



FTZ #121

# CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

ONE PARK PLACE, SUITE 102, ALBANY, NY 12205

TEL: 518/453-0850

FAX: 518/453-0856

WEB SITE AT <http://cdrpc.org>

E-MAIL: [cdrpc@cdrpc.org](mailto:cdrpc@cdrpc.org)

## 2009 Officers

**Chair**  
Mike Stammel

**Vice Chair**  
Phillip Barrett

**Secretary**  
Barbara Mauro

**Treasurer**  
Willard Bruce

## Members

**Albany County**  
Willard A. Bruce  
John Graziano, Jr.  
Henry E. Dennis, Jr.  
Lucille M. McKnight  
Michael B. Whalen, Jr.

**Rensselaer County**  
Judy H. Breselor  
Stan Brownell  
Leon B. Fiacco  
James D. Shaughnessy  
Michael Stammel

**Saratoga County**  
Fred Acunto  
Phillip Barrett  
Jason Kemper  
John Murray  
Paul Sausville

**Schenectady County**  
Robert Godlewski  
Gary Hughes  
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Michael Petta  
David Vincent

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**Executive Director**  
Rocco Ferraro, AICP

**Director of  
Information Services**  
David Lang Wardle, AICP

**Program Manager/GIS**  
Todd M. Fabozzi

**Assistant Planner**  
Deborah A. Shannon

**Office Manager**  
Donna M. Reinhart

**Planning Intern**  
Joanna H. King

## COMMISSION MEETING

**8:30 am, Wednesday, December 16th, 2009**

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

## AGENDA

1. Welcome/Introduction of Guests
2. October 21st, 2009 Meeting Minutes\*
3. Financial Statement through November 30, 2009 (Memo 09-23)\*
4. Report from Nominating Committee (Memo 09-24)\*
5. Proposed 2010 Budget (Memo 09-25)\*
6. Proposed 2010 Meeting Schedule (Memo 09-26)\*
7. Staff Presentation on the Availability, Use and Application of the American Community Survey (Memo 09-27)
8. LTCP - CSO Update (Memo 09-28)
9. Other Business
  - Henry Dennis Resignation from the Board
  - CDTC Practices and Role in the Region (Memo 09-29)
10. Staff Activity Report
11. Next Commission Meeting Date: January 20th, 8:30 am

\*Formal Board Action Anticipated

## COMMISSION MEETING

October 21, 2009  
CDRPC Conference Room  
One Park Place, Suite 102  
Albany, New York 12205

### MINUTES

**PRESENT:** Bill Bruce, John Graziano, Lucille McKnight, Michael Whalen, Stan Brownell, James Shaughnessy, Fred Acunto, John Murray, Paul Sausville, Robert Godlewski, Barbara Mauro, David Vincent

**ABSENT:** Henry Dennis, Judy Breselor, Leon Fiacco, Michael Stammel, Philip Barrett, Jason Kemper, Gary Hughes, Michael Petta

**PRESIDING:** Barbara Mauro, Secretary, called the meeting to order at 8:30 am.

#### 1. Welcome/Introduction of Guests

There were no guests at the meeting.

#### 2. July 15, 2009 Meeting Minutes

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

#### Action Taken

Bill Bruce made a motion to approve the minutes, and John Graziano seconded. The motion was approved unanimously.

#### 3. Financial Statement through September 30, 2009

The financial statement reflects activities through September 2009. The revenues are at 78.1% and expenses are at 66.3%. The financial statement represents ten months of activities for some of the expense items such as Rent and Health Insurance. There is approximately \$75,150 cash in the bank and outstanding receivables totaling \$138,455. There are also five Certificates of Deposit totaling \$135,104.49. One of the five CDs will be maturing in November and will be rolled over for a one year term.

The amount spent on the Miscellaneous line item is over the budgeted amount due to the Commission hosting a large number of meetings. Rocky is requesting approval to transfer \$1500 from the Contingent Fund account to the Miscellaneous account. For the 2010 budget, a separate line item will be created for meeting expenses.

The third quarter billings were sent out to the appropriate billing agencies this month. Mike Whalen inquired about the interest rates on the CDs and if they are bid out for better interest rates. The CDs have not been bid out, however interest rates are looked

into at least once a year. Mike Whalen offered to send Rocky a list of email contacts of bank representatives to inquire about interest rates from other banks. John Murray also suggested contacting other banks to compare interest rates.

**Action Taken**

Fred Acunto made a motion to authorize the transfer of \$1500 from Contingency Fund to Miscellaneous fund and Jim Shaughnessy seconded. The motion was approved unanimously.

Bill Bruce made a motion to approve the Financial Statements as presented and Stan Brownell seconded. The motion was approved unanimously.

**4. Regional Waste Management-Possible Future Alternatives (Agenda order revised)**

Bill Bruce provided the Board a brief update of activities, including possible future alternatives, to address solid waste management. There have been preliminary discussions to undertake a regional strategy including a proposal by Albany County to submit a grant proposal to DOS to evaluate the feasibility of a multi-jurisdictional approach to solid waste management.

The City of Albany received a landfill expansion permit from DEC, which will keep the landfill open for up to 8 years. There are three commercial haulers taking waste to two remaining landfills in the area, Albany and the Town of Colonie. The Albany landfill does approximately 1,000 tons per day and Town of Colonie about 500 tons per day. When the Albany landfill closes in approximately 8 years the thousands of tons of waste that is being dumped there will need to be shipped elsewhere costing a great deal of money.

City of Albany has been working with Albany County to discuss a possible larger regional solution that the Capital Region would benefit from in the future. There was a meeting with the four counties to begin a dialogue on the feasibility of a multi-county waste management authority for the Capital Region.

The grant proposal being submitted by Albany County is for a feasibility study, which will present data and maps that represents the four counties to get a consensus on which counties want to move forward with this project.

CDRPC has been asked by the City of Albany to be involved in the process and Rocky would like to get feedback from the Board on the level of activity CDRPC should be engaged in. Mike Whalen suggested CDRPC be very active in the process.

Paul Sausville inquired the amount of the grant request and if there is a local match. Albany County is applying for a \$55,000 grant with a 10% match. The grant will be submitted to the Department of State for the Local Government Efficiency Program.

**5. CDRPC 2010 Census Outreach proposal in response to New York State Department of State Request for Applications (RFA)**

CDRPC, in partnership with several of the other regional councils across New York, has responded to the Request for Applications (RFA) by the New York State Department of State and submitted a proposal to undertake 2010 Census Outreach activities. The proposal was submitted by the deadline of October 16, 2009. CDRPC has been involved in the 2010 census outreach activities since 2005 and has received previous grant support from the Empire State Development. This year however, the grant support is coming from the Dept of State and it is a competitive grant program. Rocky is requesting Commission approval for the grant application that was submitted on October 16, 2009.

The application has been submitted under the New York State Association of Regional Councils. There are nine regional councils in New York State and six are participating in the grant proposal.

The grant amount submitted was for \$46,696 and if awarded a contract, work would begin in mid November and continue through May, 2010.

CDRPC's activities will be focused in Albany, Rensselaer, Saratoga, and Schenectady counties. The proposed activities include both new and existing tasks in preparation of the 2010 Census.

Paul Sausville inquired what can be done on the County level in order to get more people aware of the 2010 Census. The Census Bureau will soon be sending census forms to county building inspectors in order to get addresses of all new construction. Counties can also send out notices to households or set up a complete count committee that includes churches and local organizations to get the information out. The Census Bureau offers an online tool kit that has various media outreach tools to assist in getting information out to the public.

**Action Taken**

David Vincent made a motion to approve the grant proposal and authorizing Rocky to sign the application and Paul Sausville seconded. The motion was approved unanimously.

**6. CDRPC Program Update**

**Foreign Trade Zone.** A draft application was submitted and feedback and input was received from the Foreign Trade Zone Board and based on that information a full application was submitted on October 20, 2009. If the application is approved, it will allow CDRPC to operate under the new framework guidelines. The proposed Magnet Sites have been designated and if approved under the new guidelines, applications for User Driven sites would be approved by the FTZ Board within 30 days assuming Custom issues are properly addressed.

**CSO Project.** CDRPC has asked DEC to extend the deadline for submittal of the Long Term Control Plan Project to September, 2010. The extension poses no additional expenses to the communities. DEC has approved the System Monitoring & Modeling Plan including the river modeling approach to ascertain the impacts of biochemical oxygen demand (BOD) from CSO discharges. The Citizens Advisory Committee met on October 7, 2009 and a Public Meeting is scheduled for November 10 at HVCC.

**Watershed Planning.** A Mohawk River Basin Program Action Agenda has been prepared by DEC staff with input on sustainable goals by CDRPC. CDRPC will partner with other stakeholders to assist in undertaking several of the tasks outlined in the Action Agenda.

**EDA.** The second of a two year extension was submitted and approved by EDA and an increase in funding from \$60,000 to \$70,000 for the year ending June 30, 2010.

**Watervliet Reservoir.** The City of Watervliet received a shared municipal services grant to investigate the feasibility of joint ownership/operation of the reservoir involving Watervliet and Guilderland. CDRPC will serve as Project Manager and sub contract with McNamee, Lochner, Titus & Williams and Hodgson Russ for legal and bond counsel.

**School Enrollment Projections.** Staff continue to move forward and projections are being prepared for the Shenendehowa and Ballston Spa School Districts.

**Smart Growth Initiatives (partnership with CDTC).** A Sustainable guidebook draft has been completed; Local community efforts focusing on Linkage studies; also a focus on outreach/education efforts involving others including CEG, Stakeholders Inc. and the Smart Growth Council.

**CDYCI.** The facility is currently operating as a 16 bed facility; expenses reduced (layoff of 4.5 persons); per diem rate adjustment approved. An energy audit of the physical plant was recently completed.

**7. Combined Sewer Overflow Long Term Control Plan Update**

A public meeting has been scheduled for November 10, 2009 at the Bulmer Communications Center at HVCC. The consultants will present the Receiving Water Quality Assessment, the CSS modeling results, and the revised project schedule at the meeting.

**8. Staff Activity Report**

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

9. **Other Business (Nominating Committee)**

Barbara Mauro selected Lucille McKnight and Stan Brownell to serve on the nominating committee for 2010 officers. The nominating committee will report back at the December commission meeting with the recommendations for 2010 officers.

10. **Next Meeting Date/Time: December 16, 2009 at 8:30 AM**

The next Commission meeting will be held December 16, 2009 at 8:30 am.

**Adjournment**

Fred Acunto made a motion to adjourn the meeting and Stan Brownell seconded. The motion was approved unanimously.

Respectfully submitted,



Barbara Mauro  
Secretary



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## MEMORANDUM (#09-23)

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**To:** Commissioners  
**From:** Rocky Ferraro, Executive Director  
**Date:** December 8, 2009  
**Re:** Monthly Financial Statement

Enclosed for your review and approval are the current financial statements through November 2009.

With one month remaining in the fiscal year, revenues are at 81.7% of the approved budget and expenses area at 83.3%. 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 2009 along with the employee health insurance. Also, the New York State Retirement bill payment due in February 2010 was fully paid in the amount of \$29,161 which is reflected on the statement.

As noted on the Statement of Financial Condition, on November 30th we had approximately \$65,500 cash in the bank and outstanding receivables totaling \$88,400. We also have five Certificates of Deposit as noted on the table below:

CD #	Value	Expires
411796	\$ 21,282.67	July 30, 2010
605899	\$ 30,000.00	November 12, 2010
000216	\$ 32,158.58	December 10, 2009
409598	\$ 30,601.86	January 13, 2010
000224	\$ 21,059.38	April 17, 2010
Total: \$135,102.49		

**CDRPC 2009 Income Statement**

Account	Rev. Budget	Aug 09	Sep 09	Oct 09	Nov 09	Year-to-Date	Balance	YTD %
<b>2009 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	1,500.00	24.95	24.91	13.71	13.56	445.06	1,054.94	29.7%
R2770.1 Miscellaneous	100.00	-	-	-	-	-	100.00	0.0%
R2770.3 Contractual Services	30,000.00	-	178.02	-	-	16,568.92	13,431.08	55.2%
R2770.4 FTZ#121	20,000.00	-	-	-	-	23,000.00	(3,000.00)	115.0%
R2770.5 Conferences	6,000.00	-	-	-	-	4,810.00	1,190.00	80.2%
R2770.6 CDYCI	75,000.00	-	18,750.00	-	-	56,250.00	18,750.00	75.0%
R3900.3 Empire State Dev.	15,000.00	-	-	-	-	7,446.42	7,553.58	49.6%
R3900.4 Other NYS Aid (NYSERDA)	17,000.00	-	-	-	-	685.62	16,314.38	4.0%
R3900.6 EFC CSO Grant	98,000.00	-	16,319.54	-	-	65,503.13	32,496.87	66.8%
R4000.1 Fed. Reg. Aviation	-	-	-	-	-	-	-	-
R4000.2 EDA	60,000.00	-	29,669.29	-	-	59,669.29	330.71	99.4%
R4000.3 Water Quality	50,000.00	-	7,988.47	-	-	40,825.87	9,174.13	81.7%
R4000.4 UPWP	100,000.00	-	23,860.73	-	-	69,015.41	30,984.59	69.0%
R4000.5 Other Federal Aid (HUD)	-	-	-	-	-	-	-	-
R4000.6 EPA CSO Grant	-	-	-	-	-	-	-	-
<b>Gross Revenue</b>	<b>\$ 700,894.00</b>	<b>\$ 24.95</b>	<b>\$ 96,790.96</b>	<b>\$ 24,960.96</b>	<b>\$ 13.56</b>	<b>\$ 572,513.72</b>	<b>\$ 128,380.28</b>	<b>81.7%</b>
<b>2009 EXPENSE</b>								
E.1010 Salaries	\$ 385,000.00	\$ 27,243.24	\$ 27,243.24	\$ 27,243.24	\$ 27,243.24	\$ 329,712.94	\$ 55,287.06	85.6%
E.1030 Temporary Services	16,000.00	1,476.00	1,794.00	2,134.00	2,192.00	14,916.00	1,084.00	93.2%
E.2010 Office Equipment	6,000.00	169.00	169.00	169.00	169.00	2,801.54	3,198.46	46.7%
E.2020 Furniture & Furnishings	1,500.00	-	-	-	-	324.24	1,175.76	21.6%
E.4020 Workshops & Conferences	6,000.00	-	-	-	275.00	5,442.00	558.00	90.7%
E.4030 Consultant Services	11,000.00	-	-	1,600.00	-	10,614.63	385.37	96.5%
E.4040 Agency Memberships	6,000.00	-	-	-	60.00	4,195.00	1,805.00	69.9%
E.4051 Computer Supplies/Software	5,500.00	54.99	156.72	-	454.89	4,921.12	578.88	89.5%
E.4055 Data Purchases	500.00	-	5.90	-	-	5.90	494.10	1.2%
E.4060 Equipment Maintenance	2,000.00	226.70	-	-	75.57	1,103.87	896.13	55.2%
E.4070 Office Supplies	3,500.00	44.50	411.73	210.08	447.91	2,638.01	861.99	75.4%
E.4080 Books & Journals	1,000.00	-	-	-	-	216.92	783.08	21.7%
E.4090 Printing & Publishing	7,500.00	-	34.13	-	499.73	3,666.26	3,833.74	48.9%
E.4110 Rent	67,000.00	5,019.75	4,736.75	4,893.02	4,888.15	60,433.62	6,566.38	90.2%
E.4120 Telephone	3,500.00	258.85	248.39	704.43	229.75	3,077.36	422.64	87.9%
E.4121 Internet	3,200.00	154.90	154.90	36.85	105.79	1,918.24	1,281.76	59.9%
E.4130 Travel	11,000.00	1,223.25	1,891.36	588.04	-	7,119.37	3,880.63	64.7%
E.4140 Equipment Repairs	500.00	-	-	-	-	-	500.00	0.0%
E.4150 Postage	3,300.00	28.96	75.64	59.92	647.94	3,196.38	103.62	96.9%
E.4160 Miscellaneous	2,594.00	213.06	48.76	210.36	168.34	2,134.87	459.13	82.3%
E.4170 Payroll Services	1,700.00	135.31	132.46	132.46	132.46	1,541.75	158.25	90.7%
E.4190 Contingent Fund	1,500.00	-	-	-	-	-	1,500.00	0.0%
E.4200 Insurance-General	1,600.00	-	-	-	-	1,234.84	365.16	77.2%
E.8010 NYS Retirement	36,000.00	-	-	-	29,161.00	29,161.00	6,839.00	81.0%
E.8030 FICA	31,000.00	2,223.31	2,247.64	2,273.65	2,278.08	26,758.48	4,241.52	86.3%
E.8040 Ins.-Worker's Comp. & Dis.	3,000.00	-	-	-	-	1,809.98	1,190.02	60.3%
E.8050 Ins.-Health	80,000.00	5,043.60	5,043.60	5,043.60	5,043.60	63,193.53	16,806.47	79.0%
E.8060 Ins.-Unemployment	1,500.00	17.06	-	-	-	1,168.30	331.70	77.9%
E.8070 Prof. Memberships	1,000.00	-	-	-	-	450.00	550.00	45.0%
E.8080 Continuing Education	1,000.00	-	-	-	-	350.00	650.00	35.0%
<b>Gross Expenses</b>	<b>\$ 700,894.00</b>	<b>\$ 43,532.48</b>	<b>\$ 44,394.22</b>	<b>\$ 45,298.65</b>	<b>\$ 74,072.45</b>	<b>\$ 584,106.15</b>	<b>\$ 116,787.85</b>	<b>83.3%</b>
<b>Net Operating Income</b>	<b>\$ -</b>	<b>\$ (43,507.53)</b>	<b>\$ 52,396.74</b>	<b>\$ (20,337.69)</b>	<b>\$ (74,058.89)</b>	<b>\$ (11,592.43)</b>		
A909 Fund Balance-Unreserved	-	-	-	-	-	-	-	-
<b>Net Income</b>	<b>\$ -</b>	<b>\$ (43,507.53)</b>	<b>\$ 52,396.74</b>	<b>\$ (20,337.69)</b>	<b>\$ (74,058.89)</b>	<b>\$ (11,592.43)</b>		



# Capital District Regional Planning Commission

## GENERAL FUND

### Statement of Financial Condition

November 30, 2009

#### Assets

Cash — Checking	\$	19,979.74
Cash — Money Market		45,484.37
Cash — PayPal Account		-
Cash — Certificates of Deposit		135,102.49
Petty Cash		235.00
Due from Private Persons/Organizations		25,605.74
Due from State & Federal Governments		33,489.64
Due from Other Governments		29,301.10
Prepaid Expenses		779.86
Carryover Revenue		-
	<i>Sub-Total: Assets</i>	<u>\$ 289,977.94</u>
Expenses — Year-to-Date		<u>584,106.15</u>

**Total** \$ 874,084.09

#### Liabilities & Fund Balance

Due to Other Governments	\$	-
Due to Private Persons/Organizations		-
Deferred Project Revenue		5,425.21
Fund Balance — Restricted		-
Fund Balance — Unrestricted		296,145.16
	<i>Sub-Total: Liabilities &amp; Fund Balance</i>	<u>\$ 301,570.37</u>
Revenue — Year-to-Date	\$	<u>572,513.72</u>

**Total** \$ 874,084.09

**Net Income (Loss)** \$ (11,592.43)



**CDRPC**

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## MEMORANDUM (#09-24)

**To:** Commissioners

**From:** Rocky Ferraro, Executive Director

**Date:** December 8, 2009

**Re:** Nominating Committee

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Commissioner Stan Brownell, Chair of the Nominating Committee, will present the proposed slate of officers for 2010 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.



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## MEMORANDUM (#09-25)

**To:** Commissioners

**From:** Rocky Ferraro, Executive Director

**Date:** December 8, 2009

**Re:** Proposed 2010 Budget

Enclosed for your review and approval is the proposed 2010 Budget for CDRPC operations.

The proposed budget includes three columns in addition to the Account names. The first column identifies the 2009 Budget amount, the second is the proposed 2010 Budget amount, and the third column represents the difference between the 2009 and 2010 Budgets.

Budget highlights include the following:

- Due to budget constraints in all four counties, CDRPC will absorb a 10% cut in County funding from 2009 levels. Hopefully the economic conditions will improve sufficiently during 2010 to support a restoration of full funding support in 2011 and beyond. Since 2004, there has been no increase in county contributions.
- The \$25,000 in Contractual Services represents the aggregate amount of signed contracts with several of the area school districts and the City of Watervliet to complete work during 2010 plus other possible contractual arrangements presently under discussion.
- The activities associated with the Department of State (DOS) are related to the 2010 Census. We will be entering into a contract with DOS to perform a range of promotional and educational tasks associated with the 2010 Census, the majority of which will occur during the first half of 2010.

- Anticipated revenue from the Combined Sewer Overflow study is \$63,000 per the contract agreement with the Albany Pool communities.
- Under salaries, the proposed increase is 1.5% in order to offset the employee's share of health insurance costs. The Executive Director's salary will remain unchanged.
- The contribution to the State Retirement system is based on an estimated 2011 payment that will be paid in December 2010. Depending upon the employee's tier, the projected rate will range from 11.3% to 14.0% of the projected salary. The recently paid 2010 payment ranged from 7.0% to 8.6%.
- The Health Insurance costs reflect the actual 9% increase for 2010 for CDPHP and an anticipated slightly higher increase of 10% for MVP.
- \$14,362 will be taken from the Unreserved Fund Balance to balance the 2010 Budget.

**CDRPC 2010 Proposed Budget**

Account	2009	2010 Proposed Budget	
	Actual Budget	Amount	Change
<b>REVENUE</b>			
R2390.1 Albany County	\$ 84,663.00	\$ 76,197.00	\$ (8,466.00)
R2390.2 Rensselaer County	43,842.00	39,458.00	(4,384.00)
R2390.3 Saratoga County	57,666.00	51,900.00	(5,766.00)
R2390.4 Schenectady County	42,123.00	37,911.00	(4,212.00)
R2401.0 Interest & Earnings	1,500.00	1,500.00	-
R2770.1 Miscellaneous	100.00	100.00	-
R2770.3 Contractual Services	30,000.00	25,000.00	(5,000.00)
R2770.4 FTZ#121	20,000.00	25,000.00	5,000.00
R2770.5 Conferences	6,000.00	6,000.00	-
R2770.6 CDYCI	75,000.00	75,000.00	-
R3900.3 Empire State Dev.	15,000.00	-	(15,000.00)
R3900.4 Other NYS Aid (NYSERDA)	17,000.00	-	(17,000.00)
R3900.5 Dept. of State	-	45,000.00	45,000.00
R3900.6 CSO Grant	98,000.00	63,000.00	(35,000.00)
R4000.2 EDA	60,000.00	70,000.00	10,000.00
R4000.3 Water Quality	50,000.00	50,000.00	-
R4000.4 UPWP	100,000.00	105,000.00	5,000.00
<b>Gross Revenue</b>	<b>\$ 700,894.00</b>	<b>\$ 671,066.00</b>	<b>\$ (29,828.00)</b>
<b>EXPENSE</b>			
E.1010 Salaries	\$ 385,000.00	\$ 372,000.00	\$ (13,000.00)
E.1030 Intern	16,000.00	11,500.00	(4,500.00)
E.2010 Office Equipment	6,000.00	5,000.00	(1,000.00)
E.2020 Furniture & Furnishings	1,500.00	1,000.00	(500.00)
E.4020 Workshops & Conferences	6,000.00	6,000.00	-
E.4030 Consultant Services	11,000.00	11,000.00	-
E.4040 Agency Memberships	6,000.00	5,000.00	(1,000.00)
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	3,500.00	3,500.00	-
E.4080 Books & Journals	1,000.00	750.00	(250.00)
E.4090 Printing & Publishing	7,500.00	7,500.00	-
E.4110 Rent	67,000.00	66,000.00	(1,000.00)
E.4120 Telephone	3,500.00	3,500.00	-
E.4121 Internet	3,200.00	3,000.00	(200.00)
E.4130 Travel	11,000.00	11,000.00	-
E.4140 Equipment Repairs	500.00	500.00	-
E.4150 Postage	3,300.00	3,500.00	200.00
E.4160 Miscellaneous	2,594.00	1,878.00	(716.00)
E.4170 Payroll Services	1,700.00	1,800.00	100.00
E.4190 Contingent Fund	1,500.00	1,000.00	(500.00)
E.4200 Insurance-General	1,600.00	1,500.00	(100.00)
E.4210 Meeting Expenses	-	2,000.00	2,000.00
E.8010 NYS Retirement	36,000.00	46,000.00	10,000.00
E.8030 FICA	31,000.00	30,000.00	(1,000.00)
E.8040 Ins.-Worker's Comp. & Dis.	3,000.00	3,000.00	-
E.8050 Ins.-Health	80,000.00	76,000.00	(4,000.00)
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>	<b>\$ 700,894.00</b>	<b>\$ 685,428.00</b>	<b>\$ (15,466.00)</b>
<b>Net Operating Income</b>	<b>\$ -</b>	<b>\$ (14,362.00)</b>	<b>\$ (14,362.00)</b>
A825 Fund Balance-Reserved			-
A909 Fund Balance-Unreserved	-	14,362.00	14,362.00
<b>Net Income</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



FTZ #121

# CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

ONE PARK PLACE, SUITE 102, ALBANY, NY 12205

TEL: 518/453-0850

FAX: 518/453-0856

WEB SITE AT <http://cdrpc.org>

E-MAIL: [cdrpc@cdrpc.org](mailto:cdrpc@cdrpc.org)

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**Vice Chair**  
Philip Barrett

**Secretary**  
Barbara Mauro

**Treasurer**  
Willard Bruce

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Deborah A. Shannon

**Office Manager**  
Donna M. Reinhart

**Planning Intern**  
Joanna H. King

## MEMORANDUM (#09-26)

**To:** Commissioners

**From:** Rocky Ferraro, Executive Director

**Date:** December 8, 2009

**Re:** 2010 Proposed Meeting Schedule

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The following are proposed dates for the 2010 Commission meetings. All the meetings are scheduled for the third Wednesday of the month and are scheduled to begin at 8:30 AM.

January 20, 2010

March 17, 2010

May 19, 2010

July 21, 2010

October 20, 2010

December 15, 2010



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## MEMORANDUM (#09-27)

**To:** Commissioners  
**From:** Rocky Ferraro, Executive Director  
**Date:** December 8, 2009  
**Re:** American Community Survey

Every ten years, the Census Bureau has collected a wealth of detailed information about the socio-economic and housing characteristics of a community. However, beginning with the 2010 Census, the decennial census will only be done with the short form thereby eliminating the data that had been available through the long form. A new tool, an annual survey begun in 2005 called the American Community Survey (ACS), has taken its place. By mid 2010, detailed characteristics will become available for geographic areas down to the block group level based on a five year sample through the ACS.

The ACS is a very important new source of data. However, there are a number of things about it that users need to be aware of before attempting to use the data.

CDRPC has been actively engaged in discussions about the use and application of the data sets available from the ACS. At the Commission meeting, staff will briefly outline the benefits and challenges of analyzing the data, CDRPC's plans to move forward with the use and application of the data, and how we propose to make the data available to potential users.

# The American Community Survey



Rocky Ferraro and Joanna King  
Capital District Regional Planning Commission

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## CDRPC Commissioners

### Albany County

Willard A. Bruce, *Treasurer*  
Henry E. Dennis, Jr.  
John Graziano, Jr.  
Lucille M. McKnight  
Michael B. Whalen, Jr.

### Rensselaer County

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## **What is the American Community Survey?**

- Replaces decennial census long form
- Provides detailed socio-economic characteristics of the population
- Provides timely data on an annual basis
- Three data series are available:
  - One-year: Population 65,000+
  - Three-year: Population 20,000+
  - Five-year: Population 50+

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## **Comparing to Decennial Census Data**

- Period vs. Point-in-Time Estimates
- Definition of Residence
- Income Characteristics

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## **ACS Attributes**

- User-friendly Access
- Timeliness
- Margins of Error Clearly Identified

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## **ACS Challenges**

- Amount of Data (1-, 3-, and 5-Year Products)
- Lack of Reliability
- Data Suppression
- Clunkiness of Data
- No “Gold Standard”
- Cherry-picking Data
- Displaying & Communicating Data
- Verbosity of Data Analysis

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## **Urban League Community Needs Assessment**

### **Objective:**

Provide a socio-economic profile of the Capital Region to determine the feasibility of re-establishing an Urban League presence in the Region and to identify future League program priorities.

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## **Elements of the Community Needs Assessment**

- Population Profile
- Employment Profile
- Education Profile
- Health Profile
- Housing Characteristics
- Crime & Juvenile Delinquency

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# Clunky Data

## 2000 Census

	2000 Population by Race								
	Total Pop.	White		Black		Asian		Other Minority*	
		Number	Percent	Number	Percent	Number	Percent	Number	Percent
Capital Region	704,203	704,954	88.8%	56,022	6.4%	15,340	1.9%	23,057	3.3%
Albemarle County	204,560	245,207	83.2%	11,611	10.7%	7,877	2.7%	9,851	3.3%
Roanoke County	152,528	138,982	91.1%	7,192	4.7%	2,406	1.6%	3,951	2.6%
Santaoga County	206,635	192,223	93.0%	2,531	1.2%	2,179	1.1%	3,662	1.8%
Schmectady County	146,535	128,541	87.8%	9,538	6.5%	2,890	1.9%	3,628	2.5%
Albemarle City	65,658	60,313	91.9%	3,621	5.5%	2,008	3.0%	2,718	4.1%
Schmectady City	61,908	47,497	76.7%	8,833	14.3%	1,333	2.2%	4,346	7.0%
Tri-City	40,170	37,463	93.3%	5,489	11.7%	1,056	3.4%	2,124	5.3%

Source: U.S. Census Bureau, 2000 Census  
\* Includes American Indian and Alaska Native, Native Hawaiian and Other Pacific Islander, Some Other Race, and Two or More Races

## 2005-07 ACS

	2005-07 Population by Race									
	Total	White		Black		Asian		Other Minority**		
		Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	
Capital Region	814,114	± 26,555	88.5%	± 1,428	57,622	± 1,433	20,028	± 1,000	28,202	± 1,317
Albemarle County	209,288	± 7,028	83.2%	± 678	15,025	± 1,007	11,511	± 538	10,678	± 1,114
Roanoke County	154,718	± 5,118	91.1%	± 442	6,391	± 505	3,387	± 234	4,356	± 471
Santaoga County	214,628	± 7,048	93.0%	± 817	2,531	± 153	2,179	± 228	3,662	± 1,188
Schmectady County	149,201	± 5,117	87.8%	± 1,601	12,798	± 508	3,266	± 265	7,340	± 1,175
Albemarle City	69,382	± 2,074	91.9%	± 1,331	3,633	± 1,114	2,011	± 418	2,718	± 1,026
Schmectady City	62,268	± 1,312	76.7%	± 1,625	11,366	± 622	2,491	± 424	5,248	± 1,154
Tri-City	47,341	± 1,396	93.3%	± 1,201	5,477	± 636	1,210	± 148	2,228	± 523

Source: U.S. Census Bureau, 2005-2007 American Community Survey 3-Year Estimates  
\*\* Includes American Indian and Alaska Native, Native Hawaiian and Other Pacific Islander, Some Other Race, and Two or More Races  
Margin of error not applicable

	2005-07 Population by Race									
	Total	% White		% Black		% Asian		% Other Minority**		
		Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	
Capital Region	814,114	± 0.3%	88.5%	± 0.2%	7.1%	± 0.2%	2.9%	± 0.1%	3.5%	± 0.4%
Albemarle County	209,288	± 0.03%	83.2%	± 0.2%	11.5%	± 0.3%	3.8%	± 0.1%	3.6%	± 0.1%
Roanoke County	154,718	± 0.03%	91.1%	± 0.1%	4.5%	± 0.1%	2.3%	± 0.1%	4.1%	± 0.1%
Santaoga County	214,628	± 0.03%	93.0%	± 0.1%	1.2%	± 0.1%	1.6%	± 0.1%	1.9%	± 0.1%
Schmectady County	149,201	± 0.03%	87.8%	± 0.2%	8.5%	± 0.4%	3.7%	± 0.2%	4.5%	± 0.3%
Albemarle City	69,382	± 0.03%	91.9%	± 0.1%	5.5%	± 0.1%	3.0%	± 0.1%	4.2%	± 0.1%
Schmectady City	62,268	± 0.02%	76.7%	± 0.2%	18.6%	± 0.5%	3.9%	± 0.2%	10.7%	± 0.3%
Tri-City	47,341	± 0.03%	93.3%	± 0.2%	11.7%	± 0.3%	3.2%	± 0.1%	3.9%	± 0.1%

Source: U.S. Census Bureau, 2005-2007 American Community Survey 3-Year Estimates  
\*\* Includes American Indian and Alaska Native, Native Hawaiian and Other Pacific Islander, Some Other Race, and Two or More Races  
Margin of error not applicable

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# Margins of Error

	2000 Youth in Poverty by Race					
	White			Black		
	Total White Youth	% White Youth in Poverty	% of White Youth in Poverty	Total Black Youth	% Black Youth in Poverty	% of Black Youth in Poverty
Capital Region	156,200	12,562	8.0%	16,433	5,578	39.7%
Albemarle County	49,172	3,338	7.2%	9,566	3,825	38.3%
Roanoke County	33,010	3,079	9.3%	2,368	849	34.9%
Santaoga County	46,046	3,199	6.9%	343	84	14.7%
Schmectady County	28,112	2,770	9.9%	3,378	1,773	47.9%
Albemarle City	6,883	644	13.7%	8,698	3,211	39.4%
Schmectady City	3,041	1,863	60.9%	3,293	1,164	38.2%
Tri-City	7,538	1,422	19.2%	1,871	738	38.9%

Source: U.S. Census Bureau, 2000 Census  
Note: The 2000 Census and 2005-2007 ACS data should be compared with caution. In a comparative study in 2000, the US Census Bureau discovered income collected in Census 2000 was about 4% higher than income in the 2000 ACS.

	2005-07 Youth in Poverty by Race											
	White					Black						
	Total White Youth	% White Youth in Poverty	Estimate	Margin of Error	% of White Youth in Poverty	Total Black Youth	% Black Youth in Poverty	Estimate	Margin of Error	% of Black Youth in Poverty		
Capital Region	141,807	± 0.02%	13,404	± 1,576	9.5%	± 1.1%	18,326	± 2,187	7.2%	± 1,120	39.4%	± 3.0%
Albemarle County	43,369	± 0.03%	3,428	± 706	7.9%	± 1.6%	11,049	± 1,304	4.9%	± 0.923	44.7%	± 2.3%
Roanoke County	28,334	± 0.02%	3,716	± 833	13.1%	± 2.9%	2,368	± 505	2.3%	± 0.538	34.9%	± 1.1%
Santaoga County	44,393	± 0.01%	3,024	± 478	6.8%	± 1.3%	343	± 741	4.6%	± 1.1%	14.7%	± 0.4%
Schmectady County	25,709	± 0.02%	2,770	± 511	10.8%	± 2.0%	3,378	± 732	8.8%	± 1.4%	47.9%	± 1.5%
Albemarle City	3,367	± 0.02%	644	± 137	19.1%	± 3.1%	8,698	± 1,231	4.5%	± 0.744	39.4%	± 1.6%
Schmectady City	7,372	± 0.02%	1,863	± 312	25.3%	± 4.1%	3,293	± 732	31.8%	± 3.8%	38.2%	± 1.2%
Tri-City	6,027	± 0.05%	1,422	± 268	23.6%	± 4.4%	1,871	± 424	25.2%	± 3.8%	38.9%	± 1.2%

Source: U.S. Census Bureau, 2005-2007 American Community Survey 3-Year Estimates  
Note: The 2000 Census and 2005-2007 ACS data should be compared with caution. In a comparative study in 2000, the US Census Bureau discovered income collected in Census 2000 was about 4% higher than income in the 2000 ACS.  
Shaded areas indicate a coefficient of variation greater than 15%, a generally accepted limit for reliability. See appendix for further explanation.

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## Data Suppression

**2000 Female-Headed Households in Poverty by Hispanic Origin**

	Female HH	In Poverty	% in Poverty
Capital Region	1,365	691	50.6%
Albany County	642	304	47.4%
Rensselaer County	252	132	52.4%
Saratoga County	88	29	32.6%
Schoenectady County	382	226	59.2%
Albany City	441	233	52.8%
Schoenectady City	338	221	65.4%
Troy City	246	132	53.7%

Source: U.S. Census Bureau, 2000 Census  
 Note: The 2000 Census and 2005-07 ACS data should be compared with caution. In a comparison study in 2000, the US Census Bureau discovered income collected in Census 2000 was about 4% higher than income in the 2000 ACS.

**2005-07 Female-Headed Households in Poverty by Hispanic Origin**

	Total HH		In Poverty		Percent in Poverty	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Capital Region	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*
Albany County	545	+/-199				
Rensselaer County	370	+/-165				
Saratoga County	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*
Schoenectady County	373	+/-118				
Albany City	315	+/-155				
Schoenectady City	330	+/-110			58.2%	+/-7.0%
Troy City	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*

Source: U.S. Census Bureau, 2005-2007 American Community Survey, 3-Year Estimates  
 \*Data not available  
 Note: The 2000 Census and 2005-07 ACS data should be compared with caution. In a comparison study in 2000, the US Census Bureau discovered income collected in Census 2000 was about 4% higher than income in the 2000 ACS.  
 Shaded areas indicate a coefficient of variation greater than 15%, a generally accepted limit for reliability. See appendix for further explanation.

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## Client Reaction

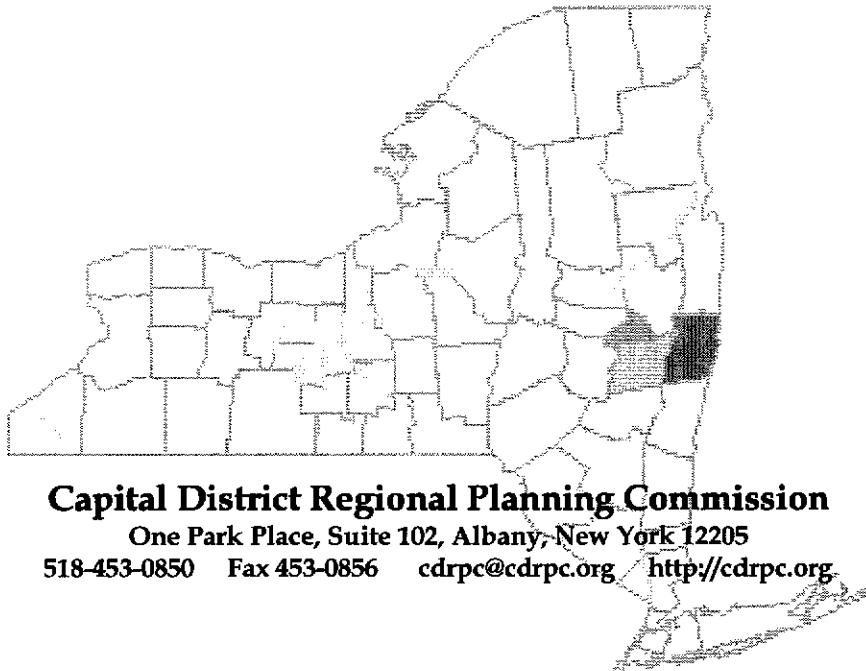
- Overall, positive reaction to report
- Useful to have clearly noted margins of error
- For this client, in this situation, more data was preferred

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## CDRPC Actions

- Recommending the use of 5-year data products
- Revising our community fact sheets based on the 5-year estimates
- Offering training programs for consumers on accessing, understanding, and communicating ACS data
- Collaborating with others, including the Capital Region Library Council, to develop a 'train the trainers' program

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FTZ #121

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## MEMORANDUM (#09-28)

**To:** Commissioners

**From:** Rocky Ferraro, Executive Director

**Date:** December 8, 2009

**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. The analysis of the additional Hudson River and tributary sampling results and the creation and calibration of the Dissolved Oxygen (DO) river model continue. The additional sampling and DO modeling activities resulted in a request to extend the project until September 1, 2010. While DEC has provided verbal agreement to the extension, we are still awaiting their final written approval.

A Public Meeting took place on November 10, 2009 at the Bulmer Communications Center, HVCC. At the public meeting, the consultants presented the Receiving Water Quality Assessment (RWQA), the CSS modeling results, and the revised project schedule. Following the public presentation, articles appeared in the Troy Record and the Albany Times Union. CDRPC has also received numerous calls from the public and local officials as a result of the public meeting.

The RWQA indicated that during dry weather the bacteria levels entering the Albany Pool are generally within the EPA levels for Fecal Coliform but near the Dunn Memorial Bridge, the bacteria levels are out of compliance. Bridge Street also showed Fecal Coliform spikes due to pump failure. The beach sites were in compliance. There were significant bacteria counts, exceeding compliance standards at the Patroon Creek, while the Wynantskill and Poestenkill generally exceeded the Fecal Coliform standards and the Normanskill and Mill Creek exceeded the Fecal Coliform standard during the last sample period.

During wet weather, at Bridge Street and from Dunn Memorial Bridge onwards, the data indicated problems with bacteria loads. However, due to the assimilative qualities of the River, the Albany Pool is in compliance by the time the water reaches the beach sites; only a single E. Coli sample exceeded the maximum.

The Combined Sewer System models show that .25 inch of rain causes overflows. Roughly 1251 million gallons per year is discharged by the Albany Pool Communities. Despite this discharge, the treatment plants still capture and treat the overwhelming majority of all combined sewage; the Albany North Plant captures and treats 91% of all sewage. Big C and Bouck account for 85% of the total CSO volume, with the Cities of Albany and Troy having the largest impact. The models also predicted 5 Dry Weather Overflow (DWO) locations. Field checking has uncovered two DWOs in Troy and short term procedural changes have been identified.

A quarterly progress meeting has been scheduled with DEC for December 15 to review the DO model and discuss the next steps towards evaluating control alternatives.





# CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

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**Vice Chair**  
Phillip Barrett

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## MEMORANDUM (#09-29)

**To:** Commissioners

**From:** Rocky Ferraro, Executive Director

**Date:** December 8, 2009

**Re:** CDTC Practices and Role in the Region

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Commissioner and Board Chair Mike Stammel, who also serves as the CDRPC representative on the CDTC Policy Board, will briefly outline the roles and responsibilities of the Capital District Transportation Committee as the designated Metropolitan Planning Organization for the Capital Region.

CDRPC has a very strong collaborative professional working relationship with CDTC and, among other things, has jointly prepared and co-authored a number of reports and studies evaluating the transportation and land use issues pertinent to the Capital Region.

**AGREEMENT DEFINING  
ROLES AND RESPONSIBILITIES  
FOR METROPOLITAN TRANSPORTATION PLANNING  
IN THE CAPITAL DISTRICT**

WHEREAS, it is the purpose of this agreement to describe the responsibilities and procedures of the Capital District Transportation Committee (CDTC) to demonstrate how its metropolitan transportation planning process complies with the requirements of 23 CFR Part 450, Subpart C, and 49 CFR Part 613 Subpart A; and any other applicable Federal laws, regulations, orders, and guidance,

WHEREAS, the CDTC is the designated Metropolitan Planning Organization (MPO) for the geographic area contained within the "Metropolitan Area Boundary" for the Albany (NY) and Saratoga Springs (NY) urbanized areas.<sup>1</sup>

WHEREAS, the CDTC is responsible, together with the New York State Department of Transportation (NYSDOT) and the Capital District Transportation Authority (CDTA), the transit operator, for carrying out the requirements of Title 23, Section 134 of United States Code and related requirements of federal law.

WHEREAS, the CDTC was formed through agreements between New York State and each municipality in Albany, Rensselaer, Saratoga and Schenectady counties in 1964 and was designated as MPO for the Albany urbanized by the governor in 1975. CDTC was affirmed as the MPO for the Saratoga Springs urbanized area after Saratoga Springs' designation as an urbanized area over 50,000 in 2000.

WHEREAS, the CDTC is composed of elected and appointed officials from each of the four counties; from each of the eight cities in the four counties; from the NYSDOT; the CDTA; and the Capital District Regional Planning Commission (CDRPC); the New York State Thruway Authority (NYSTA); the Albany County Airport Authority; the Albany Port District Commission; the town of Colonie; and at-large members representing the area's towns and villages.

WHEREAS, CDTC serves as the primary public forum for objectively and comprehensively examining surface transportation and transportation-related issues in the defined metropolitan area and adopting regional transportation plans, programs and policies. Under 23 CFR Part 450.413, this agreement will describe the roles of the "MPO" CDTC, "State" NYSDOT, and the "transit provider" CDTA in the metropolitan planning process.

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<sup>1</sup> The Metropolitan Area Boundary is defined as the entireties of Albany, Rensselaer, Saratoga and Schenectady counties, with the exception of the town of Moreau, for which the Adirondack - Glens Falls Transportation Council serves as MPO.

## **I. THE ROLE OF THE CAPITAL DISTRICT TRANSPORTATION COMMITTEE**

There is strong support among CDTC members, notably NYSDOT and CDTA, to encourage best-practice planning in the Capital District. There is full recognition that the success of the MPO, the success of the state DOT and the success of the public transportation operator are mutually-dependent. This requires careful nurture of credibility and relevance of CDTC as the public forum for integrated metropolitan planning.

Thus, with the full support of its individual members collectively, CDTC will seek to go far beyond the role of a traditional MPO – that of a technically-competent staff supporting a forum serving as an honest broker of federal transportation funds. While meeting all federal statutes and regulations, CDTC as an institution will strive for sufficient credibility in the regional community to serve as a strong catalyst for transforming the generally-held perspective on transportation to one that is holistic (viewing transportation within its context), equitable (dispensing with jurisdictional or modal distinctions in identifying wise actions), sober (confronting the conflict between vision and budget constraints) and value-driven (acknowledging that decisions are made based on public policy and community priorities, not just upon quantified traveler benefit). In the Capital District, this perspective, in turn, will enable CDTC to pursue innovative practices and a broader agenda than most MPOs.

The benefits of an integrated planning process conducted through CDTC are recognized and appreciated by the NYSDOT and the CDTA; early, objective, integrated, cooperative exploration of issues results in policies, priorities, programs and projects that best serve the needs of the region.

CDTC will also take efforts to enhance the credibility of its decisions through major, successful efforts to engage "stakeholders" and other interested parties in the planning process. The New Visions effort was initiated in 1993 with the creative use of multiple task forces to address fundamental and potentially-controversial subjects. While that original effort received continued national attention for the depth and breadth of issues addressed in a technically-sound, participatory process, the open, exploratory New Visions process continues, extending, expanding and refining CDTC's plans and policies. In each effort, representatives from NYSDOT and CDTA play key roles.

A unique and critical aspect of the metropolitan planning process in the Capital District are the "Planning and Investment Principles" initially established to describe the core of CDTC's Congestion Management Process and then expanded to cover a wide range of metropolitan planning issues and adopted as regional policy by CDTC as part of the metropolitan transportation plan with full buy-in from all members, including NYSDOT and CDTA. CDTC will maintain a set of current principles and continue to seek consistency with all these principles in each and every action.<sup>2</sup>

The Community and Transportation Linkage Planning Program established in 2000 to help implement the New Visions plan is also intended to integrate multi-jurisdictional, multi-modal,

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<sup>2</sup> See <http://www.cdtempo.org/rtp2030/principles.pdf> for the adopted principles that serve as regional transportation policy.

multi-objective consideration. CDTC will strive to enhance its structured treatment of both land use and transportation planning and local and regional perspectives, its goal of achievable recommendations and its extensive coverage (54 study areas in 30 separate municipalities in the first eight years of the program) that have no parallel in the nation.

CDTC will maintain a dynamic membership structure and a flexible agenda. In recent years, CDTC expanded its policy board to afford permanent status to any municipality with a population exceeding 50,000 (effectively providing membership to the region's second-largest municipality, the town of Colonie). Upon notification that the Saratoga Springs Urbanized Area exceeded the threshold for MPO requirements based on 2000 Census data, CDTC received confirmation that CDTC will fulfill that mission for the newly qualified urbanized area. That confirmation was relatively straightforward; CDTC has included the city of Saratoga Springs as a full voting member since 1965 and covered the entirety of the new urbanized area within the defined CDTC "metropolitan area boundary" for planning and programming since passage of ISTEA.

The dynamic structure also allows CDTC to extend participation at the Planning Committee table to nine towns in addition to the eight cities and four counties traditionally serving on the committee.<sup>3</sup> Voting policy board membership now includes transit, thruway, port, airport and regional planning bodies in addition to the state department of transportation – an inclusiveness with few parallels.

As global events unfold in unanticipated ways, CDTC's responsive planning agenda will be vital to maintaining relevance of the MPO process to critical, real-world issues. Recent examples include CDTC's multiple joint efforts with the CDTA (resulting in, among other things, the NY 5 land use and transportation plan and Bus Rapid Transit implementation); assuming a unique role as a partner with the US Department of Energy, staffing and supporting the Capital District's Clean Communities Coalition; integrating alternative futures into mainstream regional planning; collaborating with the Center for Economic Growth, the Capital District Regional Planning Commission and the State University of New York at Albany on a comprehensive analysis of the fiscal impacts of alternative scenarios; and establishing both a diesel hybrid electric program for CDTA and a diesel fleet retrofit program for other fleets.

The continued refinement and extension of the New Visions metropolitan transportation plan<sup>4</sup> will reaffirm the principled and aspirational foundation on which CDTC's collaborative efforts are built. It will also raise the bar for the planning and implementation process by exploring additional principles and pursuing a raft of recommendations ranging from continuing an innovative approach to "big ticket" initiatives to implementing more ambitious public participation techniques. The continuing long-range metropolitan plan development effort will also continue to demonstrate the benefits of exploring the full cost of alternative land use and growth scenarios.

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<sup>3</sup> A quarterly regional planning roundtable currently provides a unique opportunity for local planners to share Linkage and other planning experiences, raising the quality of land use and transportation across the region. Participation is mandatory for Linkage study partners.

<sup>4</sup> The current New Visions plan has a horizon of 2030 and was adopted in October 2007; the metropolitan transportation plan is formally updated at a maximum of a four-year cycle.

## **II. THE ROLE OF NYSDOT IN THE MPO PROCESS**

NYSDOT is a full member of the CDTC Policy Board and Planning Committee and, to the extent practical, every CDTC working group and subcommittee. CDTC's decision-making process requires unanimity of all affected parties before MPO action can be taken. NYSDOT will actively contribute to and is co-responsible for the products of CDTC, namely UPWP, TIP, Metropolitan Transportation Plan and any other CDTC product that attains policy status.<sup>5</sup>

NYSDOT will contribute important information and perspective to the collective decisions of the CDTC, embracing the responsibilities of being both the owner/operator of the majority of the region's arterial and expressway system and the state agency responsible for overall transportation in New York. It works diligently to encourage the wisest actions at the CDTC table.

In the UPWP process, NYSDOT will (a) work with MPOs across the state to coordinate statewide planning with MPO activity; (b) consult with the MPOs in allocating federal planning funds; (c) suggest, when appropriate, planning emphasis areas for the MPOs; (d) coordinate UPWP development and grant management with federal partners; (e) participate at the CDTC table in the development of the CDTC two-year work program; and (f) commit Statewide Planning & Research funds and state funds and in-kind service, as appropriate, to advance the CDTC UPWP. Task-specific responsibilities among agency staffs (NYSDOT, CDTC, CDTA or other parties) may vary from task to task or year to year.

In the development of the metropolitan transportation plan (New Visions), NYSDOT will honor the role of CDTC as the forum for the adoption of and modification to the long-range plan. It will provide guidance in the development of CDTC resource estimates. CDTC will use any baseline forecasts that NYSDOT provides in its New Visions development work. Because long-range financial forecasts are far more speculative than short-range (TIP) values, CDTC may also consider alternative forecasts and possibilities. The definition of "reasonably anticipated revenues" for the fiscally-constrained plan will be defined in a way that is acceptable to NYSDOT. NYSDOT will also contribute in each and every subject area considered by CDTC and ensure consistency of the CDTC plan and the statewide plan.

In the TIP process, NYSDOT will honor the role of CDTC as the forum for adoption of and modification to the multi-year program of projects. As part of this, NYSDOT will initiate efforts to estimate federal highway funding levels for CDTC programming purposes by: (1) consulting with NY's MPO staffs on statewide funding assumptions and allocation formulas; (2) allocating these funds to NYSDOT regions; and (3) engaging at the regional level with CDTC and the Adirondack – Glens Falls Transportation Council to agree at the CDTC table on target fund levels by fund source (and by year, as appropriate) for the CDTC TIP. Because of the integrated, non-jurisdictional nature of the CDTC process, NYSDOT will submit its candidate TIP projects for consideration against other candidates at the CDTC table. Project selection for inclusion in the TIP is based upon the principles and budgetary emphasis of the (New Visions)

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<sup>5</sup> NYSDOT is a key party to any action adopted or endorsed by CDTC. Some CDTC products such as planning assessments may contain options or recommendations which are to be used as reference materials without formal adoption or endorsement.

metropolitan transportation plan, using the adopted screening, evaluation, public participation<sup>6</sup> and programming processes.<sup>7</sup> NYSDOT will maintain the Statewide Transportation Improvement Program and help identify appropriate funding offsets within the CDTC programming area and in other parts of the state to maintain fiscal constraint. NYSDOT will also exercise authority for "project selection from an approved TIP" per CDTC's adopted TIP procedures and administering federal highway contracts on behalf of itself and other project sponsors in the metropolitan area. As part of its contract administration function, NYSDOT will work with CDTC to maintain current project status information on both its and local sponsors' TIP projects.

NYSDOT will supply information on a regular basis to the CDTC staff to allow CDTC to meet its obligation to publish information on project obligations. Shortly after the close of the federal fiscal year, CDTC staff will contact NYSDOT Region I for prior year obligation information. CDTC staff will post this information on its web site.

NYSDOT will provide a critical function to the development of the TIP and metropolitan transportation plan by serving as the lead agency statewide for fulfilling transportation planning and programming requirements of the Clean Air Act. NYSDOT will work with the CDTC staff to ensure that the technical aspects of the Air Quality Conformity Determination submitted by CDTC are sound and that the plan and program are consistent with the State Implementation Plan for Air Quality.

### III. THE ROLE OF CDTA IN THE MPO PROCESS

The CDTA is a full member of the CDTC Policy Board and Planning Committee and, to the extent practical, every CDTC working group and subcommittee. CDTC's decision-making process requires unanimous consent from all affected parties before MPO action can be taken. CDTA will contribute to and is co-responsible for the products of CDTC, namely its UPWP, TIP, Metropolitan Transportation Plan and any other CDTC product that attains policy status.<sup>8</sup> Task-specific responsibilities among agency staffs (NYSDOT, CDTC, CDTA or other parties) may vary from task to task or year to year.

Given CDTC's decision-making process, CDTA will participate as a full member and contribute important information and perspective to the collective decisions of the CDTC, embracing the responsibilities of being both the owner/operator of the majority of the region's public transportation system and the designated recipient for federal transit assistance in the region. It will work diligently to encourage the wisest actions at the CDTC table.

<sup>6</sup> See <http://www.cdtempo.org/rtp2030/draftppp.pdf>

<sup>7</sup> See <http://www.cdtempo.org/tipdoc07/tip07.pdf>. In practice, CDTC looks to NYSDOT to propose a program of projects for the use of "non-competitive" funds such as Interstate Maintenance, and to propose its candidates to evaluate for prioritization for "competitive" fund sources such as (under current law) National Highway System, Surface Transportation Program, and Congestion Mitigation / Air Quality funds. Because of its unique role regarding bridge inspection, NYSDOT is also asked to propose a balance program of projects for Highway Bridge Rehabilitation and Reconstruction (HBRR) funds

<sup>8</sup> CDTA is a key party to any action adopted or endorsed by CDTC. Some CDTC products such as planning assessments may contain options or recommendations which are to be used as reference materials without formal adoption or endorsement.

In the UPWP process, CDTA will (a) participate at the CDTC table in the development of the CDTC two-year work program; (b) commit FTA formula funds and in-kind service, as appropriate, to advance the CDTC UPWP; and (c) serve as the CDTC staff's "host agency" for first-instance financing, staffing support and contractual requirements of the UPWP. Task-specific responsibilities among agency staffs (CDTA, CDTC, CDTA or other parties) may vary from task to task or year to year.

In the development of the metropolitan transportation plan (New Visions), CDTA will honor the role of CDTC as the forum for the adoption of and modification to the long-range plan. CDTA will contribute to the development of CDTC transit resource estimates. The definition of "reasonably anticipated revenues" for the fiscally-constrained plan will be defined in a way that is acceptable to CDTA. CDTA will also contribute in each and every subject area considered by CDTC.

In the development of the TIP, CDTA will honor the role of CDTC as the forum for adoption of and modification to the multi-year program of projects. As part of this, CDTA will initiate efforts to estimate federal transit funding levels for CDTC programming purposes by: (1) consulting with NYSDOT and FTA on funding assumptions and allocation formulas; (2) working with CDTC staff to prepare estimates to agree at the CDTC table on target fund levels by fund source (and by year, as appropriate) for the CDTC TIP. Because of the integrated, non-jurisdictional nature of the CDTC process, CDTA will submit its candidate TIP projects for consideration against other candidates at the CDTC table. Project selection for inclusion in the TIP is based upon the principles and budgetary emphasis of the (New Visions) metropolitan transportation plan, using the adopted screening, evaluation, public participation<sup>9</sup> and programming processes.<sup>10</sup> CDTA will also provide a critical role by exercising authority for "project selection from an approved TIP" per CDTC's adopted TIP procedures and executing FTA grants on behalf of itself and other recipients in the metropolitan area.

CDTA will also supply information on a regular basis to the CDTC staff to allow CDTC to meet its obligation to publish information on project obligations. Shortly after the close of the federal fiscal year, CDTC staff will contact CDTA for prior year obligation information. CDTC staff will post this information on its web site.

IN WITNESS WHEREOF, the [closing sentence for signatures]:

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<sup>9</sup> See <http://www.cdtempo.org/rtp2030/draftppp.pdf> for CDTC's adopted public participation policy and practices.

<sup>10</sup> See <http://www.cdtempo.org/tipdoc07/tip07.pdf>. In practice, CDTC looks to CDTA to propose a program of projects for the use of federal formula transit funds, and to propose candidates to evaluate for prioritization for "competitive" fund sources such as (under current law) National Highway System, Surface Transportation Program, and Congestion Mitigation / Air Quality funds.

Memorandum of Understanding between the  
Capital District Transportation Committee and the  
Adirondack / Glens Falls Transportation Council  
Regarding Air Quality Conformity Activities

**This agreement** clarifies the cooperation between the Capital District Transportation Committee and the Adirondack / Glens Falls Transportation Council regarding air quality conformity demonstration activities.

- Whereas,** the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA)* requires that Metropolitan Planning Organizations (MPOs) be established in each urbanized area of over 50,000 in population; and
- Whereas,** the Capital District Transportation Committee (CDTC) is the designated MPO for the Planning and Programming Area that includes the entirety of Albany, Rensselaer, and Schenectady Counties as well as nineteen of twenty Towns within Saratoga County; and
- Whereas,** the Adirondack / Glens Falls Transportation Council (A/GFTC) is the designated MPO for the Planning and Programming Area that includes the entirety of Warren and Washington Counties as well as the remaining one Town (Moreau) within Saratoga County; and
- Whereas,** the Clean Air Act (CAA) requires the United States Environmental Protection Agency (EPA) to establish the national ambient air quality standards (NAAQS) for various criteria air pollutants, and areas where air quality monitoring shows a violation of the NAAQS are designated "non-attainment"; and
- Whereas,** CAA §175(c) subjects non-attainment areas to the transportation conformity process, intended to coordinate transportation and air quality planning to ensure the implementation of Transportation Plans, Programs and Projects will not 1) cause or contribute to any new violation of the NAAQS, 2) increase the frequency or severity of any existing NAAQS violations, or 3) delay timely attainment of the NAAQS or any required interim emissions reductions or other milestones in any area; and
- Whereas,** a non-attainment area for ground-level ozone pollution in and around the greater Albany-Schenectady-Troy area has been designated and that designated area includes Saratoga County in its entirety; and
- Whereas,** by virtue of having respective Planning and Programming Areas that both include portions of the designated Capital District ozone non-attainment area, both CDTC and A/GFTC are required to demonstrate that their Plans, Programs and Projects do not interfere with the attainment of NAAQS; and



**Whereas,** CDTC and A/GFTC are committed to coordinating their Planning and Programming activities as is reasonable and necessary to produce consistency in results as well as to minimize unnecessary analyses and reporting requirements as a result of one another's actions, while recognizing that Planning and Programming cycles are at the discretion of the individual MPO; and

**Whereas,** to date, CDTC and A/GFTC have been successful in maintaining Transportation Improvement Program and Long Range Plan planning horizon dates that are consistent between the respective MPOs; and

**Whereas,** CDTC's Systematic Traffic Evaluation and Planning (STEP) travel demand model incorporates the geographic area that includes all of Saratoga County including the Town of Moreau; and

**Whereas,** because of this, A/GFTC relies upon CDTC to produce required regional emissions analyses and will continue to provide CDTC with data specific to the A/GFTC area that is required in order for CDTC to perform these comprehensive analyses; and

**Whereas,** A/GFTC will assume responsibility for any future modeling requirements that could result from the proposed inclusion of Warren and Washington Counties within the existing Capital District ozone non-attainment area; now

**Therefore,** CDTC and A/GFTC hereby reaffirm their continued commitment to coordination and consultation with regard to their individual Plans, Programs and Projects that affect the designated Capital District ozone non-attainment area.

\_\_\_\_\_  
Signature, CDTC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, A/GFTC

\_\_\_\_\_  
Date

## **Draft Operating Procedures**

### **COMMITTEE PRACTICES**

#### **Background**

The Capital District Transportation Committee has served continuously since 1964 as the public, inter-governmental entity responsible for fulfilling the metropolitan transportation planning provisions of federal law and regulation.

CDTC's existence is built upon the foundation of cooperative agreements between New York State and each municipality in Albany, Rensselaer, Saratoga and Schenectady counties. Legal agreements with the New York State Department of Transportation (NYSDOT) underpin the Capital District Transportation Authority's (CDTA's) role as CDTC's "host agency" for contractual and staff functions.

In addition, staff and financial activities are guided by a number of adopted operating procedures: these include procedures for: Consultant Selection, Financial Reporting and Administrative (staff) activities.

The operating procedures contained in this document pertain to CDTC's activities and actions as the Metropolitan Planning Organization. Primarily, the document enumerates practices that have been established either in writing through specific actions of CDTC or by precedent over the many years of CDTC activity. Committee Practices are described in terms of: (1) membership; (2) committee and subcommittee responsibility; (3) meetings and actions.

#### **Designation and Membership**

1. Current law and regulation require a "Metropolitan Planning Organization" (MPO) for any urbanized area over 50,000 and requires an enhanced process for "Transportation Management Areas" (TMAs) that exceed 200,000 in population. The Capital District Transportation Committee is the designated MPO for both the Albany urbanized area and the Saratoga Springs urbanized area. The Albany urbanized area is also a TMA.

2. CDTC's planning and programming jurisdiction as an MPO covers an area contained within a defined "Metropolitan Area Boundary" (MAB) which, at a minimum, must cover the geographic area expected to become urbanized over the next twenty years. With the concurrence of NYSDOT and the US Department of Transportation (USDOT), CDTC's current MAB includes the entire four-county area with the exception of the town of Moreau in Saratoga County. Moreau falls within the jurisdiction of the Adirondack - Glens Falls Transportation Council for MPO activity.

3. CDTC's membership structure is modified when appropriate to meet changing circumstances. Membership changes are made through action of the Committee (the Policy Board).
4. CDTC's current membership has emerged from its original 1964 structure and additions from time to time over the past 45 years. Voting membership totals 25 and includes:
  - a. Chief elected officials of Albany County (county executive and chair of the county legislature), Rensselaer County (county executive and chair of the county legislature), Saratoga County (chair of the county board of supervisors) and Schenectady County (chair of the county board of representatives).[total 6]
  - b. An additional member from both Saratoga and Schenectady counties. [2]
  - c. Chief elected officials (mayors) of the region's eight cities: Albany, Cohoes, Watervliet; Rensselaer, Troy; Mechanicville, Saratoga Springs; Schenectady. [8].
  - d. Chief elected officials of all other municipalities over 50,000 in population, as defined by the US Census Bureau. Currently, this list is limited to the supervisor of the Town of Colonie. [1]
  - e. Designated representative of the New York State Department of Transportation.[1]
  - f. Designated representative of the Capital District Transportation Authority.[1]
  - g. Designated representative of the Capital District Regional Planning Commission.[1]
  - h. Designated representative of the New York State Thruway Authority.[1]
  - i. Designated representative of the Albany County Airport Authority.[1]
  - j. Designated representative of the Albany Port District Commission.[1]
  - k. Two at-large representatives of towns and villages located within the MAB, as appointed by action of the Policy Board.[2]
5. Advisory membership is established by action of the Policy Board. Advisory membership is currently provided to a designated representative of the Federal Highway Administration, a designated representative of the Federal Transit Administration, and to the regional director of the New York State Department of Transportation (if he or she is not the NYSDOT voting member).
6. Members identified as "chief elected officials" are members of CDTC automatically upon assuming the duties of their office. Individuals assuming the function in an "acting" capacity due to the departure or incapacity of the chief elected official are automatically members of CDTC.
7. The second voting members from Saratoga and Schenectady counties are to be named by the respective counties in any manner acceptable to those counties; CDTC must be notified in writing of designations.
8. Agencies with "designated representatives" on the Policy Board may name these individuals in any manner acceptable to them; CDTC must be notified in writing of designations.

9. With the exception of the appointed town and village at-large representatives, all other members may designate alternates to represent them, with voting privileges, at Policy Board meetings; CDTC must be notified in writing of designations. Designation of alternates may be for a specific meeting or for a continuous period. Upon change in membership at the Policy Board, CDTC staff will request confirmation of both alternate representation and Planning Committee representation. Existing alternates and Planning Committee representatives will continue to serve until the staff is notified of a change.

10. It is CDTC's practice to rotate participation as at-large town and village representatives to give many interested town supervisors and village mayors an opportunity to serve on the Policy Board. The term is intended to be one year as an alternate member, followed by one year as voting member. There is no automatic rotation or prohibition against individuals serving more than once.

11. A Nominating Subcommittee is appointed by the Chair to supply nominations of at-large town and village representatives for consideration by the Policy Board on an annual basis. Every effort is given to filling alternate member positions and voting member positions with town supervisors or village mayors that provide coverage of all four counties. (That is, one "slot" for each of the counties.)

12. The Nominating Subcommittee also supplies nominations for officers of the Policy Board for consideration by the Policy Board on an annual basis. Nominations are provided for chair, vice-chair and secretary. There is no required rotation. Tradition has the regional director of the NYSDOT serve as CDTC secretary; this is reviewed annually as part of the election of officers.

13. The role of CDTC chairman or chairwoman is to preside over Policy Board meetings; preside over Administrative & Financial Standing Subcommittee meetings; annually appoint members of the A & F and Nominating Subcommittees; and represent CDTC in various meetings and forums. The role of CDTC vice-chairman or vice-chairwoman is to serve in place of the chairman or chairwoman as necessary. The role of the CDTC secretary is to submit the minutes of the Policy Board meetings.

### **Committees, Subcommittees and Responsibilities**

1. The Committee, or Policy Board, with the members defined above, is in the strictest sense the "Capital District Transportation Committee". All plans, policies and actions of CDTC require Policy Board action, either explicitly or by virtue of explicit delegation of authority to the Planning Committee, Administrative & Financial Standing Subcommittee, staff or others.

2. The Planning Committee serves as the technical counterpart to the Policy Board. Its role is to meet and discuss issues that will be brought to the Policy Board for consideration; and to meet, discuss and take action on issues for which MPO authority has been delegated by the Policy Board to the Planning Committee. The extent of standing delegated authority over the Unified Planning Work Program is contained in adopted UPWP Operating Procedures; the extent of standing delegated authority over the Transportation Improvement Program is contained in the adopted TIP narrative. It is the role of each Planning Committee member to contribute to the

deliberations of the Planning Committee from the perspective of his or her agency or municipality while also representing the needs of stakeholders not present and seeking the wisest action by the CDTC to address the needs of the entire region.

3. Membership on the Planning Committee parallels that on the Policy Board. Voting membership totals 20 and includes:
  - a. Designated representative from each county (Albany, Rensselaer, Saratoga and Schenectady).
  - b. Designated representative from each city (Albany, Cohoes, Watervliet; Rensselaer, Troy; Mechanicville, Saratoga Springs; Schenectady.)
  - c. Designated representative from any other municipality over 50,000 in population as defined by the US Census Bureau. Currently, this list is limited to the town of Colonie.
  - d. Designated representative of the New York State Department of Transportation.
  - e. Designated representative of the Capital District Transportation Authority.
  - f. Designated representative of the Capital District Regional Planning Commission.
  - g. Designated representative of the New York State Thruway Authority.
  - h. Designated representative of the Albany County Airport Authority.
  - i. Designated representative of the Albany Port District Commission.
  - j. An at-large member representing other towns and villages within the MAB.
4. Planning Committee members representing chief elected officials are designated in writing by those Policy Board members. Agencies with "designated representatives" on the Policy Board may name Planning Committee members in any manner acceptable to them. In the case of Albany County and Rensselaer County, the Planning Committee designation must address the interests and concerns of both the executive and legislative Policy Board members.
5. Advisory membership is established by action of the Policy Board. Advisory membership is currently provided to a designated representative of the Federal Highway Administration, a designated representative of the Federal Transit Administration, a designated representative of the New York State Department of Conservation, and the CDTC staff director.
6. With the exception of the appointed town and village at-large representative, Planning Committee members may designate alternates to represent them, with voting privileges, at Planning Committee meetings; CDTC must be notified in writing of designations. Designation of alternates may be for a specific meeting or for a continuous period. Upon change in membership at the Planning Committee, CDTC staff will request confirmation of alternate representation. Existing alternates will continue to serve until the staff is notified of a change.
7. The Nominating Subcommittee of the Policy Board also supplies nominations for the at-large Planning Committee member (and alternates) for consideration annually by the Policy Board. There is no required rotation of at-large Planning Committee representation. There is no limit to the number of alternate town and village representatives; practice has been to extend alternate membership to all towns and villages who wish to actively participate in Planning Committee activities.

8. Officers of the Planning Committee are chair, vice-chair and secretary. The chairman or chairwoman and vice-chairman or vice-chairwoman is elected annually by means of nominations and action from the floor of the Planning Committee. There is no required rotation. By tradition, the CDTC staff director serves as Planning Committee secretary.

9. The role of Planning Committee chairman or chairwoman is to preside over Planning Committee meetings and represent CDTC in various meetings and forums. The role of CDTC vice-chairman or vice-chairwoman is to serve in place of the chairman or chairwoman as necessary. The role of the CDTC secretary is to submit the minutes of the Planning Committee meetings.

10. The Administrative & Financial Standing Subcommittee (A & F) is a formal subcommittee of the Policy Board and serves a role regarding CDTC staffing and staff operations similar to the role the Planning Committee serves regarding CDTC's plans, policies and programs. The A & F's role is to meet and discuss issues that will be brought to the Policy Board for consideration; and to meet, discuss and take action on issues for which MPO authority has been delegated by the Policy Board to the A & F. Based on other adopted operating procedures, the A & F's delegated responsibilities include: annual staffing plans; annual review of CDTC staff titles, salaries and other compensation; and approval of administrative and task-specific contracts.

11. As noted earlier, members of the A & F are appointed by the Policy Board chair; there is no required rotation. Officers on the Policy Board also serve as officers of the A & F.

12. The role of the Nominating Subcommittee has been described above; namely, to supply nominations for consideration by the Policy Board regarding Policy Board officers, Policy Board at-large representation, and Planning Committee representation.

13. Other committees, subcommittees, task forces and working groups have been established by the Policy Board or Planning Committee for continuous or task-specific purposes. Additional ones may be established in the future. Each such group is established either to help CDTC carry out adopted plans and policies or to explore issues and articulate choices for consideration for action by CDTC. These groups are not authorized to establish CDTC policy or speak for CDTC except to the extent that authority has been explicitly delegated to them. Such groups serve to extend the public outreach and technical and policy competency of the Planning Committee in order to better highlight issues and enumerate policy choices for CDTC. Typically, the products of such groups are integrated into other products of CDTC through Planning Committee recommendations to the Policy Board.

### **Meetings and Actions**

1. CDTC desires to honor open meetings laws and federal requirements for public access to all meetings.

2. CDTC maintains an adopted public participation policy that describes its specific outreach and public access practices.
3. CDTC meetings are guided by Robert's Rules of Order. Deviation from these rules requires consent of members present at the meeting.
4. CDTC will take an action through means other than at a public meeting only to address emergency circumstances in which the time required to organize and hold a meeting would cause significant financial burden or risk public health and safety. Determination of the presence emergency circumstances is made by the CDTC chair or Planning Committee chair, as appropriate.
5. CDTC works to ensure that all its actions are consistent with the set of adopted planning and investment principles contained in its regional transportation plan. The adopted principles serve as a "yardstick" against which to measure the merit of candidate actions.
6. At all meetings, a quorum is provided by the presence of greater than 50% of current members or designated alternates. (Unfilled membership slots are not considered members for the purpose of this calculation.) Informal meetings can be conducted without a quorum, but no official action may be taken without a quorum.
7. At all meetings, CDTC operates by consensus, defined as unanimity of all affected voting members. When unanimity is not present, action is deferred and the matter is further explored to resolve the issues or identify an alternative action. Abstentions do not necessarily prevent consensus, but the presence of many abstentions may indicate lack of consensus. The presence or absence of consensus is determined by the chair.
8. A consensus requirement is a backbone of CDTC's process. It successfully avoids the pitfalls of majority voting, proportional voting and other voting methods and successfully integrates the concerns of local government officials with those of transportation providers by assigning significant importance to the concerns of all members.
9. CDTC holds Planning Committee meetings on a regular published schedule with additional meetings added as necessary to produce recommendations in advance of scheduled Policy Board meetings.
10. The Administrative & Financial Standing Subcommittee meets as necessary throughout the year.
11. The Nominations Subcommittee typically meets only once.

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

## **STAFF ACTIVITY REPORT October 12, 2009 to December 6, 2009**

### **A. ADMINISTRATION**

1. The proposed 2010 CDRPC budget has been prepared.
2. Information about the specific tasks CDRPC is involved in or has recently completed on behalf of each of the counties has been provided to the County Executives.

### **B. REGIONAL PLANNING**

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

1. The staff responded to approximately 90 call-in and e-mail data requests during the reporting period.
2. CDRPC changed domain hosts for its web site from Earthlink to Network Solutions, so the web statistics for the new host are not comparable with previous data. However, the web site has received over 690,000 page hits to date in 2009. CDRPC has received very positive feedback about the amount and type of data available from its web site.
3. The staff continues to update and maintain its GIS, and to provide GIS products and services to local governments, agencies and citizens on request. As part of this effort, staff developed a series of regional maps that depict the development of the Capital District from 1945 to 2006, which can be viewed at [http://cdrpc.org/GIS/CDR\\_Development\\_1945-2006.pdf](http://cdrpc.org/GIS/CDR_Development_1945-2006.pdf)
4. 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.
5. Staff support continues to provide statistical support for the preparation of an Affordability Housing study for Saratoga County under the direction of CARES.
6. In preparation for the 2010 Census, staff submitted a grant application to the Department of State to assist in the 2010 education and outreach campaign. In the meantime, staff continues to respond to municipal and county questions regarding LUCA appeals and other Census preparations.
7. CDRPC is taking a leading role in facilitating the discussions and participating in a statewide effort among the Affiliate Data centers to standardize the display of American Community Survey (ACS) data and create guidance materials on the use and interpretation of American Community Survey tables. A presentation on CDRPC efforts associated with the ACS will be made at the Commission meeting (See Memo 9-27).



## ***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. Reviews have been completed.
2. Staff has drafted sustainable development goals for NYS DEC's Mohawk River Basin Action Agenda, which have been incorporated into the document. Staff will be serving on an advisory committee of a Mohawk River Watershed Plan being carried out by a consortium of soil and water conservation districts (pending grant approval).
3. CDRPC submitted an application for NYSDEC's 604b's share of the ARRA Clean Water Funding in conjunction with the Hudson Valley Regional Council and the Hudson River Watershed Alliance, however the grant was not approved.
4. 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. The Joint Venture Team has requested a project extension to September 1, 2010 due to additional sampling and modeling activities. A Public meeting was held on November 10, 2009. (See Memo 09-28)

### **TRANSPORTATION AND LAND USE**

1. The staff continues to participate on CDTC's Planning Committee, Bike/Ped Taskforce, and the Regional Linkage Forum.
2. Staff continues to participate on various advisory committees as part of the CDTC Linkage Grant Program.
3. CDRPC staff has completed their portion of the work developing a local sustainable development planning guidebook, which is being funded under the CDTC UPWP. The guidebook will highlight exemplary smart growth planning projects throughout the region. The document is being finalized by CDTC staff. Preparations are underway with interested organizations in the region to establish educational training sessions on sustainable practices.
4. Staff is participating on an advisory committee guiding the CDTA Western Avenue BRT study.

### **Technical Assistance**

1. The school enrollment projections for Shenendehowa School District have been completed and submitted to the School District. School enrollment projections for the Ballston Spa School District are under development. CDRPC has been contacted by the

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

Albany City School District, Halfmoon-Waterford School District and Schodack School District regarding preparing enrollment projections in 2010.

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

1. The Juvenile Detention facility utilization rate (based on the 16 bed facility) was 73.6% for the month of October 2009 and 91.5% for the month of November 2009.
2. Billings to the counties using the facility were computed and sent out through November 2009.
3. The 2010 Per Diem and Budget estimates have been prepared for review by the CDYCI Board.
4. An energy conservation study to identify energy saving measures for the juvenile detention facility was completed. The study was prepared by Malcolm Pirnie under the direction of NYSERDA. A presentation of the study findings will be made at the December CDYCI Board meeting.

### **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 become available.
2. The Foreign-Trade Zone expansion application was completed and submitted to the Foreign-Trade Zones Board on 10/20/09. A summary of the application was published in the Federal Register on 11/10/09 and the public comment period will end on 1/11/10. A similar summary was also published as a legal notice in the six newspapers which serve the 10-county service area. We're hoping for a favorable ruling on the application by the end of July, 2010.
3. The May/June 2009 issue of *Capital District Data*, with the 2007 Municipal and School District finance data and the Census Bureau's 2008 population estimates by minor civil division, was prepared, printed, mailed, and posted online ([http://cdrpc.org/v32\\_n3.pdf](http://cdrpc.org/v32_n3.pdf)).
4. The July/August 2009 issue of *Capital District Data*, with 3/07-2/08 county taxable sales data was prepared, printed, mailed, and posted online ([http://cdrpc.org/v32\\_n4.pdf](http://cdrpc.org/v32_n4.pdf)).
5. The September/October 2009 issue of *Capital District Data*, with 2007 county migration data was prepared, printed, mailed, and posted online ([http://cdrpc.org/v32\\_n5.pdf](http://cdrpc.org/v32_n5.pdf)).

### **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.

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

### **C. MEETINGS:**

- 10/13/09 Ferraro & Shannon: Albany County Sewer tour.
- 10/14/09 Ferraro: NYSARC Executive Director's meeting in Syracuse.
- 10/14/09 Shannon: Center for Watershed Protection Stormwater Retrofit webinar.
- 10/16/09 Shannon: Saratoga County MS4 meeting on CBI Stormwater Database Systems.
- 10/16/09 Ferraro: Leadership Tech Valley Panel participant.
- 10/16/09 Fabozzi: Albany County Water Quality Coordinating Committee meeting.
- 10/20/09 Fabozzi: CDTC Bike/Ped Taskforce meeting.
- 10/21/09 Ferraro: Regional Transportation Coordination Committee meeting.
- 10/21/09 Ferraro: Saratoga Rural Preservation Company Board meeting.
- 10/22/09 Shannon: Albany County Stormwater Coalition meeting.
- 10/22/09 Ferraro: Regional Coordination Council meeting.
- 10/26/09 Ferraro & Fabozzi: Meeting with Stakeholders regarding outreach programs.
- 10/27/09 Ferraro & Shannon: Meeting with Albany City School District regarding enrollment projections.
- 10/27/09 Fabozzi: Meeting to develop/edit the Albany County Water Quality Strategy.
- 10/28/09 Ferraro & Shannon: CSO meeting with ACSD, APJVT and City of Albany.
- 10/28/09 Shannon: Digital Towpath Stormwater Module workshop.  
King: Meeting with Jeff Williams, Town of Halfmoon, to discuss building activity.
- 10/29/09 Ferraro & Wardle: Meeting with Andrew Westcott, Albany Port CBP Director, and Mike Murphy & Susan Peterson of his staff to explain the FTZ application.
- 11/2/09 Ferraro: NYS DOS Training Network Partners meeting.
- 11/4/09 Fabozzi: CDTC Planning Committee meeting.
- 11/4-11/6/09 King & Shannon: NYS Data Affiliate Conference.
- 11/10/09 Fabozzi: CDTC Bike/Ped Taskforce meeting.

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

- 11/10/09 Ferraro, King & Shannon: CSO Public Meeting.
- 11/12/09 Shannon: Saratoga County MS4 Coordinators' meeting.
- 11/12/09 Shannon: Saratoga County WQCC meeting.
- 11/13/09: Ferraro: Capital District Library Council Board meeting.
- 11/14/09 Fabozzi: Presentation on regional growth issues at the NYS EMC state conference in Watkins Glen.
- 11/16/09 King: Meeting with Shenendehowa School District to discuss projections.
- 11/18/09 Ferraro& Fabozzi: Meeting with town of Malta officials regarding growth issues.
- 11/18/09 Ferraro, King & Shannon: ACS Multi-Year Estimates webinar.
- 11/19/09 Fabozzi: Schenectady Gateway Linkage study committee meeting.
- 11/19/09 Shannon: Albany County Stormwater Coalition meeting.
- 11/19/09 Ferraro: Regional Coordinating Council meeting.
- 11/20/09 Ferraro: Albany Comprehensive Plan focus group meeting.
- 11/20/09 Fabozzi: Albany County Water Quality Coordinating Committee meeting.
- 11/24/09 Ferraro: Saratoga Rural Preservation Company Board meeting.
- 11/24/09: Ferraro: School Enrollment Projections presentation to the Shenendehowa School Board.
- 11/25/09 Ferraro: Meeting with NYS DEC re: CSO Project Extension request.
- 11/30/09 Ferraro: Shenendehowa Futures Committee meeting.
- 12/01/09 Fabozzi: CDTC Regional Linkage Forum meeting.
- 12/02/09 Shannon: Schenectady County WQCC meeting.
- 12/02/09 Shannon: Regional MS4 training meeting.
- 12/03/09 Ferraro: Albany County 10 Year Plan to End Homelessness Executive Committee meeting.