

Montgomery Planning

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION



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MontgomeryPlanning.org

MCPB Date: 1/11/2024

Agenda Item #8

MEMORANDUM

DATE: January 5, 2024
TO: Montgomery County Planning Board
VIA: Jason K. Sartori, Planning Director *JKS*
FROM: Karen Warnick, Chief, Management Services *KON*
SUBJECT: FY24 Budget Transfers for the Planning Department

STAFF RECOMMENDATION:

Approval of the Request for FY24 Budget Transfers for the Planning Department.

BACKGROUND:

The Land Use Article, Section 18-109, provides for M-NCPPC budget transfers as long as the transfer does not exceed 110% of the available approved budget amounts or 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 such transfers are approved by the Planning Board when they exceed \$100,000. The Planning Board has authority to transfer appropriations between the major object codes (personnel, supplies, services, capital outlay) and between divisions if they meet those conditions.

FY24 BUDGET TRANSFERS REQUESTED FOR THE PLANNING DEPARTMENT:

The Planning Department's recommended transfers below **do not exceed 10% in any division and do not change the work program**. The Planning Department requests to transfer funds from the Director's Office and the Information Technology and Innovation Division's personnel accounts to their temporary agency fees accounts for FY24 (through December 2023) as shown in the FY24 divisional line-item budgets below.

DETAILS OF BUDGET TRANSFERS:

The Planning Department is seeking the Board's approval to transfer **\$165,100** from the Personnel Services category to Other Services & Charges:

Director's Office -\$19,800

The Director's Office had an administrative specialist vacancy and hired a temp agency staff member to provide support until the position was filled. This request is to move budgeted funds from the Director's Office personnel account to Director's Office temp agency account to cover salary of the temp agency staff.

Information Techonology and Innovation (ITI) Division - \$145,300

The ITI Division has several vacancies and has hired temp agency staff members to provide cyber security and desktop support until the positions are filled. This request is to move budgeted funds from the ITI Division's personnel account to their temp agency account to cover salaries of the temp agency staff for the first six months of FY24.

The Planning Board's approval of this transfer is requested.

Approved by the Planning Board: _____ Date: _____