
Office of Planning

www.planning.dc.gov

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Description	FY 2009 Actual	FY 2010 Approved	FY 2011 Proposed	% Change from FY 2010
Operating Budget	\$9,224,204	\$8,190,767	\$7,652,529	-6.6
FTEs	74.5	66.0	58.5	-11.4

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 outcomes, and engaging all communities.

Summary of Services

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

The agency's FY 2011 proposed budget is presented in the following tables:

FY 2011 Proposed Gross Funds Operating Budget, by Revenue Type

Table BD0-1 contains the proposed FY 2011 agency budget compared to the FY 2010 approved budget. It also provides the FY 2008 and FY 2009 actual expenditures.

Table BD0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change*
General Fund						
Local Funds	8,034	8,614	7,618	6,122	-1,496	-19.6
Special Purpose Revenue Funds	8	21	60	18	-42	-70.0
Total for General Fund	8,042	8,635	7,678	6,140	-1,538	-20.0
Federal Resources						
Federal Payments	0	0	0	1,000	1,000	N/A
Federal Grant Funds	430	530	450	449	-1	-0.3
Total for Federal Resources	430	530	450	1,449	999	221.9
Intra-District Funds						
Intra-District Funds	716	59	63	63	1	1.3
Total for Intra-District Funds	716	59	63	63	1	1.3
Gross Funds	9,188	9,224	8,191	7,653	-538	-6.6

*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 Operating Appendices located on the Office of the Chief Financial Officer's website.

FY 2011 Proposed Full-Time Equivalents, by Revenue Type

Table BD0-2 contains the proposed FY 2011 FTE level compared to the FY 2010 approved FTE level by revenue type. It also provides FY 2008 and FY 2009 actual data.

Table BD0-2

Appropriated Fund	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change
General Fund						
Local Funds	474	68.0	61.0	52.5	-8.5	-13.9
Total for General Fund	474	68.0	61.0	52.5	-8.5	-13.9
Federal Resources						
Federal Payments	0.0	0.0	0.0	2.0	2.0	N/A
Federal Grant Funds	2.4	1.9	4.0	3.0	-1.0	-25.0
Total for Federal Resources	2.4	1.9	4.0	5.0	1.0	25.0
Intra-District Funds						
Intra-District Funds	8.1	4.6	1.0	1.0	0.0	0.0
Total for Intra-District Funds	8.1	4.6	1.0	1.0	0.0	0.0
Total Proposed FTEs	579	74.5	66.0	58.5	-7.5	-11.4

FY 2011 Proposed Operating Budget, by Comptroller Source Group

Table BD0-3 contains the proposed FY 2011 budget at the Comptroller Source Group (object class) level compared to the FY 2010 approved budget. It also provides FY 2008 and FY 2009 actual expenditures.

Table BD0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change*
11 - Regular Pay - Cont Full Time	5,373	5,563	5,486	4,978	-508	-9.3
12 - Regular Pay - Other	117	225	54	54	0	0.0
13 - Additional Gross Pay	48	52	0	0	0	N/A
14 - Fringe Benefits - Curr Personnel	928	1,044	908	902	-6	-0.6
15 - Overtime Pay	0	0	0	0	0	N/A
Subtotal Personal Services (PS)	6,466	6,883	6,448	5,934	-513	-8.0
20 - Supplies and Materials	49	39	38	38	0	0.0
30 - Energy, Comm. and Building Rentals	0	0	129	0	-129	-100.0
31 - Telephone, Telegraph, Telegram, Etc.	74	45	42	0	-42	-100.0
32 - Rentals - Land and Structures	842	586	158	0	-158	-100.0
33 - Janitorial Services	0	0	62	0	-62	-100.0
34 - Security Services	0	0	6	0	-6	-100.0
35 - Occupancy Fixed Costs	0	0	7	0	-7	-100.0
40 - Other Services and Charges	198	210	360	278	-82	-22.7
41 - Contractual Services - Other	489	498	255	1,006	751	295.0
50 - Subsidies and Transfers	989	892	298	333	34	11.5
70 - Equipment and Equipment Rental	83	71	389	64	-325	-83.7
Subtotal Nonpersonal Services (NPS)	2,723	2,341	1,743	1,718	-25	-1.4
Gross Funds	9,188	9,224	8,191	7,653	-538	-6.6

*Percent change is based on whole dollars.

Division Description

The Office of Planning operates through the following 4 divisions:

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

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 organizations. These services complement the automated tools on www.dc.gov; and
- **State Data Center** – serves as the District of Columbia's official source of 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.

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 area. Neighborhood Planning's main areas of responsibility include developing small-area plans and planning studies and coordinating and tracking plan implementation. Revitalization and Design's main areas of responsibility include developing plans and projects for districts and development areas within center city, with a focus on design strategies and guidelines, coordinating and tracking plan implementation, managing the public space program, and incorporating environmentally-sound action into the ongoing development of the District.

This division contains the following 2 activities:

- **Neighborhood Planning** – is OP's 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 sustainability, and community engagement.

Development Review and Historic Preservation - assesses plans and projects that range from large, complex and precedent-setting in their potential to change the character of an area, to small individual building permits affecting individual property. 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 DC Historic Landmark and Historic District Protection Act, and acts as the certified state historic preservation program under the National Historic Preservation Act. The staff also provides recommendations to the Historic Preservation Review Board, the Board of Zoning Adjustment and the Zoning Commission.

This division contains the following 2 activities:

- **Development/Zoning Review** – provides the Board of Zoning Adjustment and the Zoning Commission with professional analyses 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 is consistent with the Comprehensive Plan, and recommends changes if necessary; and
- **Historic Preservation** – provides individual technical assistance to any person applying for a DC 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.

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/Program Structure Change

In FY 2011, the agency will convert to division-based budgeting. The proposed division/program structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at www.cfo.dc.gov on the Annual Operating Budget and Capital Plan page.

FY 2011 Proposed Operating Budget and FTEs, by Division and Activity

Table BD0-4 contains the proposed FY 2011 budget by division and activity compared to the FY 2010 approved budget. It also provides the FY 2009 actual data.

Table BD0-4

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010
(1000) Agency Management								
(1010) Personnel	239	170	116	-53	1.6	0.8	0.8	0.0
(1015) Training and Employee Development	108	27	26	-2	0.6	0.2	0.2	0.0
(1020) Contracting and Procurement	81	71	34	-38	0.4	0.2	0.2	0.0
(1030) Property Management	816	897	263	-634	0.6	0.2	0.2	0.0
(1040) Information Technology	177	181	106	-75	0.6	0.2	0.2	0.0
(1050) Financial Management	81	66	67	1	0.6	0.5	0.5	0.0
(1055) Risk Management	61	18	17	-1	0.6	0.2	0.2	0.0
(1060) Legal	40	27	0	-27	0.4	0.2	0.0	-0.2
(1070) Fleet Management	0	12	0	-12	0.0	0.0	0.0	0.0
(1080) Communications	134	130	104	-26	1.4	1.2	1.0	-0.2
(1085) Customer Service	137	44	17	-27	2.2	0.5	0.2	-0.2
(1090) Performance Management	73	321	404	84	0.6	2.5	3.2	0.8
Subtotal (1000) Agency Management	1,946	1,964	1,154	-810	9.9	7.0	7.0	0.0
(2000) Development Review and Historic Preservation								
(2010) Development/Zoning Review	1,351	1,334	1,027	-307	15.7	12.0	9.0	-3.0
(2020) Historic Preservation	2,472	1,792	1,727	-66	15.9	15.0	13.0	-2.0
Subtotal (2000) Development Review and Historic Preservation	3,823	3,126	2,753	-373	31.6	27.0	22.0	-5.0
(3000) Revitalization/Design and Neighborhood Planning								
(3010) Neighborhood Planning	1,187	1,132	1,693	561	13.2	12.4	9.9	-2.5
(3020) Revitalization and Design	600	610	666	56	4.5	6.4	6.4	0.0
Subtotal (3000) Revitalization/Design and Neighborhood Planning	1,787	1,742	2,359	617	17.7	18.8	16.3	-2.5
6000) Long Range Planning								
(6010) Comprehensive Planning	706	398	0	-398	7.1	3.4	0.0	-3.4
(6020) Geographic Information Systems and Information Technology	612	574	0	-574	5.1	5.4	0.0	-5.4
(6030) State Data Center	399	386	0	-386	3.1	4.4	0.0	-4.4
Subtotal (6000) Long Range Planning	1,718	1,358	0	-1,358	15.3	13.2	0.0	-13.2

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FY 2011 Proposed Operating Budget and FTEs, by Division and Activity

Table BD0-4 contains the proposed FY 2011 budget by program and activity compared to the FY 2010 approved budget. It also provides FY 2009 actual data.

Table BD0-4 (continued)

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010
(7000) Citywide Planning								
(7010) Citywide Planning	0	0	406	406	0.0	0.0	3.4	3.4
(7020) Geographic Information Systems and Information Technology	0	0	591	591	0.0	0.0	5.4	5.4
(7030) State Data Center	0	0	389	389	0.0	0.0	4.4	4.4
Subtotal (7000) Citywide Planning	0	0	1,386	1,386	0.0	0.0	13.2	13.2
(9960) Year End Close	-50	0	0	0	0.0	0.0	0.0	0.0
Subtotal (9960) Year End Close	-50	0	0	0	0.0	0.0	0.0	0.0
Total Proposed Operating Budget	9,224	8,191	7,653	-538	74.5	66.0	58.5	-7.5

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

Note: For more detailed information regarding the proposed funding for the activities within this agency's Divisions, please see Schedule 30-PBB Program Summary By Activity in the FY 2011 Operating Appendices located on the Office of the Chief Financial Officer's website.

FY 2011 Proposed Budget Changes

Intra-Agency Adjustments: The Office of Planning's (OP) Local funds paid to the Office of the Chief Technology Officer for the IT ServUS desktop support program will decrease in FY 2011 by \$23,600 due to revised cost estimates. Additionally, OP has increased Local personal services funding by \$101,000 to reflect increases in fringe benefits costs due to historic growth in that expenditure.

Transfers In/Out: OP will transfer out \$404,000 in Local funds to the new fixed costs paper agency and the Office of Finance and Resources Management to support facility and telecom fixed costs. Additionally, \$94,500 from OP's Local budget will be transferred to the Office of Contracting and Procurement and the D.C. Department of Human Resources to fund procurement and human resources services.

Cost Savings: To better reflect staff workload, the Office of Planning will shift 3.5 FTEs from its Local budget to the agency's Capital budget, resulting in a total savings of almost \$365,000. This move reflects a shift of 0.5 FTE per position from the following programs: 1.5 Historic Preservation FTEs (affecting three positions); 0.5 Development Review FTE (one position) from the Development Review and Historic Preservation program; and 1.5 Neighborhood Planning FTEs (three positions) from Revitalization/Design and Neighborhood Planning program. An additional FTE will be shifted from Federal funds to Local funds, and 4.0 FTEs will be eliminated resulting in savings of \$252,300.

OP will fund 2.0 FTEs that are currently in OP's Local budget through Federal Payment funds. These FTEs will be dedicated to supporting the redevelopment of the St. Elizabeths East Campus project, which will help to revitalize this historic asset and enhance the economy of the surrounding community.

OP will achieve further Local budget savings of \$45,000 by decreasing funding for the administrative portion of the agency's historic homeowner grant program and \$315,000 through a reduction in its equipment budget. This latter decrease reflected funding from FY 2010 related to office moves. The agency also is reducing its Special Purpose Revenue funding by \$42,000 to reflect a decrease in the available fund balance.

Policy Initiatives: In addition to using Federal funds to support personal services costs related to the St. Elizabeths East Campus redevelopment, the Office of Planning will also have Federal support amounting to \$774,269 for this major redevelopment project.

OP will further support its popular Historic Homeowner grant program by increasing FY 2011 Local funding by \$33,000. Another \$75,000 in Federal funds will be available as subgrants to local historic preservation organizations.

FY 2010 Approved Budget to FY 2011 Proposed Budget, by Revenue Type

Table BD0-5 itemizes the changes by revenue type between the FY 2010 approved budget and the FY 2011 proposed budget.

Table BD0-5
(dollars in thousands)

	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2010 Approved Budget and FTE		7,618	61.0
Transfer Out: Transfer out procurement and human resources assessments to OCP/DCHR	Agency Management Program	-95	0.0
Shift: Shift three Historic Preservation positions (0.5 FTE for each position) to capital.	Development Review & Historic Preservation	-172	-1.5
Cost Decrease: Align IT assessment with OCTO IT assessment	Agency Management Program	-24	0.0
Transfer Out: Transfer fixed costs and telecom budget to new fixed cost agency and OFRM	Agency Management Program	-404	0.0
Shift: Shift one Development Review position (0.5 FTE) to capital	Development Review & Historic Preservation	-58	-0.5
Enhance: Funding for OP's Historic Homeowner grant program	Development Review & Historic Preservation	33	0.0
Reduce: Decrease funding for the administrative portion of OP's Historic Homeowner grant program	Development Review & Historic Preservation	-45	0.0
Shift: Shift one Historic Preservation Office position from Federal to Local	Development Review & Historic Preservation	75	1.0
Shift: Shift three Neighborhood Planning positions (0.5 FTE each) to Capital	Revitalization/Design & Neighborhood Planning	-135	-1.5
Shift: Fund PS costs supporting St. Elizabeths East Campus redevelopment using Federal funds	Development Review & Historic Preservation	-226	-2.0
Reduce: Eliminate FTEs, including one unfunded FTE	Multiple Programs	-252	-4.0
Cost Increase: Adjust personal services to align with expected expenditures	Multiple Programs	41	0.0
Reduce: Reduce equipment budget	Agency Management Program	-315	0.0
Cost Increase: Adjust fringe benefits based on historical growth rate	Multiple Programs	101	0.0
Reduce: Hold salary steps constant	Multiple Programs	-22	0.0
LOCAL FUNDS: FY 2011 Proposed Budget and FTE		6,123	52.5
FEDERAL PAYMENTS: FY 2010 Approved Budget and FTE		0	0.0
Shift: Fund PS costs supporting St. Elizabeths East Campus redevelopment using federal funds	Development Review & Historic Preservation	226	2.0
Enhance: Funding for St. Elizabeths East Campus redevelopment using federal funds	Development Review & Historic Preservation	774	0.0
Reduce: Hold salary steps constant (less than \$1,000)	Development Review & Historic Preservation	0	0.0
FEDERAL PAYMENTS: FY 2011 Approved Budget and FTE		1,000	2.0

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Table BDO-5 (continued)
(dollars in thousands)

	PROGRAM	BUDGET	FTE
FEDERAL GRANT FUNDS: FY 2010 Proposed Budget and FTE		450	4.0
Shift: Shift one FTE to Local	Development Review & Historic Preservation	-75	-1.0
Shift: Shift the balance of grant funds available to funding for subgrants to local historic preservation groups	Development Review & Historic Preservation	75	0.0
Reduce: Hold salary steps constant	Multiple Programs	-1	0.0
FEDERAL GRANT FUNDS: FY 2011 Proposed Budget and FTE		449	3.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2010 Approved Budget and FTE		60	0.0
Reduce: Reduce Special Purpose Revenue funding due to decrease in available balance	Development Review & Historic Preservation	-42	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2011 Proposed Budget and FTE		18	0.0
INTRA-DISTRICT FUNDS: FY 2010 Approved Budget and FTE		63	1.0
Reduce: Hold salary steps constant	Development Review & Historic Preservation	-1	0.0
Cost Increase: Adjust fringe benefits based on historical growth rate	Development Review & Historic Preservation	1	0.0
INTRA-DISTRICT FUNDS: FY 2011 Proposed Budget and FTE		63	1.0
Gross for BDO - Office of Planning		7,653	58.5

Agency Performance Plan

The agency has the following objectives and performance indicators for their Divisions:

1. Office of the Director

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

2. Citywide Planning

Objective 1: Use data to inform planning.

Objective 2: Better inform decisions about public and private investments.

Citywide Planning

Metric	FY 2008 Actual	FY 2009 Target	FY 2009 Actual	FY 2010 Projection	FY 2011 Projection	FY 2012 Projection
Develop facility plans, identify public-private partnerships or co-location opportunities, and conduct demographic analyses for targeted agencies.	N/A	2	2	3	4	4
Percentage of OP-responsible Comp Plan implementation items from the current plan and future amendments that are newly achieved during the fiscal year	N/A	N/A	-	25%	25%	25%
Change in retail indicators relative to the baseline, as measured by change in Gross Sales and Use Tax and change in Retail Trade Employment.	N/A	N/A	-	TBD	TBD	TBD
Percent change in transit ridership	4.0%	2%	2.1%	3%	4%	4%
Positive change in three neighborhood indicators (detailed, with targets, at right). (Note: Baselines were established in FY 2008.)	N/A	Change in median single family home sales price (>-6.6%) Change in median household income (>+0.90%) Change in District population (>+0.30%)	Change in median single family home sale price -2.28% Change in median household income 6.66% Change in District population 0.67%	TBD	TBD	TBD
Percentage of customers who have the data and analysis needed to fulfill their role in planning the city and influencing quality neighborhood outcomes	90.1%	95%	94.1%	90%	90%	90%
Percent change to citizens' access to fresh and healthy food relative to the baseline.	N/A	TBD	10%	TBD	TBD	TBD
Number of new workforce partnerships that provide Green Collar job skills	13	5	6	5	5	5
Median number of hours needed to successfully complete a mapping request	N/A	N/A	-	5.0	4.5	4.0

3. Revitalization/Design and Neighborhood Planning

Objective 1: Catalyze improvements in neighborhoods and central Washington to continue economic competitiveness, enhanced livability, and environmental harmony.

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

Revitalization/Design and Neighborhood Planning

Measure	FY 2008 Actual	FY 2009 Target	FY 2009 Actual	FY 2010 Projection	FY 2011 Projection	FY 2012 Projection
Percentage of OP small area plans approved by the Council	100%	90%	100%	90%	90%	90%
Percentage of plans completed in 18 months or less	N/A	N/A	-	60%	65%	70%
Cost of consultant services per plan	N/A	N/A	-	\$250,000	\$250,000	\$250,000

4. Development Review and Historic Preservation

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

Development Review and Historic Preservation

Measure	FY 2008 Actual	FY 2009 Target	FY 2009 Actual	FY 2010 Projection	FY 2011 Projection	FY 2012 Projection
Percentage of permit applications reviewed over the counter	N/A	N/A	-	90%	90%	90%
Amount of historic homeowner grants issued	\$	\$750,000	\$892,261	\$350,000	\$350,000	\$350,000
Percentage of historic landmark designations without owner objection	N/A	N/A	-	85%	85%	85%
Percentage of DC government project applications responded to within 5 business days	N/A	N/A	-	90%	90%	90%
Percentage of Development Review reports that meet the expectations of boards/commissions	91.8%	90%	92.69%	90%	90%	90%
Average cases reviewed per zoning review staff	N/A	N/A	-	20	20	20