

# **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.

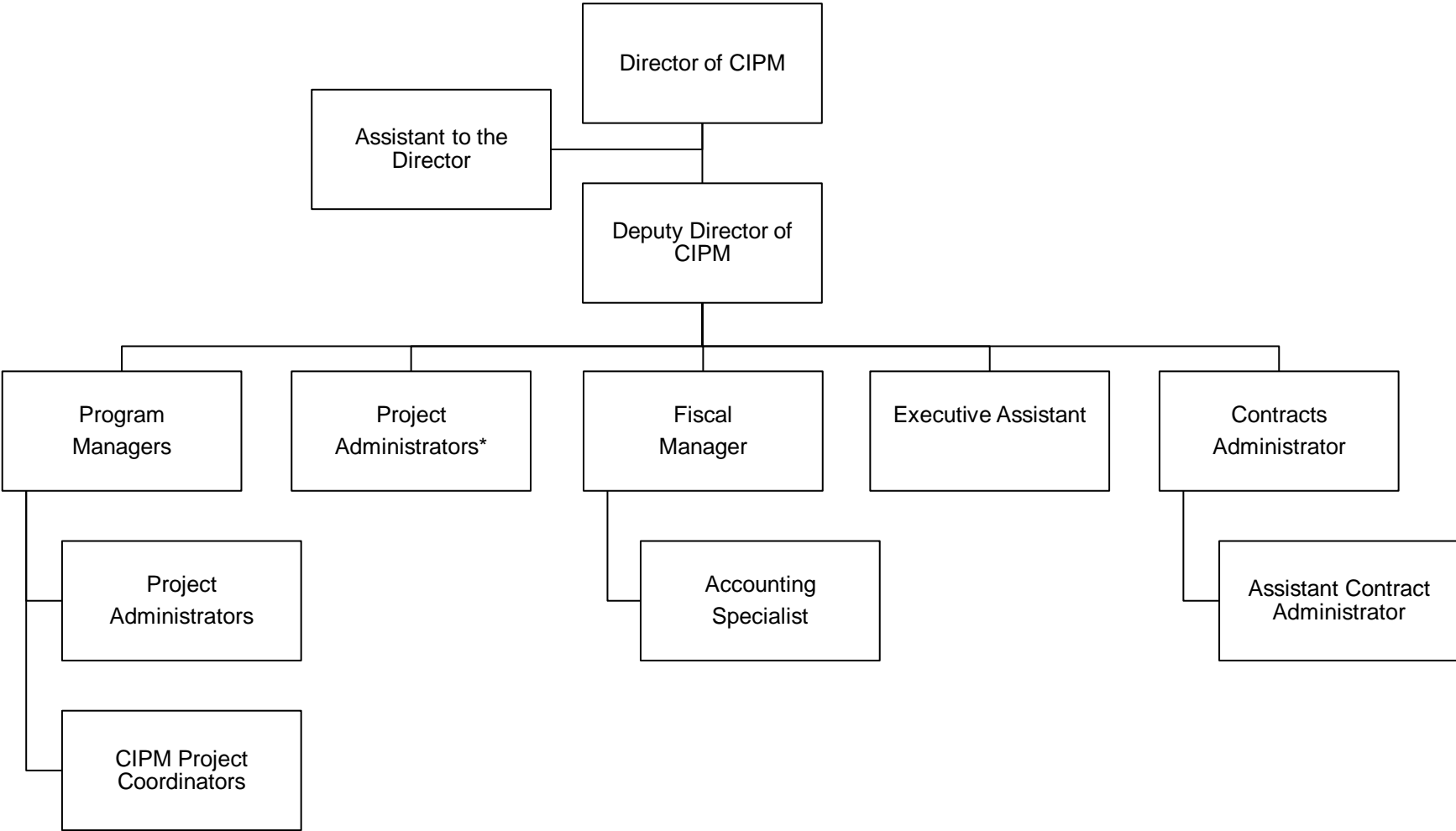
## **II. DEPARTMENT GOALS**

**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



**CIPM**  
**FY 2023-2024**  
**Operating Budget Summary**

<b>Business Unit and Division</b>	<b>Subsidiary</b>	<b>FTE FY22-23</b>	<b>FTE FY23-24</b>	<b>FY 22-23 Total Budget</b>	<b>Personal Services</b>	<b>Contractual Services</b>	<b>Supplies</b>	<b>Equipment</b>	<b>Other</b>	<b>FY 23-24 Total Budget</b>	<b>Change from Prior Year</b>	<b>% Change</b>
6102 - CIPM		28.5	32	7,406,253	5,159,465	2,697,000	54,000	8,500	0	7,918,965	512,712	6.9%
6102 - CIPM	MATCH	0	0	444,077	0	0	0	0	0	0	(444,077)	(100.0)%
<b>Grand Total</b>		<b>28.5</b>	<b>32</b>	<b>7,850,330</b>	<b>5,159,465</b>	<b>2,697,000</b>	<b>54,000</b>	<b>8,500</b>	<b>0</b>	<b>7,918,965</b>	<b>68,635</b>	<b>0.9%</b>

**CIPM**  
**Department Total**

Expenditure Type	Actual Year 2020-2021	Actual Year 2021-2022	Budget 2022-2023	Actual 6 months 2022-2023	Budget 2023-2024	Budget Variance	% Change
<b>6100 Personal Services</b>							
Total Permanent Wages	25,101	19,586	260,413	9,571	0	(260,413)	(100.0)%
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	17,359	18,999	166,664	5,416	0	(166,664)	(100.0)%
<b>Total Personal Services</b>	<b>42,460</b>	<b>38,585</b>	<b>427,077</b>	<b>14,987</b>	<b>0</b>	<b>(427,077)</b>	<b>(100.0)%</b>
<b>6200 Contractual Services</b>							
Total Communications	0	0	0	0	0	0	0.0%
Total Contributions & Municipal Support	0	0	0	0	0	0	0.0%
Total Maintenance Services	0	0	0	0	0	0	0.0%
Total Insurance & Bonding Reserves	0	0	0	0	0	0	0.0%
Total Professional Services	0	0	0	0	0	0	0.0%
Total Rents and Utilities	0	0	0	0	0	0	0.0%
Total Travel and Lodging	0	0	0	0	0	0	0.0%
Total Other Services & Expenses	0	0	0	0	0	0	0.0%
<b>Total Contractual Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>6500 Supplies</b>							
Total Fuel	0	0	7,000	0	0	(7,000)	(100.0)%
Total Supplies-Buildings & Grounds	0	0	0	0	0	0	0.0%
Total Supplies-Non-Buildings & Grounds	0	0	10,000	0	0	(10,000)	(100.0)%
<b>Total Supplies</b>	<b>0</b>	<b>0</b>	<b>17,000</b>	<b>0</b>	<b>0</b>	<b>(17,000)</b>	<b>(100.0)%</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	0	0	0	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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Grand Total</b>	<b>42,460</b>	<b>38,585</b>	<b>444,077</b>	<b>14,987</b>	<b>0</b>	<b>(444,077)</b>	<b>(100.0)%</b>

**Capital Improvement Project Management**

**6102**

**6100 Personal Services**

	FTE	FTE	FTE	Position		Budget	Budget	Change	%
	FY 22	FY 23	FY 24	Range	# Months	FY 23	FY 24	Amount	Change
Director of CIPM	1	1	1	42	12	215,738	221,902	6,164	2.9%
Deputy Director of CIPM	2	1	1	38	12	129,977	152,142	22,165	17.1%
Assistant to the Director	1	1	1	34	12	145,817	150,192	4,375	3.0%
Program Manager	4	4	4	33	12	460,138	454,867	(5,271)	(1.1%)
Fiscal Manager	1	1	1	32	12	111,983	116,251	4,268	3.8%
Project Administrator	12	12	12	30	12	1,088,496	1,106,310	17,814	1.6%
Contract Administrator	1	1	1	29	12	111,741	121,015	9,274	8.3%
CIPM Project Coordinator	3.5	3.5	7	25	12	260,413	537,152	276,739	106.3%
Executive Assistant	0	1	1	25	12	68,933	75,517	6,584	9.6%
Assistant Contract Administrator	1	1	1	24	12	75,793	82,588	6,795	9.0%
Accounting Specialist	2	2	2	22	12	123,808	128,079	4,271	3.4%
Office Specialist	1	0	0			0	0	0	0.0%
Senior Office Specialist	1	0	0			0	0	0	0.0%

**6110 Permanent Wages**

6111 Regular Wages	30.5	28.5	32			2,792,837	3,146,015	353,178	12.6%
<b>Total Permanent Wages</b>						<b>2,792,837</b>	<b>3,146,015</b>	<b>353,178</b>	<b>12.6%</b>

**6130 Benefits**

6131 Permanent Employee Benefits - 64%						1,787,416	2,013,450	226,034	12.6%
<b>Total Benefits</b>						<b>1,787,416</b>	<b>2,013,450</b>	<b>226,034</b>	<b>12.6%</b>

<b>Total Personal Services</b>						<b>4,580,253</b>	<b>5,159,465</b>	<b>579,212</b>	<b>12.6%</b>
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**CIPM**

**6102.**

Object Account	Budget FY 2022-2023	Budget FY 2023-2024	Budget Year Variance	Budget Year Variance %
<b>6100 Personal Services</b>				
<b>6110 Permanent Wages</b>				
6111 - REGULAR WAGES-PERMANENT	2,792,837	3,146,015	353,178	12.6
<b>Total Permanent Wages</b>	<u>2,792,837</u>	<u>3,146,015</u>	<u>353,178</u>	<u>12.6</u>
<b>6130 Benefits</b>				
6131 - BENEFITS-PERMANENT	1,787,416	2,013,450	226,034	12.6
<b>Total Benefits</b>	<u>1,787,416</u>	<u>2,013,450</u>	<u>226,034</u>	<u>12.6</u>
<b>Total Personal Services</b>	<u>4,580,253</u>	<u>5,159,465</u>	<u>579,212</u>	<u>12.6</u>
<b>6200 Contractual Services</b>				
<b>6210 Communications</b>				
6215 - AIRLINE EXPRESS	1,000	1,000	0	0.0
6220 - PHONE/FAX/MODEM	43,000	43,000	0	0.0
6225 - POSTAGE	2,000	2,000	0	0.0
6229 - OTHER COMMUNICATIONS	5,000	2,500	(2,500)	(50.0)
<b>Total Communications</b>	<u>51,000</u>	<u>48,500</u>	<u>(2,500)</u>	<u>(4.9)</u>
<b>6250 Maintenance Services</b>				
6260 - COMPUTERS & PC MAINT	8,000	8,000	0	0.0
6265 - COPIER MAINTENANCE	20,000	15,000	(5,000)	(25.0)
6270 - CUSTODIAL SERVICES	20,000	15,000	(5,000)	(25.0)
6290 - OFFICE EQUIP MAINTENANCE	5,000	0	(5,000)	(100.0)
6295 - VEHICLE MAINTENANCE	4,500	4,500	0	0.0
<b>Total Maintenance Services</b>	<u>57,500</u>	<u>42,500</u>	<u>(15,000)</u>	<u>(26.1)</u>
<b>6330 Professional Services</b>				
6335 - ENGIN/ARCHITECT SERVICES	2,500,000	2,500,000	0	0.0
6359 - OTHER SERVICES	25,000	25,000	0	0.0
<b>Total Professional Services</b>	<u>2,525,000</u>	<u>2,525,000</u>	<u>0</u>	<u>0.0</u>
<b>6360 Rents &amp; Utilities</b>				
6375 - UTIL-ELECTRICITY	5,000	6,000	1,000	20.0
6376 - NATURAL GAS	2,500	2,500	0	0.0
6380 - WATER/SEWER	2,500	2,500	0	0.0
6389 - OTHER RENTS & UTILITIES	5,000	5,000	0	0.0
<b>Total Rents and Utilities</b>	<u>15,000</u>	<u>16,000</u>	<u>1,000</u>	<u>6.7</u>

**CIPM  
6102.**

Object Account	Budget FY 2022-2023	Budget FY 2023-2024	Budget Year Variance	Budget Year Variance %
<b>6400 Travel &amp; Lodging</b>				
6401 - AIRFARE ON-SLOPE	10,000	5,000	(5,000)	(50.0)
6402 - AIRFARE IN-STATE	10,000	5,000	(5,000)	(50.0)
6403 - AIRFARE OUT-OF-STATE	10,000	5,000	(5,000)	(50.0)
6410 - GROUND TRANSPORTATION	10,000	5,000	(5,000)	(50.0)
6415 - PER DIEM	10,000	5,000	(5,000)	(50.0)
6420 - LODGING	10,000	10,000	0	0.0
6429 - OTHER TRAVEL AND LODGING	10,000	5,000	(5,000)	(50.0)
<b>Total Travel and Lodging</b>	<b>70,000</b>	<b>40,000</b>	<b>(30,000)</b>	<b>(42.9)</b>
<b>6450 Other Services &amp; Expenses</b>				
6455 - ADVERTISING & PRINTING	5,000	5,000	0	0.0
6485 - TRAIN/TUITION/CONFERENCE	20,000	10,000	(10,000)	(50.0)
6490 - MEMBERSHIPS DUES/SUBS	20,000	10,000	(10,000)	(50.0)
<b>Total Other Services &amp; Expenses</b>	<b>45,000</b>	<b>25,000</b>	<b>(20,000)</b>	<b>(44.4)</b>
<b>Total Contractual Services</b>	<b>2,763,500</b>	<b>2,697,000</b>	<b>(66,500)</b>	<b>(2.4)</b>
<b>6500 Supplies</b>				
<b>6510 Fuel</b>				
6530 - VEHICLE FUEL	10,000	10,000	0	0.0
<b>Total Fuel</b>	<b>10,000</b>	<b>10,000</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
6620 - HOUSEHOLD SUPPLIES	5,000	5,000	0	0.0
6630 - MEDICAL SUPPLIES	1,000	1,000	0	0.0
6645 - SOFTWARE FOR PC'S	15,000	15,000	0	0.0
6699 - OTHER NON-BLDG SUPPLIES	10,000	10,000	0	0.0
<b>Total Supplies-Non-Buildings &amp; Grounds</b>	<b>44,000</b>	<b>44,000</b>	<b>0</b>	<b>0.0</b>
<b>Total Supplies</b>	<b>54,000</b>	<b>54,000</b>	<b>0</b>	<b>0.0</b>

**CIPM  
6102.**

<b>Object Account</b>	<b>Budget FY 2022-2023</b>	<b>Budget FY 2023-2024</b>	<b>Budget Year Variance</b>	<b>Budget Year Variance %</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>7,406,253</b>	<b>7,918,965</b>	<b>512,712</b>	<b>6.9</b>

Capital Improvement Project Management

6102.MATCH

**6100 Personal Services**

	FTE	FTE	FTE	Position		Budget	Budget	Change	%
	FY 22	FY 23	FY 24	Range	# Months	FY 23	FY 24	Amount	Change
CIPM Project Coordinator	3.5	3.5	0		12	260,413	0	(260,413)	(100.0%)

**6110 Permanent Wages**

6111 Regular Wages	3.5	3.5	0.0			260,413	0	(260,413)	(100.0%)
<b>Total Permanent Wages</b>						<b>260,413</b>	<b>0</b>	<b>(260,413)</b>	<b>(100.0%)</b>

**6130 Benefits**

6131 Permanent Employee Benefits - 64%						166,664	0	(166,664)	(100.0%)
<b>Total Benefits</b>						<b>166,664</b>	<b>0</b>	<b>(166,664)</b>	<b>(100.0%)</b>

<b>Total Personal Services</b>						<b>427,077</b>	<b>0</b>	<b>(427,077)</b>	<b>(100.0%)</b>
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**CIPM**  
**6102.MATCH**

Object Account	Budget FY 2022-2023	Budget FY 2023-2024	Budget Year Variance	Budget Year Variance %
<b>6100 Personal Services</b>				
<b>6110 Permanent Wages</b>				
6111 - REGULAR WAGES-PERMANENT	260,413	0	(260,413)	(100.0)
<b>Total Permanent Wages</b>	<u>260,413</u>	<u>0</u>	<u>(260,413)</u>	<u>(100.0)</u>
<b>6130 Benefits</b>				
6131 - BENEFITS-PERMANENT	166,664	0	(166,664)	(100.0)
<b>Total Benefits</b>	<u>166,664</u>	<u>0</u>	<u>(166,664)</u>	<u>(100.0)</u>
<b>Total Personal Services</b>	<u>427,077</u>	<u>0</u>	<u>(427,077)</u>	<u>(100.0)</u>
<b>6500 Supplies</b>				
<b>6510 Fuel</b>				
6530 - VEHICLE FUEL	7,000	0	(7,000)	(100.0)
<b>Total Fuel</b>	<u>7,000</u>	<u>0</u>	<u>(7,000)</u>	<u>(100.0)</u>
<b>6600 Supplies-Non-Buildings &amp; Grounds</b>				
6615 - FOOD/WATER/COFFEE/CATER	1,000	0	(1,000)	(100.0)
6620 - HOUSEHOLD SUPPLIES	1,000	0	(1,000)	(100.0)
6630 - MEDICAL SUPPLIES	1,000	0	(1,000)	(100.0)
6699 - OTHER NON-BLDG SUPPLIES	7,000	0	(7,000)	(100.0)
<b>Total Supplies-Non-Buildings &amp; Grounds</b>	<u>10,000</u>	<u>0</u>	<u>(10,000)</u>	<u>(100.0)</u>
<b>Total Supplies</b>	<u>17,000</u>	<u>0</u>	<u>(17,000)</u>	<u>(100.0)</u>
<b>Grand Total</b>	<u>444,077</u>	<u>0</u>	<u>(444,077)</u>	<u>(100.0)</u>