

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.

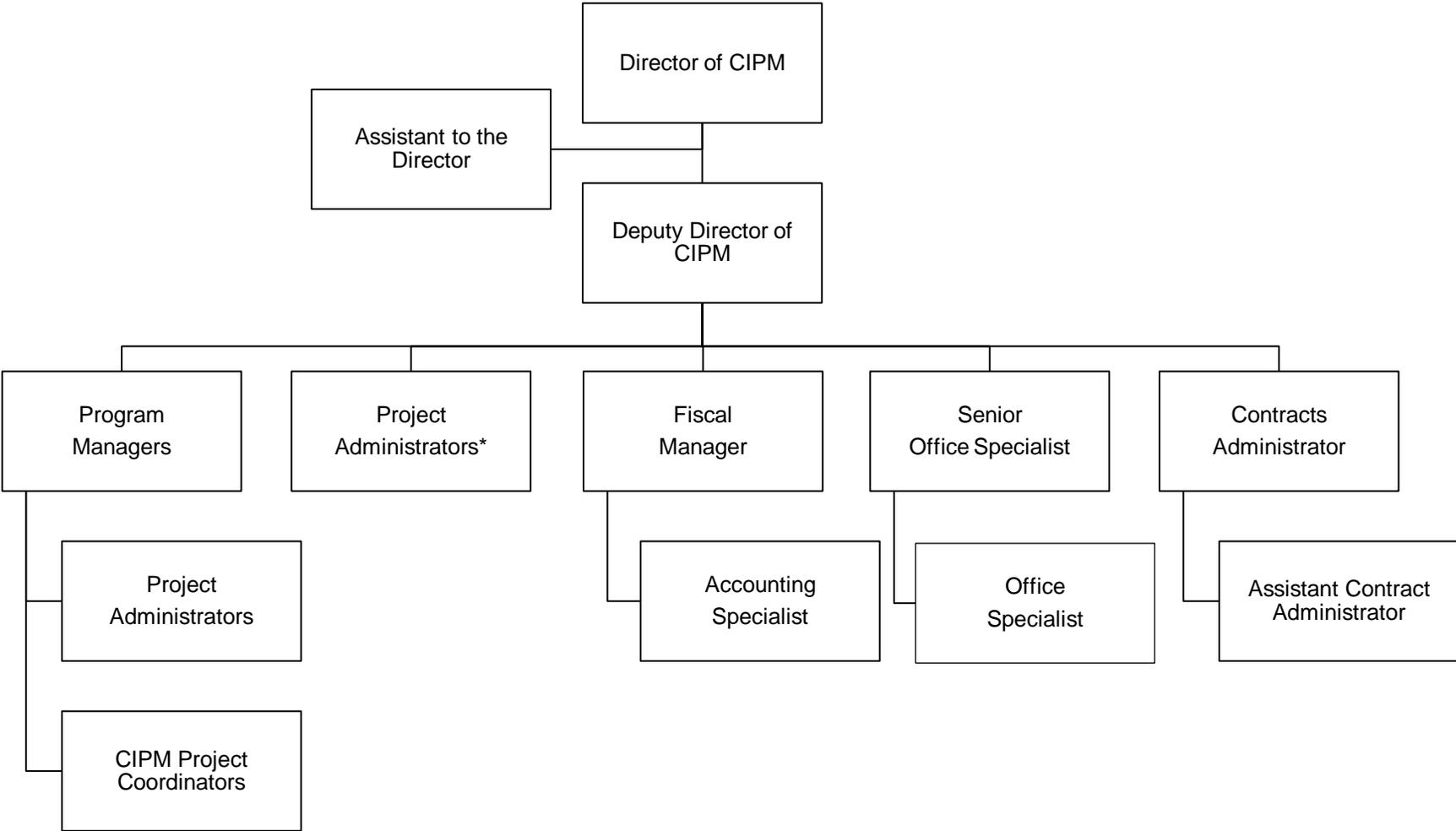
II. DEPARTMENT GOALS

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

Capital Improvement Project Management



*Contract Employees
Non-Borough

**CIPM
FY 2020-2021
Operating Budget Summary**

Business Unit and Division	Subsidiary	FTE FY20	FTE FY21	FY19-20 Total Budget	Personal Services	Contractual Services	Supplies	Equipment	Other	FY20-21 Total Budget	Change from Prior Year	% Change
6102 - CIPM		31.5	30.5	9,849,561	4,978,394	2,809,500	96,000	8,500	0	7,892,394	(1,957,167)	(19.9)%
6102 - CIPM	MATCH	3.5	3.5	348,345	424,466	0	17,000	0	0	441,466	93,121	26.7%
Grand Total		35	34	10,197,906	5,402,860	2,809,500	113,000	8,500	0	8,333,860	(1,864,046)	(18.3)%

CIPM

Department Total

Expenditure Type	Actual Year 2017-2018	Actual Year 2018-2019	Budget 2019-2020	Actual 6 months 2019-2020	Budget 2020-2021	Budget Variance	% Change
6100 Personal Services							
Total Permanent Wages	0	(4,230)	3,019,078	1,124,291	3,294,427	275,349	9.1%
Total Permanent Overtime Wages	0	0	0	0	0	0	0.0%
Total Temporary Wages	0	0	0	0	0	0	0.0%
Total Temporary Overtime Wages	0	0	0	0	0	0	0.0%
Total Benefits	61,491	244,574	1,871,828	603,698	2,108,433	236,605	12.6%
Total Personal Services	61,491	240,344	4,890,906	1,727,989	5,402,860	511,954	10.5%
6200 Contractual Services							
Total Communications	0	0	43,000	17,382	44,000	1,000	2.3%
Total Contributions & Municipal Support	0	0	0	0	0	0	0.0%
Total Maintenance Services	0	0	80,500	7,761	65,500	(15,000)	(18.6)%
Total Insurance & Bonding Reserves	0	0	0	0	0	0	0.0%
Total Professional Services	0	0	4,800,000	13,064	2,500,000	(2,300,000)	(47.9)%
Total Rents and Utilities	0	0	60,000	2,116	20,000	(40,000)	(66.7)%
Total Travel and Lodging	0	0	90,000	5,501	90,000	0	0.0%
Total Other Services & Expenses	0	0	90,000	0	90,000	0	0.0%
Total Contractual Services	0	0	5,163,500	45,823	2,809,500	(2,354,000)	(45.6)%
6500 Supplies							
Total Fuel	0	0	22,000	1,096	29,000	7,000	31.8%
Total Supplies-Buildings & Grounds	0	0	0	0	0	0	0.0%
Total Supplies-Non-Buildings & Grounds	0	0	113,000	3,868	84,000	(29,000)	(25.7)%
Total Supplies	0	0	135,000	4,964	113,000	(22,000)	(16.3)%
6700 Equipment & Replacement Parts							
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%
Total Equipment & Replacement Parts	0	0	8,500	0	8,500	0	0.0%
Total Other Expenses	0	0	0	0	0	0	0.0%
Grand Total	61,491	240,344	10,197,906	1,778,776	8,333,860	(1,864,046)	(18.3)%

CIPM Total

Capital Improvement Project Management

6102

6100 Personal Services

	FTE	FTE	FTE	Position		Budget	Budget	Change	%
	FY 19	FY 20	FY 21	Range	# Months	FY 20	FY 21	Amount	Change
Director of CIPM	1	1	1	42	12	181,617	216,845	35,228	19.4%
Deputy Director of CIPM	1	1	2	38	12	146,852	338,256	191,404	130.3%
Assistant to the Director	1	1	1	34	12	142,958	144,865	1,907	1.3%
Program Manager	5	5	4	33	12	532,194	452,916	(79,278)	(14.9%)
Fiscal Manager	1	1	1	32	12	87,310	109,765	22,455	25.7%
Project Administrator	11	12	12	30	12	1,009,929	1,076,583	66,654	6.6%
Contract Administrator	1	1	1	29	12	108,779	110,504	1,725	1.6%
CIPM Project Coordinator	3.5	3.5	3.5	25	12	215,028	258,821	43,793	20.4%
Assistant Contract Administrator	1	1	1	24	12	69,609	74,891	5,282	7.6%
Senior Office Specialist	1	1	1	23	12	71,325	72,994	1,669	2.3%
Accounting Specialist	2	2	2	22	12	114,767	122,574	7,807	6.8%
Office Specialist	1	1	1	21	12	52,566	56,592	4,026	7.7%
Master Scheduler	1	1	0			71,116	0	(71,116)	(100.0%)

6110 Permanent Wages

6111	Regular Wages	30.5	31.5	30.5		2,804,050	3,035,606	231,556	8.3%
Total Permanent Wages						2,804,050	3,035,606	231,556	8.3%

6130 Benefits

6131	Permanent Employee Benefits - 64%					1,738,511	1,942,788	204,277	11.8%
Total Benefits						1,738,511	1,942,788	204,277	11.8%

Total Personal Services						4,542,561	4,978,394	435,833	9.6%
--------------------------------	--	--	--	--	--	------------------	------------------	----------------	-------------

CIPM

6102.

Object Account	Budget FY 2019-2020	Budget FY 2020-2021	Budget Year Variance	Budget Year Variance %
6100 Personal Services				
6110 Permanent Wages				
6111 - REGULAR WAGES-PERMANENT	2,804,050	3,035,606	231,556	8.3
Total Permanent Wages	2,804,050	3,035,606	231,556	8.3
6130 Benefits				
6131 - BENEFITS-PERMANENT	1,738,511	1,942,788	204,277	11.8
Total Benefits	1,738,511	1,942,788	204,277	11.8
Total Personal Services	4,542,561	4,978,394	435,833	9.6
6200 Contractual Services				
6210 Communications				
6215 - AIRLINE EXPRESS	5,000	1,000	(4,000)	(80.0)
6220 - PHONE/FAX/MODEM	30,000	35,000	5,000	16.7
6225 - POSTAGE	3,000	3,000	0	0.0
6229 - OTHER COMMUNICATIONS	5,000	5,000	0	0.0
Total Communications	43,000	44,000	1,000	2.3
6250 Maintenance Services				
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	15,000	(15,000)	(50.0)
6290 - OFFICE EQUIP MAINTENANCE	20,000	20,000	0	0.0
6295 - VEHICLE MAINTENANCE	5,500	5,500	0	0.0
Total Maintenance Services	80,500	65,500	(15,000)	(18.6)
6330 Professional Services				
6335 - ENGIN/ARCHITECT SERVICES	2,500,000	2,500,000	0	0.0
6359 - OTHER SERVICES	2,300,000	0	(2,300,000)	(100.0)
Total Professional Services	4,800,000	2,500,000	(2,300,000)	(47.9)
6360 Rents & Utilities				
6375 - UTIL-ELECTRICITY	30,000	5,000	(25,000)	(83.3)
6376 - NATURAL GAS	0	2,500	2,500	0.0
6380 - WATER/SEWER	20,000	2,500	(17,500)	(87.5)
6389 - OTHER RENTS & UTILITIES	10,000	10,000	0	0.0
Total Rents and Utilities	60,000	20,000	(40,000)	(66.7)

CIPM

6102.

Object Account	Budget FY 2019-2020	Budget FY 2020-2021	Budget Year Variance	Budget Year Variance %
6400 Travel & Lodging				
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
Total Travel and Lodging	90,000	90,000	0	0.0
6450 Other Services & Expenses				
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
Total Other Services & Expenses	90,000	90,000	0	0.0
Total Contractual Services	5,163,500	2,809,500	(2,354,000)	(45.6)
6500 Supplies				
6510 Fuel				
6530 - VEHICLE FUEL	22,000	22,000	0	0.0
Total Fuel	22,000	22,000	0	0.0
6600 Supplies-Non-Buildings & Grounds				
6610 - EDUC/TRAINING SUPPLIES	5,000	5,000	0	0.0
6615 - FOOD/WATER/COFFEE/CATER	8,000	8,000	0	0.0
6620 - HOUSEHOLD SUPPLIES	0	5,000	5,000	0.0
6630 - MEDICAL SUPPLIES	0	1,000	1,000	0.0
6645 - SOFTWARE FOR PC'S	50,000	25,000	(25,000)	(50.0)
6699 - OTHER NON-BLDG SUPPLIES	50,000	30,000	(20,000)	(40.0)
Total Supplies-Non-Buildings & Grounds	113,000	74,000	(39,000)	(34.5)
Total Supplies	135,000	96,000	(39,000)	(28.9)
6700 Equipment & Replacement Parts				
6760 Replacement Parts Under \$5,000				
6775 - COMPUTER/PC PART <\$5000	8,500	8,500	0	0.0
Total Equipment & Parts Under \$5,000	8,500	8,500	0	0.0
Total Equipment & Replacement Parts	8,500	8,500	0	0.0
Grand Total	9,849,561	7,892,394	(1,957,167)	(19.9)

Capital Improvement Project Management

6102.MATCH

6100 Personal Services

	FTE	FTE	FTE	Position		Budget	Budget	Change	%
	FY 19	FY 20	FY 21	Range	# Months	FY 20	FY 21	Amount	Change
CIPM Project Coordinator	3.5	3.5	3.5	25	12	215,028	258,821	43,793	20.4%

6110 Permanent Wages

6111 Regular Wages	3.5	3.5	3.5			215,028	258,821	43,793	20.4%
Total Permanent Wages						215,028	258,821	43,793	20.4%

6130 Benefits

6131 Permanent Employee Benefits - 64%						133,317	165,645	32,328	24.2%
Total Benefits						133,317	165,645	32,328	24.2%

Total Personal Services						348,345	424,466	76,121	21.9%
--------------------------------	--	--	--	--	--	----------------	----------------	---------------	--------------

CIPM
6102.MATCH

Object Account	Budget FY 2019-2020	Budget FY 2020-2021	Budget Year Variance	Budget Year Variance %
6100 Personal Services				
6110 Permanent Wages				
6111 - REGULAR WAGES-PERMANENT	215,028	258,821	43,793	20.4
Total Permanent Wages	215,028	258,821	43,793	20.4
6130 Benefits				
6131 - BENEFITS-PERMANENT	133,317	165,645	32,328	24.2
Total Benefits	133,317	165,645	32,328	24.2
Total Personal Services	348,345	424,466	76,121	21.9
6500 Supplies				
6510 Fuel				
6530 - VEHICLE FUEL	0	7,000	7,000	0.0
Total Fuel	0	7,000	7,000	0.0
6600 Supplies-Non-Buildings & Grounds				
6615 - FOOD/WATER/COFFEE/CATER	0	1,000	1,000	0.0
6620 - HOUSEHOLD SUPPLIES	0	1,000	1,000	0.0
6630 - MEDICAL SUPPLIES	0	1,000	1,000	0.0
6699 - OTHER NON-BLDG SUPPLIES	0	7,000	7,000	0.0
Total Supplies-Non-Buildings & Grounds	0	10,000	10,000	0.0
Total Supplies	0	17,000	17,000	0.0
Grand Total	348,345	441,466	93,121	26.7