

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.

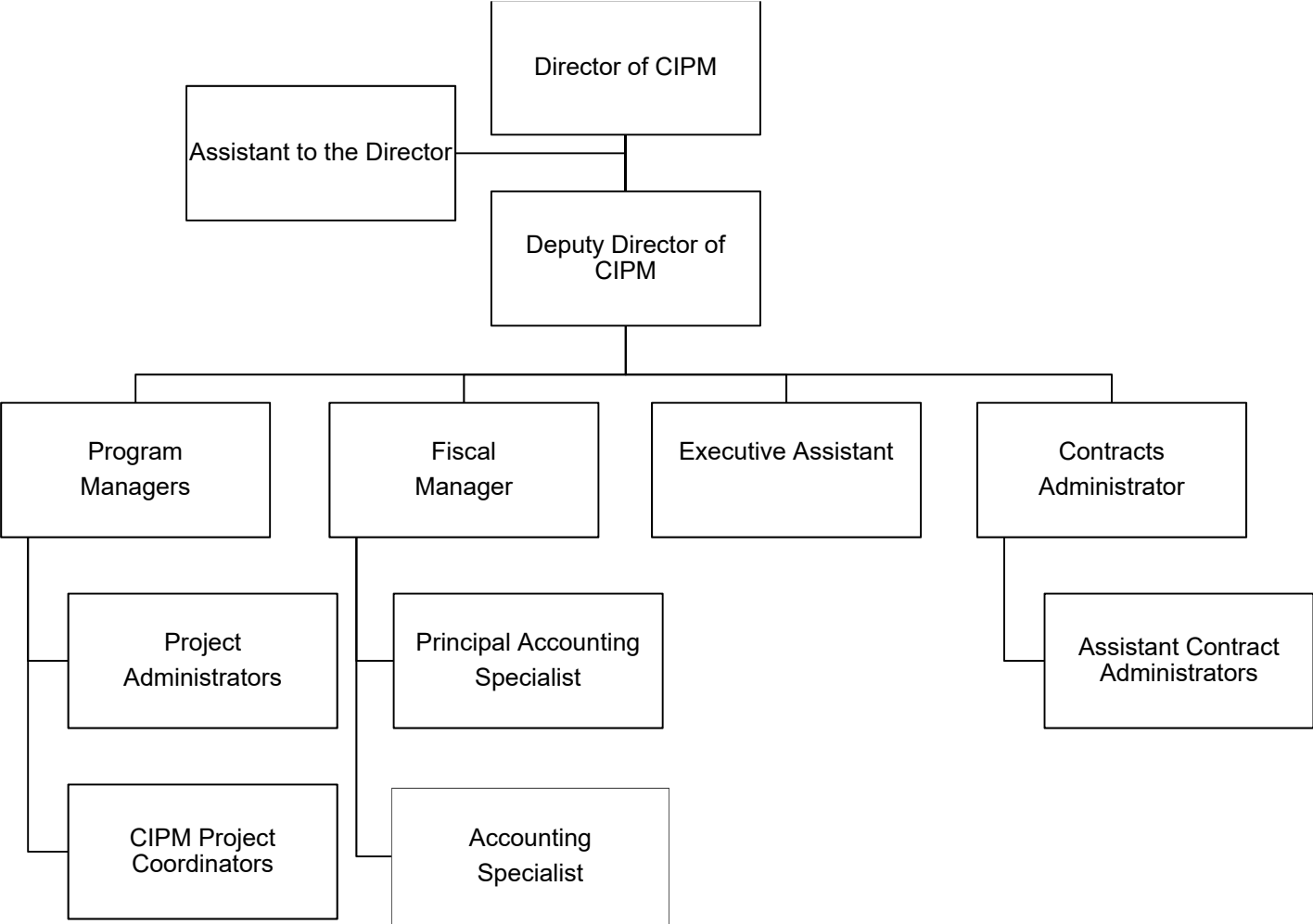
II. DEPARTMENT GOALS

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 2026-2027**

Operating Budget Summary

Business Unit and Division	Subsidiary	FTE FY25-26	FTE FY26-27	FY 25-26 Total Budget	Personal Services	Contractual Services	Supplies	Equipment	Other	FY 26-27 Total Budget	Change from Prior Year	% Change
6102 - CIPM		32.5	33	8,298,723	5,954,784	2,742,047	52,000	8,500	0	8,757,331	458,608	5.5%
6102 - CIPM	MATCH	0.5	0	61,064	0	0	0	0	0	0	(61,064)	(100.0)%
Grand Total		33	33	8,359,787	5,954,784	2,742,047	52,000	8,500	0	8,757,331	397,544	4.8%

CIPM

Department Total

Expenditure Type	Actual Year 2023-2024	Actual Year 2024-2025	Budget 2025-2026	Actual 6 months 2025-2026	Budget 2026-2027	Budget Variance	% Change
6100 Personal Services							
Total Permanent Wages	(206)	0	3,353,465	1,118,538	3,565,739	212,274	6.3%
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	(9,668)	0	2,246,822	600,248	2,389,045	142,223	6.3%
Total Personal Services	(9,874)	0	5,600,287	1,718,786	5,954,784	354,497	6.3%
6200 Contractual Services							
Total Communications	0	0	48,500	5,788	47,500	(1,000)	(2.1)%
Total Contributions & Municipal Support	0	0	0	0	0	0	0.0%
Total Maintenance Services	0	0	42,500	540	29,500	(13,000)	(30.6)%
Total Insurance & Bonding Reserves	0	0	0	0	0	0	0.0%
Total Professional Services	0	0	2,525,000	118,149	2,525,000	0	0.0%
Total Rents and Utilities	0	0	16,000	0	16,000	0	0.0%
Total Travel and Lodging	0	0	40,000	80	26,000	(14,000)	(35.0)%
Total Other Services & Expenses	0	0	25,000	0	98,047	73,047	292.2%
Total Contractual Services	0	0	2,697,000	124,557	2,742,047	45,047	1.7%
6500 Supplies							
Total Fuel	0	0	10,000	347	8,000	(2,000)	(20.0)%
Total Supplies-Buildings & Grounds	0	0	0	0	0	0	0.0%
Total Supplies-Non-Buildings & Grounds	0	0	44,000	5,678	44,000	0	0.0%
Total Supplies	0	0	54,000	6,025	52,000	(2,000)	(3.7)%
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	(9,874)	0	8,359,787	1,849,368	8,757,331	397,544	4.8%

CIPM Total

Capital Improvement Project Management

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6100 Personal Services

	FTE	FTE	FTE	Position		Budget	Budget	Change	%
	FY 25	FY 26	FY 27	Range	# Months	FY 26	FY 27	Amount	Change
Director of CIPM	1	1	1	42	12	228,559	237,705	9,146	4.0%
Deputy Director of CIPM	1	1	1	38	12	156,692	169,280	12,588	8.0%
Assistant to the Director	1	1	1	34	12	133,040	138,372	5,332	4.0%
Program Manager	4	4	4	33	12	490,660	551,344	60,684	12.4%
Fiscal Manager	1	1	1	32	12	125,256	133,263	8,007	6.4%
CIPM Contract Administrator	1	1	1	30	12	130,213	97,071	(33,142)	(25.5%)
Project Administrator	12	12	12	30	12	1,162,460	1,243,342	80,882	7.0%
Assistant CIPM Contract Administrator	1	1.5	2	25	12	125,397	175,481	50,084	39.9%
CIPM Project Coordinator	7	7	7	25	12	553,259	575,351	22,092	4.0%
Executive Assistant	1	1	1	25	12	77,982	96,623	18,641	23.9%
Principal Accounting Specialist	0	0	1	25	12	0	85,332	85,332	100.0%
Accounting Specialist	2	2	1	21	12	133,382	62,575	(70,807)	(53.1%)

6110 Permanent Wages

6111 Regular Wages	32	32.5	33.0			3,316,900	3,565,739	248,839	7.5%
Total Permanent Wages						3,316,900	3,565,739	248,839	7.5%

6130 Benefits

6131 Permanent Employee Benefits - 67%						2,222,323	2,389,045	166,722	7.5%
Total Benefits						2,222,323	2,389,045	166,722	7.5%

Total Personal Services						5,539,223	5,954,784	415,561	7.5%
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6102.

Object Account	Budget FY 2025-2026	Budget FY 2026-2027	Budget Year Variance	Budget Year Variance %
6100 Personal Services				
6110 Permanent Wages				
6111 - REGULAR WAGES-PERMANENT	3,316,900	3,565,739	248,839	7.5
Total Permanent Wages	3,316,900	3,565,739	248,839	7.5
6130 Benefits				
6131 - BENEFITS-PERMANENT	2,222,323	2,389,045	166,722	7.5
Total Benefits	2,222,323	2,389,045	166,722	7.5
Total Personal Services	5,539,223	5,954,784	415,561	7.5
6200 Contractual Services				
6210 Communications				
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	1,000	(1,000)	(50.0)
6229 - OTHER COMMUNICATIONS	2,500	2,500	0	0.0
Total Communications	48,500	47,500	(1,000)	(2.1)
6250 Maintenance Services				
6260 - COMPUTERS & PC MAINT	8,000	5,000	(3,000)	(37.5)
6265 - COPIER MAINTENANCE	15,000	20,000	5,000	33.3
6270 - CUSTODIAL SERVICES	15,000	0	(15,000)	(100.0)
6295 - VEHICLE MAINTENANCE	4,500	4,500	0	0.0
Total Maintenance Services	42,500	29,500	(13,000)	(30.6)
6330 Professional Services				
6335 - ENGIN/ARCHITECT SERVICES	2,500,000	2,500,000	0	0.0
6359 - OTHER SERVICES	25,000	25,000	0	0.0
Total Professional Services	2,525,000	2,525,000	0	0.0
6360 Rents & Utilities				
6375 - UTIL-ELECTRICITY	6,000	6,000	0	0.0
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
Total Rents and Utilities	16,000	16,000	0	0.0
6400 Travel & Lodging				
6401 - AIRFARE ON-SLOPE	5,000	2,500	(2,500)	(50.0)
6402 - AIRFARE IN-STATE	5,000	5,000	0	0.0
6403 - AIRFARE OUT-OF-STATE	5,000	5,000	0	0.0
6410 - GROUND TRANSPORTATION	5,000	3,000	(2,000)	(40.0)
6415 - PER DIEM	5,000	3,000	(2,000)	(40.0)
6420 - LODGING	10,000	5,000	(5,000)	(50.0)
6429 - OTHER TRAVEL AND LODGING	5,000	2,500	(2,500)	(50.0)
Total Travel and Lodging	40,000	26,000	(14,000)	(35.0)

CIPM

6102.

Object Account	Budget FY 2025-2026	Budget FY 2026-2027	Budget Year Variance	Budget Year Variance %
6450 Other Services & Expenses				
6455 - ADVERTISING & PRINTING	5,000	3,000	(2,000)	(40.0)
6485 - TRAIN/TUITION/CONFERENCE	10,000	8,000	(2,000)	(20.0)
6490 - MEMBERSHIPS DUES/SUBS	10,000	8,000	(2,000)	(20.0)
6491 - IT SERVICES	0	79,047	79,047	0.0
Total Other Services & Expenses	25,000	98,047	73,047	292.2
Total Contractual Services	2,697,000	2,742,047	45,047	1.7
6500 Supplies				
6510 Fuel				
6530 - VEHICLE FUEL	10,000	8,000	(2,000)	(20.0)
Total Fuel	10,000	8,000	(2,000)	(20.0)
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	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
Total Supplies-Non-Buildings & Grounds	44,000	44,000	0	0.0
Total Supplies	54,000	52,000	(2,000)	(3.7)
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	8,298,723	8,757,331	458,608	5.5

Capital Improvement Project Management

6102.MATCH

6100 Personal Services

	FTE FY 25	FTE FY 26	FTE FY 27	Position Range	# Months	Budget FY 26	Budget FY 27	Change Amount	% Change
Deputy Director of CIPM	0	0	0	38	12	0	0	0	0.0%
Capital Improvement Program Specialist	0	0	0	29	12	0	0	184,900	
Assistant CIPM Contract Administrator	0	0.5	0	25	12	36,565	0	(36,565)	100.0%

6110 Permanent Wages

6111 Regular Wages	0	0.5	0.0			36,565	0	(36,565)	(100.0%)
Total Permanent Wages						36,565	0	(36,565)	(100.0%)

6130 Benefits

6131 Permanent Employee Benefits - 67%						24,499	0	(24,499)	(100.0%)
Total Benefits						24,499	0	(24,499)	(100.0%)

Total Personal Services						61,064	0	(61,064)	(100.0%)
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6102.MATCH

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6102.MATCH**

Object Account	Budget FY 2025-2026	Budget FY 2026-2027	Budget Year Variance	Budget Year Variance %
6100 Personal Services				
6110 Permanent Wages				
6111 - REGULAR WAGES-PERMANENT	36,565	0	(36,565)	(100.0)
Total Permanent Wages	<u>36,565</u>	<u>0</u>	<u>(36,565)</u>	<u>(100.0)</u>
6130 Benefits				
6131 - BENEFITS-PERMANENT	24,499	0	(24,499)	(100.0)
Total Benefits	<u>24,499</u>	<u>0</u>	<u>(24,499)</u>	<u>(100.0)</u>
Total Personal Services	<u>61,064</u>	<u>0</u>	<u>(61,064)</u>	<u>(100.0)</u>
Grand Total	<u>61,064</u>	<u>0</u>	<u>(61,064)</u>	<u>(100.0)</u>