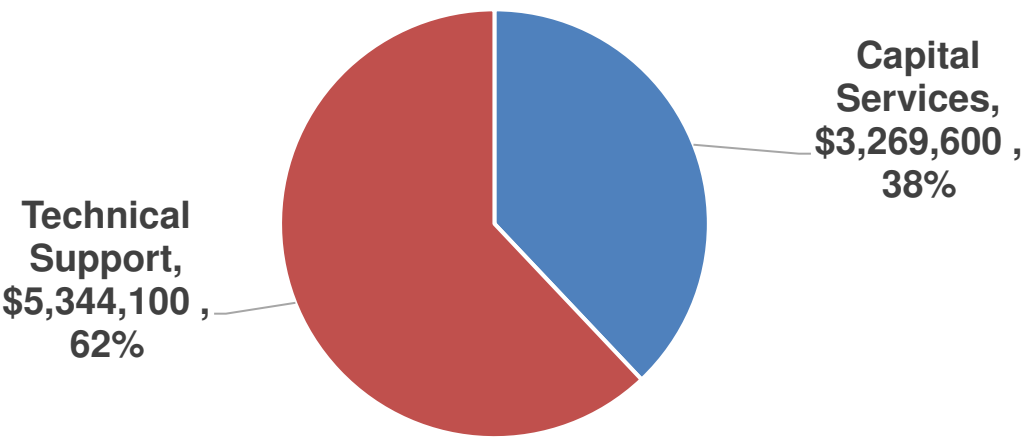


# Capital Project Operating Budget

The primary purpose of this budget is to track the County’s costs associated with capital projects for work currently performed by Public Works. Projects include but are not limited to roads, water, sewer, building/facility, and environmental projects. All costs charged to these budgets are ultimately transferred to individual capital projects based on tracking. Staff assigned to this area are responsible for managing capital improvement projects from the conceptual stages, onto design and construction, and final completion. The FY2025 proposed budget includes funding for 31 full time equivalent positions.

## FY2025 Proposed Budget: \$8,613,700



	FY2024 Adopted	FY2025 Proposed	Variance	% Change
Expenditures	\$6,742,900	\$8,613,700	\$1,870,800	28%
Transferred to CIP	(6,742,900)	(8,613,700)	(1,870,800)	28%
Surplus/(Deficit)	0	0	0	

# Capital Project Operating Budget

## Changes to FY 2024 Adopted:

### Capital Services Division:

*(transportation, building/facility, environmental)*

### Request

#### New Positions:

Sr. Project Manager	1.0 FTE	\$115,000
Project Manager II	1.0 FTE	\$102,400
Engineer I	1.0 FTE	\$95,200
Admin. Associate	1.0 FTE	\$66,400

**Increase in Contractual Project Managers** \$1,050,000

**Salary & Fringe adjustments increases for existing staff** \$80,300

**Increase in other operating costs** \$5,800

### Technical Support Division:

*(water, sewer)*

### Request

#### New Positions:

Project Field Superintendent	1.0 FTE	\$93,100
Project Admin. Specialist	1.0 FTE	\$62,200
Utilities Project Manager II	1.0 FTE	\$86,300

**Salary & Fringe adjustments increases for existing staff** \$87,000

**Increase in other operating costs** \$27,100

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<b>Total Changes to FY2024</b>	<b>7.0 FTE</b>	<b>\$1,870,800</b>
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Cost of New 7.0 FTE Positions:	\$620,600
New Contractual Project Managers	1,050,000
Salary & Fringe adjustments increases for existing staff	167,300
Other	32,900
<b>Total Changes to FY2024</b>	<b>\$1,870,800</b>

## FY 2025 VEHICLE AND EQUIPMENT LISTING

Item Description		Asset Value of Request	Direct Purchase	1/2 Year Payment	Annual Payment
<b><u>DPW - Capital Project Management</u></b>					
<b>Capital Project Management</b>	<b>30403624</b>				
<b>Truck</b>		60,000		6,900	13,100
For Project Field Superintendent					
<b>Truck</b>		60,000		6,900	13,100
For Utilities Project Manager II					
<b><i>Total Capital Project Management</i></b>		<b><i>120,000</i></b>	<b><i>0</i></b>	<b><i>13,800</i></b>	<b><i>26,200</i></b>

## Capital Projects

**Department:** Department of Capital Project Management  
**Division \ Program:** Administration Fund: Capital  
**Program Administrator:** Martin Harris, Director of Public Works

Expenditure Category	FY2023 Actual	FY2024 Adopted	FY2025 Request	FY2025 Proposed	\$ Change FY2024	% Chg.
Personal Services	\$116,066	\$343,200	\$357,900	\$357,900	\$14,700	4.3%
Fringe Benefits	21,357	84,600	88,200	88,200	3,600	4.3%
Operating Costs	0	11,600	11,600	11,600	0	0.0%
Operating Contingency	0	3,600	200	200	(3,400)	-94.4%
Transfers Out (charged to capital projects)	(137,422)	(443,000)	(457,900)	(457,900)	(14,900)	3.4%
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the full year impact of FY2024 approved salary increases and potential FY2025 salary increases.
- **Operating Costs** is based on anticipated FY2025 needs.
- **Operating Contingency** is to cover any expenditure overruns.

### Description

The primary responsibility of the new Capital Project Management (CPM) Department is to ensure that the needs of the end users are met while incorporating quality design and construction principles and practices.

The CPM Department provides professional project management services during the development and implementation of public infrastructure improvement projects within Charles County. Projects include but are not limited to roads, water, sewer, building/facility, and environmental projects. The CPM Department is responsible for managing capital improvements projects from the conceptual stages, onto design and construction, and final completion. The CPM Department actively participates annually in the budget development process by coordinating with other County Departments to establish estimated budgets to be submitted for consideration by the County Administrator.

### Positions:

<u>Title</u>	<u>FY21</u> <u>FTE</u>	<u>FY22</u> <u>FTE</u>	<u>FY23</u> <u>FTE</u>	<u>FY24</u> <u>FTE</u>	<u>FY25</u> <u>FTE</u>
Director of Capital Project Management	0.0	1.0	1.0	1.0	1.0
Assistant to the Chief	0.0	1.0	1.0	1.0	1.0
Office Associate I-III	0.0	2.0	2.0	2.0	2.0
<b>Total Full Time Equivalent</b>	<b>0.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

NOTE: Do to the creation of the new department in FY2022, several positions were reallocated from the Department of Public Works.

## Capital Projects

**Department:** Department of Capital Project Management  
**Division \ Program:** Capital Services **Fund:** Capital  
**Program Administrator:** Martin Harris, Director of Public Works

Expenditure Category	FY2023 Actual	FY2024 Adopted	FY2025 Request	FY2025 Proposed	\$ Change FY2024	% Chg.
Personal Services	\$874,235	\$1,014,700	\$1,059,000	\$1,315,900	\$301,200	29.7%
Fringe Benefits	192,819	244,100	261,800	341,400	97,300	39.9%
Operating Costs	14,163	42,300	1,100,000	1,142,500	1,100,200	2600.9%
Operating Contingency	0	10,400	11,900	11,900	1,500	14.4%
Transfers Out (charged to capital projects)	(1,081,216)	(1,311,500)	(2,432,700)	(2,811,700)	(1,500,200)	114.4%
<b>Total Baseline</b>	\$0	\$0	\$0	\$0	\$0	N/A
New Requests			379,000	0	0	N/A
<b>Total Expenditures</b>	\$0	\$0	\$379,000	\$0	\$0	N/A

### Changes and Useful Information:

- **Personal Services and Fringe Benefits** includes the full year impact of FY2024 approved salary increases, potential FY2025 salary increases and new positions to assist with completion of capital projects.
- **Operating Costs** increase is mainly to provide additional funding for contract services to allow for the use of contractors to assist in maintaining the progress of the capital projects. Without additional resources Capital Services will be unable to maintain progress and coverage needed to properly manage the large number and scale of the projects through construction completion.
- **Operating Contingency** was to cover any expenditure overrun.

### New Position Request

Position	FTE	Hire	Grade	Salary	Fringe	Operating	Total
<b>Sr. Project Manager</b>	1.0	July	117	\$ 80,900	\$ 23,300	\$ 10,800	\$ 115,000

*An experienced Senior Project Manager is needed to assist with the capital projects workload and be a team leader for one of three main project types: transportation, vertical, or NPDES.*

<b>Project Manager II</b>	1.0	July	115	\$ 70,000	\$ 21,600	\$ 10,800	\$ 102,400
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*An experienced Project Manager II is needed to assist with the capital projects workload in for one of three main project types: transportation, vertical, or NPDES.*

<b>Engineer I</b>	1.0	July	114	\$ 65,100	\$ 19,300	\$ 10,800	\$ 95,200
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*An entry level Engineer I position is needed to assist the Program Manager and Project Managers with the capital projects workload, primarily performing field visits and site inspections, managing utility, wetlands, and reforestation impacts for the division, and other responsibilities as identified in the job description.*

<b>Admin. Associate</b>	1.0	July	106	\$ 40,900	\$ 15,400	\$ 10,100	\$ 66,400
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*A more experienced Administrative Associate is needed to support and back up the Assistant to the Chief and Capital Services PAS positions and assist with the existing capital projects' workload. The requested Administrative Associate will provide support for the additional workload associated with the approximately 109 ARPA-funded storm drainage improvement projects anticipated being transferred from PGM/Infrastructure Management to Capital Services for management of the construction phase.*

<b>Total New Position Request</b>				\$ 256,900	\$ 79,600	\$ 42,500	\$ 379,000
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## Capital Projects

<b>Department:</b>	Department of Capital Project Management		
<b>Division \ Program:</b>	Capital Services	<b>Fund:</b>	Capital
<b>Program Administrator:</b>	Martin Harris, Director of Public Works		

<b>Positions:</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Capital Services	1.0	1.0	1.0	1.0	1.0
Capital Services Program Manager	1.0	1.0	1.0	1.0	1.0
Capital Services Senior Project Manager	3.0	2.0	2.0	2.0	3.0
Capital Services Project Manager II	3.0	2.0	2.0	2.0	3.0
Engineer I	0.0	0.0	0.0	0.0	1.0
Right-Of-Way Program Manager	0.0	1.0	1.0	1.0	1.0
Right-Of-Way Agent I	2.0	1.0	1.0	1.0	1.0
Project Admin Specialist	1.0	1.0	1.0	1.0	1.0
Administrative Associate	1.0	0.0	0.0	0.0	1.0
Office Associate I-III	1.0	0.0	0.0	0.0	0.0
<b>Total Full Time Equivalent</b>	<b>13.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>13.0</b>

## Capital Projects

**Department:** Capital Project Management  
**Division \ Program:** Technical Support Fund: Capital  
**Program Administrator:** Martin Harris, Director of Public Works

Expenditure Category	FY2023 Actual	FY2024 Adopted	FY2025 Request	FY2025 Proposed	\$ Change FY2024	% Chg.
Personal Services	\$943,928	\$1,167,200	\$1,228,300	\$1,387,400	\$220,200	18.9%
Fringe Benefits	253,211	279,900	305,800	361,400	81,500	29.1%
Operating Costs	784,234	3,529,400	3,564,400	3,591,300	61,900	1.8%
Operating Contingency	0	11,900	4,000	4,000	(7,900)	-66.4%
Transfers Out (charged to capital projects)	(1,982,019)	(4,988,400)	(5,102,500)	(5,344,100)	(355,700)	7.1%
Capital Outlay	0	0			0	N/A
<b>Total Baseline</b>	(\$645)	\$0	\$0	\$0	\$0	N/A
New Requests (see attached)			241,600		0	N/A
<b>Total Expenditures</b>	(\$645)	\$0	\$241,600	\$0	\$0	N/A

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the full year impact of FY2024 approved salary increases, potential FY2025 salary increases and new positions to assist with completion of capital projects.
- **Operating Costs** includes funding for hardware and software for two new contract project managers, office furniture and additional funds for training.
- **Operating Contingency** is to cover any potential expenditure overruns.

### New Position Request

Position	FTE	Hire	Grade	Salary	Fringe	Operating	Total
<b>Project Field Superintendent</b>	1.0	Sept	116	\$ 60,800	\$ 19,700	\$ 12,600	\$ 93,100

*Utilities currently has only one part-time Project Field Superintendent that monitors all construction activities on Capital Improvement Projects. The workload is too much for the current part-time position and there is an expected increase in the number of projects moving into the construction phase.*

#### Project Admin.

<b>Specialist</b>	1.0	Sept	110	\$ 41,700	\$ 16,800	\$ 3,700	\$ 62,200
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*This position is needed to assist with the numerous administrative duties related to project management and to assist with increasing workload.*

#### Utilities Project

<b>Manager II</b>	1.0	Sept	115	\$ 56,600	\$ 19,100	\$ 10,600	\$ 86,300
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*Project Manager II position is needed to manage projects within the Utilities CIP Program. This workload is more than the current positions can handle, thus requiring the need for additional staff.*

<b>Total New Position Request</b>				\$ 159,100	\$ 55,600	\$ 26,900	\$ 241,600
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### Positions:

Title	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE	FY25 FTE
Chief of Technical Support	0.0	1.0	1.0	1.0	1.0
Capital Services Program Manager	0.0	1.0	1.0	1.0	1.0
Utilities Program Manager	0.0	1.0	1.0	1.0	1.0
Capital Services Senior Project Manager	0.0	2.0	2.0	2.0	2.0
Project Field Superintendent	0.0	0.0	0.0	0.0	1.0
Utilities Senior Project Manager	0.0	1.0	1.0	1.0	1.0
Utilities Project Manager II	0.0	1.0	1.0	1.0	2.0
Capital Services Project Manager I-III	0.0	2.0	2.0	2.0	2.0
Project Admin Specialist	0.0	2.0	2.0	2.0	3.0
<b>Total Full Time Equivalent</b>	<b>0.0</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>14.0</b>

NOTE: Do to the creation of the new department in FY2022, several positions were reallocated from the Department of Public Works.