



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

MCPB Date: 11/20/25  
Agenda Item #5

**MEMORANDUM**

Date: November 14, 2025

To: Prince George's County Planning Board  
Montgomery County Planning Board

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

Subject: CAS FY27 Proposed Budget Submission

Enclosed are the FY27 Proposed Budgets for Planning Board review. The Central Administrative Services budget submission has been developed following an analysis of program needs along with wage and benefit projections provided by the Corporate Budget Office. Our goal is to provide cost-effective support to the Departments while maintaining a high service level for our fellow employees. Your consideration is most appreciated.




**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**

6611 Kenilworth Avenue • Riverdale, Maryland 20737

November 13, 2025

To: Prince George's County Planning Board  
Montgomery County Planning Board

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

Subject: FY27 Proposed Budgets- Administration Fund

- Department of Human Resources and Management
- Central Administrative Services Support Services
- Merit System Board

**Requested Action**

We are requesting approval of the FY27 proposed Department of Human Resources and Management (DHRM), Central Administrative Services (CAS) Support Services operations, and Merit System Board Administration Fund budgets.

**I. DEPARTMENT OF HUMAN RESOURCES AND MANAGEMENT**

**Base Budget Request**

The FY27 proposed base budget request is \$10,051,266, which is an increase of 1.9% or \$185,516 over the FY26 Adopted Adjusted budget due to:

**Personnel Services:** DHRM salaries and benefits is expected to increase by \$309,051 or 3.2%, which is due to increases in pension and medical costs as well as annualization of FY26 annual compensation increases.

**Other Operating Charges:** These costs in the aggregate will decrease by \$15,015. This reflects realized savings in Supplies & Materials, Professional Services and Training and Workshops.

**New Requests**

DHRM has no new funding requests for FY27.

**Funding Allocation**

The funding allocation for FY27 is 43.6 % Montgomery and 56.4% Prince George's, which is a shift of 0.2% from Prince George's to Montgomery compared to the FY26 allocation.

**DEPARTMENT OF HUMAN RESOURCES & MANAGEMENT  
FY27 PROPOSED OPERATING BUDGET REQUEST**

	MC Admin Fund	PGC Admin Fund	DEPARTMENT TOTAL	% Change	Positions
<b>FY26 Adopted Adjusted Budget</b>	<b>\$ 4,452,251</b>	<b>\$ 5,413,499</b>	<b>\$ 9,865,750</b>		<b>55</b>
<b>FY27 BASE BUDGET INCREASES</b>					
Salaries	135,556	105,752	241,308		
Benefits	45,320	22,423	67,743		
Other Operating Charges	1,276	(16,291)	(15,015)		
Chargebacks	(33,168)	(75,352)	(108,520)		
<b>Subtotal - Base Budget Request</b>	<b>\$ 148,984</b>	<b>\$ 36,532</b>	<b>\$ 185,516</b>	<b>1.9%</b>	

**PROPOSED CHANGES**

	MC	PGC	Total	
<b>No Proposed Changes</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>

<b>Total FY27 Proposed Budget Request</b>	<b><u>\$ 4,601,235</u></b>	<b><u>\$ 5,450,031</u></b>	<b><u>\$ 10,051,266</u></b>	<b>1.9%</b>	<b>55</b>
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**New Position Request** - DHRM requested the creation of four (4) term contract Corporate HR Specialist positions in the October memo to the Planning Board. For the record, funding for three (3) positions will be requested through the ERP Implementation Project and funding for the remaining position (1) will be requested through the Group Insurance ISF.

## **II. CAS (CENTRAL ADMINISTRATIVE SERVICES) SUPPORT SERVICES BUDGET**

The proposed FY27 budget is \$1,373,620, a 17.1% decrease is largely driven by the change in the rental rate for the Executive Office Building expense for FY27.

### **New Requests**

There are no new requests for FY27.

### **Funding Allocation**

The funding allocation for FY27 is 45.6% to Montgomery and 54.4% to Prince George's, which moves 0.3% cost from Montgomery to Prince George's County.

#### **CAS SUPPORT SERVICES PROPOSED FY27 OPERATING BUDGET REQUEST**

	<b>MC Admin Fund</b>	<b>PGC Admin Fund</b>	<b>DEPARTMENT TOTAL</b>	<b>% Change</b>
<b>FY26 Adopted Adjusted Budget</b>	<b><u>\$ 749,885</u></b>	<b><u>\$ 907,106</u></b>	<b><u>\$ 1,656,991</u></b>	
<b>FY27 BASE BUDGET INCREASES</b>				
Salaries	-	-	-	
Benefits	11	(161)	(150)	
Other Operating Changes	(123,525)	(159,696)	(283,221)	
<b>Increase - Base Budget Request</b>	<b>\$ (123,514)</b>	<b>\$ (159,857)</b>	<b>\$ (283,371)</b>	<b>-17.1%</b>

#### **PROPOSED CHANGES**

<b>No Proposed Changes</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Total FY27 Proposed Budget Request</b>	<b><u>\$ 626,371</u></b>	<b><u>\$ 747,249</u></b>	<b><u>\$ 1,373,620</u></b>	<b>-17.1%</b>

### **III. MERIT SYSTEM BOARD BUDGET**

The proposed FY27 budget is \$196,236, reflecting an 11.8% increase from the FY26 Adopted Adjusted budget. The primary source of the increase is additional benefits elections for FY27.

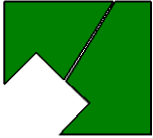
#### **New Requests**

There are no new requests for FY27.

#### **Funding Allocation**

Prince George's and Montgomery fund the Merit System Board's budget equally. The allocated budget is as follows:

MERIT SYSTEM BOARD FY27 PROPOSED OPERATING BUDGET REQUEST					
	MC Admin Fund	PGC Admin Fund	DEPARTMENT TOTAL		% Change
FY26 Adopted Adjusted Budget	\$ 87,737	\$ 87,737	\$ 175,474		
FY27 BASE BUDGET INCREASES					
Salaries	(1,468)	(1,468)	(2,936)		
Benefits	13,449	13,449	26,898		
Other Operating Changes	(1,600)	(1,600)	(3,200)		
Chargebacks	-	-	-		
Subtotal Increase - Base Budget Request	\$ 10,381	\$ 10,381	\$ 20,762		11.8%
PROPOSED CHANGES					
No Proposed Changes	\$ -	\$ -	\$ -		
Total FY27 Proposed Budget Request	\$ 98,118	\$ 98,118	\$ 196,236		11.8%



# THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

## Office of the Secretary-Treasurer

6611 Kenilworth Avenue, Suite 204 • Riverdale, Maryland 20737

### MEMORANDUM

DATE: November 12, 2025

TO: Montgomery County Planning Board  
Prince George's County Planning Board

FROM: Gavin Cohen, Secretary-Treasurer

SUBJECT: Finance Department FY 2027 Proposed Budget submission

The Finance Department submits its proposed FY 2027 budget, which reflects an increase of \$83,572 (+1.1%) as shown in the table below. Of this, \$50,572 (0.7%) is for baseline increases, which includes the annualization of prior year merit and COLA.

The proposal also includes three term-contract positions to be funded through CWIT, which is programmed in the budget for the implementation of the ERP, and the restoration of the Professional Services budget to \$33,000 (0.4%).

FINANCE DEPARTMENT						
PRELIMINARY FY27 OPERATING BUDGET REQUEST						
		MC Admin Fund	PGC Admin Fund	DEPARTMENT TOTAL	% Change	Positions
	FY26 Adopted Adjusted Budget	\$ 3,279,266	\$ 4,124,380	\$ 7,403,646		48
FY27 BASE BUDGET INCREASES						
	Salaries	31,831	61,825	93,656		
	Benefits	25,379	42,237	67,616		
	Other Operating Changes			-		
	Chargebacks	(38,500)	(72,200)	(110,700)		
	FY26 One-time Expenses	-	-			
	Subtotal Increase - Base Budget Request	\$ 18,710	\$ 31,862	\$ 50,572	0.7%	
PROPOSED CHANGES						
	Restore Professional Services	14,190	18,810	33,000	0.4%	
	Vendor Relations Specialist	-	-	-		1.0
	Sr. Corporate Application Analyst - Accounting (CWIT Funded)	-	-	-	0.0%	1.0
	Sr. Corporate Application Analyst - Procurement (CWIT Funded)	-	-	-	0.0%	1.0
	Corporate Accountant I - Accounts Payable (CWIT Funded)	-	-	-	0.0%	1.0
	Subtotal Proposed Changes	\$ 14,190	\$ 18,810	\$ 33,000	0.4%	
				\$ -	0.0%	
	Total FY27 Proposed Budget Request	\$ 3,312,166	\$ 4,175,052	\$ 7,487,218	1.1%	52.0
	Total FY27 Proposed Budget Increase	\$ 32,900	\$ 50,672	\$ 83,572		

The Department of Finance is requesting three term-contract positions:

1. Sr. Corporate Applications Analyst – Accounting: This term-contract position ensures uninterrupted processing of financial transactions and reporting even during staff absence, turnover, or leave. Analysts provide ERP training across the Commission so that every department can adopt business processes effectively. The position safeguards financial integrity, audit readiness, and timely compliance with accounting standards. This position is a term-contract and will be funded through CWIT.
2. Sr. Corporate Application Analyst – Procurement: This term-contract position provides continuity of procurement operations — purchasing, vendor payments, and contract management — without disruption. Analysts provide ERP training across the agency, enabling them to request, track, and manage purchases correctly under the new system. This position will strengthen compliance, reduce procurement errors, enhance vendor relationships, and address audit findings through systemic oversight. This position is a term-contract and will be funded through CWIT.
3. Corporate Accountant I – Accounts Payable: This term-contract position streamlines the accounts payable process; dedicates staff to County-specific work programs; and supports implementation of the ERP program through Commission-wide training. This position is a term-contract and will be funded through CWIT.

Additional program priorities include restoration of the department's Professional Services budget request of \$33,000 (+0.4%), enabling Finance to meet mandated reporting requirements, maintain audit readiness, and comply with both state and federal regulations.

A Vendor Relations Specialist position was initially proposed as the liaison between the Procurement Office and Supplier Diversity, and suppliers, through supplier outreach, vendor performance management, and ensuring the Commission's procurement practices align with diversity, transparency, and accountability standards. Funding for this position is pending based on discussions between both Montgomery and Prince George's Counties.

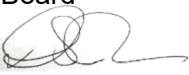


Reply To

Debra Borden  
General Counsel  
6611 Kenilworth Avenue, Ste 200/201  
Riverdale, Maryland 20737  
(301) 454-1670 • (301) 454-1674 fax

**MEMORANDUM**

TO: Montgomery County Planning Board  
Prince George's County Planning Board

FROM: Debra Borden, General Counsel   
Michael Aniton, Deputy General Counsel

DATE November 6, 2025

SUBJECT: **Legal Department Proposed Budget  
Estimate – FY2027**

This memorandum presents a proposed estimate to guide development of a FY27 budget proposal for the Office of General Counsel (“OGC” or “Legal Department”). We submit the following budget framework for discussion:

		MC Admin Fund	PGC Admin Fund	DEPARTMEN T TOTAL	% Change	Positions
	<b>FY26 Adopted Adjusted Budget</b>	<b>\$ 2,051,413</b>	<b>\$ 1,909,234</b>	<b>\$ 3,960,647</b>		
	<b>FY27 BASE BUDGET INCREASES</b>					
	Salaries	11,719	44,636	56,355		
	Benefits	50,220	59,778	109,998		
	Other Operating Changes	2,419	(6,535)	(4,116)		
	Chargebacks	(77,035)	(91,100)	(168,135)		
	FY26 One-time Expenses	-	-			
	<b>Subtotal Increase - Base Budget Request</b>	<b>\$ (12,677)</b>	<b>\$ 6,779</b>	<b>\$ (5,898)</b>	<b>-0.1%</b>	
	<b>PROPOSED CHANGES</b>					
	Specific Request			-		
	Specific Request					
	Specific Request					
	Specific Request					
	Specific Request			-		
	<b>Subtotal Proposed Changes</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	
	<b>Total Increase FY27 Proposed Budget Request</b>	<b>\$ 2,038,736</b>	<b>\$ 1,916,013</b>	<b>\$ 3,954,749</b>	<b>-0.1%</b>	



### **Base Budget Overview**

The Office of the General Counsel (OGC) is proposing a maintenance budget in FY27 with no new positions or initiatives requested and nearly all increases accounted for in personnel and pension costs. The fiscal impact of our personnel budget is a net decrease \$5,898. of in personnel services allocated to the respective administrative funds as follows:

- Montgomery County Administration Fund: \$2,038,736 (-0.6% decrease)
- Prince George's County Administration Fund: \$1,916,013 (0.4% increase)

These figures reflect the updated labor allocation formula between Montgomery (49%) and Prince George's (51%) Counties respectively, as well as any changes in non-departmental charges passed through for capital equipment, the CIO allocation, CWIT charges, etc. Please refer to those non-departmental CAS budget estimates for specific details and amounts.

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### **Conclusion**

We hope the approach discussed above reflects an appropriate level of prudence and we look forward to additional discussion of our budget proposal.

\* \* \*

cc: Melva Brown, Legal Department Program Manager



# THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Office of the Inspector General

November 20, 2025

To: Montgomery County Planning Board

Prince George's County Planning Board

From: Renee Kenney, CIG, CPA, CIA, CISA  
Inspector General

Modupe Ogunduyile, CIG  
Deputy Inspector General

Re: Request for Approval - FY2027 OIG Budget

The Office of the Inspector General (OIG) respectfully submits their FY27 budget proposal in the amount of \$1,683,209, up 5.7% over the FY26 adopted budget for your approval. The OIG's updated FY27 budget has decreased \$15,252 from the budget submitted last month due to finalized OCIO interservice fund and pension numbers.

The OIG has one budget request for FY27. The OIG is requesting an additional \$9,000 in one-time funding to cover anticipated peer review costs in FY27.

OFFICE OF THE INSPECTOR GENERAL				
PRELIMINARY FY27 OPERATING BUDGET REQUEST				
	MC Admin Fund	PGC Admin Fund	DEPARTMENT TOTAL	% Change
<b>FY26 Adopted Adjusted Budget</b>	<b>\$ 678,110</b>	<b>\$ 914,585</b>	<b>\$ 1,592,695</b>	
<b>FY27 BASE BUDGET INCREASES</b>				
Salaries	(31,714)	69,595	37,881	
Benefits	5,604	44,948	50,552	
Other Operating Changes	(5,827)	5,827	-	
Chargebacks	-	(13,297)	(13,297)	
OCIO Interservice Fund	3,590	2,788	6,378	
<b>Subtotal Increase - Base Budget Request</b>	<b>\$ (28,347)</b>	<b>\$ 109,861</b>	<b>\$ 81,514</b>	<b>5.1%</b>
<b>PROPOSED CHANGES</b>				
Peer Review Expenses (ONE TIME EXPENSE)	3,474	5,526	9,000	
<b>Subtotal Proposed Changes</b>	<b>\$ 3,474</b>	<b>\$ 5,526</b>	<b>\$ 9,000</b>	<b>0.6%</b>
<b>Total Increase FY27 Proposed Budget Request</b>	<b>\$ 653,237</b>	<b>\$ 1,029,972</b>	<b>\$ 1,683,209</b>	<b>5.7%</b>
	-3.8%	12.6%		

Total salary, benefits, and pension costs increased \$88,433. This does not include any new positions, rather approved salary increases of \$37,881 (3.2%) and approved benefit and pension increases of \$50,552 (13.6%).

The OIG's labor cost allocation, calculated by the Corporate Budget Office, reflected a 4% adjustment between Prince George's and Montgomery County. The calculation uses a three-year period to consider various cost drivers and trends. The adjusted labor cost allocations are primarily responsible for the overall decrease in costs for Montgomery County and increased costs for Prince George's County.

	FY26 Allocation	FY27 Allocation
Prince George's County	57.4%	61.4%
Montgomery County	42.6%	38.6%

Prince George's County Department of Parks and Recreation provides chargeback funding for one position within the OIG. The \$13,927 decrease in chargebacks represents approved salary and benefit increases for the position.

The OCIO Interservice fund is expected to increase by \$6,378 in FY27. The increase is primarily due to increased licensing costs.

Thank you for your consideration.



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

November 11, 2025

TO: Montgomery County Planning Board  
Prince George's County Planning Board

FROM: Mazen Chilet, Chief Information Officer *Chilet*  
Terri Bacote-Charles, Corporate Budget Director

SUBJECT: FY27 Proposed Corporate IT Budget

We are requesting approval of the FY27 Proposed Corporate IT budget.

**CORPORATE INFORMATION TECHNOLOGY (CIT)**

**Proposed Budget Request**

The CIT Proposed Budget request is \$4,247,716 an increase of \$259,884 or 6.5% over the FY26 Adopted Adjusted Budget. This adjustment is due to:

- **Personnel Services** – An increase in compensation and benefits of \$120,111
- **Supplies and Materials** – A budget increase of \$50,000 for equipment and associated tariff increases to supply the IT needs of CAS employees in the executive office building.
- **Other Services and Charges** – a budget increase of \$336,226 that includes \$80,000 for annual increases to license and software fees funded through Corporate IT, the restoration of \$225,000 Capital Equipment budget cut in FY26, an increase to the OCIO ISF contribution of \$48,000 and a combination of adjustments and reductions made after reviewing prior year trends.
- **Chargebacks** – FY27 Chargebacks increased by \$246,453 due to compensation adjustments and license count increases in the chargeback calculations.

**Budget Allocation**

The FY27 Corporate IT allocation is split 50% to Montgomery and 50% to Prince George's for the operating funds. This equal split is applicable to most of the budget; however, the OCIO ISF expense is calculated at a different percentage and chargebacks to Prince George's are higher than Montgomery because of allocations to the Recreation Fund. This results in different funding totals requested from each county.

**CORPORATE IT**  
**FY27 OPERATING BUDGET REQUEST**

	MC Admin Fund	PGC Admin Fund	DEPARTMENT TOTAL	% Change	Pos.
<b>FY26 Adopted Adj Budget</b>	<b>\$ 2,258,303</b>	<b>\$ 1,729,529</b>	<b>\$ 3,987,832</b>		<b>21</b>
<b>FY26 BASE BUDGET INCREASES</b>					
Salaries	29,261	29,261	58,522		
Benefits	31,890	29,699	61,589		
Other Operating Charges	122,113	134,113	256,226		
Chargebacks	(109,588)	(136,866)	(246,453)		
FY26 One-time Expenses	-	-	-		
<b>Subtotal Increase - Base Budget</b>	<b>\$ 73,677</b>	<b>\$ 56,208</b>	<b>\$ 129,884</b>	<b>3.3%</b>	
<b>PROPOSED CHANGES</b>					
Other Operating Charges	65,000	65,000	130,000		
<b>Subtotal Proposed Changes</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>	<b>\$ 130,000</b>		
<b>Total FY27 Proposed Budget</b>	<b>\$ 2,396,980</b>	<b>\$ 1,850,737</b>	<b>\$ 4,247,716</b>	<b>6.5%</b>	<b>21</b>



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

November 11, 2025

TO: Montgomery County Planning Board  
Prince George's County Planning Board

FROM: Mazen Chilet, Chief Information Officer *Chilet*  
Terri Bacote-Charles, Corporate Budget Director

SUBJECT: FY27 Proposed Office of the Chief Information Officer Internal Service Fund Budgets

We are requesting approval of the FY27 Proposed Office of the CIO (CIO) and Commission-Wide IT Initiatives (CWIT) budgets.

The Office of the Chief Information Officer manages two Internal Service Funds:

- The **OCIO Internal Service Fund** supports the operating fund for the Program Management and OCIO Office as they execute Commission-wide IT projects. The Commission-wide IT licenses and subscriptions are also budgeted in this fund.
- The **CWIT Internal Service Fund** supports all Commission-wide IT projects.

Combined, these two funds present a decrease of \$448,461 or 5.2% from FY26 Adopted Adjusted levels.

	<b>FY26 Adjusted Adopted</b>	<b>FY27 Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
CIO & Licenses	\$ 7,944,003	\$ 7,495,542	\$(448,461)	-5.6%
CWIT	\$ 742,987	\$ 742,987	\$ -	0.00%
Total	\$ 8,686,990	\$ 8,238,529	\$(448,461)	-5.2%

Each Department contributes to both funds.

\*The percentage change amounts for each fund do not add up to the total percentage change of both because the dollar amounts are much higher in the CIO/Licenses compared to CWIT

## **OFFICE OF THE CHIEF INFORMATION OFFICER (CIO) INTERNAL SERVICE FUND**

The CIO Proposed Budget request is \$7,495,542, a decrease of 5.6% from the FY26 Adopted Adjusted Budget. Details for each component of the budget, the CIO operations and Commission-wide licenses and subscriptions, are below.

### **Operating Budget Request**

The CIO Proposed Budget request is \$2,171,788, an increase of 3.6% over the FY26 Adopted Budget. The changes are due to:

- **Personnel** – An increase of \$45,506 for compensation and benefits assumptions
- **Other Services and Charges** - A \$30,551 increase for inflationary escalation in professional services costs and needs of the project management office in supporting the ERP implementation.

The FY27 CIO operating budget allocation is 43.8% to Montgomery and 56.2% to Prince George's, which moves .4 % from Montgomery to Prince George's compared to FY26.

### **New Initiatives Request**

No new initiatives are proposed for FY27.

### **Commission-wide Licenses and Subscriptions**

Ongoing licenses and subscriptions total \$5,323,754 which is a 9.0% decrease from FY26 . A one-time hold on the estimated subscription costs for the new ERP combined with inflationary increases to the existing licenses resulted in a \$524,518 reduction in the funding request for FY27.

New licenses requests: There are no new license subscriptions

## **CONSOLIDATED CHIEF INFORMATION OFFICER INTERNAL SERVICE FUND**

	<b>FY25 Adopted Adj</b>	<b>FY26 Adopted Adj</b>	<b>FY27 Proposed</b>	<b>% Change</b>
<b>EXPENDITURES</b>				
Personnel Services	1,643,753	1,634,431	1,679,937	2.8%
Supplies and Materials	50,000	50,500	50,500	0.0%
Other Services and Charges:				
CIO Total	304,785	410,800	441,351	7.4%
Licenses/Subs Total	5,246,000	5,848,272	5,323,754	-9.0%
<b>TOTAL EXPENDITURES</b>	<b>7,244,538</b>	<b>7,944,003</b>	<b>7,495,542</b>	<b>-5.6%</b>

**COMMISSION-WIDE IT (CWIT) INTERNAL SERVICE FUND**

The CWIT Internal Service Fund (ISF) budget is developed in coordination with the Information Technology (IT) Council to advance agency-wide programs and systems. Continual evaluation of and updates to these systems are critical to ensure the security of the agency's assets, greater efficiency of systems which enhance employee productivity, and to ensure effective continuation of operations for the agency. The budget for agency-wide projects to meet these goals is funded through direct contributions from the departments based on usage allocations.

The FY27 budget request to fund ongoing and financed projects is \$742,987 and remains the same as the FY26 Adopted budget. There are no new CWIT projects for FY27.

**Financed Continuing Project Budget Update**

The only financed project is the ERP Upgrade. The cost is \$14M. As of November FY26, the Departments contributed \$13,265,647. The amount budgeted for FY27 is \$742,987, representing year six of six financing years. Montgomery Planning prepaid their FY26 and FY27 contribution in FY24, it is reflected in the balances below.

<b>ERP Project Mosaic</b>	<b>Contributions (FY22-FY25)</b>	<b>FY26 Contribution</b>	<b>FY27 Contribution</b>	<b>Total Projected Contributions</b>
Prince George's Planning	\$638,363	\$64,193	\$64,193	\$766,749
Prince George's Parks	\$1,686,447	\$195,798	\$195,798	\$2,078,043
Prince George's Recreation	\$1,665,416	\$195,798	\$195,798	\$2,057,012
Montgomery Planning	\$625,768			\$625,768
Montgomery Parks	\$1,615,258	\$278,564	\$278,564	\$2,172,386
CAS	5,793,217			\$5,793,217
Interest Revenue		506,825		\$506,825
<b>Total</b>	<b>\$12,024,469</b>	<b>\$1,241,178</b>	<b>\$734,353</b>	<b>\$14,000,000</b>

**New Request for Financed Budget Project**

To enable career staff to focus exclusively on the forthcoming ERP Project Implementation, the CAS Departments have requested Term Contract Positions to support their ongoing operational activities.

Position funding will be provided through the CWIT ERP Project Mosaic.

<b>Position Title</b>	<b>Grade</b>	<b>Hours</b>	<b>Gross</b>	<b>Benefits</b>	<b>Total FY27</b>
Term-Sr. Corporate Application Analyst – Accounting/Gen	E28	1,560.00	79,246	24,009	103,255
Term-Sr. Corporate Application Analyst – Procurement	E28	1,560.00	79,246	24,009	103,255
Term-Corporate Accountant I	E18	1,462.50	53,605	22,048	75,653
Term-Corporate Human Resources Specialist III	E28	1,950.00	99,057	25,525	124,582
Term-Corporate Human Resources Specialist III	E28	1,950.00	99,057	25,525	124,582
Term-Corporate Human Resources Specialist II	E24	1,950.00	85,076	24,456	109,532
Term-Corporate Health and Benefits Specialist II	E24	1,950.00	85,076	24,456	109,532
*Term-ERP Security Administrator	E30	1,950.00	122,850	27,345	150,195
					<b>900,586</b>

\*Career funding for the ERP Security Administrator will be requested in FY28.





THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

November 12, 2025

To: Montgomery County Planning Board  
Prince George's County Planning Board

From: William Spencer, Acting Executive Director  
Tracey Harvin, Corporate Policy and Management Operations Director  
Brian Coburn, Corporate Administrative Services and Performance Management Chief

Subject: FY27 Proposed Budget – Internal Service Funds - Executive Office Building

**REQUESTED ACTION**

We are requesting approval of the proposed FY27 budget for the Executive Office Building (EOB).

**EXECUTIVE OFFICE BUILDING FUND**

The EOB Internal Service Fund covers the expenditures associated with housing the Commission's bi-county Central Administrative Services (CAS). CAS departments include Finance, Legal, Human Resources and Management (DHRM), Office of the Inspector General, Office of the Chief Information Officer, as well as the Merit System Board. Additionally, the Commission's Employees' Retirement System offices are housed at the EOB.

**FY27 Priorities**

**Maintain Operations:** Continue to ensure the facility is clean, safe, functional and comfortable for our employees and visitors.

**Address Building Infrastructure Issues:** Make necessary upgrades to building infrastructure to ensure adequate building operations and employee safety. Monitor exterior components such as sidewalks, steps, and parking lots.

**Proposed Budget Overview**

The FY27 proposed EOB budget is \$1,276,639 which is a reduction of 24.7% from FY26. The change is due to these factors:

**Revenue:** Occupancy charges to the building tenants will decrease in FY27 by -26.2% or \$407,232. The reduction is due to a recent review of comparable office lease rates in the immediate area.

**Personnel:** Compensation and benefits costs reflect a slight reduction of 3.5%.

**Supplies and Other Services and Charges** have been reduced \$400,567 to compensate for the reduction in rental income.

**Capital Outlay:** The request for capital funds is reduced by \$60,000. There are no foreseen needs at this time.

**Chargebacks:** Salary allocations of DHRM staff time that can be directly attributed to the management of the facility are charged back to this budget and reflect an 11.1 % decrease.

**Proposed New Initiatives**

No major renovations or upgrades are proposed for FY27.

**EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND**

	<b>ADOPTED FY25</b>	<b>ADJUSTED ADOPTED FY26</b>	<b>PROPOSED FY27</b>	<b>% CHANGE</b>
<b>REVENUES</b>				
Rental Income - Office Space				
Retirement System	126,396	126,396	93,214	-26.3%
Chief Information Office	44,807	14,975	11,044	-26.3%
Risk Management	66,792	66,792	49,258	-26.3%
Group Insurance	81,738	81,738	60,280	-26.3%
CAS Departments	1,231,499	1,261,331	930,204	-26.3%
Interest Income (Non-operating)	4,000	4,000	4,000	0.0%
Total Revenues	1,555,232	1,555,232	1,148,000	-26.2%
<b>EXPENDITURES</b>				
Personnel Services	325,112	324,190	311,140	-4.0%
Supplies and Materials	68,500	68,500	52,500	-23.4%
Other Services and Charges	1,070,720	1,069,320	756,950	-29.2%
Capital Outlay	90,000	90,000	30,000	-66.7%
Chargebacks	131,164	140,877	125,195	-11.1%
Total Expenditures	1,685,496	1,692,887	1,275,785	-24.6%
Operating Income (Loss) to be covered by fund balance	(130,264)	(137,655)	(127,785)	