

# COMMISSION MEETING

**8:30 am, Wednesday, October 17th, 2007**

CDRPC Office  
One Park Place  
Albany, New York  
453-0850

## AGENDA

1. Welcome/Introduction of Guests
2. August 15th, 2007 Meeting Minutes\*
3. Financial Statement through September 30, 2007 (Memo 07-21)\*
4. CDRPC Satisfaction Survey Results/Presentation (Memo 07-22)
5. Foreign-Trade Zone Program – Zone Administrator Report/Presentation (Memo 07-23)
6. LTCP - CSO Update (Memo 07-24)
7. Fiscal Impact Study Summary Brochure (Memo 07-25)
8. Staff Activity Report
9. Other Business
  - Officer's Nominating Committee
10. Next Commission Meeting Date: December 19<sup>th</sup>, 8:30 am

\*Formal Board Action Anticipated

## COMMISSION MEETING

August 15, 2007  
CDRPC Conference Room  
One Park Place, Suite 102  
Albany, New York 12205

### MINUTES

**PRESENT:** Willard Bruce, John Graziano, Lucille McKnight, Stan Brownell, Judy Breselor, Jim Shaughnessy, Mike Stammel, Fred Acunto, Christopher Callaghan, Gary Hughes,

**ABSENT:** Betty Barnette, Henry Dennis, Philip Barrett, Spencer Hellwig, John Murray, Raymond Gillen, Barbara Mauro, Michael Petta, David Vincent

**PRESIDING:** Gary Hughes, Chair, called the meeting to order at 8:30am.

#### 1. **Welcome/Introduction of Guests**

Allen Walther and Rick Bigham from Dorfman-Robbie, George Klapishak from Capital District Trade Strategies, Elizabeth Staubach and Tom Leitz from Albany County Economic Development & Planning Dept

#### 2. **May 16, 2007 Meeting Minutes**

The minutes were distributed before the meeting. No corrections were made.

##### **Action Taken**

Chris Callaghan made a motion to approve the minutes, and Lucille McKnight seconded. The motion was approved unanimously.

#### 3. **Financial Statement through July 31, 2007**

The financial statement reflects activities through July 2007. With more than half of the year complete, revenues are at 65.5% and expenses are at 51.9%.

The second quarter billings were sent out to the appropriate billing agencies for the Water Quality Program, Wind Energy Initiative, UPWP, CDYCI, and CSO. There is approximately \$148,000 cash in the bank with outstanding receivables totaling just over \$136,000.

##### **Action Taken**

Fred Acunto made a motion to approve the Financial Statement, and Chris Callaghan seconded. The motion was approved unanimously.

#### 4. **2006 Audit Report, Presentation by Dorfman-Robbie**

A copy of the FY-2006 Audit Report prepared by Dorfman-Robbie Certified Public Accountants, P.C. was sent out prior to the meeting for review.

Allen Walther and Rick Bigham, went over the Audit Report with the Board. Included in the Audit Report is a Management Discussion and Analysis that provides an overview of the financial activities for the year ending December 31, 2006.

Under *Other Recommendations – Not Significant Deficiencies*, it was noted that additional entries were required in order to properly account for the Combined Sewer Overflow Project (CSO) through the special revenue fund.

Dorfman-Robbie recommends that each time an expenditure is incurred in the special revenue fund, an entry to record the corresponding revenue should be made either by recording a receivable or reducing the deferred revenue balance. This will aid in identifying what funding source is being utilized to pay for expenses of the CSO.

Under *Finding #06-1 – Preparation of GAAP Financial Statements*, the recommendations are as follows:

*Management should review the new internal criteria outlined in SAS#112 with the board and senior management to alert them to the possibility that interim financial statements provided by management are not in full compliance with Generally Accepted Accounting Principles (GAAP). Considering that the Commission has engaged external auditors to ensure that the year-end financial statements are in full compliance with GAAP, and considering that it would be cost prohibitive to develop new internal processes and controls to convert the internal financial statements to full GAAP, we do not recommend any further action by management at this time.*

Fred Acunto inquired how critical is the non-compliance that Rick Bigham mentioned in the report. Allen Walther answered that the non-compliance is relatively critical and it is now a standard part of the review in doing an audit.

Chris Callaghan inquired if the monthly financial statements include the Combined Sewer Overflow. Rocky responded that, similar to CDYCI, the monthly financial statement does not include the individual expenditures associated with the CSO since they are not part of CDRPC's budget; however the hourly salary expense, which is offset by the revenue received via our contract with the CSO communities, is included within CDRPC's salary expense line item. Chris suggested adding a line item showing the CSO expenditures on future financial statements. Rocky stated that he will meet with the accountants to establish a column indicating those expenses.

**Action Taken**

Mike Stammel made a motion to approve the 2006 Audit, and John Graziano seconded. The motion was approved unanimously.

**5. 2008 Proposed Preliminary Budget**

Rocky informed the Board that the adoption of the 2008 Preliminary Budget will allow us to send out the Commission's request for next year's county contributions. The amount requested from each county will remain unchanged from 2007. A final budget will be prepared for the December Commission meeting.

The contractual services reflect work anticipated to be under contract in 2008 including mapping support assistance to CDTA and school district enrollment projections. Through the NYSARC, CDRPC has entered into a contract with NYSERDA to provide wind support services to communities in the Capital Region.

CDRPC will continue to manage and coordinate the work associated with the Combined Sewer Overflow project through 2008. There is a separate set of financial records for this project, including the establishment of separate banking accounts.

The salary line item has increased primarily to reflect the full time status of the Assistant Planner. For 2007, funding was provided for the full time position for half the year beginning July 1, 2007. The health insurance assumes an 8% increase in health premium costs.

**Action Taken**

John Graziano made a motion to approve the Proposed Preliminary budget, and Jim Shaughnessy seconded. The motion was approved unanimously.

**6. Foreign-Trade Zone Program – Zone Administrator Report/Presentation**

George Klapishak from Capital District Trade Strategies went over the progress of the development and submission of an application to expand FTZ #121.

Significant progress has been made and it is anticipated that the application will be ready for Board review and approval at the October Commission meeting. All four counties have advanced the \$15,000 Tariff mandated, per site, qualifying an unlimited number of sub-sites in each county to be included in the application provided they meet the mutually agreed criteria for participation and they pay their individual fair share of the application fee. CDTS will collect those fair share fees from the individual property owners and reimburse the Counties in full for their advanced expenditure. The fee per property owner could be as low as \$250 per property.

In addition to the four Counties, CDTS is soliciting participation from all the counties covered by the Albany Port district, which also defines the boundaries of the FTZ #121. So far, Washington, Warren, Ulster, Schoharie, Greene and Columbia have expressed interest to have sites included in the expansion application.

Capital District Trade Strategies will update the board of the progress at the next Commission meeting and should have a completed draft application for review and approval.

## **7. CDRPC Satisfaction Survey**

It is recommended that Jon Allen of Performance Matters be hired to prepare a “customer satisfaction survey” that would be distributed to the County Executive/Administrator and County Planning Director in each of the four counties along with contracting agencies receiving services from CDRPC. Similar to last year, evaluation surveys would also be prepared for staff and Board members to respond.

John Allen will report back to the Board at the October meeting to discuss the findings of the survey.

Fred Acunto inquired if a new survey will be generated or if it will be the same as the one from last year. Rocky responded that there may be additional questions that were not included on the previous survey. Rocky will be meeting with Jon Allen next week regarding the survey.

Fred also requested that the Board see a comparison of results to the previous survey.

### **Action Taken**

John Graziano made a motion to move forward with the survey and Judy Breselor seconded. The motion was approved unanimously.

## **8. LTCP – CSO Update**

A scope of work has been approved by NYSDEC. The Public Participation Plan (PPP) has been approved by DEC and is in the early stages of implementation. The first Citizen Advisory Committee (CAC) was held on August 9<sup>th</sup>. The membership of the CAC includes environmental, sporting, and community representatives.

The inter-municipal agreement, which outlines the communities’ financial obligation, has been finalized and signed by the six Albany Pool communities. CDRPC and the Consultant Team have signed the agreement for Professional Services and work on the Part B Scope has begun.

**9. Staff Activity Report**

Deb Shannon has joined the staff on a full time basis as of July 1, 2007.

A draft of the Estimating the Fiscal Impacts of Alternative Futures for the Capital Region study is now available on our website. This study was prepared in partnership with CDTC, CEG and UAlbany. Rocky will be in contact with David Rooney of CEG to discuss a public roll-out for the study.

Rocky added that he was asked to Chair the Smart Growth working group at the 2007 Economic Summit on August 14<sup>th</sup> in Saratoga. There is a large amount of interest in this issue in our region and there will be a significant amount of dialogue taking place over time. The meeting was hosted by Congresswoman Gillibrand.

**10. Other Business**

There was no other business at this time.

**11. Next Meeting Date**

The next Commission meeting will be held October 17, 2007 at 8:30am.

Respectfully submitted,

Michael Stammel  
Secretary

## MEMORANDUM (#07-21)

**To:** Commissioners

**From:** Rocky Ferraro, Executive Director

**Date:** October 10, 2007

**Re:** Monthly Financial Statement

---

Enclosed for your review and approval are the current financial statements through September 2007. At this time revenues are tracking as projected and expenses slightly below projections. With 75% of the year complete, revenues are at 82.0% and expenses are at 66.5%.

Fourth quarter invoices were sent to Saratoga and Schenectady Counties. Quarterly invoices were sent to the appropriate billing agencies for the EDA Program, Water Quality Program, Wind Energy Initiative, UPWP (Transportation), CDYCI, 2010 LUCA Census Program, and Combined Sewer Overflow Program.

As noted on the Statement of Financial Condition, we have approximately \$135,000 cash in the bank, including three CD's: one for \$20,000 that expires next July, another for \$30,000 that expires in December, and another for \$20,000 that expires next April. We have outstanding receivables totaling just over \$171,000.

### CDRPC 2007 Income Statement

Account	Budget	Jul 07	Aug 07	Sep 07	Year-to-Date	Balance	YTD %
<b>2007 REVENUE</b>							
R2390.1 Albany County	\$ 84,663.00	\$ 42,331.50	\$ -	\$ -	\$ 84,663.00	\$ -	100.0%
R2390.2 Rensselaer County	43,842.00	21,921.00	-	-	43,842.00	-	100.0%
R2390.3 Saratoga County	57,666.00	14,416.50	-	-	43,249.50	14,416.50	75.0%
R2390.4 Schenectady County	42,123.00	10,530.75	-	-	31,592.25	10,530.75	75.0%
R2401.0 Interest & Earnings	1,200.00	88.97	159.82	201.45	1,675.88	(475.88)	139.7%
R2770.1 Miscellaneous	100.00	-	-	-	854.03	(754.03)	854.0%
R2770.3 Contractual Services	30,000.00	-	-	-	20,909.70	9,090.30	69.7%
R2770.4 FTZ#121	12,000.00	-	-	-	-	12,000.00	0.0%
R2770.5 Conferences	5,000.00	510.00	-	-	5,770.00	(770.00)	115.4%
R2770.6 CDYCI	70,000.00	-	-	17,500.00	52,500.00	17,500.00	75.0%
R3900.3 Empire State Dev.	-	-	-	7,791.10	12,589.26	(12,589.26)	
R3900.4 Other NYS Aid (NYSERDA)	20,000.00	-	-	765.78	6,185.13	13,814.87	30.9%
R3900.6 EFC CSO Grant	75,000.00	-	-	18,640.11	38,287.26	36,712.74	51.0%
R4000.1 Fed. Reg. Aviation	-	-	-	-	-	-	
R4000.2 EDA	52,000.00	-	-	23,483.75	49,483.75	2,516.25	95.2%
R4000.3 Water Quality	46,000.00	-	-	12,493.60	31,666.61	14,333.39	68.8%
R4000.4 UPWP	85,000.00	-	-	22,577.57	88,406.18	(3,406.18)	104.0%
R4000.5 Other Federal Aid (HUD)	3,000.00	-	-	-	3,125.50	(125.50)	104.2%
R4000.6 EPA CSO Grant	-	-	-	-	-	-	
<b>Gross Revenue</b>	<b>\$ 627,594.00</b>	<b>\$ 89,798.72</b>	<b>\$ 159.82</b>	<b>\$ 103,453.36</b>	<b>\$ 514,800.05</b>	<b>\$ 112,793.95</b>	<b>82.0%</b>
<b>2007 EXPENSE</b>							
E.1010 Salaries	\$ 336,000.00	\$ 29,559.14	\$ 29,511.14	\$ 29,511.14	\$ 247,258.34	\$ 88,741.66	73.6%
E.1030 Temporary Services	16,000.00	-	-	-	6,516.50	9,483.50	40.7%
E.2010 Office Equipment	5,000.00	169.00	169.00	169.00	4,820.64	179.36	96.4%
E.2020 Furniture & Furnishings	2,000.00	-	1,159.92	148.74	1,308.66	691.34	65.4%
E.4020 Workshops & Conferences	5,000.00	500.00	-	-	5,696.75	(696.75)	113.9%
E.4030 Consultant Services	8,000.00	1,182.50	2,847.50	-	6,800.00	1,200.00	85.0%
E.4040 Agency Memberships	5,500.00	1,000.00	-	-	3,085.00	2,415.00	56.1%
E.4051 Computer Supplies/Software	5,000.00	-	-	-	3,704.97	1,295.03	74.1%
E.4055 Data Purchases	500.00	-	-	-	10.00	490.00	2.0%
E.4060 Equipment Maintenance	1,500.00	-	226.70	-	788.10	711.90	52.5%
E.4070 Office Supplies	3,000.00	151.60	34.60	216.28	1,624.67	1,375.33	54.2%
E.4080 Books & Journals	800.00	-	60.95	101.40	808.35	(8.35)	101.0%
E.4090 Printing & Publishing	8,000.00	489.87	549.92	-	2,688.58	5,311.42	33.6%
E.4110 Rent	63,000.00	4,471.42	4,776.02	5,157.77	46,879.06	16,120.94	74.4%
E.4120 Telephone	3,500.00	243.08	235.82	193.33	2,157.23	1,342.77	61.6%
E.4121 Internet	3,200.00	224.80	224.80	224.80	2,064.29	1,135.71	64.5%
E.4130 Travel	11,000.00	297.00	-	270.00	2,408.87	8,591.13	21.9%
E.4140 Equipment Repairs	500.00	-	-	-	-	500.00	0.0%
E.4150 Postage	2,800.00	277.50	590.00	96.60	2,043.76	756.24	73.0%
E.4160 Miscellaneous	1,294.00	43.50	56.96	237.13	854.90	439.10	66.1%
E.4170 Payroll Services	1,500.00	102.26	113.56	104.46	1,030.34	469.66	68.7%
E.4190 Contingent Fund	3,500.00	-	-	-	-	3,500.00	0.0%
E.4200 Insurance-General	1,500.00	-	-	-	1,244.79	255.21	83.0%
E.8010 NYS Retirement	34,000.00	-	-	-	-	34,000.00	0.0%
E.8030 FICA	27,000.00	2,282.78	2,279.12	2,279.12	19,478.20	7,521.80	72.1%
E.8040 Ins.-Worker's Comp. & Dis.	3,000.00	-	-	-	1,894.41	1,105.59	63.1%
E.8050 Ins.-Health	72,000.00	5,247.41	5,291.89	5,291.89	51,128.13	20,871.87	71.0%
E.8060 Ins.-Unemployment	1,500.00	57.14	-	-	928.44	571.56	61.9%
E.8070 Prof. Memberships	1,000.00	220.00	-	-	420.00	580.00	42.0%
E.8080 Continuing Education	1,000.00	-	-	-	-	1,000.00	0.0%
<b>Gross Expenses</b>	<b>\$ 627,594.00</b>	<b>\$ 46,519.00</b>	<b>\$ 48,127.90</b>	<b>\$ 44,001.66</b>	<b>\$ 417,642.98</b>	<b>\$ 209,951.02</b>	<b>66.5%</b>
<b>Net Operating Income</b>	<b>\$ -</b>	<b>\$ 43,279.72</b>	<b>\$ (47,968.08)</b>	<b>\$ 59,451.70</b>	<b>\$ 97,157.07</b>		
A909 Fund Balance-Unreserved	-	-	-	-	-		
<b>Net Income</b>	<b>\$ -</b>	<b>\$ 43,279.72</b>	<b>\$ (47,968.08)</b>	<b>\$ 59,451.70</b>	<b>\$ 97,157.07</b>		



# Capital District Regional Planning Commission

## GENERAL FUND

### Statement of Financial Condition

September 30, 2007

#### Assets

Cash — Checking	\$	16,299.22
Cash — Money Market		48,563.63
Cash — PayPal Account		5,233.16
Cash — Certificates of Deposit		70,000.00
Petty Cash		200.00
Due from Private Persons/Organizations		64,324.19
Due from State & Federal Governments		107,241.32
Due from Other Governments		-
Prepaid Expenses		41.00
Carryover Revenue		-
<i>Sub-Total: Assets</i>	\$	<u>311,902.52</u>
Expenses — Year-to-Date		<u>417,642.98</u>

**Total** \$ 729,545.50

#### Liabilities & Fund Balance

Due to Other Governments	\$	-
Due to Private Persons/Organizations		-
Deferred Project Revenue		6,516.25
Fund Balance — Restricted		-
Fund Balance — Unrestricted		208,229.20
<i>Sub-Total: Liabilities &amp; Fund Balance</i>	\$	<u>214,745.45</u>
Revenue — Year-to-Date		<u>514,800.05</u>

**Total** \$ 729,545.50

**Net Income (Loss)** \$ 97,157.07

## MEMORANDUM (#07-22)

**To:** Commissioners

**From:** Rocky Ferraro, Executive Director

**Date:** October 10, 2007

**Re:** CDRPC Satisfaction Survey Results

---

Jon Allen of Performance Matters will report his findings and discuss the results of the satisfaction survey distributed to the County Executive/Administrator and County Planning Director in each of the four counties along with contracting agencies receiving services from CDRPC. He will also discuss the Commission's Self Evaluation survey including benchmarking the results against last year's survey.

This feedback is extremely critical and helpful as we continue to move forward as part of our strategic planning effort to better serve the region per our Mission Statement:

*“The Capital District Regional Planning Commission (CDRPC) is a regional planning and resource center serving Albany, Rensselaer, Saratoga, and Schenectady counties. CDRPC provides objective analysis of data, trends, opportunities, and challenges relevant to the Region's economic development and planning communities. CDRPC serves the best interests of the public and private sectors by promoting intergovernmental cooperation; communicating, collaborating, and facilitating regional initiatives; and sharing information and fostering dialogues on solutions to regional problems.”*

## MEMORANDUM (#07-23)

**To:** Commissioners

**From:** Rocky Ferraro, Executive Director

**Date:** October 10, 2007

**Re:** Foreign-Trade Zone Expansion Application Status Report

---

Attached is a memo from Capital District Trade Strategies outlining the status of the Foreign-Trade Zone Expansion application. As noted in the memo, significant progress continues to be made however, due to the strong interest in the program by participating counties, the full application is not anticipated to be completed for Board review and approval until the December or possibly January Board meeting. A representative from Capital District Trade Strategies will provide a comprehensive update to the Board including a preliminary identification of the proposed location of lands to be included in the Zone Expansion application as well as respond to questions from the Board about the status of the proposal.

## Memorandum

TO: CDRPC Commissioners  
FROM: Bill Hooton – CDTS  
DATE: October 9<sup>th</sup>, 2007  
RE: Status of FTZ Expansion Application

Dear CDRPC Commissioners,

The following is a status report on the Application to expand FTZ #121 to include critical infrastructure assets and appropriate industrial zoned property in the greater Capital Region (defined as the 16 counties that comprise the Albany Port District). There will be a power-point presentation identifying the process and location of the proposed sites at the Board meeting.

All 16 Counties within in the Albany Port District have been solicited for participation. Seven Counties have contracted to participate, developed a list of potential ‘sub-sites’, secured the critical ‘key’ property and made contact with all the contiguous property owners. These include Albany, Rensselaer, Saratoga, Schenectady, Washington, Warren and Columbia Counties. Three Counties have agreed to participate but have not yet signed their contracts or defined their proposed sites. These include Green, Montgomery and Schoharie Counties. Four counties, Dutchess, Sullivan, Otsego and Delaware, have expressed interest but have not committed to participate. Two counties, Ulster and Fulton, have decided not to participate.

For each ‘sub-site’ within each County a ‘key’ or qualifying participant has been identified and contracted to participate. The process has then been to identify and invite any and every contiguous industrial zoned properties to the ‘key’ property to participate as well.

The assembly of appropriate properties continues to move forward, albeit at a pace slower than originally anticipated. Delays have come from the process of obtaining contact information for all the contiguous industrial property owners, informing them of the process, and inviting them to participate and collecting the ‘deliverables’ from them once they have agreed. Deliverables include: a signed contract to participate and pay the ‘fair share’ fee; a letter of concurrence and support; and a legal property description of the particular parcel.

The deadline to receive this information has been moved to November 16<sup>th</sup>, 2007. More up to date information will be presented at the Board meeting.

Yours faithfully,

Bill Hooton  
CDTS – Administrator’s FTZ #121

## MEMORANDUM (#07-24)

**To:** Commissioners

**From:** Rocky Ferraro, Executive Director

**Date:** October 10, 2007

**Re:** Long Term Control Plan – Combined Sewer Overflow Study

---

The following is a status report of the Albany Pool Long Term Control Plan (LTCP).

The work program for Part A has been completed and its component parts have been approved by the NYS Department of Environmental Conservation (DEC). Attached is a copy of the Part A Financial Summary outlining the Expenditures and Receipts activity for Part A. We are meeting with the accountants to finalize the internal bookkeeping procedures associated with maintaining the financial records for Part B.

The *Combined Sewer System Modeling Work Plan* was submitted to NYS DEC on August 31<sup>st</sup>. In a letter dated September 27, 2007, it has been reviewed and approved by the Department.

On October 1, 2007, CDRPC submitted the *Receiving Water Quality Sampling Plan* to NYS DEC for their review and approval in conformance with the contract requirement for Plan submission.

As part of their in-kind contributions, the communities, in partnership with the county sewer districts, are initiating sample monitoring techniques to determine the frequency of overflow events. Full scale monitoring and sampling will occur next Spring.

# Part A Financial Summary

Final 9/30/07

## CASH EXPENDITURES

	Malcolm Pirnie		CHA	Legal Fees	CDRPC	TOTAL
	Contract A In Scope	SPDES Out of Scope	Contract A In Scope	and Other Costs		
<b>A. Budgeted Amount</b>	\$ 139,000.00		\$ 86,000.00	\$ 25,000.00	\$ 30,000.00	\$ 280,000.00
<b>B. Billings To Date</b>						
MLTW Aug-05				\$ 7,472.50		\$ 7,472.50
MLTW Sept-05				\$ 1,512.44		\$ 1,512.44
MLTW Dec-05				\$ 315.00		\$ 315.00
MLTW Jan-06				\$ 665.00		\$ 665.00
CHA Mar-06			\$ 3,381.06			\$ 3,381.06
CHA May-06			\$ 7,635.00			\$ 7,635.00
MPI May-06	\$ 47,680.14	\$ 21,774.06				\$ 69,454.20
CHA Jun-06			\$ 4,240.00			\$ 4,240.00
MPI Aug-06	\$ 61,148.03	\$ 14,947.10				\$ 76,095.13
CHA Aug-06			\$ 12,580.46			\$ 12,580.46
CHA Sept-06			\$ 20,376.59			\$ 20,376.59
CHA Nov-06			\$ 12,875.47			\$ 12,875.47
MPI Nov-06	\$ 54,671.03					\$ 54,671.03
CHA Dec-06			\$ 3,330.57			\$ 3,330.57
MLTW Dec-06				\$ 1,015.00		\$ 1,015.00
CDRPC Dec-06					\$ 29,190.96	\$ 29,190.96
MPI Jan-07	\$ 5,483.01					\$ 5,483.01
CHA Jan-07			\$ 10,868.46			\$ 10,868.46
MLTW Jan-07				\$ 647.50		\$ 647.50
MLTW Feb-07				\$ 245.00		\$ 245.00
CHA April-07			\$ 3,761.91			\$ 3,761.91
MLTW April-07				\$ 280.00		\$ 280.00
MLTW May-07				\$ 2,127.50		\$ 2,127.50
MPI June-07	\$ 17,435.00					\$ 17,435.00
MLTW June-07				\$ 2,100.00		\$ 2,100.00
MLTW July-07				\$ 710.00		\$ 710.00
CDRPC July-07				\$ 7,910.06	\$ 809.04	\$ 8,719.10
<b>C. Total Billings to Date</b>	\$ 186,417.21	\$ 36,721.16	\$ 79,049.52	\$ 25,000.00	\$ 30,000.00	\$ 357,187.89
<b>D. Total Paid to Date</b>	\$ 186,417.21	\$ 36,721.16	\$ 79,049.52	\$ 25,000.00	\$ 30,000.00	\$ 357,187.89
Balance Due	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>E. Total Remaining on contract</b>	\$ (47,417.21)	\$ (36,721.16)	\$ 6,950.48	\$ -	\$ -	\$ (77,187.89)

## CASH RECEIPTS

	USEPA	NYSDOS	EPF	Albany Pool	TOTAL
	\$80,000 Grant	Part A Grant	\$2Million Grant	\$2Million Match	
<b>A. Budgeted Amount</b>	\$ 80,000.00	\$200,000.00	\$ 38,593.95	\$ 38,593.95	\$ 357,187.89
<b>B. Receipts To Date</b>					
Aug-05	\$ 16,000.00				\$ 16,000.00
Throughout 06				\$ 21,191.14	\$ 21,191.14
May-06			\$ 21,774.06		\$ 21,774.06
May-06	\$ 35,792.00				\$ 35,792.00
Aug-06			\$ 16,819.89		\$ 16,819.89
Aug-07	\$ 28,208.00				\$ 28,208.00
<b>C. Total Receipts to Date</b>	\$ 80,000.00	\$ -	\$ 38,593.95	\$ 21,191.14	\$ 139,785.09
<b>D. Total Due on Contract</b>	\$ -	\$200,000.00	\$ (0.00)	\$ 17,402.81	\$ 217,402.80

---

**1. Grants Awarded**

DOS (Part A)	\$	200,000.00
EPA (Part A)	\$	80,000.00
NYS EPF (Parts A & B)	\$	2,000,000.00
DOS (Part B)	\$	473,293.00
Round 9 NYS EPF (Part B)	\$	475,000.00

---

**2. Responsibility for Cost of Budget Exceedances**

NYS EPF	\$	38,593.94
Albany Pool Communities	\$	38,593.95
Total	\$	77,187.89

---

**3. Previous Invoices**

Amount invoiced	2-Aug-2006	20-Sep-2007	Total
Albany Water Board	\$ 11,155.87	\$ 6,300.74	\$ 17,456.61
Cohoes	\$ 1,894.99	\$ 1,070.28	\$ 2,965.27
Green Island	\$ 316.90	\$ 178.98	\$ 495.88
Rensselaer	\$ 1,244.37	\$ 702.81	\$ 1,947.18
Troy	\$ 5,625.26	\$ 3,177.10	\$ 8,802.36
Watervliet	\$ 953.75	\$ 538.67	\$ 1,492.42
	\$ 21,191.14	\$ 11,968.58	\$ 33,159.72

---

**4. Additional Albany Pool Part A Responsibility (to be invoiced)**

	\$	5,434.23	
Proportionate Share			
Albany Water Board	\$	2,860.80	52.6%
Cohoes	\$	485.95	8.9%
Green Island	\$	81.26	1.5%
Rensselaer	\$	319.11	5.9%
Troy	\$	1,442.53	26.5%
Watervliet	\$	244.58	4.5%
Total	\$	5,434.23	

**5. Total Part A Community Responsibility**

	Actual	Contractual	Difference
	\$ 20,317.41	\$ 46,063.55	\$ 25,746.14
	\$ 3,451.22	\$ 7,824.58	\$ 4,373.36
	\$ 577.14	\$ 1,308.49	\$ 731.35
	\$ 2,266.29	\$ 5,138.11	\$ 2,871.82
	\$ 10,244.89	\$ 23,227.18	\$ 12,982.29
	\$ 1,737.00	\$ 3,938.11	\$ 2,201.11
	\$ 38,593.95	\$ 87,500.00	\$ 48,906.05

## MEMORANDUM (#07-25)

**To:** Commissioners

**From:** Rocky Ferraro, Executive Director

**Date:** October 10, 2007

**Re:** Fiscal Impact Study Summary Brochure

---

CDRPC, in collaboration with CDTC, the University at Albany, and the Center for Economic Growth (CEG), recently completed a report analyzing the facility needs and their estimated costs for each of four alternative growth scenarios in the Capital Region. The work is an extension and part of CDTC's New Visions Regional Transportation Plan with this component part financed primarily by the Center for Economic Growth.

The four alternative growth patterns evaluated were based on two sets of projections: CDRPC's targeted projections showing an increase of 72,707 persons to 867,000 by 2030 and a "high growth" scenario that assumes a rate of population growth in the Capital Region comparable to the national rate of approximately 1% per year or a 229,341 increase to 1,023,634 by 2030.

With the completion of the technical report which is available on our web site([www.cdrpc.org](http://www.cdrpc.org)), CEG contracted the service of a public relations firm to prepare a brochure outlining the study findings. The intent is to create a regional dialogue among all the stakeholders in the region to discuss the policy options outlined in the brochure. In conjunction with the release of the report, events have been sponsored by a number of public and private entities to engage a public dialogue on the critical issues discussed in the study.



# ***CAPITAL DISTRICT REGIONAL PLANNING COMMISSION***

## **STAFF ACTIVITY REPORT August 2, 2007 to October 7, 2007**

### **A. ADMINISTRATION**

1. The 2007 Q3 billings are being prepared for the CSO project, CDYCI, Water Quality, Transportation, EDA, LUCA, and Wind Energy. The EDA billing has been submitted.
2. The 2005-06 Biannual Report is being prepared and should be published this month.
3. Satisfaction and Assessment surveys were prepared and distributed as part of the Strategic Plan update. As noted in Memo 07-22, Jon Allen will make a presentation on the surveys' findings at the October Board meeting.

### **B. REGIONAL PLANNING**

#### **REGIONAL INFORMATION SYSTEM & DATA SERVICES**

1. The staff responded to approximately 60 data requests during the reporting period. CDRPC's Web site had 19,203 visitors in August 2007, a 4.7% increase from August 2006, and 16,956 visitors in September 2007, an 8.9% decrease from September 2006. CDRPC's traffic web cam page, <http://cdrpc.org/DOTpopCCTV.html>, received 63,707 hits for 2007 through September.
2. The staff continues to update and maintain its GIS, and to provide GIS products and services to local governments, agencies and citizens on request.
3. The staff continues to process, analyze, and disseminate Census data and data released by the U.S. and N.Y.S. Departments of Labor. Information is posted on the web site on an ongoing basis.
4. Staff has continued to provide support to CARES to monitor the four-county Homeless Management Information System data base and to serve as a member or resource to the individual County 10 Year Plans to End Homelessness. Staff is also providing technical support to each of the four counties in addressing the issue of affordable and workforce housing in their respective counties.
5. A technical training session was coordinated and hosted by CDRPC for the counties and larger communities in the Capital Region on the use of the materials associated with participating in the Local Update of Census Address (LUCA) Program being conducted by the Census Bureau. In addition, a survey was prepared by CDRPC and sent to all the municipalities in the region to ensure that they received a LUCA invitation from the Census Bureau and to determine the need for additional training. Staff is learning software applications relevant to address cross-referencing. Follow-up training sessions are underway with individual communities who have requested assistance from CDRPC with additional training sessions scheduled through the Fall.

## ***CAPITAL DISTRICT REGIONAL PLANNING COMMISSION***

### **WATER QUALITY PLANNING**

1. The Staff has continued work on the 604b water quality program. Staff continues to participate in county water quality coordinating committee activities, MS4 committee activities, and to provide technical support to the counties and local communities. Staff is conducting the review of all Year Four MS4 annual reports submitted by each of the communities.
2. Staff continues to manage the Albany Pool Combined Sewer Overflow Long Term Control Plan Development, which includes the Albany Water Board, the cities of Cohoes, Rensselaer, Troy and Watervliet, and the Village of Green Island, as well as assistance from the Albany and Rensselaer county sewer districts. See Memo 07-24 for the most recent update of activities.
3. Staff has completed the draft Onesquethaw-Coeymans Watershed report, which has been submitted to the Onesquethaw-Coeymans Watershed Council for review and comment. The report is funded by a grant received by the Onesquethaw-Coeymans Watershed Council.

### **TRANSPORTATION**

1. The staff continues to participate on CDTC's Planning Committee and the Quality Region Initiative Taskforce.
2. Staff continues to participate on various advisory committees as part of the CDTC Linkage Grant Program. Recently completed studies include the Saratoga Springs Downtown Transportation Plan and the Harriman Campus Area Linkage Plan. Ongoing studies include the City of Schenectady State Street Transit Oriented Development study and the Town of Bethlehem Rt. 9W Corridor Plan.
3. Staff has been participating on the South End Albany Master Plan Advisory Committee. The final plan has been completed.
4. Staff has provided GIS mapping to CDTA as part of an ongoing contract to assist in the implementation of the CDTA Transportation Development Plan.
5. A draft report *Estimating the Fiscal Impact of the Alternative Futures for the Capital Region* has been completed and submitted to CEG for review prior to completion of the final report. Final changes are being made to the draft report. The report's preparation is being coordinated with the other members of the study team: CDTC and the University at Albany. A number of presentations have been made and are being scheduled to discuss the study's findings.
6. Commission staff has revised the initial draft TAZ-level employment projections for CDTC, based on qualitative inputs and GIS mapping data.

## ***CAPITAL DISTRICT REGIONAL PLANNING COMMISSION***

### **TECHNICAL ASSISTANCE**

1. Staff has begun work on enrollment projections for the Shenendehowa and Ballston Spa School Districts. South Glens Falls School District has also expressed interest in enrollment projections.

### **HUMAN RESOURCES & CRIMINAL JUSTICE**

1. The Juvenile Detention facility utilization rate was 73.7% in August 2007 and 61.5% in September.
2. CDRPC has assumed responsibility for billing the counties using the facility, and has computed and sent out the bills for the first nine months of 2007. Total billings are \$1,882,871.28 through the end of September.
3. The 2006 reconciliation statement is being prepared by CDRPC, and CDYCI's accountant has prepared a compilation report on the 2006 financial statements.
4. Outstanding receivables going back to 1998 and being carried on Berkshire's books are being investigated and reconciled.

### **ECONOMIC DEVELOPMENT**

1. Data files continue to be updated and spreadsheets prepared on a monthly basis for public distribution, including Employment/Unemployment and CPI/PPI data. In addition, CDRPC continually maintains and enhances its Web site on an ongoing basis to include new and updated materials as they are prepared.
2. CDRPC is preparing a list of prospective members for a new Comprehensive Economic Development Strategy (CEDS) Advisory group prior to preparing a new CEDS for the Region.
3. Community Fact Sheets for Regional municipalities were revised to include age cohort projections and updated information, and posted on the Commission's web site (<http://cdrpc.org/CFS.html>).
4. The July/August 2007 issue of *Capital District Data* was prepared and published with a report on Capital Region taxable sales by county.
5. CDRPC has continued to work with MPM Silicones to support its application to the Foreign-Trade Zones Board for Subzone status at its plant in Waterford.
6. The Foreign Trade Zone expansion application is presently being prepared. As noted in Memo 07-23, representatives from Capital District Trade Strategies will be at the Commission meeting to provide a status update of the application.

## ***CAPITAL DISTRICT REGIONAL PLANNING COMMISSION***

7. CDRPC is working with Vistec and the UAlbany College of Nanoscale Science & Engineering (CNSE) to prepare an application to EDA for funding for a feasibility study for the establishment of a nanotech foundry at CNSE.
8. New 2007 RIMS II economic impact multipliers were obtained from the U.S. Dept. of Commerce, Bureau of Economic Analysis for Albany County. Preliminary discussions are underway to prepare an update of the economic impact estimate for SUNY-Albany.

### **WIND POWER PLANNING**

1. Staff continues to respond to technical questions on addressing small scale and commercial wind development within comprehensive plans, zoning, and land use regulations.

### **C. MEETINGS AND CONTACTS**

- 8/6/07 Fabozzi & Ferraro: City of Albany Sustainable Design Planning Charrette.
- 8/7/07 Engstrom: City of Albany Sustainable Design Planning Charrette.
- 8/9/07 Shannon: Saratoga County Water Quality Coordinator's meeting.
- 8/9/07 Ferraro & Engstrom: CSO LTCP Citizen Advisory Committee meeting.
- 8/14/07 Ferraro & Shannon: 2007 Economic Summit on Smart Growth.
- 8/15/07 Engstrom & Shannon: Meeting with Albany County Economic Development staff to discuss existing wind projects and the potential for wind development in Albany County.
- 8/16/07 Shannon: Rt. 9W Selkirk Bypass Advisory Committee meeting.
- 8/16/07 Ferraro: CDTC Quality Regions Task Force meeting.
- 8/16/07 Ferraro: NYS Heritage Forum meeting.
- 8/21/07 Fabozzi: City of Schenectady Transit Oriented Development Linkage Study Advisory Committee.
- 8/22/07 Ferraro: Cana Recreationway Commission meeting.
- 8/22/07 Ferraro, Engstrom & Shannon: LUCA Technical Training for Key Audiences.
- 8/23/07 Ferraro: City of Albany's participation in Cities for Climate Protection campaign.

## ***CAPITAL DISTRICT REGIONAL PLANNING COMMISSION***

- 8/23/07 Ferraro: Meeting in New Scotland to discuss Comprehensive Plan.
- 8/23/07 Shannon: Albany County Inter-municipal Stormwater Committee meeting.
- 8/30/07 Ferraro & Shannon: CSO LTCP Technical Committee meeting.
- 8/30/07 Ferraro: Regional Development Coordinating Council meeting.
- 8/30/07 Fabozzi: CDTC Quality Region Taskforce meeting.
- 9/5/07 Ferraro: CDTC Planning Committee meeting.
- 9/5/07 Engstrom: Schenectady County Water Quality Coordinating Committee.
- 9/6/07 Fabozzi: NYS GIS Coordinating Body meeting.
- 9/7/07 Fabozzi: Albany County Water Quality Coordinating Committee meeting.
- 9/12/07 Engstrom & Shannon: EPA CSO LTCP Workshop.
- 9/12/07 Shannon: Rensselaer County MS4 Coordinators' meeting.
- 9/13/07 Ferraro: Albany County Dept. of Social Services Advisory Committee meeting.
- 9/13/07 Ferraro: Advisory Committee meeting at the Community Foundation of the Capital Region to discuss the preliminary findings of the Northeastern NY Wealth Transfer study.
- 9/13/07 Shannon: Saratoga County Water Quality Coordinator's meeting.
- 9/13/07 Engstrom & Shannon: EPA CSO LTCP Workshop.
- 9/13/07 Engstrom & Shannon: Albany County Paying for MS4 implementation meeting.
- 9/14/07 Ferraro & Wardle: Meeting with Bruce Szelest, John DeGatti and Ed Cupoli of the University at Albany to discuss procedures for preparing new economic impact estimates for the University.
- 9/14/07 Ferraro & Wardle: Meeting with Chris Fish and Jeffrey Kristoff to discuss a pre-application to EDA for a nanotech foundry feasibility study.
- 9/14/07 Engstrom & Shannon: Town of Colonie LUCA Technical Training.
- 9/17/07 Ferraro & Engstrom: Meeting with Ballston Spa School District regarding enrollment projections.
- 9/17/07 Ferraro: Tech Valley Civic Forum.
- 9/19/07 Engstrom & Shannon: ACORE Renewable Energy pending legislation web-conference.

## ***CAPITAL DISTRICT REGIONAL PLANNING COMMISSION***

- 9/24/07 Ferraro: Saratoga Workforce Housing Partnership meeting.
- 9/25/07 Engstrom & Shannon: Village of Ballston Spa LUCA Technical Training.
- 9/25/07 Engstrom & Shannon: Village of Ballston Spa Shenendehowa school enrollment projections meeting.
- 9/25/07 Ferraro: CEC Local Government Council meeting in Cohoes.
- 9/26/07 Ferraro, Engstrom & Shannon: CSO LTCP Technical Committee meeting.
- 9/27/07 Ferraro: CDTC Regional Transportation Coordination Committee meeting.
- 10/1/07 Shannon: Town of Halfmoon LUCA Technical Training.
- 10/1/07 Shannon: Town and Village of Corinth LUCA Technical Training.
- 10/2/07 Ferraro: CEG Benchmarking Tech Valley Reception.
- 10/2/07 Shannon: Village of Schuylerville LUCA Technical Training.
- 10/2/07 Fabozzi: NYS GIS Conference.
- 10/3/07 Fabozzi: NYS DOT Land Use/Transportation Conference.
- 10/3/07 Ferraro: CEG Benchmarking Tech Valley Forum.
- 10/3/07 Engstrom: Schenectady County Water Quality Coordinating Committee.
- 10/4/07 Ferraro: Capital Region Blueprint Session sponsored by Empire State Development.