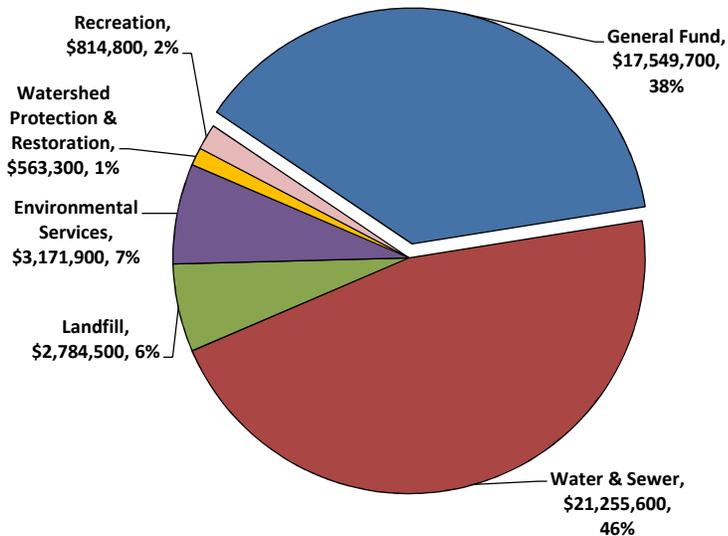
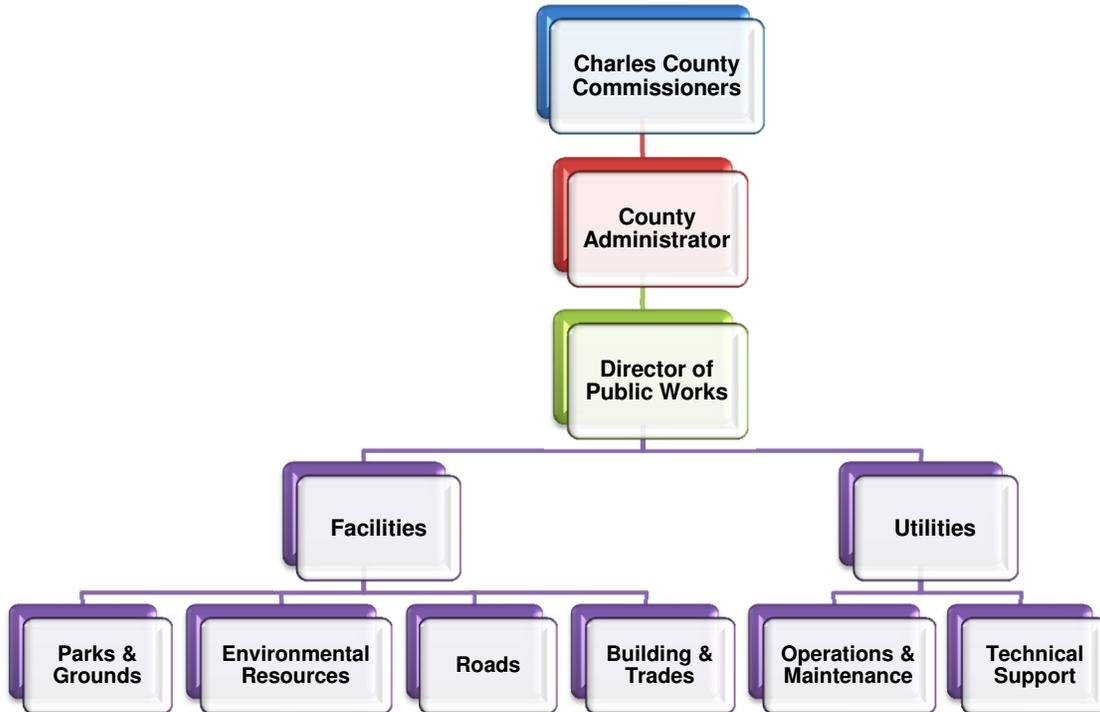


Public Works Summary

William A. Shreve, Director of Public Works
 Mailing Address: 1001 Radio Station Rd., La Plata, MD 20646
 Physical Address: 10430 Audie Ln., La Plata, MD 20646
www.charlescountymd.gov/pw/welcome

301-932-3440 301-870-2778
 7:30 a.m.-4:00 p.m. M-F

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$7,333,272	\$7,540,000	\$7,883,600	\$7,846,700	\$306,700	4.1%
Fringe Benefits	2,614,330	2,488,900	2,669,600	2,639,000	150,100	6.0%
Operating Costs	5,513,249	6,989,800	7,088,500	7,064,000	74,200	1.1%
Capital Outlay / Maintenance	89,962	50,000	0	0	(50,000)	-100.0%
Total Expenditures	\$15,550,813	\$17,068,700	\$17,641,700	\$17,549,700	\$481,000	2.8%
Revenues	\$819,419	\$951,500	\$929,500	\$929,500	(\$22,000)	-2.3%
Total Expenditures as % of Budget:	4.5%	5.3%	4.7%	5.2%		

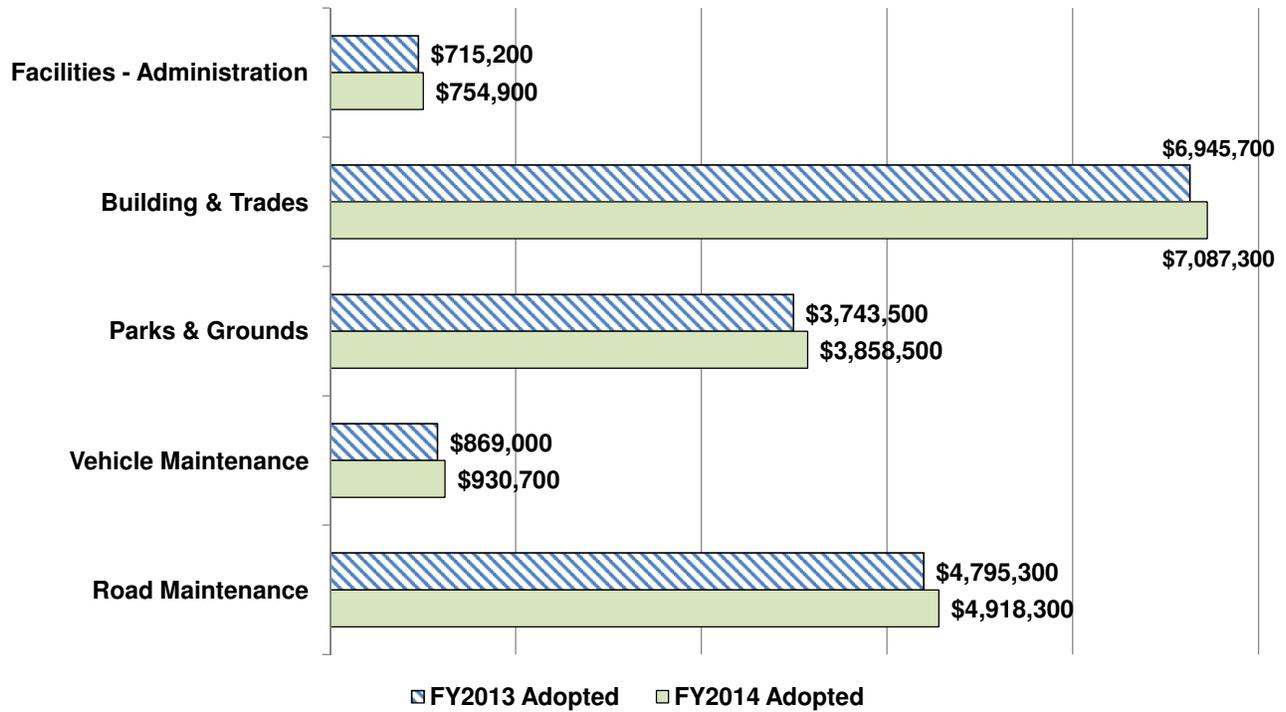


TOTAL DEPARTMENT BUDGET \$46,139,800

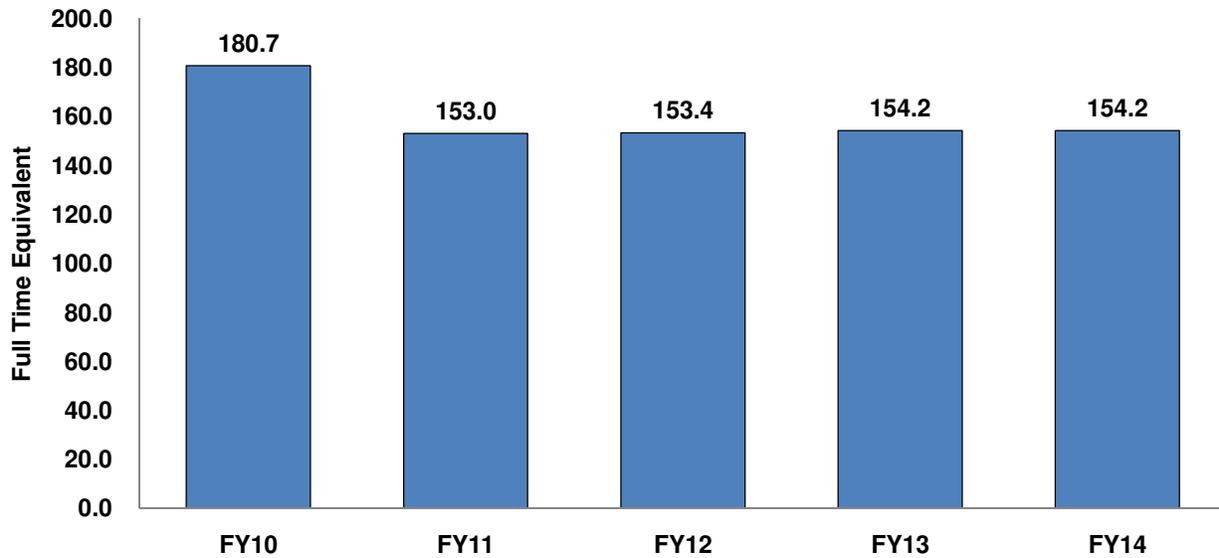
(Totals for funds other than the General Fund exclude debt service and funding for future reserves.)

As indicated by the graph, the Department of Public Works is allocated through several different funds.

Public Works Expenditure and Staff History



Staffing History



Positions by Program:

	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
Facilities - Administration	13.9	10.4	9.8	8.8	8.8
Building & Trades	60.9	49.2	49.7	50.7	50.7
Parks & Grounds	51.6	45.1	46.1	46.8	46.8
Vehicle Maintenance	8.6	8.6	8.6	8.6	8.6
Road Maintenance	45.7	39.7	39.2	39.3	39.3
Total Full Time Equivalent	180.7	153.0	153.4	154.2	154.2

Public Works

Department: Public Works 01.05.06
Division\Program: Facilities - Administration Fund: General
Program Administrator: Bill Shreve, Director of Public Works
www.charlescountymd.gov/pw/facilities/la-plata-office-facilities

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$473,313	\$488,600	\$493,300	\$514,300	\$25,700	5.3%
Fringe Benefits	199,702	190,800	200,600	206,100	15,300	8.0%
Operating Costs	18,942	35,800	33,900	34,500	(1,300)	-3.6%
Total Expenditures	\$691,958	\$715,200	\$727,800	\$754,900	\$39,700	5.6%
Revenues	\$10,212	\$9,200	\$4,800	\$4,800	(\$4,400)	-47.8%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- Operating Costs** were reduced to reflect current trends.

Description:

The Department of Public Works provides front line service to the citizens of Charles County through the park system, road system, solid waste services, environmental and recycling programs, and sports programs, as well as providing construction, renovation, and maintenance of County and other governmental agency facilities.

The Administration Division manages and coordinates all DPW/Facilities' operations, including personnel management of over 200 full time employees and 200 part time employees, as well as fiscal management of over \$25,000,000 in operating budgets and approximately \$30,000,000 in capital improvement projects. In addition, Inventory Control provides procurement and distribution of stocked inventory valued at over \$1,200,000 and manages the County's computerized fleet analysis and fuel management system.

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Director of Public Works	1.0	1.0	1.0	1.0	1.0
Asst. Director of Public Works - Facilities	1.0	1.0	1.0	1.0	1.0
Project Cost Estimator	1.0	0.0	0.0	0.0	0.0
Purchasing / Stores Coordinator	1.0	0.0	0.0	0.0	0.0
Financial Support Manager	0.0	0.0	1.0	1.0	1.0
Inventory Control Coordinator	1.0	1.0	1.0	1.0	1.0
Public Facilities Specialist	1.0	1.0	1.0	1.0	1.0
Personnel Administrator	1.0	0.0	0.0	0.0	0.0
Management Support Specialist	0.0	0.0	1.0	1.0	1.0
Administrative Associate	3.0	3.0	2.0	2.0	2.0
Office Associate II	1.0	1.0	1.0	1.0	1.0
Office Associate I	1.0	1.0	1.0	0.0	0.0
Supply Clerk I	2.0	2.0	2.0	2.0	2.0
Part-time	0.6	0.0	0.0	0.0	0.0
Total Full Time Equivalent	14.6	11.0	12.0	11.0	11.0
Allocated to W&S Enterprise Fund	0.0	(0.5)	(1.0)	(1.0)	(1.0)
Allocated to Solid Waste Enterprise Fund	(0.3)	(0.1)	(0.8)	(0.8)	(0.8)
Allocated to Environmental Svc. Fee Fund	0.0	0.0	(0.4)	(0.4)	(0.4)
Allocated to Capital Projects	(0.5)	0.0	0.0	0.0	0.0
Net Cost to General Fund	13.9	10.4	9.8	8.8	8.8

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
<i>Objective: Amount of requisitions received internally (DPF) and from Purchasing.</i>					
Requisitions Processed	653	682	598	600	630
<i>Objective: Amount of citizen issues that are resolved via telephone, in person or in writing.</i>					
Number of constituent issues	624	575	628	630	650
<i>Objective: Number of transactions of items obtained through Inventory Control.</i>					
# of inventory transactions	55,259	85,000	91,846	93,000	95,000
-transactions per FTE	27,630	42,500	45,923	46,500	47,500

Public Works

Department: Public Works 01.05.33
Division\Program: Building & Trades Fund: General
Program Administrator: John Earle, Chief of Building & Trades
www.charlescountymd.gov/pw/bt/buildings-and-trades

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$2,504,100	\$2,513,900	\$2,687,800	\$2,625,800	\$111,900	4.5%
Fringe Benefits	879,887	848,300	929,500	901,500	53,200	6.3%
Operating Costs	3,008,481	3,583,500	3,565,700	3,560,000	(23,500)	-0.7%
Total Expenditures	\$6,392,468	\$6,945,700	\$7,183,000	\$7,087,300	\$141,600	2.0%
Revenues	\$459,302	\$522,400	\$538,000	\$538,000	\$15,600	3.0%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- The **Operating Costs** adjustments are for the following reasons:
 - The Electricity and Utilities budgets were reduced to reflect savings from energy retrofits and to equal FY 2011 spending levels. These savings were offset from increases to other line items.
 - The Project Outsourcing budget was increased due to higher demands for additional work. The work needs to be contracted out due to staffing shortage.
 - The General Repairs & Maintenance budget was increased due to aging infrastructure and high repairs costs.
 - Funding for contract painting services was restored due to County owned facilities showing signs of deterioration.

Description:

Buildings & Trades Division is responsible for the efficient operation and maintenance of 160 County facilities, covering over one million square feet. The Division consists of five specialized work centers that provide service, maintenance, and improvements to all County facilities. These include Building Maintenance, HVAC, Electrical, Construction and Custodial Services. Building & Trades also performs a significant amount of capital improvement projects, including new construction and renovation of existing facilities.

Positions:

<u>Title</u>	<u>FY10</u> <u>FTE</u>	<u>FY11</u> <u>FTE</u>	<u>FY12</u> <u>FTE</u>	<u>FY13</u> <u>FTE</u>	<u>FY14</u> <u>FTE</u>
Chief of Building & Trades	1.0	1.0	1.0	1.0	1.0
Operations Manager	2.0	0.0	0.0	1.0	1.0
CIP Construction Project Manager	1.0	1.0	1.0	1.0	1.0
Facilities Maintenance Superintendent	3.0	3.0	3.0	3.0	3.0
Construction Superintendent	1.0	1.0	1.0	1.0	1.0
Construction Supervisor	1.0	1.0	1.0	1.0	1.0
HVAC Supervisor	1.0	1.0	1.0	1.0	1.0
Custodial Superintendent	1.0	1.0	1.0	1.0	1.0
Facilities Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0
Electrician III	2.0	2.0	2.0	2.0	2.0
Facilities Maintenance Technician III	3.0	2.0	2.0	2.0	2.0
Custodial Supervisor	1.0	1.0	1.0	1.0	1.0
Electrician II	3.0	3.0	3.0	3.0	3.0
Facilities Maintenance Technician II	16.7	10.0	10.0	10.0	10.0
Electrician I	2.0	2.0	2.0	2.0	2.0
Facilities Maintenance Technician I	2.0	2.0	2.0	2.0	2.0
Custodial Worker II	3.0	3.0	3.0	3.0	3.0
Custodial Worker I	15.7	14.7	14.7	14.7	14.7
Part-time Positions	4.0	3.0	3.0	3.0	3.0
Total Full Time Equivalent	64.4	52.7	52.7	53.7	53.7
Allocated to W&S Enterprise Fund	(3.0)	(3.0)	(3.0)	(3.0)	(3.0)
Allocated to Capital Projects	(0.5)	(0.5)	0.0	0.0	0.0
Net Cost to General Fund	60.9	49.2	49.7	50.7	50.7

Public Works

Department: Public Works 01.05.33
Division\Program: Building & Trades Fund: General
Program Administrator: John Earle, Chief of Building & Trades
www.charlescountymd.gov/pw/bt/buildings-and-trades

Objectives & Measurements:	FY10	FY11	FY12	FY13	FY14
	Actual	Actual	Actual	Projected	Estimated
<i>Objective: To ensure a safe, satisfactory and comfortable work environment</i>					
Square Footage Maintained	1,001,235	1,004,000	1,034,200	1,035,260	1,044,460
# of FTE	29	28	28	28	28
Per FTE	34,525	35,857	36,936	36,974	37,302
<i>Objective: To ensure all facilities are maintained to a safe and comfortable standard.</i>					
# of Work orders Received (all*)	4,480	5,962	18,856	19,799	20,788
Per FTE	26	26	26	26	26
work orders per FTE	172	229	725	762	800
* Methodology of reporting now accounts for all work orders, which were previously not captured.					
<i>Objective: To ensure proper and safe operation of all systems with minimal down time.</i>					
Preventive Maintenance performed	480	488	298	500	550
work orders per FTE	53	54	33	56	61

Department: Public Works 01.05.41
Division\Program: Parks & Grounds Fund: General
Program Administrator: Thomas Roland, Chief of Parks & Grounds
www.charlescountymd.gov/pw/parks/parks-and-grounds

Expenditure Category	FY2012	FY2013	FY2014	FY2014	\$ Change	%
	Actual	Adopted	Request	Adopted	from FY2013	Chg.
Personal Services	\$2,026,170	\$2,074,200	\$2,202,900	\$2,143,500	\$69,300	3.3%
Fringe Benefits	685,929	618,700	669,400	644,500	25,800	4.2%
Operating Costs	946,680	1,050,600	1,089,800	1,070,500	19,900	1.9%
Total Expenditures	\$3,658,780	\$3,743,500	\$3,962,100	\$3,858,500	\$115,000	3.1%
Revenues	\$349,905	\$419,900	\$386,700	\$386,700	(\$33,200)	-7.9%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- The **Operating Costs** adjustments are for the following reasons:
 - To provide additional funding for Friendship Farm Park due to park expansion.
 - To replace the existing soccer goals and to replace a small equipment trailer at Turkey Hill Park. Turkey Hill Park will also receive a new fork attachment for the Loader bucket which will assist in moving the soccer goals and other items at the park .
 - To replace a field painter at Bensville Park which is in poor working condition.
 - To replace six pedal boats, two kayaks and four canoes at Gilbert Run Park.
 - To replace several soccer goals in poor conditions at Laurel Springs and Bryantown Parks.
- The adjustment to **Revenues** is based on current patronage of programs.

Description:

The Parks and Grounds Division is responsible for the County-wide delivery of leisure services. Our mission is to improve the quality of life of our residents by providing diverse and wholesome outdoor recreation opportunities. This division manages 30 parks, an 18-hole golf course, a skateboard park and numerous boat launch facilities. Parks and Grounds offer amenities such as outdoor athletic fields, picnic areas, hiking trails and tennis courts.

Most of the County's outdoor sports programs are organized and directed by the Parks and Grounds Division. Leagues are offered year-round for both youth and adult sports enthusiasts.

In addition to maintenance and operation of our 3,600 acres of parkland, this division is responsible for grounds maintenance and snow removal at 28 government owned buildings. This division also manages a significant number of capital improvement projects including acquisition and development of new park facilities.

Public Works

Department: Public Works 01.05.41
Division\Program: Parks & Grounds Fund: General
Program Administrator: Thomas Roland, Chief of Parks & Grounds

Positions:	FY10	FY11	FY12	FY13	FY14
Title	FTE	FTE	FTE	FTE	FTE
Chief of Parks & Grounds	1.0	1.0	1.0	1.0	1.0
Park Services Administrator	1.0	1.0	1.0	1.0	1.0
Golf Course Superintendent	1.0	1.0	1.0	1.0	1.0
Grounds Operation Manager	1.0	1.0	1.0	1.0	1.0
Parks & Grounds Superintendent	1.0	1.0	1.0	1.0	1.0
Golf Course Manager	1.0	1.0	1.0	1.0	1.0
Park Manager	5.0	5.0	5.0	5.0	5.0
Sports Program Coordinator	2.0	2.0	2.0	2.0	2.0
Golf Course Equipment Supervisor	1.0	1.0	1.0	1.0	1.0
Park Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0
Assistant Park Manager	7.0	7.0	7.0	7.0	7.0
Equipment Operator III	6.0	5.0	5.0	5.0	5.0
Assistant Golf Course Superintendent	1.0	1.0	1.0	1.0	1.0
Grounds Maintenance Worker II	2.0	2.0	2.0	2.0	2.0
Grounds Maintenance Worker I	6.0	4.0	4.0	4.0	4.0
Administrative Associate	2.0	0.0	0.0	0.0	0.0
Part Time Positions	25.2	22.8	23.5	23.5	23.5
Total Full Time Equivalent	64.2	56.8	57.5	57.5	57.5
Allocated to Golf Course Enterprise Fund	(11.3)	(11.0)	(10.7)	(10.7)	(10.7)
Allocated to Capital Projects	(0.8)	(0.8)	(0.8)	0.0	0.0
Allocated to Cable TV / I-Net Fund	(0.5)	0.0	0.0	0.0	0.0
Net Cost to General Fund	51.6	45.1	46.1	46.8	46.8

Objectives & Measurements:	FY10	FY11	FY12	FY13	FY14
	Actual	Actual	Actual	Projected	Estimated

Objective: To effectively meet the outdoor recreation / active sports needs of county residents.

Number of Leagues maintained	68	73	69	75	77
per FTE	23	24	23	25	26
Number of Participants	17,100	17,518	17,214	17,600	18,000
per FTE	5,700	5,839	5,738	5,867	6,000
Number of Associations	42	41	43	43	46
per FTE	14	14	14	14	15
Number of Scheduled Games	7,721	8,139	8,399	8,400	8,500
per FTE	2,574	2,713	2,800	2,800	2,833
Average Games per Athletic Field	83	81	82	82	83

Objective: To provide a high level of grounds maintenance to all government buildings to ensure a safe and aesthetically pleasing product.

Building site acres maintained	785	790	790	793	793
# of employees	10	10	10	10	10
per FTE	79	79	79	79	79

Public Works

Department: Public Works 01.05.44
Division\Program: Vehicle Maintenance Fund: General
Program Administrator: Dennis Fleming, Chief of Environmental Resources
www.charlescountymd.gov/pw/facilities/la-plata-office-facilities

Expenditure Category	FY2012	FY2013	FY2014	FY2014	\$ Change from FY2013	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$495,662	\$484,600	\$490,200	\$509,400	\$24,800	5.1%
Fringe Benefits	180,126	169,600	175,100	179,100	9,500	5.6%
Operating Costs	126,604	214,800	243,800	242,200	27,400	12.8%
Total Expenditures	\$802,392	\$869,000	\$909,100	\$930,700	\$61,700	7.1%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- The **Operating Costs** budget includes purchasing 100 additional Global Positioning System (GPS) units on County owned vehicles and to hire a vender for monitoring. This will increase the number of vehicles receiving GPS monitoring to 200.

Description:

Vehicle Maintenance provides maintenance and repair of over 1,000 tagged and non-tagged vehicles and equipment, including auto body work and repair. Provides professional preventative maintenance and repairs for all County vehicles and equipment, tracks costs and repair histories, fuel usage, and makes replacement recommendations.

Positions:

Title	FY10	FY11	FY12	FY13	FY14
	FTE	FTE	FTE	FTE	FTE
Chief of Environmental Resources	1.0	1.0	1.0	1.0	1.0
Fleet Maintenance Superintendent	1.0	1.0	1.0	1.0	1.0
Lead Mechanic	1.0	1.0	1.0	1.0	1.0
Auto Body Mechanic	1.0	1.0	1.0	1.0	1.0
Fleet Maintenance Technician III	3.0	3.0	3.0	3.0	3.0
Fleet Maintenance Technician II	3.0	3.0	3.0	3.0	3.0
Fleet Maintenance Technician I	1.8	1.8	1.8	1.8	1.8
Golf / Equipment Mechanic Assistant	1.0	1.0	1.0	1.0	1.0
Part Time Positions	0.6	0.6	0.6	0.6	0.6
Total Full Time Equivalent	13.4	13.4	13.4	13.4	13.4
Allocated to W&S Enterprise Fund	(2.0)	(2.0)	(2.0)	(2.0)	(2.0)
Allocated to Solid Waste Enterprise Fund	(1.8)	(1.8)	(1.8)	(1.8)	(1.8)
Allocated to Golf Course Enterprise Fund	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
Net Cost to General Fund	8.6	8.6	8.6	8.6	8.6

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
<i>Objective: To complete all work orders promptly to ensure minimum downtime.</i>					
Work orders	5,667	5,572	5,276	5,600	5,700
per FTE	708	697	660	700	713
<i>Objective: To perform preventative maintenance every 7,500 miles on all tagged vehicles in order to ensure the safe operation of these vehicles.</i>					
Preventive maintenance completed	1,335	1,457	1,323	1,400	1,450
per FTE	167	182	165	175	181
# of vehicles maintained	890	898	855	870	875
per FTE	111	112	107	109	109

Public Works

Department: Public Works
Division\Program: Road Maintenance
Program Administrator: Steve Staples, Chief of Roads
www.charlescountymd.gov/pw/roads/roads

01.05.53
 Fund: General

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$1,834,027	\$1,978,700	\$2,009,400	\$2,053,700	\$75,000	3.8%
Fringe Benefits	668,685	661,500	695,000	707,800	46,300	7.0%
Operating Costs	1,412,541	2,105,100	2,155,300	2,156,800	51,700	2.5%
Capital Maintenance	89,962	50,000	0	0	(50,000)	-100.0%
Total Expenditures	\$4,005,215	\$4,795,300	\$4,859,700	\$4,918,300	\$123,000	2.6%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- Operating Costs** includes an increase in contract services to keep up with the request for repairs and services from citizens. Contractors are utilized to repair aging storm drains, trim trees, sweep streets, and mow vegetation.
- The FY 2013 **Capital Maintenance** budget was for the Sidewalk Repair Program. Sidewalk repairs are now part of the Capital Improvement Program (CIP).

Description:

The Roads Division performs repair and maintenance for over 2,800 lane miles of County roadways. This includes resurfacing, deep patching, tree trimming, mowing, culvert and shoulder maintenance, traffic safety, as well as snow removal and emergency response to other weather related activities.

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Chief of Roads	1.0	1.0	1.0	1.0	1.0
Roads Operations Manager	1.0	1.0	1.0	0.0	0.0
Roads Superintendent	2.0	2.0	2.0	2.0	2.0
Road Project Manager	1.0	1.0	1.0	1.0	1.0
Bridge Mgmt/Construction Supervisor	1.0	1.0	1.0	1.0	1.0
Special Projects Manager-Pavement	1.0	1.0	1.0	1.0	1.0
Road Maintenance Supervisor	6.0	5.0	5.0	5.0	5.0
Traffic/Sign Crew Leader	1.0	1.0	1.0	1.0	1.0
Sign Shop Manager	1.0	1.0	1.0	1.0	1.0
Citizen Request Coordinator	1.0	0.0	0.0	1.0	1.0
Equipment Operator IV	1.0	1.0	1.0	1.0	1.0
Equipment Operator III	7.0	7.0	7.0	7.0	7.0
Equipment Operator II	16.0	12.0	12.0	12.0	12.0
Part Time Positions	5.7	5.7	5.7	5.7	5.7
Total Full Time Equivalent	45.7	39.7	39.7	39.7	39.7
Allocated to Capital Projects	0.0	0.0	(0.5)	(0.4)	(0.4)
Net Cost to General Fund	45.7	39.7	39.2	39.3	39.3

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
<i>Objective: To assure safe & smooth surfaced roads, cost per mile depends on width of roadway.</i>					
Miles resurfaced	65	65	72	70	70
Cost per Mile:					
Asphalt	\$155,000	\$228,000	\$176,000	\$151,000	\$170,000
Slurry	\$29,000	\$32,500	\$26,000	\$27,600	\$28,000
Modified Seal	\$17,000	\$16,000	\$18,000	\$20,000	\$20,000
Crack Seal	\$3,400	\$3,000	\$3,000	\$3,200	\$3,300
% of Miles Resurfaced	2.38%	2.38%	2.63%	2.55%	2.55%
<i>Objective: To provide maximum road maintenance with minimum number of staff.</i>					
# of lane miles maintained	2,730	2,730	2,735	2,740	2,745
- # of employees	36	36	35	35	35
- per FTE	75.8	75.8	78.1	78.3	78.4
<i>Objective: To repair all reported potholes within 24 hours.</i>					
Number of Pothole Reports	195	216	178	200	200