

# **COMMISSION MEETING**

**8:30 am, Wednesday, December 19th, 2007**

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

## **AGENDA**

1. Welcome/Introduction of Guests
2. October 17th, 2007 Meeting Minutes\*
3. Financial Statement through November 30, 2007 (Memo 07-26)\*
4. Report from Nominating Committee (Memo 07-27)\*
5. Proposed 2008 Budget (Memo 07-28)\*
6. Proposed 2008 Meeting Schedule (Memo 07-29)\*
7. Foreign-Trade Zone Program Expansion Update (Memo 07-30)\*
8. Schenectady School District Attendance Area Boundary Study Staff Presentation (Memo 07-31)
9. LTCP - CSO Update (Memo 07-32)
10. Staff Activity Report
11. Other Business
12. Next Commission Meeting Date: January 16<sup>th</sup>, 8:30 am

\*Formal Board Action Anticipated

## COMMISSION MEETING

October 17, 2007  
CDRPC Conference Room  
One Park Place, Suite 102  
Albany, New York 12205

### MINUTES

- PRESENT:** Betty Barnette, Willard Bruce, John Graziano, Judy Breselor, Stan Brownell, James Shaughnessy, Mike Stammel, Fred Acunto, Chris Callaghan, John Murray, Gary Hughes, Barbara Mauro, Michael Petta, David Vincent
- ABSENT:** Henry Dennis, Lucille McKnight, Leon Fiacco, Philip Barrett, Spencer Hellwig, Raymond Gillen,
- PRESIDING:** Gary Hughes, Chair, called the meeting to order at 8:30am.

#### 1. Welcome/Introduction of Guests

Jon Allen from Performance Matters, Inc., Bill Hooton and George Klapishak from Capital District Trade Strategies, Elizabeth Stauback from Albany County Economic Development & Planning Dept

#### 2. August 15, 2007 Meeting Minutes

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

##### Action Taken

Fred Acunto made a motion to approve the minutes, and Stan Brownell seconded. The motion was approved unanimously.

#### 3. Financial Statement through September 30, 2007

The financial statement reflects activities through September 30, 2007. With 75% of the year complete, revenues are at 82.0% and expenses are at 66.5%.

The fourth quarter billings were sent out to the appropriate billing agencies for EDA Program, Water Quality Program, Wind Energy Initiative, UPWP, CDYCI, 2010 LUCA Census Program, and CSO. There is approximately \$135,000 cash in the bank with outstanding receivables totaling just over \$171,000.

##### Action Taken

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

#### **4. CDRPC Satisfaction Survey Results/Presentation**

Jon Allen from Performance Matters went over the findings of the satisfaction survey that was distributed to the County Executives/Administrators and County Planning Directors in each of the four counties. A survey was also sent to contracting agencies receiving services from CDRPC and a Self Evaluation survey to the Commissioners.

Jon received 15 out of the 19 surveys sent to Commissioners and two surveys from County Executives and two from County Planners. Satisfaction surveys were received back from 7 of the 10 clients surveyed.

Jon Allen handed out the survey findings to the Commissioners and informed them that the majority of the feedback was very positive. The client satisfaction survey came back with all areas indicating strong satisfaction and no areas of concern expressed. The response from the County Planners and Executives were generally positive but the areas of concern expressed included not being sufficiently informed by the Commissioners from their county and not having input in the decision making process. Though the Commission members agree that the staff is carrying out the mission of the organization and they are being kept well informed of staff activities, areas of concern expressed by the Commission members through their Self Evaluation survey included:

- Some are unclear of the mission and/or are not clear of their roles and responsibilities.
- Some feel that the group is not being effective representatives.
- Several feel that orientation, training and evaluation are not adequate.
- Many are concerned with Board Members' level of involvement and interest.

Commissioners expressed some confusion about whether the response should have been based on their own individual performance or how they view the group as a whole. Next year's survey should provide some clarifications about whose performance is being evaluated.

Rocky added that he would be more than happy to meet with any Commissioner to discuss their roles and responsibilities. Rocky also mentioned that he has met with new Commissioners as they are appointed and will continue to do so.

John Graziano recommended that Jon Allen call each of the County Executives and County Planners to try and get all of the surveys completed and sent back in order to get accurate feedback.

Jon Allen will work on getting all the surveys back and will report back to the Commission at the January, 2008 meeting.

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

Bill Hooton from Capital District Trade Strategies gave a PowerPoint presentation outlining the status of the Foreign Trade Zone Expansion application and to identify the process and location of the proposed sites.

The application to expand FTZ #121 in the greater Capital Region will include sites that meet the necessary criteria for inclusion including availability of critical infrastructure assets and appropriate industrial zoned property in the greater Capital Region. All 16 counties within the Albany Port District have been solicited for participation. Seven counties, Albany, Rensselaer, Saratoga, Schenectady, Washington, Warren and Columbia have contracted to participate. Each county has also developed a list of potential “sub-sites”, secured the critical key property and is in the process of contacting each of the contiguous property owners to participate. Green, Montgomery and Schoharie counties have agreed to participate but have not yet signed their contracts or defined proposed sites.

For each sub-site a key or qualifying participant has been identified and contracted to participate. After each individual property is identified and is in agreement to be part of the expansion, a signed contract to participate and pay the fair share fee is needed. The fair share amount is approximately \$500-\$750 per property but is very variable depending upon the number of property owners who decide to participate.

A letter of support and a legal property description of the particular parcel are also needed to move forward. There have been some delays in getting this information from counties. The deadline to receive this information has been moved to November 16, 2007.

Bill Hooton expects to have a completed draft application available for the Board 2-3 weeks prior to the December meeting for review so the appropriate action can take place at the December Commission meeting. If the draft application is approved, it will then be sent to the Foreign Trade Zone Board for their review. Bill expects a final application by January 15, 2008 and a docket number approximately 30 days after.

## 6. **LTCP – CSO Update**

The work program for Part A has been completed and approved by the NYS DEC.

Part B of the project is moving forward. The *Combined Sewer System Modeling Work Plan* was submitted to NYS DEC and was reviewed and approved on September 27, 2007. CDRPC has submitted the *Receiving Water Quality Sampling Plan* to DEC for their review and approval.

There is a meeting scheduled with the accountants to discuss the requirements for setting up and maintaining the financial records for Part B. Rocky will provide the Board with an update at the next meeting.

Chris Callaghan inquired, after reviewing the financials, if Malcolm Pirnie is over budget. Malcolm Pirnie was involved in out of scope work that had to be done in relation to the SPDES permit that was not part of the original contract. The budget for Part A has been adjusted and approved by the six Albany Pool Communities.

Chris Callaghan suggested including all CSO budget adjustments on the financial statements each month.

**7. 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 the four alternative growth scenarios in the Capital Region. The work is part of CDTC's New Visions Regional Transportation Plan.

CEG has contracted with a public relations firm to prepare the Fiscal Impact Summary 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.

**8. Staff Activity Report**

The Staff Activity Report was distributed before the meeting. There was no discussion.

**9. Other Business**

Gary Hughes nominated Barbara Mauro to Chair and select the nominating committee for 2007 officers. Barbara Mauro will report back at the December commission meeting the recommendations of the nominating committee.

**10. Next Meeting Date**

The next Commission meeting will be held December 19, 2007 at 8:30am.

**11. ADJOURNMENT**

Chris Callaghan made a motion to adjourn the meeting, and Mike Stammel seconded. The motion was approved unanimously.

Respectfully submitted,

Michael Stammel  
Secretary

## MEMORANDUM (#07-26)

**To:** Commissioners  
**From:** Rocky Ferraro, Executive Director  
**Date:** December 11, 2007  
**Re:** Monthly Financial Statement

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Enclosed for your review and approval are the current financial statements through November 2007.

With one month remaining in the fiscal year, revenues are at 86.1% of the approved budget and expenses area at 85.6%. The revenues do not reflect work completed during October and November for contracts that are billed on a quarterly basis. (October – December). For expenses, with the exception of the utility costs, the rent has been fully paid for 2007 along with the employee health insurance. Also, the New York State Retirement bill payment was fully paid in the amount of \$29,869.

As noted on the Statement of Financial Condition, we have approximately \$32,000 cash in the bank plus three CD's: one for \$20,000 that expires next July, another for \$30,000 that expires this month, and another for \$20,000 that expires next April. We have outstanding receivables totaling just under \$144,000.

### CDRPC 2007 Income Statement

Account	Budget	Sep 07	Oct 07	Nov 07	Year-to-Date	Balance	YTD %
<b>2007 REVENUE</b>							
R2390.1 Albany County	\$ 84,663.00	\$ -	\$ -	\$ -	\$ 84,663.00	\$ -	100.0%
R2390.2 Rensselaer County	43,842.00	-	-	-	43,842.00	-	100.0%
R2390.3 Saratoga County	57,666.00	-	14,416.50	-	57,666.00	-	100.0%
R2390.4 Schenectady County	42,123.00	-	10,530.75	-	42,123.00	-	100.0%
R2401.0 Interest & Earnings	1,200.00	201.45	149.83	159.16	1,984.87	(784.87)	165.4%
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	-	-	-	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>	\$ 627,594.00	\$ 103,453.36	\$ 25,097.08	\$ 159.16	\$ 540,056.29	\$ 87,537.71	86.1%
<b>2007 EXPENSE</b>							
E.1010 Salaries	\$ 336,000.00	\$ 29,511.14	\$ 29,511.14	\$ 29,511.14	\$ 306,280.62	\$ 29,719.38	91.2%
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	5,158.64	(158.64)	103.2%
E.2020 Furniture & Furnishings	2,000.00	148.74	-	-	1,308.66	691.34	65.4%
E.4020 Workshops & Conferences	5,000.00	-	-	-	5,696.75	(696.75)	113.9%
E.4030 Consultant Services	8,000.00	-	-	-	6,800.00	1,200.00	85.0%
E.4040 Agency Memberships	5,500.00	-	-	-	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	-	180.00	-	190.00	310.00	38.0%
E.4060 Equipment Maintenance	1,500.00	-	216.50	83.71	1,088.31	411.69	72.6%
E.4070 Office Supplies	3,000.00	216.28	333.60	398.87	2,357.14	642.86	78.6%
E.4080 Books & Journals	800.00	101.40	75.78	-	884.13	(84.13)	110.5%
E.4090 Printing & Publishing	8,000.00	-	493.85	90.51	3,272.94	4,727.06	40.9%
E.4110 Rent	63,000.00	5,157.77	4,618.54	4,717.73	56,215.33	6,784.67	89.2%
E.4120 Telephone	3,500.00	193.33	243.60	239.35	2,640.18	859.82	75.4%
E.4121 Internet	3,200.00	224.80	224.80	224.80	2,513.89	686.11	78.6%
E.4130 Travel	11,000.00	270.00	424.00	166.00	2,998.87	8,001.13	27.3%
E.4140 Equipment Repairs	500.00	-	-	-	-	500.00	0.0%
E.4150 Postage	2,800.00	96.60	172.08	-	2,215.84	584.16	79.1%
E.4160 Miscellaneous	1,294.00	237.13	-	110.72	965.62	328.38	74.6%
E.4170 Payroll Services	1,500.00	104.46	106.06	114.06	1,250.46	249.54	83.4%
E.4190 Contingent Fund	3,500.00	-	1,700.00	-	1,700.00	1,800.00	48.6%
E.4200 Insurance-General	1,500.00	-	-	-	1,244.79	255.21	83.0%
E.8010 NYS Retirement	34,000.00	-	-	29,869.00	29,869.00	4,131.00	87.9%
E.8030 FICA	27,000.00	2,279.12	2,279.12	2,279.12	24,036.44	2,963.56	89.0%
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	5,291.89	5,291.89	5,291.89	61,711.91	10,288.09	85.7%
E.8060 Ins.-Unemployment	1,500.00	-	-	-	928.44	571.56	61.9%
E.8070 Prof. Memberships	1,000.00	-	-	170.00	590.00	410.00	59.0%
E.8080 Continuing Education	1,000.00	-	30.00	30.00	60.00	940.00	6.0%
<b>Gross Expenses</b>	\$ 627,594.00	\$ 44,001.66	\$ 46,069.96	\$ 73,465.90	\$ 537,178.84	\$ 90,415.16	85.6%
<b>Net Operating Income</b>	\$ -	\$ 59,451.70	\$ (20,972.88)	\$ (73,306.74)	\$ 2,877.45		
A909 Fund Balance-Unreserved	-	-	-	-	-		
<b>Net Income</b>	\$ -	\$ 59,451.70	\$ (20,972.88)	\$ (73,306.74)	\$ 2,877.45		

# Capital District Regional Planning Commission

## GENERAL FUND

### Statement of Financial Condition

November 30, 2007

#### Assets

Cash — Checking	\$	16,474.55
Cash — Money Market		15,222.40
Cash — PayPal Account		5,253.72
Cash — Certificates of Deposit		70,000.00
Petty Cash		200.00
Due from Private Persons/Organizations		70,703.44
Due from State & Federal Governments		73,205.98
Due from Other Governments		-
Prepaid Expenses		529.81
Carryover Revenue		-
<i>Sub-Total: Assets</i>	\$	<u>251,589.90</u>
Expenses — Year-to-Date		<u>537,178.84</u>

**Total** \$ 788,768.74

#### Liabilities & Fund Balance

Due to Other Governments	\$	33,967.00
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>248,712.45</u>
Revenue — Year-to-Date		<u>540,056.29</u>

**Total** \$ 788,768.74

**Net Income (Loss)** \$ 2,877.45



## MEMORANDUM (#07-27)

**To:** Commissioners  
**From:** Rocky Ferraro, Executive Director  
**Date:** December 11, 2007  
**Re:** Nominating Committee

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Commissioner Barbara Mauro, Chair of the Nominating Committee, will present the proposed slate of officers for 2008 to the Board for your discussion and approval. The term of office is one year for the following positions: Chair, Vice Chair, Secretary, and Treasurer.

## MEMORANDUM (#07-28)

**To:** Commissioners  
**From:** Rocky Ferraro, Executive Director  
**Date:** December 11, 2007  
**Re:** Proposed 2008 Budget

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Enclosed for your review and approval is the proposed 2008 Budget for CDRPC operations.

The proposed budget includes three columns in addition to the Account names. The first column identifies the 2007 Budgeted amount, the second is the proposed 2008 Budget amount, and the third column represents the difference between the 2007 and 2008 Budgets.

Budget highlights include the following:

- The revenue amount from each county remains unchanged from 2007.
- The \$20,000 in Contractual Services represents the aggregate amount of signed contracts with several of the area school districts to complete work during 2008.
- Under Empire State Development in July 2007, CDRPC along with the other regional councils in New York State, signed a contract with ESD to provide technical support services for work associated with the 2010 Census and we anticipate signing another contract to carry forth additional activities during 2008.
- Anticipated revenue from the Combined Sewer Overflow study is \$95,000 per the contract agreement with the Albany Pool communities.

- Under salaries, an additional full time professional planner was hired in July 2007. The 2008 increase is partially a result of that position being programmed for the full year during 2008. Other salary related costs, such as FICA, have been increased accordingly.
- The primary purpose of the contingent fund is for costs associated with the annual retreat and other miscellaneous items.
- The Retirement amount reflects the projected 2009 billing of \$31,000 for existing full time employees plus additional monies if a part time person is hired and he/she opts to join the Retirement system.
- The Health Insurance costs reflect the actual increases for 2008.

### CDRPC 2008 Proposed Budget

Account	2007	2008 Proposed Budget	
	Actual Budget	Amount	Change
<b>REVENUE</b>			
R2390.1 Albany County	\$ 84,663.00	\$ 84,663.00	\$ -
R2390.2 Rensselaer County	43,842.00	43,842.00	-
R2390.3 Saratoga County	57,666.00	57,666.00	-
R2390.4 Schenectady County	42,123.00	42,123.00	-
R2401.0 Interest & Earnings	1,200.00	1,500.00	300.00
R2770.1 Miscellaneous	100.00	100.00	-
R2770.3 Contractual Services	30,000.00	20,000.00	(10,000.00)
R2770.4 FTZ#121	12,000.00	15,000.00	3,000.00
R2770.5 Conferences	5,000.00	6,000.00	1,000.00
R2770.6 CDYCI	70,000.00	72,000.00	2,000.00
R3900.3 Empire State Dev.	-	5,000.00	5,000.00
R3900.4 Other NYS Aid (NYSERDA)	20,000.00	20,000.00	-
R3900.6 CSO Grant	75,000.00	95,000.00	20,000.00
R4000.1 Fed. Reg. Aviation	-	-	-
R4000.2 EDA	52,000.00	60,000.00	8,000.00
R4000.3 Water Quality	46,000.00	49,000.00	3,000.00
R4000.4 UPWP	85,000.00	100,000.00	15,000.00
R4000.5 Other Federal Aid (HUD)	3,000.00	1,000.00	(2,000.00)
R4000.6 EPA CSO Grant	-	-	-
<b>Gross Revenue</b>	\$ 627,594.00	\$ 672,894.00	\$ 45,300.00
<b>EXPENSE</b>			
E.1010 Salaries	\$ 336,000.00	\$ 371,000.00	\$ 35,000.00
E.1030 Temporary Services	16,000.00	16,000.00	-
E.2010 Office Equipment	5,000.00	6,000.00	1,000.00
E.2020 Furniture & Furnishings	2,000.00	1,500.00	(500.00)
E.4020 Workshops & Conferences	5,000.00	6,000.00	1,000.00
E.4030 Consultant Services	8,000.00	8,500.00	500.00
E.4040 Agency Memberships	5,500.00	6,000.00	500.00
E.4051 Computer Supplies/Software	5,000.00	5,500.00	500.00
E.4055 Data Purchases	500.00	500.00	-
E.4060 Equipment Maintenance	1,500.00	2,000.00	500.00
E.4070 Office Supplies	3,000.00	3,000.00	-
E.4080 Books & Journals	800.00	1,000.00	200.00
E.4090 Printing & Publishing	8,000.00	8,000.00	-
E.4110 Rent	63,000.00	64,000.00	1,000.00
E.4120 Telephone	3,500.00	3,500.00	-
E.4121 Internet	3,200.00	3,200.00	-
E.4130 Travel	11,000.00	10,000.00	(1,000.00)
E.4140 Equipment Repairs	500.00	500.00	-
E.4150 Postage	2,800.00	3,300.00	500.00
E.4160 Miscellaneous	1,294.00	1,094.00	(200.00)
E.4170 Payroll Services	1,500.00	1,700.00	200.00
E.4190 Contingent Fund	3,500.00	3,500.00	-
E.4200 Insurance-General	1,500.00	1,600.00	100.00
E.8010 NYS Retirement	34,000.00	34,000.00	-
E.8030 FICA	27,000.00	30,000.00	3,000.00
E.8040 Ins.-Worker's Comp. & Dis.	3,000.00	3,000.00	-
E.8050 Ins.-Health	72,000.00	75,000.00	3,000.00
E.8060 Ins.-Unemployment	1,500.00	1,500.00	-
E.8070 Prof. Memberships	1,000.00	1,000.00	-
E.8080 Continuing Education	1,000.00	1,000.00	-
<b>Gross Expenses</b>	\$ 627,594.00	\$ 672,894.00	\$ 45,300.00
<b>Net Operating Income</b>	\$ -	\$ -	\$ -
A825 Fund Balance-Reserved			-
A909 Fund Balance-Unreserved			-
<b>Net Income</b>	\$ -	\$ -	\$ -

## MEMORANDUM (#07-29)

**To:** Commissioners  
**From:** Rocky Ferraro, Executive Director  
**Date:** December 11, 2007  
**Re:** 2008 Proposed Meeting Schedule

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The following are proposed dates for the 2008 Commission meetings. All the meetings are scheduled for the third Wednesday of the month and are scheduled to begin at 8:30 AM.

January 16, 2008

March 19, 2008

May 21, 2008

July 16, 2008

October 15, 2008

December 17, 2008

## MEMORANDUM (#07-30)

**To:** Commissioners

**From:** Rocky Ferraro, Executive Director

**Date:** December 11, 2007

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

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Though significant progress continues to be made on the Expansion Application for FTZ # 121, Capital District Trade Strategies (CDTS) is recommending that the Commission extend the date for receiving the required 'deliverables' from the individual properties the Counties are recommending be included in the Expansion Application.

The primary reason for the delay is a result of the level of interest expressed by the participating Counties and the need to assure that no significant asset or interested party has been inadvertently excluded from the process.

Since no complaints have been raised by the participating Counties or the affected property owners about delaying the Application, it would seem both realistic and beneficial to extend the 'deliverables' deadline to January 31<sup>st</sup>, 2008. The expectation is that CDRPC would receive a completed 'Draft Application' for review and comment from CDTS in early February in preparation for action at the Board Meeting in March.

A representative from Capital District Trade Strategies will be at the meeting to answer any questions Commissioners may have in the request to approve the new submission schedule.

## MEMORANDUM (#07-31)

**To:** Commissioners

**From:** Rocky Ferraro, Executive Director

**Date:** December 11, 2007

**Re:** Schenectady School District Attendance Area Boundary Study

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The Commission has recently signed a contract with the Schenectady School District to provide interactive mapping services to assist the district in the re-assignment of students as a result of its recent building acquisition to house elementary school students.

As part of this project, staff is mapping the residential location of all the district's elementary students. Staff has also created a digital map of the existing attendance area zones for each of the existing schools.

Once the students and zones are mapped, staff will work with school district representatives to develop a new attendance zone for the recently purchased St. Luke's school building, and to develop a new attendance zone for the Yates magnet school since this school will be converted to a neighborhood magnet school.

Staff will give a brief presentation on the approach used in the study applying GIS and the progress made to date.

## MEMORANDUM (#07-32)

**To:** Commissioners  
**From:** Rocky Ferraro, Executive Director  
**Date:** December 11, 2007  
**Re:** Long Term Control Plan – Combined Sewer Overflow Study

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

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. In a letter dated October 31, 2007, it has been reviewed and approved by the Department.

With approval of the work program by DEC, work has commenced on the initial tasks associated with preparation of the LTCP.

On November 21, 2007, the State Comptroller signed the \$473,293 City of Cohoes Shared Municipal Services Incentive Grant, which will pay for the public participation process and CDRPC's project management.

Attached is a copy of the Financial Statements through November 30, 2007. We have met with the accountants and are finalizing the internal bookkeeping procedures associated with closing the books for Part A and maintaining the financial records for Part B. All of the funds are classified within a Special Revenue Account Fund and are not intermingled with CDRPC's financial records. CDRPC is receiving a fee to manage the project which is reflected in the CDRPC Income Statement.



**CAPITAL DISTRICT REGIONAL PLANNING COMMISSION  
COMBINED SEWER OVERFLOW PROJECT  
NOVEMBER 30, 2007**

Account	Description	FINAL 11/30/2007	1st PP-FINAL 12/31/2006
<b><u>Cash &amp; Equivalents</u></b>			
	Cash in Time Deposit - CSO	239,346.01	294,488.33
	<b>Total Cash &amp; Equivalents</b>	<b><u>239,346.01</u></b>	<b><u>294,488.33</u></b>
<b><u>Receivables</u></b>			
	<b>Accounts Receivable</b>		
	A/R - Due from NYSDEC (EPF Grant)	1,500,000.00	
	A/R from Other Governments	13,287.41	29,198.74
	A/R - Due from City of Troy (DOS Grant)	200,000.00	200,000.00
	A/R - Due from Cohoes (DOS Grant Part B)	473,293.00	0.00
	<b>Total Receivables</b>	<b><u>2,186,580.41</u></b>	<b><u>229,198.74</u></b>
	<b>Total Current Assets</b>	<b><u>2,425,926.42</u></b>	<b><u>523,687.07</u></b>
	<b>Non-Current Assets</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>
	<b>TOTAL ASSET</b>	<b><u><u>2,425,926.42</u></u></b>	<b><u><u>523,687.07</u></u></b>
<b><u>Accounts Payable</u></b>			
	A/P - Interest owed to DEC	(3,058.35)	(1,089.67)
	A/P to CDRPC	0.00	(814.54)
	<b>Total Accounts Payable</b>	<b><u>(3,058.35)</u></b>	<b><u>(1,904.21)</u></b>
<b><u>Deferred Revenue</u></b>			
	Deferred Project Revenue - NYSDEC	(1,961,786.03)	(500,000.00)
	Deferred Revenue - DOS Troy Grant	0.00	(21,782.86)
	Deferred Revenue - DOS Cohoes Grant	(461,082.04)	0.00
	<b>Total Deferred Revenue</b>	<b><u>(2,422,868.07)</u></b>	<b><u>(521,782.86)</u></b>
	<b>Total Current Liabilities</b>	<b><u>(2,425,926.42)</u></b>	<b><u>(523,687.07)</u></b>
	<b>Non-Current Liabilities</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>
	<b>TOTAL LIABILITY</b>	<b><u><u>(2,425,926.42)</u></u></b>	<b><u><u>(523,687.07)</u></u></b>
	<b>Equity</b>	<b>0.00</b>	<b>0.00</b>
	<b>NET (INCOME) LOSS</b>	<b><u>(0.00)</u></b>	<b><u>(1.00)</u></b>
	<b>TOTAL EQUITY</b>	<b><u>(0.00)</u></b>	<b><u>(1.00)</u></b>
	<b>TOTAL LIABILITY AND EQUITY</b>	<b><u><u>(2,425,926.42)</u></u></b>	<b><u><u>(523,688.07)</u></u></b>
	<b>Revenues</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>

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

## **STAFF ACTIVITY REPORT October 8, 2007 to December 9, 2007**

### **A. ADMINISTRATION**

1. The 2007 Q3 billings were prepared and submitted for the CSO project, CDYCI, EDA, Water Quality, Transportation, EDA, LUCA, and Wind Energy.
2. The Commission Progress Report has been prepared and sent to the printer for printing and mail distribution (included in the packet). The report has been posted on our web site.

### **B. REGIONAL PLANNING**

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

1. The staff responded to approximately 75 data requests during the reporting period. CDRPC's Web site had 14,859 visitors in October 2007, a 14.6% increase from October 2006, and 13,670 visitors in November 2007, a 3.4% increase from November 2006.
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 database 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. Staff continues to provide one on one follow up assistance to individual communities as part of the technical assistance associated with participating in the Local Update of Census Address (LUCA) Program being conducted by the Census Bureau. Staff is learning software applications relevant to address cross-referencing.

#### **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 has conducted the review of Year Four MS4 annual reports submitted by each of the regulated communities including those filing late in response to NYSDEC Notices of Violation.

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

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 07-32 for the most recent update of activities.
3. Staff has completed the first draft of the Onesquethaw-Coeymans Watershed report, which has been submitted to the Onesquethaw-Coeymans Watershed Council for review and comment. Staff has been assisting the council with various revisions. 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. Ongoing studies include the City of Schenectady State Street Transit Oriented Development study, the Town of Bethlehem Rt. 9W Corridor Plan, the Clifton Park/Halfmoon Exit 9 Linkage Study, and the Village of Menands Broadway Corridor Study.
3. Staff continues to provide GIS mapping to CDTA as part of an ongoing contract to assist in the implementation of the CDTA Transportation Development Plan.
4. A report *Estimating the Fiscal Impact of the Alternative Futures for the Capital Region* has been completed. The report's preparation was coordinated with the other members of the study team: CEG, CDTC and the University at Albany. A number of presentations have been made and continue to be scheduled to discuss the study's findings.
5. Commission staff has revised the initial draft TAZ-level employment projections for CDTC, based on qualitative inputs and GIS mapping data.

### **TECHNICAL ASSISTANCE**

1. Staff has completed work on enrollment projections for the Shenendehowa School District. Ballston Spa and South Glens Falls School District enrollment projections are underway.
2. Staff has undertaken a school attendance area study on behalf of the City of Schenectady School District. A new building was purchased by the district and CDRPC is using its GIS to assist the district in populating the building with students from adjacent attendance zones.

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

1. The Juvenile Detention facility utilization rate was 78.9% in October 2007 and 85.6% in November.
2. CDRPC has assumed responsibility for billing the counties using the facility, and has computed and sent out the bills for the first eleven months of 2007. Total billings are \$2,323,767.81 through the end of November, slightly exceeding the budgeted amount.
3. The 2006 reconciliation statement was prepared by CDRPC and the user counties received refunds based on their proportional usage of the facility of \$292,863.53.
4. Berkshire Farm's billings from 2000 through 2006 are being checked for accuracy, particularly in the computation of unrequested bed day charges.

### **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 has prepared a list of prospective members for a new Comprehensive Economic Development Strategy (CEDS) Advisory Committee in preparation for developing a new CEDS for the Region.
3. The September/October 2007 issue of *Capital District Data* was prepared and published with a report on 2005 Capital Region migration of taxpayers and their dependents by county, and 1980-2006 Cargo Tonnage at the Port of Albany.
4. 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. The application has received preliminary approval from the FTZ Board.
5. The Foreign Trade Zone expansion application is in the process of being prepared. See Memo 07-30 for an update of activities.
6. CDRPC is working with Vistec and the UAlbany College of Nanoscale Science & Engineering (CNSE) to prepare a preapplication to EDA for the funding of a feasibility study regarding the establishment of a nanotech foundry at CNSE.
7. New 2007 RIMS II economic impact multipliers were obtained from the U.S. Dept. of Commerce, Bureau of Economic Analysis for Albany, Saratoga, and Schenectady counties, the Capital Region, and New York State. New economic impact estimates were prepared for Skidmore and Union colleges.

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### **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**

- 10/7/07 Fabozzi: Keynote speaker at the New York Planning Federation annual conference.
- 10/9/07 Engstrom & Shannon: City of Watervliet LUCA Technical Training.
- 10/11/07 Shannon: Saratoga County Water Quality Coordinator's meeting.
- 10/11/07 Engstrom: Meeting with Halfmoon planner regarding Shenendehowa enrollment projections.
- 10/11/07 Engstrom: Saratoga County Water Quality Coordinating Committee meeting.
- 10/12/07 Engstrom: Meetings with Malta and Ballston town officials regarding Shenendehowa and Ballston Spa enrollment projections.
- 10/15/07 Fabozzi: CDTA transit planning workshop, Schenectady.
- 10/16/07 Fabozzi: CDTC Bike/Pedestrian Taskforce meeting.
- 10/16/07 Fabozzi: Schenectady TOD Linkage study meeting.
- 10/16/07 Ferraro & Fabozzi: Meeting with Schenectady School District representative regarding attendance zone study.
- 10/16/07 Engstrom & Shannon: Paying for Stormwater workshop, Kingston.
- 10/17/07 Shannon: Data Affiliate Fall meeting.
- 10/17/07 Ferraro: Presentation to the Labor & Employment Relations Association
- 10/18/07 Engstrom & Shannon: North Country Stormwater Conference and Tradeshow.
- 10/18/07 Ferraro: Regional Development Coordinating Council meeting.
- 10/19/07 Shannon: Data Affiliate Fall meeting.
- 10/19/07 Engstrom: Meeting with Clifton Park town official regarding Shenendehowa enrollment projections.

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- 10/19/07 Wardle & Engstrom: Meeting with Richard Bigham of Dorfman-Robie to review the requirements of the system used to account for CSO transactions, both for financial reporting and for reports to agencies providing funding assistance.
- 10/22/07 Engstrom: Town of Niskayuna LUCA Technical Training.
- 10/22/07 Ferraro: Meeting with Reps from the Commission on Local Government Efficiency and Competitiveness.
- 10/22/07 Ferraro: Meeting with Deputy Secretary to the Governor for Municipal Affairs
- 10/23/07 Shannon: Town of Sand Lake LUCA Technical Training.
- 10/23/07 Fabozzi: CDTC Linkage Study meeting.
- 10/23/07 Shannon: Rensselaer County MS4 Coordinators' meeting.
- 10/24/07 Fabozzi: NYS DEC Community Character workshop.
- 10/24/07 Engstrom & Shannon: LIDAR conference call.
- 10/24/07 Engstrom: Meeting with Milton town official regarding Ballston Spa enrollment projections.
- 10/24/07 Ferraro: Albany County Executive Committee to End Homelessness.
- 10/25/07 Fabozzi: CDTC Linkage Study application review meeting.
- 10/25/07 Ferraro & Engstrom: Meeting with South Glens Falls School District officials regarding enrollment projections.
- 10/26/07 Fabozzi: Village of Menands Linkage Study meeting.
- 10/29/07 Fabozzi: Meeting with Onesquethaw/Coeymans Watershed Council members regarding draft watershed study.
- 10/30/07 Engstrom & Shannon: CSO Part B Long Term Control Plan meeting with NYSDEC.
- 10/30/07 Ferraro: Presenter at the Transportation and Planning Symposium
- 10/30/07 Ferraro: Panelist at the Saratoga Intermunicipal Summit
- 10/31/07 Shannon: Village of Stillwater LUCA Technical Training.
- 10/31/07 Fabozzi: Meeting with Schenectady School District representatives regarding attendance zone study.
- 11/1/07 Shannon: Village of Hoosick Falls LUCA Technical Training.

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- 11/07/07 Fabozzi: CDTA “big ticket” transit concepts meeting.
- 11/7/07 Ferraro: CDTC Planning Committee meeting.
- 11/8/07 Engstrom & Shannon: City of Cohoes LUCA Technical Training.
- 11/8/07 Engstrom: Saratoga County Water Quality Coordinating Committee meeting.
- 11/9/07 Shannon: Town of Schodack LUCA Technical Training.
- 11/13/07 Ferraro & Shannon: Heritage Forum, RPI.
- 11/13/07 Ferraro: Statewide Water Management Advisory Committee meeting.
- 11/14/07 Shannon: Village of Victory LUCA Technical Training.
- 11/14/07 Shannon: Rensselaer County MS4 Coordinators’ meeting
- 11/14/07 Ferraro: Hudson River Crossing Advisory Committee meeting.
- 11/14/07 Ferraro: Presenter at the Albany Homeless Awareness Month Press Conference.
- 11/19/07 Engstrom & Shannon: Town of Knox wind financing meeting.
- 11/19/07 Shannon: Town of Rensselaerville LUCA Technical Training.
- 11/19/07 Engstrom: Meeting with Shenendehowa school officials regarding enrollment projections.
- 11/19/07 Ferraro: Rensselaer County Executive Committee to End Homelessness.
- 11/19/07 Ferraro: Clifton Park/Halfmoon Exit 9 Linkage Study Committee meeting
- 11/20/07 Shannon: Town of Berne LUCA Technical Training.
- 11/21/07 Shannon: Town of Coeymans LUCA Technical Training.
- 11/26/07 Shannon: Town of Brunswick LUCA Technical Training.
- 11/26/07 Fabozzi: Meeting with Schenectady School District representatives regarding attendance zone study.
- 11/27/07 Ferraro: NYSARC Executive Director’s meeting.
- 11/27/07 Ferraro: Rensselaer County 10 Year Plan to End Homelessness general meeting
- 11/27/07 Engstrom: Presentation of enrollment projections to Shenendehowa Board of Education.

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

- 11/28/07 Engstrom & Shannon: Meeting with Town of Moreau and Village of South Glens Falls to collect building permit data for the SGF School Enrollment Projections.
- 11/28/07 Wardle: Meeting with Richard Bigham of Dorfman-Robie to review revisions to the system used to account for CSO transactions.
- 11/29/07 Ferraro: Regional Development Coordinating Council meeting.
- 11/29/07 Engstrom & Shannon: Meeting with Town of Northumberland to collect building permit data for the SGF School Enrollment Projections.
- 11/29/07 Engstrom & Shannon: Meeting with Town of Wilton to collect building permit data for the SGF School Enrollment Projections.
- 11/30/07 Ferraro & Wardle: Meeting with Mike Tucker of CEG to discuss the membership list for the CEDS Strategy Committee.
- 12/3/07 Ferraro: Meeting with Empire State Development.
- 12/05/07 Fabozzi: CDTC Planning Committee meeting.
- 12/05/07 Engstrom: Schenectady County Water Quality Coordinating Committee meeting.
- 12/7/07 Engstrom & Shannon: NYSARC Water Quality Coordinating Committee meeting.