

Office of Planning

www.planning.dc.gov
Telephone: 202-442-7600

Table BD0-1

Description	FY 2015	FY 2016	FY 2017	% Change
	Actual	Approved	Proposed	from FY 2016
OPERATING BUDGET	\$10,167,069	\$10,312,367	\$9,799,991	-5.0
FTEs	70.1	70.0	69.0	-1.4

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 development outcomes, and engaging all communities.

Summary of Services

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

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

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

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

Table BD0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	9,329	9,362	9,025	-337	-3.6	66.6	66.5	64.5	-2.0	-3.0
SPECIAL PURPOSE										
REVENUE FUNDS	90	100	100	0	0.0	0.0	0.0	0.0	0.0	N/A
TOTAL FOR GENERAL FUND	9,420	9,462	9,125	-337	-3.6	66.6	66.5	64.5	-2.0	-3.0

Table BD0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	FY 2015	Approved FY 2016	Proposed FY 2017	Change		FY 2015	Approved FY 2016	Proposed FY 2017	Change	
				FY 2016	Percentage Change*				FY 2016	Percentage Change
FEDERAL RESOURCES										
FEDERAL GRANT FUNDS	518	525	525	0	0.0	3.5	3.5	3.5	0.0	0.0
TOTAL FOR FEDERAL RESOURCES	518	525	525	0	0.0	3.5	3.5	3.5	0.0	0.0
PRIVATE FUNDS										
PRIVATE GRANT FUNDS	10	325	10	-315	-96.9	0.0	0.0	0.0	0.0	N/A
TOTAL FOR PRIVATE FUNDS	10	325	10	-315	-96.9	0.0	0.0	0.0	0.0	N/A
INTRA-DISTRICT FUNDS										
INTRA-DISTRICT FUNDS	220	0	140	140	N/A	0.0	0.0	1.0	1.0	N/A
TOTAL FOR INTRA-DISTRICT FUNDS	220	0	140	140	N/A	0.0	0.0	1.0	1.0	N/A
GROSS FUNDS	10,167	10,312	9,800	-512	-5.0	70.1	70.0	69.0	-1.0	-1.4

*Percent change is based on whole dollars.

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

FY 2017 Proposed Operating Budget, by Comptroller Source Group

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

Table BD0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	5,965	6,110	6,821	6,900	79	1.2
12 - REGULAR PAY - OTHER	150	145	170	279	109	64.2
13 - ADDITIONAL GROSS PAY	22	83	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	1,224	1,260	1,441	1,558	117	8.1
15 - OVERTIME PAY	0	0	71	71	0	0.0
SUBTOTAL PERSONAL SERVICES (PS)	7,361	7,599	8,503	8,808	304	3.6
20 - SUPPLIES AND MATERIALS	38	48	38	38	0	0.0
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	0	1	0	0	0	N/A
40 - OTHER SERVICES AND CHARGES	225	-510	229	244	15	6.4
41 - CONTRACTUAL SERVICES - OTHER	2,957	2,892	1,289	657	-631	-49.0
50 - SUBSIDIES AND TRANSFERS	333	85	200	0	-200	-100.0
70 - EQUIPMENT AND EQUIPMENT RENTAL	46	53	54	54	0	0.0
SUBTOTAL NONPERSONAL SERVICES (NPS)	3,598	2,568	1,809	992	-817	-45.2
GROSS FUNDS	10,960	10,167	10,312	9,800	-512	-5.0

*Percent change is based on whole dollars.

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

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

Table BD0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) AGENCY MANAGEMENT								
(1010) PERSONNEL	132	140	155	16	0.7	0.8	0.8	0.0
(1015) TRAINING AND EMPLOYEE DEVELOPMENT	28	28	33	5	0.2	0.2	0.2	0.0
(1020) CONTRACTING AND PROCUREMENT	35	38	39	1	0.2	0.2	0.2	0.0
(1030) PROPERTY MANAGEMENT	230	189	190	1	0.2	0.2	0.2	0.0
(1040) INFORMATION TECHNOLOGY	72	76	76	0	0.2	0.2	0.2	0.0
(1050) FINANCIAL MANAGEMENT	70	75	78	3	0.5	0.5	0.5	0.0
(1055) RISK MANAGEMENT	19	22	22	0	0.2	0.2	0.2	0.0
(1060) LEGAL	19	30	38	8	0.2	0.2	0.2	0.0
(1070) FLEET MANAGEMENT	0	0	14	14	0.0	0.0	0.0	0.0
(1080) COMMUNICATIONS	118	137	153	16	1.2	1.2	1.2	0.0
(1085) CUSTOMER SERVICE	38	52	60	8	0.5	0.5	0.5	0.0
(1090) PERFORMANCE MANAGEMENT	348	372	381	9	2.5	2.5	2.5	0.0
SUBTOTAL (1000) AGENCY MANAGEMENT	1,110	1,157	1,237	80	6.9	7.0	7.0	0.0
(2000) DEVELOPMENT REVIEW AND HISTORIC PRESERV								
(2010) DEVELOPMENT AND ZONING REVIEW	1,547	1,581	1,644	63	7.9	12.5	12.0	-0.5
(2020) HISTORIC PRESERVATION	1,805	1,820	2,059	239	12.9	14.5	16.0	1.5
SUBTOTAL (2000) DEVELOPMENT REVIEW AND HISTORIC PRESERV	3,352	3,401	3,702	302	20.8	27.0	28.0	1.0
(3000) REVITALIZATION/DESIGN AND NEIGHB. PLNG								
(3010) NEIGHBORHOOD PLANNING	3,423	2,458	1,939	-519	22.1	13.4	11.4	-2.0
(3020) REVITALIZATION AND DESIGN	717	1,093	942	-151	6.3	9.4	7.4	-2.0
SUBTOTAL (3000) REVITALIZATION/DESIGN AND NEIGHB. PLNG	4,141	3,551	2,881	-671	28.4	22.8	18.8	-4.0

Table BD0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(7000) CITYWIDE PLANNING								
(7010) CITYWIDE PLANNING	589	1,154	889	-265	4.3	4.4	6.4	2.0
(7020) GEOGRAPHIC INFO. SYSTEMS AND INFO. TECH.	577	586	612	26	5.3	4.4	4.4	0.0
(7030) STATE DATA CENTER	399	463	479	15	4.3	4.4	4.4	0.0
SUBTOTAL (7000) CITYWIDE PLANNING	1,565	2,203	1,980	-224	14.0	13.2	15.2	2.0
TOTAL PROPOSED OPERATING BUDGET	10,167	10,312	9,800	-512	70.1	70.0	69.0	-1.0

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

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

Division Description

The Office of Planning operates through the following 4 divisions:

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

This division contains the following 2 activities:

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

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

This division contains the following 2 activities:

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

Citywide Planning – develops and monitors the District Elements of the Comprehensive Plan, and works with regional and other District agencies to create strategies for critical planning sectors including housing, transportation, economic development, public facilities, and sustainability. The division provides data analysis, information, and long-range planning services to OP staff, neighborhood stakeholders, citizens, businesses, other District and federal agencies, and other decision-makers so that they can have the information needed to plan, develop, and preserve the District.

This division contains the following 3 activities:

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

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

Division Structure Change

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

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

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

Table BD0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		9,362	66.5
Removal of One-Time Funding	Multiple Programs	-200	0.0
Other CSFL Adjustments	Multiple Programs	291	0.0

Table BD0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		9,453	66.5
Increase: To support additional FTEs	Citywide Planning	237	2.0
Increase: To align resources with operational spending goals	Agency Management	10	0.0
Decrease: To adjust the Contractual Services budget	Multiple Programs	-267	0.0
Decrease: To align personal services and Fringe Benefits with projected costs	Multiple Programs	-359	-4.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		9,075	64.5
Reduce: Neighborhood Planning - Contractual Services	Revitalization/Design And Neighb. Plng	-50	0.0
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		9,025	64.5
FEDERAL GRANT FUNDS: FY 2016 Approved Budget and FTE		525	3.5
Increase: To align personal services and Fringe Benefits with projected costs	Development Review And Historic Preserv	39	0.0
Decrease: To offset projected adjustments in personal services costs	Development Review And Historic Preserv	-39	0.0
FEDERAL GRANT FUNDS: FY 2017 Agency Budget Submission		525	3.5
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2017 Mayor's Proposed Budget		525	3.5
PRIVATE GRANT FUNDS: FY 2016 Approved Budget and FTE		325	0.0
Decrease: To align budget with projected grant awards	Citywide Planning	-315	0.0
PRIVATE GRANT FUNDS: FY 2017 Agency Budget Submission		10	0.0
No Change		0	0.0
PRIVATE GRANT FUNDS: FY 2017 Mayor's Proposed Budget		10	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Approved Budget and FTE		100	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Agency Budget Submission		100	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Mayor's Proposed Budget		100	0.0
INTRA-DISTRICT FUNDS: FY 2016 Approved Budget and FTE		0	0.0
Increase: To align personal services and Fringe Benefits with projected costs	Development Review And Historic Preserv	120	1.0
Increase: To adjust the Contractual Services budget	Development Review And Historic Preserv	20	0.0
INTRA-DISTRICT FUNDS: FY 2017 Agency Budget Submission		140	1.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2017 Mayor's Proposed Budget		140	1.0
GROSS FOR BD0 - OFFICE OF PLANNING		9,800	69.0

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

FY 2017 Proposed Budget Changes

The Office of Planning's (OP) proposed FY 2017 gross budget is \$9,799,991, which represents a 5.0 percent decrease from its FY 2016 approved gross budget of \$10,312,367. The budget is comprised of \$9,024,991 in Local funds, \$525,000 in Federal Grant funds, \$10,000 in Private Grant funds, \$100,000 in Special Purpose Revenue funds, and \$140,000 in Intra-District funds.

Current Services Funding Level

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

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

CSFL Assumptions

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

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

Agency Budget Submission

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

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

Mayor's Proposed Budget

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