

## Capital Projects

**Department:** Planning & Growth Management **Account:** 30.07.32  
**Division \ Program:** Capital Services **Fund:** Capital  
**Program Administrator:** John Stevens, Chief of Capital Services

| <b>Expenditure Category</b>                    | <b>FY2011<br/>Actual</b> | <b>FY2012<br/>Adopted</b> | <b>FY2013<br/>Proposed</b> | <b>FY2013<br/>Adopted</b> | <b>\$ Change<br/>from FY2012</b> | <b>%<br/>Chg.</b> |
|--|--------------------------|---------------------------|----------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services                              | \$1,160,681              | \$1,285,700               | \$1,291,900                | \$1,313,300               | \$27,600                         | 2.1%              |
| Fringe Benefits                                | 360,525                  | 426,000                   | 418,900                    | 402,700                   | (23,300)                         | -5.5%             |
| Operating Costs                                | 115,539                  | 230,900                   | 178,800                    | 178,800                   | (52,100)                         | -22.6%            |
| Debt Service                                   | 743                      | 9,300                     | 7,600                      | 7,600                     | (1,700)                          | -18.3%            |
| Operating Contingency                          | 0                        | 10,000                    | 0                          | 0                         | (10,000)                         | N/A               |
| Transfers Out<br>(charged to capital projects) | (1,639,789)              | (1,961,900)               | (1,897,200)                | (1,902,400)               | 59,500                           | -3.0%             |
| <b>Total Expenditures</b>                      | <b>(\$2,301)</b>         | <b>\$0</b>                | <b>\$0</b>                 | <b>\$0</b>                | <b>\$0</b>                       | <b>N/A</b>        |

### Changes and Useful Information:

- Increase in Personal Services due to turnover in Engineer position(s) and upgrade of Paralegal Supervisor position.
- Contract Services decrease based on actual.
- Debt service decrease due to the FY07 capital lease ending.

### Description

The Capital Services (CS) Division provides professional project management services for development and implementation of infrastructure improvements within Charles County. These projects include roads, water, sewer, and environmental projects, as well as building facilities exceeding \$1.5 million. The CS Division is responsible for managing the capital improvements projects from the conceptual stages, onto design, through construction and start up. The CS Division develops project estimates for budget purposes.

The division coordinates design and construction with the user agency, Department of Public Works (DPW)/Utilities and DPW Facilities to incorporate the user agency's operating requirements into the design of the facility while providing material and equipment that is compatible with the maintenance requirements of DPW Utilities and DPW Facilities. The Division administers construction projects to ensure that schedules are met and quality standards are achieved by contractors performing work for the county.

The goals of the Capital Services Division are to provide economical designs that satisfy the requirements of the end users while incorporating materials and equipment that enhance the maintenance of the systems, provide construction oversight to ensure that projects are delivered on time and within budget, and meet the quality standards set forth in the construction documents.

| <b>Positions:</b>                       | <b>FY 2009</b> | <b>FY 2010</b> | <b>FY 2011</b> | <b>FY 2012</b> | <b>FY 2013</b> |
|---|----------------|----------------|----------------|----------------|----------------|
| <u>Title</u>                            | <u>FTE</u>     | <u>FTE</u>     | <u>FTE</u>     | <u>FTE</u>     | <u>FTE</u>     |
| Director of Planning & Growth Mgmt      | 0.0            | 0.0            | 0.3            | 0.3            | 0.3            |
| Chief of Capital Services               | 1.0            | 1.0            | 1.0            | 1.0            | 1.0            |
| Chief of Resource & Infrastructure Mgmt | 0.0            | 0.0            | 0.2            | 0.2            | 0.2            |
| Engineer IV                             | 2.0            | 2.0            | 2.0            | 2.0            | 2.0            |
| Resource Analyst - GIS                  | 1.0            | 0.2            | 0.2            | 0.2            | 0.2            |
| Administration Manager                  | 0.0            | 0.0            | 0.3            | 0.3            | 0.3            |
| Engineer III                            | 3.0            | 3.0            | 3.0            | 3.0            | 3.0            |
| Utilities Engineer                      | 0.1            | 0.1            | 0.1            | 0.1            | 0.1            |
| Planner I- III                          | 0.0            | 0.4            | 0.7            | 0.7            | 0.7            |
| Engineer I / II                         | 4.0            | 4.0            | 4.0            | 3.0            | 3.0            |
| Right of Way Agent I / II               | 3.5            | 2.0            | 2.0            | 2.0            | 2.0            |
| Project Administrative Specialist       | 2.0            | 2.0            | 1.0            | 2.0            | 2.0            |
| Administrative Associate                | 1.0            | 1.0            | 1.7            | 1.7            | 1.7            |
| Office Associate I- III                 | 2.2            | 1.2            | 1.3            | 1.3            | 1.3            |
| Paralegal Supervisor                    | 1.0            | 1.0            | 1.0            | 1.0            | 0.8            |
| Part Time                               | 0.2            | 0.2            | 0.2            | 0.2            | 0.2            |
| <b>Total Full Time Equivalent</b>       | <b>21.0</b>    | <b>18.1</b>    | <b>18.9</b>    | <b>18.9</b>    | <b>18.7</b>    |