

GOVERNMENT OF THE DISTRICT OF COLUMBIA



OFFICE OF ZONING

February 15, 2019

Via E-Mail and Delivery

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

Dear Chairman Mendelson:

In response to the Committee of the Whole's Performance Oversight preliminary questions dated January 31, 2019, related to the Office of Zoning (OZ), I respectfully submit the following information:

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

Please see **Attachment A**.

2. *Please provide, as an attachment, a Schedule A for your agency which identifies all employees by title/position, current salary, fringe benefits, and program office as of February 1, 2019. The Schedule A also should indicate any vacant positions in the agency. Please do not include Social Security numbers.*

Please see **Attachment B**.

3. *Please list 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.*

No employees were detailed to or from OZ.

4. *(a) For fiscal year 2018, 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.*

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

(b) For fiscal year 2019, please list each employee whose salary is or was \$125,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and/or bonus pay as of the date of your response.

2018				
Name	Position Title	Salary	Overtime	Bonus Pay
Sara Bardin	Director	\$169,414	N/A	N/A
Clifford Moy	Secretary to the BZA	\$157,573	N/A	N/A
Sharon Schellin	Secretary to the ZC	\$135,217	N/A	N/A

5. *Please list, in descending order, the top 10 overtime earners in your agency for fiscal year 2018. For each, state the employee's name, position or title, salary, and aggregate overtime pay.*

OZ does not have any overtime earners.

6. *For fiscal years 2018 and 2019 (through January 31), please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.*

OZ did not have any bonuses or special award pay in fiscal years 2018 or 2019.

7. *For fiscal year 2018 and 2019 (through January 31), please list each employee separated from the agency with separation pay. State the amount and number of weeks of pay. Also, for each, state the reason for the separation.*

OZ did not have any employees separated from the agency in FY 2018 or 2019.

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

OZ did not have any employees who received worker's compensation in fiscal years 2018 or 2019.

9. Please provide the name of each employee who was or is on administrative leave in fiscal years 2018 and 2019 (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, 2019).

OZ did not have any employees on administrative leave in fiscal years 2018 or 2019.

10. For fiscal years 2018 and 2019 (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 2018 Intra-Districts - BJ0 as the Buyer			
Seller Agency	Date	Amount	Description
Office of Contracting and Procurement (OCP)	10/1/2017	\$30,000.00	PCARD
Office of Finance & Resource Management (OFRM)	10/11/2017	\$100.00	RTS Advance - DC Net
Office of the Chief Technology Officer (OCTO)	1/11/2018	\$2,573.10	Microsoft Office 365 Enterprise E1 and E3 step-up license
Office of the Attorney General (OAG)	1/18/2018	\$321,873.00	Legal Support
Office of Finance & Resource Management (OFRM)	1/29/2018	\$1,000.00	RTS Advance - DC Net
FY 2018 Intra-Districts - BJ0 as the Seller			
Funding Agency	Date	Amount	Description
Office of Planning (BD0)	10/1/2017	\$19,019.93	Provide audio/visual support for Historic Preservation Review Board (HPRB) Hearings.
FY 2019 Intra-Districts - BJ0 as the Buyer			
Seller Agency	Date	Amount	Description
Office of Contracting and Procurement (OCP)	10/1/2018	\$30,000.00	PCARD
Office of the Chief Technology Officer (OCTO)	11/8/2018	\$4,566.42	Microsoft Office 365 Enterprise E1 and E3 step-up license
Office of Finance & Resource Management (OFRM)	11/28/2018	\$500.00	RTS Advance - DC Net
Department of Human Resources (DCHR)	12/21/2018	\$5,000.00	HR Services/Support
Office of the Attorney General (OAG)	1/8/2019	\$306,777.00	Legal Support
FY 2019 Intra-Districts - BJ0 as the Seller			

Funding Agency	Date	Amount	Description
Office of Planning (BD0)	10/1/2017	\$19,019.93	Provide audio/visual support for Historic Preservation Review Board (HPRB) Hearings.

11. Please list, in chronological order, every reprogramming of funds into and out of the agency for fiscal years 2018 and 2019 (through January 31). Include a "bottom line" that explains the revised final budget for your agency. For each reprogramming, list the reprogramming number (if submitted to the Council for approval), the date, the amount, and the rationale.

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

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

Reprogrammings Into/Out of the Agency			
FY 2019 Original Budget		\$3,140,580	
Reason	Amount	From	To
N/A			
FY 2019 Revised Budget	\$3,140,580		

12. Please list, in chronological order, every reprogramming within your agency during fiscal year 2019 to date. Also, include known, anticipated intra-agency reprogrammings. For each, give the date, amount, and rationale.

12/2019 - \$30,000 - During the FY2019 budget formulation, \$30,000 was erroneously deducted from Object Class 70 and added to Object Class 41. OZ requested the return of the funds to Object Class 70, so it could carry out its technological initiatives through September 30, 2019.

13. For fiscal years 2018 and 2019 (through January 31), please identify any special purpose revenue funds maintained by, used by, or available for use by your agency. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the program that generates the funds; (4) the amount of funds generated annually by each source or program; and (5) expenditures of funds, including the purpose of each expenditure. For (4) and (5) provide specific data for fiscal years 2017, 2018, and 2019 (as of January 31) and give starting and ending balances. You may wish to present this information first as a list (for numbers 1-5) and then as separate tables for numbers 4 and 5.

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

14. Please provide a table showing your agency Council-approved original budget, revised budget (after reprogrammings, etc.) for fiscal years 2017, 2018, and the first quarter of 2019. In addition, please explain the variances between fiscal year appropriations and actual expenditures for fiscal years 2017 and 2018.

2017 Approved Original Budget vs. Revised Budget				
CSG	Comp Source Group Title	Approp Bal	Revisions	Revised Budget
0011	REGULAR PAY - CONT FULL TIME	1,713,290	17,974	1,731,264
0012	REGULAR PAY - OTHER	80,028	(80,028)	0
0013	ADDITIONAL GROSS PAY	0	20,073	20,073
0014	FRINGE BENEFITS - CURR PERSONNEL	405,290	(58,550)	346,740
0015	OVERTIME PAY	0	603	603
PERSONNEL SERVICES		2,198,607	(99,928)	2,098,679
0020	SUPPLIES AND MATERIALS	35,000	(17,000)	18,000
0031	TELEPHONE, TELEGRAPH, TELEGRAM, ETC	0	500	500
0040	OTHER SERVICES AND CHARGES	338,000	51,764	389,764
0041	CONTRACTUAL SERVICES - OTHER	313,481	12,664	326,145
0070	EQUIPMENT & EQUIPMENT RENTAL	30,000	217,000	247,000
NON-PERSONNEL SERVICES		716,481	264,928	981,409
INTRA-DISTRICT NON-PERSONNEL SERVICES		24,000	0	24,000

Summary	2,939,088	165,000	3,104,088
NOTES			
The agency used its surplus in personal services (due to the retirement of a senior member of staff) to support the payout of accrued leave, additional legal support and funding for contracts associated with IZIS development. Also, a member of staff has been reclassified from Term to Regular full-time and the budget is being realigned to anticipated expenditures.			
A reprogramming was needed to update computer systems for staff to resolve issues encountered with Windows 10. It was also used to update the hardware for the members of the Zoning Commission and Board of Zoning Adjustment to access electronic case files.			
OZ was allotted onetime funding to upgrade its hearing room A/V equipment, which were "end of life and unsupported".			
OZ was allotted funding to support the unionization of the agency.			

2017					
Variances Between Fiscal Year Appropriations and Actual Expenditures					
CSG	Comp Source Group Title	Revised Budget	Expend Bal	Available Balance	Percent Obligated
0011	REGULAR PAY - CONT FULL TIME	1,731,264	1,728,935	2,328	99.9%
0012	REGULAR PAY - OTHER	0	0	0	
0013	ADDITIONAL GROSS PAY	20,073	19,941	132	99.3%
0014	FRINGE BENEFITS - CURR PERSONNEL	346,740	343,593	3,147	99.1%
0015	OVERTIME PAY	603	603	0	100.0%
PERSONNEL SERVICES		2,098,679	2,093,073	5,607	99.7%
0020	SUPPLIES AND MATERIALS	18,000	17,076	924	94.9%
0031	TELEPHONE, TELEGRAPH, TELEGRAM, ETC	500	500	0	100.0%
0040	OTHER SERVICES AND CHARGES	389,764	367,895	21,869	94.4%
0041	CONTRACTUAL SERVICES - OTHER	326,145	325,903	241	99.9%
0070	EQUIPMENT & EQUIPMENT RENTAL	247,000	246,518	482	99.8%
NON-PERSONNEL SERVICES		981,409	957,892	23,517	97.6%
INTRA-DISTRICT NON-PERSONNEL SERVICES		24,000	19,642	4,358	81.8%
Summary		3,104,088	3,070,606	33,482	98.9%
NOTES					
OZ expended 99% of its budget. The remaining funds include left over funds stipends.					

2018				
Approved Original Budget vs. Revised Budget				
CSG	Comp Source Group Title	Approp Bal	Revisions	Revised Budget
0011	REGULAR PAY - CONT FULL TIME	1,817,729	(72,286)	1,745,443
0012	REGULAR PAY - OTHER			
0013	ADDITIONAL GROSS PAY			
0014	FRINGE BENEFITS - CURR PERSONNEL	387,176	(9,007)	378,169

0015	OVERTIME PAY	0	0	0
PERSONNEL SERVICES		2,204,905	(81,293)	2,123,612
0020	SUPPLIES AND MATERIALS	35,000	0	35,000
0031	TELEPHONE, TELEGRAPH, TELEGRAM, ETC	0	1,100	1,100
0040	OTHER SERVICES AND CHARGES	507,691	(1,100)	506,591
0041	CONTRACTUAL SERVICES - OTHER	291,683	0	291,683
0070	EQUIPMENT & EQUIPMENT RENTAL	30,000	30,000	60,000
NON-PERSONNEL SERVICES		864,374	30,000	894,374
INTRA-DISTRICT NON-PERSONNEL SERVICES		24,000	0	24,000
Summary		3,093,279	(51,293)	3,041,986
NOTES				
OZ transferred an FTE out of the agency, because it did not have sufficient workload to justify the position. Through the years, the development of IZIS and ZDOCs has negated the need for paper copy packages of case files to be delivered to Commission members. OZ learned of the need for an additional FTE at DCRA and rather than RIF the employee, it decided to transfer the FTE.				
OZ required additional funding in 70 to procure back-up memory storage.				

2018					
Variances Between Fiscal Year Appropriations and Actual Expenditures					
CSG	Comp Source Group Title	Revised Budget	Expend Bal	Available Balance	Percent Obligated
0011	REGULAR PAY - CONT FULL TIME	1,745,443	1,706,513	38,929	97.8%
0012	REGULAR PAY - OTHER				
0013	ADDITIONAL GROSS PAY				
0014	FRINGE BENEFITS - CURR PERSONNEL	378,169	356,564	21,606	94.3%
0015	OVERTIME PAY	0	131	(131)	
PERSONNEL SERVICES		2,123,612	2,063,208	60,404	
0020	SUPPLIES AND MATERIALS	35,000	30,296	4,704	86.6%
0031	TELEPHONE, TELEGRAPH, TELEGRAM, ETC	1,100	1,100	0	100.0%
0040	OTHER SERVICES AND CHARGES	506,591	441,857	64,734	87.2%
0041	CONTRACTUAL SERVICES - OTHER	291,683	261,759	29,925	89.7%
0070	EQUIPMENT & EQUIPMENT RENTAL	60,000	56,825	3,175	94.7%
NON-PERSONNEL SERVICES		894,374	791,837	102,537	88.5%
INTRA-DISTRICT NON-PERSONNEL SERVICES		24,000	15,756	8,244	65.7%
Summary		3,041,986	2,870,800	171,185	94.4%
NOTES					
OZ expended 94% of its budget. The remaining funds include salary lapse from budgeted positions that were later filled, funds remaining from OAG MOU and funds released from PO's.					

2019 Approved Original Budget vs. Revised Budget				
CSG	Comp Source Group Title	Approp Bal	Revisions	Revised Budget
0011	REGULAR PAY - CONT FULL TIME	1,823,660	0	1,823,660
0012	REGULAR PAY - OTHER	0	0	0
0013	ADDITIONAL GROSS PAY			
0014	FRINGE BENEFITS - CURR PERSONNEL	386,616	0	386,616
0015	OVERTIME PAY	0	0	0
PERSONNEL SERVICES		2,210,276	0	2,210,276
0020	SUPPLIES AND MATERIALS	30,000	0	30,000
0031	TELEPHONE, TELEGRAPH, TELEGRAM, ETC	0	0	0
0040	OTHER SERVICES AND CHARGES	507,691	0	507,691
0041	CONTRACTUAL SERVICES - OTHER	368,614	(30,000)	338,614
0070	EQUIPMENT & EQUIPMENT RENTAL	0	30,000	30,000
NON-PERSONNEL SERVICES		906,305	0	906,305
INTRA-DISTRICT NON-PERSONNEL SERVICES		24,000	0	24,000
Summary		3,140,580	0	3,140,580
NOTES				
During the FY2019 budget formulation, \$30,000 was erroneously deducted from Object Class 70 and added to Object Class 41. OZ requested the return of the funds to Object Class 70, so it could carry out its technological initiatives through September 30, 2019.				

15. Please list all memoranda of understanding (MOU) either entered into by your agency or in effect during fiscal years 2018 and 2019 (through January 31). For each, describe its purpose, indicate the date entered, and provide the actual or anticipated termination date.

2018			
Agency	Service	Date Entered	Date Terminated
Office of Planning	Provide audio/visual support for Historic Preservation Review Board (HPRB) Hearings.	10/01/2017	09/30/2018
Office of the Attorney General	To provide legal support to the Office of Zoning, Zoning Commission, and Board of Zoning Adjustment.	10/01/2017	09/30/2018
Office of the Chief Technology Officer	Microsoft Office 365 Enterprise license	10/01/2017	09/30/2018
2019			
Agency	Service	Date Entered	Date Terminated
Office of Planning	Provide audio/visual support for Historic Preservation Review Board (HPRB) Hearings.	10/01/2018	09/30/2019
Office of the Attorney General	To provide legal support to the Office of Zoning, Zoning Commission, and Board of Zoning Adjustment.	10/01/2018	09/30/2019
DCHR	To provide personnel services for the Office of Zoning.	10/01/2018	09/30/2019

Office of the Chief Technology Officer	Microsoft Office 365 Enterprise license/Tableau License	10/01/2018	09/30/2019
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16. *D.C. Law requires the Mayor and the Chief Financial Officer to submit to the Council, simultaneously with a proposed budget submission, actual copies of all agency budget enhancements requests, including the "Form B" for all District agencies (See D.C. Code § 47-318.05a). In order to help the Committee to understand agency needs, and the cost of those needs for your agency, please provide, as an attachment to your answers, all budget enhancement requests submitted by your agency to the Mayor or Chief Financial Officer as part of the budget process for fiscal years 2018 and 2019.*

OZ has no budget enhancement requests in FY 2018 and 2019.

17. *Please list all currently open capital projects for 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.*

Description

OZ has one capital project that is focused on the continued, multi-year implementation of a variety of mission-critical information technology systems relating to the Zoning Regulations, the Zoning Map, the Zoning Handbook, and the Interactive Zoning Information System (IZIS). The objectives of the project are to: (1) improve zoning services through the use of technology to enable the public to better understand available zoning relief mechanisms; and (2) provide the community with user-friendly zoning information systems that are updated in real time.

Progress Assessment

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

Funding:

Project No	Approp No	Budget	Allotments	Expenditures	Encumbrances	Lifetime Balance
JM102C	70561	542,000.00	542,000.00	367,954.85	92,241.44	81,803.71
	70564	350,000.28	350,000.28	255,963.02	93,761.31	275.95
	70566	38,846.00	38,846.00	0.00	33,595.20	5,250.80
	70566	136,153.72	136,153.72	97,558.54	5,636.00	32,959.18
Overall - Total		1,067,000.00	1,067,000.00	721,476.41	225,233.95	120,289.64

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.*

Not Applicable

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 2018 or 2019 (through January 31).*

Not Applicable

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

Advisory Neighborhood Commission Great Weight - Office of the District of Columbia Auditor is performing an audit of the D.C. Code provisions that require that the views of Advisory Neighborhood Commissions be given "great weight" in government decisions.

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 2017, 2018, and 2019 (through January 31). Give a brief description of each grievance, and the outcome as of January 31, 2019. Include on the chronological list any earlier grievance that is still pending in any judicial forum.*

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

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

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

Agency Review and Investigation of Reported Claims

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

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

(b) List and describe each allegation received by the agency in FY18 and FY19, to date, and the resolution of each as of the date of your answer.

OZ has received no complaints in FY18 and FY19.

22. *In table format, please list the following for fiscal years 2018 and 2019 (through January 31, 2019) regarding the agency's use of SmartPay (credit) cards for agency purchases: (1) individuals (by name and title/position) authorized to use the cards; (2) purchase limits (per person, per day, etc.); and (3) total spent (by person and for the agency).*

Fiscal Year	Card Holder	Title	Purchase Limit			Total Spent
			Individual	Daily	Monthly	
2018	Zelalem Hill	Special Assistant	\$5,000.00	\$5,000.00	\$20,000.00	\$32,276.93
2019	Zelalem Hill	Special Assistant	\$5,000.00	\$5,000.00	\$20,000.00	\$10,993.67

23. Please provide a list of all procurements for goods or services for use by your agency over \$10,000 for fiscal years 2018 and 2019 (through January 31). Give a brief explanation of each, including the name of the contractor, purpose of the contract, and the total dollar amount of the contract. Exclude from this answer purchase card (SmartPay) purchases.

FY 2018 Procurements Over \$10,000		
Vendor	Amount Expended 2018	Business Purpose
OST, INC.		
Local	\$116,255	Website and IZIS Development and Maintenance
Capital	\$142,663	
Total	\$258,918	
BLUE RASTER, LLC		
Local	\$39,998	Map Development and Maintenance
Capital	\$59,998	
Total	\$99,996	
Neal Gross	\$63,801	Court Reporting
Earthchannel Communications, Inc. (Local)	\$11,920	Video-streaming
Public Performance Management	\$26,614	Hardware - Servers
Bluebay Office, Inc.	\$11,157	General Office Supplies
Dell Computers	\$31,519	Virtual Servers
Hard Light Consulting	\$53,279	Hearing Room Upgrades

FY 2018 Procurements Over \$10,000		
Vendor	Amount Obligated 2018	Business Purpose
OST, INC.		
Local	\$153,690	Website and IZIS Development and Maintenance
Capital	\$324,468	
Total	\$478,157	
BLUE RASTER LLC		
Local	\$39,997	Map Development and Maintenance
Capital	\$59,996	
Total	\$99,994	
Neal R. Gross, Inc. (Local)	\$118,800	Court Reporting
Earthchannel Communications, Inc. (Local)	\$11,920	Video-streaming

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

OZ limits who may have use of an agency issued cellphone. In addition, OZ limits costs by using a cell phone plan with a standard monthly rate with shared minutes, so that no overages are accumulated. OZ also reviews the monthly statements.

(b) In table format, please provide the following information for fiscal years 2018 and 2019 (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.

2018			
Phone Holder	Title	Annual Expense	Justification
Zelalem Hill	Special Assistant	\$581.55	Requirement to answer emails 24/7 for time sensitive matters and to be available for contact after office hours.
Ndifon Abung	IT Specialist	\$581.55	Requirement to be available on a 24/7 basis for the purpose of maintaining the IT network.
Sara Bardin	Director	\$436.14	Requirement to answer emails 24/7 for time sensitive matters and to be available for contact after office hours.
Adrianne Carter	IZIS Program Manager	\$581.55	Requirement to be available on a 24/7 basis for the purpose of maintaining the IZIS.
Sharon Schellin	Secretary to the ZC	\$436.14	Requirement to answer emails 24/7 for time sensitive matters and to be available for contact after office hours.
2019			
Phone Holder	Title	Annual Expense	Justification
Zelalem Hill	Special Assistant	\$581.55	Requirement to answer emails 24/7 for time sensitive matters and to be available for contact after office hours.
Ndifon Abung	IT Specialist	\$581.55	Requirement to be available on a 24/7 basis for the purpose of maintaining the IT network.
Adrianne Carter	IZIS Program Manager	\$581.55	Requirement to be available on a 24/7 basis for the purpose of maintaining the IZIS.
Sara Bardin	Director	\$581.55	Requirement to answer emails 24/7 for time sensitive matters and to be available for contact after office hours.
Sharon Schellin	Secretary to the ZC	\$581.55	Requirement to answer emails 24/7 for time sensitive matters and to be available for contact after office hours.

25. *(a) Does your agency have or use one or more government vehicle? If so, for fiscal years 2018 and 2019 (through January 31), please list any vehicle the agency owns, leases, or has assigned to it. You may group the vehicles by category (e.g., 15 sedans, 33 pick-up trucks, three transport buses, etc.).*

OZ does not have or use a government vehicle.

(b) Please list all vehicle accidents involving your agency's vehicles for fiscal years 2017, 2018, and 2019 (through January 31). Provide: (1) a brief description of each accident; (2) the type of vehicle involved; (3) the name and title/position of the driver involved; (4) the justification for using such vehicle; and (5) whether there was a finding of fault and, if so, who was determined to be at fault.

Not Applicable

26. *Please list every lawsuit against the agency that was settled or decided by a trial court in FY 2018 and FY 2019 to date. Briefly describe each and the sanction, if any.*

States v. District of Columbia (Civil Action No. 18-1652) before the U.S. District Court of the District of Columbia.

- The complaint was filed on 7/13/18 and the case was dismissed on 1/23/19.
- This case challenged the Board's actions as a due process violation under the 5th Amendment, so it was filed with the federal trial court (U.S. District Court for D.C.). It was dismissed by the judge before it went to trial.

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

Not Applicable

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?*

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

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

Not Applicable

29. *In table format, please provide the following information for fiscal years 2018 and 2019 (through January 31) regarding your agency's authorization of employee travel: (1) each trip outside the region; (2) individuals (by name and title/position) authorized to travel outside the region; (3) total expense for each trip (per person, per trip, etc.); and (4) justification for the travel (per person and trip).*

Not Applicable

30. *Please provide and itemize, as of January 31, 2019, the current number of When Actually Employed (WAE), term, and contract personnel within your agency. If your agency employs WAE or term personnel, please provide, in table format, the name of each employee, position title, the length of his or her term, the date on which he or she first started with your agency, and the date on which his or her current term expires.*

WAE		Term		Contract
0		1		0
Name	Title	Length of Term	Date Started	Date Term Expires
Robert Reid	Zoning Specialist	13 months	1/06/2019	02/05/2020

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

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

1. IZIS – Interactive Zoning Information System
 - a. All case documents for all ZC and BZA case types, including PUDs, map amendments, appeals, rulemakings, time extensions of approved PUDs, minor modifications of approved PUDs, campus plans, special exceptions, variances, and foreign mission cases.
 - b. Case information for all case types (i.e., status, relief, action, order, transcripts, etc.).
2. Official Electronic Zoning Map
 - a. Zone district information.
 - b. Case information (i.e., orders, relief, and locations for closed cases).
 - c. Links to the Zoning Handbooks that contains additional information.
3. Zoning Regulations
4. All ZC and BZA Orders
5. All ZC and BZA Transcripts since 1997
6. ZC and BZA Calendar with Hearing and Meeting Schedules
7. Live Webcast of All Hearings and Meetings
8. Video on Demand Hearings and Meetings dating back to 2006

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

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

In FY 2019 and beyond, OZ will continue to strive to make all of its services and information available to the public. A few initiatives that OZ will be working on in FY 2019 and beyond are:

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

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

Not applicable

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

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

35. *Did your agency receive any FOIA requests in fiscal year 2018? 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 fiscal years 2018 and 2019 as stated in the reports.*

Yes, OZ received 57 FOIA requests in FY 2018 and it filed a disclosure report with the Secretary of the District of Columbia (see **Attachment C**).

All requests received in FY 2018 were responded to within the statutory 15-day period. The one request that was considered "Other disposition" in question 10, was so designated because the request document failed to seek information or provide a question. Of the 57 requests received, 35% (20 requests) should have been submitted to an agency other than the Office of Zoning (DCOZ).

Total dollar amount expended by public body for processing FOIA requests: \$1,714.08.

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 2017, 2018 and 2019 (through January 31).*

Fiscal Year	Adjusted Expendable Budget	Amount Spent with SBEs	Percentage Spent with SBEs	CBE Spending Goal Per opportunities Guide
FY 2017	\$408,294.63	\$363,992.22	89%	\$118,000.00
FY 2018	\$323,664.87	\$184,661.99	57%	\$210,342.00
FY 2019	\$271,328.70	-	-	\$135,664.00

Fiscal Year	Amount Spent with CBEs	Percentage Spent with CBEs	Number of CBE Waivers Submitted	Waiver Dollar Amount	Efforts to reduce Waivers
FY 2017	-	-	0	-	-
FY 2018	-	-	0	-	-
FY 2019	-	-	0	-	-

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 **Attachment D**.

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) 2017, 2018, and 2019 (through the first quarter).*

Measure	FY2017 Actual	FY2018 Actual	FY2019 1st Qtr
Percent of zoning certifications completed within 5 business days	100%	100%	100%
Percent of BZA summary orders issued within 10 business days	98.8%	100%	97.44%
Percent of BZA hearings scheduled within 3 months of application acceptance (excluding recess month)	98.6%	99.5%	94.92%
Percentage of website inquiries responded to within 24 hours	85.7%	93%	30.4%

Percent of updates to the official zoning map completed within 5 of days of the issuance of a zoning order	New Measure	100%	100%
Percent of webstreamed video of ZC and BZA hearings and meetings that are posted to OZ's website with 48 hours of recording	New Measure	100%	100%

(b) What KPIs have been dropped (or changed) since 2015? List each specifically and explain why it was dropped or changed.

No KPIs were changed or dropped since FY2015.

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 2018 and 2019.*

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

The mission of OZ is to provide administrative, professional, and technical assistance to the Zoning Commission (ZC) and the Board of Zoning Adjustment (BZA) in support of their oversight and adjudication of zoning matters in the District of Columbia. OZ administers the zoning application processes for the ZC and BZA. The agency reviews and accepts applications, schedules hearings to determine whether cases meet specified zoning criteria, schedules meetings to make determinations with respect to pending applications, and issues legal orders. It is the top priority of OZ to provide the highest level of assistance to the ZC and BZA.

2. Interactive Zoning Information System

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

3. Zoning Map

OZ is working to develop new upgrades to the Zoning Map in an effort to provided added information to the public. Some of the upgrades will include adding new data sets for Map Amendment cases; adding increased PUD information, including project FAR, total units, affordable units, public benefits; and adding 2D developments standards. The updates will enhance the Zoning Map user experience by providing additional pertinent zoning information.

4. Public Outreach

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

5. Customer Service to the Public

Transparency, education, innovation, and responsiveness are the cornerstones of OZ's customer service mission. For more than a decade, OZ has strived to find new and innovative ways to improve the delivery of service and information to its customers. OZ has worked very hard to make its operations and services transparent and easily accessible. While these efforts have been applauded by the community, we will not stand on our laurels. In addition, OZ remains steadfast in its commitment to answering telephone inquiries and emails within 24 hours or the next business day.

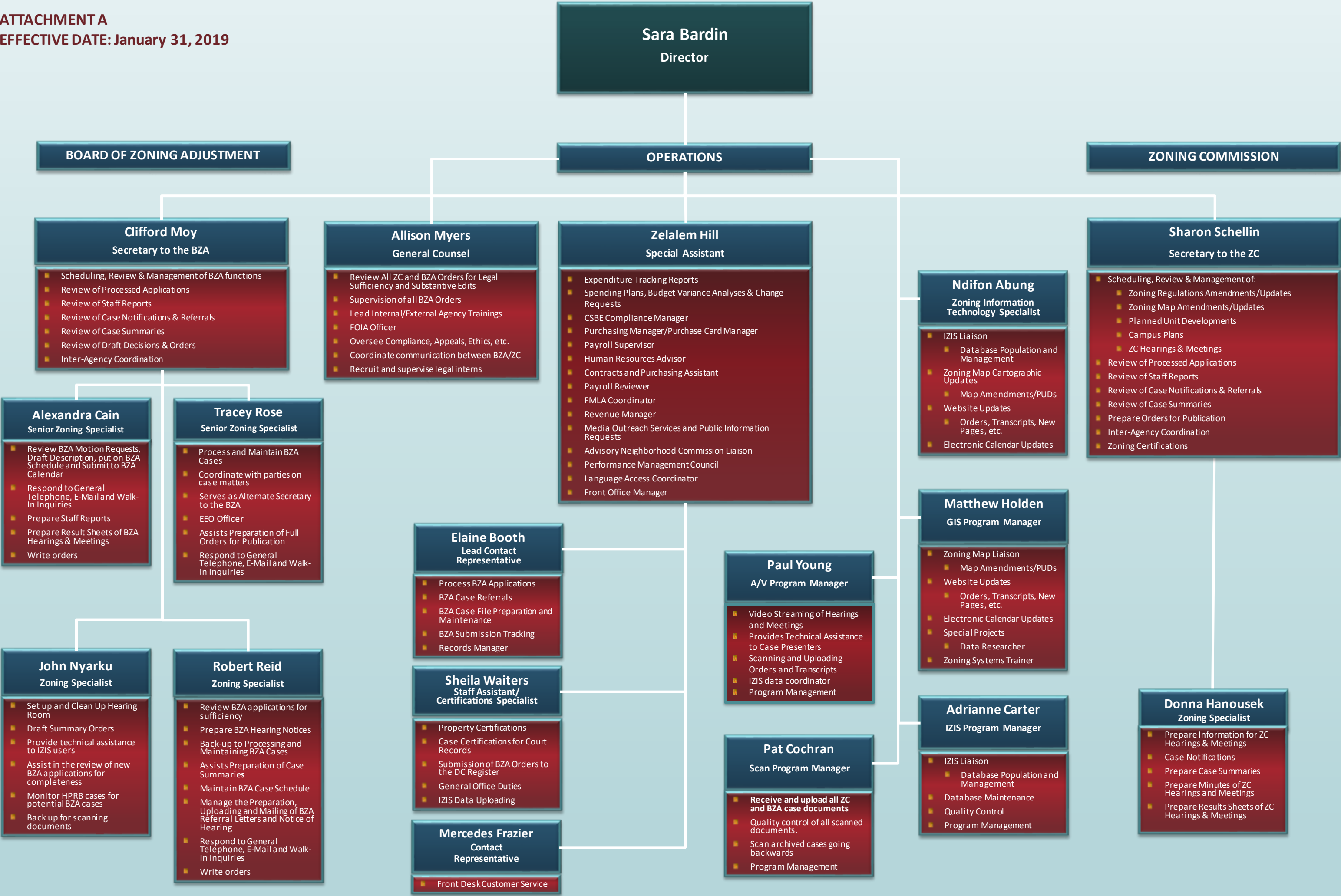
If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Sara A. Bardin', with a stylized flourish extending to the right.

Sara A. Bardin
Director

Enclosure: Attachment A – Organizational Chart
Attachment B – Schedule A
Attachment C – FY2018 FOIA Report
Attachment D – FY 2018 OZ Performance Plan



OFFICE OF ZONING
FY 2019 SCHEDULE A
as of 1/31/2019

ATTACHMENT B

Position Number	Title	Vac Stat	FTE	Pgm Code	Grade	Step	FTE x Dist %	Salary	Fringe	Salary x Dist %	Fringe x Dist %	Total Comp
AGENCY MANAGEMENT PROGRAM												
00085121	Special Assistant	F	0.25	1010	13	6	25%	98,794	21,043	24,699	5,261	29,959
			0.25	1010 Personnel Total						24,699	5,261	29,959
00085121	Special Assistant	F	0.25	1020	13	6	25%	98,794	21,043	24,699	5,261	29,959
			0.25	1020 Contracting and Procurement Total						24,699	5,261	29,959
00039850	Information Technology Spec	F	0.50	1040	13	10	50%	118,670	25,277	59,335	12,638	71,973
00091991	Information Technology Special	F	0.50	1040	12	2	50%	82,412	17,554	41,206	8,777	49,983
			1.00	1040 Information Technology Total						100,541	21,415	121,956
00075244	DIRECTOR	F	0.25	1050	10	0	25%	169,414	36,085	42,354	9,021	51,375
00085121	Special Assistant	F	0.25	1050	13	6	25%	98,794	21,043	24,699	5,261	29,959
			0.50	1050 Financial Management Total						67,052	14,282	81,334
00097278	Attorney Advisor	F	1.00	1060	14	1	100%	117,831	25,098	117,831	25,098	142,929
			1.00	1060 Legal Total						117,831	25,098	142,929
00092309	Contact Representative	F	0.25	1085	8	7	25%	58,064	12,368	14,516	3,092	17,608
			0.25	1085 Customer Service Total						14,516	3,092	17,608
00075244	DIRECTOR	F	0.25	1090	10	0	25%	169,414	36,085	42,354	9,021	51,375
00085121	Special Assistant	F	0.25	1090	13	6	25%	98,794	21,043	24,699	5,261	29,959
			0.50	1090 Performance Management Total						67,052	14,282	81,334
			3.75	TOTAL AGENCY MANAGEMENT PROGRAM						416,389	88,691	505,080
ZONING SERVICES PROGRAM												
00002798	SUPV ZONING SPEC	F	1.00	2010	15	0	100%	157,573	33,563	157,573	33,563	191,136
00008272	ZONING SPEC	F	1.00	2010	13	8	100%	112,764	24,019	112,764	24,019	136,783
00036011	ZONING SPEC	F	1.00	2010	13	9	100%	115,717	24,648	115,717	24,648	140,365
00039849	Lead Contact Rep.	F	1.00	2010	10	10	100%	75,797	16,145	75,797	16,145	91,942
00039850	Information Technology Spec	F	0.50	2010	13	10	50%	118,670	25,277	59,335	12,638	71,973
00075244	DIRECTOR	F	0.50	2010	10	0	50%	169,414	36,085	84,707	18,043	102,750
00077835	Zoning Data Coordinator	F	1.00	2010	12	2	100%	82,412	17,554	82,412	17,554	99,966
00085120	Zoning Specialist	F	1.00	2010	12	7	100%	94,822	20,197	94,822	20,197	115,019
00085123	Staff Assistant	F	0.75	2010	11	4	75%	70,831	15,087	53,123	11,315	64,439
00085124	SUPV ZONING SPEC	F	1.00	2010	15	0	100%	135,217	28,801	135,217	28,801	164,018
00097275	Zoning Specialist	F	1.00	2010	12	1	100%	79,930	17,025	79,930	17,025	96,955
00092116	Zoning Specialist	F	1.00	2010	12	3	100%	84,894	18,082	84,894	18,082	102,976
00092309	Contact Representative	F	0.75	2010	8	7	75%	58,064	12,368	43,548	9,276	52,824
			11.50	2010 Zoning Services Total						1,179,839	251,306	1,431,145
00091991	Information Technology Special	F	0.50	2030	12	2	50%	82,412	17,554	41,206	8,777	49,983
00092113	Audiovisual Production Spec	F	1.00	2030	11	2	100%	66,679	14,203	66,679	14,203	80,882
00092114	Program Support Specialist	F	1.00	2030	11	2	100%	66,679	14,203	66,679	14,203	80,882
			2.50	2030 Information Management Total						174,564	37,182	211,746
00085123	Staff Assistant	F	0.25	2040	11	4	25%	70,831	15,087	17,708	3,772	21,480
			0.25	2040 Zoning Certifications Total						17,708	3,772	21,480
			14.25	TOTAL ZONING SERVICES PROGRAM						1,372,111	292,260	1,664,371
			18.00	Grand Total					Current	1,788,500	380,951	2,169,451
									Budget	1,823,660	386,616	2,210,276

Agency Name

DCOZ

Annual Freedom of Information Act Report for Fiscal Year 2018
October 1, 2017 through September 30, 2018

FOIA Officer Reporting Tracey W. Rose

PROCESSING OF FOIA REQUESTS

1. Number of FOIA requests received during reporting period	57
2. Number of FOIA requests pending on October 1, 2017.....	0
3. Number of FOIA requests pending on September 30, 2018.....	1
4. The average number of days unfilled requests have been pending before each public body as of September 30, 2018	2

DISPOSITION OF FOIA REQUESTS

5. Number of requests granted, in whole.....	36
6. Number of requests granted, in part, denied, in part.....	0
7. Number of requests denied, in whole.....	0
8. Number of requests withdrawn.....	0
9. Number of requests referred or forwarded to other public bodies.....	20
10. Other disposition	1

NUMBER OF REQUESTS THAT RELIED UPON EACH FOIA EXEMPTION
--

11. Exemption 1 - D.C. Official Code § 2-534(a)(1).....	0
12. Exemption 2 - D.C. Official Code § 2-534(a)(2).....	0
13. Exemption 3 - D.C. Official Code § 2-534(a)(3)	
Subcategory (A).....	0
Subcategory (B).....	0
Subcategory (C)	0
Subcategory (D)	0
Subcategory (E)	0
Subcategory (F)	0
14. Exemption 4 - D.C. Official Code § 2-534(a)(4)	0
15. Exemption 5 - D.C. Official Code § 2-534(a)(5).....	0

16. Exemption 6 - D.C. Official Code § 2-534(a)(6)	
Subcategory (A).....	0
Subcategory (B).....	0
17. Exemption 7 - D.C. Official Code § 2-534(a)(7).....	0
18. Exemption 8 - D.C. Official Code § 2-534(a)(8).....	0
19. Exemption 9 - D.C. Official Code § 2-534(a)(9).....	0
20. Exemption 10 - D.C. Official Code § 2-534(a)(10).....	0
21. Exemption 11 - D.C. Official Code § 2-534(a)(11).....	0
22. Exemption 12 - D.C. Official Code § 2-534(a)(12).....	0

TIME-FRAMES FOR PROCESSING FOIA REQUESTS

23. Number of FOIA requests processed within 15 days.....	56
24. Number of FOIA requests processed between 16 and 25 days.....	0
25. Number of FOIA requests processed in 26 days or more.....	0
26. Median number of days to process FOIA Requests.....	2

RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS
--

27. Number of staff hours devoted to processing FOIA requests.....	32.25
28. Total dollar amount expended by public body for processing FOIA requests.....	\$1,714.08

FEEES FOR PROCESSING FOIA REQUESTS

29. Total amount of fees collected by public body.....	0
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PROSECUTIONS PURSUANT TO SECTION 207(d) OF THE D.C. FOIA

30. Number of employees found guilty of a misdemeanor for arbitrarily or capriciously violating any provision of the District of Columbia Freedom of Information Act	0
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QUALITATIVE DESCRIPTION OR SUMMARY STATEMENT

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

All requests received in FY 2018 were responded to within the statutory 15-day period. The one request that was considered "Other disposition" in question 10, was so designated because the request document failed to seek information or provide a question. Of the 57 requests received, 35% (20 requests) should have been submitted to an agency other than the Office of Zoning (DCOZ).

ATTACHMENT D

Office of Zoning FY2019

Agency Office of Zoning

Agency Acronym DCOZ

Agency Code 8J0

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

Agency Performance POCs Sara Jo (DCOZ) Bardin; Zelalem Hill

Agency Budget POCs Sara Jo (DCOZ) Bardin; Zelalem Hill

Fiscal Year 2019

Agency's Operating Budget

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

2019 Objectives

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

Add Strategic Objective

2019 Key Performance Indicators

Key Performance Indicators	Measure	New Measure/ Benchmark Year	Directionality	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target	FY 2018 Actual	FY 2019 Target	FY 2019 Quarter 1
	1 - Leverage new and existing technologies to further ensure that the District of Columbia's zoning processes are easily understandable and accessible to the public. (2 Measures)													
	Percent of updates to the official zoning map completed within 5 of days of the issuance of a zoning order	<input type="checkbox"/>	Up is Better	Not available	Not available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	100%	98%	100%
	Percent of webstreamed video of ZC and BZA hearings and meetings that are posted to OZ's website within 48 hours of recording	<input type="checkbox"/>	Up is Better	Not available	Not available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	100%	98%	100%
	2 - Streamline zoning regulations to enhance efficiency and transparency of zoning processes. (3 Measures)													
	Percent of zoning certifications completed within 5 business days	<input type="checkbox"/>	Up is Better	Not available	Not available	Not Available	Not Available	99.1%	98%	98.8%	98%	100%	98%	100%
	Percent of BZA hearings scheduled within 3 months of application acceptance (excluding recess month)	<input type="checkbox"/>	Up is Better	Not available	Not available	Not Available	Not Available	100%	98%	98.6%	98%	99.5%	98%	30.4%
	Percent of BZA summary orders issued within 10 business days	<input type="checkbox"/>	Up is Better	Not available	Not available	Not Available	Not Available	100%	98%	98.8%	98%	100%	98%	100%
	3 - Create a convenient, easy to use, and understandable zoning process through website development, expansive outreach and educational programs for District residents and businesses. (1 Measure)													
	Percent of website inquiries responded to within 24 hours	<input type="checkbox"/>	Up is Better	Not available	Not available	Not Available	Not Available	92.6%	98%	85.7%	98%	93%	98%	100%
	4 - Create and maintain a highly efficient, transparent and responsive District government. (9 Measures)													
	HR MANAGEMENT - Average number of days to fill vacancy from post to offer acceptance (Updated by OCA)	✓	Down is Better	Not available	Not available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	New Measure	Annual Measure
	HR MANAGEMENT - Percent of eligible employees completing and finalizing a performance plan in PeopleSoft (Updated by OCA)	✓	Up is Better	Not available	Not available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	New Measure	Annual Measure

Measure	New Measure/ Benchmark Year	Directionality	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target	FY 2018 Actual	FY 2019 Target	FY 2019 Quarter 1
HR MANAGEMENT - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft (Updated by OCA)	✓	Up is Better	Not available	Not available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	New Measure	Annual Measure
FINANCIAL MANAGEMENT - Quick Payment Act Compliance - Percent of QPA eligible invoices paid within 30 days (Updated by OCA)	✓	Up is Better	Not available	Not available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	New Measure	Annual Measure
FINANCIAL MANAGEMENT - Percent of local budget de-obligated to the general fund at the end of year (Updated by OCA)	✓	Up is Better	Not available	Not available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	New Measure	Annual Measure
CONTRACTS AND PROCUREMENT - Average number of calendar days between requisition and purchase orders issued (Updated by OCA)	✓	Down is Better	Not available	Not available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	New Measure	Annual Measure
CONTRACTS AND PROCUREMENT - Percent of Small Business Enterprise (SBE) annual goal spent (Updated by OCA)	✓	Up is Better	Not available	Not available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	New Measure	Annual Measure
IT POLICY AND FOIA COMPLIANCE - Percent of "open" data sets identified by the annual Enterprise Dataset Inventory published on the Open Data Portal - (Updated by OCA)	✓	Up is Better	Not available	Not available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	New Measure	Annual Measure
IT POLICY AND FOIA COMPLIANCE - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension - (Updated by OCA)	✓	Down is Better	Not available	Not available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Waiting on Data	New Measure	Annual Measure

2019 Operations

Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Leverage new and existing technologies to further ensure that the District of Columbia's zoning processes are easily understandable and accessible to the public. (3 Activities)			
ZONING SERVICES	The Official Zoning Map	OZ is responsible for updating and maintaining the official Zoning Map of the District of Columbia.	Key Project
ZONING SERVICES	Interactive Zoning Information System (IZIS)	OZ reviews and accepts applications, schedules public hearings and meetings, and issues legal orders that document the decisions of both the Zoning Commission and the BZA. This process is managed through the IZIS system.	Key Project
ZONING SERVICES	Court of Appeals Information	The decisions of the BZA and ZC can be appealed to the DC Court of Appeals for review.	Daily Service
2 - Streamline zoning regulations to enhance efficiency and transparency of zoning processes. (2 Activities)			
ZONING SERVICES	Effectively process ZC and BZA applications and petitions.	OZ reviews and accepts applications, schedules public hearings and meetings, and issues legal orders that document the decisions of both the Zoning Commission and the BZA.	Daily Service
	Zoning Regulations of 2016	OZ is responsible for updating and maintaining the official Zoning Regulations of the District of Columbia.	Key Project

Operations Header	Operations Title	Operations Description	Type of Operations
ZONING SERVICES			
3 - Create a convenient, easy to use, and understandable zoning process through website development, expansive outreach and educational programs for District residents and businesses. (2 Activities)			
ZONING SERVICES	Website development to serve the public with zoning information	OZ is responsible for making zoning information easily accessible to the public. This is achieved by making a wealth of information, including, documents, video and regulations available on its website 24/7.	Daily Service
ZONING SERVICES	Conduct expansive outreach and provide educational programs	OZ believes an informed public is better able to navigate the zoning process in the District of Columbia; therefore it conducts expansive outreach to educate the public about the process before the ZC and BZA.	Daily Service

2019 Workload Measures

Workload Measures - Operations

Measure	New Measure/ Benchmark Year	Numerator Title	Units	FY 2014	FY 2015	FY 2016	FY 2017 Actual	FY 2018 Actual	FY 2019 Quarter 1
1 - The Official Zoning Map (1 Measure)									
Number of unique Zoning Map hits	<input type="checkbox"/>	Number of unique Zoning Map hits	# of Zoning Map hits			Not Available	Not Available	157,650	37,103
2 - Effectively process ZC and BZA applications and petitions. (7 Measures)									
Number of Board of Zoning Adjustment cases filed	<input type="checkbox"/>	Number of Board of Zoning Adjustment cases filed	Number of cases			237	257	295	92
Number of Zoning Commission cases filed	<input type="checkbox"/>	Number of Zoning Commission cases filed	Number of cases			73	77	84	14
Number of Board of Zoning Adjustment orders issued	<input type="checkbox"/>	Number of Board of Zoning Adjustment orders issued	Number of orders issued			221	213	219	69
Number of Zoning Commission orders issued	<input type="checkbox"/>	Number of Zoning Commission orders issued	Number of orders issued			50	67	81	27
Number of Appeals to the DC Court of Appeals (by Calendar Year)	<input type="checkbox"/>	Number of Appeals to the DC Court of Appeals (by Calendar Year)	Number of appeals			15	22	18	4
Number of Board of Zoning Adjustment hearings and meetings	<input type="checkbox"/>	Number of BZA hearings and meetings	# of hearings and meetings			Not Available	Not Available	39	11
Number of Zoning Commission hearings and meetings	<input type="checkbox"/>	# of ZC hearings and meetings	# of hearings and meetings			Not Available	Not Available	60	12
2 - Zoning Regulations of 2016 (1 Measure)									
Number of errata and text amendments processed	<input type="checkbox"/>	Number of errata and text amendments processed	Number of cases			Not Available	11	10	4
3 - Conduct expansive outreach and provide educational programs (1 Measure)									
Number of outreach meetings held	<input type="checkbox"/>	Number of outreach meetings held	# of meetings			Not Available	Not Available	6	0
3 - Website development to serve the public with zoning information (1 Measure)									
Number of unique website hits	<input type="checkbox"/>	Number of unique website hits	# of hits			Not Available	Not Available	870,745	170,692

2019 Initiatives

Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date	Add Initiative Update
Court of Appeals Information (1 Strategic Initiative)			
Court of Appeals Dashboard	In FY19, OZ will leverage technology to develop an appeals court data dashboard that will provide information on ZC and BZA cases that are before the DC Court of Appeals. This includes the court information on when the case was filed, where it is in the process and the results. This will allow the public to access up-to-date data to ensure predictability.	09-30-2019	
The Official Zoning Map (1 Strategic Initiative)			
Upgrades to the Official Zoning Map	In FY19, OZ will be working to develop new upgrades to the Zoning Map in an effort to provide added information to the public. Some of the upgrades will include adding new data sets for Map Amendment cases; adding increased PUD information, including project FAR, total units, affordable units, public benefits; and adding 2D developments standards. The updates will enhance the Zoning Map user experience by providing additional pertinent zoning information.	09-30-2019	
Website development to serve the public with zoning information (1 Strategic Initiative)			
Case Timeline Dashboard	In FY19, OZ will develop a dashboard that will provide the public a timeframe of the amount of time various cases average from filing to issuance of an order. This will give the public a level of predictability about the zoning process.	09-30-2019	

2019 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	Explanation of Impact	Supporting Data	FY19 Reporting Quarter
Case Timeline Dashboard (1 Initiative Update)							
Case Timeline Dashboard	OZ will begin working on this initiative in the second quarter.	0-24%	High	Demonstrable	This will give the public a level of predictability about the zoning process.		Q1

Strategic Initiative Title	Initiative Status Update	% Complete to date	Confidence in completion by end of fiscal year (9/30)?	Status of Impact	Explanation of Impact	Supporting Data	FY19 Reporting Quarter
Court of Appeals Dashboard (1 Initiative Update)							
Court of Appeals Dashboard	OZ will begin working on this initiative in the second quarter.	0-24%	High	Demonstrable	This will allow the public to access up-to-date data to ensure predictability.		Q1
Upgrades to the Official Zoning Map (1 Initiative Update)							
Upgrades to the Official Zoning Map	This will give the public a level of predictability about the zoning process.	0-24%	High	Demonstrable	The updates will enhance the Zoning Map user experience by providing additional pertinent zoning information.		Q1

Internal: Unfinished 2018 Initiatives

This year, the OCA is requesting updates on any unfinished initiatives from FY18. Updates will not be published, but will be used to report progress to the City Administrator and the Mayor as needed.

Strategic Initiatives	Title	Description	Complete to Date	Status Update	Explanation	Anticipated Completion Date	Add Initiative Update - Rolled Over Initiatives
	No strategic initiatives found						

Int: Unfinished 2018 Initiative Updates

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	FY19 Reporting Quarter
No initiative updates found										

2019 Capital Projects

Capital projects - performance plans links	Project Number	Project Title	Owner Agency Acronym	Implementing Agency Acronym	Milestone Description	Fiscal Year Allotment
No capital projects - performance plans links found						

[Operating Budget](#)

Administrative Information

FY Performance Plan Office of Zoning FY2019 **Record ID#** 642

Performance Plan ID 642

Created on Dec. 26, 2017 at 4:23 PM (EST). Last updated by [Katz, Lia \(FOM\)](#) on June 18, 2018 at 1:51 PM (EDT). Owned by [Katz, Lia \(FOM\)](#).