



Memorandum To: Aquidneck Island Municipal Councils, Managers & Staff

Date: 18 April 2017

From: T. Ardito, Executive Director

A handwritten signature in blue ink, appearing to be 'T. Ardito', with a long horizontal line extending to the right.

Re: AIPC First Quarter Management Report

Attached: AIPC FY17 Budget and First Quarter Profit & Loss Statement

CC: AIPC Board of Directors

The purpose of this memorandum is to provide an update on AIPC's work on behalf of the Island communities during the first calendar quarter of 2017, along with a report on AIPC budget and finances through the most recent reporting period (January 31).

The first quarter of the year has been extremely productive for AIPC, working in partnership with Middletown, Portsmouth and Newport. We are pleased to report the following accomplishments, organized by program area:

Water Quality: The Island Waters storm water management program, developed by AIPC in partnership with the three Island municipalities, Clean Ocean Access and the Aquidneck Land Trust, and funded by a \$1M grant from the Environmental Protection Agency, is up and running. Recent accomplishments in this area include:

- Awarded a technical services contract to Fuss & O'Neill to assist in engineering and technical analysis throughout the project;
- Completed Quality Assurance Plan for project data & methods;
- Completed review of existing watershed plans and water quality requirements;
- With Portsmouth and DEM, developed an approved plan for illicit discharge detection and elimination (IDDE) in Portsmouth and elsewhere;
- Awarded funding for task order to begin IDDE fieldwork in April;
- Continued program outreach, following AIPC's Clean Water public forum in December;
- Continued supporting statewide and Island-wide work of Green Infrastructure Collaborative;
- Developing new, dedicated website for Island Waters;

Water Quality, Cont'd

- Developed Island-wide project prioritization approach and identified more than 80 potential storm water projects for funding consideration under Island Waters;
- Worked on identifying additional sources of funding to match EPA dollars in storm water implementation;
- Began developing “Value of Clean Water” economic report;
- Supported Save The Bay’s new “Bay Friendly Living” publication;
- Participated in Middletown Storm Water Committee.

Transportation: AIPC continued working to advocate for better and more diverse transportation systems on Aquidneck Island. Accomplishments included:

- Participation in state-level discussions regarding Green Economy Bond funding, resulting in **\$1 million award to Newport for “First Mile” bikeway**;
- Initiated discussions with DOT regarding rail line status & planning;
- Continued working on “Bicycle Wayfinding” project to improve bike signage Island-wide;
- Submitted formal comments on new state TIP public hearing proposed rule changes.

Coastal Resilience: AIPC continued working to help Island communities better prepare for coastal storms and sea level rise. First-quarter progress:

- Developed \$1.3M request to NOAA to fund \$2M Island-wide coastal resilience planning and construction program. Proposal developed in partnership with all three Island municipalities and Clean Ocean Access.
- Supported work by URI to develop an Island-wide resilience strategy for storms and flooding;
- Supported Town of Middletown in Hurricane Sandy coastal resilience grant.

Open Space and Conservation: AIPC continued its advocacy of more accessible and better-planned open space and recreational areas on the Island, including supporting the Newport Open Space Partnership. NOSP’s draft plan is available for review at www.newportopenspace.org

Civic Engagement & Island Advocacy: Civic engagement in public decision-making is central to AIPC’s mission. Just a few of our accomplishments over this period:

- Organized annual Newport County Legislative Forum, scheduled for April 27 – to register, visit www.aquidneckplanning.org. We are expecting nearly 200 people to attend; the forum will be moderated this year by Neil Steinberg, President and CEO of the Rhode Island Foundation and will be covered by the Newport Daily News.
- Developed a comprehensive annual report of 2016 activities, available online at www.aquidneckplanning.org;
- Developed partnership with Roger Williams University to host future forums at Baypoint Facility in Portsmouth;
- Supported and presented at the annual R.I. Land & Water Conservation Summit in March;
- Supported state legislation to benefit Island communities: municipal energy aggregation, state infrastructure grants, etc.

Organizational Excellence: During the first quarter, AIPC continued working to improve and update business operations, board governance, financial management and reporting, including:

- Completion of AIPC's first independent audit, developed by Mullen, Scorpio, Cerilli, CPA for FY16. AIPC will continue to complete independent audits annually.
- Hired new bookkeeping firm, Growthlab, and continued updating & improving financial & administrative systems – for example by migrating to cloud-based accounting software systems.
- Continued expanding staff to meet new responsibilities. AIPC now employs three full-time and two part-time staff.
- Established new Sustainability Committee of the Board, chaired by Linda Finn of Middletown, and continued building development program.
- Began establishing expanded Advisory committee;
- Attended risk management workshop at Bank Newport;
- Joined Environmental Council of R.I.

For information on AIPC's finances, please see AIPC's approved FY17 budget and first quarter expenditure report, attached.

I have intentionally kept this memo brief; for more details, please don't hesitate to call me at (401) 845-9299. For information on last year's accomplishments, please refer to our 2016 Annual Report available at www.aquidneckplanning.org.

Thank you for your continued support of AIPC as we work in partnership with Newport, Middletown and Portsmouth to preserve and improve Aquidneck Island's environment, economy and quality of life. I hope to see you at AIPC's 2017 Newport County Legislative Forum on April 27th – don't forget to register at www.aquidneckplanning.org!

Aquidneck Island Planning Commission
Profit & Loss Budget vs. Actual
 November 2016 through January 2017
 Q1 FY'17

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 03/08/2017
 Accrual Basis

	TOTAL Q1				TOTAL YTD			
	Nov '16 - Jan 17	Budget	\$ Over Budget	% of Budget	Nov '16 - Oct 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
4100 · Grant Income								
4040 · Federal Grants								
4041 · EPA								
4042 · Island Waters	0.00	31,251.00	-31,251.00	0.0%	0.00	125,004.00	-125,004.00	0.0%
Total 4041 · EPA	0.00	31,251.00	-31,251.00	0.0%	0.00	125,004.00	-125,004.00	0.0%
Total 4040 · Federal Grants	0.00	31,251.00	-31,251.00	0.0%	0.00	125,004.00	-125,004.00	0.0%
Total 4100 · Grant Income	0.00	31,251.00	-31,251.00	0.0%	0.00	125,004.00	-125,004.00	0.0%
4200 · Municipal Income								
4225 · Newport Municipal Income	0.00	0.00	0.00	0.0%	0.00	18,000.00	-18,000.00	0.0%
4230 · Middletown Municipal Income	0.00	0.00	0.00	0.0%	0.00	36,000.00	-36,000.00	0.0%
4235 · Portsmouth Municipal Income	0.00	0.00	0.00	0.0%	0.00	54,000.00	-54,000.00	0.0%
4200 · Municipal Income - Other	36,000.00	0.00	36,000.00	100.0%	36,000.00	0.00	36,000.00	100.0%
Total 4200 · Municipal Income	36,000.00	0.00	36,000.00	100.0%	36,000.00	108,000.00	-72,000.00	33.33%
43400 · Direct Public Support								
43450 · Individ, Business Contributions	514.80				514.80			
Total 43400 · Direct Public Support	514.80				514.80			
4800 · Investment Income	205.27	210.00	-4.73	97.75%	258.31	840.00	-581.69	30.75%
4900 · Released from Restriction	0.00	94,623.00	-94,623.00	0.0%	0.00	378,492.00	-378,492.00	0.0%
Total Income	36,720.07	126,084.00	-89,363.93	29.12%	36,773.11	612,336.00	-575,562.89	6.01%
Expense								
5000 · Personnel								
5010 · Directors Salary	16,791.95	20,247.00	-3,455.05	82.94%	26,120.81	80,988.00	-54,867.19	32.25%
5012 · Salaries	9,563.49	26,499.00	-16,935.51	36.09%	19,521.59	105,996.00	-86,474.41	18.42%
5100 · Payroll Taxes	2,858.54	3,210.00	-351.46	89.05%	4,700.46	12,840.00	-8,139.54	36.61%
5110 · Health and Dental	0.00	4,500.00	-4,500.00	0.0%	0.00	18,000.00	-18,000.00	0.0%
5120 · Retirement	0.00	1,050.00	-1,050.00	0.0%	0.00	4,200.00	-4,200.00	0.0%

	TOTAL Q1				TOTAL YTD			
	Nov '16 - Jan 17	Budget	\$ Over Budget	% of Budget	Nov '16 - Oct 17	Budget	\$ Over Budget	% of Budget
5190 · Workmen's Comp	60.04	300.00	-239.96	20.01%	129.29	1,200.00	-1,070.71	10.77%
5000 · Personnel - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total 5000 · Personnel	29,274.02	55,806.00	-26,531.98	52.46%	50,472.15	223,224.00	-172,751.85	22.61%
6000 · Direct Expenses								
6581 · Sponsorship	500.00				500.00			
6540 · Material & Printing	48.66	1,050.00	-1,001.34	4.63%	48.66	4,200.00	-4,151.34	1.16%
6542 · Meetings	103.54	450.00	-346.46	23.01%	118.53	1,800.00	-1,681.47	6.59%
6580 · Travel	0.00	600.00	-600.00	0.0%	0.00	2,400.00	-2,400.00	0.0%
7042 · Contractual	3,048.89	35,751.00	-32,702.11	8.53%	3,048.89	143,004.00	-139,955.11	2.13%
Total 6000 · Direct Expenses	3,701.09	37,851.00	-34,149.91	9.78%	3,716.08	151,404.00	-147,687.92	2.45%
65100 · Other Types of Expenses								
65110 · Advertising Expenses	49.00				49.00			
Total 65100 · Other Types of Expenses	49.00				49.00			
7000 · Professional Fees								
7010 · Accounting	367.50	11,980.00	-11,612.50	3.07%	367.50	37,400.00	-37,032.50	0.98%
7020 · AIRPA Expenses	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7040 · Consultant	1,112.50	7,500.00	-6,387.50	14.83%	1,112.50	30,000.00	-28,887.50	3.71%
7046 · Legal	0.00	0.00	0.00	0.0%	0.00	4,000.00	-4,000.00	0.0%
7050 · Mapping	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7080 · Web Design	0.00	300.00	-300.00	0.0%	0.00	1,200.00	-1,200.00	0.0%
7000 · Professional Fees - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total 7000 · Professional Fees	1,480.00	19,780.00	-18,300.00	7.48%	1,480.00	72,600.00	-71,120.00	2.04%
7500 · Operation								
5020 · Advertising	52.64	375.00	-322.36	14.04%	57.64	1,500.00	-1,442.36	3.84%
6510 · Conference and Meetings	0.00	1,100.00	-1,100.00	0.0%	0.00	3,800.00	-3,800.00	0.0%
6520 · Education & Training	0.00	750.00	-750.00	0.0%	0.00	3,000.00	-3,000.00	0.0%
5080 · Dues and Subscriptions	107.45	300.00	-192.55	35.82%	122.60	1,200.00	-1,077.40	10.22%
5087 · Equipment	0.00	5,906.00	-5,906.00	0.0%	0.00	8,006.00	-8,006.00	0.0%
5090 · Insurance								
5092 · Tenants Policy	0.00	0.00	0.00	0.0%	0.00	1,750.00	-1,750.00	0.0%
5090 · Insurance - Other	1,138.00	0.00	1,138.00	100.0%	1,138.00	0.00	1,138.00	100.0%
Total 5090 · Insurance	1,138.00	0.00	1,138.00	100.0%	1,138.00	1,750.00	-612.00	65.03%

	TOTAL Q1				TOTAL YTD			
	Nov '16 - Jan 17	Budget	\$ Over Budget	% of Budget	Nov '16 - Oct 17	Budget	\$ Over Budget	% of Budget
5516 · Office Expenses								
5520 · Supplies	209.38	300.00	-90.62	69.79%	308.79	1,200.00	-891.21	25.73%
5030 · Bank Fees	-60.00	0.00	-60.00	100.0%	-60.00	0.00	-60.00	100.0%
5040 · Merchant Account Fees	29.60	90.00	-60.40	32.89%	29.60	360.00	-330.40	8.22%
5515 · Refreshments	344.86	120.00	224.86	287.38%	344.86	480.00	-135.14	71.85%
5545 · Software	526.96	375.00	151.96	140.52%	556.93	1,500.00	-943.07	37.13%
5130 · Miscellaneous	0.00	0.00	0.00	0.0%	320.70	0.00	320.70	100.0%
Total 5516 · Office Expenses	1,050.80	885.00	165.80	118.73%	1,500.88	3,540.00	-2,039.12	42.4%
5513 · Postage	14.10	15.00	-0.90	94.0%	14.10	60.00	-45.90	23.5%
65180 · Payroll Fees	369.70	360.00	9.70	102.69%	455.14	1,440.00	-984.86	31.61%
5530 · Web Maintenance	0.00	300.00	-300.00	0.0%	0.00	1,200.00	-1,200.00	0.0%
6200 · Printing	0.00	200.00	-200.00	0.0%	0.00	1,100.00	-1,100.00	0.0%
7200 · Occupancy								
5510 · Equipment Maintenance	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
6600 · Telephone & Internet Service	362.13	375.00	-12.87	96.57%	452.68	1,500.00	-1,047.32	30.18%
6610 · Internet Hosting	0.00	150.00	-150.00	0.0%	0.00	600.00	-600.00	0.0%
7268 · Rent Expense	3,000.00	3,000.00	0.00	100.0%	4,000.00	12,120.00	-8,120.00	33.0%
Total 7200 · Occupancy	3,362.13	3,525.00	-162.87	95.38%	4,452.68	14,220.00	-9,767.32	31.31%
Total 7500 · Operation	6,094.82	13,716.00	-7,621.18	44.44%	7,741.04	40,816.00	-33,074.96	18.97%
Total Expense	40,598.93	127,153.00	-86,554.07	31.93%	63,458.27	488,044.00	-424,585.73	13.0%
Net Ordinary Income	-3,878.86	-1,069.00	-2,809.86	362.85%	-26,685.16	124,292.00	-150,977.16	-21.47%
Net Income	-3,878.86	-1,069.00	-2,809.86	362.85%	-26,685.16	124,292.00	-150,977.16	-21.47%