

# Office of Planning

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**Table BD0-1**

Description	FY 2015	FY 2016	FY 2017	% Change
	Actual	Approved	Proposed	from FY 2016
OPERATING BUDGET	\$10,167,069	\$10,312,367	\$10,234,248	-0.8
FTEs	70.1	70.0	70.5	0.7

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

## Summary of Services

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

The agency's FY 2017 proposed budget is presented in the following tables:

## FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table BD0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

**Table BD0-2**

(dollars in thousands)

	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change
<b>Appropriated Fund</b>										
<b>GENERAL FUND</b>										
LOCAL FUNDS	9,329	9,362	9,459	97	1.0	66.6	66.5	66.0	-0.5	-0.8
SPECIAL PURPOSE REVENUE FUNDS	90	100	100	0	0.0	0.0	0.0	0.0	0.0	N/A
<b>TOTAL FOR GENERAL FUND</b>	<b>9,420</b>	<b>9,462</b>	<b>9,559</b>	<b>97</b>	<b>1.0</b>	<b>66.6</b>	<b>66.5</b>	<b>66.0</b>	<b>-0.5</b>	<b>-0.8</b>

## Table BD0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual	Approved	Proposed	Change		Actual	Approved	Proposed	Change	
	FY 2015	FY 2016	FY 2017	FY 2016	Percentage Change*	FY 2015	FY 2016	FY 2017	FY 2016	Percentage Change
<b>FEDERAL RESOURCES</b>										
FEDERAL GRANT FUNDS	518	525	525	0	0.0	3.5	3.5	3.5	0.0	0.0
<b>TOTAL FOR FEDERAL RESOURCES</b>	<b>518</b>	<b>525</b>	<b>525</b>	<b>0</b>	<b>0.0</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>0.0</b>	<b>0.0</b>
<b>PRIVATE FUNDS</b>										
PRIVATE GRANT FUNDS	10	325	10	-315	-96.9	0.0	0.0	0.0	0.0	N/A
<b>TOTAL FOR PRIVATE FUNDS</b>	<b>10</b>	<b>325</b>	<b>10</b>	<b>-315</b>	<b>-96.9</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>N/A</b>
<b>INTRA-DISTRICT FUNDS</b>										
INTRA-DISTRICT FUNDS	220	0	140	140	N/A	0.0	0.0	1.0	1.0	N/A
<b>TOTAL FOR INTRA-DISTRICT FUNDS</b>	<b>220</b>	<b>0</b>	<b>140</b>	<b>140</b>	<b>N/A</b>	<b>0.0</b>	<b>0.0</b>	<b>1.0</b>	<b>1.0</b>	<b>N/A</b>
<b>GROSS FUNDS</b>	<b>10,167</b>	<b>10,312</b>	<b>10,234</b>	<b>-78</b>	<b>-0.8</b>	<b>70.1</b>	<b>70.0</b>	<b>70.5</b>	<b>0.5</b>	<b>0.7</b>

\*Percent change is based on whole dollars.

**Note:** If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table BD0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

## Table BD0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	5,965	6,110	6,821	6,994	173	2.5
12 - REGULAR PAY - OTHER	150	145	170	279	109	64.2
13 - ADDITIONAL GROSS PAY	22	83	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	1,224	1,260	1,441	1,587	146	10.1
15 - OVERTIME PAY	0	0	71	71	0	0.0
<b>SUBTOTAL PERSONAL SERVICES (PS)</b>	<b>7,361</b>	<b>7,599</b>	<b>8,503</b>	<b>8,932</b>	<b>429</b>	<b>5.0</b>
20 - SUPPLIES AND MATERIALS	38	48	38	38	0	0.0
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	0	1	0	0	0	N/A
40 - OTHER SERVICES AND CHARGES	225	-510	229	244	15	6.4
41 - CONTRACTUAL SERVICES - OTHER	2,957	2,892	1,289	967	-321	-24.9
50 - SUBSIDIES AND TRANSFERS	333	85	200	0	-200	-100.0
70 - EQUIPMENT AND EQUIPMENT RENTAL	46	53	54	54	0	0.0
<b>SUBTOTAL NONPERSONAL SERVICES (NPS)</b>	<b>3,598</b>	<b>2,568</b>	<b>1,809</b>	<b>1,302</b>	<b>-507</b>	<b>-28.0</b>
<b>GROSS FUNDS</b>	<b>10,960</b>	<b>10,167</b>	<b>10,312</b>	<b>10,234</b>	<b>-78</b>	<b>-0.8</b>

\*Percent change is based on whole dollars.

## FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table BD0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

**Table BD0-4**

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
<b>(1000) AGENCY MANAGEMENT</b>								
(1010) PERSONNEL	132	140	155	16	0.7	0.8	0.8	0.0
(1015) TRAINING AND EMPLOYEE DEVELOPMENT	28	28	33	5	0.2	0.2	0.2	0.0
(1020) CONTRACTING AND PROCUREMENT	35	38	39	1	0.2	0.2	0.2	0.0
(1030) PROPERTY MANAGEMENT	230	189	190	1	0.2	0.2	0.2	0.0
(1040) INFORMATION TECHNOLOGY	72	76	76	0	0.2	0.2	0.2	0.0
(1050) FINANCIAL MANAGEMENT	70	75	78	3	0.5	0.5	0.5	0.0
(1055) RISK MANAGEMENT	19	22	22	0	0.2	0.2	0.2	0.0
(1060) LEGAL	19	30	38	8	0.2	0.2	0.2	0.0
(1070) FLEET MANAGEMENT	0	0	14	14	0.0	0.0	0.0	0.0
(1080) COMMUNICATIONS	118	137	153	16	1.2	1.2	1.2	0.0
(1085) CUSTOMER SERVICE	38	52	60	8	0.5	0.5	0.5	0.0
(1090) PERFORMANCE MANAGEMENT	348	372	581	209	2.5	2.5	2.5	0.0
<b>SUBTOTAL (1000) AGENCY MANAGEMENT</b>	<b>1,110</b>	<b>1,157</b>	<b>1,437</b>	<b>280</b>	<b>6.9</b>	<b>7.0</b>	<b>7.0</b>	<b>0.0</b>
<b>(2000) DEVELOPMENT REVIEW AND HISTORIC PRESERVATION</b>								
(2010) DEVELOPMENT AND ZONING REVIEW	1,547	1,581	1,644	63	7.9	12.5	12.0	-0.5
(2020) HISTORIC PRESERVATION	1,805	1,820	2,183	363	12.9	14.5	17.5	3.0
<b>SUBTOTAL (2000) DEVELOPMENT REVIEW AND HISTORIC PRESERVATION</b>	<b>3,352</b>	<b>3,401</b>	<b>3,827</b>	<b>426</b>	<b>20.8</b>	<b>27.0</b>	<b>29.5</b>	<b>2.5</b>
<b>(3000) REVITALIZATION/DESIGN AND NEIGHBORHOOD PLANNING</b>								
(3010) NEIGHBORHOOD PLANNING	3,423	2,458	1,939	-519	22.1	13.4	11.4	-2.0
(3020) REVITALIZATION AND DESIGN	717	1,093	942	-151	6.3	9.4	7.4	-2.0
<b>SUBTOTAL (3000) REVITALIZATION/DESIGN AND NEIGHBORHOOD PLANNING</b>	<b>4,141</b>	<b>3,551</b>	<b>2,881</b>	<b>-671</b>	<b>28.4</b>	<b>22.8</b>	<b>18.8</b>	<b>-4.0</b>

**Table BD0-4**

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
<b>(7000) CITYWIDE PLANNING</b>								
(7010) CITYWIDE PLANNING	589	1,154	999	-155	4.3	4.4	6.4	2.0
(7020) GEOGRAPHIC INFO. SYSTEMS AND INFO. TECH.	577	586	612	26	5.3	4.4	4.4	0.0
(7030) STATE DATA CENTER	399	463	479	15	4.3	4.4	4.4	0.0
<b>SUBTOTAL (7000) CITYWIDE PLANNING</b>	<b>1,565</b>	<b>2,203</b>	<b>2,090</b>	<b>-114</b>	<b>14.0</b>	<b>13.2</b>	<b>15.2</b>	<b>2.0</b>
<b>TOTAL PROPOSED OPERATING BUDGET</b>	<b>10,167</b>	<b>10,312</b>	<b>10,234</b>	<b>-78</b>	<b>70.1</b>	<b>70.0</b>	<b>70.5</b>	<b>0.5</b>

(Change is calculated by whole numbers and numbers may not add up due to rounding)

**Note:** For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

## Division Description

The Office of Planning operates through the following 4 divisions:

**Development Review and Historic Preservation** – conducts analysis of and negotiates development projects for conformance with land use law and the District Comprehensive Plan, and prepares and recommends amendments to the Zoning regulations and map consistent with the Comprehensive Plan and small area plans. This division also 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 District's Historic Landmark and Historic District Protection Act; and acts as the certified state historic preservation program under the National Historic Preservation Act.

This division contains the following 2 activities:

- **Development and Zoning Review** – provides the Board of Zoning Adjustment and the Zoning Commission with professional analysis of large and/or complex zoning cases that may involve variances, special exceptions, campus plans, or planned unit development proposals. The staff also assesses the zoning applied to various areas to make sure that it is consistent with the Comprehensive Plan and recommends changes if necessary; and
- **Historic Preservation** – provides individual technical assistance to any person applying for a District building permit that affects a historic property under the city's preservation law. The staff provides support to the Historic Preservation Review Board, which determines the appropriateness of changes to historic landmarks and historic districts.

**Revitalization/Design and Neighborhood Planning** – provides a broad range of plan development, implementation, and project coordination services for District neighborhoods, central Washington, and the waterfront areas.

This division contains the following 2 activities:

- **Neighborhood Planning** – provides a team of neighborhood planners, including one assigned to each ward, to craft and oversee the implementation of small-area plans, which guide growth and development in neighborhoods in accordance with agreed-upon goals and objectives. Neighborhood planners work in collaboration with Advisory Neighborhood Commissions, citizen associations, residents, businesses, and District agencies to develop and implement the plans; and
- **Revitalization and Design** – develops comprehensive strategies for large-area development that emphasize progressive planning, high-quality urban design, and community engagement, through its expertise in urban design, real estate development, land use planning, architecture, environmental substantiality, and community engagement.

**Citywide Planning** – develops and monitors the District Elements of the Comprehensive Plan, and works with regional and other District agencies to create strategies for critical planning sectors including housing, transportation, economic development, public facilities, and sustainability. 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 so that they can have the information needed to plan, develop, and preserve the District.

This division contains the following 3 activities:

- **Citywide Planning** – develops and monitors the District Elements of the Comprehensive Plan, the District’s 20-year blueprint for the city, and works with regional and other city agencies to create strategies for emerging employment sectors, meeting retail needs, and coordinating land use and transportation;
- **Geographic Information Systems and Information Technology** – provides mapping, spatial information, and analysis to District agencies, citizens, and a variety of other stakeholders. These services complement the automated tools available on [www.dc.gov](http://www.dc.gov); and
- **State Data Center** – serves as the clearinghouse for all Federal Census data. It provides a variety of demographic, social, economic, and housing data for the District by ward, census tract, block-group, and block to District agencies, residents, and other stakeholders.

**Agency Management** – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

### **Division Structure Change**

The Office of Planning has no division structure changes in the FY 2017 proposed budget.

## FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table BD0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

**Table BD0-5**

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2016 Approved Budget and FTE</b>		<b>9,362</b>	<b>66.5</b>
Removal of One-Time Funding	Multiple Programs	-200	0.0
Other CSFL Adjustments	Multiple Programs	291	0.0
<b>LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget</b>		<b>9,453</b>	<b>66.5</b>
Increase: To support additional FTEs	Citywide Planning	237	2.0
Increase: To align resources with operational spending goals	Agency Management	10	0.0
Decrease: To adjust the Contractual Services budget	Multiple Programs	-267	0.0
Decrease: To align personal services and Fringe Benefits with projected costs	Multiple Programs	-359	-4.0
<b>LOCAL FUNDS: FY 2017 Agency Budget Submission</b>		<b>9,075</b>	<b>64.5</b>
Reduce: Neighborhood Planning - Contractual Services	Revitalization/Design and Neighborhood Planning	-50	0.0
<b>LOCAL FUNDS: FY 2017 Mayor's Proposed Budget</b>		<b>9,025</b>	<b>64.5</b>
Enhance: To support a local food study (one-time)	Agency Management	200	0.0
Enhance: To support additional FTEs	Development Review and Historic Preservation	124	1.5
Enhance: To support a Cultural Plan (one-time)	Citywide Planning	110	0.0
<b>LOCAL FUNDS: FY 2017 District's Proposed Budget</b>		<b>9,459</b>	<b>66.0</b>
<b>FEDERAL GRANT FUNDS: FY 2016 Approved Budget and FTE</b>		<b>525</b>	<b>3.5</b>
Increase: To align personal services and Fringe Benefits with projected costs	Development Review and Historic Preservation	39	0.0
Decrease: To offset projected adjustments in personal services costs	Development Review and Historic Preservation	-39	0.0
<b>FEDERAL GRANT FUNDS: FY 2017 Agency Budget Submission</b>		<b>525</b>	<b>3.5</b>
No Change		0	0.0
<b>FEDERAL GRANT FUNDS: FY 2017 Mayor's Proposed Budget</b>		<b>525</b>	<b>3.5</b>
No Change		0	0.0
<b>FEDERAL GRANT FUNDS: FY 2017 District's Proposed Budget</b>		<b>525</b>	<b>3.5</b>
<b>PRIVATE GRANT FUNDS: FY 2016 Approved Budget and FTE</b>		<b>325</b>	<b>0.0</b>
Decrease: To align budget with projected grant awards	Citywide Planning	-315	0.0
<b>PRIVATE GRANT FUNDS: FY 2017 Agency Budget Submission</b>		<b>10</b>	<b>0.0</b>
No Change		0	0.0
<b>PRIVATE GRANT FUNDS: FY 2017 Mayor's Proposed Budget</b>		<b>10</b>	<b>0.0</b>
No Change		0	0.0
<b>PRIVATE GRANT FUNDS: FY 2017 District's Proposed Budget</b>		<b>10</b>	<b>0.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Approved Budget and FTE</b>		<b>100</b>	<b>0.0</b>
No Change		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Agency Budget Submission</b>		<b>100</b>	<b>0.0</b>
No Change		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Mayor's Proposed Budget</b>		<b>100</b>	<b>0.0</b>
No Change		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2017 District's Proposed Budget</b>		<b>100</b>	<b>0.0</b>

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**Table BD0-5**

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
<b>INTRA-DISTRICT FUNDS: FY 2016 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
Increase: To align personal services and Fringe Benefits with projected costs	Development Review and Historic Preservation	120	1.0
Increase: To adjust the Contractual Services budget	Development Review and Historic Preservation	20	0.0
<b>INTRA-DISTRICT FUNDS: FY 2017 Agency Budget Submission</b>		<b>140</b>	<b>1.0</b>
No Change		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2017 Mayor's Proposed Budget</b>		<b>140</b>	<b>1.0</b>
No Change		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2017 District's Proposed Budget</b>		<b>140</b>	<b>1.0</b>
<b>GROSS FOR BD0 - OFFICE OF PLANNING</b>		<b>10,234</b>	<b>70.5</b>

(Change is calculated by whole numbers and numbers may not add up due to rounding)

**FY 2017 Proposed Budget Changes**

The Office of Planning's (OP) proposed FY 2017 gross budget is \$10,234,248 which represents a 0.8 percent decrease from its FY 2016 approved gross budget of \$10,312,367. The budget is comprised of \$9,459,248 in Local funds, \$525,000 in Federal Grant funds, \$10,000 in Private Grant funds, \$100,000 in Special Purpose Revenue funds, and \$140,000 in Intra-District funds.

**Current Services Funding Level**

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2016 approved budget across multiple divisions, and it estimates how much it would cost an agency to continue its current divisions and operations into the following fiscal year. The FY 2017 CSFL adjustments to the FY 2016 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

OP's FY 2017 CSFL budget is \$9,453,116, which represents a \$90,749, or 1.0 percent, increase over the FY 2016 approved Local funds budget of \$9,362,367.

**CSFL Assumptions**

The FY 2017 CSFL calculated for OP included adjustment entries that are not described in detail on table 5. These adjustments include a reduction of \$200,000 to account for the removal of one-time funding appropriated in FY 2016 to support the DC Beautification Pilot Program to beautify two or more street segments in Wards 7 and 8. Additionally, adjustments were made for increases of \$258,803 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements, and an increase of \$19,024 in nonpersonal services based on the Consumer Price Index factor of 2.3 percent.

CSFL funding for OP also includes an increase of \$4,610 for the Fixed Costs Inflation Factor to account for Fleet services estimates and \$8,312 for the Personal Services Adjustment, which represents the projected impact of new positions requested in the FY 2016 budget, approved union contracts, and corresponding salary and other adjustments.

### **Agency Budget Submission**

**Increase:** In Local funds, OP's proposed personal services budget for the Citywide Planning division includes an increase of \$237,348 and 2.0 FTEs for a reallocation of staff from the Revitalization/Design and Neighborhood Planning division. In nonpersonal services, the Agency Management division reflects an increase of \$10,000 to align resources with projected travel costs. OP's proposed Federal Grants funds budget includes an increase of \$38,611 in personal services to align the budget with projected salary and Fringe Benefit costs within the Development Review and Historic Preservation division. In Intra-District funds, OP's proposed budget includes an increase of \$140,000 and 1.0 FTE for a Memorandum of Understanding agreement with the District Department of Transportation for project review support. This adjustment is comprised of a net personal services increase of \$120,362 and 1.0 FTE to support the staffing needs of the project and \$19,638 in nonpersonal services to support contractual services for required planning.

**Decrease:** OP's budget proposal for Local funds reflects a net decrease of \$266,503 in Contractual Services across multiple divisions to reflect an alignment of the budget with projected costs associated with planning contracts. In personal services, the proposed budget includes a net reduction of \$358,970 and 4.0 FTEs across multiple divisions, which includes a reduction of \$237,348 for a reallocation of 2.0 FTEs from the Revitalization/Design and Neighborhood Planning division to the Citywide Planning division, and \$121,622 for the elimination of 2.0 FTEs. In Federal Grants funds, the proposed budget for the Development Review and Historic Preservation division includes a reduction of \$38,611 in Contractual Services costs for the historic preservation contract, as an offset to the costs associated with the staffing of the project. In Private Grants, OP's proposed budget reflects a reduction of \$315,000 in the Citywide Planning division based on projected costs for the Creative Place-Making project.

### **Mayor's Proposed Budget**

**Reduce:** OP's budget proposal for Local funds reflects a decrease of \$50,000 in Neighborhood Planning for contractual services to align the budget with projected costs.

### **District's Proposed Budget**

**Enhance:** The proposed Local funds budget include increases of \$200,000 in one-time funding in the Agency Management division to finance a local food system study, \$124,257 and 1.5 FTEs to support the Development Review and Historic Preservation division, and \$110,000 in one-time funding in the Agency Management division to support a Cultural Plan.



## Agency Performance Plan\*

Office of Planning (OP) has the following strategic objectives for FY 2017:

### Strategic Objectives

Strategic Objectives describe what the agency will do, at a high level, to achieve its mission. These are action-based sentences that define what an agency does for its customers, whether the customers are residents or other District agencies, and how that improves the District.

### Objectives

1. Provide technical expertise and data to support sound policy decisions that strengthen the District’s fiscal stability, sustainability, and urban design.
2. Catalyze improvements in neighborhoods and commercial corridors to enhance economic competitiveness, livability, and environmental harmony.
3. Increase the transparency and predictability of the planning process to better engage stakeholders and to enrich the dialogue around key planning tools and topics.
4. Enhance the District’s built environment by promoting high quality development through clarified regulations, mandatory zoning and historic preservation review processes, and technical assistance in planning and design.
5. Create and maintain a highly efficient, transparent, and responsive District government.\*\*

### Activities

Activities include the work that happens on a daily basis to help achieve the strategic objectives. Activity names come from the Budget line items. This is further divided into “daily services” (ex. sanitation disposal), and long-term “key projects” that are high profile, one-time and span several years, (ex. redevelopment of Walter Reed Army Medical Center). Many agencies will mostly have daily services, whereas some agencies that are more capital-based will have several key projects.

### 1. Provide technical expertise and data to support sound policy decisions that strengthen the District’s fiscal stability, sustainability, and urban design. (9 Activities)

Activity Title	Activity Description	Type of Activity
Mapping services	Provide mapping services to District agencies and the public.	Daily Service
Demographic services	Provide U.S. Census population and demographic data to District agencies and the public.	Daily Service
Growth forecasts	Provide District of Columbia Growth Forecasts on population, households, and employment.	Key Project
INDICES	Produce INDICES, a 300 page snapshot of District government operations, every other year.	Key Project
Policy support	Provide policy assistance to the Mayor's Office and partner agencies in key sectors such as housing, transportation, and economic development.	Daily Service
Design support	Provide design services to OP divisions and District agencies.	Daily Service
Planning pilots	Pilot planning tools to demonstrate the feasibility of new ideas or strategies in OP reports.	Daily Service
Capital planning	Provide longrange capital planning services for schools, parks, and other public facilities.	Key Project
Housing	Provide programmatic support to District agencies for affordable housing initiatives.	Key Project

**2. Catalyze improvements in neighborhoods and commercial corridors to enhance economic competitiveness, livability, and environmental harmony. (4 Activities)**

<b>Activity Title</b>	<b>Activity Description</b>	<b>Type of Activity</b>
Comprehensive Plan	Monitor and update the city's Comprehensive Plan to establish land uses and other overarching policies that guide growth and development.	Daily Service
Small Area Plans	Develop small area plans or other customized tools to address challenges and manage change at the neighborhood scale.	Daily Service
Comprehensive Plan updates and amendments	Produce a full update to the Comprehensive Plan every 12 years and an amendment every four years.	Key Project
Poplar Point redevelopment	Produce a Small Area Plan and work with the National Park Service to facilitate the transfer and improvement of Poplar Point.	Key Project

**3. Increase the transparency and predictability of the planning process to better engage stakeholders and to enrich the dialogue around key planning tools and topics. (4 Activities)**

<b>Activity Title</b>	<b>Activity Description</b>	<b>Type of Activity</b>
Engagement	Conduct meaningful public engagement through active projects in all eight wards.	Daily Service
Education	Educate residents and other stakeholders regarding current planning policies and zoning regulations.	Daily Service
Best practices	Develop and adopt new and effective methods to improve the quality of public participation and input.	Daily Service
Zoning regulations update	Prepare print and webbased information and conduct trainings for the public, ANCs, and development community.	Key Project

**4. Enhance the District’s built environment by promoting high quality development through clarified regulations, mandatory zoning and historic preservation review processes, and technical assistance in planning and design. (7 Activities)**

<b>Activity Title</b>	<b>Activity Description</b>	<b>Type of Activity</b>
Historic Preservation Review Board (HPRB) staff reports	Produce a staff report on each case before the Historic Preservation Review Board.	Daily Service
Homeowner grants	Award targeted grants to help low and moderate-income homeowners with the cost of preserving their historic homes.	Daily Service
Historic landmark designations	Evaluate and recognize significant properties eligible for historic landmark designation.	Daily Service
Historic preservation reviews	Review conceptual design and permit applications for work on historically designated or eligible properties, or properties in historic districts.	Daily Service
Zoning staff reports	Produce a staff reports on each case before the Zoning Commission and Board of Zoning Adjustment.	Daily Service
Historic preservation plan	Produce longterm, comprehensive historic preservation plans to guide efforts and establish goals.	Key Project
Zoning regulations update	Work with the Office of Zoning, Office of the Attorney General, and the Department of Consumer and Regulatory Affairs (DCRA) to implement the new zoning regulations.	Key Project

## KEY PERFORMANCE INDICATORS

Key Performance Indicators measure how well an agency is achieving its Strategic Objectives. They are outcome oriented and should be used to answer the question, “What does the agency need to measure to determine success?”

### 1. Provide technical expertise and data to support sound policy decisions that strengthen the District’s fiscal stability, sustainability and urban design. (6 Measures)

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2015 Target	FY 2016 Target	FY 2017 Target
Develop facility plans, identify public/private partnerships or co-location opportunities, and conduct demographic analyses for targeted agencies		2	2	2	2	2
Percent of OP responsible Comprehensive Plan implementation items from the current plan and future amendments that are newly achieved during the fiscal year		21%	21%	20%	22%	22%
Change in retail indicators relative to the baseline, as measured by change in Gross Sales and Use Tax		2.2%	8.4%	1%	1%	1%
Change in retail indicators relative to the baseline, as measured by change in Retail Trade Employment		8.8%	5.8%	1%	1%	1%
Positive change in District population		2.2%	1.9%	2.8%	1.8%	1.7%
Percent of customers who indicate that they are satisfied with the data and analysis they have received from OP staff, and that it will enable them to fulfill their role in planning the city and influencing quality neighborhood outcomes		95.9%	96.3%	90%	92%	92%

### 2. Catalyze improvements in neighborhoods and commercial corridors to enhance economic competitiveness, livability, and environmental harmony. (1 Measure)

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2015 Target	FY 2016 Target	FY 2017 Target
Percent of OP small area plans approved by the Council		Not available	100%	90%	92%	92%

### 3. Increase the transparency and predictability of the planning process to better engage stakeholders and to enrich the dialogue around key planning tools and topics. (2 Measures)

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2015 Target	FY 2016 Target	FY 2017 Target
Percent of plans completed in 18 months or less		100%	100%	80%	80%	85%
Cost of consultant services per small area plan completed		\$297,447	\$289,140	\$300,000	\$300,000	\$300,000

**4. Enhance the District’s built environment by promoting high quality development through clarified regulations, mandatory zoning and historic preservation review processes, and technical assistance in planning and design. (8 Measures)**

<b>Measure</b>	<b>New Measure/ Benchmark Year</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2015 Target</b>	<b>FY 2016 Target</b>	<b>FY 2017 Target</b>
Percent of historic property permit applications reviewed over the counter		91.4%	95.5%	90%	90%	90%
Dollar amount of historic homeowner grants issued		\$335,912	\$84,583	\$180,000	\$180,000	\$250,000
Percent of historic landmark designations without owner objection		88.9%	75%	85%	85%	85%
Percent of DC government project reviews concluded with adverse effects resolved by consensus		100%	100%	90%	90%	90%
Percent of Development Revenue reports that meet the expectations of boards/commissions		93.6%	93.2%	90%	92%	92%
Average number of cases reviewed per zoning review staff		36%	37.6%	35%	35%	35%
Average number of cases reviewed per historic preservation staff		878.3	797.5	600	600	600
Percent of Planning Unit Developments (PUDs) that exceed minimum requirements to further the Sustainable DC plan including the provision of green roofs or other features to help reduce storm water runoff, electric car charging stations or bike share facilities		83.3%	100%	60%	60%	60%

**5. Create and maintain a highly efficient, transparent and responsive District government.\*\* (9 Measures)**

<b>Measure</b>	<b>New Measure/ Benchmark Year</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2015 Target</b>	<b>FY 2016 Target</b>	<b>FY 2017 Target</b>
Contracts/Procurement Expendable Budget spent on Certified Business Enterprises	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Contracts/Procurement Contracts lapsed into retroactive status	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Budget Local funds unspent	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Budget Federal Funds returned	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Customer Service Meeting Service Level Agreements	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Human Resources Vacancy Rate	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Human Resources Employee District residency	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Human Resources Employee Onboard Time	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Performance Management Employee Performance Plan Completion	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016

**Performance Plan End Notes:**

\*For more information about the new structure and components of FY 2017 draft performance plans, please see the FY 2017 Proposed Budget and Financial Plan, Volume 1, Appendix E

\*\*\*"Create and maintain a highly efficient, transparent and responsive District government" is a new Strategic Objective this year required for all agencies.

\*\*\*Key Performance Indicators that are new may not have historical data and may only have FY 2017 targets.