



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue Riverdale, Maryland 20730

Date: May 14, 2026

To: The Maryland-National Capital Park and Planning Commission

Via: William Spencer, Acting Executive Director
Terri Bacote-Charles, Corporate Budget Director

From: Bridgett Watson, Deputy Corporate Budget Director

Subject: FY 2026 Budget Adjustment – Central Administrative Services

This memorandum requests authorization to transfer a portion of the remaining FY26 budgeted funds within the Non-Departmental accounts. The purpose of this transfer is to cover \$85,000 in unbudgeted benefits costs incurred by the Legal Department and Merit Board as a result of employee benefit selection changes.

Staff Recommendation:

Approval of the request for an FY 2026 Budget Adjustment for Central Administrative Services Departments: Legal \$50,000 (MC \$25,652 and PGC \$24,348) and Merit Board \$35,000 (MC \$17,500 and PGC \$17,500).

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).

Your review and consideration are sought to approve this \$85,000 budget transfer request.

