

District of Columbia Office of Planning



Office of the Director

January 31, 2014

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

Dear Chairman Mendelson:

With this letter I am transmitting the responses to performance oversight questions submitted to my office by the Committee of the Whole on January 15, 2014. I look forward to our dialogue at the oversight hearing on March 5, 2014.

Sincerely,

A handwritten signature in black ink, appearing to read 'Harriet Tregoning'.

Harriet Tregoning
Director



**DC Office of Planning
FY13-14 Performance Oversight
Responses to Pre-Hearing Questions
January 31, 2014**

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

A current organizational chart is attached.

2. Please provide, as an attachment, a Schedule A for your agency which identifies all employees by title/position, current salary, fringe benefits, and program office as of January 13, 2014. This Schedule A should also indicate any vacant positions in the agency. Please do not include social security numbers.

Please see a Schedule A for the Office of Planning, dated January 13, 2014, attached.

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

Employee:	David Levy, Special Assistant
Agency:	Detailed from the Office of Planning to the Office of the City Administrator
Reason:	To assist with implementation of the Sustainable DC initiative
Start Date of Detail:	January 13, 2014
Projected date of return:	June 2, 2014

4. (a) For fiscal year 2013, please list each employee whose salary was \$110,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and/or bonus pay.

Name	Position Title	Salary	Overtime/ Bonus Pay
Driggins, Kimberly	Assoc. Dir. Comp Plan	\$128,082	N/A
Hughey, Rosalynn	Dep. Dir. Long Range Planning	\$127,065	N/A
Richman, Charlie	Assoc. Dir. GIS & IT	\$134,642	N/A
Tregoning, Harriet	Director	\$164,800	N/A
Cochran, Stephen	Community Planner	\$112,933	N/A
Steingasser, Jennifer	Dep. Dir. Dev. Review & HP	\$137,942	N/A
Lawson, Joel	Senior Dev. Zoning Planner	\$113,225	N/A

Maloney, David	HP Program Manager	\$112,590	N/A
Phillips, Joy	Assoc. Dir. State Data Center	\$114,966	N/A
Anna, Alemayehu	IT Specialist	\$110,001	N/A
Giefer, Edward	Asst. Dir. Strategic Ops & Finance	\$120,927	N/A
Levy, David	Special Assistant	\$143,170	N/A

(b) For fiscal year 2014, please list each employee whose salary is or was \$110,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and/or bonus pay as the date of your response.

Name	Position Title	Salary	Overtime/ Bonus Pay
Driggins, Kimberly	Assoc. Dir. Comp Plan	\$128,082	N/A
Hughey, Rosalynn	Dep. Dir. Long Range Planning	\$127,065	N/A
Richman, Charlie	Assoc. Dir. GIS & IT	\$134,642	N/A
Tregoning, Harriet	Director	\$164,800	N/A
Cochran, Stephen	Community Planner	\$112,933	N/A
Steingasser, Jennifer	Dep. Dir. Dev. Review & HP	\$137,942	N/A
Lawson, Joel	Senior Dev. Zoning Planner	\$113,225	N/A
Maloney, David	HP Pgm Mgr	\$112,590	N/A
Phillips, Joy	Assoc. Dir. State Data Center	\$114,966	N/A
Anna, Alemayehu	IT Specialist	\$110,001	N/A
Giefer, Edward	Asst. Dir. Strategic Ops & Finance	\$120,927	N/A
Levy, David	Special Assistant	\$143,170	N/A

5. Please list in descending order the top 25 overtime earners in your agency for fiscal year 2013. For each, state the employee's name, position or title, salary, and aggregate overtime pay.

There were no overtime earners at OP for FY 2013.

6. For each fiscal year 2012, 2013, and 2014 (to date), please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

No OP employees received bonuses or special award pay in FY 2012, 2013, or 2014.

7. For each fiscal year 2012, 2013, and 2014 (to date), please state the total number of employees receiving worker's compensation payments.

No employees have received worker's compensation payments for FY12, FY13 and FY14, to date.

8. For fiscal years 2013, and 2014 (to date), please list, in chronological order, all intra-District transfers to or from the agency.

FY 2013		
OP WAS THE BUYER		
OCFO	Audit fee allocation for A-133	\$2,500
OCTO	Pay for FY 2013 Requests for Telephone Service	\$2,590
OZ	Broadcast and archive HPRB hearings	\$21,120
DPW	Pay for fleet costs	\$1,677
OCFO	Pay for costs associated with Purchase Card purchases	<u>\$133,464</u>
Total		\$161,351
OP WAS THE SELLER		
DHCD	Congress Hghts, Anacostia, and St. Eliz's planning projects	\$306,687
DMPED	St. Elizabeths planning projects	\$234,355
DMPED	Produce 30,000 copies of the Afr-Amer Heritage Trail guidebook	\$39,500
DDOE	Joint-funded FTE, Sustainable DC	<u>\$20,000</u>
Total		\$600,542

FY 2014*		
OP IS THE BUYER		
OCTO	Pay for FY 2014 Requests for Telephone Service	\$150
OZ	Broadcast and archive HPRB hearings	\$22,224
DPW	Pay for fleet costs	\$1,700
OCFO	Pay for costs associated with Purchase Card purchases	<u>\$30,000</u>
Total		\$54,074
OP IS THE SELLER		

Note: * - As of 1/23/14

9. Please list, in chronological order, every reprogramming of funds into and out of the agency for fiscal years 2013 and 2014 (to date). Include a "bottom line" that explains the revised final budget for your agency. For each reprogramming, list the reprogramming number, the date, the amount, and the rationale.

Date	Repro #	Amount	Rationale
2013			
<u>LOCAL</u>			
12/3/2012	BJFY13HP	\$146,343.14	Unspent FY 2012 Historic Homeowner grant funds into OP's FY 2013 budget.

<u>FEDERAL</u>			
1/25/2013	BHHISPRE	\$189,734.74	Unspent FY 2012 Historic Preservation Fund grant funds into OP's FY 2013 budget. (We may spend these funds over a two-year period.)
<u>O-TYPE FUNDS</u>			
2/4/2013	BJDO0BD1	\$50,000.00	Additional budget authority for OP's o-type funds account.
2014			
none			

10. For fiscal years 2013 and 2014 (to date), please identify any special purpose revenue funds maintained by, used by, or available for use by your agency. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the program that generates the funds; (4) the amount of funds generated annually by each source or program; and (5) expenditures of funds, including the purpose of each expenditure.

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

FY	Revenue	Uses	Description
2013	\$77,312	\$21,120 \$19,952 \$5,000 <u>\$11,975</u> \$58,047	<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 ▪ Print "2016 Historic Preservation Plan"
2014*	\$52,780	\$22,224 <u>\$6,369</u>	<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

		\$28,593	
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Note: * - Through 1/23/14.

11. Please list all memoranda of understanding (MOU) entered into by your agency during fiscal years 2012, 2013, and 2014 (to date). For each, describe its purpose, indicate the date entered, and provide the actual or anticipated termination date.

Buyer	Seller	Purpose	Amount
2012			
OP	OZ	Broadcast and archive hearings of the HPRB	\$18,782
OP	DOES	Summer Youth Employment Program additional payment (start 7/9/12, end 9/30/12)	\$1,405
OP	OCTO	Configure and deploy 20 new computers for OP (start 6/6/12, end 9/30/12)	\$2,400
OP	DMPED	Plan and produce ward summit meetings (start 4/2/12, end 9/30/12)	\$200,000
DMPED	OP	OP planning projects (start 4/2/12, end 9/30/12)	\$250,000
DMPED	OP	OP planning projects (start 12/5/11, end 9/30/12)	\$250,000
DMPED	OP	St. E's master planning and infrastructure planning (start 4/2/12, end 9/30/12)	\$351,310
DMPED	OP	St. E's master planning and infrastructure planning (start 12/15/11, end 9/30/12)	\$295,767
DHCD	OP	HUD Challenge grant planning projects at St. Elizabeths (start 10/31/11, end 9/30/14)	\$600,000
2013			
OP	OZ	Broadcast and archive hearings of the HPRB (start 10/22/12, end 9/30/13)	\$21,120
DPR	OP	Prepare a parks and rec master plan (start 10/1/12, end 9/30/14)	\$400,000
DGS	OP	Produce with DPR a planning study for Franklin Park (start 3/26/13, end 9/30/14)	\$300,000
DMPED	OP	St. E's master planning and infrastructure planning (start 3/11/13, end 9/30/13)	\$234,355
OP	DCHA	Langston Terrace Dwellings power plant study (start 2/28/13, end 9/30/13)	\$245,000
DDOE	OP	Joint-funded FTE, Sustainable DC (start 4/1/13, end 9/30/13)	\$20,000
OP	DDOT	Produce a Maryland Avenue Transportation Study (start 3/22/13, end 12/31/14)	\$125,000

DMPED	OP	Print and deliver 200 copies of the District of Columbia Comprehensive Plan Progress Report 2013 (start 5/13/13, end 9/30/13)	\$6,924
DMPED	OP	Produce 30,000 copies of the African American Heritage Trail guidebook (start 5/22/13, end 9/30/13)	\$39,500
OP	DGS	Develop a Public Safety Facilities Master Plan (start 5/17/13, end 9/30/13)	\$100,000
OP	DOES	Summer Youth Employment Program additional payment (start 7/9/13, end 9/30/13)	\$780
OP	DDOE	Climate Change Adaptation and Preparation Study, Sustainable DC (start 4/2/13, end 9/30/14)	\$290,000
OP	DDOE	Tree planting and maintenance plans on District property, Sustainable DC (start 4/8/13, end 9/30/15)	\$384,170
OP	MPD	Vehicle anti-idling project, Sustainable DC (start 1/22/13, end 9/30/14)	\$54,900
OP	DDOT	Urban forestry program, Sustainable DC (start 6/27/13, end 9/30/14)	\$83,000
2014*			
OP	OZ	Broadcast and archive hearings of the HPRB (start 10/1/13, end 9/30/14)	\$24,224
DPR	OP	Additional funds for the parks and rec master plan (start 10/1/13, end 9/30/14)	\$115,000

Note: * - Through 1/23/14.

- 12. D.C. Law requires the Mayor and the Chief Financial Officer to submit to the Council, simultaneously with a proposed budget submission, actual copies of all agency budget enhancement request, including the “Form B” for all District agencies (See D.C. Code §47-318.05a). In order to help the Committee understand agency needs, and the cost of those needs for your agency, please provide as an attachment to your answers all budget enhancement requests submitted by your agency to the Mayor or Chief Financial Officer as part of the budget process for fiscal years 2012, 2013, and 2014.**

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

- 13. Please list each grant or sub-grant received by your agency in fiscal years 2013 and 2014 (to date). List the date, amount, and purpose of the grant or sub-grant received, and explain how the grant is allocated if it is a multi-year grant.**

FY 2013			
Grant	Date	Amount	Purpose
Historic Preservation Fund grant	10/1/12-9/30/14	\$509,860	This is an annual grant from the National Park Service that's available for two years to support historic preservation activities such as staff salaries, preservation studies, and educational materials. OP allocates half of the grant in the first year and the other half in the second year.
ArtPlace grant	6/1/13-11/30/14	\$300,000	This is a one-time grant from the Nonprofit Finance Fund, for OP to hold a design competition to seek innovative and creative art based designs for five temporary and permanent play spaces for children and adults in the District.
FY 2014			
Historic Preservation Fund grant	10/1/13-9/30/15	\$500,000 <i>(estimate; waiting for final word from federal gov't)</i>	This is an annual grant from the National Park Service that's available for two years to support historic preservation activities such as staff salaries, preservation studies, and educational materials. OP allocates half of the grant in the first year and the other half in the second year.

14. Please list all currently open capital projects for your agency as of January 13, 2014, including those projects that are managed or overseen by another agency or entity. Include a brief description of each, the total estimated cost, expenditures to date, the start and completion dates, and the current status of the project. Also, indicate which projects are experiencing delays and which require additional funding.

Name	Description	Total cost	Expenditures	Dates
District Public Plans & Studies (PLN37)	Funds planning, zoning, and historic preservation studies and projects, and master facility plans that are linked to important capital projects	\$16,624,343	\$7,772,655	Funded in FY 2010 through 2014

	undertaken by the city and its partners			
Sustainable DC (PLN38)	Competition fund for District agencies to do feasibility studies, demonstration projects, etc., to jump start District sustainability efforts	\$4,500,000	\$219,050	Funded in FY 2013 through 2014
Ward 8 Citizens' Summit Challenge (PLN39)	Competition fund for District agencies to develop and implement projects in support of Ward 8 Citizens' Summit	\$1,750,000	\$0	Funded in FY 2013 through 2014

Current Status:

District Public Plans & Studies (PLN37)

- \$4 million for Justice Center:
 - These funds will be transferred to DGS to complete the Justice Center project. An MOU between OP and DGS has been drafted; execution is expected in February 2014.
- \$600,000 for Small Area Plans and other studies:
 - East End Re-Urbanization, \$275,000. Scope development is underway. OP will initiate the procurement process in February 2014.
 - Buzzard Point Framework Plan, \$50,000. Funds are for follow-on work from GSA's environmental work. Scope development to be completed in March 2014.
 - Mount Vernon Square update, \$50,000. Scope development to be completed in March 2014.
 - Golden Triangle planning/market analysis, \$50,000. Scope development to be completed in April 2014.
 - Van Ness neighborhood planning request, \$50,000. Scope determination to be completed in April 2014.
- \$100,000 for Rapid Response Projects:
 - Southeast Boulevard/Barney Circle, \$40,000. Scope development and procurement process to be completed February 2014.
 - Adams Morgan visioning, \$60,000. Scope development and procurement to be completed in March 2014.
- \$200,000 for the Comprehensive Plan update: Scope development and procurement to be completed in April 2014.
- \$200,000 for Franklin Park Planning: Scope development and procurement to be completed in May 2014.

- \$250,000 for Facilities Planning (OP Contribution to Municipal Facilities Master Plan): Execution of MOU between OP and DGS to be completed by March 2014.
- \$100,000 for 225th Anniversary Planning: Scope and procurement to be completed by April 2014.
- \$300,000 for Transit/Transportation Planning – Land Use Corridor Planning: Scope development and procurement process to be completed by May 2014.
- \$150,000 for Follow-on Implementation projects: Scope development and procurement process to be completed by May 2014.
- \$100,000 for Zoning & HP Projects: Scope development and procurement process to be completed by June 2014.

Sustainable DC (PLN38)

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

- \$600,000 DGS Smart Roofs – DGS execution of the new MOU is pending and expected in February 2014.
- \$1,000,000 – Composting Demonstration Project – Anaerobic Digesters
- \$100,000 – Energy Demonstration Parklet in Public Space
- \$800,000 – Energy Demonstration Project – Wind Turbines
- \$850,000 – Living Building Challenge – Engine Co. 22 at Walter Reed

Ward 8 Citizens’ Summit Challenge (PLN39)

OP received several proposals for use of funding for the summit challenge, including from DOES, DSLBD, DMPED and others for job training, small business and a culinary center program. DMPED replaced its original proposed project mentioned in last year’s oversight hearing (Culinary Training & Incubation Center) with a request for support for its interim Innovation Hub area (the chapel) to include an “Entrepreneurship & Training Center”. Funding would be used to support part of the design and build-out the chapel space. DMPED and OP anticipate that the project specifics and transfer of funds will be finalized in February 2014.

- 15. 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.**

OP has no pending lawsuits.

- 16. (a) Please list and describe any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed at any time since October 1, 2011. (b) Please list and describe any ongoing investigations, audits, or reports of your agency or any employee of your agency.**

No investigations, studies, audits or reports on OP or any OP employee have been completed since October 1, 2011. OP is not aware of any ongoing investigations, audits, or reports on the agency or OP employees.

17. Please list in chronological order all employee grievances filed against your agency in fiscal years 2013 and 2014 (to date). Also, list any earlier grievance that is still pending in any judicial forum. For each, give a brief description of the matter as well as the current status.

One employee grievance was filed in FY13 in response to a proposed personnel action by the agency. No employee grievances have been filed against OP in FY14 to date. No earlier grievances are still pending.

18. In table format, please list the following for fiscal years 2012, 2013, and 2014 (to date) regarding your agency's use of SmartPay (credit) cards for agency purchases: (1) individuals (by name and title/position) authorized to use the cards; (2) purchase limits (per person, per day, etc.); (3) total spent (by person and for the agency).

<u>Cardholder</u>	<u>Limits</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014*</u>
Edward Giefer, Assoc. Director	\$2,500 per day/ \$10,000 per month	\$93,738.78	\$85,004.03	\$24,640.01
Rita Poindexter, Staff Assistant	\$2,500 per day/ \$10,000 per month	<u>\$32,564.50</u>	<u>\$29,757.96</u>	<u>\$14,523.17</u>
Total		\$126,303.28	\$114,761.99	\$39,163.18

Note: * - Through statement date 12/20/2013

19. (a) In table format, please provide the following information for fiscal years 2012, 2013, and 2014 (to date), regarding your agency's use of cellular phones and mobile devices: (1) individuals (by name and title/position) authorized to carry and use such devices; (2) total annual expense (FY) for each individual's use; and (3) justification for such use (per person). If the list is more than one page in length, you may provide it as an attachment.

Name	Position	Annual Expense			Justification
		2012	2013	2014	
Harriet Tregoning	Director	\$1,635.86*	\$1,153.89	\$97.00	Agency head; duties require frequent off-site meetings and ability to communicate immediately with the Mayor, Deputy Mayor, OP staff and others.
Quoinett Warrick	Executive Assistant,	--	\$676.62	\$57.01	Reports to the Director;

	Director				duties require immediate availability and frequent off-site communications
Tanya Stern	Chief of Staff	\$636.11	\$634.44	**	Reports to the Director; duties require immediate availability and frequent off-site communications
David Maloney	State Historic Preservation Officer	\$636.11	\$634.44	**	Duties require immediate availability and frequent off-site communications
Keith Lambert	Historic Preservation Inspector	\$636.11	\$634.44	**	Duties require substantial off-site work in the field
Toni Cherry	Senior HP Inspector	\$636.11	\$634.44	**	Duties require substantial off-site work in the field
Tracy Gabriel	Associate Director, Neighborhood Planning	\$636.11	\$634.44	**	Duties require immediate availability and frequent off-site communications
Joel Lawson	Assoc. Director, Development Review	\$636.11	\$634.44	**	Duties require immediate availability and frequent off-site communications
Jennifer Steingasser	Deputy Director, Development Review and HP	\$636.11	\$634.44	**	Duties require immediate availability and frequent off-site communications

**Note: Includes purchase of a replacement phone and service for a phone and iPad for the Director.*

***Note: No data as of January 22 for OP's Verizon customers.*

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

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

20. (a) Does your agency have or use a government vehicle? If so, for fiscal years 2012, 2013, and 2014 (to date), please list these vehicles. You may group the vehicles by category (e.g., 15 engines, 33 marked cruisers, three transport buses, etc.).

OP owns two government vehicles. The following vehicles have been in use in FY 2012, FY 2013, and FY 2014 to date: one (1) Dodge Caravan and one (1) Dodge Stratus.

(b) Please list all vehicle accidents involving your agency's vehicles for fiscal years 2012, 2013, and 2014 (to date). Provide: (1) a brief description of each accident; (2) the type of vehicle involved; (3) the justification for using such vehicle; (4) the name and title/position of the driver involved; and (5) whether there was a finding of fault and, if so, who was determined to be at fault.

During the subject period, OP staff was in one vehicle accident. On December 15, 2011, Keith Lambert, Historic Preservation Inspector, driving OP’s 2006 Dodge Stratus, was on duty – he is required to make off-site inspections daily. He was involved in an accident at the intersection of 6th and Q Streets, NW. The employee was driving southbound on 6th Street, with the right of way (green light), and observed a van entering the intersection from the east. The van proceeded across the intersection and employee was unable to avoid the van and struck the vehicle in the front left fender and wheel. MPD was on the scene but did not issue a Notice of Infraction (NOI) due to conflicting accounts and no eyewitnesses. No OP employees were involved in accidents in FY13 or FY14, to date.

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

Yes, OP is in compliance with this law.

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

N/A

22. In table format, please provide the following information for fiscal years 2012, 2013, and 2014 (to date) regarding your agency's authorization of employee travel: (1) individuals (by name and title/position) authorized to travel outside the District; (2) total expense for each trip (per person, per trip, etc.); and (3) justification for the travel (per person).

Employee	Cost	Justification
<i>FY 2012</i>		
Arlova Jackson, (former) Zoning Update Manager	\$749.15	Attend a “Zoning the City” conference to discuss best practices and trends re: municipal zoning codes (NYC).
Maxine Brown-Roberts, Development Review Specialist	\$648.15	Attend a “Zoning the City” conference to discuss best practices and trends re: municipal zoning codes (NYC).
Harriet Tregoning, Director	Costs paid by event	Attend a “Zoning the City” conference to discuss best practices and trends re: municipal zoning codes (NYC).
Harriet Tregoning, Director	\$2,591	Attend meetings in Beijing, China, with a District delegation, at the invitation of Mayor Gray.
Tanya Stern, Chief of Staff	Costs paid by event	Attend and present at the Global Obesity Forum on behalf of the director (NYC).

Harriet Tregoning, Director	Costs paid by event	Attend and present at conference at the University of Bern (Switzerland).
Harriet Tregoning, Director	\$450	Attend the Spring meeting of the Urban Land Institute (Charlotte).
Harriet Tregoning, Director	Costs paid by event	Attend and present at meetings re: developing city "vibrancy indicators" (NYC).
Charlie Richman, CIO and Associate Director of GIS & IT	\$1,760	Attend annual ESRI International User Conference to discuss best practices and trends re: geographic information systems (GIS) (San Diego).
Harriet Tregoning, Director	\$2,340	Attend and present at the American Planning Association's annual conference (Los Angeles).
Joy Phillips, Associate Director, State Data Center	\$100	Attend regional Census Bureau meetings (Philadelphia).
Anne Brockett, Architectural Historian	\$255	Attend and present at a conference of the Association of Gravestone Studies.
<i>FY 2013</i>		
Harriet Tregoning, Director	\$1,088.73	Attend and speak at the Urban Land Institute's fall meeting (Denver).
Jennifer Steingasser, Deputy Director	\$582.05	Attend and speak at the American Planning Association's annual conference (Chicago).
Rosalynn Hughey, Deputy Director	\$1,662.11	Attend and speak at the American Planning Association's annual conference (Chicago).
Harriet Tregoning, Director	\$1,138.80	Attend and speak at the American Planning Association's annual conference (Chicago).
Patricia Zingsheim, Associate Director	\$142.75	Attend meeting and site visits to discuss city park projects and best practices (Philadelphia).
Chris Delfs, Community Planner	\$149.50	Attend meeting and site visits to discuss city park projects and best practices (Philadelphia).
Thor Nelson, Community Planner	\$113.50	Attend meeting and site visits to discuss city park projects and best practices (Philadelphia).
Andrea Limauro, Community Planner	\$541.34	Attend and participate in a panel at the International Town-Gown Association conference (Buffalo).

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

*Note: As of 1/23/14.

23. Please provide and itemize, as of January 18, 2014, the current number of When Actually Employed (WAE), term and contract personnel within your agency. If your agency employs WAE or term personnel, please provide, in table format, the name of each employee, position title, the length of his or her term, the date on which he or she first started with your agency, and the date on which his or her current term expires.

Name	Position Title	Length of Term	Hire Date	Term Expires	Term Appointment	Contract Employee
Elliott, Brandice	Development Review Specialist	10 months	09/24/12	10/23/14	X	
Gyor, Stephen	Development Review Specialist	1 year	04/23/12	05/31/15	X	
Richmond, Vanessa	Receptionist	1 year	10/1/12	09/30/13		X

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

The Office of Planning's FY 2014 Performance Plan is attached.

25. 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 2014 and 2015.

Updating the Comprehensive Plan:

As required by the Implementation Element of the Comprehensive Plan (Comp Plan), OP plans to initiate in FY14 preparatory work and stakeholder engagement for the next major update of the Comprehensive Plan, for completion of the update within the next three years. Major updates are to occur approximately every 12 years. Completion of and Council approval of the last major Comprehensive Plan update took place in 2006. Given the ongoing policy innovations in areas such as sustainability, transit, and temporary uses, OP anticipates there may be current Comp Plan policies that will need to be modified as well as new Comp Plan policies and actions to address the recommendations of studies completed since the 2010 amendment cycle. Prior to the development of proposed amendments, which will include an extensive public participation process, OP plans to prepare an updated Vision document similar to the report *A Vision for Growing An Inclusive City: A Framework for the Washington, DC Comprehensive Plan Update*, completed in 2004. OP also intends to engage in preparatory research and analysis into a number of major issues discussed in the

2013 *Comprehensive Plan Progress Report* that have implications for the built environment and that will inform the Comp Plan update, such as population growth, education, mobility, jobs, housing and retail.

Improving Neighborhoods:

OP plans to complete or launch in FY14 and FY15 several plans to enhance the livability of District neighborhoods. In FY14, OP will complete Small Area Plans for the Mid City East neighborhoods; the Southwest neighborhood; Congress Heights, Anacostia, and St. Elizabeths (CHASE) neighborhoods.

With the proposed DC United Soccer Stadium to be located at Buzzard Point, the District has an opportunity to use this development to create the focal point of a new neighborhood and a catalyst for major new mixed-use developments with high-quality and well-connected public spaces with continuity along the Anacostia Waterfront. In FY14, OP has proposed a Neighborhood Framework Plan for Buzzard Point that would complement the ongoing planning for the soccer stadium site with area-wide planning to produce a framework for a new Buzzard Point neighborhood.

In FY14 and continuing into FY15, OP is proposing to complete a study of the area on the eastern edge of downtown along the I-395 corridor. The proposed study area lies adjacent to many of the activity centers that make up DC's Center City – the entertainment district of Gallery Place/Chinatown; the retail and restaurant amenities of F Street, NW, and Penn Quarter; the cultural areas of the National Building Museum, Portrait Gallery, and the National Mall; the major transportation hub that is Union Station; and the local and federal civic spaces of Judiciary Square and Pennsylvania Avenue, NW. Despite proximity to these major downtown activity centers, the neighborhoods within the proposed study area generally lack strong community identifiers or direct connections to surrounding neighborhoods. As currently situated the east-west connections within and through the study area are limited for all modes of transportation, including pedestrians, bicycles, and motor vehicles. This limited access is primarily due to the I-395 corridor, also known as the Center Leg Freeway, a half-mile gash in the urban fabric built in the late 1960s that bisects the neighborhood. With agency partners and downtown stakeholders, OP intends to explore opportunities to: establish new and re-establish past connections along and across the I-395 east-west divide and to adjacent neighborhoods; support the redevelopment of several opportunity sites or better coordinate efforts between ongoing developments; support place-making in area parks and social spaces; encourage a mix of uses including increased residential uses in the area; and determine potential connections for mass transportation through and across downtown, including the future extension of the first Streetcar line.

In FY14, OP will continue to work with the Office of the Deputy Mayor for Planning and Economic Development for the next planning phase for Poplar Point. As the environmental analysis for the site is completed in conjunction with the National Park Service, OP will initiate and complete a small area plan for the site.

Analyzing Upcoming Challenges:

The 2013 *Comprehensive Plan Progress Report* highlights much of the work that has been done since 2006 to implement Comp Plan policies and action items. The report also identifies several challenges that will need substantial consideration during the next Comp Plan cycle. Starting in FY14 OP plans to conduct in-depth analyses of these major changes already underway in the District that will have major impacts on the District's built environment in the future:

- *Faster Growth:* The Comp Plan projected an additional 120,000 residents between 2005 and 2025, or around 6,000 new residents annually. The actual rate of growth has been more than double that rate over the last three years—just in the last year, from July 2012 to July 2013, the District added over 13,000 residents. This pace of growth will require approaches to strategically direct growth and expand services and infrastructure.
- *Retaining Families:* Along with the continuing rapid population growth, the District has been experiencing a baby boom as many of the young, single professionals moving to the city are staying and forming families. Over 9,500 babies were born in the District between July 2012 and July 2013. This trend is not new—the District has been seeing over 9,000 births annually since 2009. As more families with young children remain in the city they are boosting enrollment in the Universal Pre-K program. The District has the challenge not only of keeping these families as these children approach school age but also in providing housing choices and amenities that serve growing families.
- *Rising Housing Costs:* Affordable housing is already a critical issue for the District, and the city is currently engaging in programs to retain affordable units and create new ones. The need for strategies to support affordable housing remains strong, particularly with the rebirth of the District's housing market and with a growing population.
- *The New Workplace:* The nature of the workplace has changed dramatically over the last two decades, with the growth of technology, telecommuting, “third places” where people can work remotely outside of the home and office, shared workspaces, and a diversifying economy. These changes have direct impacts on the commercial real estate market and have spurred transformative reuses of traditional office spaces. Analysis is needed to fully understand where these trends are going, what else is in the horizon, and what new policies or approaches are needed to respond to them.
- *A Changing Climate:* The completion of the Sustainable DC Plan has added greater momentum to the District's twenty-year goal of being the healthiest, greenest and most livable city in the United States. Much work is already underway to implement the plans' goals, including those that target climate change. In addition to strategies to reduce greenhouse gas emissions, the District is also facing the challenge of creating adaptation strategies to address major climate change impacts such as severe weather, extreme heat and flooding.

Planning for State-of-the-Art Facilities:

OP will continue its work to support the planning of high quality District government facilities during this fiscal year and in FY15. In FY 2014, OP will continue its progress and complete the Parks and Recreation Master Plan, *PlayDC*, in coordination with the Department of Parks and Recreation. Additionally in FY14 OP will continue to provide services to the Department of General Services (DGS) for the Public Safety Master Plan and will also work with DGS to scope and initiate a Municipal Facilities Master Plan that will address the remainder of DGS's real estate portfolio. In FY 2015, OP intends to work hand in hand with DGS to complete the Municipal Facilities Master Plan and also explore opportunities to implement recommendations on District lands and facilities that realize goals established in the aforementioned Master Plans.

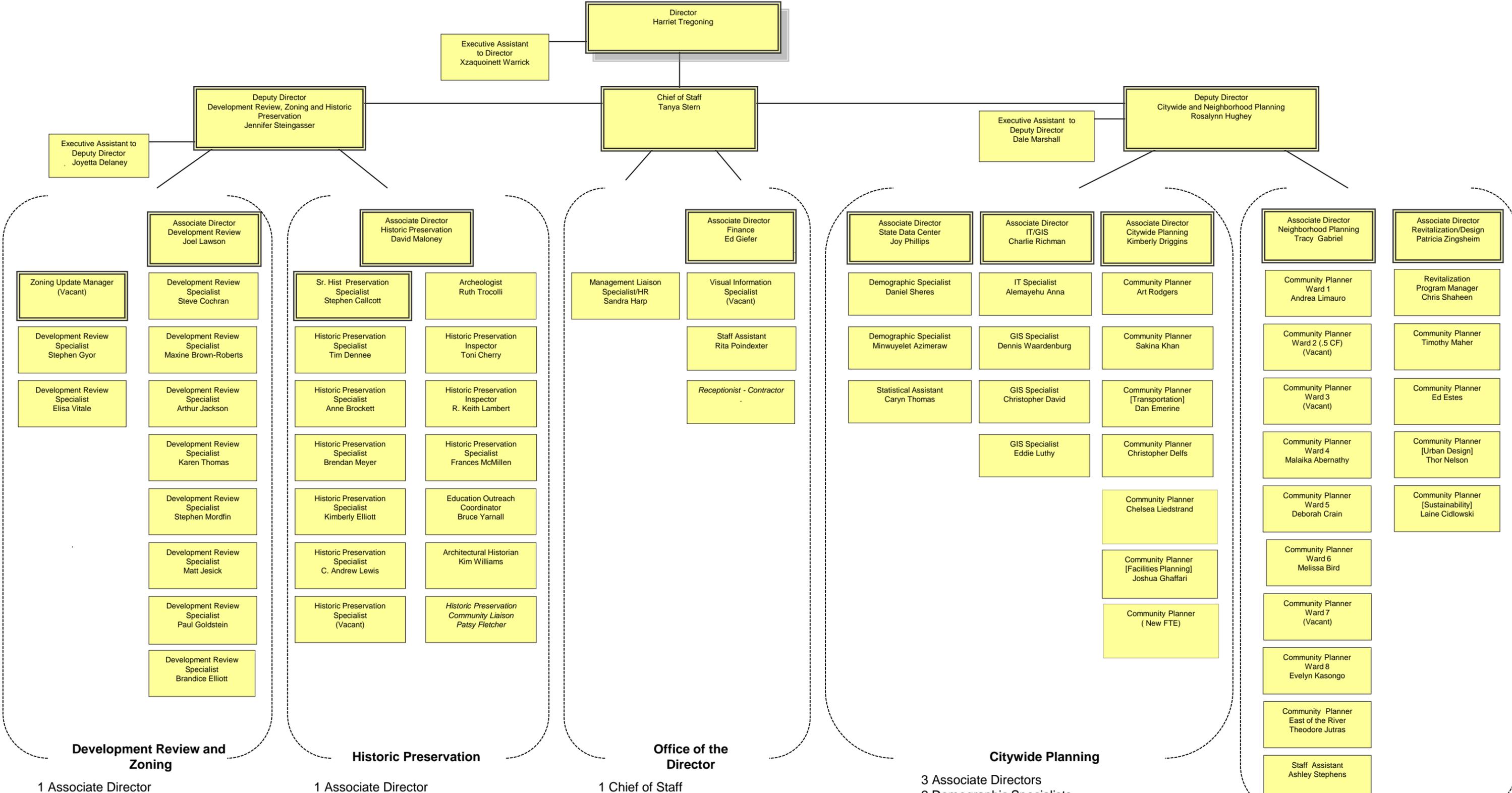
Preparing for the District's 225th Birthday Celebration:

OP is proposing a program of cultural activities to celebrate the 225th anniversary of the establishment of the District of Columbia, which occurs on July 16, 2015. The District has an array of organizations that promote the value of the city's history, architecture, and cultural heritage, but these organizations have limited capacity to coordinate activities effectively to gain new audiences. The fragmented nature of their efforts does not fully capitalize on and promote the benefits of the city's heritage for residents and visitors. OP's goal, on behalf of the District Government, is to strengthen ties among existing cultural heritage organizations by developing an agenda of activities coordinated around a year-long celebration. OP will conduct initial outreach and planning for this project in FY 2014 with the assistance of a planning contractor for the project, in consultation with key stakeholders. After completion of initial planning, OP will identify and recruit membership for a citywide heritage task force including a range of participants from both established non-profit organizations and non-traditional preservation backgrounds. With the task force and contractor, OP will develop the vision, goals, and implementation items for the celebration. OP will develop branding, marketing and communications strategies to promote the celebration.

During the 225th celebration in FY 2015, numerous events will be proposed citywide and may include projects such as an oral history project in each ward, multimedia works, *Know Your Neighborhood* programs in community libraries, *Teaching with Historic Places* programs, and a DC Youth Summit on the history of DC and to introduce students to career opportunities in heritage management. In the context of a rapid population increase that is bringing about change in many DC neighborhoods, this project is intended to promote a community dialogue among different groups and greater understanding of the existing social bonds in District neighborhoods. It is also envisioned that these efforts will lay the ground work for the development of a city-wide cultural heritage plan that will promote continued partnerships among heritage organizations and community groups, for activities tied to a coordinated agenda beyond 2015.

OFFICE OF PLANNING																										
2014 OVERSIGHT HEARING																										
SCHEDULE A																										
Posn Nbr	Title	Name	Emplid	Hire Date	Vac Stat	Grade	Step	Salary	FTE x Dist %	Index	PCA	Fund Code	Prgm Code	Activity	Department Name	Reports to Position	Reports to Name	Res/Temp/Term	Head Count	FTE	Dist %	Employee Nt Dt	Wkl Due Date	Gvt Lei Date	CBU	
00000013	Revitalization Prog Mgr	Shaheen, Christopher M	00006183	5/7/2001	F	15	0	\$97,682	1.00	1000L	NHP20	0100	3020	0100	Revitalization Planning	00012275	Zingsheim, Patricia A	Reg	1	1	100			9/9/2012	XAA	
00000408	Assoc Dir, Comp Planning	Driggs, Kimberly C	00002237	3/2/2008	F	15	0	\$128,082	1.00	1000L	70100	0100	7010	0100	Long Range Planning	00000558	Hughey, Rosalynn T	Reg	1	1	100			3/2/2008	MSS	
00000558	Dep Dir, Long Range Plng	Hughey, Rosalynn T	00008399	7/10/2000	F	16	0	\$127,065	0.20	1000L	70200	0100	7020	0100	Long Range Planning	00005490	Tregoning, Harriet	Reg	1	1	20			1/6/2008	MSS	
00000558	Dep Dir, Long Range Plng	Hughey, Rosalynn T	00008399	7/10/2000	F	16	0	\$127,065	0.20	1000L	70300	0100	7030	0100	Neighborhood Planning	00005490	Tregoning, Harriet	Reg	1	1	20			1/6/2008	MSS	
00000558	Dep Dir, Long Range Plng	Hughey, Rosalynn T	00008399	7/10/2000	F	16	0	\$127,065	0.20	1000L	NHP20	0100	3020	0100	State Data Center	00005490	Tregoning, Harriet	Reg	1	1	20			1/6/2008	MSS	
00000558	Dep Dir, Long Range Plng	Hughey, Rosalynn T	00008399	7/10/2000	F	16	0	\$127,065	0.20	1000L	NHP10	0100	3010	0100	GIS & IT	00005490	Tregoning, Harriet	Reg	1	1	20			1/6/2008	MSS	
00000558	Dep Dir, Long Range Plng	Hughey, Rosalynn T	00008399	7/10/2000	F	16	0	\$127,065	0.20	1000L	70100	0100	7010	0100	Revitalization/Design	00005490	Tregoning, Harriet	Reg	1	1	20			1/6/2008	MSS	
00001011	ASSOC DIR OF GIS & IT	Richman, Charlie	00001031	1/28/2002	F	15	0	\$134,642	1.00	1000L	70200	0100	7020	0100	GIS & IT	00000558	Hughey, Rosalynn T	Reg	1	1	100			1/6/2008	MSS	
00001352	Geograph, Info Syst Spec	Lithy, Edward W	00008994	5/27/2008	F	12	4	\$76,111	1.00	1000L	70300	0100	7030	0100	GIS & IT	00001011	Richman, Charlie	Reg	1	1	100			2/23/2014	2/24/2013	BPA
00002648	Cartographer	Wardenburg, Dennis S	00002669	5/6/2002	F	13	6	\$93,080	1.00	1000L	70200	0100	7020	0100	Historic Preservation	00001011	Richman, Charlie	Reg	1	1	100			5/3/2015	5/5/2013	BIC
00003343	INSPECTOR PGM SPEC	Lambert, Rupert K	00003368	4/7/1993	F	11	10	\$72,552	1.00	1000L	ZRH20	0100	2020	0100	Historic Preservation	00013794	Maloney, David J	Reg	1	1	100			9/8/2013	9/8/2013	BPA
00003648	DEV REVIEW SPEC	Thomas, Karen M	00003710	12/17/2001	F	14	7	\$104,509	1.00	1000L	ZRH20	0100	2010	0100	Development Review	00013721	Lawson, Joel	Reg	1	1	100			3/22/2015	3/24/2013	XAA
00005490	DIRECTOR	Tregoning, Harriet	00004477	1/22/2007	F	14	0	\$164,800	1.00	1000L	AMP90	0100	1090	0100	Office of the Director	00005490	Tregoning, Harriet	Reg	1	1	100			1/6/2008	XXX	
00006113	COMMUNITY PLANNER	Cidowski, Laine A	00038276	3/17/2008	F	13	3	\$78,925	1.00	1000L	NHP20	0100	3020	0100	Revitalization Planning	00012275	Zingsheim, Patricia A	Reg	1	1	100			7/27/2014	7/28/2013	XAA
00006591	Community Planner	Jutras, Theodore L	00066961	10/17/2011	F	12	2	\$66,373	1.00	1000L	NHP10	0100	3010	0100	Neighborhood Planning	00008309	Gabriel, Tracy S	Reg	1	1	100			11/30/2014	11/3/2013	XAA
00007074	PROGRAM SPECIALIST	Yarnall, Bruce A	00028323	1/24/2005	F	12	6	\$80,433	1.00	HPF12	ZRH20	8200	2020	0100	Historic Preservation	00013794	Maloney, David J	Reg	1	1	100			2/8/2015	2/10/2013	BIC
00007224	COMMUNITY PLANNER	Cochran, Stephen L	00007323	3/15/1999	F	14	10	\$112,933	1.00	1000L	ZRH10	0100	2010	0100	Development Review	00013721	Lawson, Joel	Reg	1	1	100			3/24/2013	3/24/2013	XAA
00007225	Community Planner	Mahe, Timothy D	00078167	9/9/2013	F	12	5	\$72,367	1.00	1000L	NHP20	0100	3020	0100	Revitalization Planning	00012275	Zingsheim, Patricia A	Reg	1	1	100			9/6/2015	9/9/2013	XAA
00007251	HISTORIC PRES SPECIALIST	Lewis, Charles A	00038448	3/31/2008	F	14	5	\$106,693	0.50	HPF12	ZRH20	8200	2020	0100	Historic Preservation	00013794	Maloney, David J	Reg	1	1	50			4/5/2015	4/7/2013	BIC
00008309	ASSOC DIR, NEIGHB PLNG	Gabriel, Tracy S	00070676	10/22/2012	F	15	0	\$104,519	1.00	1000L	NHP10	0100	3010	0100	Neighborhood Planning	00000558	Hughey, Rosalynn T	Reg	1	1	100			10/22/2012	10/22/2012	MSS
00009026	Architectural Historian	Williams, Kimberly P	00060551	3/1/2010	F	13	5	\$83,679	1.00	HPF12	ZRH20	8200	2020	0100	Historic Preservation	00013794	Maloney, David J	Reg	1	1	100			2/22/2015	2/24/2013	XAA
00009548	Geograph, Info Syst Spec	David, Christopher G	00060613	3/15/2010	F	12	5	\$78,272	1.00	1000L	70200	0100	7020	0100	GIS & IT	00001011	Richman, Charlie	Reg	1	1	100			11/16/2014	11/18/2012	BPA
00009682	DEV REVIEW SPEC	Jackson Jr, Arthur F	00009781	9/13/2000	F	14	7	\$104,509	1.00	1000L	ZRH10	0100	2010	0100	Development Review	00013721	Lawson, Joel	Reg	1	1	100			3/22/2015	3/24/2013	XAA
00009997	EXECUTIVE ASSISTANT	Marshall, Dale A	00003865	1/30/2012	F	11	10	\$67,081	0.20	1000L	NHP20	0100	3020	0100	Long Range Planning	00000558	Hughey, Rosalynn T	Reg	1	1	20			1/30/2012	1/30/2012	XAA
00009997	EXECUTIVE ASSISTANT	Marshall, Dale A	00003865	1/30/2012	F	11	10	\$67,081	0.20	1000L	70100	0100	7010	0100	Neighborhood Planning	00000558	Hughey, Rosalynn T	Reg	1	1	20			1/30/2012	1/30/2012	XAA
00009997	EXECUTIVE ASSISTANT	Marshall, Dale A	00003865	1/30/2012	F	11	10	\$67,081	0.20	1000L	70200	0100	7020	0100	State Data Center	00000558	Hughey, Rosalynn T	Reg	1	1	20			1/30/2012	1/30/2012	XAA
00009997	EXECUTIVE ASSISTANT	Marshall, Dale A	00003865	1/30/2012	F	11	10	\$67,081	0.20	1000L	NHP10	0100	3010	0100	GIS & IT	00000558	Hughey, Rosalynn T	Reg	1	1	20			1/30/2012	1/30/2012	XAA
00009997	EXECUTIVE ASSISTANT	Marshall, Dale A	00003865	1/30/2012	F	11	10	\$67,081	0.20	1000L	70300	0100	7030	0100	Revitalization/Design	00000558	Hughey, Rosalynn T	Reg	1	1	20			1/30/2012	1/30/2012	XAA
00106668	STAFF ASSISTANT	Poindexter, Rita J	00010767	10/6/2003	F	11	7	\$62,062	0.25	1000L	AMP55	0100	1055	0100	Office of the Director	00044358	Giefer, Edward T	Reg	1	1	25			3/22/2015	3/24/2013	XAA
00106668	STAFF ASSISTANT	Poindexter, Rita J	00010767	10/6/2003	F	11	7	\$62,062	0.25	1000L	AMP85	0100	1085	0100	Office of the Director	00044358	Giefer, Edward T	Reg	1	1	25			3/22/2015	3/24/2013	XAA
00106668	STAFF ASSISTANT	Poindexter, Rita J	00010767	10/6/2003	F	11	7	\$62,062	0.25	1000L	AMP40	0100	1040	0100	Office of the Director	00044358	Giefer, Edward T	Reg	1	1	25			3/22/2015	3/24/2013	XAA
00106668	STAFF ASSISTANT	Poindexter, Rita J	00010767	10/6/2003	F	11	7	\$62,062	0.25	1000L	AMP30	0100	1030	0100	Office of the Director	00044358	Giefer, Edward T	Reg	1	1	25			3/22/2015	3/24/2013	XAA
0011485	COMMUNITY PLANNER	Khan, Sakina H	00030422	9/6/2005	F	14	6	\$101,701	1.00	1000L	70100	0100	7010	0100	Long Range Planning	0000408	Driggs, Kimberly C	Reg	1	1	100			9/6/2015	9/8/2013	XAA
0011534	COMMUNITY PLANNER	Ehring, Daniel J	00038082	3/2/2008	F	13	0	\$74,171	1.00	1000L	NHP10	0100	3010	0100	Neighborhood Planning	00008309	Gabriel, Tracy S	Reg	1	1	100			4/20/2014	4/21/2013	XAA
00116213	Comm. Planner (Temporary)	Nelson, Thor A	00038616	4/14/2008	F	14	2	\$90,469	1.00	1000L	ZRH20	0100	3020	0100	Long Range Planning	0000408	Driggs, Kimberly C	Reg	1	1	100			4/20/2014	4/21/2013	XAA
00112143	COMMUNITY PLANNER	Nelson, Thor A	00038616	4/14/2008	F	13	5	\$83,679	1.00	1000L	NHP20	0100	3020	0100	Revitalization Planning	00012275	Zingsheim, Patricia A	Reg	1	1	100			4/19/2015	4/21/2013	XAA
00012275	ASSOC DIR, REVITALIZ	Zingsheim, Patricia A	00012389	4/21/2003	F	15	0	\$120,220	1.00	1000L	NHP20	0100	3020	0100	Revitalization Planning	00000558	Hughey, Rosalynn T	Reg	1	1	100			1/6/2008	MSS	
00012317	HISTORIC ARCHITECTURAL	Brockett, Anne O	00009131	1/12/2004	F	12	6	\$80,433	1.00	1000L	ZRH20	0100	2020	0100	Historic Preservation	00013794	Maloney, David J	Reg	1	1	100			11/1/2015	1/13/2013	BIC
00012718	COMMUNITY PLANNER	Kasongo, Evelyn D	00031947	3/6/2006	F	14	5	\$98,893	1.00	1000L	NHP10	0100	3010	0100	Neighborhood Planning	00008309	Gabriel, Tracy S	Reg	1	1	100			8/24/2014	8/26/2012	XAA
00013303	Dep Dir, Dev Review	Steingasser, Jennifer L	00013835	7/17/2000	F	16	0	\$137,942	0.50	1000L	ZRH20	0100	2020	0100	Development Review	00005490	Tregoning, Harriet	Reg	1	1	50			1/6/2008	MSS	
00013303	Dep Dir, Dev Review	Steingasser, Jennifer L	00013835	7/17/2000	F	16	0	\$137,942	0.50	1000L	ZRH10	0100	2010	0100	Historic Preservation	00005490	Tregoning, Harriet	Reg	1	1	50			1/6/2008	MSS	
00013568	Demographic Specialist	Sheres, Daniel E	00043387	12/8/2008	F	13	7	\$88,433	1.00	1000L	70300	0100	7030	0100	State Data Center	00028203	Phillips, Joy E	Reg	1	1	100			12/13/2015	12/15/2013	XAA
00013721	Assoc Dir, Devel. Review	Lawson, Joel	00024225	6/3/2002	F	15	0	\$113,225	1.00	1000L	ZRH10	0100	2010	0100	Development Review	00013303	Steingasser, Jennifer L	Reg	1	1	100			10/28/2007	10/28/2007	MSS
00013794	HISTORIC PRES. PGM MGR	Maloney, David J	00007350	6/16/1985	F	15	0	\$112,590	1.00	1000L	ZRH20	0100	2020	0100	Historic Preservation	00013303	Steingasser, Jennifer L	Reg	1	1	100			10/28/2007	10/28/2007	MSS
00013907	COMMUNITY PLANNER	Crain, Deborah L</																								

Organization Chart of the Office of Planning Effective January 31, 2014



Development Review and Zoning
 1 Associate Director
 1 Zoning Update Manager
 10 Development Review Specialists
 1 Executive Assistant

Historic Preservation
 1 Associate Director
 7 Historic Preservation Specialists
 1 Archeologist
 2 Historic Preservation Inspectors
 1 Education Outreach Coordinator
 1 Architectural Historian
 1 Community Liaison

Office of the Director
 1 Chief of Staff
 1 Associate Director
 1 Mgmt Liaison Specialist
 1 Visual Information Specialist
 1 Executive Assistant to the Director
 1 Staff Assistant
 1 Receptionist (Contractor)

Citywide Planning
 3 Associate Directors
 2 Demographic Specialists
 1 Statistical Assistant
 1 Info. Tech. Specialist
 3 GIS Specialists
 7 Community Planners
 1 Executive Assistant

Neighborhood Planning & Revitalization/Design
 2 Associate Directors
 13 Community Planners
 1 Revitalization Program Manager
 1 Staff Assistant



FY 2014 PERFORMANCE PLAN Office of Planning

MISSION

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

SUMMARY OF SERVICES

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

PERFORMANCE PLAN DIVISIONS

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

AGENCY WORKLOAD MEASURES

Metrics	FY 2011 Actual	FY 2012 Actual	FY 2013 YTD
# requests for information (maps and demographics) received	756	730	938 ¹
# of permit applications submitted to Historic Preservation staff for approval	4,444	4,479	4,878 ²
# of zoning cases referred to OP	364	348	341 ³

¹ As of the third quarter (6/30/2013).

² As of 9/23/13.

³ As of 9/23/13.

Citywide Planning

SUMMARY OF SERVICES

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

OBJECTIVE 1: Use data to inform planning.

INITIATIVE 1.1: Link comprehensive planning, capital budgeting and investment, and master facilities planning (Quality Education, Fiscal Stability).

The 2010 Census demonstrated the first solid decade of growth in the District since World War II, with a growth rate of 5.2% (29,600). This pace has continued since the 2010 Census; the city has grown to 632,323 residents, a number not seen since the early 1980s. In the 27 months following the 2010 Census, the city grew 5.1%, or more than 1,100 people a month. With the steady increase in the District's population, OP's planning initiatives will help the District continue its upward movement toward greater fiscal health and economic vitality. In FY 2014, OP will continue its partnership with the Department of Parks and Recreation (DPR) to complete a Parks and Recreation Master Plan by March 2014. This plan has involved a stakeholder engagement process, a refinement of agency goals and objectives, and a decision framework for making capital improvements. One of the critical aspects will be the linking of DPR program priorities with the necessary physical improvements to the parks and recreational facilities. This effort will coincide with other OP and DPR planning work to evaluate opportunities to improve the network of park space Downtown and in revitalization areas throughout the city.

OP will also continue to partner with the Department of General Services (DGS) in completing a Public Safety Master Facilities Plan by March 2014, which will consider the capital assets of the Department of Corrections, Fire and Emergency Medical Services, Metropolitan Police Department, Unified Command Center, Homeland Security and Emergency Management Administration, and Department of Youth Rehabilitation Services, and ultimately provide guidance for the prioritization and implementation of capital improvements. OP will also assist DGS in completing a District Municipal Facilities Master Plan. Scoping for the plan will start in October 2013.

By August 2014, OP will launch the community engagement process for the next Amendment Cycle for the Comprehensive Plan. An amendment cycle is required every four years. New policies and actions for consideration include sustainability and use of industrial lands (building from the work of the Ward 5 Industrial Land Transformation Task Force).

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

INITIATIVE 2.1: Implement the Vibrant Retail Streets Toolkit.

In FY14, OP will monitor and evaluate neighborhoods selected in FY13 to participate in Vibrant Retail Streets Toolkit workshops. In follow-up to the Mayor’s Ward 7 Economic Development Summit held June 29, 2013, OP will conduct Toolkit workshops with the five Ward 7 strategic locations identified at the Summit by February 2014.

INITIATIVE 2.2: Launch the Third Space Initiative, activating underutilized spaces.

As the District continues to attract creative talent and entrepreneurs, there is increasing interest in the creation of “anchors” or “communal spaces” that can support a more creative approach to social interaction and working. The DC Third Place Initiative is intended to activate underutilized spaces in various neighborhoods throughout the District by creating vibrant destinations where people can socialize and network. A Third Place is characterized as a space other than home or work, where one can congregate, interact with others, and work in an informal manner. By November 2013, OP will launch the initiative by identifying spaces to activate in the NoMa neighborhood; OP will partner with the NoMa BID.

INITIATIVE 2.4: Encourage urban farms and community gardens by launching a pilot composting program (One City Action Plan Action 3.4.1(3)).

OP will work with DGS to use the \$600,000 Sustainable DC Budget Challenge award to lead an effort to design and build three to four compost sites co-located with urban farms or community gardens. The sites will test different methods of composting for residential drop-off. OP will work with DGS to release the Request for Proposals (RFP) for the project by April 2014.

INITIATIVE 2.5: Support DDOE efforts in researching best practices to encourage private businesses to adopt incentives for commuting benefits for transit, walking, and biking.

OP will coordinate with DDOE, and DCHR to develop a study of incentives for transit, walking and biking commuting options, due September 2014. This initiative is action TR3.3 of the Sustainable DC Plan.

KEY PERFORMANCE INDICATORS – Citywide Planning

Measure	FY 2012 Actual	FY 2013 Target	FY 2013 YTD⁴	FY 2014 Projection	FY 2015 Projection	FY 2016 Projection
Measure 1: Develop facility plans, identify public-private partnerships or co-location opportunities, and conduct demographic analyses for targeted agencies.	2	2	2	2	3	3
Measure 2: % of OP-responsible Comp Plan implementation items from the current plan and future amendments that are newly achieved during the fiscal year	26%	25%	7%	27%	29%	25%
Measure 3: Change in retail indicators relative to the baseline, as measured by change in Gross Sales and Use Tax.	+9.60%	+1.00%	Will report EOY	+1.00%	+1.00%	+1.00%
Measure 4: Change in retail indicators relative to the baseline, as measured by change in Retail Trade Employment.	+8.49%	+1.00%	Will report EOY	+1.00%	+1.00%	+1.00%
Measure 5: % change in transit ridership	-2.14%	4%	Will report EOY	4%	4%	4%
Measure 6: Use Walkscore to compare DC's walkability to other US cities	#7	Remain in Top 10	#7	Remain in Top 10	Remain in Top 10	Remain in Top 10
Measure 7: Positive change, in Change in median single family home sales price	+3.10%	+2.50%	Will report EOY	+3.00%	+3.00%	+2.75%
Measure 8: Positive change, in Change in median household income	+3.65%	+3.00%	Will report EOY	+3.00%	+3.00%	+3.00%
Measure 9: Positive change in District population [One City Action Plan Indicator 3A]	+2.24%	+3.00%	Will report EOY	+2.50%	+3.00%	+3.00%

⁴ As of the third quarter (6/30/2013).

Measure	FY 2012 Actual	FY 2013 Target	FY 2013 YTD	FY 2014 Projection	FY 2015 Projection	FY 2016 Projection
Measure 10: % of customers ⁵ who have the data and analysis needed to fulfill their role in planning the city & influencing quality neighborhood outcomes	96.85%	90%	97.33%	90%	90%	92%
Measure 11: % change to citizens' access to grocery stores and farmers markets [One City Action Plan Action 3.4.1]	0.47%	1.00%	Will report EOY	1.00%	1.00%	1.00%

⁵ Includes District residents and other individuals, private organizations, and government agencies.

Revitalization/Design & Neighborhood Planning

SUMMARY OF SERVICES

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

OBJECTIVE 1: Catalyze improvements in neighborhoods and central Washington to enhance economic competitiveness, livability, and environmental harmony.

INITIATIVE 1.1: Complete at least three plans (Fiscal Stability, Job Creation).

By March 2014, OP will complete the Mid City East Small Area Plan, which includes the neighborhoods of Bloomingdale, Eckington, Bates-Hanover, Sursum Corda, and LeDroit Park. By September 2014, OP will complete the Southwest Neighborhood Small Area Plan. OP will continue its partnership with the Office of the Deputy Mayor for Planning and Economic Development (DMPED) and the Housing Authority to develop the Barry Farm Redevelopment Plan. Note that in FY14 OP will complete a small area plan for the site should land use designation changes be required to accommodate the new development program. OP will also continue its work with DMPED to complete the environmental assessment work for the Poplar Point site and will complete a small area plan by April 2014.

INITIATIVE 1.3: Lead planning and implementation efforts for Center City parks and play spaces, coordinating with District and Federal Partners, business and resident groups.

OP, in partnership with other District and Federal agencies, will lead several planning and development projects to improve the livability of Center City by increasing the availability of parks and play spaces and access to them.

- Coordinate with DPR, the Downtown BID, and the National Park Service to develop a long-term restoration plan for Franklin Square Park. OP will kick off the planning process by October 2013, and complete a draft plan by September 2014.
- Work with the DCCAH, DPR, and local stakeholders to conduct a national design competition to create five innovative and art-based play structures for park-starved DC neighborhoods. OP was awarded a grant in 2013 from ArtPlace America to fund the competition and has contracted with a nationally recognized expert in play environments to advise us on the design and launch of the competition. OP along with DPR will also look for partner organizations and community groups to build and install the play spaces. OP will finalize

neighborhood site selection by September 2013 and launch the competition by February 2014.

- Design and construct a temporary play space in the vicinity of Mount Vernon Square/Mount Vernon Triangle to meet the immediate needs of the rapidly growing population of families with young children. This will involve working closely with DDOT to implement safety and access improvements in the area. DPR, Congresswoman Norton, Downtown BID, Mount Vernon Triangle CID and Events DC are project partners. OP will work with partner entities to complete the design by January 2014. Construction will be completed by July 2014.

INITIATIVE 1.3: Complete the Ward 5 Land Use Study as required by Mayor’s Executive Order and in conjunction with the Office of the Ward 5 Council Member.

The study will analyze how industrial land can be better utilized to create jobs, increase the tax base, and provide desired services and amenities for Ward 5 neighborhoods. OP initiated the study in FY13, and will complete the report by December 31, 2013.

OBJECTIVE 2: Increase the transparency and predictability of the planning process to better engage stakeholders and to increase the dialogue around key planning tools and topics.

INITIATIVE 2.1: Increase District residents’ understanding of ways they can improve their own neighborhoods by continuing to implement a Citizen Planner program that focuses on neighborhood livability, including quality design, walkability and amenities (Sustainability).

OP will work with District agencies and local partners to:

- By December 2013, partner with the DC chapter of the American Institute of Architects to host a planning and development training event for Advisory Neighborhood Commissions. By June 2014, working with a local planning/architecture firm, create a “pop-up exhibition” in a neighborhood storefront to showcase how planning and design tools can be used to address neighborhood issues
- By September 2014, use District government and community events to publicize opportunities for employees and residents to participate in sustainability initiatives. OP will use Sustainability DC monthly newsletters and website to feature actions and impacts of residents and local community leaders in public sustainability campaigns. This is action ED 2.1 in the Sustainable DC Plan.

INITIATIVE 2.2: Building on the Mayor’s initiative, *A Vision for a Sustainable DC*, that created a comprehensive sustainability strategy to make the city “the most sustainable city in the United States”, create, foster, and begin implementation of a citywide sustainability initiative.

In FY 2014, OP (in partnership with DDOE) will lead planning, budgeting, and community outreach efforts for Sustainable DC:

1. Conduct a study on potential models and market impacts of developing food cooperative buying organizations and cooperative business models by September 2014. This initiative is action FD 2.6 in the Sustainable DC Plan.
2. OP is in the process of developing a toolkit for incorporating climate adaptation and sustainability elements into the early stages of planning and design for neighborhood plans. OP will build off this manual and develop a toolkit by September 2014 to help incorporate sustainability elements, including climate adaptation, in new developments when working with community members. This toolkit is action BE 4.3 and CE 2.3 of the Sustainable DC Plan.

KEY PERFORMANCE INDICATORS – Revitalization/Design & Neighborhood Planning

Measure	FY 2012 Actual	FY 2013 Target	FY 2013 YTD⁶	FY 2014 Projection	FY 2015 Projection	FY 2016 Projection
Measure 13: % of OP small area plans approved by the Council	100%	90%	100%	90%	90%	92%
Measure 14: % of plans completed in 18 months or less	100%	75%	100%	78%	80%	80%
Measure 15: Cost of consultant services per plan completed	\$175,953	\$250,000	Will report EOY	\$250,000	\$250,000	\$250,000

⁶ As of the third quarter (6/30/2013).

Development Review and Historic Preservation

SUMMARY OF SERVICES

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

OBJECTIVE 1: Deliver resources, clarified regulations, and technical assistance to enhance the quality of the built environment.

INITIATIVE 1.1: Enhance public appreciation of historic resources and access to information about properties that are designated or eligible for designation (Sustainability).

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

- By March 31, 2014, OP will convene a workshop of city heritage institutions on how to increase public awareness and appreciation of historic resources through partnership programs.
- By March 31, 2014, OP will post on its website a list of known DC properties considered eligible for historic designation.
- Working with local communities, OP will complete heritage guides for two wards and post them online by September 2014 to provide information about local history, heritage assets, and preservation opportunities.
- In partnership with the Humanities Council of Washington DC, OP will complete a year-long DC Community Heritage program by September 2014 with two community symposiums and at least 15 small grant awards to community organizations for historic heritage projects emphasizing grass-roots participation and youth involvement.

INITIATIVE 1.2: Support positive outcomes for historic preservation projects by improving public access to technical guidance and facilitating a transparent and efficient preservation review process (Fiscal Stability, Sustainability).

OP will take the following actions by September 2014 to improve the preservation review system:

- To improve the guidance available to owners of the 19% of District properties covered by historic designation, OP will produce two new preservation design standards and guidelines.
- OP will complete GIS documentation of all primary buildings in DC's historic districts and produce a series of ready-made analytical maps of each district to support preparation of design guidelines, and for public information purposes.

INITIATIVE 1.3: Leverage historic resources to promote economic development that enhances the livability, character, and vitality of the city (Fiscal Stability, Sustainability).

- By January 31, 2014, OP will post on its website an implementation report on the DC Historic Preservation Plan 2016, and by July 31, 2014, OP will release an FY 2015 historic preservation work action plan for public comment.
- By September 2014, OP will respond to community concerns expressed in the Mid-City East small area planning process by developing a proposed pilot program to test options for protecting the character of neighborhoods that are not historic districts.

INITIATIVE 1.4: Bring clarity and cohesiveness to the District's zoning regulations via a comprehensive revision consistent with the Comprehensive Plan (Fiscal Stability and Sustainability).

The Comprehensive Plan calls for a comprehensive review of the existing zoning regulations. In response, OP created a zoning review taskforce to conduct a comprehensive review of the regulations. In FY 2013, OP completed the draft text, hosted eight ward meetings and attended 43 community meetings to present the draft text; OP made substantial amendments to formatting and text after hearing from the public and filed the draft with the Zoning Commission. By January 1, 2014, OP will work with the Zoning Commission to hold public hearings on the draft and provide public reports on how the draft new zoning is consistent with and implements the Comprehensive Plan, small area and framework plans, and major public policies.

INITIATIVE 1.5: Encourage development and proposed regulations that incorporate Sustainable DC Goals.

By December 2013 OP will include zoning text in the zoning regulations revisions to allow urban agriculture and roof-top gardening in all zones, proposals for accessory apartments in single family zones and corner stores in rowhouse zones and revisions to the parking requirements. This initiative is in response to actions BE 1.3 and BE 1.4 of the Sustainable DC Plan. Throughout 2014 OP will review projects and planned unit developments to include sustainability measures and coordinate with DDOE on efforts to reduce stormwater runoff through use of Green Area Ratio and pervious surfaces in developments. OP will encourage the inclusion of sustainable features that exceed minimum requirements as benefits or amenities in planned unit developments.

INITIATIVE 1.6: Coordinate implementation of Small Area Plans, Revitalization Plans, Action Agendas, and the Sustainable DC Plan through development review of projects (Fiscal Stability, Sustainability).

Throughout FY 2014 OP will coordinate all discretionary zoning requests and planned unit developments for relevant implementation of small area plans, revitalization plans and rapid response studies.

KEY PERFORMANCE INDICATORS – Development Review & Historic Preservation

Measure	FY 2012 Actual	FY 2013 Target	FY 2013 YTD⁷	FY 2014 Projection	FY 2015 Projection	FY 2016 Projection
Measure 16: % of historic property permit applications reviewed over the counter	93.67%	90%	96.82%	90%	90%	90%
Measure 17: \$ of historic homeowner grants issued	\$246,048	\$230,000	Will report EOY	\$230,000	\$250,000	\$250,000
Measure 18: % of historic landmark designations without owner objection	100%	85%	100%	85%	85%	85%
Measure 19: % of DC government project reviews concluded with adverse effects resolved by consensus	97.77%	90%	100%	90%	90%	90%
Measure 20: % of Dev. Rev. reports that meet the expectations of boards/commissions	93.39%	90%	93.55%	90%	90%	92%
Measure 21: Average cases reviewed per zoning review staff	70.78	20	24.80	35	35	35
Measure 22: Average cases reviewed per historic preservation staff.	814	500	655.50	600	600	600
<i>new</i> Measure 23: % of PUDs that exceed minimum requirements to further the Sustainable DC plan including the provision of green roofs or other features to help reduce stormwater runoff, electric car charging stations or bike share facilities.	--	--	--	60%	60%	60%

⁷ As of the third quarter (6/30/2013).

Office of the Director

SUMMARY OF SERVICES

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

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

INITIATIVE 1.1: Coordinate review of the building heights in response to a Congressional Hearing with the National Capital Planning Commission (NCPC).

OP is working with the National Capital Planning Commission (NCPC) to complete by December 2013 a joint review of the federal Height of Buildings Act of 1910 to determine the extent to which the law continues to serve both the federal and District government interests and to explore the impact of potential strategic changes. Phase 1 and 2 public outreach and analyses, including a modeling study and economic feasibility analysis by OP consultants, were completed in FY13. During FY14, OP and NCPC will prepare recommendations to the Commission for its public hearings prior to a final vote and submission by the District and NCPC of final recommendations to Congress.

KEY PERFORMANCE INDICATORS – Office of the Director

Measure	FY 2012 Actual	FY 2013 Target	FY 2013 YTD	FY 2014 Projection	FY 2015 Projection	FY 2016 Projection
% of subgrantees' budgets spent on programmatic costs ⁸	79.87%	65%	Will report EOY	65%	65%	65%
% of scheduled monitoring reports as defined in agency monitoring plan completed for each grant award ⁹	100%	100%	Will report EOY	100%	100%	100%

⁸ The Wise Giving Alliance of the Better Business Bureau identifies 65% to be an industry standard for this measure <http://www.bbb.org/us/Charity-Standards/>. This metric measures all subgrantees' programmatic costs as a percentage of their overall costs.

⁹ Pursuant to 11.4 of the Grants Manual and Source Book all District agencies must complete monitoring reports. All District agencies should be in compliance with this standard. The standard is 100%.