



SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

Planning for Our Region's Future

Bethany Branford East Haven Guilford Hamden Madison Meriden Milford
New Haven North Branford North Haven Orange Wallingford West Haven Woodbridge

Carl J. Amento, Executive Director

EXECUTIVE COMMITTEE
MEETING NOTICE & AGENDA
Wednesday February 26, 2014 – 9:00A.M.

**Location: 127 Washington Avenue, 4th Floor West
North Haven, CT 06473**

Full agenda materials can be found at our website – www.scrcog.org

1. Call to order – Mayor Scott Jackson, *Chairman*
2. Adopt Minutes of November 20, 2013 Executive Committee Meeting-
First Selectman Fillmore McPherson, *Secretary* Pages 2, 3
3. Proposed SCRCOG Committee Structure- Executive Director Carl Amento Page 4- 6
4. Budget Amendment #2- Executive Director Carl Amento Page 7- 9
5. Update on Envision Process- Executive Director Carl Amento.
6. Other Business
7. Adjournment

The agenda and attachments for this meeting are available on our website at www.scrcog.org. Please contact SCRCOG for copy of agenda in a language other than English. Auxiliary aids/services and limited English proficiency translators will be provided with two week's notice.
“Necesidades especiales: a las personas con discapacidad auditiva se les proveerá con medios auditivos y/o intérpretes de signos. Igualmente intérpretes para personas que hablan poco inglés, pero será preciso avisar con dos semanas de antelación. Se puede solicitar la agenda en otro idioma que no sea inglés comunicándose con SCRCOG”.

127 Washington Avenue, 4th Floor West, North Haven, CT 06473

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TO: **SCRCOG Executive Committee**
FROM: **First Selectman Michael Freda, Secretary**
DATE: **February 14, 2014**
SUBJECT: **SCRCOG Executive/Personnel Committees Minutes of November 20, 2013**

Present:

Hamden Mayor Scott Jackson – *Vice Chairman*
Madison First Selectman Fillmore McPherson--*Treasurer*
Milford Mayor Benjamin Blake
New Haven Mayor John DeStefano
North Haven First Selectman Michael Freda- *Secretary*
Wallingford Mayor William Dickinson
West Haven Mayor John Picard—*Chairman*

SCRCOG Staff: Executive Director Carl Amento, Business Manager Al Ruggiero
Guest Presenter: Brian Borgerson, CPA

ITEM 1 - Call to Order

The Executive Committee meeting was called to order at 9:15 a.m. by Vice Chairman Jackson.

ITEM 2 – Adopt Minutes of August 28, 2013 Executive Committee Meeting

First Selectman Freda presented the minutes of the August 28, 2013 Executive Committee meeting contained in the agenda packet on pages 2-3. First Selectman Freda moved for their acceptance. Mayor DeStefano seconded. All were in favor of acceptance of the minutes, except for First Selectman McPherson who abstained.

ITEM 3- Review and Accept Audit Report for FY 2012-2013

Brian Borgerson, CPA, Al Ruggiero, and Executive Director Amento reviewed the Audit Report for FY 2012-2013. The audit found that SCRCOG’s financial statements presented “fairly, in all material respects,” the financial position of SCRCOG as of June 20, 2013. The audit did not identify any “deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies.” In short, it was a “clean audit” with no deficiencies noted. Mayor Jackson moved for acceptance of the audit report. First Selectman Freda seconded the motion. The motion was approved unanimously.

ITEM 4- Update on Envision Process

The Envision New Haven project with the Regional Plan Association as its consultant was reported as moving forward with contract negotiations.

ITEM 5 - Other Business

None

ITEM 6 - Adjournment

Motion to adjourn was made by First Selectman McPherson and seconded by Mayor Blake. It passed unanimously. The meeting was adjourned at 9:50 a.m.

Respectfully submitted,

First Selectman Michael Freda, Secretary



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Proposal for SCRCOG Committees

Current Committees

Committee	Members	Meeting Frequency
Executive Committee	8	Monthly, when necessary
Personnel Committee	4	As necessary, often combined with Executive Committee
Transportation Committee	7	Monthly
Public Safety/Domestic Preparedness Committee	4	No schedule, has not met
Open Space Committee	4	No schedule, has not met

Proposed Committees

Committee	Members	Meeting Frequency
Executive Committee	8	Monthly, when necessary
Administrative & Personnel Sub Committee	4	Quarterly (Jan., April, July, Oct.)
Transportation Committee	7	Monthly
Emergency Preparedness/Hazard Mitigation Committee	4	Quarterly (Feb., May, Sept., Nov.)
Land Use & Environment Committee	4	Quarterly (Dec., Mar., June, Sept.)
Municipal Services Committee	4	Quarterly (Feb., May, Sept., Nov.)

Proposed Committees - Comparison with Other COGs

The proposed committees reflect the issues SCRCOG is working on now and in the foreseeable future.

Most Councils of Government have committee structures similar to what is being proposed. The subject matters of the committees reflect the issue or work areas of the particular COG.

The National Association of Regional Councils (NARC), representing over 500 regional councils nationwide, has four issue areas:

- Transportation
- Economic and Community Development
- Environment
- Homeland Security/Public Safety

The Capitol Region Council of Governments (CRCOG), with thirty municipalities, has four subject matter committees:

- Transportation
- Regional Planning
- Municipal Services
- Public Safety

CRCOG's staff of 22.5 FTE employees are divided into five departments:

- Finance
- Policy Development and Planning
- Transportation
- Public Safety and Homeland Security
- Municipal Services

The Greater Bridgeport Regional Council (GBRC), with seven municipalities, has four technical committees:

- Transportation
- Conservation
- Geospatial
- Regional Planning

GBRC has five project areas:

- Transportation
- Land Use and Regional Growth
- Economic Development
- Environment and Sustainability
- Public Safety

Proposed Committees - Comparison with Other COGs

Southwestern Regional Planning Agency (before recent merger with the Housatonic Valley Council of Elected Officials) had six committees for its eight municipalities:

- Finance
- Environment
- Transportation
- Referrals
- Transit-Oriented Development
- Legislative Policy

Southeastern Connecticut Council of Governments, representing twenty towns based in the New London area, has four issue areas:

- Transportation
- Regional Planning
- Economic Development
- Emergency Management

FY 2014 Budget Revision # 2

Budget Revision # 2 increases SCRCOG's overall budget by \$206,281 to \$1,935,042, with the addition of work carried over from Fiscal Year 2012-2013 and an amended expenditure related to the Regional GIS Program for FY 2013-2014. The work carried over from FY 12-13 includes \$118,000 of transportation projects, \$37,558 for hazard mitigation grant planning, and \$7,716 for the Sustainable Communities grant project. It is anticipated that all of the carried over work will be completed within this fiscal year.

New to the FY 2013-2014 Budget is \$42,907 for the purchase of orthoimagery from the Regional Water Authority. The funding for this purchase is advanced to this fiscal year from the contingency of this five-year Regional Performance Incentive Program grant project. It does not increase the total project cost and this amendment to the grant project budget was approved by the Office of Policy and Management.

The following are revision highlights:

1. The revenue increase of \$206,281 is broken down as follows:
 - a. \$94,480 for U.S. Department of Transportation (FY 2012-2013 carryover)
 - b. \$11,810 for CT Department of Transportation (FY 2012-2013 carryover)
 - c. \$11,810 from Reserves (local match for FY 2012-2013 Transportation carryover)
 - d. \$37,558 for FEMA Hazard Mitigation Grant (FY 2012-2013 carryover)
 - e. \$7,716 for Sustainable Communities Planning Grant (FY 2012-2013 carryover)
 - f. \$42,907 for the Regional GIS Program Grant (advance funding from future project years)

2. Corresponding expenditures are added to the 2013-2014 Approved Budget as follows:
 - a. \$118,100 for Transportation Consultant Services (FY 2012-2013 carryover)
 - b. \$20,000 for Hazard Mitigation Plan Consultant Services (FY 2012-2013 carryover)
 - c. \$42,907 for Regional GIS Program – Orthoimagery (advance funding from future project years)
 - d. \$25,274 for Contingency (carryover of unexpended FY 2012-2013 funds of two multi-year projects \$7,716 from Sustainable Communities and \$17,558 from Hazard Mitigation)

Actual line item revisions appear on the following page, followed by a resolution authorizing budget action.

<i>Revenue</i>	<i>Current Budget</i>	<i>Proposed Change</i>	<i>Revised Budget</i>
Municipal Contribution			
Municipal Contribution - Current Year	153,700	-	153,700
ROOF - Regional Foreclosure Fund (from Reserves)	10,000		10,000
Reserves for FY 2012-2013 Transportation Match	-	11,810	11,810
Transportation Planning			
U.S. Department of Transportation - FY 2013-2014	909,015	-	909,015
U.S. Department of Transportation - FY 2012-2013	-	94,480	94,480
CT Department of Transportation - FY 2013-2014	113,627	-	113,627
CT Department of Transportation - FY 2012-2013	-	11,810	11,810
Regional Planning			
Connecticut Office of Policy & Management	14,000		14,000
Regional GIS Program	331,893	42,907	374,800
Shared Services Study	40,923	-	40,923
Envision Greater New Haven	80,000		80,000
Regional Jobs and Transit Access Study	12,000		12,000
Shared Services Study Implementation	19,000		19,000
Investment Income	1,200	-	1,200
Sustainable Communities Grant			
Sustainable Communities Reg Planning Grant	13,384	7,716	21,100
Hazard Mitigation Plan			
Federal Emergency Management Agency	22,842	37,558	60,400
Municipal - In-Kind Contribution	7,177	-	7,177
TOTAL	1,728,761	206,281	1,935,042

<i>Expenses</i>	<i>Current Budget</i>	<i>Proposed Change</i>	<i>Revised Budget</i>
Salaries	446,625	-	446,625
Benefits	192,058	-	192,058
Travel	8,300	-	8,300
Computer Supplies & Software	45,400	-	45,400
Rent	101,700	-	101,700
General Office Expenses	69,385	-	69,385
Transportation Consultant Services	402,000	118,100	520,100
<i>Other Consultants and Contributions</i>			
ROOF - Regional Foreclosure Fund	10,000	-	10,000
Hazard Mitigation Plan	15,000	20,000	35,000
GIS Consultant - Project Development	194,300		194,300
Regional GIS Program - Orthoimagery	-	42,907	42,907
Shared Services Consultant	30,000		30,000
Envision Greater New Haven	80,000		80,000
Regional Jobs and Transit Access Study	12,000		12,000
Shared Services Study Implementation	19,000		19,000
<i>Total - Other Consultants and Contributions</i>	360,300	62,907	423,207
Contingency	102,994	25,274	128,268
TOTAL	1,728,761	206,281	1,935,042



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Resolution

**South Central Regional Council of Governments
Fiscal Year 2014 - Budget Revision # 2**

Whereas: South Central Regional Council of Governments on June 26, 2013 adopted an operating budget for Fiscal Year 2014, and

Whereas: SCRCOG By-Laws require any revision to the operating budget greater than 10% of the operating budget be approved by the Council of Governments.

Now, therefore be resolved by the South Central Regional Council of Governments:

That Fiscal Year 2014 Budget Revision # 2 is adopted.

Certificate:

The undersigned duly qualified and acting Secretary of the South Central Regional Council of Governments certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the South Central Regional Council of Governments on February 26, 2014.

Date: February 26, 2014

By:

Fillmore McPherson, *Secretary*
South Central Regional Council of Governments