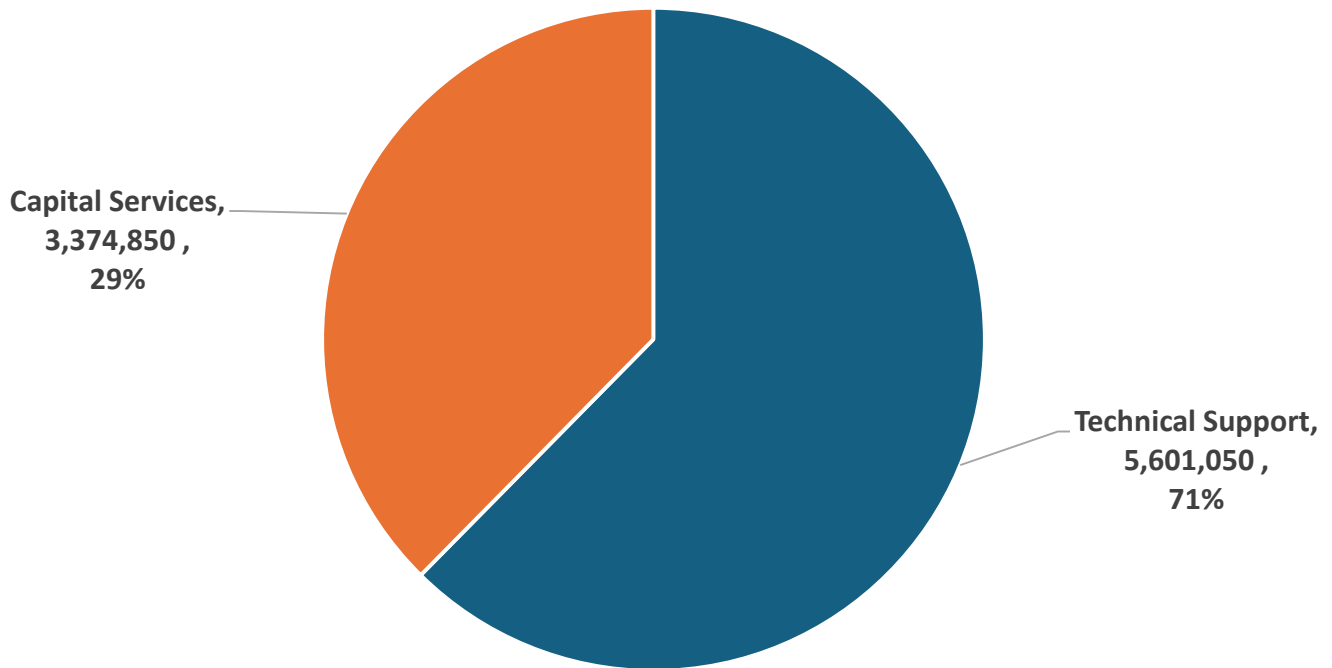


FISCAL YEAR 2026

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, design and construction, and completion. The FY2026 proposed budget includes funding for 32 full-time equivalent positions.

Total Operating Proposed Budget: \$8,975,900



| | FY2025 Adopted | FY2026 Proposed | \$ Change from FY2025 | % Change |
|------------------------|-------------------|--------------------|--------------------------|----------|
| Expenditures | \$8,613,700 | \$8,975,900 | \$362,200 | 4.0% |
| Trasferred to CIP | (8,613,700) | (8,975,900) | (\$362,200) | 4.0% |
| Surplus/Deficit | 0 | 0 | 0 | |

FISCAL YEAR 2026

Capital Project Operating Budget

Changes to FY2025 Adopted Budget

Capital Services Division: Request:

| | |
|---|------------|
| (transportation, building/facility, environmental) | |
| Salary and Fringe | \$95,414 |
| Includes FY2025 approved salary increases and the impact of four new positions approved in FY2025. | |
| Supplies | \$46,800 |
| Increased to cover licenses and Project Management Software. | |
| Contract Services | (\$93,000) |
| Reduced to better align with FY2026 staffing needs. | |
| Operating Contingency | \$48,686 |
| Increased to cover potential expenditure overruns and to support potential FY2026 salary increases. | |
| Minor Adjustments to Other Operating Costs | \$7,350 |

Technical Support Division Request:

| | |
|--|-----------------|
| (water, sewer) | |
| New Positions | |
| Capital Projects Field Representative 1.0 FTE September | \$69,700 |
| The Capital Project Field Liaison position is needed to be a liaison between the capital services project managers and various other field positions, such as inspectors, foreman, superintendents, and regulators to help assure efficient, cost-effective success of capital projects. | |
| Salary and Fringe | \$264,811 |
| Includes FY2025 approved salary increases and the impact of three new positions approved in FY2025. | |
| Supplies | (\$3,200) |
| Decreased due to the removal of a one-time FY2025 purchase. | |
| Contract Services | (\$83,860) |
| Decreased due to cost of various softwares. | |
| Operating Contingency | \$38,799 |
| Increased to cover potential expenditure overruns and to support potential FY2026 salary increases. | |
| Debt Service | (\$13,800) |
| Capital lease interest and principal paid out of Water/Sewer fund. | |
| Minor Adjustments to Other Operating Costs | (\$15,500) |

| | | |
|--------------------------------|----------------|------------------|
| Total Changes to FY2025 | 1.0 FTE | \$362,200 |
|--------------------------------|----------------|------------------|

| | |
|---------------------------|---------------|
| Total New Requests | 69,700 |
|---------------------------|---------------|

1.0 New FTE for FY2026:
(1.0) Capital Projects Field Representative

FY 2026 VEHICLE AND EQUIPMENT LISTING

| Item Description | Justification / Replacement Information | Asset Value of Request | Direct Purchase | 1/2 Year Payment | Annual Payment |
|--|---|------------------------|-----------------|------------------|----------------|
| <u>Public Works - Utilities</u> | | | | | |
| Capital Project Management | 30403624 | | | | |
| SUV <i>Replacing U182, 2014 with 33,800 miles.</i> | | 55,000 | | 6,200 | 12,300 |
| SUV <i>Replacing U184, 2014 with 33,000 miles.</i> | | 60,000 | | 6,700 | 13,400 |
| Truck <i>Truck for new position Capital Projects Field Representative.</i> | 30403625 | 50,000 | | 5,600 | 11,200 |
| Total Capital Project Management | | 165,000 | 0 | 18,500 | 36,900 |

Capital Project Management Summary

FISCAL YEAR 2026 BUDGET



Department Information

Department: Department of Capital Project Management

Division/Program: Administration

Program Administrator: Martin Harris, Director of Public Works

Fund: Capital

Department Description

The primary responsibility of the 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.

Expenditures

| | ACTUALS | PRIOR ADOPTED | REQUESTED | PROPOSED | \$ Change from FY2025 | % Change from FY2025 |
|---------------------------|--------------------|--------------------|--------------------|--------------------|-----------------------|----------------------|
| | FY2024 | FY2025 | FY2026 | FY2026 | | |
| Expenses | | | | | | |
| Personal Services | \$2,065,131 | \$3,061,200 | \$3,611,948 | \$3,373,648 | \$312,448 | 10% |
| Fringe Benefits | \$476,785 | \$791,000 | \$908,477 | \$908,477 | \$117,477 | 15% |
| Supplies | \$21,845 | \$74,800 | \$105,600 | \$107,000 | \$32,200 | 43% |
| Other Services & Chrgs | \$91,819 | \$4,656,800 | \$4,738,790 | \$4,483,190 | -\$173,610 | -4% |
| Operating Contingency | \$0 | \$16,100 | \$103,574 | \$103,585 | \$87,485 | 543% |
| Debt Service | \$0 | \$13,800 | \$0 | \$0 | -\$13,800 | -100% |
| EXPENSES TOTAL | \$2,655,579 | \$8,613,700 | \$9,468,389 | \$8,975,900 | \$362,200 | 4% |
| Transfers Out | -\$2,644,564 | -\$8,613,700 | -\$8,972,089 | -\$8,975,900 | -\$362,200 | 4% |
| Total Expenditures | \$11,015 | \$0 | \$496,300 | \$0 | - | - |

Positions by Division

| Division | Title | FY2022 | FY2023 | FY2024 | FY2025 | FY2026 |
|-------------------|-------|-----------|-----------|-----------|-----------|-----------|
| Administration | | 4 | 4 | 4 | 4 | 4 |
| Capital Services | | 9 | 9 | 9 | 13 | 13 |
| Technical Support | | 11 | 11 | 11 | 14 | 15 |
| | | 24 | 24 | 24 | 31 | 32 |

Capital Project Management

FISCAL YEAR 2026 BUDGET



Division Information

Department: Department of Capital Project Management

Division/Program: Administration

Program Administrator: Martin Harris, Director of Public Works

Fund: Capital

Expenditures

| | ACTUALS | PRIOR ADOPTED | REQUESTED | PROPOSED | \$ Change from FY2025 | % Change from FY2025 |
|---------------------------|------------------|------------------|------------------|------------------|-----------------------|----------------------|
| | FY2024 | FY2025 | FY2026 | FY2026 | | |
| Expenses | | | | | | |
| Personal Services | \$121,751 | \$357,900 | \$373,076 | \$373,076 | \$15,176 | 4% |
| Fringe Benefits | \$23,317 | \$88,200 | \$88,378 | \$88,378 | \$178 | 0% |
| Supplies | \$238 | \$2,800 | \$1,400 | \$1,400 | -\$1,400 | -50% |
| Other Services & Chrgs | \$300 | \$8,800 | \$6,050 | \$6,050 | -\$2,750 | -31% |
| Operating Contingency | \$0 | \$200 | \$11,761 | \$11,800 | \$11,600 | 5,800% |
| EXPENSES TOTAL | \$145,606 | \$457,900 | \$480,665 | \$480,704 | \$22,804 | 5% |
| Transfers Out | -\$145,606 | -\$457,900 | -\$480,665 | -\$480,704 | -\$22,804 | 5% |
| Total Expenditures | \$0 | \$0 | \$0 | \$0 | - | - |

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** include FY2025 and FY2026 approved salary increases.
- **Operating costs** include decreases to supplies, dues and subscriptions, and equipment repair.
- **Operating Contingency** is used to cover potential FY2026 salary increases.

Positions

| Title | FY2022 | FY2023 | FY2024 | FY2025 | FY2026 |
|--|----------|----------|----------|----------|----------|
| Director of Capital Project Management | 1 | 1 | 1 | 1 | 1 |
| Assistant to the Chief | 1 | 1 | 1 | 1 | 1 |
| Office Associate I-III | 2 | 2 | 2 | 2 | 2 |
| | 4 | 4 | 4 | 4 | 4 |

Capital Project Management

FISCAL YEAR 2026 BUDGET



Division Information

Department: Department of Capital Project Management

Fund: Capital

Division/Program: Capital Services

Program Administrator: Martin Harris, Director of Public Works

Expenditures

| | ACTUALS | PRIOR ADOPTED | REQUESTED | PROPOSED | \$ Change from FY2025 | % Change from FY2025 |
|---------------------------|------------------|--------------------|--------------------|--------------------|-----------------------|----------------------|
| | FY2024 | FY2025 | FY2026 | FY2026 | | |
| Expenses | | | | | | |
| Personal Services | \$806,243 | \$1,315,900 | \$1,543,498 | \$1,374,898 | \$58,998 | 4% |
| Fringe Benefits | \$177,945 | \$341,400 | \$362,462 | \$362,462 | \$21,062 | 6% |
| Supplies | \$6,426 | \$30,200 | \$77,000 | \$77,000 | \$46,800 | 155% |
| Other Services & Chrgs | \$8,865 | \$1,112,300 | \$1,288,800 | \$1,030,800 | -\$81,500 | -7% |
| Operating Contingency | \$0 | \$11,900 | \$49,013 | \$48,986 | \$37,086 | 312% |
| EXPENSES TOTAL | \$999,478 | \$2,811,700 | \$3,320,773 | \$2,894,146 | \$82,446 | 3% |
| Transfers Out | -\$999,478 | -\$2,811,700 | -\$2,894,173 | -\$2,894,146 | -\$82,446 | 3% |
| Total Expenditures | \$0 | \$0 | \$426,600 | \$0 | - | - |

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** include FY2025 and FY2026 approved salary increases, and the impact of the four new positions approved in FY2025.
- **Operating costs** include increases for software, training, and employee education; also included is a decrease to contract services to better align the budget with FY2026 staffing needs.
- **Operating Contingency** is used to cover potential FY2026 salary increases and expenditure overruns.

Positions

| Title | FY2022 | FY2023 | FY2024 | FY2025 | FY2026 |
|---|----------|----------|----------|-----------|-----------|
| Chief of Capital Services | 1 | 1 | 1 | 1 | 1 |
| Capital Services Program Manager | 1 | 1 | 1 | 1 | 1 |
| Capital Services Senior Project Manager | 2 | 2 | 2 | 3 | 3 |
| Capital Services Project Manager II | 2 | 2 | 2 | 3 | 3 |
| Engineer I | 0 | 0 | 0 | 1 | 1 |
| Right-of-Way Program Manager | 1 | 1 | 1 | 1 | 1 |
| Right-of-Way Agent I | 1 | 1 | 1 | 1 | 1 |
| Project Admin Specialist | 1 | 1 | 1 | 1 | 1 |
| Administrative Associate | 0 | 0 | 0 | 1 | 1 |
| | 9 | 9 | 9 | 13 | 13 |

Capital Project Management

FISCAL YEAR 2026 BUDGET



Division Information

Department: Department of Capital Project Management

Fund: Capital

Division/Program: Technical Support

Program Administrator: Martin Harris, Director of Public Works

Expenditures

| | ACTUALS | PRIOR ADOPTED | REQUESTED | PROPOSED | \$ Change from FY2025 | % Change from FY2025 |
|---------------------------|--------------------|--------------------|--------------------|--------------------|-----------------------|----------------------|
| | FY2024 | FY2025 | FY2026 | FY2026 | | |
| Expenses | | | | | | |
| Personal Services | \$1,137,137 | \$1,387,400 | \$1,695,374 | \$1,625,674 | \$238,274 | 17% |
| Fringe Benefits | \$275,522 | \$361,400 | \$457,637 | \$457,637 | \$96,237 | 27% |
| Supplies | \$15,182 | \$41,800 | \$27,200 | \$28,600 | -\$13,200 | -32% |
| Other Services & Chrgs | \$82,654 | \$3,535,700 | \$3,443,940 | \$3,446,340 | -\$89,360 | -3% |
| Operating Contingency | \$0 | \$4,000 | \$42,800 | \$42,799 | \$38,799 | 970% |
| Debt Service | \$0 | \$13,800 | \$0 | \$0 | -\$13,800 | -100% |
| EXPENSES TOTAL | \$1,510,494 | \$5,344,100 | \$5,666,951 | \$5,601,050 | \$256,950 | 5% |
| Transfers Out | -\$1,499,479 | -\$5,344,100 | -\$5,597,251 | -\$5,601,050 | -\$256,950 | 5% |
| Total Expenditures | \$11,015 | \$0 | \$69,700 | \$0 | - | - |

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** include FY2025 and FY2026 approved salary increases and the impact of the three new positions approved in FY2025. It also proposes a new Capital Projects Field Representative position.
- **Operating costs** include decreases due to a one-time FY2025 supply purchase and the cost of various software.
- **Operating Contingency** is used to cover potential FY2026 salary increases and expenditure overruns.
- The **Debt Service** decrease is due to capital lease interest and principal being paid out of the Water/Sewer fund.

Positions

| Title | FY2022 | FY2023 | FY2024 | FY2025 | FY2026 |
|--|-----------|-----------|-----------|-----------|-----------|
| Chief of Technical Support | 1 | 1 | 1 | 1 | 1 |
| Capital Services Program Manager | 1 | 1 | 1 | 1 | 1 |
| Utilities Program Manager | 1 | 1 | 1 | 1 | 1 |
| Capital Services Senior Project Manager | 2 | 2 | 2 | 2 | 2 |
| Project Field Superintendent | 0 | 0 | 0 | 1 | 1 |
| Utilities Senior Project Manager | 1 | 1 | 1 | 1 | 1 |
| Utilities Project Manager II | 1 | 1 | 1 | 2 | 2 |
| Capital Services Project Manager I - III | 2 | 2 | 2 | 2 | 2 |
| Project Admin Specialist | 2 | 2 | 2 | 3 | 3 |
| Capital Projects Field Representative | 0 | 0 | 0 | 0 | 1 |
| | 11 | 11 | 11 | 14 | 15 |