

GOVERNMENT OF THE DISTRICT OF COLUMBIA



OFFICE OF ZONING

March 15, 2021

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 February 19, 2021, related to the Office of Zoning (OZ), I respectfully submit the following information:

- 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**.

- 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 March 1, 2021. The Schedule A also should indicate any vacant positions in the agency. Please do not include Social Security numbers.*

Please see **Attachment B**.

- Please list as of March 1, 2021 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.*

Name	Agency Detailed To	Reason for the Detail	Date Detail Began	Actual or Project Return Date
Adrienne Carter	DHS	OZ detailed one employee to Department of Human services (DHS) to work on COVID-19 Contact & Trace	May 15, 2020	The employee resigned from the agency effective February 26, 2021.

		Project. The detail appointment was May 15, 2020 - February 26, 2021.		
Alexandra Cain	OAG	In FY 2021, three FTE's were transferred from OAG to OZ in the first step to move legal services into the agency. OZ detailed the employees back to OAG so the full compliment of attorneys can work together until such time as OZ is allotted an additional three attorneys.	10/1/2019	If a full complement of attorneys is granted to the agency, these attorneys will return.
John "Jack" Rice	OAG		08/1/2020	
Daniel Bassett	OAG		11/25/2019	

4. (a) For fiscal year 2020, 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 any bonus pay.

2019				
Name	Position Title	Salary	Overtime	Bonus Pay
Sara Bardin	Director	\$183,221	N/A	N/A
Clifford Moy	Secretary to the BZA	\$162,300	N/A	N/A
Sharon Schellin	Secretary to the ZC	\$139,273	N/A	N/A
Allison Myers	General Counsel	\$129,461	N/A	N/A

- (b) For fiscal year 2021, 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.

2020				
Name	Position Title	Salary	Overtime	Bonus Pay
Sara Bardin	Director	\$183,221	N/A	N/A
Clifford Moy	Secretary to the BZA	\$162,300	N/A	N/A
Sharon Schellin	Secretary to the ZC	\$139,273	N/A	N/A
Allison Myers	General Counsel	\$129,461	N/A	N/A

5. Please list, in descending order, the top 15 overtime earners in your agency for fiscal year 2020. 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 2020 and 2021 (as of March 1), 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 pay in FY 2020 or 2021.

7. For fiscal year 2020 and 2021 (as of March 1), 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 2020 or 2021.

8. For fiscal years 2019, 2020, and 2021 (as of March 1), 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 2019, 2020 or 2021.

9. Please provide the name of each employee who was or is on administrative leave in fiscal years 2020 and 2021 (as of March 1). 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 March 1, 2021).

OZ did not have any employees on administrative leave in fiscal years 2020 or 2021.

10. For fiscal years 2020 and 2021 (as of March 1, 2021), please list, in chronological order, all intra-District transfers to or from the agency. Give the date, amount, and reason for the transfer.

FY 2020 Intra-Districts - BJO as the Buyer			
Seller Agency	Date	Amount	Description
Office of Contracting and Procurement	10/1/2019	\$30,000	PCARD
Office of the Chief Technology Officer (OCTO)	11/28/2018	\$3,100	RTS Advance
FY 2020 Intra-Districts - BJO as the Seller			
Funding Agency	Date	Amount	Description
Office of Planning (BD0)	10/1/2018	\$21,770	Provide audio/visual support for Historic Preservation Review Board (HPRB) Hearings.
FY 2020 Intra-Districts - BJO as the Buyer			
Seller Agency	Date	Amount	Description
Office of Contracting and Procurement	10/1/2019	\$30,000	PCARD

Office of Finance & Resource Management (OFRM)	10/1/2019	\$1,100	RTS Advance
Department of Human Resources (DCHR)	12/21/2018	\$11,950	HR Services/Support
FY 2020 Intra-Districts - BJO as the Seller			
Funding Agency	Date	Amount	Description
Office of Planning (BD0)	10/1/2019	\$6,883.00	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 2020 and 2020 (as of March 1). 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 2020 Original Budget			
Reason	Amount	From	To
None			
FY 2019 Revised Budget			

Reprogrammings Into/Out of the Agency			
FY 2021 Original Budget			
Reason	Amount	From	To
None			
FY 2020 Revised Budget			

12. Please list, in chronological order, every reprogramming within your agency during fiscal year 2021 to date. Also, include known, anticipated intra-agency reprogrammings. For each, give the date, amount, and rationale.

OZ has not reprogrammed any funds thus far in FY 2021.

13. For fiscal years 2020 and 2021 (as of March 1), 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 2019, 2020, and 2021 (as of March 1) 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 2019, 2020, and the first quarter of 2021. In addition, please explain the variances between fiscal year appropriations and actual expenditures for fiscal years 2019 and 2020.

Class	Object Description	FY19		FY20		FY21	
		Approved Budget	Revised Budget	Approved Budget	Revised Budget	Approved Budget	Revised Budget
Personal Services:							
11	Salaries - Continuing Full-Time	\$1,823,660	\$1,823,660	\$2,254,306	\$2,254,306	\$2,169,586	\$2,169,586
12	Salaries - Term	\$0	\$0	\$0	\$0	\$81,070	\$81,070
13	Additional Gross Pay	\$0	\$0	\$0	\$0	\$0	\$0
14	Fringe Benefits	\$386,616	\$386,616	\$484,676	\$484,676	\$457,074	\$457,074
15	Overtime	\$0	\$0	\$0	\$0	\$0	\$0
	Total Personnel Services	\$2,210,276	\$2,210,276	\$2,738,982	\$2,738,982	\$2,738,982	\$2,738,982
Non-Personal Services:							
20	Supplies	\$30,000	\$30,000	\$25,000	\$16,991	\$19,600	\$19,600
31	Telecommunications	\$0	\$0	\$1,100	\$1,100	\$1,100	\$1,100
40	Other Services	\$507,691	\$506,591	\$177,292	\$107,360	\$157,007	\$157,007
41	Contractual Services	\$386,614	\$438,614	\$338,614	\$248,785	\$311,482	\$311,482
70	Equipment	\$0	\$30,000	\$30,000	\$7,510	\$23,750	\$23,750
	Total Non-Personnel Services	\$906,305	\$1,006,305	\$572,007	\$381,746	\$523,940	\$523,940
40	Intra-District Fund - 0700	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000
	Total Budget	\$3,140,580	\$3,240,580	\$3,334,989	\$3,144,728	\$3,255,669	\$3,255,669
NOTES:							
	The difference in budget reflects budget reductions due to the COVID Pandemic.						
	The difference in budget reflects \$100,000 that was allotted to OZ to study short-term rentals.						
	The difference in budget reflects the reprogramming of \$30,000 that was erroneously deducted from Object Class 70 and added to Object Class 41.						

Object		FY19			FY20		
Class	Description	Revised Budget	Obligations	Available Budget	Revised Budget	Obligations	Available Budget
Personal Services:							
11	Salaries - Continuing Full-Time	\$1,823,660	\$1,729,560	\$94,100	\$2,254,306	\$2,104,564	\$149,742
12	Salaries - Term	\$0	-\$58,850	\$0	\$0	\$46,410	-\$46,410
13	Additional Gross Pay	\$0	-\$41,544	\$0	\$0	\$41,544	-\$9,983
14	Fringe Benefits	\$386,616	\$358,381	\$28,235	\$484,676	\$358,381	\$50,925
15	Overtime	\$0	\$0	\$0	\$0	\$0	\$0
	Total Personnel Services	\$2,210,276	\$2,152,288	-\$28,676	\$2,738,982	\$2,188,334	\$144,274
Non-Personal Services:							
20	Supplies	\$30,000	\$17,231	\$12,769	\$16,991	\$15,415	\$1,576
31	Telecommunications	\$0	\$39,592	-\$39,592	\$1,100	\$187	\$913
40	Other Services	\$506,591	\$333,005	\$174,685	\$107,360	\$80,802	\$26,557
41	Contractual Services	\$438,614	\$284,264	\$154,350	\$248,785	\$241,844	\$6,941
70	Equipment	\$30,000	\$19,920	\$10,080	\$7,510	\$7,510	\$0
	Total Non-Personnel Services	\$1,006,305	\$694,012	\$312,293	\$381,746	\$345,759	\$35,987
40	Intra-District Fund - 0700	\$24,000	\$18,688	\$5,313	\$24,000	\$21,770	\$2,239
	Total Budget	\$3,240,580	\$2,901,033	\$339,547	\$3,144,728	\$2,962,237	\$182,491
NOTES:							
At the end of fiscal year FY 2019 the remaining funds reflect:							
<ul style="list-style-type: none"> • \$100,000 that was given to OZ to perform a Short-Term Rental study (the study was not conducted) • Funds remaining from stipends. • Funds from a contract that were not expended because a consultant was unable to work. • Funds left over from OAG MOU. 							

15. Please list all memoranda of understanding (MOU) either entered into by your agency or in effect during fiscal years 2020 and 2021 (as of March 1). For each, describe its purpose, indicate the date entered, and provide the actual or anticipated termination date.

2019			
Agency	Service	Date Entered	Date Terminated
Office of Planning	Provide audio/visual support for Historic Preservation Review Board (HPRB) Hearings.	10/01/2019	09/30/2020
Office of the Attorney General	To reassign three FTEs to OAG.	10/01/2019	09/30/2020
DCHR	To provide personnel services for the Office of Zoning.	10/01/2020	09/30/2021
Office of the Chief Technology Officer	Microsoft Office 365 Enterprise license	10/01/2019	09/30/2020
2020			
Agency	Service	Date Entered	Date Terminated
Office of Planning	Provide audio/visual support for Historic Preservation Review Board (HPRB) Hearings.	10/01/2020	09/30/2021

Office of the Attorney General	To reassign three FTEs to OAG.	10/01/2020	09/30/2021
DCHR	To provide personnel services for the Office of Zoning.	10/01/2020	09/30/2021

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 2019, 2020 and 2021.*

OZ had one budget enhancement request for FY2021. It was for three additional FTEs, so the legal services for the ZC and BZA could be housed at OZ. (see **Attachment C**).

17. *Please list all currently open capital projects for agency (as of March 1st), 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	\$1,377,658	\$1,192,000	\$1,012,133	\$165,204	\$200,319

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 2020 or 2021 (as of March 1, 2021).*

Not Applicable

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

Not Applicable

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 2019, 2020, and 2021 (as of March 1). Give a brief description of each grievance, and the outcome as of March 1, 2021. 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.*

(b) If different, please describe the agency's procedures for investigating allegations of misconduct.

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 FY 2019 and FY 2020, to date, and the resolution of each as of the date of your answer.

OZ has received no complaints in FY 2020 and FY 2021.

22. *In table format, please list the following for fiscal years 2020 and 2021 (as of March 1, 2021) 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		
2020	Zelalem Hill	Special Assistant	\$2,500 for services goods	\$5,000.00 for	\$20,000.00	\$10,379.25

2021	Zelalem Hill	Special Assistant	\$2,500 for service \$5,000.00 for goods	\$20,000.00	\$21,595.04
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23. *Please provide a list of all procurements for goods or services for use by your agency over \$10,000 for fiscal years 2020 and 2021 (as of March 1, 2021). 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 2020 Procurements Over \$10,000		
Description	Vendor	Amount Obligated in 2021
Zoning Map Support, Maintenance and Enhancements	BLUE RASTER LLC	\$99,994.00
Court Reporting Services	NEAL R GROSS AND CO INC	\$81,000.00
IZIS Development Project and Website Support	OST, INC.	\$179,86.85
Court Reporting Services	NEAL R GROSS AND CO INC	\$67,187.20
Zoning Map Support, Maintenance and Enhancements	BLUE RASTER LLC	\$99,968.00
Video Streaming	EARTHCHANNEL COMMUNCATION, INC	\$11,920.00
E-2016 Zoning Regulation	ENCODEPLUS LLC.	\$20,500.00

FY 2021 Procurements Over \$10,000		
Description	Vendor	Amount Obligated in 2021
E-2016 Zoning Regulation	ENCODEPLUS LLC.	\$25,380.00
IZIS Development Project and Website Support	OST, INC.	\$303,497.59
Video Streaming	EARTHCHANNEL COMMUNCATION, INC	\$11,920.00
Zoning Map Support, Maintenance and Enhancements	BLUE RASTER LLC	\$99,952.80
Court Reporting Services	HUNT REPORTING COMPANY	\$72,000.00
Letter Folder Inserter	DUPONT COMPUTERS INC	\$10,495.00

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 if the answer is more than 20 lines, and as an attachment, please provide the following information for fiscal years 2020 and 2021 (as of March 1), 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.

2020			
Phone Holder	Title	Annual Expense	Justification
Donna Hanousek	Senior Zoning Specialist	\$540	Telework during the pandemic made it necessary for cellphones to be purchased for these employees in order to receive work related calls and to be able to use VPN.
Robert Reid	Zoning Specialist	\$540	
Mercedes Frazier	Contact Representative	\$540	
Sheila Waiters	Staff Assistant	\$540	
Adrienne Carter	IZIS Program Manger	\$540	Requirement to be available on a 24/7 basis for the purpose of maintaining the IT network.
Ndifon Abung	IT Specialist	\$540	
Michael Sakinejad	GIS Program Manager	\$540	
2021			
Phone Holder	Title	Annual Expense	Justification
Donna Hanousek	Senior Zoning Specialist	\$540	Telework during the pandemic made it necessary for cellphones to be purchased for these employees in order to receive work related calls and to be able to use VPN.
Robert Reid	Zoning Specialist	\$540	
Mercedes Frazier	Contact Representative	\$540	
Sheila Waiters	Staff Assistant	\$540	
Adrienne Carter	IZIS Program Manger	\$540	Requirement to be available on a 24/7 basis for the purpose of maintaining the IT network.
Ndifon Abung	IT Specialist	\$540	
Michael Sakinejad	GIS Program Manager	\$540	

25. *(a) Does your agency have or use one or more government vehicle? If so, for fiscal years 2020 and 2021 (as of March 1), 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.); and (6) what employee discipline resulted, if any.)*

OZ does not have or use a government vehicle.

(b) Please list all vehicle accidents involving your agency's vehicles for fiscal years 2018, 2019, and 2020 (through January 31). Provide: (1) a brief description of each accident; (2) the type of vehicle

involved; (3) the name and title/position of the driver involved; (4) the justification for using such vehicle; 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 2020 and FY 2021 to date. Briefly describe each and the sanction, if any.*

Not applicable.

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 chauffer or take-home status.

Not Applicable

29. *In table format, please provide the following information for fiscal years 2020 and 2021 (as of March 1) 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.); (4) what agency or entity paid for the trips; and (5) justification for the travel (per person and trip).*

Not Applicable

30. Please provide and itemize, as of March 1, 2021, 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	
Donald Andrews	Zoning Specialist	13 months	08/02/2020	09/01/2021	

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.).
 - c. Automatic notifications to alert ANCs on newly filed cases.
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 2021 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 2021 and beyond are:

- Commenting module for all rulemaking cases;
- Calendar app to highlight comment periods;
- Wizard forms for party status, motions, postponements, etc.
- New more user-friendly regulations; 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 2020? 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 2019, 2020, and 2021 as stated in the reports.*

As shown in the FY20 data, of the 64 requests received, 95% (61 requests) of the FOIA requests received by DCOZ were referred, in whole or in part, to another public body. In practice, this occurs frequently because individuals submit FOIA requests to DCOZ seeking information regarding building permits, certificates of occupancy, zoning compliance actions, or environmental hazards, for which DCOZ keeps no relevant records. These requests are referred to the appropriate agency, which is most often the Department of Consumer and Regulatory Affairs or to the Department of Energy and Environment.

In addition, much of the zoning information sought by FOIA request in FY 2020 was publicly available and therefore did not require the release of internal records. For these requests, DCOZ provided a response to the individual that indicated where the information sought can be found and, when possible, provided links to the relevant DCOZ tool or resource. Most often, the information sought could be found in the Official Zoning Map, the Interactive Zoning Information System, or the Zoning Regulations. As a result, requests seeking only public information are included in the "Other disposition category."

DCOZ strives to respond to FOIA requests expeditiously and has processed all requests in FY20 within 15 days, with the average response time being 2 days. (see **Attachment D**).

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 2019, 2020 and 2021 (through January 31).

Fiscal Year	Adjusted Expendable Budget	Amount Spent with SBEs	Percentage Spent with SBEs	CBE Spending Goal Per opportunities Guide
FY 2019	\$207,369.08	\$134,574.47	65%	\$135,664.00
FY 2020	\$283,162.00	\$110,519.08	87.31%	\$141,581.00
FY 2021	\$247,839.54	Not Available	Not Available	\$123,919.77

Fiscal Year	Amount Spent with CBEs	Percentage Spent with CBEs	Number of CBE Waivers Submitted	Waiver Dollar Amount	Efforts to reduce Waivers
FY 2019	\$134,574.47	65%	1	-	Whenever possible, OZ made every effort to spend all expendable dollars with CSBEs before contracting with non-CSBE entities.
FY 2020	\$283,162.00	87.31%	1	-	
FY 2021	\$247,839.54	Not Available	1	-	

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 E**.

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) 2019, 2020, and 2021 (through the first quarter).

Measure	FY2019 Actual	FY2020 Actual	FY2021 1st Qtr
Percent of zoning certifications completed within 5 business days	100%	91%	100%
Percent of BZA summary orders issued within 10 business days	99.6%	100%	100%
Percent of BZA hearings scheduled within 3 months of application acceptance (excluding recess month)	77.2%	58.7%	4%
Percentage of website inquiries responded to within 24 hours	95.2%	100%	83.3%

Percent of updates to the official zoning map completed within 5 of days of the issuance of a zoning order	100%	91%	100%
Percent of webstreamed video of ZC and BZA hearings and meetings that are posted to OZ's website with 48 hours of recording	100%	100%	100%

(b) What KPIs have been dropped (or changed) since 2019? List each specifically and explain why it was dropped or changed.

No KPIs were changed or dropped since FY2019.

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

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 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.

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.

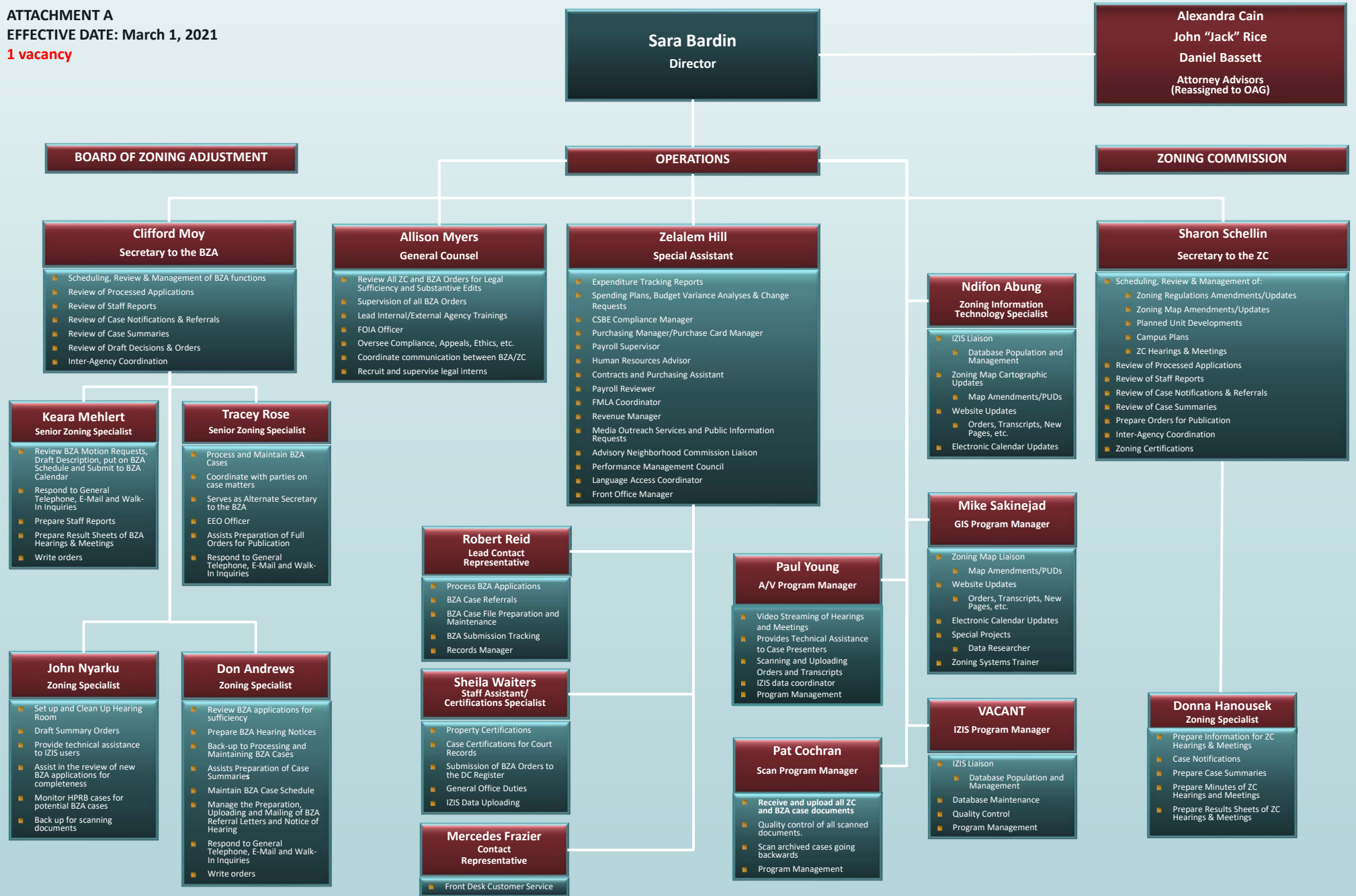
Sincerely,



Sara A. Bardin
Director

Enclosure: Attachment A – Organizational Chart
Attachment B – Schedule A
Attachment C – FY 2021 Enhancement Request
Attachment D – FY 2019 FOIA Report
Attachment E – FY 2020 OZ Performance Plan

ATTACHMENT A
EFFECTIVE DATE: March 1, 2021
1 vacancy



Sara Bardin
 Director

Alexandra Cain
 John "Jack" Rice
 Daniel Bassett
 Attorney Advisors
 (Reassigned to OAG)

BOARD OF ZONING ADJUSTMENT

OPERATIONS

ZONING COMMISSION

Clifford Moy
 Secretary to the BZA

- Scheduling, Review & Management of BZA functions
- Review of Processed Applications
- Review of Staff Reports
- Review of Case Notifications & Referrals
- Review of Case Summaries
- Review of Draft Decisions & Orders
- Inter-Agency Coordination

Allison Myers
 General Counsel

- Review All ZC and BZA Orders for Legal Sufficiency and Substantive Edits
- Supervision of all BZA Orders
- Lead Internal/External Agency Trainings
- FOIA Officer
- Oversee Compliance, Appeals, Ethics, etc.
- Coordinate communication between BZA/ZC
- Recruit and supervise legal interns

Zelalem Hill
 Special Assistant

- Expenditure Tracking Reports
- Spending Plans, Budget Variance Analyses & Change Requests
- CSBE Compliance Manager
- Purchasing Manager/Purchase Card Manager
- Payroll Supervisor
- Human Resources Advisor
- Contracts and Purchasing Assistant
- Payroll Reviewer
- FMLA Coordinator
- Revenue Manager
- Media Outreach Services and Public Information Requests
- Advisory Neighborhood Commission Liaison
- Performance Management Council
- Language Access Coordinator
- Front Office Manager

Sharon Schellin
 Secretary to the ZC

- Scheduling, Review & Management of:
 - Zoning Regulations Amendments/Updates
 - Zoning Map Amendments/Updates
 - Planned Unit Developments
 - Campus Plans
 - ZC Hearings & Meetings
- Review of Processed Applications
- Review of Staff Reports
- Review of Case Notifications & Referrals
- Review of Case Summaries
- Prepare Orders for Publication
- Inter-Agency Coordination
- Zoning Certifications

Keara Mehlert
 Senior Zoning Specialist

- Review BZA Motion Requests, Draft Description, put on BZA Schedule and Submit to BZA Calendar
- Respond to General Telephone, E-Mail and Walk-In Inquiries
- Prepare Staff Reports
- Prepare Result Sheets of BZA Hearings & Meetings
- Write orders

Tracey Rose
 Senior Zoning Specialist

- Process and Maintain BZA Cases
- Coordinate with parties on case matters
- Serves as Alternate Secretary to the BZA
- EEO Officer
- Assists Preparation of Full Orders for Publication
- Respond to General Telephone, E-Mail and Walk-In Inquiries

John Nyarku
 Zoning Specialist

- Set up and Clean Up Hearing Room
- Draft Summary Orders
- Provide technical assistance to IZIS users
- Assist in the review of new BZA applications for completeness
- Monitor HPRB cases for potential BZA cases
- Back up for scanning documents

Don Andrews
 Zoning Specialist

- Review BZA applications for sufficiency
- Prepare BZA Hearing Notices
- Back-up to Processing and Maintaining BZA Cases
- Assists Preparation of Case Summaries
- Maintain BZA Case Schedule
- Manage the Preparation, Uploading and Mailing of BZA Referral Letters and Notice of Hearing
- Respond to General Telephone, E-Mail and Walk-In Inquiries
- Write orders

Robert Reid
 Lead Contact Representative

- Process BZA Applications
- BZA Case Referrals
- BZA Case File Preparation and Maintenance
- BZA Submission Tracking
- Records Manager

Sheila Waiters
 Staff Assistant/
 Certifications Specialist

- Property Certifications
- Case Certifications for Court Records
- Submission of BZA Orders to the DC Register
- General Office Duties
- IZIS Data Uploading

Mercedes Frazier
 Contact Representative

- Front Desk Customer Service

Paul Young
 A/V Program Manager

- Video Streaming of Hearings and Meetings
- Provides Technical Assistance to Case Presenters
- Scanning and Uploading Orders and Transcripts
- IZIS data coordinator
- Program Management

Pat Cochran
 Scan Program Manager

- Receive and upload all ZC and BZA case documents
- Quality control of all scanned documents
- Scan archived cases going backwards
- Program Management

Ndifon Abung
 Zoning Information Technology Specialist

- IZIS Liaison
 - Database Population and Management
- Zoning Map Cartographic Updates
 - Map Amendments/PUDs
- Website Updates
 - Orders, Transcripts, New Pages, etc.
- Electronic Calendar Updates

Mike Sakinejad
 GIS Program Manager

- Zoning Map Liaison
 - Map Amendments/PUDs
- Website Updates
 - Orders, Transcripts, New Pages, etc.
- Electronic Calendar Updates
- Special Projects
 - Data Researcher
- Zoning Systems Trainer

VACANT
 IZIS Program Manager

- IZIS Liaison
 - Database Population and Management
- Database Maintenance
- Quality Control
- Program Management

Donna Hanousek
 Zoning Specialist

- Prepare Information for ZC Hearings & Meetings
- Case Notifications
- Prepare Case Summaries
- Prepare Minutes of ZC Hearings and Meetings
- Prepare Results Sheets of ZC Hearings & Meetings

ATTACHMENT B
OFFICE OF ZONING
FY 2021 SCHEDULE A
as of March 1, 2021

Position Number	Title	Vac Stat	FTE	Pgm Code	Grade	Step	FTE x Dist %	Salary	Fringe 21.5%	Salary x Dist %	Fringe x Dist %	Total Comp
AGENCY MANAGEMENT PROGRAM												
00085121	Special Assistant	F	0.25	1010	13	7	25%	104,569	22,482	26,142	5,621	31,763
			0.25	1010 Personnel Total						26,142	5,621	31,763
00085121	Special Assistant	F	0.25	1020	13	7	25%	104,569	22,482	26,142	5,621	31,763
			0.25	1020 Contracting and Procurement Total						26,142	5,621	31,763
00039850	Information Technology Spec	F	0.50	1040	13	10	50%	122,227	26,279	61,114	13,139	74,253
00091991	Information Technology Special	F	0.50	1040	12	4	50%	89,997	19,349	44,999	9,675	54,673
			1.00	1040 Information Technology Total						106,112	22,814	128,926
00075244	DIRECTOR	F	0.25	1050	10	0	25%	183,222	39,393	45,805	9,848	55,654
00085121	Special Assistant	F	0.25	1050	13	7	25%	104,569	22,482	26,142	5,621	31,763
			0.50	1050 Financial Management Total						71,948	15,469	87,416
00075244	DIRECTOR	F	0.25	1090	10	0	25%	183,222	39,393	45,805	9,848	55,654
00085121	Special Assistant	F	0.25	1090	13	7	25%	104,569	22,482	26,142	5,621	31,763
			0.50	1090 Performance Management Total						71,948	15,469	87,416
			2.50	TOTAL AGENCY MANAGEMENT PROGRAM						302,292	64,993	367,285
ZONING SERVICES PROGRAM												
00002798	SUPV ZONING SPEC	F	1.00	2010	15	0	100%	162,300	34,895	162,300	34,895	197,195
00008272	ZONING SPEC	F	1.00	2010	13	9	100%	119,186	25,625	119,186	25,625	144,811
00036011	ZONING SPEC	F	1.00	2010	13	10	100%	122,227	26,279	122,227	26,279	148,506
00099480	Data Coordinator (Zoning)	F	1.00	2010	12	3	100%	87,440	18,800	87,440	18,800	106,240
00097278	Attorney Advisor	F	1.00	2010	14	3	100%	129,461	27,834	129,461	27,834	157,295
00099241	Attorney Advisor	F	1.00	2010	13	1	100%	100,133	21,529	100,133	21,529	121,662
00099938	Attorney Advisor	F	1.00	2010	13	5	100%	113,481	24,398	113,481	24,398	137,879
00100388	Attorney Advisor	F	1.00	2010	13	3	100%	106,807	22,964	106,807	22,964	129,771
00039850	Information Technology Spec	F	0.50	2010	13	10	50%	122,227	26,279	61,114	13,139	74,253
00075244	DIRECTOR	F	0.50	2010	10	0	50%	183,222	39,393	91,611	19,696	111,307
00101859	Zoning Specialist	F	1.00	2010	12	4	100%	89,997	19,349	89,997	19,349	109,346
00085120	Zoning Specialist	F	1.00	2010	12	8	100%	100,225	21,548	100,225	21,548	121,773
00085123	Staff Assistant	F	0.75	2010	11	5	75%	75,094	16,145	56,321	12,109	68,429
00085124	SUPV ZONING SPEC	F	1.00	2010	15	0	100%	139,273	29,944	139,273	29,944	169,217
00097275	Zoning Specialist	F	1.00	2010	12	3	100%	87,440	18,800	87,440	18,800	106,240
00097520	Zoning Specialist	F	1.00	2010	12	2	100%	84,883	18,250	84,883	18,250	103,133
00092309	Contact Representative	F	1.00	2010	9	6	100%	64,050	13,771	64,050	13,771	77,821
			15.75	2010 Zoning Services Total						1,715,948	368,929	2,084,877
00091991	Information Technology Special	F	0.50	2030	12	4	50%	89,997	19,349	44,999	9,675	54,673
00092113	Audiovisual Production Spec	F	1.00	2030	11	4	100%	72,956	15,686	72,956	15,686	88,642
00092114	Program Support Specialist	F	1.00	2030	11	4	100%	72,956	15,686	72,956	15,686	88,642
			2.50	2030 Information Management Total						190,911	41,046	231,956
00085123	Staff Assistant	F	0.25	2040	11	5	25%	75,094	16,145	18,774	4,036	22,810
			0.25	2040 Zoning Certifications Total						18,774	4,036	22,810
			18.50	TOTAL ZONING SERVICES PROGRAM						1,925,632	414,011	2,339,643
										Salary	Fringe	Total Comp
Denotes vacant position.			21.00	Grand Total					Sch A	2,227,924	479,004	2,706,928
									Budget	2,250,656	457,074	2,707,730

ATTACHMENT C

Agency Name

DC Office of Zoning (DCOZ)

Annual Freedom of Information Act Report for Fiscal Year 2020

October 1, 2019 through September 30, 2020

FOIA Officer Reporting Zelalem Hill

PROCESSING OF FOIA REQUESTS

Type text here

- 1. Number of FOIA requests received during reporting period.....64.....
2. Number of FOIA requests pending on October 1,2019.....0.....
3. Number of FOIA requests pending on September 30,2020.....0.....
4. The average number of days unfilled requests have been pending before each public body as of September 30, 20200.....

DISPOSITION OF FOIA REQUESTS

- 5. Number of requests granted, in whole.....3.....
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 publicbodies.....61.....
10. Other disposition0.....

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.....64.....
- 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.....0.....

RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS

- 27. Number of staff hours devoted to processing FOIA requests.....19.....
- 28. Total dollar amount expended by public body for processing FOIA requests.....\$1,145.70.....

FEES FOR PROCESSING FOIA REQUESTS

- 29. Total amount of fees collected by public body.....0.....

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.....

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 FY20 were responded to within the statutory 15-day period. Of the 64 requests received, 57 requests should have been submitted to an agency other than the Office of Zoning (DCOZ). 9 out of the 64 requests contain questions that have answers readily available for the public on the agency website.

ATTACHMENT D

I. Enhancement Request Snapshot

Agency Name: Office of Zoning

Agency Code: BJ0

Enhancement title: Phase II: 3 Attorney Transfer from OAG

This request is priority: 1 out of 1 for this agency.

Agency Point of Contact: Sara Bardin

Date: 10/31/2019

What is the amount of Local funds requested?

Personal Services (PS) Funds	Non-Personal Services (NPS) Funds	Total Funds
\$587,607	\$0	\$587,607

Number of new FTEs requested:

What type of cost will this enhancement be? (select one)

One-time / Partially recurring / **Recurring**

If it is a recurring, or partially recurring cost, what do you estimate to be the costs in each of the following years?

FY 2022	FY 2023	FY 2024
\$616,987	\$647,837	\$680,229

Please summarize this enhancement in two sentences, where the first sentence tells us what the enhancement is, and the second sentence tells us what the expected impact of the enhancement would be:

In FY 2020, the City Council reassigned 3 attorneys from OAG to OZ in Phase I of transferring the agency's legal services from OAG to OZ. The Phase II is to transfer of the remaining 3 attorneys from OAG, effectively transferring BZA and ZC legal service responsibilities to the OZ.

Please detail here or in an attached spreadsheet what the requested funds would purchase (personnel, equipment, contracts, etc.). For each proposed FTE, list the proposed grade and position type/title.

“The Council shifts several land-use attorney positions from the OAG to the Office of Zoning (OZ). Currently six OAG attorneys support the Zoning Commission and the Board of Zoning Adjustment through OZ – two under an MOU between the OAG and OZ, and three funded wholly by the OAG. The OZ and the OAG have worked hand in hand to improve the quality and timeliness of zoning orders. At the same time, there is a desire on the part of the OAG to expand its mission to the support the public interest in the land use arena which can put it in conflict with its

duty to represent its client – in this case OZ. The Council’s goal is to create an independent cadre of zoning attorneys within OZ to continue its work unimpeded. The OAG and OZ have committed to continuing their current relationship despite shifting three attorney positions from the OAG to OZ. The agencies will enter into agreements as necessary to ensure that legal resources dedicated to zoning orders will be held harmless. Only when OZ is confident that it has the resources needed to fully provide in-house legal services will the OAG stop providing support. At that time additional physical space for the OZ attorneys will be necessary.”

These funds would support Phase II of the above initiative started by the City Council in FY2020. The funding supports the transfer of three remaining FTEs from OAG.

FTE 1	14/8	Attorney Advisor
FTE 2	15/10	Attorney Advisor
FTE 3	LX2	Supervisory Attorney Advisor

OZ contacted DGS and was informed that while additional space to accommodate these FTEs is not available at this moment, it is possible that space could be found for 2021. OZ is a locally funded agency; therefore, all costs are managed and budgeted within DGS’ budget. OZ will absorb the costs for hardware and software costs related to the transfer of these FTEs.

II. Rationale

What problem for the District are you aiming to address?

The OZ and the OAG have worked hand in hand to improve the quality and timeliness of zoning orders. At the same time, there is a desire on the part of the OAG to expand its mission to the support the public interest in the land use arena which can put it in conflict with its duty to represent its client – in this case OZ. The Council’s goal is to create an independent cadre of zoning attorneys within OZ to continue its work unimpeded.

What are the reasons why this problem exists?

OZ, BZA, and ZC have historically received legal services from OAG. It has been suggested that because OZ is an independent agency it should have its own legal services in-house.

How does this enhancement address this problem and its underlying reasons?

This request transfers the 3 remaining attorneys from OAG to OZ with the goal of creating an independent cadre of zoning attorneys within OZ to work effectively and efficiently to produce legally sufficient orders in a timely manner.

Is this enhancement a change to an existing program/initiative or a completely new program/initiative?

- Change to an existing program/initiative (e.g., adding staff or resources, serving more or a different set of residents, making changes to the service model)
- Completely new program/initiative for DC

Cost-Benefit Analysis and/or Return on Investment: How does the amount invested relate to the anticipated/desired outputs and outcomes?

(if relevant, please also submit a supporting Excel sheet)

Please ensure responses address the following:

OZ contacted DGS and was informed that while additional space to accommodate these FTEs is not available at this moment, it is possible that space could be found for 2021. OZ is a locally funded agency; therefore, all costs are managed and budgeted within DGS’ budget. OZ will absorb the costs for hardware and software costs related to the transfer of these FTEs.

Will legislative support be required? (Yes/No – If Yes, please submit BSA form)

IMPORTANT: If this enhancement request is for \$400,000 or more, **you must** also complete sections III, and IV. Incomplete submissions will be returned.

III. Draft Project Plan

Please complete this draft project plan to depict how the use of these requested funds would be managed. This will help demonstrate that the plan will enable the delivery of results before the end of the fiscal year. This will also help OBPM determine when full funding will be required for the full implementation of this initiative. Complete as best you can, with the understanding that this draft project plan may evolve if/once the enhancement is granted.

Project Owner: (Who is the single person who will be *most* responsible for this initiative?)

Name: Sara Bardin
Title: Director
Email: sara.bardin@dc.gov
Phone: 202-727-5372

Other Key Team members (Add more as needed):

Name:
Title:
Role in this project:

What other agencies or stakeholders would be critical to this project's success, and what communication have you had with them?

OAG – yes
DGS – yes
City Council - yes

Project Timeline: (Place expected milestones, by month. Some months may be blank.)

Preparation for project launch, end of prior Fiscal Year

June 2019: Locate space within 441 4th Street

July:

Aug:

Sept: Purchase some hardware and software

Fiscal Year starts, funds disbursed

Oct: Attorney's transferred, purchase remaining hardware and software

Nov:

Dec:

Jan 2020: Establish new order writing timeframes

Feb:

March:

April:

May:

June:

July:

Aug:

Sept:

IV. Draft Project Evaluation

Please complete this draft project evaluation to describe evidence that already supports the initiative, metrics that will demonstrate its success, and significant risk and success factors.

OBPM will categorize the research evidence you cited based on whether:

- *the study design was rigorous and the study was well-implemented;*
- *the findings are positive and statistically significant; and*
- *the evidence is based on a model and population similar to the proposed enhancement.*

Have questions about the evidence? E-mail thelab@dc.gov. The Lab can pre-review the evidence agencies are thinking of citing, brainstorm future evaluation ideas, offer ideas on where to look for evidence, help agencies think through the evidence they've found.

If the enhancement is granted, is your agency willing to evaluate whether the enhancement actually achieves the desired outcome for a randomly selected group of residents or neighborhoods?

- Yes
 No

What evidence supports the likelihood that this enhancement will achieve the desired outcome? Please describe outcomes from similar efforts that have been undertaken before in the District and/or in other cities. If possible, include formal evaluation studies as well as lessons learned from both successes and failures in any similar attempts. *Provide links to or cite your sources.*

The transfer will be a success, if the BZA order backlog begins to be reduced, orders are issued within established timeframes, and Court of Appeals remands are reduced.

Is your enhancement identical to the model the evidence comes from?

- Yes – the enhancement is identical to the model the evidence comes from and the population served is similar. Below, indicate how you will make sure your agency will implement the model fully.
- No – the enhancement differs from the model the evidence comes from, is just a part of that model, serves a different population, etc. Below, describe how it differs and why:

List agency key performance indicators (KPIs) that will result from this enhancement.
List KPIs from most significant to least. If you are proposing a new KPI, write “NEW” in the columns for FY2018-FY2020 Actual.

	<i>Key Performance Indicator</i>	<i>Directionality</i>	<i>FY2018 Actual</i>	<i>FY2019 Actual</i>	<i>FY2020 Actual</i>	<i>FY2021 Target</i>
1.	ZC full orders issued within 4 months of decision.	Up is better	<i>New</i>	<i>New</i>	<i>New</i>	75%
2.	BZA full orders issued within 4 months of decision.	Up is better	<i>New</i>	<i>New</i>	<i>New</i>	75%
3.						

V. Proposed Budget Swap

Agencies may be interested in a new program or approach to a problem because they believe it is more effective than what they are currently doing. Enhancements are more likely to be approved if they replace a corresponding, less effective reduction.

Reduction title (from Form 1): OZ does not have sufficient funding to reduce any other line items.

Total amount reduced: _____

What evidence is there that this reduction is not achieving desired outcomes? Please describe outcomes from the proposed reduction in the District and/or in other cities. If possible, include formal evaluation studies as well as lessons from both successes and failures in any similar attempts. *Provide links to or cite your sources.*

Office of Zoning FY2021

Agency Office of Zoning

Agency Code BJO

Fiscal Year 2021

Mission The mission of the DC Office of Zoning (DCOZ) is to provide administrative, professional, and technical assistance to the Zoning Commission (ZC) and the Board of Zoning Adjustment (BZA).

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.

Key Performance Indicators

Measure	Directionality	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Target
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	Up is Better	100%	100%	91.1%	98%
Percent of webstreamed video of ZC and BZA hearings and meetings that are posted to OZ's website within 48 hours of recording	Up is Better	100%	100%	100%	98%
2 - Streamline zoning regulations to enhance efficiency and transparency of zoning processes. (3 Measures)					
Percent of zoning certifications completed within 5 business days	Up is Better	100%	100%	84.2%	98%
Percent of BZA hearings scheduled within 3 months of application acceptance (excluding recess month)	Up is Better	99.5%	77.2%	58.7%	98%
Percent of BZA summary orders issued within 10 business days	Up is Better	100%	99.6%	100%	98%
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	Up is Better	93%	90.6%	95.2%	98%

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

Operations Header	Operations Title	Operations Description	Type of Operations
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	Zoning Regulations of 2016	OZ is responsible for updating and maintaining the official Zoning Regulations of the District of Columbia.	Key Project
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
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

Workload Measures

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual
1 - The Official Zoning Map (1 Measure)			
Number of unique Zoning Map hits	157,650	153,358	139,528
2 - Effectively process ZC and BZA applications and petitions. (7 Measures)			
Number of Board of Zoning Adjustment cases filed	295	302	207
Number of Zoning Commission cases filed	84	74	64
Number of Board of Zoning Adjustment orders issued	219	282	171
Number of Zoning Commission orders issued	81	73	68
Number of Appeals to the DC Court of Appeals (by Calendar Year)	18	14	6
Number of Board of Zoning Adjustment hearings and meetings	39	42	36
Number of Zoning Commission hearings and meetings	60	56	51
2 - Zoning Regulations of 2016 (1 Measure)			
Number of errata and text amendments processed	10	12	13
3 - Conduct expansive outreach and provide educational programs (1 Measure)			
Number of outreach meetings held	6	6	4
3 - Website development to serve the public with zoning information (1 Measure)			

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual
Number of unique website hits	870,745	643,446	576,518

Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Interactive Zoning Information System (IZIS) (1 Strategic Initiative)		
Technological Upgrades to IZIS	In FY2021, OZ will continue to add technological upgrades to the Interactive Zoning Information System (IZIS) that include, but are not limited to updates to applications like Board of Zoning Adjustment (BZA)/Zoning Commission (ZC) workflows, sign-up kiosk, ZDOCS, etc. to better support the virtual hearings, and upgrades to security and backup of the system. These upgrades to the IZIS will render the zoning process even more user-friendly, provide more transparency and ensure a predictable process.	09-30-2021
The Official Zoning Map (1 Strategic Initiative)		
Official Zoning Map and 3D Map Enhancements	In FY2021, OZ will further develop the Official Zoning Map and the 3D maps including but not limited to implementing the new zone designations associated with the reorganization of the Regulations and adding functionality to map the nexus between the solar shadow study of the existing and proposed buildings. The updates will enhance the Zoning Map user experience by providing additional pertinent zoning information.	09-30-2021
Zoning Regulations of 2016 (2 Strategic initiatives)		
Launch of User-Friendly Zoning Regulations	In FY 2021, OZ will work to launch a new user-friendly regulations. Some of the new features will include, but not be limited to, searchable text, quick links, defined terms, use permissions charts, archived history, etc. These new regulations will make navigating the zoning regulations user-friendly for all users.	09-30-2021
Zoning Regulations of 2016 Reorganization	OZ will work with OP on a series of updates to the Zoning Regulations of 2016. These updates include a reformatting of the regulations, and an administrative clean up to the Rules of Practice and Procedure. These changes will make the regulations more user friendly for the public, ensuring a more predictable process.	09-30-2021