

## **CAPITAL IMPROVEMENT PROJECT MANAGEMENT DEPARTMENT**

### **I. MISSION**

The CIPM Department mission is to implement the Borough's Capital Program by utilizing Borough employees as well as various professional services contractors and utilizing best industry standards and audit requirements.

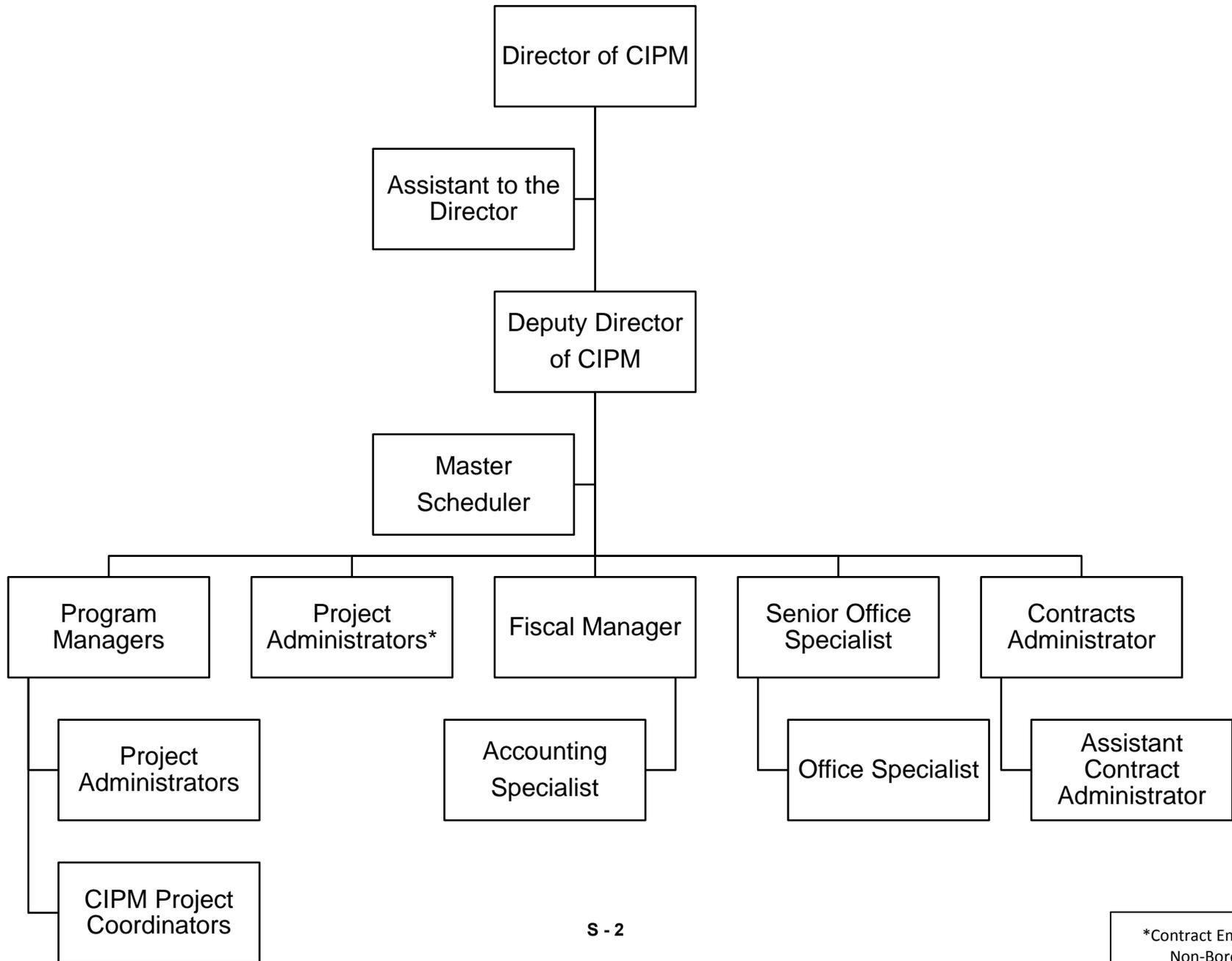
### **II. DEPARTMENT GOALS**

**Goal # 1:** Implement the CIP Program as approved by the Assembly and directed by the Mayor

**Goal # 2:** Support and compliment the Administration's vision by partnering with Borough departments, local entities and residents to provide economic growth, employment opportunities, structured training and upgraded infrastructure, all geared toward reducing operating costs

**Goal # 3:** Monitor and participate in the Six Year Capital Improvement Plan process

**North Slope Borough  
Capital Improvement Project Management**



\*Contract Employees  
Non-Borough

**CIPM  
FY 2019-2020  
Operating Budget Summary**

<b>Business Unit and Division</b>	<b>Subsidiary</b>	<b>FTE 19</b>	<b>FY FTE 20</b>	<b>FY</b>	<b>FY18-19 Total Budget</b>	<b>Personal Services</b>	<b>Contractual Services</b>	<b>Supplies</b>	<b>Equipment</b>	<b>Other</b>	<b>FY19-20 Total Budget</b>	<b>Change from Prior Year</b>	<b>% Change</b>
6102		30.5	31.5		9,845,027	4,542,561	5,163,500	135,000	8,500	0	9,849,561	4,534	0%
6102	MATCH	3.5	3.5		348,345	348,345	0	0	0	0	348,345	0	0%
<b>Grand Total</b>		<b>34</b>	<b>35</b>		<b>10,193,372</b>	<b>4,890,906</b>	<b>5,163,500</b>	<b>135,000</b>	<b>8,500</b>	<b>0</b>	<b>10,197,906</b>	<b>4,534</b>	<b>0%</b>

**CIPM**  
**Department Total**

Expenditure Type	Actual Year 2016-2017	Actual Year 2017-2018	Budget 2018-2019	Actual 6 months 2018-2019	Budget 2019-2020	Budget Variance	% Change
<b>6100 Personal Services</b>							
Total Permanent Wages	0	0	3,016,279	961,409	3,019,078	2,799	0.1%
Total Permanent Overtime Wages	0	0	0	0	0	0	0.0%
Total Temporary Wages	0	0	0	3,103	0	0	0.0%
Total Temporary Overtime Wages	0	0	0	0	0	0	0.0%
Total Benefits	0	61,491	1,870,093	512,386	1,871,828	1,735	0.1%
<b>Total Personal Services</b>	<b>0</b>	<b>61,491</b>	<b>4,886,372</b>	<b>1,476,898</b>	<b>4,890,906</b>	<b>4,534</b>	<b>0.1%</b>
<b>6200 Contractual Services</b>							
Total Communications	0	0	43,000	15,513	43,000	0	0.0%
Total Contributions & Municipal Support	0	0	0	0	0	0	0.0%
Total Maintenance Services	0	0	80,500	7,334	80,500	0	0.0%
Total Insurance & Bonding Reserves	0	0	0	0	0	0	0.0%
Total Professional Services	4,652	0	4,800,000	7,407	4,800,000	0	0.0%
Total Rents and Utilities	0	0	60,000	3,417	60,000	0	0.0%
Total Travel and Lodging	0	0	90,000	0	90,000	0	0.0%
Total Other Services & Expenses	0	0	90,000	0	90,000	0	0.0%
<b>Total Contractual Services</b>	<b>4,652</b>	<b>0</b>	<b>5,163,500</b>	<b>33,670</b>	<b>5,163,500</b>	<b>0</b>	<b>0.0%</b>
<b>6500 Supplies</b>							
Total Fuel	0	0	22,000	0	22,000	0	0.0%
Total Supplies-Buildings & Grounds	0	0	0	0	0	0	0.0%
Total Supplies-Non-Buildings & Grounds	0	0	113,000	11,448	113,000	0	0.0%
<b>Total Supplies</b>	<b>0</b>	<b>0</b>	<b>135,000</b>	<b>11,448</b>	<b>135,000</b>	<b>0</b>	<b>0.0%</b>
<b>6700 Equipment &amp; Replacement Parts</b>							
Total New Equipment Under \$5,000	0	0	0	0	0	0	0.0%
Total Equipment & Parts Under \$5,000	0	0	8,500	0	8,500	0	0.0%
Total Equipment & Parts Over \$5,000	0	0	0	0	0	0	0.0%
<b>Total Equipment &amp; Replacement Parts</b>	<b>0</b>	<b>0</b>	<b>8,500</b>	<b>0</b>	<b>8,500</b>	<b>0</b>	<b>0.0%</b>
Total Other Expenses	0	0	0	0	0	0	0.0%
<b>Grand Total</b>	<b>4,652</b>	<b>61,491</b>	<b>10,193,372</b>	<b>1,522,017</b>	<b>10,197,906</b>	<b>4,534</b>	<b>0.0%</b>

Capital Improvement Project Management

6102

6100 Personal Services

	FTE	FTE	FTE	Position		Budget	Budget	Change	%
	FY 18	FY 19	FY 20	Range	# Months	FY 19	FY 20	Amount	Change
Director of CIPM	1	1	1	42	12	181,617	181,617	0	0.0%
Deputy Director of CIPM	1	1	1	38	12	146,852	146,852	0	0.0%
Assistant to the Director	1	1	1	34	12	142,958	142,958	0	0.0%
Program Manager	4	5	5	33	12	549,150	532,194	(16,956)	(3.1%)
Fiscal Manager	1	1	1	32	12	111,757	87,310	(24,447)	(21.9%)
Project Administrator	14	11	12	30	12	959,160	1,009,929	50,769	5.3%
Contract Administrator	1	1	1	29	12	108,779	108,779	0	0.0%
Master Scheduler	0	1	1	28	12	79,168	71,116	(8,052)	(10.2%)
CIPM Project Coordinator	3.5	3.5	3.5	25	12	215,028	215,028	0	0.0%
Assistant Contract Administrator	1	1	1	24	12	69,609	69,609	0	0.0%
Senior Office Specialist	1	1	1	23	12	71,310	71,325	15	0.0%
Accounting Specialist	2	2	2	21	12	114,322	114,767	445	0.4%
Office Specialist	1	1	1	21	12	51,541	52,566	1,025	2.0%

6110 Permanent Wages

6111 Regular Wages	31.5	30.5	31.5			2,801,251	2,804,050	2,799	0.1%
<b>Total Permanent Wages</b>						<b>2,801,251</b>	<b>2,804,050</b>	<b>2,799</b>	<b>0.1%</b>

6130 Benefits

6131 Permanent Employee Benefits - 62%						1,736,776	1,738,511	1,735	0.1%
<b>Total Benefits</b>						<b>1,736,776</b>	<b>1,738,511</b>	<b>1,735</b>	<b>0.1%</b>

<b>Total Personal Services</b>						<b>4,538,027</b>	<b>4,542,561</b>	<b>4,534</b>	<b>0.1%</b>
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**CIPM**

**6102.**

Object Account	Budget FY 2018-2019	Budget FY 2019-2020	Budget Year Variance	Budget Year Variance %
<b>6100 Personal Services</b>				
<b>6110 Permanent Wages</b>				
6111 - REGULAR WAGES-PERMANENT	2,801,251	2,804,050	2,799	0.1
<b>Total Permanent Wages</b>	<b>2,801,251</b>	<b>2,804,050</b>	<b>2,799</b>	<b>0.1</b>
<b>6130 Benefits</b>				
6131 - BENEFITS-PERMANENT	1,736,776	1,738,511	1,735	0.1
<b>Total Benefits</b>	<b>1,736,776</b>	<b>1,738,511</b>	<b>1,735</b>	<b>0.1</b>
<b>Total Personal Services</b>	<b>4,538,027</b>	<b>4,542,561</b>	<b>4,534</b>	<b>0.1</b>
<b>6200 Contractual Services</b>				
<b>6210 Communications</b>				
6215 - AIRLINE EXPRESS	5,000	5,000	0	0.0
6220 - PHONE/FAX/MODEM	30,000	30,000	0	0.0
6225 - POSTAGE	3,000	3,000	0	0.0
6229 - OTHER COMMUNICATIONS	5,000	5,000	0	0.0
<b>Total Communications</b>	<b>43,000</b>	<b>43,000</b>	<b>0</b>	<b>0.0</b>
<b>6250 Maintenance Services</b>				
6260 - COMPUTERS & PC MAINT	5,000	5,000	0	0.0
6265 - COPIER MAINTENANCE	20,000	20,000	0	0.0
6270 - CUSTODIAL SERVICES	30,000	30,000	0	0.0
6290 - OFFICE EQUIP MAINTENANCE	20,000	20,000	0	0.0
6295 - VEHICLE MAINTENANCE	5,500	5,500	0	0.0
<b>Total Maintenance Services</b>	<b>80,500</b>	<b>80,500</b>	<b>0</b>	<b>0.0</b>
<b>6330 Professional Services</b>				
6335 - ENGIN/ARCHITECT SERVICES	2,500,000	2,500,000	0	0.0
6359 - OTHER SERVICES	2,300,000	2,300,000	0	0.0
<b>Total Professional Services</b>	<b>4,800,000</b>	<b>4,800,000</b>	<b>0</b>	<b>0.0</b>
<b>6360 Rents &amp; Utilities</b>				
6375 - UTIL-ELECTRICITY	30,000	30,000	0	0.0
6380 - WATER/SEWER	20,000	20,000	0	0.0
6389 - OTHER RENTS & UTILITIES	10,000	10,000	0	0.0
<b>Total Rents and Utilities</b>	<b>60,000</b>	<b>60,000</b>	<b>0</b>	<b>0.0</b>

**CIPM**

**6102.**

Object Account	Budget FY 2018-2019	Budget FY 2019-2020	Budget Year Variance	Budget Year Variance %
<b>6400 Travel &amp; Lodging</b>				
6401 - AIRFARE ON-SLOPE	10,000	10,000	0	0.0
6402 - AIRFARE IN-STATE	20,000	20,000	0	0.0
6403 - AIRFARE OUT-OF-STATE	20,000	20,000	0	0.0
6410 - GROUND TRANSPORTATION	10,000	10,000	0	0.0
6415 - PER DIEM	10,000	10,000	0	0.0
6420 - LODGING	10,000	10,000	0	0.0
6429 - OTHER TRAVEL AND LODGING	10,000	10,000	0	0.0
<b>Total Travel and Lodging</b>	<b>90,000</b>	<b>90,000</b>	<b>0</b>	<b>0.0</b>
<b>6450 Other Services &amp; Expenses</b>				
6455 - ADVERTISING & PRINTING	10,000	10,000	0	0.0
6485 - TRAIN/TUITION/CONFERENCE	40,000	40,000	0	0.0
6490 - MEMBERSHIPS DUES/SUBS	40,000	40,000	0	0.0
<b>Total Other Services &amp; Expenses</b>	<b>90,000</b>	<b>90,000</b>	<b>0</b>	<b>0.0</b>
<b>Total Contractual Services</b>	<b>5,163,500</b>	<b>5,163,500</b>	<b>0</b>	<b>0.0</b>
<b>6500 Supplies</b>				
<b>6510 Fuel</b>				
6530 - VEHICLE FUEL	22,000	22,000	0	0.0
<b>Total Fuel</b>	<b>22,000</b>	<b>22,000</b>	<b>0</b>	<b>0.0</b>
<b>6600 Supplies-Non-Buildings &amp; Grounds</b>				
6610 - EDUC/TRAINING SUPPLIES	5,000	5,000	0	0.0
6615 - FOOD/WATER/COFFEE/CATER	8,000	8,000	0	0.0
6645 - SOFTWARE FOR PC'S	50,000	50,000	0	0.0
6699 - OTHER NON-BLDG SUPPLIES	50,000	50,000	0	0.0
<b>Total Supplies-Non-Buildings &amp; Grounds</b>	<b>113,000</b>	<b>113,000</b>	<b>0</b>	<b>0.0</b>
<b>Total Supplies</b>	<b>135,000</b>	<b>135,000</b>	<b>0</b>	<b>0.0</b>
<b>6700 Equipment &amp; Replacement Parts</b>				
<b>6760 Replacement Parts Under \$5,000</b>				
6775 - COMPUTER/PC PART <\$5000	8,500	8,500	0	0.0
<b>Total Equipment &amp; Parts Under \$5,000</b>	<b>8,500</b>	<b>8,500</b>	<b>0</b>	<b>0.0</b>
<b>Total Equipment &amp; Replacement Parts</b>	<b>8,500</b>	<b>8,500</b>	<b>0</b>	<b>0.0</b>
<b>Grand Total</b>	<b>9,845,027</b>	<b>9,849,561</b>	<b>4,534</b>	<b>0.0</b>

Capital Improvement Project Management

6102.MATCH

**6100 Personal Services**

	FTE FY 18	FTE FY 19	FTE FY 20	Position Range	# Months	Budget FY 19	Budget FY 20	Change Amount	% Change
CIPM Project Coordinator	3.5	3.5	3.5	25	12	215,028	215,028	0	0.0%

**6110 Permanent Wages**

6111 Regular Wages	3.5	3.5	3.5			215,028	215,028	0	0.0%
<b>Total Permanent Wages</b>						215,028	215,028	0	0.0%

**6130 Benefits**

6131 Permanent Employee Benefits - 62%						133,317	133,317	0	0.0%
<b>Total Benefits</b>						133,317	133,317	0	0.0%

<b>Total Personal Services</b>						<b>348,345</b>	<b>348,345</b>	<b>0</b>	<b>0.0%</b>
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**CIPM**  
**6102.MATCH**

Object Account	Budget FY 2018-2019	Budget FY 2019-2020	Budget Year Variance	Budget Year Variance %
<b>6100 Personal Services</b>				
<b>6110 Permanent Wages</b>				
6111 - REGULAR WAGES-PERMANENT	215,028	215,028	0	0.0
<b>Total Permanent Wages</b>	<b>215,028</b>	<b>215,028</b>	<b>0</b>	<b>0.0</b>
<b>6130 Benefits</b>				
6131 - BENEFITS-PERMANENT	133,317	133,317	0	0.0
<b>Total Benefits</b>	<b>133,317</b>	<b>133,317</b>	<b>0</b>	<b>0.0</b>
<b>Total Personal Services</b>	<b>348,345</b>	<b>348,345</b>	<b>0</b>	<b>0.0</b>
<b>Grand Total</b>	<b>348,345</b>	<b>348,345</b>	<b>0</b>	<b>0.0</b>