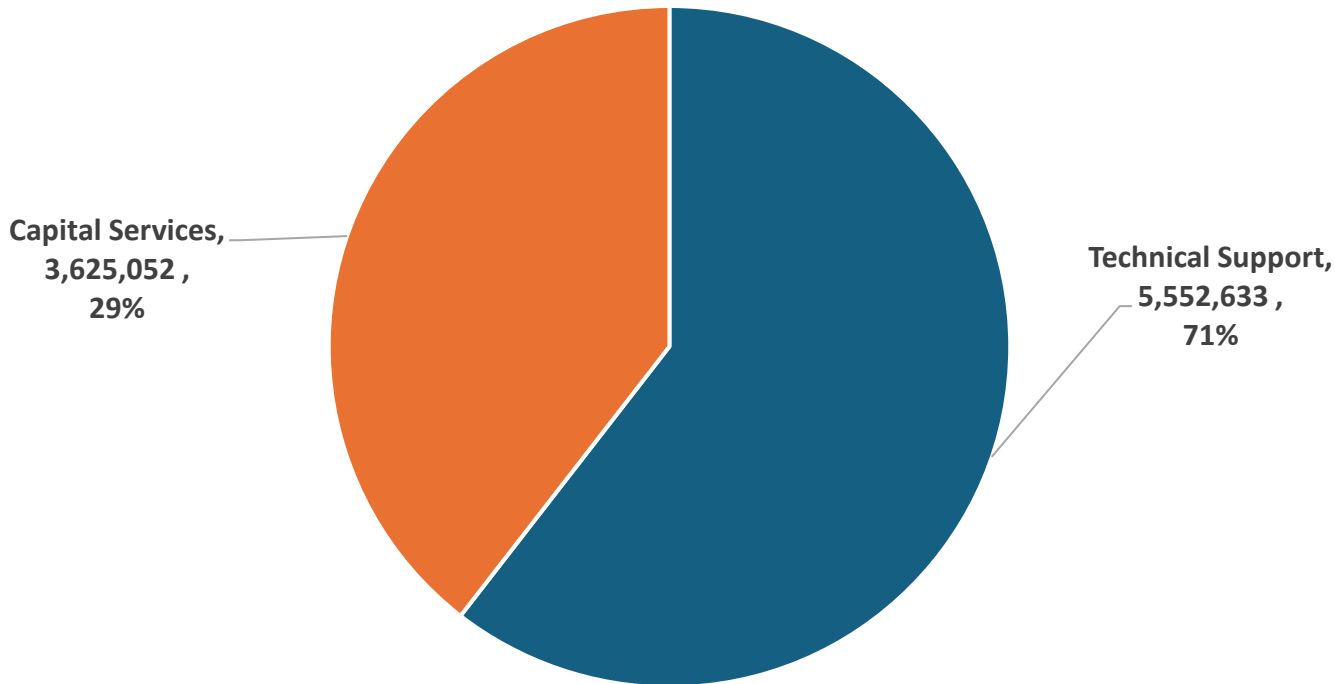


FISCAL YEAR 2027

Capital Project Management 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 FY2027 proposed budget includes funding for 32 full-time equivalent positions.

Total Operating Proposed Budget: \$9,177,685



	FY2026 Adopted	FY2027 Proposed	\$ Change from FY2026	% Change
Expenditures	\$8,975,900	\$9,177,685	\$201,785	2.2%
Trasferred to CIP	(8,975,900)	(9,177,685)	(\$201,785)	2.2%
Surplus/Deficit	0	0	0	

FISCAL YEAR 2027
Capital Project Management Operating Budget
Changes to FY2026 Adopted Budget

Capital Services Division:	Request:
<hr/> (transportation, building/facility, environmental) <hr/>	
Salary and Fringe	\$163,886
Personal Services and Fringe Benefits include the full year impact of FY2026 approved salary increases and funding for potential FY2027 salary increases. The FY2027 salary increase includes the impact of a merit increase and implementation of the class and comp study for eligible full-time employees.	
New Position- Program Manager for Vertical Projects	1.00 FTE
The County Administrator is planning on advancing a number of vertical construction initiatives. To effectively support this vision, Capital Services should establish a formal program led by a Program Manager with expertise in architecture and building construction.	
Supplies	\$3,060
Increased to cover licenses and Project Management Software.	
Operating Contingency	(\$35,986)
Decreased to better reflect expenditure trends.	
Minor Adjustments to Other Operating Costs	\$7,700
Technical Support Division	Request:
<hr/> (water, sewer) <hr/>	
Salary and Fringe	(\$153,561)
Personal Services and Fringe Benefits include the full year impact of FY2026 approved salary increases and funding for potential FY2027 salary increases. The FY2027 salary increase includes the impact of a merit increase and implementation of the class and comp study for eligible full-time employees.	
New Position- Program Manager for Contract Employees	1.00 FTE
This position will supervise the contract project managers working for DPW, CPM. The expanding water and sewer CIP program has resulted in the need for contract project managers to manage the project workload.	
Supplies	\$14,200
Increased due to an increase in vehicle fuel accounts as well as office supplies.	
Training and Employee Education	\$12,000
Increased due to increased costs for additional employee opportunities.	
Operating Contingency	(\$38,499)
Decreased to better reflect expenditure trends.	
Minor Adjustments to Other Operating Costs	\$16,180
<hr/>	
Total Changes to FY2027	2.0 FTE
	\$201,785

2.0 New FTE for FY2027:
(1.0) Program Manager for Vertical Projects (Capital Services)
(1.0) Program Manager for Contract Employees (Utility Projects)

FISCAL YEAR 2027

Capital Project Management Operating Budget

	FY2026 Adopted	FY2027 Proposed	\$ Change from FY2026	% Change
CAPITAL SERVICES				
006 - Administration				
Personal Services	373,076	395,236	22,160	5.9%
Fringe Benefits	88,378	89,518	1,140	1.3%
Supplies	1,400	4,330	2,930	209.3%
Other Services & Chrgs	6,050	8,960	2,910	48.1%
Operating Contingency	11,800	12,100	300	2.5%
Transfers Out	(480,704)	(510,144)	(29,440)	
(charged to capital projects)				
Total Expenditures	480,704	510,144	29,440	6.1%
Surplus/(Deficit)	0	0		
032 - Capital Services				
Personal Services	1,374,898	1,608,666	233,768	17.0%
Fringe Benefits	362,462	380,822	18,360	5.1%
Supplies	77,000	77,130	130	0.2%
Other Services & Chrgs	1,030,800	1,035,590	4,790	0.5%
Operating Contingency	48,986	12,700	(36,286)	-74.1%
Transfers Out	(2,894,146)	(3,114,908)	(220,762)	
(charged to capital projects)				
Total Expenditures	2,894,146	3,114,908	220,762	7.6%
Surplus/(Deficit)	0	0		
Total Capital Services	3,374,850	3,625,052	250,202	7.4%
TECHNICAL SUPPORT				
036 - Technical Support				
Personal Services	1,625,674	1,607,324	(18,350)	-1.1%
Fringe Benefits	457,637	423,689	(33,948)	-7.4%
Supplies	28,600	42,800	14,200	49.7%
Other Services & Chrgs	3,446,340	3,474,520	28,180	0.8%
Operating Contingency	42,799	4,300	(38,499)	-90.0%
Debt Service	0	0	0	
Transfers Out	(5,601,050)	(5,552,633)	48,417	
(charged to capital projects)				
Total Expenditures	5,601,050	5,552,633	(48,417)	-0.9%
Surplus/(Deficit)	0	0		
Total Technical Support	5,601,050	5,552,633	(48,417)	-0.9%
Total Surplus/Deficit	0	0	0	

Capital Project Management Summary

FISCAL YEAR 2027 PROPOSED BUDGET

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- All Funds

	PRIOR ADOPTED	PROPOSED	\$ Change from FY2026	% Change from FY2026
	FY2026	FY2027		
Expenses				
Personal Services	\$3,373,648	\$3,611,226	\$237,578	7%
Fringe Benefits	\$908,477	\$894,029	-\$14,448	-2%
Supplies	\$107,000	\$124,260	\$17,260	16%
Other Services & Chrgs	\$4,483,190	\$4,519,070	\$35,880	1%
Operating Contingency	\$103,585	\$29,100	-\$74,485	-72%
Debt Service	\$0	\$0	\$0	-
EXPENSES TOTAL	\$8,975,900	\$9,177,685	\$201,785	2%
Transfers Out	-\$8,975,900	-\$9,177,685	-\$201,785	2%
Total Expenditures	\$0	\$0	-	-

Full-Time Equivalents

Division	FY2023	FY2024	FY2025	FY2026	FY2027
Administration	4	4	4	4	4
Capital Services	9	9	13	13	13
Utility Projects	11	11	14	15	15
	24	24	31	32	32

Administration

FISCAL YEAR 2027 PROPOSED BUDGET

Expenditure Summary

	PRIOR ADOPTED		PROPOSED	
	FY2026	FY2027	\$ Change from FY2026	% Change from FY2026
Expenses				
Personal Services	\$373,076	\$395,236	\$22,160	6%
Fringe Benefits	\$88,378	\$89,518	\$1,140	1%
Supplies	\$1,400	\$4,330	\$2,930	209%
Other Services & Chrgs	\$6,050	\$8,960	\$2,910	48%
Operating Contingency	\$11,800	\$12,100	\$300	3%
EXPENSES TOTAL	\$480,704	\$510,144	\$29,440	6%
Transfers Out	-\$480,704	-\$510,144	-\$29,440	6%
Total Expenditures	\$0	\$0	-	-

Changes and Useful Information

- **Personal Services** and **Fringe Benefits** include the full year impact of FY2026 approved salary increases and funding for potential FY2027 salary increases. The FY2027 salary increase includes the impact of a merit increase and implementation of the class and comp study for eligible full-time employees. It also reflects the reclassification of two (2) Office Associates to Assistant Project Managers.
- There is a net increase in various **Supplies** accounts.
- **Other Services and Charges** include wireless costs and small increases in other various accounts.
- **Operating Contingency** is for potential revenue shortfalls and/or expenditure overruns.

Full-Time Equivalents

Title	FY2023	FY2024	FY2025	FY2026	FY2027
Director of Capital Project Management	1	1	1	1	1
Assistant to the Chief	1	1	1	1	1
Assistant Project Manager	0	0	0	0	2
Office Associate I-III	2	2	2	2	0
	4	4	4	4	4

Capital Services

FISCAL YEAR 2027 PROPOSED BUDGET

Expenditure Summary

	PRIOR ADOPTED		PROPOSED	
	FY2026	FY2027	\$ Change from FY2026	% Change from FY2026
Expenses				
Personal Services	\$1,374,898	\$1,608,666	\$233,768	17%
Fringe Benefits	\$362,462	\$380,822	\$18,360	5%
Supplies	\$77,000	\$77,130	\$130	0%
Other Services & Chrgs	\$1,030,800	\$1,035,590	\$4,790	0%
Operating Contingency	\$48,986	\$12,700	-\$36,286	-74%
EXPENSES TOTAL	\$2,894,146	\$3,114,908	\$220,762	8%
Transfers Out	-\$2,894,146	-\$3,114,908	-\$220,762	8%
Total Expenditures	\$0	\$0	-	-

Changes and Useful Information

- **Personal Services and Fringe Benefits** include the full year impact of FY2026 approved salary increases and funding for potential FY2027 salary increases. The FY2027 salary increase includes the impact of a merit increase and implementation of the class and comp study for eligible full-time employees. Due to the reorganization of the Property Acquisition division, a Right of Way Agent and Program Manager were transferred to the County Attorney's Office. In addition, a Program Manager was moved from Utility Projects to the Capital Services division. Two (2) positions were reclassified during FY2026: an Administrative Associate was reclassified to an Assistant Chief of Capital Services and an Engineer I was reclassified to a Project Field Superintendent. Finally, there is an addition of one (1) new Program Manager position for FY2027.
- There is a decrease in the **Supplies** accounts due to savings for various software licenses.
- **Other Services and Charges** include a net decrease due to a decrease in Contract Services to accurately reflect the cost of three (3) contract managers and slight increases to other various accounts.
- **Operating Contingency** is for potential revenue shortfalls and/or expenditures overruns.

Full-Time Equivalents

Title	FY2023	FY2024	FY2025	FY2026	FY2027
Chief of Capital Services	1	1	1	1	1
Assistant Chief of Capital Services	0	0	0	0	1
Capital Services Program Manager	1	1	1	1	3
Capital Services Senior Project Manager	2	2	3	3	3
Capital Services Project Manager II	2	2	3	3	3
Project Field Superintendent	0	0	0	0	1
Engineer I	0	0	1	1	0
Right-of-Way Program Manager	1	1	1	1	0
Right-of-Way Agent I	1	1	1	1	0
Project Admin Specialist	1	1	1	1	1
Administrative Associate	0	0	1	1	0
	9	9	13	13	13

Utility Projects

FISCAL YEAR 2027 PROPOSED BUDGET

Expenditure Summary

	PRIOR ADOPTED		PROPOSED	
	FY2026	FY2027	\$ Change from FY2026	% Change from FY2026
Expenses				
Personal Services	\$1,625,674	\$1,607,324	-\$18,350	-1%
Fringe Benefits	\$457,637	\$423,689	-\$33,948	-7%
Supplies	\$28,600	\$42,800	\$14,200	50%
Other Services & Chrgs	\$3,446,340	\$3,474,520	\$28,180	1%
Operating Contingency	\$42,799	\$4,300	-\$38,499	-90%
Debt Service	\$0	\$0	\$0	-
EXPENSES TOTAL	\$5,601,050	\$5,552,633	-\$48,417	-1%
Transfers Out	-\$5,601,050	-\$5,552,633	\$48,417	-1%
Total Expenditures	\$0	\$0	-	-

Changes and Useful Information

- **Personal Services** and **Fringe Benefits** include the full year impact of FY2026 approved salary increases and funding for potential FY2027 salary increases. The FY2027 salary increase includes the impact of a merit increase and implementation of the class and comp study for eligible full-time employees. It also reflects a Program Manager transferring from Utility Projects to the Capital Services division. It also includes the addition of one (1) new Program Manager position.
- There is a net increase in various **Supplies** accounts which includes an increase in Vehicle Fuel based on estimated fuel charges as well as other small increases in various accounts.
- **Other Services and Charges** include increases in Training, Employee Education, Uniforms and a small increase in other various accounts.
- **Operating Contingency** is for potential revenue shortfalls and/or expenditure overruns.

Full-Time Equivalents

Title	FY2023	FY2024	FY2025	FY2026	FY2027
Chief of Utility Projects	0	0	0	0	1
Chief of Technical Support	1	1	1	1	0
Assistant Chief of Utility Projects	0	0	0	0	1
Capital Services Program Manager	1	1	1	1	2
Utilities Program Manager	1	1	1	1	2
Capital Services Senior Project Manager	2	2	2	2	2
Project Field Superintendent	0	0	1	1	2
Utilities Senior Project Manager	1	1	1	1	0
Utilities Project Manager II	1	1	2	2	1
Capital Services Project Manager I - III	2	2	2	2	1
Project Admin Specialist	2	2	3	3	3
Capital Projects Field Representative	0	0	0	1	0
	11	11	14	15	15