



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

Item: 6c

TO: The Maryland-National Capital Park and Planning Commission

FROM: Terri-Bacote-Charles, Corporate Budget Director

DATE: June 15, 2026

RE: FY 2026 Budget Adjustments – Central Administrative Services

This memorandum requests authorization to reallocate anticipated year-end savings from salary lapse from the following departments within Central Administrative Services (CAS): Department of Human Resources and Management, Department of Finance, Office of Inspector General and Corporate Information Technology (IT). These personnel savings will be transferred into two Internal Service Funds -the Commission-wide IT Initiative (CWIT) and the Chief Information Officer (CIO) to be used in subsequent fiscal years for non-personnel expenditures related to the needs of Enterprise Corporate IT after base reductions in services in the FY27 Adopted budget and to ensure continued resources to support technology investments such as the ERP upgrade.

Staff Recommendation

Approval of the request for an FY 2026 Budget Adjustment for Central Administrative Services Departments totaling \$1,150,000. Of this amount, \$500,000 will be directed to the CIO Internal Service Fund and the remaining \$650,000 to the CWIT Fund.

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. 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.



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Request Approval:

For the requesting CAS departments, the recommended transfer does not 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.

Details of the Budget Adjustments

The following CAS departments seek the Commission's approval to transfer the remaining personnel funds up to a total of \$1,150,000 from the Administration Funds into two Internal Service Funds -the Commission-wide IT Initiative (CWIT) and the Chief Information Officer (CIO) to support IT operations.

- Department of Human Resources and Management: up to \$300,000 (MC \$129,383 and PGC \$170,617)
- Department of Finance: up to \$400,000 (MC \$171,135 and PGC \$228,865)
- Office of Inspector General: \$100,000 (MC \$38,917 and PGC \$61,083)
- Corporate IT: \$350,000 (MC \$175,000 and PGC \$175,000)

This budget adjustment will positively impact enterprise-wide IT resources and help to moderate future payments beyond FY 2027 for all departments.

The Commission's approval of this transfer is requested.