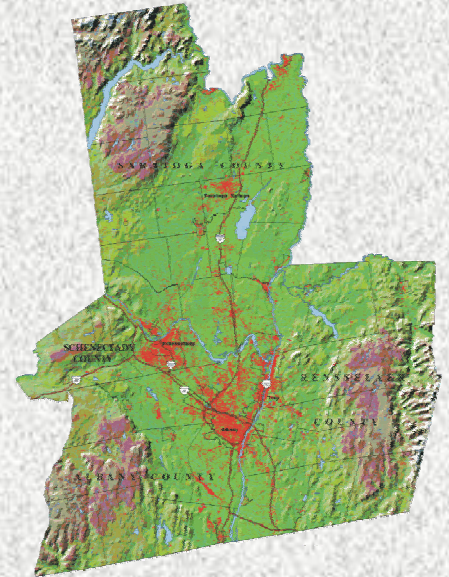


Capital District Regional Planning Commission

2006 Strategic Plan Progress Report



Presentation by
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Relative to Our Mission

Strategy 1: Continue to participate in the development and maintenance of a long range regional transportation plan, which addresses social, economic, and environmental factors and the inter-relationship of transportation and land use.

Task 1.1 *Articulate policies on land use, economic development and related topics applicable to sustainable development in the 21st century.* **Urgent**

Cooperative effort with CDTC re: the New Visions 2030.

During the past year, a number of presentations have taken place in the region to discuss, among other topics, the paper prepared by CDRPC entitled *Effects of Alternative Development Scenarios in the Capital District*.

Task 1.2 *Incorporate language from the 12b enabling legislation. Present to A & F Committee for approval and comment, present to full Commission, for ratification and then send to Counties for adoption.* **High**

No Action Taken.

Task 1.3 *Provide regional data and analysis as requested.* **Ongoing**

Data sets continuously updated and posted on the web site. Also, selected data published in Capital District Data. For the 12 month period ending September 30, 2006, there were 236,650 visitors to CDRPC's web site, an increase of 40% from the previous twelve month period.

Task 1.4 *Continue to develop the CEDS which identifies projects eligible for Federal funding.* **Ongoing**

Adjustments made as approved by the Board. In March, the proposed WAMC project on Central Ave. was approved by the Board and added to the list.

Task 1.5 *Actively partner with the Region's MPO, the Capital District Transportation Committee.* **Ongoing**

UPWP contract with CDTC renewed in April for \$95,000. Amended in June for an additional \$34,000 to assist in trail surveys. Commissioner Stammel serves on the CDTC Policy Board.

Relative to Communicating & Collaborating

Strategy 2: Collaborate with the regional economic development and planning organizations.

Task 2.1	<i>Request that all regional economic, planning and development entities provide CDRPC with information relative to scope, annual reports, work plans, and press releases.</i>	High
	Creation of the Regional Development Coordinating Council which consists of the executive directors of Tech Valley (Albany-Colonie Chamber), CDTC, and CEG. Executive Directors meet quarterly to discuss programs/activities of mutual interest.	
Task 2.2	<i>Prioritize our level of participation with the various regional economic development and planning organizations.</i>	High
	Service contract with CEG to undertake fiscal impact analysis of Alternative Growth patterns study, a collaborative effort among CEG, CDTC and the University at Albany. Service contract with CARES to provide technical support for the regional Homeless Management Information System and participation in the preparation of the 10 Year Plan's to End Homelessness at the County level.	

Relative to Communicating & Collaborating

Strategy 3: Improve communications between Board and Staff.

Task 3.1	<i>Schedule yearly facilitated retreats for Board and Staff.</i> Today's objective.	High
Task 3.2	<i>Invite Commissioners to local presentations taking place in a Commissioner's county.</i> Weekly distribution of staff meeting schedule distributed to each Commissioner every Friday afternoon for the following week.	High
Task 3.3	<i>Maintain a policy relative to professional opinions on planning related topics that staff shall never denigrate or misrepresent the policies of the Board.</i> Ongoing for all activities where staff represents Commission.	High
Task 3.4	<i>Make Board meetings more interactive by allowing ample time for questions when there is a presentation.</i>	Ongoing

Relative to Communicating & Collaborating

Strategy 4: Promote our work, improve our visibility & make our work products more accessible.

Task 4.1	<i>Develop a RFQ for a marketing specialist to assist with communications, including the look, frequency and form of contacts.</i>	Urgent
	Commission (A & F Committee) decided not to pursue at this time.	
Task 4.2	<i>Contract the services of a marketing specialist to develop a marketing program.</i>	High
	Same as above.	
Task 4.3	<i>Develop a RFQ for a web designer to provide advice relative to our web page.</i>	High
	Same as above.	
Task 4.4	<i>Contract with a web designer to upgrade and possibly maintain our web page. Incorporate more 21st century technologies and graphic designs into our web page.</i>	High
	New web design undertaken internally last year.	
Task 4.5	<i>Increase and improve communications between County leadership and Staff by providing regular bulletins using a form and schedule developed by a marketing specialist.</i>	High
	Did not pursue since marketing specialist not hired.	

Relative to Communicating & Collaborating

Strategy 4: Promote our work, improve our visibility & make our work products more accessible.

Task 4.6	<i>Send an agenda and a personal invitation to each County Executive/Administrator and the Mayor of each of the four big cities for each CDRPC regular business meeting.</i>	High
	Complete Commission Packet sent to each of the County Executives.	
Task 4.7	<i>Upon the advice of a marketing specialist, write more press releases. Distribute all press releases to a wider audience including local, State and Federal agencies and partners.</i>	High
	Frequent contact with the printed media (Times Union); Two TV appearances: Public Access (Colonie) and Channel 13/WMHT to discuss growth patterns and population trends.	
Task 4.8	<i>Upon the advice of a marketing specialist, develop a policy relative to web links. Request reciprocity where applicable.</i>	Medium
	Did not pursue since marketing specialist not hired.	
Task 4.9	<i>Schedule Open Houses to feature our staff, our data resources, our GIS capabilities and our technical expertise. Invite local, State and Federal partners and clients as well as the Governor, US Senators, Congressmen and elected State officials.</i>	Medium
	No activity.	
Task 4.10	<i>Executive Director should continue to become acquainted with elected officials and schedule regular meetings.</i>	Ongoing
	Contact has been maintained with elected officials.	

Relative to Our Internal Structure

Strategy 5: Make Board Meetings More Efficient and Interactive.

Task 5.1 *Develop and administer an orientation for new Commissioners consisting of:* **Urgent**

1. Welcome Packet which should include:

- a. Strategic Plan*
- b. Annual Report*
- c. By-Laws*
- d. Work Program*
- e. Contact Sheet*

2. An orientation meeting with Executive Director and the A & F Commissioner from the respective county.

3. A package for County Legislative Leadership consisting of:

- a. Welcome Packet*
- b. Memo on the expectations and responsibilities of a Commissioner*

Met with Bill Bruce and Judy Breselor, the two newly appointed Commissioners in 2006. Provided them with Welcome Packets.

Task 5.2 *Make better use of the A & F Committee and/or appoint Ad Hoc committees to explore specific issues in detail and then report back to the Commission, in order to allow the Commission to explore complex topics within its limited time together.* **High**

Meetings held with A & F Committee prior to the Full Board meeting to discuss agenda items for upcoming meeting. No special committees appointed during 2006.

Task 5.3 *Continue to operate under a Code of Conduct.* **High**

Task 5.4 *Continue to maintain a balance between perfunctory and issue oriented discussions at Board meetings.* **High**

Task 5.5 *Encourage more offline & between meeting conversations amongst the Commissioners.* **High**

Relative to Our Internal Structure

Strategy 6: Develop a policy for evaluating the composition of the Commission.

Task 6.1	<i>Develop criteria and guidelines for including additional counties and/or other regional organizations within the Commission including:</i> <i>a. Membership costs/dues</i> <i>b. Total size of Commission</i> <i>c. Ex-officio membership for organizations such as CEG, Chambers of Commerce, Tech Valley, CARES, etc.</i>	Medium
	No Action Taken.	

Strategy 7: Clarify our Employee Policies.

Task 7.1	<i>Establish Executive Limitation Policies, which states the Board's values on what it would find unacceptable on defined topics.</i>	Urgent
	Initial report prepared; No further action.	
Task 7.2	<i>Complete the review and revisions of the existing policies and guidelines.</i>	High
	Work In Progress.	

Relative to the Issues Facing Our Region & Our Role in Addressing Them

Strategy 8: Ensure that our work plan and products are reflective of the needs of our constituents, partners and clients.

Task 8.1 *Prepare training programs for critical issues identified as issues of concern across the region.* **Ongoing**

A number of training sessions during the past year including a Local Government Planning and Zoning Workshop and several Stormwater Management related Workshops.

Task 8.2 *Communicate the ramifications associated with changes in State and Federal regulations with the Commissioners. Discuss the level of effort and types of support that CDRPC can provide to local municipalities in response to changes at the State and Federal level.* **Ongoing**

Stormwater Management and Combined Sewer Overflow requirements are priority issues at the federal and State levels.

Task 8.3 *Seek regular and ongoing input from, and provide feedback to, the Commissioners regarding the existing and future work program.* **Ongoing**

Update of activities provided at each Board meeting. Also, at the January Board meeting, a power point presentation: The Year in Review; The Year Ahead.



Capital District Regional Planning Commission

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