



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION



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MontgomeryPlanning.org

MCPB Date: 6/26/2025

Agenda Item #15

MEMORANDUM

DATE: June 16, 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:

Transfer Non-Departmental Funds to Risk Management Fund – \$58,900

Transfer of funding available from unallocated compensation markers in the Admin Fund Non-Departmental Account to the Risk Management Internal Service Fund (ISF) to prepay Montgomery Planning's FY26 Risk Management expense to better position the department regarding the upcoming FY26 budget year.

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

Approved by the Planning Board: _____ Date: _____

Artie L. Harris, Chair of the Planning Board