



## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

TO: The Maryland-National Capital Park and Planning Commission

FROM: Terri Bacote-Charles, Corporate Budget Director

DATE: May 15, 2025

RE: FY 2025 Budget Adjustments – Central Administrative Services

This memorandum requests your authorization to reallocate anticipated year-end savings from salary lapse and other savings for the following departments within Central Administrative Services (CAS): Department of Human Resources and Management, Legal Department, Department of Finance, Merit System Board, Office of Inspector General, Corporate Information Technology (IT) and CAS Support Services. The personnel and other savings from these departments will be transferred to the Commission-wide IT Initiative Internal Service Fund and used in subsequent fiscal years for non-personnel expenditures related to the ERP upgrade. Additionally, some savings will be directed to the pre-payment of FY 2026 expenses mainly associated with Information Technology access and contribution to the Chief Information Officer (CIO) Internal Service Fund and the Capital Equipment Fund.

Staff Recommendation:

Approval of the request for an FY 2025 Budget Adjustment for Central Administrative Services Departments totaling \$2,231,918. Of this amount, \$1,650,000 will pre-fund the ERP Upgrade project, and \$581,918 will support the pre-payment of FY 2026 expenses.

Background:

The Land Use Article, Section 18-109, permits a budget transfer if the transfer does not exceed 110% of the available approved budget amount nor result in a change in the work program. Accordingly, Commission Practice 3-60, Budget Adjustments (Amendments and Transfers), allows budget transfers when they do not increase the budget by more than 10% and, when bi-county departments are affected, approved by the Commission. The Commission has authority to transfer appropriations between the major object codes (personnel, supplies, services, capital outlay) and between divisions if they meet certain conditions.

### Request Approval:

For the requesting CAS departments, the recommended transfer does exceed 10% in total and does not change the work program. The salary savings generated resulted from staffing changes (retirements, resignations, etc.), delays in filling positions and recruitment difficulties. Other realized unspent funds resulted from revised funding requirements.

### Details of the Budget Adjustments

The following CAS departments seek the Commission's approval to transfer a total of \$1,650,000 of available funds from the Administration Fund to the Commission-wide IT Initiative Internal Service Fund to prefund the ERP Upgrade project.

- Department of Human Resources and Management: \$1,000,000;
- Legal Department: \$100,000;
- Department of Finance: \$400,000;
- Merit System Board: \$15,000;
- Office of Inspector General: \$100,000;
- CAS Support Services: \$35,000.

This budget adjustment positively impacts the current ERP financing schedule and reduces future payments beyond FY 2026 for all departments.

The following CAS departments seek the Commission's approval to transfer a total of \$581,918 of available funds from Personnel Services to non-personnel expenditures to support the pre-payment of FY 2026 expenses.

- Legal Department: \$61,277 to pre-pay FY 2026 expenses for Westlaw Online services;
- Department of Finance: \$125,641 to pre-pay FY 2026 internal service fund charges for the Office of the Chief Information Officer and the Commission-wide IT Initiative Fund;
- Corporate IT: \$170,000 to pre-pay FY 2026 expenses for computer equipment and \$225,000 to pre-pay FY 2026 contributions to the Capital Equipment Fund for cybersecurity fortification efforts.

This budget adjustment will beneficially affect FY 2026 operations.

The Commission's approval of this transfer is requested.