the National Mall
2019	\$50,000 (carried over)	\$50,000	<ul style="list-style-type: none"> ▪ Geographic Information System (GIS) services to help OP's Historic Preservation Office develop an updated National Register Nomination for the L'Enfant Plan

- 14. Please provide a table showing your agency Council-approved original budget, revised budget (after reprogrammings, etc.) for fiscal years 2018, 2019, and the first quarter of 2020. In addition, please explain the variances between fiscal year appropriations and actual expenditures for fiscal years 2018 and 2019.**

Please see Attachment Q14.

- 15. Please list all memoranda of understanding (MOU) either entered into by your agency or in effect during fiscal years 2019 and 2020 (through January 31). For each, describe**

its purpose, indicate the date entered, and provide the actual or anticipated termination date.

<u>Buyer</u>	<u>Seller</u>	<u>Purpose</u>	<u>Amount</u>
2019			
OP	OZ	Broadcast and archive hearings of the HPRB (start 10/1/18, end 9/30/19)	\$19,020
OP	DCHR	District Leadership Program year-round intern and summer intern fees (start 10/1/18, end 9/30/19)	\$21,340
OP	OS	Project with the Office of Public Records to produce a record retention schedule for OP (start 2/11/19, end 9/30/19)	\$22,743
OP	OCTO	To develop and host a Census 2020 website (start 3/14/19, end 9/30/19)	\$24,500
OP	MOLA	For the Mayor's Office on Latino Affairs to help with the promotion of Census 2020 (start 6/14/19, end 9/30/19)	\$10,000
OP	MOAPIA	For the Mayor's Office on Asian and Pacific Islander Affairs to conduct a grant program to help with the promotion of Census 2020 (start 7/9/19, end 9/30/19)	\$450,000
DDOT	OP	Historic Preservation planning support for transportation projects (start 10/1/18, end 9/30/19)	\$140,000
2020*			
OP	OZ	Broadcast and archive hearings of the HPRB (start 10/1/19, end 9/30/20)	\$21,770
OP	DCHR	District Leadership Program interns and Capital City Fellows (start 10/1/19, end 9/30/20)	\$91,633
OP	OCTO	For the migration of OP data to OCTO servers (start 10/1/19, end 9/30/20)	\$45,982
OP	MOLA	For the Mayor's Office on Latino Affairs to help with the promotion of Census 2020 (start 10/21/19, end 4/30/20)	\$15,000
OP	MOAPIA	For the Mayor's Office on Asian and Pacific Islander Affairs to fund the second year of a two-year grant program to help with the promotion of Census 2020 (start 10/7/19, end 7/31/20)	\$564,648
OP	DMPED	Support for a creative placemaking strategy in Deanwood (start 11/27/19, end 9/30/20)	\$60,000
DDOT	OP	Historic Preservation planning support for transportation projects (start 10/1/19, end 9/30/20)	\$140,000
DDOT	OP	To support a flood plain/resiliency study for the Southwest neighborhood (start 12/18/19, end 9/30/20)	\$490,000

Note: * - Through 1/31/20

16. **D.C. Law requires the Mayor and the Chief Financial Officer to submit to the Council, simultaneously with a proposed budget submission, actual copies of all agency budget enhancements requests, including the "Form B" for all District agencies (See D.C. Code § 47- 318.05a). In order to help the Committee 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 2018, 2019, and 2020.**

The Office of Planning works each year with the Mayor’s Office of Budget and Performance and the Deputy Mayor for Planning and Economic Development to develop our annual budget. The Mayor’s annual budget submission reflects these efforts.

- 17. Please list all currently open capital projects for your agency (as of January 31st) 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*
HP staff review	OP and DDOT have a multi-year intra-district agreement to support one OP Historic Preservation Specialist FTE to expedite review of DDOT projects and other transportation related tasks, including project coordination, technical assistance, and document review on matters relating to historic preservation, history, architectural history, and archaeology. DDOT funds this agreement with capital funds.	\$140,000	\$42,288

Note: * - Through 1/31/20

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

The Office of Planning is not a party in any pending lawsuit. Two OP employees, Director Andrew Trueblood and State Historic Preservation Officer David Maloney, are named in their official capacity as defendants, along with Mayor Bowser and Historic Preservation Review Board Chair Marnique Heath, in *Dupont East Civic Action Association, et al. v. Muriel Bowser, et al.*, 2019 CA 004130 B (Super. Ct.), in which the plaintiffs seek judicial review and declaratory and injunctive relief related to the landmark boundary of the Scottish Rite Masonic Temple located on 16th Street, NW. The lawsuit does not expose the city to significant liability in terms of money and/or change in practices.

- 19. (a) Please list and describe any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed at any time in fiscal**

years 2019 or 2020 (through January 31).

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

There were no investigations, studies, audits, or reports on OP completed during this period.

OP understands that the Office of the Inspector General is conducting an investigation related to OP’s work on historic preservation issues at the Scottish Rite Masonic Temple site in Northwest Washington. OP does not know the specific subject of the investigation.

20. How many grievances have been filed by employees or labor unions against agency management? Please list each of them by year for fiscal years 2018, 2019, and 2020 (through January 31). Give a brief description of each grievance, and the outcome as of January 31, 2020. Include on the chronological list any earlier grievance that is still pending in any judicial forum.

OP did not have any grievances filed by employees or labor unions during this period.

**21. (a) Please describe the agency’s procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees.
 (b) If different, please describe the agency’s procedures for investigating allegations of sexual harassment committed by or against its employees.
 (c) List and describe each allegation received by the agency in FY 2019 and FY 2020 (as of January 31) and the resolution of each as of the date of your answer.**

OP follows the policy, guidance, and procedures outlined for District agencies that are outlined in Mayor’s Order 2017-313, dated December 18, 2017. OP did not receive any sexual harassment or misconduct allegations during FY 2019 or FY 2020, as of January 31.

22. In table format, please list the following for fiscal years 2019 and 2020 (through January 31, 2020) regarding the agency’s use of SmartPay (credit) cards for agency purchases: (1) individuals (by name and title/position) authorized to use the cards; (2) purchase limits (per person, per day, etc.); and (3) total spent (by person and for the agency).

<u>Cardholder</u>	<u>Limits</u>	<u>Spent FY 2019</u>	<u>Spent FY 2020*</u>
Edward Giefer Assoc. Director	\$10,000 per day/\$30,000 per month	\$149,089.52	\$68,934.87
Rita Poindexter Staff Assistant	\$10,000 per day/\$20,000 per month	<u>\$15,915.08</u>	<u>\$20,648.90</u>
Total		\$165,004.60	\$89,583.77

Note: * - Through 1/31/20

23. Please provide a list of all procurements for goods or services for use by your agency over \$10,000 for fiscal years 2019 and 2020 (through January 31). Give a brief explanation of each, including the name of the contractor, purpose of the contract, and the total dollar amount of the contract. Exclude from this answer purchase card (SmartPay) purchases.

<u>Supplier</u>	<u>Description</u>	<u>Order Date</u>	<u>Amount</u>
Computer Aid, Inc.	GIS specialist	10/2/18	\$108,202
Walton & Green	Temp admin contract for reception desk (FY 19)	10/12/18	\$46,613
Canon Solutions America, Inc	Maintenance & supplies for office copiers (FY 19)	10/15/18	\$12,725
Olender Reporting	Transcription services for HPRB mtgs. and Mayor's Agent hearings (FY 19)	10/22/18	\$20,000
Prologue DC	Research, write, and develop an African-American 20th Century Civil Rights Heritage Trail for the District of Columbia (year 2 of 2)	11/28/18	\$16,913
The Louis Berger Group	Complete a historic context statement on the architectural, historic, and cultural resources that represent the LGBTQ communities in the District of Columbia (year 2 of 2)	12/12/18	\$22,967
Patsy M. Fletcher dba T.H.R.E.A.D.	Historic preservation community outreach services	1/22/19	\$10,332
MVS, Inc	Replacement PCs, laptops, and monitors	2/28/19	\$19,820
Octane, Inc	Communications & marketing strategy to support Census 2020	5/28/19	\$161,158
Provoc	Racial equity training for all OP employees + report	7/10/19	\$23,300
RizeUp Technology Training	Temp admin services to support Census 2020 (FY 19)	7/10/19	\$17,513
MVS, Inc	Replacement PCs and monitors	7/19/19	\$13,347
DC Central Kitchen	To assist the Food Policy director develop a food industry employer guide	8/1/19	\$10,000
Public Performance Mgmt	Adobe Creative Cloud subscription renewal	8/13/19	\$14,658
VHB Metro, Inc	N. Capitol Crossroads Connectivity study	9/1/18	\$12,675
Premier Office	Custom t-shirts to support Census 2020	9/4/19	\$10,755
CGD Analytics	To develop an updated model and run scenarios to estimate the potential capacity for further development within the District	9/4/19	\$27,232
LINK Strategies	Comprehensive Plan outreach services (year 1)	9/10/19	\$20,000
Neal R Gross & Co	Transcription services for HPRB mtgs. and Mayor's Agent hearings (FY 20)	10/2/19	\$20,000
vTech Solution Inc	Temp admin contract for reception desk (FY 20)	10/2/19	\$48,007
RizeUp Technology Training	Temp admin services to support Census 2020 (FY 20)	10/16/19	\$50,594
Octane, Inc	Communications & marketing strategy, and ad placement, to support Census 2020 (year 2 of 2)	10/17/19	\$322,316
Canon Solutions America, Inc	Maintenance & supplies for office copiers (FY 20)	10/24/18	\$19,664
LINK Strategies	Comprehensive Plan outreach svcs (year 2 of 2)	10/28/19	\$249,180
VHB Metro, Inc	N. Capitol Crossroads Connectivity study (year 2 of 2)	10/28/18	\$26,325
Outfront Media	Ad placement on WMATA buses, Census 2020	10/29/19	\$17,000
Cap Star Radio Operating Co	Ad placement on WIHT-FM to support Census 2020	11/8/19	\$15,750
Clear Channel Outdoor	Ad placement on WMATA bus shelters, Census 2020	11/8/19	\$22,000

Entercom	Ad placement on WPGC-FM to support Census 2020	11/8/19	\$13,781
Entercom	Ad placement on EI Zol FM to support Census 2020	11/8/19	\$15,280
Howard University	Ad placement on WHUR-FM to support Census 2020	11/8/19	\$16,000
Hubbard Radio DC	Ad placement on WTOP-FM to support Census 2020	11/8/19	\$12,000
US Office Solution	Promotional items to support Census 2020	11/8/19	\$23,428
Entercom	Ad placement on EI Zol FM to support Census 2020	1/28/20	\$15,000

Note: Through 1/31/2020

24. (a) 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.

(b) In table format if the answer is more than 20 lines, and as an attachment, please provide the following information for fiscal years 2019 and 2020 (through January 31), regarding your agency's use of cellular phones and mobile devices: (1) individuals (by name and title/position) authorized to carry and use such devices; (2) total annual expense (FY) for each individual's use; and (3) justification for such use (per person). If the list is more than 20 individuals, group the answer by program, giving the total number of FTEs for that program as well as the number of cellular phones and mobile devices.

Name	Position	Expense		Justification
		FY 2019	FY 2020*	
Andrew Trueblood	Director	\$1,068.97	\$207.44	Agency head; duties require frequent off-site meetings and ability to communicate immediately with the Mayor, Council, and others. (Note that the FY 2019 expenses include costs for a phone and a tablet, but OP is no longer paying data fees for the tablet.)
Mekdy Alemayehu	Communications Officer	\$667.15	\$196.75	Reports to the Director; duties require immediate availability and frequent off-site communications.
Doris Benson	Budget Officer/OCFO	\$583.91	\$147.94	OP has agreed to pay these costs for our OCFO colleague.
Jennifer Steingasser	Deputy Director, Development Review and HP	\$636.33	\$147.33	Reports to the Director; duties require immediate availability and frequent off-site communications.

David Maloney	State Historic Preservation Officer	\$596.05	\$147.33	Duties require immediate availability and frequent off-site communications.
Joel Lawson	Assoc. Director, Development Review	\$583.91	\$153.11	Duties require immediate availability and frequent off-site communications.
Keith Lambert	Historic Preservation Inspector	\$583.91	\$147.33	Duties require substantial off-site work in the field.
Toni Cherry	Senior HP Inspector	\$583.91	\$147.33	Duties require substantial off-site work in the field.
Anthony Williams	Historic Preservation Inspector	\$583.91	\$147.33	Duties require substantial off-site work in the field.
Ona Balkus	DC Food Policy Director	--	New '20	Duties require immediate availability and frequent off-site communications.
Anita Cozart	Deputy Director, Community Planning & Design	--	New '20	Duties require immediate availability and frequent off-site communications
Sakina Khan	Deputy Director, Citywide Policy & Analysis	\$583.91	\$147.33	Reports to the Director; duties require immediate availability and frequent off-site communications.
David Lieb	Senior Counsel	\$291.18	\$0.00	Employee is no longer using a District phone.

Note: * - Through 1/31/20

25. (a) Does your agency have or use one or more government vehicle? If so, for fiscal years 2019 and 2020 (through January 31), please list any vehicle the agency owns, leases, or has assigned to it. You may group the vehicles by category (e.g., 15 sedans, 33 pick-up trucks, three transport buses, etc.).

OP leases two government vehicles: a Dodge Caravan and a Toyota Corolla.

- (b) Please list all vehicle accidents involving your agency's vehicles for fiscal years 2018, 2019, and 2020 (through January 31). Provide: (1) a brief description of each accident; (2) the type of vehicle involved; (3) the name and title/position of the driver involved; (4) the justification for using such vehicle; (5) whether there was a finding of fault and, if so, who was determined to be at fault; and (6) what employee discipline resulted, if any.

No OP employees were involved in accidents in the subject years.

26. Please list every lawsuit against the agency that was settled or decided by a trial court in FY 2019 and FY 2020 to date. Briefly describe each and the sanction, if any.

There were no lawsuits against the agency that were settled or decided by a trial court in FY 2019 or to date in 2020.

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

There have been no charge-backs.

28. **(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?**
(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 chauffer or take-home status.

OP is in compliance with this law.

29. **In table format, please provide the following information for fiscal years 2019 and 2020 (through January 31) regarding your agency's authorization of employee travel: (1) each trip outside the region on official business or agency expense; (2) individuals (by name and title/position) who traveled outside the region; (3) total expense for each trip (per person, per trip, etc.); (4) what agency or entity paid for the trips; and (5) justification for the travel (per person and trip).**

Employee	Cost	Justification
FY 2019		
Eric Shaw	\$74.13	Attend the C40 Land Use Planning Network Workshop (Chicago) (travel donated by conference organizer)
Eric Shaw	\$37.30	Attend the Big City Planning Directors Institute (Cambridge, MA) (travel donated by conference organizer)
David Maloney	\$2,847.24	Attend the 2018 PastForward Conference (San Francisco)
Kim Williams	\$2,309.47	Attend the 2018 PastForward Conference (San Francisco)
Kevin Storm	\$399.70	Attend an American Institutes of Architects meeting (Philadelphia)
Sakina Khan	\$527.41	Attend the United Cities and Local Governments Culture Summit (Buenos Aires) (some costs donated by conference organizer)
Andrew Trueblood	\$1,773.95	Attend the Big City Planning Directors Institute (San Francisco)
Anne Brockett	\$2,373.11	Attend the Preserving the Recent Past 3 conference (Los Angeles)
Ruth Troccoli	\$772.29	Attend the Mid Atlantic Archaeology conference (Ocean City, MD)
Kim Elliott	\$2,096.89	Attend the Preserving the Recent Past 3 conference (Los Angeles)
Steve Callcott	\$945.52	Attend the Preserving the Recent Past 3 conference (Los Angeles)
Rogelio Flores	\$2,883.16	Attend American Planning Assoc. national conference (San Fran)
Elisa Vitale	\$2,165.78	Attend American Planning Assoc. national conference (San Fran)
Ryan Hand	\$2,122.48	Attend American Planning Assoc. national conference (San Fran)
Sakina Khan	\$2,380.19	Attend American Planning Assoc. national conference (San Fran)
Erkin Ozberk	\$2,023.57	Attend American Planning Assoc. national conference (San Fran)
Andrew Lewis	\$713.47	Attend the Historic Landscape Institute training (Charlottesville)
Crystal Myers	\$2,146.53	Attend American Planning Assoc. national conference (San Fran)
Anne Brockett	\$0.00	Attend the State Historic Preservation Officers Northeast Region meetings (Harrisburg, PA) (travel donated by National Park Svc.)
Josh Ghaffari	\$2,034.60	Attend American Planning Assoc. national conference (San Fran)

Melissa Bird	\$124.50	Attend a National League of Cities meeting on Census 2020 (Boston, MA) (some costs donated by conference organizer)
Kevin Storm	\$387.17	Attend a Master Planning: The Resilient City executive education course as invited speaker (Cambridge, MA)
Sakina Khan	\$673.18	Attend meetings with NYC housing leaders (NYC)
FY 2020*		
Andrew Trueblood	\$0.00	Attend the Big City Planning Directors Institute (Cambridge, MA) (travel donated by conference organizer)

Note: * - Through 1/31/20

- 30. Please provide and itemize, as of January 31, 2020, 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 or contract, the date on which he or she first started with your agency, and the date on which his or her current term expires.**

Name	Position Title	Length of Term	Hire Date	Term Expires	Term Appt.
Brockett, Anne	Hist. Pres. Specialist	13 months	10/01/19	09/30/20	X (MOU)

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

During the past year, the Office of Planning has made efforts to increase transparency throughout the agency.

- Between May 2019 to the end of June 2019, the DC Values Campaign utilized an online survey and an in-person exercise to help residents understand the Comp Plan and how it connects to core DC values. Through the survey and the exercise OP heard from more than 3,000 residents.
- For Public Review, OP updated the plandc.dc.gov website to include an overview of OP related actions since Open Call in 2017, as well as specific next steps the public and ANCs should know during the process.
 - OP provided online access to all public amendments received during Open Call. This online google document was searchable and sortable to the general public, thereby allowing access to over 3,000 proposed amendments as well as OPs methodology to include proposals in the Comp Plan update.
 - OP provided a series of easy-to-understand handouts and online accessible tools to allow anyone interested in reviewing the updated Comp Plan to do so with ease. Examples of the types of handouts included a “How-to Review” document that included hyperlinks of several handouts to help socialize the updated Comp Plan with any resident interested in learning more.
 - OP created a [video](#) highlighting the major themes reflected in the updated Comp Plan. This video is available on our website, twitter, and YouTube.

- Between May - September 2019, the Housing Framework for Equity and Growth summer engagement was conducted online and in person to solicit feedback on the District's current distribution of affordable housing and where new affordable housing efforts should be targeted. OP attended over 23 events across all eight wards and engaged more than 2,800 residents and community members with our survey and in-person activities.
- OP and DHCD organized three community conversations on housing, where more than 1,000 residents learned more about housing equity, neighborhood opportunity, the connection between housing and health, and the resident survey results from our summer engagement survey. Each event was recorded, summarized, and made available on the housing.dc.gov website.
- Created and maintained a website (<https://housing.dc.gov/>) that highlights the Housing Framework for Equity and Growth, existing housing resources for residents and community members, and housing-related publications produced by District agencies and close partners.
- OP uses twitter and YouTube as our predominant social media platforms to share information with the activities and products of OP. Our twitter handle is @OPinDC and our youtube channel is <https://www.youtube.com/channel/UCuihFWfp15mtLsOFgkdMcvw>.
- Online information on all inspections by both DCRA and OP is available on DCRA's two online systems: Property Information Verification System (PIVS) and the Online Building Permit Application Tracking (OBPAT) system. These systems give the public access to information on issued permits, notices, stop work orders, construction inspection status, property code compliance, and business licenses for any property in the District. OP has also expanded and improved its website information on how the inspections and compliance process works. The website includes links to DCRA's online information systems and a new fillable online form to report inspections.
- HistoryQuest DC, our interactive online GIS map, provides the public quick access to basic historical information on the DC buildings. Over 2,000 properties in the area between the Anacostia River and 16th Street NW, were updated to reflect demolished and newly constructed buildings through 2017. Using HistoryQuest, residents and communities can explore information about their homes and neighborhoods, researchers can find building information easily, and OP can plan more effectively. HistoryQuest is online at <https://planning.dc.gov/node/1203082>. From July 2019 to January 2020, the app was accessed 3,700 times from the OP website.
- PropertyQuest DC is a widely used online GIS mapping tool that provides publicly accessible GIS data on zoning, historic preservation, ownership, and other data for DC properties. More than 1,750 easements are now available on the site. PropertyQuest DC is online at <https://propertyquest.dc.gov/>. From July 2019 to January 2020, the app was accessed 236,721 times.

- OP's Ward Heritage Guides presents community history per ward, with information about historic properties and other sites of cultural interest. The guides promote interaction with community partners and awareness of sites important to neighborhood character, including sites not recognized by historic designation. The guides are online at <https://planning.dc.gov/node/917562>. The Ward 3 guide is now available on the website.
- OP's website, plandc.dc.gov now includes an illustrated and annotated informational list of more than 100 DC Public Charter Schools, identifying historic and eligible properties. This supplements comparable guides for DC Public Schools, Public Libraries, Public Safety Facilities, and Parks and Recreation Facilities, online at <https://planning.dc.gov/node/598642>
- OP launched a 20th Century African American Civil Rights Trail, and conducted walking tours for 150 participants focusing on Kingman Park, Dupont Circle, and Bloomingdale/LeDroit Park/S Street NW. The trail can be found online here, <https://www.dcpreservation.org/african-american-civil-rights-tour/>.
- OP's Historic Preservation Office presented project reports at 17 Historic Preservation Review Board meetings open for public testimony, and held 15 open Section 106 meetings on major government projects (Union Station expansion, Saint Elizabeths, Mall projects, Franklin School, transportation enhancements, etc.) to give public consulting parties an opportunity to express their views. These meetings are broadcast live and archived on OP's website for public availability.
- Presented results of the DC Farms and Estates survey to 235 attendees as events sponsored by the GWU Museum, Friends of Pierce Mill, Latrobe Chapter of the Society of Architectural Historians, and Association of Oldest Inhabitants.
- Conducted archaeology outreach at the DC History Conference, Family Science Day, Family Archaeology Day, Anacostia River Festival, Storytelling Festival, and DC Day of Archaeology, focusing on Native American Indian foodways (12,200 participants).
- OP launched a data visualization platform that provides demographic, socio-economic, real estate, and other planning systems data to present data from OP's State Data Center and Geographic Information Systems team in a more effective and interactive way. Since launched date in late February 2019 there were over 2,000 visitors and 10, 200 unique page views in 2019. The data visualization platform is online at <https://dcdataviz.dc.gov/>

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

The Office of Planning will continue to make improvements to the services detailed above in the response to question #31. In addition, OP will undertake the following actions in FY 2020 that have a special focus on increasing transparency and public information.

- Update and expand HistoryQuest DC to complete refinement and quality control of information for in the area between 16th Street NW and Rock Creek, and updating the system for demolished and newly constructed buildings from 2018 and 2019.
- Complete a Ward 2 Heritage Guide, thereby concluding the series of eight guides.
- Complete a Collections Agreement Plan with the DC Public Library for the transfer and maintenance of the District’s archaeological collections to the modernized MLK Library. The reopened library will include a federally compliant curation facility for these collections and serve as the basis for expanded public awareness and appreciation of the collections, with the ultimate goal of online public access.
- Conclude an agreement with DGS to provide for digitization of the archaeological collections and data from DC Recreation and DC Public Schools sites, to support online public access.
- Before each HPRB meeting, OP will post any ANC resolutions and letters received on scheduled cases, to supplement the agendas, staff reports, and project plans currently being posted.
- Create an online annotated list of more than 200 bridges and tunnels maintained by the DC Department of Transportation and other owners, identifying historic and eligible properties.
- In the Spring and Summer of 2020, OP will attend and host meetings to help residents visualize how tools such as land use, density and urban design can help the District meet our housing goals, while enhancing a resident’s experience DC neighborhoods.
- OP will update the data visualization platform with newly-released data and a possible site redesign to encourage more public access.
- OP will publish the 2020 Census response rates as they become available from the U.S. Census Bureau so action can be taken to boost participation, if needed.

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

There are no legislative requirements for which the agency lacks sufficient resources to fully implement.

34. Please identify any statutory or regulatory impediments to your agency’s operations.

There are no statutory or regulatory impediments to OP's operations.

35. Did your agency receive any FOIA requests in fiscal year 2019? 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. Also state here the total cost incurred by your agency for each fiscal years 2018, 2019, and 2020 (through January 31) related to FOIA.

Please see the Office of Planning’s Annual FOIA Report for Fiscal Year 2019 attached. Total cost incurred for FY 2018 was approximately \$15,000, FY 2019 \$7,500, and \$2,500 for FY 2020 through January 31.

- 36. For purposes CBE agency compliance purposes, what is your agency’s current adjusted expendable budget; how much has been spent with SBEs; and what percent of your agency’s expendable budget was spent with SBEs? Further, where SBEs were not available, how much has been spent with CBEs, and what percent of CBE spending, relative to your current expendable budget? How many CBE waivers (including dollar amount) did the agency submit? What efforts has the agency taken to reduce the number of CBE waivers submitted? What is the CBE spending goal for your agency per the DSLBD SBE Opportunities Guide (Green book)? Give this answer for fiscal years 2018, 2019 and 2020 (through January 31).**

	FY 2018	FY 2019	FY 2020*
Expendable budget	\$639,076	\$788,407	\$3,603,320**
Spent with SBEs (%)	\$355,785 (56%)	\$551,487 (70%)	Q1 not avail.
Spent with CBEs that are not SBEs	\$0	\$12,675	Q1 not avail.
Waivers submitted	0	0	0
Spending goal	\$319,538	\$394,203	\$1,801,660

Notes

* As of 1/31/20

** Includes \$2,516,899 to support Census 2020

- 37. 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 the Office of Planning’s FY 2020 Performance Plan attached.

- 38. (a) What are your agency’s key performance indicators and what has been your agency’s performance (for each of these KPIs) in fiscal year (or calendar year) 2018, 2019, and 2020 (through the first quarter).**

KPI	FY 2018	FY 2019	FY 2020*
% of GIS and State Data customers who have the data and analysis needed to fulfill their role in planning the city & influencing quality neighborhood outcomes	95.9%	97.8%	98.6%
Satisfaction rating given by the Director of the Capital Improvements	100%	100%	--

KPI	FY 2018	FY 2019	FY 2020*
Program re: the consistency and quality of OP's contribution			
% of OP small area plans approved by the Council or other neighborhood plans supported by the relevant ANCs	100%	[no plans submitted]	[no plans submitted]
Satisfaction rating given by head of Public Space Commission re: the consistency and quality of OP's contribution	100%	100%	100%
% of stakeholder requests for planning assistance fulfilled	98.9%	100%	100%
% of OP's neighborhood plans that receive recognition from professional associations (APA, ULI, etc.)	[no applicable incidents]	[no applicable incidents]	[annual measure]
% of discretionary developments/projects initiated within neighborhood plan boundaries that are guided by OP's small area or neighborhood plans	100%	100%	[no applicable incidents]
% of relevant ANCs that OP engages in small area or neighborhood planning initiatives	100%	100%	[no applicable incidents]
% of historic property permit applications reviewed over the counter	97.1%	97.5%	98.0%
% of historic landmark designations without owner objection	94.1%	77.8%	100%
% of DC government project reviews concluded with adverse effects resolved by consensus	99.7%	99.3%	100%
% of Development Review reports that meet the expectations of boards/commissions	93.6%	92.8%	93.2%
% of HP staff reports that meet the expectations of the HPRB Chair and the Mayor's Agent	100%	100%	95.3%

KPI	FY 2018	FY 2019	FY 2020*
Average cases reviewed per zoning review staff	48.0	45.7	11.0
Average cases reviewed per historic preservation staff.	773.5	708.6	217.7
% of PUDs that exceed minimum requirements to further the Sustainable DC plan including the provision of green roofs or other features to help reduce storm water runoff, electric car charging stations or bike share facilities.	88.9%	66.7%	100%
% of historic preservation projects properly noticed after implementation of new regulations.	97.2%	92.1%	91.1%

Note: * - Through Q1

(b) What KPIs have been dropped (or changed) since 2018? List each specifically and explain why it was dropped or changed.

In FY 2018, OP changed the KPIs on “Dollar amount of historic homeowner grants issued” and “Number of affordable housing units approved by the Zoning Commission through Planned Unit Developments” to workload measures, at the advice of the Executive.

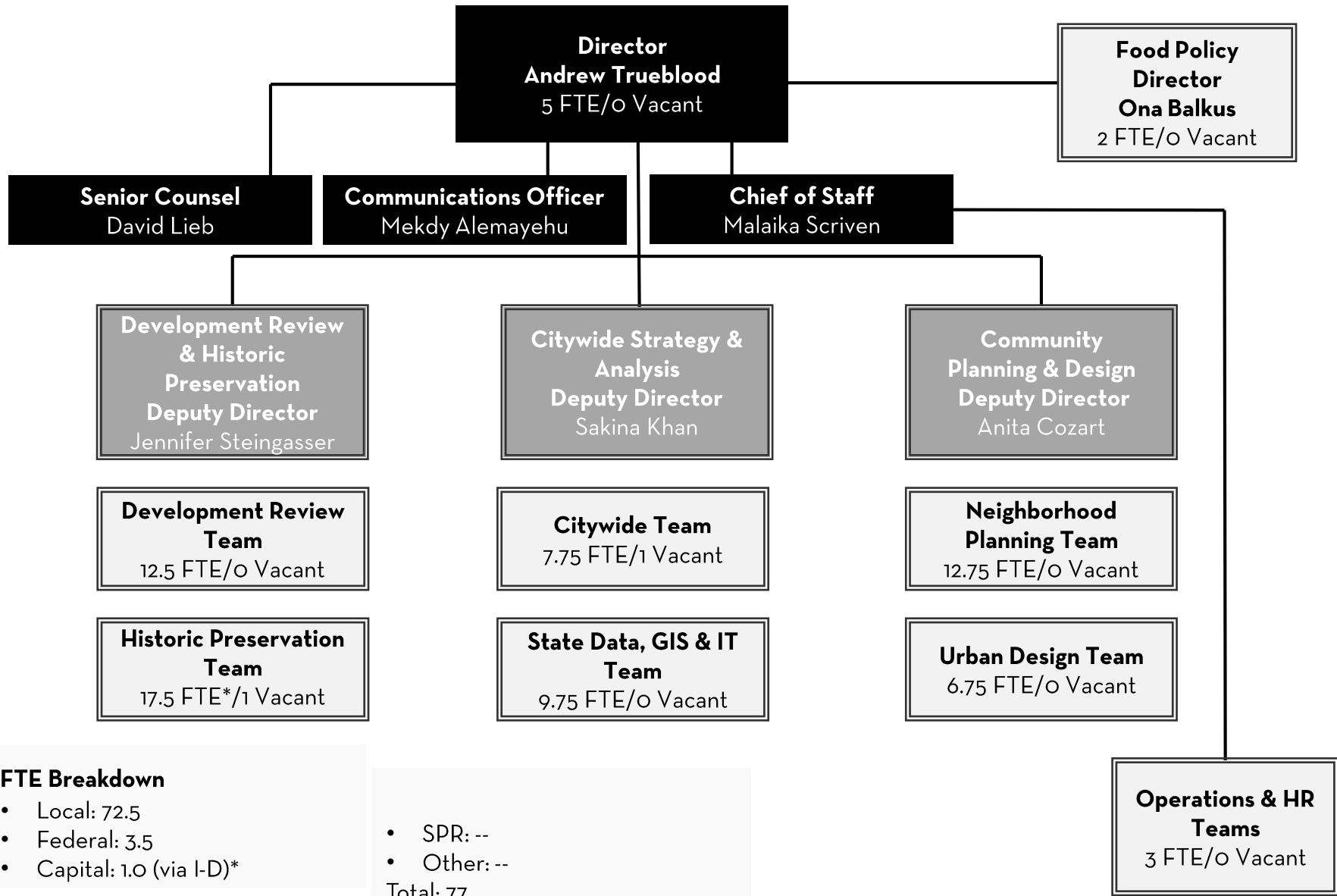
39. What are your top five priorities for the agency? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities in fiscal years 2019 and 2020.

The following are the Office of Planning’s top five priorities.

- 1. Approval of Comprehensive Plan Update.** OP will complete public review and transmit the Mayor’s updated Comprehensive Plan to Council this Spring. At that phase of the process, OP will support Council as it reviews the updated plan, conducts public hearings and votes on the proposal.
- 2. Support achievement of Mayor’s housing initiative.** OP will continue community conversations and engagement around the District’s housing needs. This will include engagement around how residents experience their neighborhoods and how design can shape and enhance their communities as additional housing is created. OP will continue collaborations with an interagency team including DMPED, DHCD, DCHA and others to coordinate and measure our efforts.

- 3. Complete a full Count of DC Census 2020.** The US Census recognizes April 1 as Census Day. Prior to April 1, OP intends to launch an intensive marketing and ad campaign to inform residents of the importance of self-responding to this Census. Additionally, on Census Day, OP will conduct a grass roots canvassing effort in Wards 1, 5, 7, and 8 where the count has historically been low. Additionally, OP will work with US Census after May 1 when enumerators will further the effort to count DC Residents.
- 4. Prioritize community planning.** As resources required for the Comp Plan update decrease, OP will increase our neighborhood planning efforts. Our tools for this work include not only Small Area Plans, but also design guidelines, vision frameworks, public life studies, and other tailored analysis and products. Some of the planning initiatives include efforts in Congress Heights, Deanwood, and parks in Southwest DC, focusing on resilience.
- 5. Building Equity into OP Practice.** OP is looking to further prioritize equity in our efforts, in part based on feedback we heard through the DC Values engagement, as well as updated language in the Framework element. We held an all hands staff training on racial equity in September 2019 to prepare staff with tools to facilitate important discussions with residents. In addition to the staff training, OP staff is participating with a cohort of District leaders in a program run by the Government Alliance on Race and Equity. The results of these efforts will be improved equity work at OP, such as by ensuring all our planning efforts include an equity lens.

OFFICE OF PLANNING – ORGANIZATION CHART



FTE Breakdown

- Local: 72.5
- Federal: 3.5
- Capital: 1.0 (via I-D)*

- SPR: --
- Other: --

Total: 77

Office of Planning FY2020

Agency Office of Planning

Agency Acronym OP

Agency Code BDO

To edit agency and POC information press your agency name (underlined and in blue above).

Agency Performance POCs Edward Giefer; Malaika (EOM) Scriven

Agency Budget POCs Edward Giefer

Fiscal Year 2020

Agency's Operating Budget

[Lookup Your Agency's Operating Budget](#)

2020 Objectives

Objective Number	Strategic Objective	# of Measures	# of Operations
1	Provide data and analysis to support sound and integrated policy decisions that strengthen the District's fiscal stability, sustainability, and quality of life.	2	8
2	Catalyze improvements in the urban design, economic vitality, and livability of District neighborhoods by creating excellent, context-sensitive plans.	5	7
3	Increase the transparency and predictability of the planning process to better engage stakeholders and to enrich the dialogue around key planning tools and topics.	2	3
4	Enhance the District's built environment by promoting high quality development through clarified regulations, mandatory and discretionary zoning reviews, historic preservation review processes, and technical assistance in planning and design.	9	9
5	Create and maintain a highly efficient, transparent, and responsive District government.	11	0
TOT		29	27

Add Add Strategic Objective
Strategic Objective

2020 Key Performance Indicators

Measure	New Measure/ Benchmark Year	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY2019 Actual	FY 2020 Target	FY 2020 Quarter 1
1 - Provide data and analysis to support sound and integrated policy decisions that strengthen the District's fiscal stability, sustainability, and quality of life. (2 Measures)								
Satisfaction rating given by the Director of the Capital Improvements Program re: the consistency and quality of OP's contribution	<input type="checkbox"/>	Up is Better	100%	100%	90%	100%	90%	No applicable incidents
Percent of Geographic Information Systems (GIS) and State Data customers (internal and external) who are satisfied with the maps and demographic data they received from OP staff, and that it will enable them to fulfill their role in planning the city and influencing quality neighborhood outcomes	<input type="checkbox"/>	Up is Better	96.6%	95.9%	92%	97.8%	92%	98.6%
2 - Catalyze improvements in the urban design, economic vitality, and livability of District neighborhoods by creating excellent, context-sensitive plans. (5 Measures)								
Satisfaction rating given by head of Public Space Commission re: the consistency and quality of OP's contribution	<input type="checkbox"/>	Up is Better	100%	100%	90%	100%	90%	100%
Percent of stakeholder requests for planning assistance fulfilled	<input type="checkbox"/>	Up is Better	97.6%	98.9%	80%	100%	80%	100%
Percent of OP small area plans approved by the Council or other neighborhood plans supported by the relevant Advisory Neighborhood Commissions (ANCs)	<input type="checkbox"/>	Up is Better	Not Available	100%	92%	No Applicable Incidents	92%	No applicable incidents
Percent of OP's neighborhood plans that receive recognition from professional associations (American Planning Association (APA), Urban Land Institute (ULI), etc.)	<input type="checkbox"/>	Up is Better	100%	No Applicable Incidents	50%	No Applicable Incidents	50%	Annual Measure
Percent of discretionary developments/projects initiated within neighborhood plan boundaries that are guided by OP's small area or neighborhood plans	<input type="checkbox"/>	Up is Better	100%	100%	95%	100%	95%	No applicable incidents
3 - Increase the transparency and predictability of the planning process to better engage stakeholders and to enrich the dialogue around key planning tools and topics. (2 Measures)								
Percent of customers OP engages who rate their interaction with OP as satisfactory or higher	<input type="checkbox"/>	Up is Better	96.1%	97.4%	75%	98.1%	75%	96.2%
Percent of relevant ANCs that OP engages in small area or neighborhood planning activities	<input type="checkbox"/>	Up is Better	100%	100%	90%	100%	90%	No applicable incidents
4 - Enhance the District's built environment by promoting high quality development through clarified regulations, mandatory and discretionary zoning reviews, historic preservation review processes, and technical assistance in planning and design. (9 Measures)								

Measure	New Measure/ Benchmark Year	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY2019 Actual	FY 2020 Target	FY 2020 Quarter 1
Percent of historic property permit applications reviewed over the counter	<input type="checkbox"/>	Up is Better	96.5%	97.1%	90%	97.5%	90%	98%
Percent of historic landmark designations without owner objection	<input type="checkbox"/>	Up is Better	81.8%	94.1%	85%	77.8%	85%	100%
Percent of Development Revenue reports that meet the expectations of boards/commissions	<input type="checkbox"/>	Up is Better	95.2%	93.6%	92%	92.8%	92%	93.2%
Average number of cases reviewed per historic preservation staff	<input type="checkbox"/>	Up is Better	740.5	773.52	600	708.63	600	217.71
Percent of Planning Unit Developments (PUDs) that exceed minimum requirements to further the Sustainable DC plan including the provision of green roofs or other features to help reduce storm water runoff, electric car charging stations or bike share facilities	<input type="checkbox"/>	Up is Better	72.2%	88.9%	65%	66.7%	65%	100%
Average number of cases reviewed per zoning review staff	<input type="checkbox"/>	Up is Better	49.6	48	35	457	35	103
Percent of Historic Preservation staff reports that meet the expectations of the Historic Preservation Review Board Chair and the Mayor's Agent	<input type="checkbox"/>	Up is Better	100%	100%	92%	100%	92%	95.3%
Percent of historic preservation projects properly noticed after implementation of new regulations	<input type="checkbox"/>	Up is Better	98.9%	97.2%	90%	92.1%	90%	91.1%
Percent of DC government project reviews concluded with adverse effects resolved by consensus	<input type="checkbox"/>	Up is Better	99.4%	99.7%	90%	99.3%	90%	100%
5 - Create and maintain a highly efficient, transparent, and responsive District government. (10 Measures)								
Contracts and Procurement - Percent of Small Business Enterprise (SBE) annual goal spent	<input type="checkbox"/>	Up is Better	New in 2019	230.6%	Not Available	Needs Update	100%	Annual Measure
Financial Management - Percent of local budget de-obligated to the general fund at the end of year	<input type="checkbox"/>	Down is Better	New in 2019	5.4%	Not Available	Needs Update	2%	Annual Measure
Financial Management - Quick Payment Act (QPA) Compliance - Percent of QPA eligible invoices paid within 30 days	<input type="checkbox"/>	Up is Better	New in 2019	100%	Not Available	100%	100%	Annual Measure
Human Resource Management - Average number of days to fill vacancy from post to offer acceptance	<input type="checkbox"/>	Down is Better	New in 2019	New in 2019	New in 2019	Needs Update	40	Annual Measure
Human Resource Management - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft	<input type="checkbox"/>	Up is Better	New in 2019	92.2%	Not Available	Needs Update	95%	Annual Measure
Human Resource Management - Percent of eligible employees completing and finalizing a performance plan in PeopleSoft	<input type="checkbox"/>	Up is Better	New in 2019	98.6%	Not Available	100%	98%	Annual Measure
IT Policy and Freedom of Information Act (FOIA) Compliance - Percent of "open" data sets identified by the annual Enterprise Dataset Inventory published on the Open Data Portal	<input type="checkbox"/>	Up is Better	New in 2019	94%	Not Available	95.6%	100%	Annual Measure
IT Policy and Freedom of Information Act (FOIA) Compliance - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension	<input type="checkbox"/>	Down is Better	New in 2019	12.3%	Not Available	Needs Update	0%	Annual Measure
Human Resource Management - Percent of new hires that are DC residents (excludes temporary workers and contractors)	✓	Up is Better	New in 2020	New in 2020	New in 2020	New in 2020	50%	Annual Measure
Human Resource Management - Percent of employees that are DC residents (excludes temporary workers and contractors)	✓	Up is Better	New in 2020	New in 2020	New in 2020	New in 2020	50%	Annual Measure

2020 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Provide data and analysis to support sound and integrated policy decisions that strengthen the District's fiscal stability, sustainability, and quality of life. (8 Activities)			
GIS & IT	Mapping Services	Provide mapping services to District agencies and the public.	Daily Service
STATE DATA CENTER	Demographic Services	Provide U.S. Census population and demographic data to District agencies and the public.	Daily Service
STATE DATA CENTER	Growth Forecasts	Provide District of Columbia Growth Forecasts on population, households, and employment.	Key Project
STATE DATA CENTER	INDICES	Produce INDICES, a 300-page snapshot of District government operations, every other year.	Key Project
Agencywide	Planning Pilots	Pilot planning tools to demonstrate the feasibility of new ideas or strategies in OP reports.	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
CITYWIDE PLANNING	Capital Planning	Provide long-range capital planning services for schools, parks, and other public facilities.	Key Project
Agencywide	Policy and Regulation Support	Provide policy assistance and regulation support to the Mayor's Office and partner agencies in key sectors such as housing, transportation, economic development, and public space.	Daily Service
Agencywide	Citywide Planning	Create studies and provide programmatic support to District agencies for citywide issues such as affordable housing, arts and culture, urbanism, industrial lands, sustainability, health, and the creative economy.	Key Project
2 - Catalyze improvements in the urban design, economic vitality, and livability of District neighborhoods by creating excellent, context-sensitive plans. (7 Activities)			
REVITALIZATION AND DESIGN	Revitalization And Design	Partner on planning and implementation efforts for Center City, coordinating with District and Federal Partners, businesses, and resident groups.	Key Project
Agencywide	Placemaking	Undertake placemaking projects to enliven and enrich properties, streets, neighborhoods, waterfronts, and the District.	Key Project
CITYWIDE PLANNING	Comprehensive Plan	Monitor and update the city's Comprehensive Plan to establish land uses and other overarching policies that guide growth and development.	Daily Service
CITYWIDE PLANNING	Comp Plan Updates and Amendments	Produce a full update to the Comp Plan every 12 years and an amendment every four years.	Key Project
NEIGHBORHOOD PLANNING	Poplar Point Redevelopment	Produce a Small Area Plan and work with the National Park Service to facilitate the transfer and improvement of Poplar Point.	Key Project
NEIGHBORHOOD PLANNING	Neighborhood Plans	Develop small area plans or other customized planning tools to address challenges and manage change at the neighborhood scale.	Daily Service
REVITALIZATION AND DESIGN	Design Support	Provide design services to OP divisions and District agencies and undertake analysis to provide design decision-making frameworks.	Daily Service
3 - Increase the transparency and predictability of the planning process to better engage stakeholders and to enrich the dialogue around key planning tools and topics. (3 Activities)			
Agencywide	Education	Educate residents and other stakeholders regarding current planning policies and zoning regulations.	Daily Service
Agencywide	Best Practices	Develop and adopt new and effective methods to improve the quality of public participation and input.	Daily Service
Agencywide	Engagement	Conduct meaningful public engagement through active projects and ongoing community conversations in all eight wards.	Daily Service
4 - Enhance the District's built environment by promoting high quality development through clarified regulations, mandatory and discretionary zoning reviews, historic preservation review processes, and technical assistance in planning and design. (9 Activities)			
DEVELOPMENT/ZONING REVIEW	Planned Unit Developments (PUDs)	Emphasize the provision of housing affordability, environmental sustainability, and design excellence for projects requesting additional density or development flexibility through the PUD process, while reviewing all proposed PUDs against the Comprehensive Plan, small area plans, and major policy initiatives.	Daily Service
HISTORIC PRESERVATION	HPRB Staff Reports	Produce a staff report on each case before the Historic Preservation Review Board.	Daily Service
HISTORIC PRESERVATION	Homeowner Grants	Award targeted grants to help low and moderate-income homeowners with the cost of preserving their historic homes.	Daily Service
HISTORIC PRESERVATION	Historic Landmark Designations	Evaluate and recognize significant properties eligible for historic landmark designation.	Daily Service
DEVELOPMENT/ZONING REVIEW	Zoning Staff Reports	Produce a staff reports on each case before the Zoning Commission and Board of Zoning Adjustment.	Daily Service
HISTORIC PRESERVATION	Historic Preservation Reviews	Review conceptual design and permit applications for work on historically designated properties, or properties in historic districts, as an over-the-counter service.	Daily Service
HISTORIC PRESERVATION	Government Project Reviews	Review conceptual design and permit applications for District and federal government undertakings for compatibility with historic work on historically designated or eligible properties, or properties in historic districts.	Daily Service
DEVELOPMENT/ZONING REVIEW	Zoning Regulations Update	Work with the Office of Zoning, Office of the Attorney General, and the Department of Consumer and Regulatory Affairs (DCRA) to implement the new zoning regulations, and provide clarification through technical corrections and text amendments as necessary.	Key Project
HISTORIC PRESERVATION	Historic Preservation Planning	Produce and update short- and long-term, comprehensive historic preservation plans and studies, including the DC Historic Preservation Plan and Historic Preservation Element of the DC Comprehensive Plan, to guide efforts, preserve history and heritage, and establish goals.	Key Project

2020 Workload Measures

Measure	New Measure/ Benchmark Year	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY 2020 Quarter 1
1 - Citywide Planning (2 Measures)						
Number of analyses conducted and studies produced	<input type="checkbox"/>	Needs Update	112	109	115	33
Number of District agencies that have used OP research and analysis products to effectively support their work	<input type="checkbox"/>	Needs Update	81	130	116	13

Measure	New Measure/ Benchmark Year	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY 2020 Quarter 1
1 - Demographic Services (1 Measure)						
Number of requests for Census or other demographics information	<input type="checkbox"/>	302	266	172	168	75
1 - Mapping Services (1 Measure)						
Number of requests for mapping or geospatial services	<input type="checkbox"/>	223	156	111	108	68
1 - Policy and Regulation Support (1 Measure)						
Number of public space applications submitted to OP for review	<input type="checkbox"/>	Needs Update	914	1151	1515	332
2 - Neighborhood Plans (2 Measures)						
Number of requests for planning assistance or information received from civic organizations or other stakeholders	<input type="checkbox"/>	Needs Update	329	187	591	126
Number of neighborhood plans or major projects delivered	<input type="checkbox"/>	Needs Update	0	1	17	2
3 - Education (2 Measures)						
Number of stakeholder engagement activities conducted by OP for purposes of education, dialogue, and/or feedback	<input type="checkbox"/>	New in 2018	New in 2018	35	85	51
Number of persons attending/participating in stakeholder engagement activities conducted by OP	<input type="checkbox"/>	New in 2018	New in 2018	1554	5787	1489
4 - Government Project Reviews (2 Measures)						
Number of historic preservation cases regarding District and federal government undertakings filed for State Historic Preservation Office review	<input type="checkbox"/>	Needs Update	1131	841	879	89
Number of archaeology cases regarding District and federal government undertakings filed for State Historic Preservation Office review	<input type="checkbox"/>	New in 2018	New in 2018	260	229	55
4 - Historic Landmark Designations (1 Measure)						
Number of cases filed for historic landmark designation	<input type="checkbox"/>	Needs Update	23	17	8	0
4 - Historic Preservation Reviews (1 Measure)						
Number of permit applications submitted to Historic Preservation Office staff	<input type="checkbox"/>	5221	4832	5608	6669	1524
4 - Homeowner Grants (1 Measure)						
Dollar amount of historic homeowner grants issued	<input type="checkbox"/>	\$187,916	New in 2018	\$117,857	\$139,730	\$80,175
4 - HPRB Staff Reports (1 Measure)						
Number of historic preservation cases submitted for Historic Preservation Review Board or U.S. Commission of Fine Arts review	<input type="checkbox"/>	Needs Update	601	741	721	149
4 - Planned Unit Developments (PUDs) (1 Measure)						
Number of affordable housing units approved by the Zoning Commission through Planned Unit Developments	<input type="checkbox"/>	New in 2018	New in 2018	794	391	108
4 - Zoning Staff Reports (2 Measures)						
Number of cases filed for Zoning Commission review	<input type="checkbox"/>	Needs Update	85	84	77	12
Number of cases filed for Board of Zoning Adjustment review	<input type="checkbox"/>	Needs Update	341	304	301	27

2020 Initiatives

Strategic
Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date	Is this Initiative focused on Wards 7 and/or 8?	Does this initiative support the Resilient DC Strategy?	Activity - Objective - Agency - Cluster	Add Initiative Update
Citywide Planning (1 Strategic Initiative)						
Initiate a Food Processing and Innovation Center study on developing a central kitchen	Using FY 2020 enhancement funds, OP will initiate a Food Policy and Innovation Center study on developing a central kitchen, to fulfill a requirement in the Healthy Students Amendment Act of 2018.	09-30-2020	<input type="checkbox"/>	<input type="checkbox"/>	Deputy Mayor for Planning and Economic Development	
Comp Plan Updates and Amendments (2 Strategic initiatives)						
Develop a public engagement plan to inform the public of Comprehensive Plan amendments	As part of finalizing the amendment process for the District's Comprehensive Plan, OP will launch a strategic public outreach initiative leveraging the District's Advisory Neighborhood Commissions as the primary vehicle to provide amendments to the remaining Comp Plan Elements.	02-29-2020	<input type="checkbox"/>	<input type="checkbox"/>	Deputy Mayor for Planning and Economic Development	
Finalize the Comprehensive Plan amendment process	To complete the amendment process for the District's Comprehensive Plan, OP will compile a legislative package, inclusive of an amended Comp Plan, guided by ANC resolutions, to the Council.	06-30-2020	<input type="checkbox"/>	<input type="checkbox"/>	Deputy Mayor for Planning and Economic Development	
Demographic Services (1 Strategic Initiative)						
Complete a full count of DC residents for Census 2020	For Census 2020, the District intends to undertake an extensive and broad campaign that reaches residents in all quadrants of the city and counts the full diversity of the District.	05-31-2020	<input type="checkbox"/>	<input type="checkbox"/>	Deputy Mayor for Planning and Economic Development	
Design Support (1 Strategic Initiative)						
Conduct a study in SW focused on planning, design, & resiliency of three parks	Lead a study on planning and design of three parks in Southwest DC, one of two key demonstration projects identified in Resilient DC. The study is intended to improve each park area for improved stormwater management. The study can be considered implementation of the Resilience DC Plan, focusing on recommendations on design opportunities and community priorities.	09-30-2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Deputy Mayor for Planning and Economic Development	
Engagement (1 Strategic Initiative)						
Engage the public on housing	To gather input from DC residents, using surveys and attending community meetings, OP will construct an interactive series of public engagement activities to inform key aspects of the Housing for Equity and Growth initiative.	09-30-2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Deputy Mayor for Planning and Economic Development	
Historic Preservation Planning (1 Strategic Initiative)						
Produce a study on land use regulations	Study the history of segregation and racism as expressed through land use regulations in the District of Columbia.	09-30-2020	<input type="checkbox"/>	<input type="checkbox"/>	Deputy Mayor for Planning and Economic Development	
Neighborhood Plans (1 Strategic Initiative)						
Begin a Small Area Planning process for the Congress Heights neighborhood	As a prelude to a future planning effort, OP will initiate a pre-planning analysis to further understand current housing pressures facing East of the River residents.	08-31-2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Deputy Mayor for Planning and Economic Development	
Policy and Regulation Support (1 Strategic Initiative)						
Complete an affordable housing analysis	Help to implement Mayor Bowser's Mayoral Order and call to action to produce 36,000 new housing units by 2025, of which 12,000 will be affordable, by completing an analysis that will inform how the District can be more proactive in producing affordable housing more equitably throughout the city.	09-30-2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Deputy Mayor for Planning and Economic Development	
Zoning Regulations Update (1 Strategic Initiative)						
Create new zoning to support affordable housing	Complete new zoning to help offer better options to produce more affordable housing, by proposing amendments to the District's Inclusionary Zoning. OP will also analyze options to implement Small Area Plan land use recommendations through special zoning amendments.	09-30-2020	<input type="checkbox"/>	<input type="checkbox"/>	Deputy Mayor for Planning and Economic Development	

FY2020 Initiative Updates

Initiative Updates

Strategic Initiative Title	Initiative Status Update	% Complete to date	Confidence in completion by end of fiscal year (9/30)?	Status of Impact	FY20 Reporting Quarter
Begin a Small Area Planning process for the Congress Heights neighborhood (1 Initiative Update)					
Begin a Small Area Planning process for the Congress Heights neighborhood	In Q1, OP commenced a pre-planning analysis. OP anticipates sending the scope of work for consultant services to OCP in Q2.	0-24%	High	None	Q1
Complete a full count of DC residents for Census 2020 (1 Initiative Update)					
Complete a full count of DC residents for Census 2020	In Q1 it was "all systems go" for the Executive Director of DC's Census 2020 effort (housed in OP), her staff, and the Mayor's Complete Count Committee. Highlights included certifying 800 "Ambassadors" to help with outreach; ad buys to get the word out on buses, bus shelters, print newspapers, radio stations, Twitter, and Facebook, and Instagram; developing more partnerships to share the outreach effort; continuing our partnership with MOAPIA to grant funds to DC community-based organizations to help increase awareness in "hard-to-count" communities; a partnership with MOLA for them to work closely with Spanish-speaking communities; and the purchase and distribution of promotional items (shirts, bottles, sunglasses, bags, etc.) at events across the District.	25-49%	High	Demonstrable	Q1
Complete an affordable housing analysis (1 Initiative Update)					
Complete an affordable housing analysis	To implement the Mayor's Order and call to produce 12,000 affordable housing units, OP developed the Housing Equity Report to set goals for the equitable distribution of affordable housing across the city's ten Planning Areas. The report included an overview of the programs, policies, and analyses we plan to leverage to achieve the 12,000 unit goal by 2025. OP then assisted in the development of an interagency partnership to coordinate the District's housing goals and efforts across different agencies. OP helped track workstreams across different agencies related to the Mayor's Order, elevate opportunities for collaboration, and pinpoint where greater investments and policy reform might be needed.	75-99%	High	Incremental	Q1
Conduct a study in SW focused on planning , design, & resiliency of three parks (1 Initiative Update)					
Conduct a study in SW focused on planning , design, & resiliency of three parks	OP is on track to commence this interagency study in Q2. OP and DDOT signed an interagency MOU transferring funds to OP. An interagency coordination meeting is scheduled for 1/31 to finalize the scope of work, with procurement of consultant services anticipated in Q2.	0-24%	High	None	Q1
Create new zoning to support affordable housing (1 Initiative Update)					
Create new zoning to support affordable housing	In Q1, OP prepared a report on Enhanced Inclusionary Zoning (aka, IZ+). IZ+ is an increasing IZ set-aside requirement for map amendments that significantly increase residential density. It is proposed to be a sliding scale topping at 20% residential gfa. The concept was set down by the Zoning Commission on January 13, 2020, for a round table hearing in spring 2020.	0-24%	High	None	Q1
Develop a public engagement plan to inform the public of Comprehensive Plan amendments (1 Initiative Update)					
Develop a public engagement plan to inform the public of Comprehensive Plan amendments	Completed in Q1. OP developed and deployed an engagement strategy, including holding meetings in all 8 wards, 2 ANC training sessions, and multiple stakeholder meetings.	Complete	High	Incremental	Q1
Engage the public on housing (1 Initiative Update)					
Engage the public on housing	OP released its Housing Equity Report in October in alignment with the release of the draft Comp Plan. OP presented on the housing report and its findings at several community stakeholder meetings. OP also held Comp Plan engagement meetings across all eight wards at which the public had an opportunity to ask questions about the affordable housing goals by planning area and strategic goals outlined in the Housing Element. OP also maintained an interactive website (housing.dc.gov) to host recordings and findings from previous engagements, resources for residents, and related publications. OP hosted an event in December that highlighted the impact of land use policies on housing opportunity in the District. More than 300 people attended the event featuring a short film, and panels / presentations on segregation, the impact of housing on economic opportunity and how the District is working to advance equitable housing opportunities.	25-49%	High	Incremental	Q1
Finalize the Comprehensive Plan amendment process (1 Initiative Update)					

Strategic Initiative Title	Initiative Status Update	% Complete to date	Confidence in completion by end of fiscal year (9/30)?	Status of Impact	FY20 Reporting Quarter
Finalize the Comprehensive Plan amendment process	After progress made in Q1, OP is on track for completion of this in Q2. OP will conclude Public Review in Q2 and assemble a legislative package for delivery to Council by the end of the quarter.	25-49%	High	None	Q1
Initiate a Food Processing and Innovation Center study on developing a central kitchen (1 Initiative Update)					
Initiate a Food Processing and Innovation Center study on developing a central kitchen	In Q1, the Food Policy Director and her staff drafted a scope and worked with OCP to refine the scope, suggest possible vendors, and plan the solicitation. The solicitation for a vendor to help develop the study is expected to be released in Q2.	0-24%	High	None	Q1
Produce a study on land use regulations (1 Initiative Update)					
Produce a study on land use regulations	During the first quarter, OP's Historic Preservation Office staff drafted overview text on early African-American neighborhoods, real estate codes of ethics, zoning, urban renewal, and some discussion of government financing.	0-24%	High	None	Q1

Internal: Unfinished 2019 Initiatives

Strategic Initiatives	Title	Description	Complete to Date	Status Update	Explanation	Anticipated Completion Date	Add Initiative Update - Rolled Over Initiatives
HISTORIC PRESERVATION (1 Strategic Initiative)							
Complete GIS mapping for L'Enfant Plan	OP will complete Geographic Information System (GIS) mapping for the L'Enfant Plan, reflecting current conditions and identifying all contributing elements, for use in project reviews and in updating the historic landmark designation of the plan.	25-49%	As discussed in previous updates, schedule for completion was revised to occur after priority GIS work for the Comp Plan update was completed. In Q4, OP made substantial progress on this initiative, and substantial completion is expected in Q1 or Q2 FY 2020.	As discussed in previous updates, schedule for completion was revised to occur after priority GIS work for the Comp Plan update was completed.	02-29-2020		
NEIGHBORHOOD PLANNING (1 Strategic Initiative)							
Complete planning study in Deanwood	Conduct a public life study or similar planning activity in Deanwood to evaluate public spaces and identify opportunities to enhance economic vitality. Build on OP's past Small Area Plan work and recent creative placemaking efforts. Consider extending analysis into adjacent Parkside/Kenilworth neighborhood.	25-49%	OP is working with the Coalition for Non-Profit Housing and Economic Development and DMPEd to deliver an existing conditions profile and creative placemaking project in Deanwood. The project kicked off in FY 2019, and secured funding for FY 2020 through a private grant.	Priorities shifted in FY 2019 for this project, as OP went "all hands on deck" for the Comprehensive Plan update for Neighborhood Planning (and other OP) staff, and the project was not completed in FY 2019.	09-30-2020		

Updates for Unfinished FY19 Initiatives

Strategic Initiative Title	Anticipated completion date	New initiative created for FY19	No Longer an Initiative	Initiative Status Update	% Complete to date	Confidence in completion by anticipated completion date?	Status of Impact	Explanation of Impact	Supporting Data	FY20 Reporting Quarter

Strategic Initiative Title	Anticipated completion date	New initiative created for FY19	No Longer an Initiative	Initiative Status Update	% Complete to date	Confidence in completion by anticipated completion date?	Status of Impact	Explanation of Impact	Supporting Data	FY20 Reporting Quarter
Complete GIS mapping for L'Enfant Plan	02-29-2020	<input type="checkbox"/>	<input type="checkbox"/>	In the first quarter, OP's Historic Preservation Office and IT staffs collaborated to create a draft baseline GIS map using original surveys. Refinement began using historical research and analysis to increase precision of the street geometry and resolve inconsistencies in source data.	50-74%	High	None	TBD		Q1
Complete planning study in Deanwood	09-30-2020	<input type="checkbox"/>	<input type="checkbox"/>	OP has commenced work on a public life study in Deanwood, and is currently on track to delivered the study by the end of Q3.	0-24%	High	None	TBD		Q1

Administrative Information

Record ID# 721

Performance Plan ID 721 **Blank Initiative Updates** [Blank Initiative Updates](#)

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OFFICE OF PLANNING - SCHEDULE A (as of February 1, 2020)

Name	Title	Vac Status	Fringe		Department Name
			Salary	(21.5%)	
Abou Samra,Rita	Community Planner	F	\$66,542	\$14,307	Design
Alemayehu,Mekdelawit	Public Affairs Specialist	F	\$101,758	\$21,878	Office of the Director
Anna,Alemayehu M	IT Specialist	F	\$140,847	\$30,282	GIS & IT
Azimeraw,Minwuyelet M.	Demographic Specialist	F	\$79,370	\$17,065	State Data Center
Balkus,Ona	Food Policy Director	F	\$121,793	\$26,186	Office of the Director
Barber,Jennifer	Executive Assistant, Director's Office	F	\$96,136	\$20,669	Office of the Director
Bird,Melissa C	Community Planner	F	\$133,663	\$28,738	Neighborhood Planning
Brockett,Anne O	Historic Preservation Specialist	F	\$110,063	\$23,664	Historic Preservation
Broderick,Faith A	Community Planner	F	\$82,328	\$17,700	Neighborhood Planning
Brown-roberts,Maxine H	Development Review Specialist	F	\$137,255	\$29,510	Development Review
Calkins,Kristin S	Community Planner, Transportation	F	\$115,703	\$24,876	Citywide Planning
Callcott,Stephen L	Senior Historic Preservation Specialist	F	\$124,977	\$26,870	Historic Preservation
Chandler,Jamie	Data Visualization Analyst	F	\$122,887	\$26,421	State Data Center
Cochran,Stephen L	Community Planner	F	\$140,847	\$30,282	Development Review
Cozart,Anita M	Dep Dir, Community Planning & Design	F	\$151,780	\$32,633	Community Planning & Design
Crain,Deborah L	Community Planner	F	\$137,255	\$29,510	Neighborhood Planning
Delaney,Joyetta	Executive Assistant, Development Rev	F	\$82,326	\$17,700	Development Review
Dennee,Timothy J.	Historic Preservation Specialist	F	\$119,186	\$25,625	Historic Preservation
ElGawish,Heba	Community Planner	F	\$89,997	\$19,349	Neighborhood Planning
Elliott,Brandice N	Development Review Specialist	F	\$126,479	\$27,193	Development Review
Elliott,Kimberly	Historic Preservation Specialist	F	\$113,104	\$24,317	Historic Preservation
Estes,Edward M	Community Planner	F	\$116,145	\$24,971	Design
Flores,Rogelio	Assoc Dir, Citywide Planning	F	\$140,476	\$30,202	Citywide Planning
Fothergill,Anne	Development Review Specialist	F	\$126,479	\$27,193	Development Review
Funes,Jose Elias	Cartographer	F	\$103,981	\$22,356	GIS & IT
Ghaffari,Josh J	Community Planner	F	\$110,063	\$23,664	Neighborhood Planning
Giefer,Edward T	Assoc Dir, Operations	F	\$142,991	\$30,743	Operations
Gould,Rishawna	Visual Information Specialist	F	\$107,022	\$23,010	State Data Center
Gyor,Stephen Michael	Lead Community Planner	F	\$122,887	\$26,421	Citywide Planning
Hand,Ryan	Community Planner	F	\$122,887	\$26,421	Citywide Planning
Harp,Sandra F	HR Manager	F	\$120,257	\$25,855	HR
Harris,Karen	Executive Assistant, Citywide & Comm	F	\$82,326	\$17,700	Citywide & Community Planning
Jackson,Julianna	Staff Assistant, HP	F	\$70,818	\$15,226	Historic Preservation
Jesick,Matthew R	Development Review Specialist	F	\$122,227	\$26,279	Development Review
Johnson,Emily J	Community Planner	F	\$82,326	\$17,700	Citywide Planning
Kasongo,Evelyn D	Community Planner	F	\$130,071	\$27,965	Neighborhood Planning
Khan,Sakina H	Dep Dir, Citywide Strategy & Analysis	F	\$149,242	\$32,087	Citywide Strategy & Analysis
Kirschenbaum,Jonathan W	Development Review Specialist	F	\$97,899	\$21,048	Development Review
Lambert,Rupert K	HP Inspector	F	\$85,784	\$18,444	Historic Preservation
Lawson,Joel	Assoc Dir, Development Review	F	\$139,239	\$29,936	Development Review
Lewis,Charles A	Historic Preservation Specialist	F	\$137,255	\$29,510	Historic Preservation
Lieb,David	Senior Counsel	F	\$166,554	\$35,809	Office of the Director
Limauro,Andrea	Community Planner	F	\$113,104	\$24,317	Neighborhood Planning
Luthy,Edward W	GIS Specialist	F	\$97,668	\$20,999	GIS & IT
Maher,Timothy D	Community Planner	F	\$103,981	\$22,356	Design
Maloney,David J	State Historic Preservation Officer	F	\$133,133	\$28,624	Historic Preservation
Meyer,James B	Historic Preservation Specialist	F	\$95,111	\$20,449	Historic Preservation
Mordfin,Stephen J	Development Review Specialist	F	\$133,663	\$28,738	Development Review
Myers,Crystal	Development Review Specialist	F	\$107,022	\$23,010	Development Review
Nadal,Moiria B	Historic Preservation Specialist	F	\$72,956	\$15,686	Historic Preservation
Nelson,Thor A	Lead Community Planner (Placemaking)	F	\$122,887	\$26,421	Design
Ozberk,Erkin	Community Planner	F	\$100,940	\$21,702	Neighborhood Planning
Pate,John	Demographic Specialist	F	\$107,022	\$23,010	State Data Center
Phillips,Joy E	Assoc Dir, State Data Center & GIS/IT	F	\$141,381	\$30,397	State Data Center & GIS/IT
Poindexter,Rita J	Staff Assistant	F	\$81,508	\$17,524	Operations
Price,Imania G	Historic Preservation Specialist	F	\$72,956	\$15,686	Historic Preservation
Rodgers,Arthur H.	Community Planner	F	\$133,663	\$28,738	Citywide Planning
Scriven,Malaika Abernathy	Chief of Staff	F	\$139,586	\$30,011	Office of the Director
Shaheen,Christopher M	Lead Community Planner (Public Space)	F	\$126,479	\$27,193	Design
Sheriff,Tariq	Policy Analyst	F	\$72,956	\$15,686	Office of the Director
Silver,Joshua D	Lead Community Planner	F	\$119,296	\$25,649	Neighborhood Planning
Steingasser,Jennifer L.	Dep Dir, Development Review & HP	F	\$163,110	\$35,069	Development Review & HP
Stephens,Ashley	Staff Assistant, Neighborhood Planning	F	\$72,956	\$15,686	Neighborhood Planning
Storm,Kevin M	Assoc Dir, Design	F	\$143,645	\$30,884	Design
Thomas,Karen M	Development Review Specialist	F	\$137,255	\$29,510	Development Review
Troccoli,Ruth	State Archeologist	F	\$100,225	\$21,548	Historic Preservation
Trueblood,Andrew T	Director	F	\$186,266	\$40,047	Office of the Director
Vitale,Elisa	Development Review Specialist	F	\$130,071	\$27,965	Development Review
Waardenburg,Dennis S	Cartographer	F	\$119,186	\$25,625	GIS & IT
Willger,Colleen R	Assoc Dir, Neighborhood Planning	F	\$126,690	\$27,238	Neighborhood Planning
Williams,Anthony E	HP Inspector	F	\$70,818	\$15,226	Historic Preservation
Williams,Kimberly P	Architectural Historian	F	\$110,063	\$23,664	Historic Preservation
Williams-cherry,Toni V	HP Inspector Lead	F	\$113,104	\$24,317	Historic Preservation
Wilson, Valecia	Community Planner	F	\$94,858	\$20,394	Neighborhood Planning
Yarnall,Bruce A	Education Outreach Program Mgr	F	\$110,063	\$23,664	Historic Preservation
	Community Planner	V	\$82,326	\$17,700	Citywide Planning
	Historic Preservation Specialist	V	\$82,326	\$17,700	Historic Preservation

Attachment Q14



OFFICE OF PLANNING
FY 2018 - 2020 Budgets & Expenditures

Through January 2020

Comp Source Group	FY 2018					FY 2019					FY 2020				
	Original Budget	Revised Budget	Budget Variance	Expenditures	Comments	Original Budget	Revised Budget	Budget Variance	Expenditures	Comments	Original Budget	Revised Budget	Budget Variance	Year-to-Date Expenditures	Comments
LOCAL															
0011 - REGULAR PAY - CONT FULL	\$6,957,510	\$7,036,489	\$78,979	\$7,126,057		\$7,675,429	\$7,554,668	(\$120,761)	\$7,413,392		\$8,134,694	\$8,134,694	\$0	\$2,687,669	
0012 - REGULAR PAY - OTHER	\$151,379	\$0	(\$151,379)	\$0		\$67,645	\$0	(\$67,645)	\$0	Moved into 0011	\$0	\$0	\$0	\$3,089	
0013 - ADDITIONAL GROSS PAY	\$0	\$40,789	\$40,789	\$40,789		\$0	\$87,572	\$87,572	\$87,727		\$0	\$0	\$0	\$223	
0014 - FRINGE BENEFITS - CURR	\$1,521,184	\$1,501,436	(\$19,748)	\$1,467,575		\$1,667,430	\$1,572,430	(\$95,000)	\$1,541,734		\$1,764,361	\$1,764,361	\$0	\$566,034	
0015 - OVERTIME PAY	\$71,000	\$22,611	(\$48,389)	\$19,797		\$20,000	\$25,000	\$5,000	\$23,182		\$20,000	\$20,000	\$0	\$21,198	
PERSONNEL SERVICES Total	\$8,701,073	\$8,601,325	(\$99,748)	\$8,654,218		\$9,430,504	\$9,239,670	(\$190,834)	\$9,066,035		\$9,919,055	\$9,919,055	\$0	\$3,278,213	
0020 - SUPPLIES AND MATERIALS	\$37,500	\$57,500	\$20,000	\$60,550		\$37,500	\$47,500	\$10,000	\$36,590		\$37,500	\$37,500	\$0	\$0	
0031 - TELEPHONE, TELEGRAPH,	\$0	\$3,647	\$3,647	\$1,508		\$0	\$5,000	\$5,000	\$0		\$0	\$0	\$0	\$0	
0040 - OTHER SERVICES AND CHARGES	\$135,601	\$193,101	\$57,500	\$122,058		\$136,339	\$232,173	\$95,834	\$214,233	Revised budget includes \$25,000 to support the operations of the Food Policy Council; WHY did the budget go up by \$100K?	\$136,339	\$136,339	\$0	\$58,779	
0041 - CONTRACTUAL SERVICES - OTHER	\$529,673	\$602,793	\$73,120	\$552,456		\$298,515	\$1,120,515	\$822,000	\$920,652	Revised budget includes \$HERE to support Census 2020	\$3,287,215	\$3,287,215	\$0	\$541,885	Includes \$2.5M to support Census 2020
0050 - SUBSIDIES AND TRANSFERS	\$200,000	\$317,857	\$117,857	\$317,857	Revised budget includes unspent carryover for the Historic homeowner grant program; Spending also includes a \$200K, one-time grant program to improve federal parkland	\$275,000	\$250,000	(\$25,000)	\$139,730	Moved Food Policy ops support to 0040; spending is for Historic homeowner grant program	\$250,000	\$414,419	\$164,419	\$16,275	Revised budget includes unspent carryover for the Historic homeowner grant program
0070 - EQUIPMENT & EQUIPMENT	\$53,500	\$43,981	\$0	\$34,925		\$53,500	\$53,500	\$0	\$50,427		\$53,500	\$53,500	\$0	\$0	
NON-PERSONNEL SERVICES Total	\$956,274	\$1,218,879	\$272,124	\$1,089,354		\$800,854	\$1,708,688	\$907,834	\$1,361,632		\$3,764,554	\$3,928,973	\$164,419	\$616,939	
LOCAL FUND Total	\$9,657,347	\$9,820,204	\$172,376	\$9,743,572		\$10,231,358	\$10,948,358	\$717,000	\$10,427,667		\$13,683,609	\$13,848,028	\$164,419	\$3,895,152	
FEDERAL GRANT															
0011 - REGULAR PAY - CONT FULL	\$351,095	\$362,620	\$11,525	\$361,177		\$372,950	\$379,964	\$7,014	\$372,289		\$390,277	\$348,277	(\$42,000)	\$147,083	
0014 - FRINGE BENEFITS - CURR	\$75,134	\$85,781	\$10,647	\$85,383		\$80,184	\$88,616	\$8,432	\$88,456		\$84,690	\$84,690	\$0	\$34,844	
PERSONNEL SERVICES Total	\$426,229	\$448,401	\$22,172	\$446,560		\$453,134	\$468,580	\$15,446	\$460,745		\$474,967	\$432,967	(\$42,000)	\$181,927	
0020 - SUPPLIES AND MATERIALS	\$0	\$400	\$400	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
0041 - CONTRACTUAL SERVICES - OTHER	\$98,770	\$249,312	\$150,542	\$218,501	Revised budget: Increase from Historic Preservation Fund federal grant - unspent FY 2017 carryover	\$93,691	\$129,844	\$36,153	\$129,844	Revised budget: Increase from Historic Preservation Fund federal grant - unspent FY 2018 carryover	\$50,033	\$90,033	\$40,000	\$3,778	Revised budget: Increase from Historic Preservation Fund federal grant - unspent FY 2019 carryover
NON-PERSONNEL SERVICES Total	\$98,770	\$249,712	\$150,942	\$218,501		\$93,691	\$129,844	\$36,153	\$129,844		\$50,033	\$90,033	\$40,000	\$3,778	
Federal Grant Funds Total	\$524,999	\$698,113	\$173,114	\$665,061		\$546,825	\$598,424	\$51,599	\$590,589		\$525,000	\$523,000	(\$2,000)	\$185,705	

Attachment Q14

Comp Source Group	FY 2018					FY 2019					FY 2020				
	Original Budget	Revised Budget	Budget Variance	Expenditures	Comments	Original Budget	Revised Budget	Budget Variance	Expenditures	Comments	Original Budget	Revised Budget	Budget Variance	Year-to-Date Expenditures	Comments
PRIVATE GRANT															
0040 - OTHER SERVICES AND CHARGES	\$0	\$0	\$0	\$0		\$0	\$25,000	\$25,000	\$24,291	New grant for food policy work from the Kaiser Foundation	\$0	\$0	\$0	\$0	
0041 - CONTRACTUAL SERVICES - OTHER	\$20,000	\$96,098	\$76,098	\$86,095	Revised budget: Increase from Kresge grant (unspent FY 2017 carryover)	\$10,000	\$10,000	\$0	\$0	Placeholder for ArtPlace grant for playable art; will instead spend funds in FY 2020	\$10,001	\$330,000	\$319,999	\$0	Revised budget includes private grants from ArtPlace (\$240K; playable art) and Kresge Foundation (\$90K; placemaking)
NON-PERSONNEL SERVICES Total	\$20,000	\$96,098	\$76,098	\$86,095		\$10,000	\$35,000	\$25,000	\$24,291		\$10,001	\$330,000	\$319,999	\$0	
Private Grant Funds Total	\$20,000	\$96,098	\$76,098	\$86,095		\$10,000	\$35,000	\$25,000	\$24,291		\$10,001	\$330,000	\$319,999	\$0	
SPECIAL PURPOSE REVENUE															
0040 - OTHER SERVICES AND CHARGES	\$200,000	\$250,000	\$50,000	\$94,758	Revised budget: Includes federal funds from the Eisenhower Commission to update the Nat. Register Nomination for the L'Enfant Plan. Spent in FY 2019.	\$200,000	\$68,566	(\$131,434)	\$68,566		\$200,000	\$24,355	(\$175,645)	\$5,000	Budget split into 0040 (to pay stipends for HPRB members) and 0041 (to pay for projects and grants to support historic preservation in the District)
0041 - CONTRACTUAL SERVICES - OTHER	\$0	\$0	\$0	\$0		\$0	\$144,000	\$144,000	\$94,000	Includes federal funds from the Eisenhower Comm. (\$50K) to update the National Register Nomination for the L'Enfant Plan.	\$0	\$175,645	\$175,645	\$6,630	
NON-PERSONNEL SERVICES Total	\$200,000	\$250,000	\$50,000	\$94,758		\$200,000	\$212,566	\$12,566	\$162,566		\$200,000	\$200,000	\$0	\$11,630	
SPEC PURPOSE REVENUE FUNDS	\$200,000	\$250,000	\$50,000	\$94,758		\$200,000	\$212,566	\$12,566	\$162,566		\$200,000	\$200,000	\$0	\$11,630	
INTRA-DISTRICT TRANSFERS															
0041 - CONTRACTUAL SERVICES - OTHER	\$0	\$65,000	\$65,000	\$0	Revised budget includes funds from DDOT for a Vision Zero project. Unspent funds were returned to DDOT, and DDOT funded the project in FY 2019.	\$0	\$0	\$0	\$0		\$0	\$490,000	\$490,000	\$0	From DDOT to help fund a flood plain study for Southwest DC
NON-PERSONNEL SERVICES Total	\$0	\$65,000	\$65,000	\$0		\$0	\$0	\$0	\$0		\$0	\$490,000	\$490,000	\$0	
SPEC PURPOSE REVENUE FUNDS	\$0	\$65,000	\$65,000	\$0		\$0	\$0	\$0	\$0		\$0	\$490,000	\$490,000	\$0	
TOTAL OFFICE OF PLANNING	\$10,402,346	\$10,929,415	\$536,588	\$10,589,486		\$10,988,183	\$11,794,348	\$806,165	\$11,205,113		\$14,418,610	\$15,391,028	\$972,418	\$4,092,487	