

MEMORANDUM

April 16, 2012

TO: Planning, Housing, and Economic Development Committee
FROM: ^{JN} Jeff Zyontz, Legislative Attorney
SUBJECT: FY13 Operating Budget: NDA – Historical Activities

Those expected to attend this worksession include:

Mary Dolan, Planning Department Chief of Functional Planning
Scott Whipple, Supervisor, Planning Department, Historic Preservation
Amy Wilson, OMB

This packet contains:

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Executive's Recommended HPC and Historical Society Budget, March 15 (Page 66-9)	1
HPC's Budget (M-NCPPC – Pages 62-63)	2 –3

Staff recommendation: Approve the budget as recommended by the Executive.

Overview

The Executive has recommended a grant of \$254,840 to the Historic Preservation Commission (HPC).¹ The budget recommended by the Executive and requested by M-NCPPC is the same as last year's request.

¹ The total non-departmental account for historic preservation is \$287,090. The Historical Society received \$32,250 in FY12 and is recommended for the same amount in FY13.

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Proposed
Support for the Historic Preservation Commission	\$254,840	\$254,840	\$254,840	\$254,840
Historic Preservation Grant Fund	\$30,000	0	0	0
Maryland Historic Grant (Certified Local Governments)	\$23,000	0	0	0
County Matching Funds for State Grant (CLG)	\$6,000	0	0	0
Total	\$313,840	\$254,840	\$254,840	\$254,840

Support to the Historic Preservation Commission

The HPC is an independent agency staffed by Maryland-National Park and Planning Commission (M-NCPPC) employees. This funding is to operate the program, including administering Historic Area Work Permit (HAWP) applications, processing tax credit applications, and advising owners of historic properties. A building permit application on any historic property triggers the requirement for a HAWP. An application fee is not charged for a HAWP beyond the regular building permit fee. In FY11, 150 HAWPs were processed. In addition, staff reviewed and processed 90 Historic Preservation tax credit applications.

The M-NCPPC request for support for the HPC is for \$254,840, the same amount that was approved in FY12.

Historic Preservation Grant Fund

The Historic Preservation Grant Fund is administered through the HPC for awards to County groups for historical projects. It provides matching grants to small, non-profit community groups around the County to do educational and interpretive programs. The fund is one of the few ways the HPC can generate outreach opportunities and educational projects that make preservation real to the public at large. This appropriation remained at \$30,000 for several years. The Historic Preservation Grant Fund has not been funded for the past two fiscal years, and it is not recommended for funding in FY 13.

Maryland Historic Grant

This is a matching grant from the State that is passed through the County to M-NCPPC for historical projects. The County is required to match the funds contributed by the State, and a minimum of \$6,000 of the County's match must be in cash. No funds will be requested because of the lack of matching funds. The matching funds were last budgeted in FY10.

retirement. The cost sharing election process has been completed.

The budget does not include employer contributions from participating outside agencies.

<i>FY13 Recommended Changes</i>	<i>Expenditures</i>	<i>FTEs</i>
FY12 Approved	32,462,450	0.00
FY13 CE Recommended	32,462,450	0.00

Historical Activities

This NDA contains a General Fund appropriation of \$287,090 and provides funding for the following agencies and programs:

- **Historic Preservation Commission:** The Historic Preservation Commission's main responsibility is to administer the historic preservation ordinance including recommending Montgomery County sites of potential historical significance. These efforts are administered by the Maryland-National Capital Park and Planning Commission (M-NCPPC).
- **Historical Society:** Funding for the Montgomery County Historical Society provides support for the Society's Education Program staff, educational and outreach programs for County residents, and to maintain the Historical Society's research library and museums.

<i>FY13 Recommended Changes</i>	<i>Expenditures</i>	<i>FTEs</i>
FY12 Approved	287,090	0.00
FY13 CE Recommended	287,090	0.00

Homeowners' Association Road Maintenance Reimburse.

This NDA provides a partial reimbursement to homeowners' associations (HOAs) for their maintenance of certain privately-owned roadways. The payment is currently restricted to through roadways, accessible to the public, which are one-quarter mile or longer and which provide vehicular access to more than four dwelling units. In FY97, an Executive Regulation was enacted allowing homeowners' associations to request that their roadways be deemed "private maintenance roads." This designation qualifies the HOAs for State reimbursement of their roadway maintenance costs. The County annually submits to the State its estimate of reimbursable miles, including those accepted as private maintenance roads. The State then reimburses the County and, subsequently, the County forwards the funds to HOAs.

<i>FY13 Recommended Changes</i>	<i>Expenditures</i>	<i>FTEs</i>
FY12 Approved	25,600	0.00
FY13 CE Recommended	25,600	0.00

Housing Opportunities Commission

The Housing Opportunities Commission of Montgomery County (HOC) is a public body corporate and politic duly organized under Division II of the Housing Community Development Article of the Annotated Code of Maryland, as amended, known as the Housing Authorities Law. As such, the Commission act as a builder, developer, financier, owner, and manager of housing for people of low- and moderate- (eligible) income. The Commission also provides eligible families and individuals with affordable housing and supportive services.

<i>FY13 Recommended Changes</i>	<i>Expenditures</i>	<i>FTEs</i>
FY12 Approved	5,513,840	0.00
Increase Cost: Annualization of FY12 Personnel Costs	69,390	0.00
FY13 CE Recommended	5,583,230	0.00

Inauguration & Transition

The Montgomery County Charter provides for the quadrennial election of a County Executive and County Council. This NDA provides for a ceremony and smooth transition of the County Executive and County Council every four years.

Program Indicators	FY11 Target (# of Days / %)	FY11 Actual (# of Days / %)	FY12 Target (# of Days / %)	FY12 As of 12/11 (# of Days / %)	FY13 Target (# of Days / %)	Comments
Average project plan processing time from application submittal to Development Review Committee meeting	40	75	40	84	40	FY11- 4 project plans went to DRC as of 6/30/11 FY12- 3 project plans went to DRC as of 11/3/11
% of project plans processed within mandatory timeframe	90%	50%	90%	n/a	90%	
Average site plan processing time from application submittal to Development Review Committee Meeting.	40	68	40	67	40	FY11- 14 site plans went to DRC as of 6/30/11 FY12- 10 site plans went to DRC as of 11/3/11
% of site plans processed within mandatory timeframe	90%	63%	90%	67%	90%	

Budgeted Resources:	FY12		FY13	
	WY	\$	WY	\$
Personnel	10.35	\$1,222,550	9.30	\$1,077,100
Professional Services		\$0		\$0
Publications		\$0		\$0
Other Operating Expenses		\$196,800		\$176,800
Chargebacks		(\$1,039,000)		(\$1,035,300)
Total		\$380,350		\$218,600

Major Changes

- Plan reviews will be conducted electronically

Historic Area Work Permits

Description

This project area supports the Montgomery County Historic Preservation Commission (HPC) by reviewing and processing Historic Area Work Permit (HAWP) applications, processing applications for Montgomery County Historic Preservation Tax Credits, administering the historic preservation grant program, and implementing public outreach and education on historic preservation processes and benefits.

Lead Division: Functional Planning and Policy

Goals

- Preserve and protect the County's significant historic districts and sites, while allowing for compatible changes that make these resources usable and available.

Performance Measures

Objective	Measure
Provide staff support to the HPC and assist the public by reviewing and processing HAWP applications	Number of Historic Area Work Permits (HAWP) received and processed
Provide staff support to the Montgomery County Historic Preservation Commission and assist the public by reviewing and processing Montgomery County Historic Preservation Tax Credit applications and Historic Preservation Grant applications	Historic Preservation Tax Credit applications, and grant applications reviewed and processed. (No funding was provided for Historic Preservation Grants in FY12 and none is expected in FY13.)

Specific Tasks/Products for FY13

- Process all HAWP applications within 45 days, in accordance with the Historic Preservation Ordinance
- Process Historic Preservation tax credit applications for eligibility prior to submission to Montgomery County

Program Indicators	FY11 Target	FY11 Actual	FY12 Target	FY12 Estimated As of 6/11	FY13 Target	Comments
% of HAWPs reviewed and processed within the 45-day statutory review period	100%	100%	100%	100%	100%	
Number of HAWPs reviewed and processed	138	150	160	94	160	
Number of Tax Credits/ grants processed	90/16	90/16	100/16	46/0	60/0	Grant program not funded in FY11; no funding anticipated in FY12

Budgeted Resources:	FY12		FY13	
	WY	\$	WY	\$
Personnel	4.75	\$561,000	4.00	\$463,300
Professional Services		\$9,000		\$9,000
Publications		\$6,000		\$6,000
Other Operating Expenses		\$90,300		\$76,000
Chargebacks		(\$254,800)		(\$254,900)
Total		\$411,500		\$299,400

reallocate staff

Major Changes

- Staff work reallocated to Master Plan for Historic Preservation and individual master plans. Total number of staff workyears on Historic Preservation efforts remains the same as FY12.

Professional Services

- Transcription services for public testimony are required for hearings on Historic Area Work Permits and Amendments to the Master Plan for Historic Preservation.

OPERATIONAL SERVICES