

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.

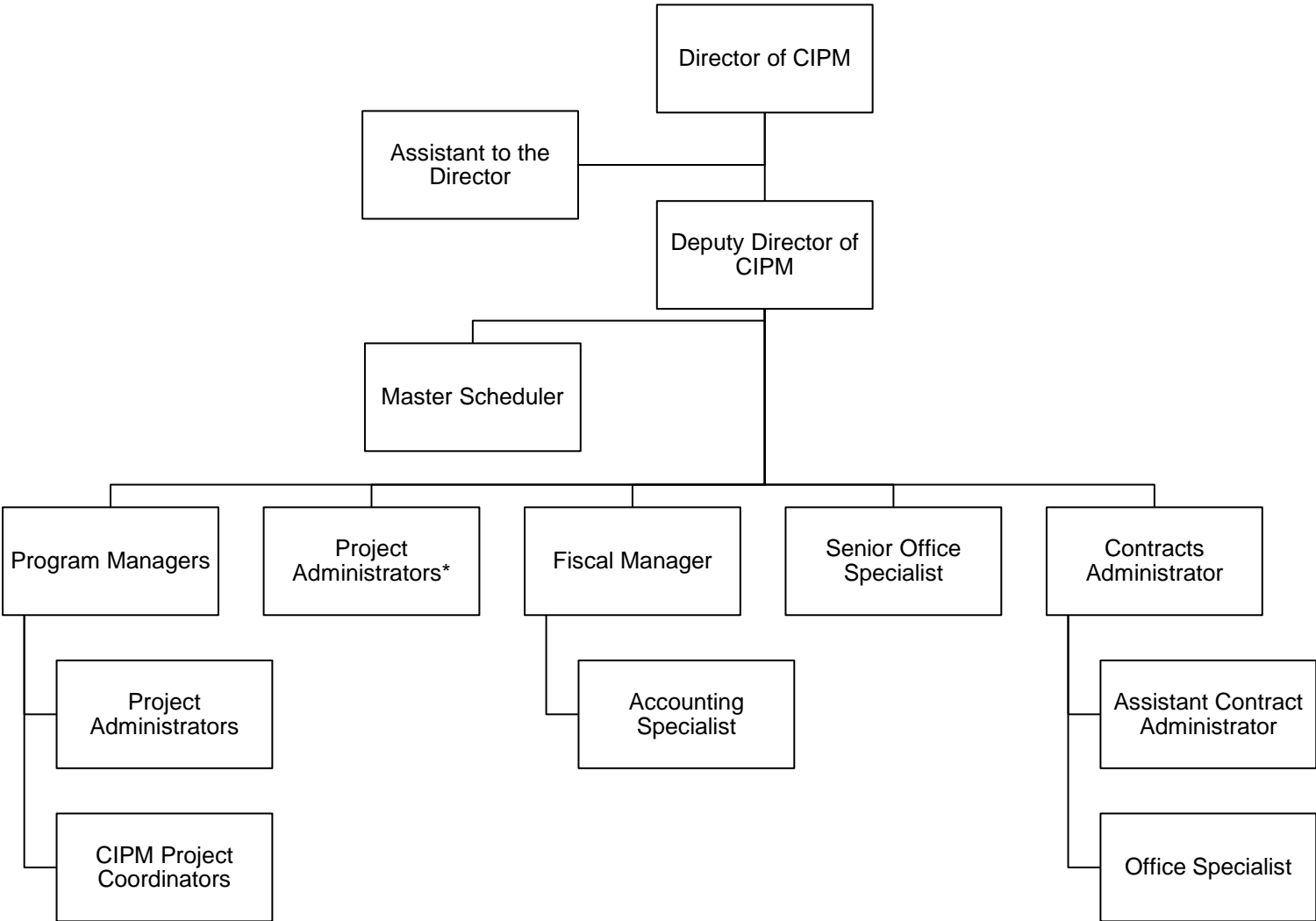
II. DEPARTMENT GOALS

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 2018-2019
Operating Budget Summary

Business Unit Subsidiary	FTE FY17-18	FTE FY18-19	FY17-18 Total Budget	Personal Services	Contractual Services	Supplies	Equipment	Other	FY18-19 Total Budget	Change from Prior Year	% Change
6102 - CIPM											
6102.	31.5	30.5	9,889,113	4,538,027	5,163,500	135,000	8,500	0	9,845,027	(44,086)	(0.4)%
6102.MATCH	3.5	3.5	333,082	348,345	0	0	0	0	348,345	15,263	4.6%
Grand Total	35	34	10,222,195	4,886,372	5,163,500	135,000	8,500	0	10,193,372	(28,823)	(0.3)%

CIPM

Department Total

Expenditure Type	Actual Year 2015-2016	Actual Year 2016-2017	Final Budget 2017-2018	Actual 6 months 2017-2018	% Change	Budget 2018-2019
6100 Personal Services						
Total Permanent Wages	0	0	3,039,562	968,578	(0.8)%	3,016,279
Total Permanent Overtime Wages	0	0	0	0	0.0%	0
Total Temporary Wages	0	0	0	21,758	0.0%	0
Total Temporary Overtime Wages	0	0	0	0	0.0%	0
Total Benefits	0	0	1,854,133	539,058	0.9%	1,870,093
Total Personal Services	0	0	4,893,695	1,529,394	(0.1)%	4,886,372
6200 Contractual Services						
Total Communications	0	0	41,000	15,516	4.9%	43,000
Total Contributions & Municipal Support	0	0	0	0	0.0%	0
Total Maintenance Services	0	0	76,500	5,595	5.2%	80,500
Total Insurance & Bonding Reserves	0	0	0	0	0.0%	0
Total Professional Services	120,352	4,652	4,800,000	58,218	0.0%	4,800,000
Total Rents and Utilities	0	0	75,000	3,435	(20.0)%	60,000
Total Travel and Lodging	0	0	90,000	396	0.0%	90,000
Total Other Services & Expenses	0	0	96,000	50	(6.3)%	90,000
Total Contractual Services	120,352	4,652	5,178,500	83,210	(0.3)%	5,163,500
6500 Supplies						
Total Fuel	0	0	20,000	882	10.0%	22,000
Total Supplies-Buildings & Grounds	0	0	0	0	0.0%	0
Total Supplies-Non-Buildings & Grounds	0	0	121,500	7,151	(7.0)%	113,000
Total Supplies	0	0	141,500	8,034	(4.6)%	135,000
6700 Equipment & Replacement Parts						
Total New Equipment Under \$5,000	0	0	0	307	0.0%	0
Total Equipment & Parts Under \$5,000	0	0	8,500	0	0.0%	8,500
Total Equipment & Parts Over \$5,000	0	0	0	0	0.0%	0
Total Equipment & Replacement Parts	0	0	8,500	307	0.0%	8,500
Total Other Expenses	0	0	0	0	0.0%	0
Grand Total	120,352	4,652	10,222,195	1,620,945	(0.3)%	10,193,372

Capital Project Management

6102

6100 Personal Services

	FTE	FTE	Position		Approved	Budget	Budget	Change	%
	FY17-18	FY18-19	Range	# Months	2017/2018	2018/2019	Amount	Change	
Director of CIPM	1	1	42	12	178,783	181,617	2,834	1.6%	
Deputy Director of CIPM	1	1	38	12	171,978	146,852	(25,126)	(14.6%)	
Assistant to the Director	1	1	34	12	141,490	142,958	1,468	1.0%	
Program Manager	4	5	33	12	431,239	549,150	117,911	27.3%	
Fiscal Manager	1	1	32	12	108,194	111,757	3,563	3.3%	
Project Administrator	14	11	30	12	1,192,975	959,160	(233,815)	(19.6%)	
Contract Administrator	1	1	29	12	107,019	108,779	1,760	1.6%	
Master Scheduler	0	1	28	12	0	79,168	79,168	100.0%	
CIPM Project Coordinator	3.5	3.5	25	12	202,846	215,028	12,182	6.0%	
Assistant Contract Administrator	1	1	24	12	73,802	69,609	(4,193)	(5.7%)	
Senior Office Specialist	1	1	23	12	69,746	71,310	1,564	2.2%	
Accounting Specialist	2	2	21	12	108,149	114,322	6,173	5.7%	
Office Specialist	1	1	21	12	50,495	51,541	1,046	2.1%	

6110 Permanent Wages

6111 Regular Wages	31.5	30.5			2,836,716	2,801,251	(35,465)	(1.3%)
Total Permanent Wages					2,836,716	2,801,251	(35,465)	(1.3%)

6130 Benefits

6131 Permanent Employee Benefits - 62%					1,730,397	1,736,776	6,379	0.4%
Total Benefits					1,730,397	1,736,776	6,379	0.4%

Total Personal Services					4,567,113	4,538,027	(29,086)	(0.6%)
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CIPM

6102.

Object Account	Budget FY 2017-2018	Budget FY 2018-2019	Budget Year Variance	Budget Year Variance %
6100 Personal Services				
6110 Permanent Wages				
6111 - REGULAR WAGES-PERMANENT	2,836,716	2,801,251	(35,465)	(1.3)
Total Permanent Wages	2,836,716	2,801,251	(35,465)	(1.3)
6130 Benefits				
6131 - BENEFITS-PERMANENT	1,730,397	1,736,776	6,379	0.4
Total Benefits	1,730,397	1,736,776	6,379	0.4
Total Personal Services	4,567,113	4,538,027	(29,086)	(0.6)
6200 Contractual Services				
6210 Communications				
6215 - AIRLINE EXPRESS	4,000	5,000	1,000	25.0
6220 - PHONE/FAX/MODEM	30,000	30,000	0	0.0
6225 - POSTAGE	2,000	3,000	1,000	50.0
6229 - OTHER COMMUNICATIONS	5,000	5,000	0	0.0
Total Communications	41,000	43,000	2,000	4.9
6250 Maintenance Services				
6260 - COMPUTERS & PC MAINT	2,000	5,000	3,000	150.0
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	4,500	5,500	1,000	22.2
Total Maintenance Services	76,500	80,500	4,000	5.2
6330 Professional Services				
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
Total Professional Services	4,800,000	4,800,000	0	0.0
6360 Rents & Utilities				
6375 - UTIL-ELECTRICITY	35,000	30,000	(5,000)	(14.3)
6380 - WATER/SEWER	30,000	20,000	(10,000)	(33.3)
6389 - OTHER RENTS & UTILITIES	10,000	10,000	0	0.0
Total Rents and Utilities	75,000	60,000	(15,000)	(20.0)

CIPM

6102.

Object Account	Budget FY 2017-2018	Budget FY 2018-2019	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
6499 - MISC SERVICES & EXP	6,000	0	(6,000)	(100.0)
Total Other Services & Expenses	96,000	90,000	(6,000)	(6.3)
Total Contractual Services	5,178,500	5,163,500	(15,000)	(0.3)
6500 Supplies				
6510 Fuel				
6530 - VEHICLE FUEL	20,000	22,000	2,000	10.0
Total Fuel	20,000	22,000	2,000	10.0
6600 Supplies-Non-Buildings & Grounds				
6610 - EDUC/TRAINING SUPPLIES	5,000	5,000	0	0.0
6615 - FOOD/WATER/COFFEE/CATER	10,000	8,000	(2,000)	(20.0)
6645 - SOFTWARE FOR PC'S	50,000	50,000	0	0.0
6699 - OTHER NON-BLDG SUPPLIES	50,000	50,000	0	0.0
Total Supplies-Non-Buildings & Grounds	115,000	113,000	(2,000)	(1.7)
Total Supplies	135,000	135,000	0	0.0
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	9,889,113	9,845,027	(44,086)	(0.4)

Capital Project Management

6102.MATCH

6100 Personal Services

	FTE	FTE	Position	Approved	Budget	Budget	Change	%
	FY17-18	FY18-19	Range	# Months	2017/2018	2018/2019	Amount	Change
CIPM Project Coordinator	3.5	3.5	25	12	202,846	215,028	12,182	6.0%

6110 Permanent Wages

6111 Regular Wages	3.5	3.5			202,846	215,028	12,182	6.0%
Total Permanent Wages					202,846	215,028	12,182	6.0%

6130 Benefits

6131 Permanent Employee Benefits - 62%					123,736	133,317	9,581	7.7%
Total Benefits					123,736	133,317	9,581	7.7%

Total Personal Services					326,582	348,345	21,763	6.7%
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CIPM
6102.MATCH

Object Account	Budget FY 2017-2018	Budget FY 2018-2019	Budget Year Variance	Budget Year Variance %
6100 Personal Services				
6110 Permanent Wages				
6111 - REGULAR WAGES-PERMANENT	202,846	215,028	12,182	6.0
Total Permanent Wages	<u>202,846</u>	<u>215,028</u>	<u>12,182</u>	<u>6.0</u>
6130 Benefits				
6131 - BENEFITS-PERMANENT	123,736	133,317	9,581	7.7
Total Benefits	<u>123,736</u>	<u>133,317</u>	<u>9,581</u>	<u>7.7</u>
Total Personal Services	<u>326,582</u>	<u>348,345</u>	<u>21,763</u>	<u>6.7</u>
6500 Supplies				
6600 Supplies-Non-Buildings & Grounds				
6615 - FOOD/WATER/COFFEE/CATER	6,500	0	(6,500)	(100.0)
Total Supplies-Non-Buildings & Grounds	<u>6,500</u>	<u>0</u>	<u>(6,500)</u>	<u>(100.0)</u>
Total Supplies	<u>6,500</u>	<u>0</u>	<u>(6,500)</u>	<u>(100.0)</u>
Grand Total	<u>333,082</u>	<u>348,345</u>	<u>15,263</u>	<u>4.6</u>