

---

# Office of Planning

[www.planning.dc.gov](http://www.planning.dc.gov)

---

Description	FY 2004 Actual	FY 2005 Approved	FY 2006 Proposed	% Change from FY 2005
Operating Budget	\$6,731,226	\$6,511,502	\$6,573,089	0.9
FTEs	59.0	58.0	58.0	0.0

---

The mission of the Office of Planning (OP) is to provide planning and information services that strategically guide the preservation, revitalization, and development of the Nation's Capital so that citizens can participate in a fair and balanced process involving the broadest range of stakeholders.

The agency plans to fulfill its mission by achieving the following strategic result goals:

- Promote neighborhood revitalization and preservation for increased physical, economic, and social equity by:
  - Supporting the Mayor's housing goals by including 1,500 units of housing in zoning recommendations and neighborhood plans by the end of the fiscal year.
- Promote the revitalization of downtown and waterfronts areas for all District residents by supporting the Mayor's downtown housing, commercial corridor revitalization and waterfront goals, by:
  - Advocating 9,100 units of downtown housing by 2010 by including downtown housing in plans.
  - Completing a neighborhood commercial corridor strategy.
- Promote an efficient, balanced, and inclusive land use regulatory process by continuing to use mediation services to help resolve land use disputes and by reviewing 60 major zoning cases.
  - Preserve and promote historic assets by bringing at least half of historic law violations into compliance annually, and expanding outreach efforts to ensure the effective protection of historic properties.
  - Expand agency outreach, education, and communications to better inform and involve citizens by posting at least half of the Office of Planning's plans on its website within 30 days of issuance.
  - Strengthen the agency's intergovernmental role to ensure effective planning by implementing at least 20 percent of the action items recommended in the revised District Comprehensive Plan.
  - Enhance the agency's effectiveness as the principal source of spatial information for planning the future of the District by ensuring that 70 percent of customers report that they have the key information they need to fulfill their role in planning the city.

## Funding by Source

Tables BD0-1 and 2 show the sources of funding and FTEs by fund type for the Office of Planning.

Table BD0-1

### FY 2006 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

Appropriated Fund	Actual FY 2003	Actual FY 2004	Approved FY 2005	Proposed FY 2006	Change from FY 2005	Percent Change
<b>General Fund</b>						
Local Fund	6,116	6,106	6,062	6,123	62	1.0
<b>Total for General Fund</b>	<b>6,116</b>	<b>6,106</b>	<b>6,062</b>	<b>6,123</b>	<b>62</b>	<b>1.0</b>
Federal Grant Fund	500	458	450	450	0	0.0
<b>Total for Federal Resources</b>	<b>500</b>	<b>458</b>	<b>450</b>	<b>450</b>	<b>0</b>	<b>0.0</b>
Private Grant Fund	348	70	0	0	0	0.0
<b>Total for Private Funds</b>	<b>348</b>	<b>70</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
Intra-district Funds	863	98	0	0	0	0.0
<b>Total for Intra-District Funds</b>	<b>863</b>	<b>98</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Gross Funds</b>	<b>7,827</b>	<b>6,731</b>	<b>6,512</b>	<b>6,573</b>	<b>62</b>	<b>0.9</b>

Table BD0-2

### FY 2006 Full-Time Equivalent Employment Levels

Appropriated Fund	Actual FY 2003	Actual FY 2004	Approved FY 2005	Proposed FY 2006	Change from FY 2005	Percent Change
<b>General Fund</b>						
Local Fund	60	56	55	55	0	0.0
<b>Total for General Fund</b>	<b>60</b>	<b>56</b>	<b>55</b>	<b>55</b>	<b>0</b>	<b>0.0</b>
<b>Federal Resources</b>						
Federal Grant Fund	0	3	3	3	0	0.0
<b>Total for Federal Resources</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>60</b>	<b>59</b>	<b>58</b>	<b>58</b>	<b>0</b>	<b>0.0</b>

## Expenditures by Comptroller Source Group

Table BD0-3 shows the FY 2006 proposed budget for the agency at the Comptroller Source Group level (Object Class level).

Table BD0-3

### FY 2006 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

Comptroller Source Group	Actual FY 2003	Actual FY 2004	Approved FY 2005	Proposed FY 2006	Change from FY 2005	Percent Change
11 Regular Pay - Cont Full Time	3,738	3,778	4,140	4,008	-132	-3.2
12 Regular Pay - Other	33	147	0	302	302	100.0
13 Additional Gross Pay	29	124	0	0	0	0.0
14 Fringe Benefits - Curr Personnel	597	634	704	720	16	2.3
<b>Subtotal Personal Services (PS)</b>	<b>4,397</b>	<b>4,682</b>	<b>4,844</b>	<b>5,030</b>	<b>186</b>	<b>3.8</b>
20 Supplies and Materials	38	37	51	50	-1	-2.0
30 Energy, Comm. and Bldg Rentals	34	0	0	0	0	0.0
31 Telephone, Telegraph, Telegram, Etc	20	78	53	88	35	67.1
32 Rentals - Land and Structures	937	928	797	739	-58	-7.2
40 Other Services and Charges	1,339	470	250	208	-42	-16.8
41 Contractual Services - Other	949	381	447	392	-55	-12.3
70 Equipment & Equipment Rental	113	156	70	66	-4	-5.7
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>3,430</b>	<b>2,049</b>	<b>1,667</b>	<b>1,543</b>	<b>-124</b>	<b>-7.5</b>
<b>Total Proposed Operating Budget</b>	<b>7,827</b>	<b>6,731</b>	<b>6,512</b>	<b>6,573</b>	<b>62</b>	<b>0.9</b>

## Gross Funds

The proposed FY 2006 budget is \$6,573,089, representing an increase of \$61,587, or 0.9 percent, over the FY 2005 approved budget of \$6,511,502. There are 58 FTEs for the agency, no change from the approved FY 2005 level.

## General Funds

**Local Funds.** The proposed local budget is \$6,123,089, which represents an increase of \$61,587, or 1 percent, over the FY 2005 approved budget of \$6,061,502. There are 55 FTEs, no change from the FY 2005 approved level.

Changes from the FY 2005 approved budget are:

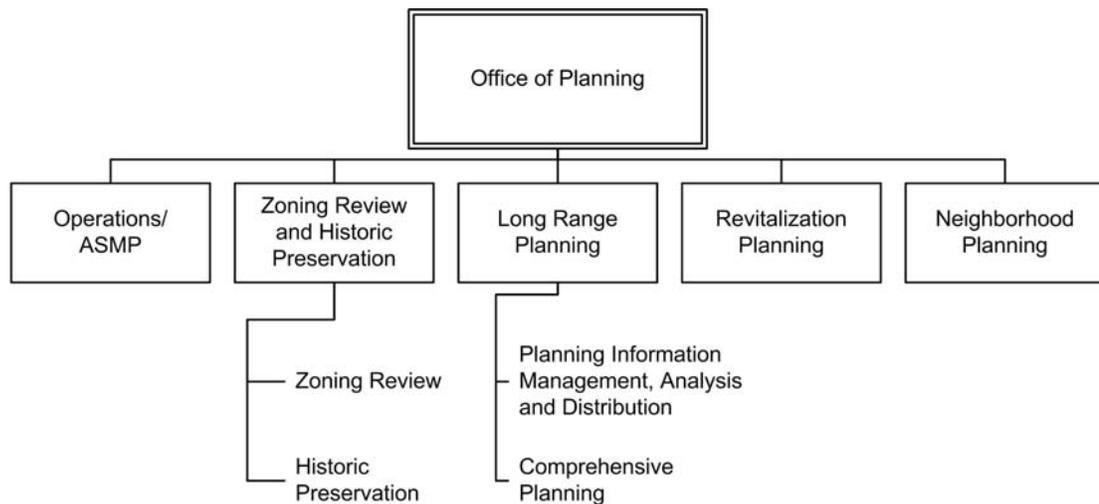
- A net increase of \$160,505 in personal services which includes a redirection of \$301,521 from continuing full time to temporary full time for term positions, an increase of \$154,895 as a result of base pay adjustments and within-grade increases, and an increase of \$5,610 in fringe benefits.
- A net decrease of \$98,918 in nonpersonal services represents an increase of \$35,364 for telecommunication, offset by reductions of \$57,544 in rent, \$42,135 in other services and charges and \$34,603 in contractual services.

## Expenditure by Program

This funding is budgeted by program and the Office of Planning has the following program structure:

Figure BD0-1

### Office of Planning



## Federal Grants

**Federal Grants.** The proposed FY 2006 federal budget for the Office of Planning is \$450,000 and 3 FTEs, no change from the FY 2005 approved level. The agency receives a multi-year grant from the National Park Service for approximately \$450,000 each year for historic preservation activities in the District of Columbia.

Changes from the FY 2005 approved budget are:

- There are no changes in the federal funds or the FTEs from the FY 2005 budget.

## Programs

The Office of Planning is committed to the following programs:

### Zoning Review and Historic Preservation

	FY 2005	FY 2006
Budget	\$2,234,807	\$2,211,957
FTEs	25.3	23.18

### Program Description

The **Zoning Review and Historic Preservation** program provides expert recommendation, assistance, and facilitation services, and historic preservation expertise, regulatory enforcement, and financial assistance services to other government agencies, boards, commissions, and citizens

so that they can make informed and educated decisions on zoning proposals, development projects, permit applications, and appreciate, preserve, and enhance historic properties.

This program has two activities:

- **Zoning Review** - provides reviews and recommendations on projects and zoning actions within the city to ensure quality development, foster important economic development, protect the District's neighborhoods, and preserve the city's natural resources.
- **Historic Preservation** - provides a host of preservation services, including recommending properties for historic designation, reviewing construction work affecting historic landmarks and districts, commissioning surveys and other work, and conducting neighborhood outreach.

#### Program Budget Summary

The proposed Zoning Review and Historic Preservation program gross funds budget is \$2,211,957, a decrease of \$22,850 or 1 percent from the FY 2005 approved budget of \$2,234,807. This budget includes 23.18 FTEs, a decrease of 2.12 FTEs from the FY 2005 approved level.

Significant changes from the FY 2005 approved budget include:

- A net increase of \$2,652 reflects the transfer of 2.12 FTEs to other program areas, offset by base pay and within grade salary increases.
- A decrease of \$20,502 in contractual services because the agency will participate in the Office of the Chief Technology Officer's Seat Management program and will no longer use an outside LAN administrator.
- A decrease of \$4,000 in equipment requirements.
- A decrease of \$1,000 in supplies.

#### Key Result Measures

##### Program 1: Zoning Review and Historic Preservation

*Citywide Strategic Priority Area(s):* Making Government Work

*Manager(s):* Jennifer Steingasser, Lisa Burcham

*Supervisor(s):* Ellen McCarthy, Interim Director

#### Measure 1.1: Percent of OP reports that meet the expectations of boards/commissions

	Fiscal Year			
	2004	2005	2006	2007
Target	80	85	85	85
Actual	97.5	-	-	-

#### Measure 1.2: Percent of historic preservation law violations brought into compliance

	Fiscal Year			
	2004	2005	2006	2007
Target	6	50	50	50
Actual	10	-	-	-

Note: FY 2004 target and actual are based on the number of historic properties. Beginning in FY 2005, the measure is based on a percent value.

#### Neighborhood Planning

	FY 2005	FY 2006
Budget	\$358,784	\$676,528
FTEs	4.3	7.6

#### Program Description

The **Neighborhood Planning** program provides strategic neighborhood action plan and neighborhood plan development, update, and coordination services to D.C. citizens, neighborhood stakeholders, and other D.C. agencies so that they can participate in the development of citizen-initiated neighborhood priorities.

This program has one activity:

- **Neighborhood Planning** - provides services that combine citizen engagement and professional planning and technical services designed to strengthen the District's neighborhoods.

#### Program Budget Summary

The proposed FY 2006 budget for the Neighborhood Planning Program is \$676,528, an increase of \$317,744 or 88.6 percent over the FY 2005 approved budget of \$358,784. This budget includes 7.6 FTEs, an increase of 3.3 FTEs from the FY 2005 approved level.

Significant changes from the FY 2005 approved budget include:

- An increase of \$317,744 and 3.3 FTEs in the program due to proper distribution of FTEs among various programs in the agency.

### Key Result Measures

#### Program 2: Neighborhood Planning

*Citywide Strategic Priority Area(s):* Making Government Work

*Manager(s):* Rosalynn Frazier

*Supervisor(s):* Ellen McCarthy, Interim Director

#### Measure 2.1: Percent of identified cluster stakeholders who participated in neighborhood planning processes

	Fiscal Year			
	2004	2005	2006	2007
Target	50	50	50	50
Actual	95	-	-	-

### Revitalization Planning

	FY 2005	FY 2006
Budget	\$1,109,573	\$883,380
FTEs	11.3	9.25

#### Program Description

The **Revitalization Planning** program provides downtown, waterfront, transit-oriented development (TOD), and neighborhood commercial revitalization planning services to D.C. citizens, neighborhood stakeholders, and federal and District agencies so that they can have strategic framework plans that promote short and long term revitalization and economic development goals for neighborhoods and the city overall.

This program has one activity:

- **Revitalization Planning** - provides professional planning services, including project management, urban design, real estate development, project finance, and community engagement.

#### Program Budget Summary

The proposed FY 2006 budget for the Revitalization Planning Program is \$883,380, a decrease of \$226,193, or 20.4 percent from the FY 2005 approved budget of \$1,109,573. This budget includes 9.25 FTEs, a decrease of 2.05 FTEs from the FY 2005 approved level.

Significant changes from the FY 2005 approved budget include:

- A net personal services budget decrease of \$277,854 and 2.05 FTEs due to proper distribution of FTEs among various programs in the agency.
- An increase of \$51,661 in other services and charges for 1 FTE detailed to OP and additional office support.

### Key Result Measures

#### Program 3: Revitalization Planning

*Citywide Strategic Priority Area(s):* Promoting Economic Development

*Manager(s):* Patricia Zingsheim, Michael

Downie

*Supervisor(s):* Ellen McCarthy, Interim Director

#### Measure 3.1: Percent of strategic framework plan implementation items completed by the end of the fiscal year

	Fiscal Year			
	2004	2005	2006	2007
Target	50	50	80	80
Actual	66	-	-	-

Note: FY 2006 target increased from 50 to 80 at agency request (2/17/05).

### Long-Range Planning

	FY 2005	FY 2006
Budget	\$682,512	\$751,832
FTEs	8.0	8.0

#### Program Description

The purpose of the **Long-Range Planning** program is to provide data analysis, information, and long-range planning services to OP staff, neighborhood stakeholders, citizens, businesses, other District and federal agencies, and other decision makers of the District so that they can have the information they need to plan, develop, and preserve the city.

This program has two activities:

- **Comprehensive Planning** - revises the District Elements of the Comprehensive Plan and monitors its progress and implementation, including evaluating government Capital Improvement proposals using the Comprehensive Plan.

- **Planning Information Management, Analysis, & Distribution** - provides Geographic Information Systems resources and services in-house and for other District agencies and the public, and serves as the State Data Center for the District, where U.S. Census and related data is analyzed and distributed.

**Program Budget Summary**

The proposed FY 2006 budget for the Long Range Planning Program is \$751,832, an increase of \$69,320 or 10.2 percent over the FY 2005 approved budget of \$682,512. This budget includes 8 FTEs, unchanged from the FY 2005 approved level. This program is funded entirely in local funds.

Significant changes from the FY 2005 approved budget include:

- An increase of \$69,320 in personal services for base pay and step salary increases.

**Key Result Measures**

**Program 4: Long-Range Planning**

*Citywide Strategic Priority Area(s):* Making Government Work

*Manager(s):* Charlie Richman, Barry Miller

*Supervisor(s):* Mitchell Silver, Deputy Director

**Measure 4.1: Percent of customers who report they have the information they need to fulfill their role in planning the city**

	Fiscal Year			
	2004	2005	2006	2007
Target	60	70	80	80
Actual	97.7	-	-	-

Note: FY 2006 target increased from 70 to 80 per agency request (2/17/05).

**Measure 4.2: Percent of non-life safety, non-OCTO FY 2005 CIP project requests reviewed by the Office of Planning as part of the Budget Review Team activities**

	Fiscal Year			
	2004	2005	2006	2007
Target	75	75	75	75
Actual	100	-	-	-

**Agency Management**

	FY 2005	FY 2006
Budget	\$2,125,825	\$2,049,391
FTEs	9.1	9.97

**Program Description**

The **Agency Management** program provides operational support and the required tools to achieve operational and programmatic results. This program is standard for all Performance-Based Budgeting agencies. More information about the Agency Management Program can be found in the Strategic Budgeting chapter.

**Program Budget Summary**

The proposed **Agency Management** program gross funds budget is \$2,049,391, a decrease of \$76,434, or 3.6 percent from the FY 2005 approved budget of \$2,125,825. This budget includes 9.97 FTEs, an increase of 0.87 FTE from the FY 2005 approved level.

Significant changes from the FY 2005 approved budget include:

- A net personal services costs increase of \$74,145 for the reallocation of 0.87 FTE and to fund base pay and within-grade salary increases.
- A net decrease of \$22,180 for lower fixed cost estimates, which is composed of an increase of \$35,364 in telecommunications, offset by a decrease of \$57,544 in rent.
- A net decrease of \$128,399 in other services and charges and contractual services to reflect the agency's projected need for outside professional services and training.

**Key Result Measures**

**Program 5: Agency Management**

*Citywide Strategic Priority Area(s):* Making Government Work

*Manager(s):* TBD

*Supervisor(s):* Ellen McCarthy, Interim Director

**Measure 5.1: Percent variance of estimate to actual expenditure (over/under)**

	Fiscal Year			
	2004	2005	2006	2007
Target	5	5	5	5
Actual	N/A	-	-	-

**Measure 5.2: Cost of Risk**

	Fiscal Year			
	2004	2005	2006	2007
Target	N/A	N/A	N/A	N/A
Actual	N/A	-	-	-

Note: This measure replaces "Percent reduction of employee lost work-day injury cases." Agencies established baselines for Cost of Risk in cooperation with the Office of Risk Management during FY 2004. The final baseline figures and FY 2005 targets will be published in the FY 2006 Operating Budget and Financial Plan, due to be submitted to Council in late March 2005. Cost of Risk is a comprehensive measure of a wide range of risks confronting each agency, including but not limited to safety issues, financial risks, and potential litigation.

**Measure 5.3: Percent of the Mayor's Customer Service Standards Met**

	Fiscal Year			
	2004	2005	2006	2007
Target	N/A	63	63	63
Actual	N/A	-	-	-

**Measure 5.4: Percent of Key Result Measures Achieved**

	Fiscal Year			
	2004	2005	2006	2007
Target	70	70	70	70
Actual	100	-	-	-

For more detailed information regarding the proposed funding for the activities within this agency's programs, please see schedule 30-PBB in the FY 2006 Operating Appendices volume.