



CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

ONE PARK PLACE, SUITE 102, ALBANY, NY 12205
WEB SITE AT <http://cdrpc.org>

TEL: 518/453-0850 FAX: 518/453-0856
E-MAIL: cdrpc@cdrpc.org

FTZ #121

2008 Officers

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John Graziano, Jr.

Vice Chair
Michael Stammel

Secretary
Phillip Barrett

Treasurer
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Members

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John Graziano, Jr.
Henry E. Dennis, Jr.
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Fred Acunto
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Schenectady County
Robert Godlewski
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Executive Director
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Director of Information Services
David Lang Wardle, AICP

Program Manager/GIS
Todd M. Fabozzi

Program Manager
Leif C. Engstrom, AICP

Assistant Planner
Deborah A. Shannon

Office Manager
Donna M. Reinhart

Planning Intern
Greg Atkinson

COMMISSION MEETING

8:30 am, Wednesday, July 16th, 2008
CDRPC Office
One Park Place
Albany, New York
453-0850

AGENDA

1. Welcome
2. May 21, 2008 Meeting Minutes*
3. Financial Statement through June 30, 2008 (Memo 08-15)*
4. 2007 Audit Report, Presentation by Dorfman-Robbie (Memo 08-16)*
5. 2009 Proposed Preliminary Budget (Memo 08-17)*
6. Mid Year Progress Report (Memo 08-18)
7. Combined Sewer Overflow Long Term Control Plan Update (Memo 08-19)
8. Staff Activity Report
9. Other Business
10. Next Meeting Date/Time: October 15, 2008 @ 8:30 AM

*Requires Formal Board Action

COMMISSION MEETING

May 21, 2008

CDRPC Conference Room

One Park Place, Suite 102

Albany, New York 12205

MINUTES

PRESENT: Willard Bruce, John Graziano, Mike Whalen, Stan Brownell, Jim Shaughnessy, Mike Stammel, Fred Acunto, Phil Barrett, Chris Callaghan, Robert Godlewski

ABSENT: Henry Dennis, Lucille McKnight, Judy Breselor, Leon Fiacco, Jason Kemper, John Murray, Gary Hughes, Barbara Mauro, Michael Petta, David Vincent

PRESIDING: John Graziano, President, called the meeting to order at 8:30am.

1. Welcome/Introduction of Guests

Jack Bonesteel from Rensselaer County Economic Development & Planning, Ray Melleady, Executive Director of the Capital District Transportation Authority and Bill Hooton from Capital District Trade Strategies were in attendance.

2. March 19, 2008 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 Mike Whalen seconded. The motion was approved unanimously.

3. Financial Statement through April 30, 2008

The financial statement reflects activities through April 20, 2008. The revenues are at 33.9% and expenses are at 30.9%. There is approximately \$146,000 cash in the bank and outstanding receivables totaling just over \$101,000.

Dorfman-Robbie, PC has started the 2007 Audit and a report will be presented to the Board at the July meeting.

On the Statement of Financial Condition, the Due from Private Persons/Organizations of \$40,700 represents an outstanding balance of \$20,700 from the Center for Economic Growth and \$20,000 from the Onesquethaw/Coeymans Council (through NYS DOS) for a Watershed Study that CDRPC prepared on their behalf per a special contract.

Chris Callaghan inquired about the deferred revenue amount of (\$5,327.14). Rocky reported that it represents the Economic Development Administration. CDRPC receives an advance quarterly from EDA and they have not provided that money as of April 30th.

Action Taken

Mike Stammel made a motion to approve the Financial Statement, and Phil Barrett seconded. The motion was approved unanimously.

4. Foreign Trade Zone Proposed Expansion Application Amendment

At the March Commission meeting, the Board approved the submission of an Expansion Application for Foreign Trade Zone #121. The application included 42 sites in the greater Capital Region. At this time two additional sites have been proposed for inclusion. Vista Tech Park in Albany County and the former site of Albany International in Rensselaer County are the proposed sites to be included in the Expansion Application.

It is anticipated that CDRPC will submit the full expansion application to the Foreign Trade Zone Board by May 31, 2008.

Also, the Foreign Trade Zone Board has granted authority for Subzone status to Momentive Performance Materials (MPM) Silicones, LLC in Waterford, New York. All agreements have been signed between MPM and CDRPC as grantee, and the zone has been activated

Action Taken

Mike Stammel made a motion to amend the original application to include the two additional sites and Phil Barrett seconded. The motion was approved unanimously.

5. Presentation by Ray Melleady, Executive Director of the Capital District Transportation Authority

The Capital District Transportation Authority is undertaking the necessary measures to initiate a Bus Rapid Transit (BRT) service along the Route 5 corridor between Albany and Schenectady. Working in conjunction with the CDTC, CDRPC, and other partners, a preliminary investigation to identify 100 miles of BRT service routes in the Capital Region over the next 30 years is underway.

Ray Melleady, Executive Director of the Capital District Transportation Authority gave a presentation to the Board focusing on BRT as a viable cost effective option to the Capital Region.

Ray also informed the Board that the ridership has gone up 22% in the last year. There have been 250,000 more boardings in April of 2008 than April of 2007. Most of these people do have cars but cannot afford the gas prices.

Bill Bruce inquired about the ridership on the Northway Express buses. Ridership is up significantly on the Northway buses, which is causing problems with capacity. CDTA is re-examining that service to accommodate more people.

Fred Acunto inquired how CDTA advertises their fare and schedule information. That information is available on their website and by contacting the CDTA offices. The fares as of today are \$1.00 to board for inner city and \$3.00 for a day pass. There are also monthly pass cards available.

Robert Godlewski asked what routes have seen the largest increase in ridership. The Route 5 Corridor between Schenectady and Albany and Route 22 between Troy and Albany has had the most significant ridership growth in the last year. However, ridership in general has increased on all the routes. Ray added that 70% of the users are commuters to and from work.

6. Combined Sewer Overflow Long Term Control Plan Update

CDRPC submitted the *Combined Sewer System Monitoring Plan* to NYS DEC for their review and approval in conformance with the contract requirements. After comments to the draft were received from DEC, CDRPC received approval for the plan on May 5, 2008.

Plans and staff training for sampling the Hudson River this summer are being finalized. There have been four dry samplings from the Hudson River so far. A dry sampling can be done when there has been 72 hours of dry weather. Sampling is expected to continue this month.

The first general public participation meeting was held on Monday, March 31 at HVCC. There was a very good turn out of both the general public and representatives from each community.

Rocky, along with staff and community representatives, have met with the Troy Record and the Times Union Editorial Boards to get the media outreach moving forward on this project.

Mike Stammel inquired where the next round of funding will come from. Rocky added that CDRPC has received funding from the Round 9 Water Quality Program and may be applying for Round 10 funding. However Round 10 funding is more focused on implementation than planning and the project is not at the implementation stage yet. We've also received a DOS grant. Rocky will keep the Board updated on all future funding that becomes available.

7. Staff Activity Report

There is a Planning & Zoning Workshop scheduled for Wednesday, May 28, 2008. The registration is full at this time with over 200 registrants.

There are many issues regarding affordable housing and workforce housing. Rocky has been involved at both the local and state level in terms of looking at these issues. There has been a lot of activity among different organizations in each of the four counties.

The 2010 Census Program has had excellent response for the first phase. The LUCA Program has had 80% participation in this region. There was an additional 17,000 units in the four counties that were not identified by the address file initially prepared by the Census Bureau. That information has been provided to the Census Bureau to make those changes. The next phase of the project is public relations. CDRPC will likely be signing a contract with Empire State Development effective July 1 through March 2009.

8. Other Business

There was no other business at this time.

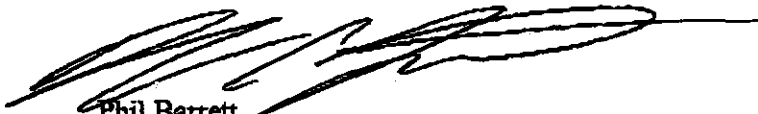
9. Next Meeting Date

The next Commission meeting will be held July 16, 2008 at 8:30am.

Adjournment

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

Respectfully submitted,



Phil Barrett
Secretary



FTZ #121

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MEMORANDUM (#08-15)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: July 9, 2008

Re: Monthly Financial Statement

Enclosed for your review and approval are the current financial statements through June 2008. Both revenue and expenses are tracking as projected. With half the year complete, revenues are at 49.9% and expenses are at 46.8%.

Second half invoices were sent to Albany and Rensselaer counties and third quarter invoices were sent to Saratoga and Schenectady Counties. Second quarter invoices were prepared for the appropriate billing agencies for the Water Quality Program, Wind Energy Initiative, UPWP (Transportation), CDYCI, and Combined Sewer Overflow Program.

As noted on the Statement of Financial Condition, on June 30th we had approximately \$73,300 cash in the bank and outstanding receivables totaling approximately \$146,500. We also have three Certificates of Deposit, one for \$20,000 that expires this month, another for \$30,000 that expires in December, and another for \$20,000 that expires next April.

CDRPC 2008 Income Statement

Account	Budget	Apr 08	May 08	Jun 08	Year-to-Date	Balance	YTD %
2008 REVENUE							
R2390.1 Albany County	\$ 84,663.00	\$ -	\$ -	\$ -	\$ 42,331.50	\$ 42,331.50	50.0%
R2390.2 Rensselaer County	43,842.00	-	-	-	21,921.00	21,921.00	50.0%
R2390.3 Saratoga County	57,666.00	14,416.50	-	-	28,833.00	28,833.00	50.0%
R2390.4 Schenectady County	42,123.00	10,530.75	-	-	21,061.50	21,061.50	50.0%
R2401.0 Interest & Earnings	1,500.00	102.72	117.22	88.55	681.67	818.33	45.4%
R2770.1 Miscellaneous	100.00	-	-	-	-	100.00	0.0%
R2770.3 Contractual Services	20,000.00	-	-	6,874.09	15,374.09	4,625.91	76.9%
R2770.4 FTZ#121	15,000.00	-	-	-	-	15,000.00	0.0%
R2770.5 Conferences	6,000.00	180.00	4,980.00	960.00	6,120.00	(120.00)	102.0%
R2770.6 CDYCI	72,000.00	-	-	18,000.00	36,000.00	36,000.00	50.0%
R3900.3 Empire State Dev.	5,000.00	-	-	-	1,916.34	3,083.66	38.3%
R3900.4 Other NYS Aid (NYSERDA)	20,000.00	-	-	1,438.26	1,948.32	18,051.68	9.7%
R3900.6 EFC CSO Grant	95,000.00	-	-	23,298.89	44,801.40	50,198.60	47.2%
R4000.1 Fed. Reg. Aviation	-	-	-	-	-	-	
R4000.2 EDA	60,000.00	-	-	4,829.24	30,000.00	30,000.00	50.0%
R4000.3 Water Quality	49,000.00	-	-	16,118.78	31,680.72	17,319.28	64.7%
R4000.4 UPWP	100,000.00	-	-	26,182.80	52,907.47	47,092.53	52.9%
R4000.5 Other Federal Aid (HUD)	1,000.00	-	-	-	-	1,000.00	0.0%
R4000.6 EPA CSO Grant	-	-	-	-	-	-	
Gross Revenue	\$ 672,894.00	\$ 25,229.97	\$ 5,097.22	\$ 97,790.61	\$ 335,577.01	\$ 337,316.99	49.9%
2008 EXPENSE							
E.1010 Salaries	\$ 371,000.00	\$ 30,669.12	\$ 30,669.12	\$ 30,669.12	\$ 186,014.72	\$ 184,985.28	50.1%
E.1030 Temporary Services	16,000.00	924.00	702.00	1,878.00	4,674.00	11,326.00	29.2%
E.2010 Office Equipment	6,000.00	156.90	1,811.00	169.00	2,656.00	3,344.00	44.3%
E.2020 Furniture & Furnishings	1,500.00	233.41	(160.28)	359.28	612.41	887.59	40.8%
E.4020 Workshops & Conferences	6,000.00	-	-	5,752.25	5,752.25	247.75	95.9%
E.4030 Consultant Services	8,500.00	1,532.82	-	1,887.50	3,997.82	4,502.18	47.0%
E.4040 Agency Memberships	6,000.00	-	-	2,000.00	4,085.00	1,915.00	68.1%
E.4051 Computer Supplies/Software	5,500.00	(30.00)	399.96	18.50	3,830.44	1,669.56	69.6%
E.4055 Data Purchases	500.00	-	-	-	-	500.00	0.0%
E.4060 Equipment Maintenance	2,000.00	-	226.70	-	620.82	1,379.18	31.0%
E.4070 Office Supplies	3,000.00	493.25	371.96	328.93	1,919.02	1,080.98	64.0%
E.4080 Books & Journals	1,000.00	50.03	87.00	-	236.00	764.00	23.6%
E.4090 Printing & Publishing	8,000.00	-	648.90	478.35	1,742.00	6,258.00	21.8%
E.4110 Rent	64,000.00	5,013.96	4,640.14	4,666.55	32,649.22	31,350.78	51.0%
E.4120 Telephone	3,500.00	264.48	252.28	249.29	1,517.54	1,982.46	43.4%
E.4121 Internet	3,200.00	224.80	256.79	224.80	1,406.92	1,793.08	44.0%
E.4130 Travel	10,000.00	1,283.56	115.00	905.07	2,578.63	7,421.37	25.8%
E.4140 Equipment Repairs	500.00	-	-	-	-	500.00	0.0%
E.4150 Postage	3,300.00	566.51	349.70	195.06	1,247.01	2,052.99	37.8%
E.4160 Miscellaneous	1,094.00	225.65	131.93	107.42	519.75	574.25	47.5%
E.4170 Payroll Services	1,700.00	109.26	121.26	113.26	745.66	954.34	43.9%
E.4190 Contingent Fund	3,500.00	-	-	-	-	3,500.00	0.0%
E.4200 Insurance-General	1,600.00	-	-	-	1,200.56	399.44	75.0%
E.8010 NYS Retirement	34,000.00	-	-	-	-	34,000.00	0.0%
E.8030 FICA	30,000.00	2,440.08	2,423.10	2,513.08	14,726.97	15,273.03	49.1%
E.8040 Ins.-Worker's Comp. & Dis.	3,000.00	56.00	-	-	1,437.00	1,563.00	47.9%
E.8050 Ins.-Health	75,000.00	5,709.18	5,709.18	5,709.18	39,314.61	35,685.39	52.4%
E.8060 Ins.-Unemployment	1,500.00	17.55	13.34	35.68	985.82	514.18	65.7%
E.8070 Prof. Memberships	1,000.00	200.00	-	-	200.00	800.00	20.0%
E.8080 Continuing Education	1,000.00	-	-	-	-	1,000.00	0.0%
Gross Expenses	\$ 672,894.00	\$ 50,140.56	\$ 48,769.08	\$ 58,260.32	\$ 314,670.17	\$ 358,223.83	46.8%
Net Operating Income	\$ -	\$ (24,910.59)	\$ (43,671.86)	\$ 39,530.29	\$ 20,906.84		
A909 Fund Balance-Unreserved	-	-	-	-	-		
Net Income	\$ -	\$ (24,910.59)	\$ (43,671.86)	\$ 39,530.29	\$ 20,906.84		

Capital District Regional Planning Commission

GENERAL FUND

Statement of Financial Condition

June 30, 2008

Assets

Cash — Checking	\$	17,643.26
Cash — Money Market		55,652.84
Cash — PayPal Account		10.83
Cash — Certificates of Deposit		71,445.35
Petty Cash		200.00
Due from Private Persons/Organizations		59,000.00
Due from State & Federal Governments		86,554.53
Due from Other Governments		874.09
Prepaid Expenses		127.96
Carryover Revenue		-
<i>Sub-Total: Assets</i>	\$	<u>291,508.86</u>
Expenses — Year-to-Date		<u>314,670.17</u>

Total \$ 606,179.03

Liabilities & Fund Balance

Due to Other Governments	\$	-
Due to Private Persons/Organizations		1,934.28
Deferred Project Revenue		-
Fund Balance — Restricted		-
Fund Balance — Unrestricted		268,667.74
<i>Sub-Total: Liabilities & Fund Balance</i>	\$	<u>270,602.02</u>
Revenue — Year-to-Date		<u>335,577.01</u>

Total \$ 606,179.03

Net Income (Loss) \$ 20,906.84



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MEMORANDUM (#08-16)

To: Commissioners
From: Rocky Ferraro, Executive Director
Date: July 9, 2008
Re: FY-2007 Audit Report

Enclosed for your review and approval is the FY-2007 Audit Report prepared by the accounting firm Dorfman-Robbie Certified Public Accountants, P.C. Included in the Audit Report is a management letter dated July 8, 2008 providing information related to the audit.

A representative from Dorfman-Robbie will make a presentation and respond to Board questions about the audit findings at the Commission meeting.

Board action is requested to approve the 2007 Audit Report.

OTHER INTERNAL CONTROL MATTERS

July 8, 2008

Board of Commissioners
Capital District Regional Planning Commission
Albany, New York

Dear Board Members:

We have completed our audit of the financial statements of Capital District Regional Planning Commission as of December 31, 2007, and have issued our report thereon, dated July 8, 2008.

In planning and performing our audit of the financial statements of Capital District Regional Planning Commission for the year ended December 31, 2007, in accordance with auditing standards generally accepted in the United States of America, we considered Capital District Regional Planning Commission's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

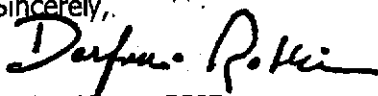
The financial statements and required reports include all required communications regarding internal control. During our audit, we became aware of other matters that are not necessary to be reported in the required reports, however, we are presenting them here for your consideration.

Other Post-Employment Benefits – Management Advisory Comment

During June 2004, the Government Accounting Standards Board (GASB) issued statement 45 pertaining to post-employment benefits (OPEB). This statement establishes new reporting requirements for state and local governments throughout the United States. When implemented, it will require the reporting of liabilities pertaining to post-employment benefits earned by employees on a current basis. CDRPC is required to implement this standard for the year ending December 31, 2010. The implementation of this standard is expected to have a substantial impact on the CDRPC's financial position. We recommend that the CDRPC begin planning for the implementation of this requirement.

This communication is intended solely for the information and use of management and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,


DORFMAN-ROBBIE, P.C.

REQUIRED COMMUNICATIONS

July 8, 2008

Board of Commissioners
Capital District Regional Planning Commission
Albany, New York

We have audited the financial statements of Capital District Regional Planning Commission (CDRPC) for the year ended December 31, 2007, and have issued our report on the date of this letter. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility Under Generally Accepted Auditing Standards and Government Auditing Standards

As stated in our engagement letter dated May 24, 2006, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. As part of our audit, we considered the internal control structure of CDRPC. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding significant control deficiencies and other matters noted during our audit in a separate letter to you dated July 8, 2008.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter, through discussions with the Executive Director, and information request list dated May 6, 2008.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by CDRPC are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2007. We noted no transactions entered into by CDRPC during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was compensated absences. Management's estimate of compensated absences is based upon unused hours of vacation and the estimated rate of pay.

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated July 8, 2008.

Significant Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by CDRPC are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by CPRPC during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

Management Consultations with Other Independent Independent Auditors

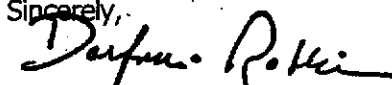
In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to determining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Commissions' auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the board of commissioners and management of CDRPC and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,


DORFMAN-ROBBIE, P.C.



FTZ #121

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

ONE PARK PLACE, SUITE 102, ALBANY, NY 12205
WEB SITE AT <http://cdrpc.org>

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Michael Stammel

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MEMORANDUM (#08-17)

To: Commissioners
From: Rocky Ferraro, Executive Director
Date: July 9, 2008
Re: Proposed 2009 Preliminary Budget

Enclosed for your review and approval is the proposed 2009 Preliminary Budget. A final budget will be prepared for the December Commission meeting. The adoption of the Preliminary Budget will allow us to send out the Commission's request for next year's county contributions. The counties are preparing their FY 2009 budgets and need to receive our budget request for inclusion in their budget proposals.

Preliminary budget highlights include the following:

- The amount requested from each county will remain unchanged from 2008. There has been no increase since 2004. This reflects the successful effort by the Commission during the last five years to secure outside grant funding support to carry out the mission of CDRPC.
- The contractual services reflect anticipated work under contract in 2009 including mapping support to CDTA, school district enrollment projections, and participating in a pilot project in conjunction with the EDA.
- The activities associated with Empire State Development are related to the 2010 Census.
- CDRPC will continue to facilitate and coordinate the Combined Sewer Overflow project through 2009. Funding support is being provided through a variety of funding sources, the largest being an EPF grant from the NYS Department of Environmental Conservation. CDRPC maintains a separate set

of financial records, including the establishment of separate banking accounts. Similar to CDYCI, CDRPC is being reimbursed for the services provided.

- The overall salary line item was increased by 4.0%. The final budget proposal in December will include more detailed information regarding staff salaries.
- The health insurance line item assumes a 7% increase in health premium costs.
- There were minor increases to the remaining expense line items as noted.

CDRPC 2009 Proposed Preliminary Budget

Account	2008	2009 Proposed Budget	
	Actual Budget	Amount	Change
REVENUE			
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	1,500.00	1,500.00	-
R2770.1 Miscellaneous	100.00	100.00	-
R2770.3 Contractual Services	20,000.00	30,000.00	10,000.00
R2770.4 FTZ#121	15,000.00	15,000.00	-
R2770.5 Conferences	6,000.00	6,000.00	-
R2770.6 CDYCI	72,000.00	75,000.00	3,000.00
R3900.3 Empire State Dev.	5,000.00	15,000.00	10,000.00
R3900.4 Other NYS Aid (NYSERDA)	20,000.00	20,000.00	-
R3900.6 CSO Grant	95,000.00	98,000.00	3,000.00
R4000.1 Fed. Reg. Aviation	-	-	-
R4000.2 EDA	60,000.00	60,000.00	-
R4000.3 Water Quality	49,000.00	50,000.00	1,000.00
R4000.4 UPWP	100,000.00	100,000.00	-
R4000.5 Other Federal Aid (HUD)	1,000.00	-	(1,000.00)
R4000.6 EPA CSO Grant	-	-	-
Gross Revenue	\$ 672,894.00	\$ 698,894.00	\$ 26,000.00
EXPENSE			
E.1010 Salaries	\$ 371,000.00	\$ 386,000.00	\$ 15,000.00
E.1030 Temporary Services	16,000.00	16,000.00	-
E.2010 Office Equipment	6,000.00	6,000.00	-
E.2020 Furniture & Furnishings	1,500.00	1,500.00	-
E.4020 Workshops & Conferences	6,000.00	6,000.00	-
E.4030 Consultant Services	8,500.00	9,000.00	500.00
E.4040 Agency Memberships	6,000.00	6,000.00	-
E.4051 Computer Supplies/Software	5,500.00	5,500.00	-
E.4055 Data Purchases	500.00	500.00	-
E.4060 Equipment Maintenance	2,000.00	2,000.00	-
E.4070 Office Supplies	3,000.00	4,000.00	1,000.00
E.4080 Books & Journals	1,000.00	1,000.00	-
E.4090 Printing & Publishing	8,000.00	8,000.00	-
E.4110 Rent	64,000.00	66,000.00	2,000.00
E.4120 Telephone	3,500.00	3,500.00	-
E.4121 Internet	3,200.00	3,200.00	-
E.4130 Travel	10,000.00	11,000.00	1,000.00
E.4140 Equipment Repairs	500.00	500.00	-
E.4150 Postage	3,300.00	3,300.00	-
E.4160 Miscellaneous	1,094.00	1,094.00	-
E.4170 Payroll Services	1,700.00	1,700.00	-
E.4190 Contingent Fund	3,500.00	3,500.00	-
E.4200 Insurance-General	1,600.00	1,600.00	-
E.8010 NYS Retirement	34,000.00	34,500.00	500.00
E.8030 FICA	30,000.00	31,000.00	1,000.00
E.8040 Ins.-Worker's Comp. & Dis.	3,000.00	3,000.00	-
E.8050 Ins.-Health	75,000.00	80,000.00	5,000.00
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	-
Gross Expenses	\$ 672,894.00	\$ 698,894.00	\$ 26,000.00
Net Operating Income	\$ -	\$ -	\$ -
A825 Fund Balance-Reserved			-
A909 Fund Balance-Unreserved			-
Net Income	\$ -	\$ -	\$ -



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MEMORANDUM (#08-18)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: July 9, 2008

Re: Mid-Year Progress Report

There will be a Power Point presentation outlining the Commission's activities through the first half of 2008 in line with our Work Program.



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MEMORANDUM (#08-19)

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To: Commissioners
From: Rocky Ferraro, Executive Director
Date: July 9, 2008
Re: Long Term Control Plan – Combined Sewer Overflow Study

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

Work continues on the tasks as outlined in the approved Scope of Work including “block testing” to gauge the rough frequency and volume of overflows at the CSO outfalls. Sampling of the Hudson River, its tributaries, and the combined sewer system has begun. As of July 7, there have been 12 dry-weather sampling events and two wet-weather sampling events.

The sampling effort has been a major undertaking. Dozens of municipal employees work with the consultant’s staff to gather water quality samples for 48 straight hours during wet-weather events and for four hours during dry-weather events. The cooperation and communication by all parties has been exceptional since the events must often be organized on short notice.

At the same time, combined sewer system flow monitoring is being conducted continuously and will be completed at the end of August. The APJVT has installed 40 flow monitors in addition to the existing monitors belonging to the sewer districts.

The mapping and digitizing of the sewer systems is nearly complete and the system modeling is underway.

A Technical Committee meeting was held on June 20. The next CAC and public meetings will be held in the fall, after the sampling and monitoring data has been collected and analyzed.

**CAPITAL DISTRICT REGIONAL PLANNING COMMISSION
COMBINED SEWER OVERFLOW PROJECT
July 8, 2008**

Account	Description	Through 7/8/2008	Final 5/12/2008
<u>Cash & Equivalents</u>			
	Cash in Time Depost - CSO	199,689.71	141,184.21
	Total Cash & Equivalents	<u>199,689.71</u>	<u>141,184.21</u>
<u>Receivables</u>			
	Accounts Receivable		
	A/R - Due from NYSDEC (EPF Grant)	1,500,000.00	1,500,000.00
	A/R - Due from NYSDEC (Round 9 EPF Grant)	475,000.00	475,000.00
	A/R - Due from Other Governments	65,699.13	383,166.43
	A/R - Due from City of Troy (DOS Grant)	0.00	0.00
	A/R - Due from Cohoes (DOS Grant Part B)	410,191.82	410,191.82
	Total Receivables	<u>2,450,890.95</u>	<u>2,768,358.25</u>
	Total Current Assets	<u>2,650,580.66</u>	<u>2,909,542.46</u>
	Non-Current Assets	<u>0.00</u>	<u>0.00</u>
	TOTAL ASSET	<u><u>2,650,580.66</u></u>	<u><u>2,909,542.46</u></u>
<u>Accounts Payable</u>			
	A/P - Interest owed to DEC	(830.32)	(595.77)
	A/P to CDRPC	(23,298.89)	0.00
	A/Pto APJVT	(404,020.91)	0.00
	A/P to Other	0.00	0.00
	Total Accounts Payable	<u>(428,150.12)</u>	<u>(595.77)</u>
<u>Deferred Revenue</u>			
	Deferred Project Revenue - NYSDEC	(1,476,664.80)	(1,686,309.79)
	Deferred Revenue - NYSDEC Round 9	(313,832.60)	(415,811.65)
	Deferred Revenue - DOS Troy Grant	0.00	0.00
	Deferred Revenue - DOS Cohoes Grant	(341,055.44)	(397,996.68)
	Deferred Revenue - Other Governments	(90,523.11)	(408,473.98)
	Deferred Revenue - Non-DEC Interest Earned	(354.59)	(354.59)
	Total Deferred Revenue	<u>(2,222,430.54)</u>	<u>(2,908,946.69)</u>
	Total Current Liabilities	<u>(2,650,580.66)</u>	<u>(2,909,542.46)</u>
	Non-Current Liabilities	<u>0.00</u>	<u>0.00</u>
	TOTAL LIABILITY	<u><u>(2,650,580.66)</u></u>	<u><u>(2,909,542.46)</u></u>
	Equity	0.00	0.00
	NET (INCOME) LOSS	<u>(0.00)</u>	<u>(0.00)</u>
	TOTAL EQUITY	<u>(0.00)</u>	<u>(0.00)</u>
	TOTAL LIABILITY AND EQUITY	<u><u>(2,650,580.66)</u></u>	<u><u>(2,909,542.46)</u></u>
	Revenues	<u>0.00</u>	<u>0.00</u>

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

STAFF ACTIVITY REPORT

May 12, 2008 to July 6, 2008

A. ADMINISTRATION

1. Staff have initiated work on the 2007 CDRPC Progress Report.
2. Dorfman-Robbie, the independent public accountant, has completed the audits of the books of CDRPC (See **Memo 08-16**), CSO, and CDYCI.
3. A Planning & Zoning Board workshop was held on May 28, 2008 at HVCC, with an attendance of nearly 250 persons.
4. An application to extend the EDA contract for another year was completed, submitted and approved by EDA.
5. Quarterly billings are being processed for submittal to the contracting agencies

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 17,014 visitors in May 2008, a 21.5% increase from May 2007; and 13,556 visitors in June 2008, a 0.2% decrease over June 2007. The traffic webcam page, <http://cdrpc.org/DOTpopCCTV.html>, was viewed over 40,000 times in the first half of 2008, and the total of 91,766 visitors represents a 6.1% increase over the first half of 2007.
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. Staff continues to review the American Community Survey data released for geographic areas with populations of 65,000 or more to determine the feasibility of creating "off the shelf" data sets for posting on the web site. The first release of data for geographic areas of 20,000 or more is tentatively scheduled for the summer of 2008.
4. Staff continued to provide technical support to each of the four counties in addressing the issue of affordable and workforce housing in their respective counties. A preliminary draft report has been prepared by the NYS Division of Housing & Community Renewal based on discussions that took place in each of the four counties. An organizational meeting took place in Saratoga County to prepare a Housing Plan.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

5. Coordinating efforts continue to be provided to the Metrics Task Force, one of four task forces created in conjunction with the Tech Valley Civic Forum, and whose findings will be reported to the Tech Valley Civic Forum Collaboration Council.
6. In continuing preparation for the 2010 Census, Staff attended Census program training at the Spring Data Affiliate Meeting in May. CDRPC has agreed to be the lead agency for updating the Participant Statistical Areas (PSAP). It is anticipated that this work will be undertaken in coordination with the planning departments of the four Counties in the fall. Staff is also working with Empire State Development in establishing criteria for Complete Count Committees and the 2010 publicity campaign.

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.
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 08-19** for the most recent update of activities.)

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. The Town of Bethlehem Rt. 9W Corridor Plan, the Clifton Park/Halfmoon Exit 9 Linkage Study, and the Village of Menands Broadway Corridor Study are in process.
3. CDRPC and CDTC staff have begun the development of a local planning guidebook, which is being funded under the CDTC UPWP. As part of this process, CDRPC staff has been interviewing local planning board chairpersons about local planning issues and techniques.
4. A number of presentations continue to be made to discuss the findings of the *Estimating the Fiscal Impact of the Alternative Futures for the Capital Region* report.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

Technical Assistance

1. A draft of the South Glens Falls enrollment projections has been submitted to the School District based on an initial review by the School District. CDRPC has completed projections for the Burnt Hills-Ballston Lake School District.
2. Staff participated on the committee reviewing the consultant RFPs for the CDTA Washington/Western Ave. Bus Rapid Transit study.

HUMAN RESOURCES & CRIMINAL JUSTICE

1. The Juvenile Detention facility utilization rate was 87.2% for the month of May 2008, and 93.5% for June 2008.
2. CDRPC has assumed responsibility for billing the counties using the facility, and has computed and sent out the bills through June 2008. Total billings for 2008 were \$1,393,759.76 through the end of June.

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. Commission staff have established a web portal for the new CEDS document, and will be posting each of the sections of the CEDS for review by Commissioners, the CEDS Advisory Committee, and the general public.
3. Commission staff have continued contacts with Don Zizzi, Senior Research Associate at the Center for Urban and Regional Policy at Northeastern University, regarding participation in the Center's EDA pilot project to assess the effectiveness of regional comprehensive economic development strategies.
4. MPM Silicones' Foreign-Trade Subzone was activated by Customs & Border Protection and they are now operating under Zone procedures as FTZ #121C.
5. The Foreign Trade Zone expansion application is being rewritten in accordance with a new proposed FTZ Board application framework.
6. Commission staff are continuing to update the web site to make it compliant with new XHTML and CSS standards.

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7. ***Capital District Data*** volume 31, #1 (Jan/Feb 08) was published with the 2007 residential building permit data and the 2008 Income Eligibility Requirements for U.S. Dept. of Housing & Urban Development Programs.
8. ***Capital District Data*** volume 31, #2 (Mar/Apr 08) was published with the 2007 MLS single-family residential home sales data and the 2007 municipal real property tax rates.
9. The estimated economic impacts of the University at Albany, CNSE, and the East Campus on the Capital Region and New York State were computed for the University.

WIND POWER PLANNING

1. Staff continue 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

- 5/12/08 Ferraro: Menands Planning & Economic Development Committee meeting.
- 5/12/08 Ferraro: Meeting with Albany County Housing Group and David Rusk.
- 5/13/08 Fabozzi: CDTC Bike/pedestrian Taskforce.
- 5/13/08 Ferraro: Capital District Library Council annual meeting.
- 5/14/08 Ferraro & Shannon: State Data Affiliate Conference.
- 5/15/08 Ferraro: DHCR re: Affordability Housing Needs Study (Schenectady)
- 5/15/08 Shannon: State Data Affiliate Conference.
- 5/16/08 Shannon: State Data Affiliate Conference.
- 5/16/08 Fabozzi: CDTA Rt. 20 BRT consultant review.
- 5/19/08 Ferraro, Fabozzi & Engstrom: Meeting with Ballston Spa School District regarding potential mapping tasks.
- 5/19/08 Ferraro: Saratoga RPC Board Meeting.
- 5/20/08 Shannon: NYSARC Wind Meeting.
- 5/20-
21/08 Fabozzi: NYS Geospatial Summit, Skaneateles.

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- 5/22/08 Shannon: Albany County Stormwater Coordinators' Meeting
- 5/22/08 Shannon: Linkage Study Meeting for the Rt 9W Corridor.
- 5/22/08 Ferraro: Community Foundation for the Capital Region Wealth Transfer study roll-out.
- 5/23/08 Fabozzi: Albany Co. Water Quality Coordinating Committee meeting, Voorheesville.
- 5/28/08 Ferraro, Engstrom, Shannon: HVCC Land Use Workshop.
- 5/29/08 Ferraro: Regional Development Coordinating Council meeting.
- 5/29/08 Ferraro: 2009 Saratoga Planning & Zoning Conference meeting.
- 6/3/08 Ferraro: NYSARC Executive Directors meeting.
- 6/4/08 Shannon: MS4 Annual Report Review meeting with Clough Harbor.
- 6/4/08 Ferraro: Exit 9 Halfmoon/Clifton Park Land Use/Transportation study Public Meeting.
- 6/4/08 Shannon: Schenectady County Water Quality Coordinators' Committee.
- 6/5/08 Ferraro: NYS DEC Water Management Advisory Committee meeting.
- 6/6/08 Ferraro: Albany Law School Land Use Round table.
- 6/10/08 Ferraro: Meeting with NYS DOS re: Inter-municipal initiatives.
- 6/11/08 Ferraro: Presenter at Sustainable Communities Summit/Conference.
- 6/13/08 Ferraro: Capital District Library Council meeting.
- 6/16/08 Fabozzi: Capital District ArcInfo Users Group meeting, Schenectady.
- 6/18/08 Ferraro: Cornell Forum on land use/energy/climate change issues.
- 6/19/08 Engstrom: EPA CSO Conference in Syracuse.
- 6/19/08 Ferraro & Fabozzi: CDTA transit design presentation.
- 6/20/08 Fabozzi: Meeting with town of Glenville planning board chair.
- 6/20/08 Ferraro, Engstrom & Shannon: CSO Technical Committee meeting.
- 6/20/08 Engstrom & Shannon: Water & Wastewater Infrastructure Educational Campaign webinar.
- 6/25/08 Ferraro, Engstrom & Shannon: MS4 Annual Report Review meeting with DEC.

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- 6/25/08 Ferraro & Engstrom: Planning Law seminar at CDTC.
- 6/26/08 Fabozzi: Meeting with town of Ballston planning board chair.
- 6/26/08 Engstrom: Albany County Stormwater Coordinators' Meeting.
- 6/26/08 Ferraro, Wardle, & Shannon: Attended an all-day FTZ Board Grantee Outreach & Training Session in Boston hosted by Andrew McGilvray, Executive Secretary and Staff Director of the Board.
- 6/27/08 Fabozzi: Albany Co. Water Quality Coordinating Committee meeting, Voorheesville.
- 6/27/08 Ferraro: Tech Valley Civic Forum Co-Conveners Task Force meeting.
- 6/30/08 Ferraro: Saratoga Workforce Housing Partnership meeting.
- 6/30/08 Ferraro: Capital Region North/South Corridor Rail/Bus Rapid Transit Policy Committee meeting.
- 7/2/08 Fabozzi: Meeting with town of Milton planning board chair.
- 7/2/08 Fabozzi: CDTC Planning Committee meeting.