

MCPB Date: 6/26/2025
Agenda Item #15**MEMORANDUM**

DATE: June 23, 2025

TO: Montgomery County Planning Board

VIA: Jason K. Sartori, Planning Director *KS*
Bridget Broullire, Deputy Planning Director

FROM: Amber Ford, Budget Manager, Management Services Division *AF*
Karen Warnick, Division Chief, Management Services *Kaw*

SUBJECT: FY25 Budget Adjustment for the Planning Department

STAFF RECOMMENDATION:

Approval of the Request for FY25 Budget Adjustment for the Planning Department.

BACKGROUND:

The Land Use Article, Section 18-109, provides for 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.

REQUEST APPROVAL OF THE FY25 BUDGET TRANSFER 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 estimates it will have personnel savings in FY25 and is requesting to reallocate these savings to better position the department regarding the upcoming FY26 budget year.

DETAILS OF BUDGET TRANSFERS:

The Planning Department is seeking the Board's approval to transfer **\$60,000** from the Personnel Services category to Other Services & Charges:

Information Technology and Innovation (ITI) Division - \$60,000

This request is to move budgeted funds from the ITI Division's personnel account to the maintenance agreement and computer software account to pre-pay the ERSI software agreement for FY26.

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

Approved by the Planning Board: _____ Date: _____

Artie L. Harris, Chair of the Planning Board