



FTZ #121

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

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

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

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Vice Chair
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John Graziano, Jr.
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James D. Shaughnessy
Michael Stammel

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Fred Acunto
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Schenectady County
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Assistant Planner
Joanna H. King

Office Manager
Donna M. Reinhart

COMMISSION MEETING

8:30 am, Wednesday, July 21st, 2010
CDRPC Office
One Park Place
Albany, New York
453-0850

AGENDA

1. Welcome/Introduction of Guests
2. May 19, 2010 Meeting Minutes*
3. Financial Statement through June 30, 2010 (Memo #10-18)*
4. 2009 Audit Report, Presentation by the Bonadio Group (Memo #10-19)*
5. 2011 Proposed Preliminary Budget (Memo #10-20)*
6. Status Report on the Foreign-Trade Zone Alternative Site Framework Application (Memo #10-21)
7. Combined Sewer Overflow Long Term Control Plan Update (Memo #10-22)
8. HUD Sustainable Communities Regional Planning Grant Program (Memo #10-23)
9. Staff Activity Report
10. Other Business
11. Next Meeting Date/Time: October 20, 2010 @ 8:30 AM

*Requires Formal Board Action

COMMISSION MEETING

May 19, 2010
CDRPC Conference Room
One Park Place, Suite 102
Albany, New York 12205

MINUTES

PRESENT: John Graziano, Lucille McKnight, Michael Whalen, Judy Breselor, James Shaughnessy, Philip Barrett, Jason Kemper, John Murray, Paul Sausville, Barbara Mauro, David Vincent

ABSENT: Willard Bruce, Stan Brownell, Leon Fiacco, Michael Stammel, Fred Acunto, Robert Godlewski, Gary Hughes, Michael Petta

PRESIDING: Phil Barrett, Chair, called the meeting to order at 8:30 am.

1. Welcome/Introduction of Guests

Jean Sheviak, Executive Director of the Capital District Library Council

2. March 17, 2010 Meeting Minutes

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

Action Taken

Lucille McKnight made a motion to approve the minutes, and Jim Shaughnessy seconded. The minutes were approved unanimously.

3. Financial Statement through April 30, 2010

The financial statement represents activities through April 30, 2010. The revenues are at 38% and the expenses are at 30.9%. There is approximately \$115,600 cash in the bank and outstanding receivables totaling just over \$131,000.

The first quarter invoices were sent out to the appropriate billing agencies for CDYCI, CSO, Water Quality, and the UPWP work programs.

Bonadio & Company has begun work on the 2009 Audit. A report will be presented to the Board at the July Commission meeting.

Action Taken

Lucille McKnight made a motion to approve the Financial Statements as presented and John Graziano seconded. The motion was approved unanimously.

4. Presentation by Jean Sheviak, Executive Director of the Capital District Library Council

The Capital District Library Council is one of nine regional Reference, Research, and Resources (3Rs) Library Council in New York State. CDLC provides programs and services to over 500 academic, public, school, and hospital, and special service libraries in Greater Capital Region. The CDLC provides infrastructure and information services to the libraries of ten upstate counties.

Jean Sheviak, Executive Director of the Capital District Library gave the Board a brief presentation of what CDLC brings to the community and programs and services they offer.

Some of the programs and services Jean mentioned that CDLC offers are *Documentary Heritage Program, Hospital Library Service Program, Medical Information Services Program, Cataloging Services, Digital Collections, Regional Automation, Resource Sharing*.

CDLC also brings to the community interlibrary loan, region-wide borrowing privileges, web catalogs, historical documents through the web, and networking and educational activities for library interest groups at all levels.

Paul Sausville inquired about the role libraries will play in twenty years given the major changes that are happening in the way the public gathers information and what may be the financial implications. Jean stated that libraries have been a gateway for information and that role will continue. The primary role of librarians is to teach people how to find what they need in the best way possible.

Librarians are now teaching children in elementary schools information technology techniques and it's become clear in studies that students who learn these techniques early on do much better in school in general. The children learn how to evaluate information, which helps them write better reports and research papers.

The funding issues are very challenging. Libraries are available to everyone regardless of economics. Libraries provide internet access and computer usage to inner city children who would not otherwise have those resources available to them. Libraries are unlikely to charge for services since it may limit access to only those who can afford the service.

5. Proposed Amendment to the Foreign-Trade Zone Alternative Site Framework Application

The Executive Committee met on April 28, 2010 with Mike Russo, US Government Relations & Regulator Affairs and Shelby Schneider, Economic Development and Empire Zone Specialists for Saratoga Economic Development Corporation to discuss the inclusion of GlobalFoundries within an amended Foreign-Trade Zone Alternative Site Framework application.

The Executive Secretary of the FTZ Board strongly recommended that CDRPC consider amending the ASF application to include GlobalFoundries. The FTZ Board staff was concerned that without the inclusion of GlobalFoundries, the economic rationale for a Magnet site at Luther Forest would be greatly reduced.

GlobalFoundries and the Saratoga County IDA have provided all the necessary documentation for inclusion within the ASF application.

The application has been submitted to the FTZ Board and a docket number has been assigned to the amended application and it will appear shortly in the Federal Register for a 30 day comment period. CDRPC will be advertising the proposed amended application in the legal section of the Saratogian.

Rocky is requesting Commission approval on the resolution for submittal to the Executive Secretary to the FTZ Board amending our application to permit the establishment of five magnet sites: the Port of Albany, Northeast Industrial Park, Florida Business Park Extension, Luther Forest-STEP, and Rotterdam Industrial Park.

Action Taken

John Murray made a motion to accept the proposed amendment and Paul Sausville seconded. The motion was accepted unanimously.

6. Department of Housing & Urban Development Sustainable Communities Initiative

The Dept of Housing & Urban Development (HUD) published the Sustainable Communities Planning Grant Program Advance Notice and Request for Comment. The notice indicated that HUD intended to make \$100 million available for a new Sustainable Communities Planning Grant Program. HUD, EPA and DOT have formed the Partnership for Sustainable Communities and have committed to work together to coordinate policies and programs that support six Livability Principles.

Grant awards may not exceed \$5 million per recipient for areas with populations over 500,000 such as the Capital Region. A 20% match is required.

CDRPC is interested in applying for money under this program once a Notice of Funding Available is released by HUD. The Notice of Funds Available was to be issued in April 2010, however it has been delayed to late May, 2010. CDRPC and CDTC staff have held a series of meetings with our regional partners and representatives from each of the county planning departments to come up with ideas should we decide to submit an application. Grant monies would be sought to augment the New Visions plan in a manner that is consistent with the Livability Principles and would assist communities in the Capital Region with their development decision making process.

Rocky is requesting Commission approval to submit a grant proposal under the HUD Sustainable Communities Initiative.

Action Taken

John Murray made a motion to authorize the Executive Director to submit the grant proposal and Judy Breselor seconded. The motion was approved unanimously.

7. Update on CDRPC Census Activities and Response Rates

The Mail Participation Rate is the percentage of Census forms mailed back by households receiving them. The response rate for three of the four counties beat their 2000 rates by a minimum of 2 percentage points however, Schenectady County declined by 2 percentage points. 52 of the Region's 78 municipalities matched or beat their 2000 Mail Participation Rates and 41 of the 78 municipalities had Participation Rates of 80% or more in 2010, up from 23 municipalities in 2000. The Census Bureau is in the process of contacting all housing units that did not return a completed form to ensure everyone gets counted.

CDRCP received \$34,000 from DOS to assist in the education and outreach activities for the 2010 Census and staff is finishing up those activities at this point.

John Murray inquired if overall our participation rates were above the national average. Rocky stated that all four counties were above both the National average, which is 72% and the State which is 67%. The census tracts around the college campuses in the area had a significant increase in participation rates. SUNY Albany increased from 39% in 2000 to 75% in 2010. Union College increased its rate by three percentage points, while RPI campus went from 59% to 64%. The Russell Sage College increased its rate from 59% to 62%.

John Murray inquired why in several cases the village rates went down while in most cases the Town rates went up. Rocky stated that many of the town clerks in the rural communities, in particular, were much more aggressive in 2010 to make sure residents received the census forms.

Mike Whalen mentioned that the rural and urban areas are usually undercounted while suburban areas are generally more accurately counted.

Deb Shannon added that if housing units are on the master address file and are either a PO Box or city style address where mail can be delivered, the Census Bureau knows the housing units exist. If the census forms are not returned the Census Bureau will visit the housing units to make sure they are counted. The Census Bureau will attempt three site visits and two phone calls to get the completed Census form in order to insure an accurate count as possible.

8. Combined Sewer Overflow Long Term Control Plan Update

A meeting was held with DEC on Monday, March 15, 2010 to reply to comments on Receiving Water Quality Models Report. The Albany Pool Joint Venture Team is

currently preparing a response to DEC's request for additional data to address concerns about bacteria from the CSO's at selected tributaries.

9. **Staff Activity Report**

Rocky informed the Board that the CDRPC website now has the Cost of Living Calculator posted and is available to measure living cost differences among 320 urban areas in the United States.

10. **Other Business**

There was no other business at this time.

11. **Next Meeting Date**

The next Commission meeting will be held July 21, 2010 at 8:30am.

Adjournment

John Murray made a motion to adjourn the meeting and Barbara Mauro seconded. The motion was accepted unanimously.

Respectfully submitted,

Barbara Mauro

Barbara Mauro

Vice Chair



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MEMORANDUM (#10-19)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: July 14, 2010

Re: FY-2009 Audit Report

Enclosed for your review and approval is the FY-2009 Audit Report prepared by the accounting firm Bonadio & Co. LLP.

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

Board action is requested to approve the 2009 Audit Report.



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MEMORANDUM (#10-18)

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To: Commissioners
From: Rocky Ferraro, Executive Director
Date: July 14, 2010
Re: Monthly Financial Statement

Enclosed for your review and approval are the current financial statements through June 2010. Through the first six months of the fiscal year, revenues are at 51.6% of the budgeted amount and expenses are at 46.2%.

Second quarter invoices were sent to the counties along with the appropriate billing agencies for the CDYCI, Combined Sewer Overflow, Water Quality, and the UPWP (Transportation) work programs.

As noted on the Statement of Financial Condition, on June 30th we had approximately \$89,000 cash in the bank and outstanding receivables totaling over \$109,000. We also have five Certificates of Deposit as noted on the table below:

CD #	Value	Expires
409598	\$ 31,200.00	January 13, 2011
000224	\$ 21,194.36	April 17, 2011
411796	\$ 21,521.22	July 30, 2010
605899	\$ 30,487.66	November 12, 2010
000216	\$ 32,744.73	December 10, 2010
Total: \$137,147.97		

CDRPC 2010 Income Statement

Account	Rev. Budget	May 10	Jun 10	Year-to-Date	Balance	YTD %
2010 REVENUE						
R2390.1 Albany County	\$ 76,197.00	\$ -	\$ -	\$ 38,098.50	\$ 38,098.50	50.0%
R2390.2 Rensselaer County	39,458.00	-	-	19,729.00	19,729.00	50.0%
R2390.3 Saratoga County	51,900.00	-	-	25,950.00	25,950.00	50.0%
R2390.4 Schenectady County	37,911.00	-	-	18,955.50	18,955.50	50.0%
R2401.0 Interest & Earnings	1,500.00	18.01	15.52	139.34	1,360.66	9.3%
R2770.1 Miscellaneous	100.00	-	-	-	100.00	0.0%
R2770.3 Contractual Services	25,000.00	-	-	-	25,000.00	0.0%
R2770.4 FTZ#121	25,000.00	-	-	18,750.00	6,250.00	75.0%
R2770.5 Conferences	6,000.00	300.00	350.75	5,060.75	939.25	84.3%
R2770.6 CDYCI	75,000.00	-	18,750.00	37,500.00	37,500.00	50.0%
R3900.3 Empire State Dev.	-	-	-	-	-	
R3900.4 Other NYS Aid (DOS)	34,000.00	-	12,760.24	34,856.99	(856.99)	102.5%
R3900.6 CSO Project	67,000.00	-	13,044.05	29,289.66	37,710.34	43.7%
R4000.2 EDA	70,000.00	-	11,035.46	35,094.50	34,905.50	50.1%
R4000.3 Water Quality	54,000.00	-	12,006.40	29,082.20	24,917.80	53.9%
R4000.4 UPWP	110,000.00	-	23,992.58	54,939.18	55,060.82	49.9%
<i>Gross Revenue</i>	\$ 673,066.00	\$ 318.01	\$ 91,955.00	\$ 347,445.62	\$ 325,620.38	51.6%
2010 EXPENSE						
E.1010 Salaries	\$ 372,000.00	\$ 30,970.10	\$ 30,970.10	\$ 183,268.79	\$ 188,731.21	49.3%
E.1030 Temporary Services	11,500.00	-	-	1,976.00	9,524.00	17.2%
E.2010 Office Equipment	5,000.00	338.00	169.00	1,385.98	3,614.02	27.7%
E.2020 Furniture & Furnishings	1,000.00	-	-	-	1,000.00	0.0%
E.4020 Workshops & Conferences	6,000.00	-	-	5,245.00	755.00	87.4%
E.4030 Consultant Services	11,000.00	5,075.00	3,945.25	10,054.00	946.00	91.4%
E.4040 Agency Memberships	5,000.00	-	2,000.00	3,450.00	1,550.00	69.0%
E.4051 Computer Supplies/Software	5,500.00	-	21.25	4,342.01	1,157.99	78.9%
E.4055 Data Purchases	500.00	-	-	150.00	350.00	30.0%
E.4060 Equipment Maintenance	2,000.00	-	-	356.03	1,643.97	17.8%
E.4070 Office Supplies	3,500.00	65.45	100.87	891.32	2,608.68	25.5%
E.4080 Books & Journals	750.00	89.00	-	240.87	509.13	32.1%
E.4090 Printing & Publishing	7,500.00	104.86	504.98	2,025.72	5,474.28	27.0%
E.4110 Rent	66,000.00	4,736.75	5,394.91	34,384.06	31,615.94	52.1%
E.4120 Telephone	3,500.00	290.09	290.09	1,799.70	1,700.30	51.4%
E.4121 Internet	3,000.00	36.85	196.35	443.58	2,556.42	14.8%
E.4130 Travel	11,000.00	412.50	1,804.28	2,976.78	8,023.22	27.1%
E.4140 Equipment Repairs	500.00	-	174.55	174.55	325.45	34.9%
E.4150 Postage	3,500.00	-	176.15	1,789.98	1,710.02	51.1%
E.4160 Miscellaneous	1,878.00	-	20.00	273.48	1,604.52	14.6%
E.4170 Payroll Services	1,800.00	132.46	132.46	887.76	912.24	49.3%
E.4190 Contingent Fund	1,000.00	-	-	-	1,000.00	0.0%
E.4200 Insurance-General	1,500.00	-	-	1,277.03	222.97	85.1%
E.4210 Meeting Expenses	2,000.00	24.78	323.37	766.39	1,233.61	38.3%
E.4260 Bad Debt Expense	-	-	-	-	-	
E.8010 NYS Retirement	46,000.00	-	-	-	46,000.00	0.0%
E.8030 FICA	30,000.00	2,397.40	2,397.40	14,367.60	15,632.40	47.9%
E.8040 Ins.-Worker's Comp. & Dis.	3,000.00	-	-	2,168.57	831.43	72.3%
E.8050 Ins.-Health	76,000.00	6,114.46	6,114.46	41,371.03	34,628.97	54.4%
E.8060 Ins.-Unemployment	1,500.00	-	(815.59)	285.40	1,214.60	19.0%
E.8070 Prof. Memberships	1,000.00	-	-	250.00	750.00	25.0%
E.8080 Continuing Education	1,000.00	-	-	-	1,000.00	0.0%
<i>Gross Expenses</i>	\$ 685,428.00	\$ 50,787.70	\$ 53,919.88	\$ 316,601.63	\$ 368,826.37	46.2%
<i>Net Operating Income</i>	\$ (12,362.00)	\$ (50,469.69)	\$ 38,035.12	\$ 30,843.99		
A909 Fund Balance-Unreserved	12,362.00	-	-	-		
<i>Net Income</i>	\$ -	\$ (50,469.69)	\$ 38,035.12	\$ 30,843.99		

Capital District Regional Planning Commission

GENERAL FUND

Statement of Financial Condition

June 30, 2010

Assets

Cash — Checking	\$	19,464.04	
Cash — Money Market		69,711.45	
Cash — Certificates of Deposit		137,147.97	
Petty Cash		200.00	
Net Due from Private Persons/Organizations		19,837.46	
Due from State & Federal Governments		74,109.91	
Due from Other Governments		15,495.29	
Prepaid Expenses		168.95	
Carryover Revenue		-	
	<i>Sub-Total: Assets</i>	\$	336,135.07
Expenses — Year-to-Date			<u>316,601.63</u>
Total			<u><u>\$ 652,736.70</u></u>

Liabilities & Fund Balance

Due to Other Governments	\$	-	
Due to Private Persons/Organizations		870.00	
Deferred Project Revenue		-	
Fund Balance — Unrestricted		304,421.08	
	<i>Sub-Total: Liabilities & Fund Balance</i>	\$	305,291.08
Revenue — Year-to-Date			<u>\$ 347,445.62</u>
Total			<u><u>\$ 652,736.70</u></u>
Net Income (Loss)	\$	30,843.99	



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MEMORANDUM (#10-20)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: July 14, 2010

Re: Proposed 2011 Preliminary Budget

Attached for your review and approval is the proposed 2011 Preliminary Budget. A final budget will be prepared for the December Commission meeting. The adoption of the Preliminary Budget will allow us to send out the Commission's request for next year's county contributions. The counties are preparing their FY 2011 budgets and need to receive our budget request for inclusion in their budget proposals.

Budget highlights include the following:

- Overall, the 2011 proposed budget is virtually unchanged (.15% less) from the 2010 budget.
- The amount requested from each county will revert to the amount originally requested for 2010 reflecting no increase since 2004.
- The contractual services reflects anticipated work during 2011 including school enrollment projections.
- CDRPC will continue to facilitate and coordinate the Combined Sewer Overflow project on behalf of the Albany Pool communities through 2011. It is anticipated that the Long Term Control Plan will be submitted to NYS DEC sometime during the second half of 2011. CDRPC maintains a separate set of financial records, including separate bank accounts, for the CSO project.

- A grant proposal has been submitted to the Department of Health by the Capital Region Community Gardens in response to a Healthy Lifestyle grant announcement. CDRPC will be a subcontractor to the Community Gardens and our focus will be to evaluate opportunities to create more walkable communities. Our share of the grant would not exceed \$75,000 during the three year study period. Though no decisions have been made, Capital Region Community Gardens is optimistic that funding will be secured upon approval of a state budget.
- It is anticipated that funding levels will remain unchanged for our EDA, Water Quality, and UPWP (Transportation) activities in 2011.
- The overall salary line item and related line items (health insurance, retirement, and FICA) assumes no changes in staffing (6 Full time staff persons) during the year. However, the proposed budget eliminates funding for the hiring of a Graduate student intern.
- The health insurance line item assumes a 15% increase in health premium costs. The current budget for 2010 is higher than the actual anticipated expenses for health insurance.
- The NYS Retirement line item assumes that the FY 2012 rate applied to projected salaries will be 11.3% for five employees and 14% for one employee, the same as the 2011 rate that CDRPC will pay in December, 2010.
- There were minor decreases to the remaining expense line items as noted.
- In order to balance the preliminary budget, as proposed, we will be taking \$19,000 from our Unreserved Fund Balance account.

CDRPC 2011 Proposed Preliminary Budget

Account	2010 Approved	2011 Proposed
	Revised Budget	Budget
REVENUE		
R2390.1 Albany County	\$ 76,197.00	\$ 84,663.00
R2390.2 Rensselaer County	39,458.00	43,842.00
R2390.3 Saratoga County	51,900.00	57,666.00
R2390.4 Schenectady County	37,911.00	42,123.00
R2401.0 Interest & Earnings	1,500.00	2,000.00
R2770.1 Miscellaneous	100.00	100.00
R2770.3 Contractual Services	25,000.00	25,000.00
R2770.4 FTZ#121	25,000.00	30,000.00
R2770.5 Conferences	6,000.00	6,000.00
R2770.6 CDYCI	75,000.00	80,000.00
R3900.5 Dept. of State	34,000.00	-
R3900.6 CSO Grant	67,000.00	35,000.00
R3900.7 Health Dept		25,000.00
R4000.2 EDA	70,000.00	70,000.00
R4000.3 Water Quality	54,000.00	54,000.00
R4000.4 UPWP	110,000.00	110,000.00
<i>Gross Revenue</i>	\$ 673,066.00	\$ 665,394.00
EXPENSE		
E.1010 Salaries	\$ 372,000.00	\$ 384,000.00
E.1030 Intern	11,500.00	-
E.2010 Office Equipment	5,000.00	4,000.00
E.2020 Furniture & Furnishings	1,000.00	1,000.00
E.4020 Workshops & Conferences	6,000.00	6,000.00
E.4030 Consultant Services	11,000.00	11,000.00
E.4040 Agency Memberships	5,000.00	5,000.00
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	750.00	750.00
E.4090 Printing & Publishing	7,500.00	7,000.00
E.4110 Rent	66,000.00	64,000.00
E.4120 Telephone	3,500.00	3,500.00
E.4121 Internet	3,000.00	2,000.00
E.4130 Travel	11,000.00	10,000.00
E.4140 Equipment Repairs	500.00	500.00
E.4150 Postage	3,500.00	3,500.00
E.4160 Miscellaneous	1,878.00	844.00
E.4170 Payroll Services	1,800.00	1,800.00
E.4190 Contingent Fund	1,000.00	1,000.00
E.4200 Insurance-General	1,500.00	1,500.00
E.4210 Meeting Expenses	2,000.00	2,000.00
E.8010 NYS Retirement	46,000.00	46,000.00
E.8030 FICA	30,000.00	31,000.00
E.8040 Ins.-Worker's Comp. & Dis.	3,000.00	3,000.00
E.8050 Ins.-Health	76,000.00	80,000.00
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
<i>Gross Expenses</i>	\$ 685,428.00	\$ 684,394.00
<i>Net Operating Income</i>	\$ (12,362.00)	\$ (19,000.00)
A825 Fund Balance-Reserved		
A909 Fund Balance-Unreserved	12,362.00	19,000.00
<i>Net Income</i>	\$ -	\$ -



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

MEMORANDUM (#10-21)

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Joanna H. King

Office Manager

Donna M. Reinhart

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: July 14, 2010

Re: FTZ Alternative Site Framework Application

On July 8, 2010, the Foreign-Trade Zones Board approved the application to expand and reorganize FTZ 121 under the Alternative Site Framework.

The Foreign-Trade Zone now covers a ten county area: Albany, Columbia, Greene, Fulton, Montgomery, Rensselaer, Saratoga, Schenectady, Warren and Washington. Magnet sites have been established at: the Northeast Industrial Park; Rotterdam Industrial Park; Port of Albany; LutherForest-STEP; and the Florida Business Park Extension. All magnet sites except LutherForest-STEP are subject to a five year sunset period which will result in the termination of authority if they are not activated with Customs by June 30, 2015. Due to GlobalFoundries construction schedule, LutherForest-STEP will sunset after seven years if not activated with Customs by June 30, 2017.

Under the new Framework, the Zone will be able to service companies located anywhere within the ten-county service area with an expedited 30-45 day application procedure for warehousing and distribution activities. Manufacturing and Processing activities will still require a more detailed 9-12 month application and review procedure. However, the Foreign-Trade Zones Board announced at the National Association of Foreign-Trade Zones conference that they are proposing removing manufacturing and processing application requirements for companies that export all final products to aid in the Administration's National Export Initiative. This proposed change could improve domestic manufacturing competitiveness for small to medium sized companies who have traditionally avoided the expense associated with a lengthy and uncertain subzone application.

CDRPC staff met with Andrew Westcott, the U.S. Customs Port Director on May 20, 2010 to review the coverage area. The local Customs staff expressed a commitment to working with us in educating importing companies on the Zone and in directing any interested companies to CDRPC. Customs have also agreed to present information on activation requirements at any workshops offered by our Zone.



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MEMORANDUM (#10-22)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: July 14, 2010

Re: Long Term Control Plan – Combined Sewer Overflow Study

In response to DEC comments, an updated Receiving Water Quality Models Report was submitted to DEC on June 4, 2010. The Albany Pool Joint Venture Team (APJVT) is currently reviewing comments on the updated Report received from DEC on July 2, 2010. A response will be prepared and submitted by August 9, 2010. The LTCP is more than nine months behind schedule due to unresolved issues with the modeling efforts. The communities submitted a letter to DEC on June 22, 2010 requesting an additional project extension to June, 2011, assuming that the modeling issues can be resolved by the end of August, 2010. As of this writing, a response has not been received from DEC.

A lack of consensus on the models has prevented any significant work on the selection and evaluation of possible control alternatives, financial implications, and management structures. However, some initial socio-economic and budget data collection is underway. On June 7, 2010, a Technical Committee was held to review the data collection activities associated with the financial capabilities report for the Long Term Control Plan. Additional data concerning long-term water related capital improvements and maintenance costs are being collected from the communities. CDRPC is assisting the APJVT with the collection and graphic representation of socio-economic data, data projections and mapping for the six communities and the two sewer districts.

A technical committee meeting was held with the Environmental Facilities Corporation (EFC) on Monday, July 12, 2010. This meeting was held to discuss the scope of the LTCP, the types of control alternatives that may be under consideration, and opportunities for EFC funding and support. EFC indicated a willingness to entertain funding applications from a multi-jurisdictional management entity. The Pool Communities have agreed to meet with EFC on a quarterly basis to keep them apprised of the project.

An administrative meeting is scheduled for July 20, 2010 to discuss possible management structures with DEC.



FTZ #121

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MEMORANDUM (#10-23)

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To: Commissioners

From: Rocky Ferraro, Executive Director

Date: July 14, 2010

Re: HUD Sustainable Communities Regional Planning Grant

On June 24th, the U.S. Department of Housing and Urban Development (HUD) released the Notice of Funding Availability (NOFA) for the Sustainable Communities Regional Planning Grant Program. The NOFA indicated that \$98 million will be made available to support two program categories: 1. the creation of Regional Plans for Sustainable Development and 2. Detailed Execution Plans and Programs. The Grant Program goals are the following:

1. Enhance transportation choices
2. Promote affordable housing
3. Enhance economic competitiveness
4. Support existing communities
5. Coordination/Collaboration/Leveraging
6. Value communities and neighborhoods

Eligible applicants specifically include regional planning organizations and partnership consortiums are strongly encouraged. The application deadline is August 23rd.

The NOFA outlines three geographic ranges. The Capital Region falls under the Large Metropolitan Region category which includes those metropolitan areas with a population greater than 500,000. The minimum grant amount is \$500,000 and the maximum is \$5,000,000. The grant period shall not exceed 36 months.

Though CDRPC will be the lead applicant, a strong consortium partnership has been established with the Capital District Transportation Committee (CDTC) the Center for Economic Growth (CEG), CARES Inc. and the University at Albany. The consortium partnership has the collective expertise and capacity to carry out the proposed planning effort to create a Regional Plan for Sustainable Development designed to integrate housing, land use, economic and workforce development, transportation, and infrastructure investments in the Capital Region. In addition, other partners, including State agencies and non-profit organizations, have expressed strong support and willingness to assist in the preparation of the

Regional Plan. CDRPC and all of the partners see this as an opportunity to augment the ground breaking work underway in the Capital Region by establishing a blue print for working collaboratively to realize our mutual goals during the next several decades to achieve a sustainable future in the Capital Region.

Though the grant program is expected to be highly competitive, all the partners are cautiously optimistic that our proposal will be successful.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

STAFF ACTIVITY REPORT

May 8, 2010 to July 11, 2010

A. ADMINISTRATION

1. The 2010 Q2 billings have been prepared for the 604(b) Water Quality contract, UPWP Transportation Planning contract, EDA Economic Planning contract, DOS 2010 Census contract, CDYCI administrative contract, and the CSO administrative contract.
2. Staff have provided the auditors, Bonadio & Co., with the financial records and associated documentation needed to prepare the 2009 independent audits for both CDRPC and CDYCI and the audits have been completed. (See Memo 10-19)

B. REGIONAL PLANNING

REGIONAL INFORMATION SYSTEM & DATA SERVICES

1. The staff responded to approximately 50 call-in and e-mail data requests during the reporting period.
2. CDRPC's web site received over 365,000 page hits for the first half of 2010, and the Commission continues to receive very positive feedback about the amount and type of data available on the 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.
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. In preparation for the 2010 Census, CDRPC had been awarded a grant by the Department of State to assist in the 2010 education and outreach campaign. During the report period, staff continued to respond to municipal and county questions regarding the boundary annexation survey, building permit surveys and other Census preparations. Staff continued to update a blog to disseminate information; conducted presentations throughout the region; assisted SUNY Albany and other local colleges and universities with education and outreach; served as a liaison between municipalities and the local census offices; worked with a local refugee group towards getting the extremely hard-to-count Burmese population enumerated; and answered a wide variety of questions from organizations and residents of the Region.
6. CDRPC participated in a State Data Center Affiliate meeting facilitating a discussion to identify "off the shelf" data sets and guidance materials that should be prepared on the use and interpretation of the American Community Survey data releases.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

7. Meetings have been held with representatives from the City of Watervliet and the Town of Guilderland in conjunction with the Watervliet Reservoir Water Consolidation study being managed by CDRPC on behalf of the City of Watervliet and the Town of Guilderland. A shared municipal service grant was received from NYS DOS to investigate the financial and legal feasibility of consolidating water treatment operations at the reservoir.

WATER QUALITY PLANNING

1. The Staff has continued work on the 604b water quality program. Staff continues to participate in county water quality coordinating committee activities, MS4 committee activities, and to provide technical support to the counties and local communities.
2. Staff is serving on the advisory committee of the Mohawk River Watershed Plan being carried out by a consortium of soil and water conservation districts. Staff is also serving on the NYS DEC Mohawk River Basin Action Agenda Steering Committee.
3. Staff assisted the Onesquethaw-Coeymans Watershed Council in finalizing the watershed management plan, which would help implement the recommendations included in the previously completed watershed study.
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. (See Memo 10-22)

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 make public presentations on issues related to regional planning and regional development.
3. Staff continues to participate on various Linkage Study advisory committees as part of the CDTC Linkage Grant Program. Current linkage studies underway include: The town of Sand Lake Hamlet Study, Delaware Ave Linkage Study, the city of Schenectady Gateway study (just completed), the Midtown Albany Educational District Enhancement Study, and the city of Albany Railroad Ave Linkage Study.
4. CDRPC staff has completed their portion of the work developing a local sustainable development planning guidebook, which will highlight exemplary smart growth planning projects throughout the region. The document is being finalized by CDTC staff. A presentation of the report progress was made at the recent Regional Linkage Forum.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

5. Staff has been holding discussions and doing research into various alternatives regarding the HUD Sustainable Communities Regional Planning Grant. The final NOFA was released at the end of June and staff is proceeding with preparation of the application. (See Memo 10-23)

HUMAN RESOURCES & CRIMINAL JUSTICE

1. The Juvenile Detention facility utilization rate (based on the re-configured 16 bed facility) was 95.8% for the month of April, 93.3% for the month of May, and 85.0% for the month of June, 2010.
2. Billings to the counties using the facility were computed and sent out through June 2010.

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. Staff have prepared and submitted the U.S. Department of Commerce, Economic Development Administration, Partnership Planning Grant application, our ongoing planning grant for EDA related activities.
3. The March/April issue of Capital District Data was prepared and published covering 2009 residential building permits and 2010 HUD income eligibility requirements.
4. Staff attended the National Association of Foreign-Trade Zones Spring Conference, a CEG sponsored economic development event discussing developing a Tech cluster and a local networking breakfast with companies involved in import-export during this reporting period. Staff continued to respond to inquiries for Usage-Driven Foreign-Trade Zone sites. (See Memo 10-21).

C. MEETINGS:

05/11/10Fabozzi: Albany County Water Quality Coordinating Committee meeting.

05/11/10Fabozzi: Technical Assistance meeting with the Onesquethaw-Coeymans regarding the final watershed plan.

05/11/10Fabozzi: Presentation on regional growth patterns at RPI.

05/11/10Fabozzi: CDTD Bike/Ped Taskforce meeting.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 05/11/10 Ferraro & King: Presentation on regional growth patterns to Rural Preservation Companies on Census data
- 05/12/10 Shannon: Saratoga County MS4 Coordinators' meeting.
- 05/13/10 Ferraro & Shannon: Expanding Our Tech Cluster workshop.
- 05/13/10 Shannon: Saratoga County Water Quality Coordinating Committee meeting.
- 05/14/10 Ferraro, King: Meeting with Saratoga P.L.A.N, Prof. Gary Kleppel, and John Brennan of NYS Dept. Ag and Markets to discuss TDRs in Capital Region.
- 05/14/10 Ferraro: Capital District Library Council Board meeting.
- 05/17/10Fabozzi: Sand Lake Linkage Study Advisory Committee meeting.
- 05/18/10 Ferraro: Route 5 Corridor Study meeting.
- 05/18/10Fabozzi: CDTC Rt. 5 Corridor meeting.
- 05/18/10 Shannon: Albany County Stormwater Coalition meeting.
- 05/19/10 Ferraro: Saratoga Rural Preservation Company Board meeting.
- 05/19/10 Fabozzi: NYS GeoSpatial Summit.
- 05/19-05/21/10 King: State Data Center Affiliate Conference
- 05/20/10 Ferraro: State Data Center Affiliate Conference
- 05/20/10 Shannon: Meeting with US Customs Port Director regarding the Foreign-Trade Zone.
- 05/21/10 Shannon: Meeting with City of Troy regarding MS4 Annual Report.
- 05/22-05/25/10 Shannon: National Association of Foreign-Trade Zones Conference.
- 05/24/10Ferraro & Fabozzi: NYS DEC Mohawk River Basin Action Agenda meeting.
- 05/26/10Fabozzi: Presentation on regional growth patterns at the Healthy Communities Forum.
- 05/27/10 Shannon: Albany County Stormwater Coalition meeting.
- 05/27/10 Ferraro: Capital District Loan Fund Neighborhood Tour.
- 06/02/10 Shannon: Schenectady County Water Quality Coordinating Committee meeting.
- 06/02/10 Ferraro: Canal Recreationway Committee Land Management Task Force meeting.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 06/03/10 Ferraro: CDTC Policy Board meeting.
- 06/05/10 Ferraro: Presentation at United Methodist Ministry Retreat re: Population Trends.
- 06/03/10 Fabozzi: NYS GIS Coordinating Body meeting.
- 06/07/10 Fabozzi: Capital District Healthy Communities Coalition meeting.
- 06/07/10 Ferraro & Shannon: CSO Technical Committee meeting.
- 06/08/10 Fabozzi: Delaware Ave Linkage Study Advisory Committee meeting.
- 06/08/10 Ferraro & Fabozzi: NYS DEC Mohawk River Basin Action Agenda Steering Committee meeting.
- 06/08/10 Ferraro: Presentation at the Latham Rotary luncheon meeting.
- 06/08/10 Shannon: EPA webcast: Utilizing Green Roofs for Mitigation of Stormwater Impacts.
- 06/10/10 Shannon: Business Review International Business networking breakfast.
- 06/10/10 Shannon: Saratoga County Water Quality Coordinating Committee meeting.
- 06/14/10 Fabozzi: Capital District Healthy Communities Coalition meeting.
- 06/14/10 Ferraro: NYS Summit on Rail Transportation.
- 06/15/10 Shannon: Rensselaer County MS4 Coordinators' Committee meeting.
- 06/16/10 Fabozzi: City of Albany Speed Planning Workshop.
- 06/16/10 Shannon: Center for Watershed Protection webcast: TMDL requirements and the MS4 Tracking Tool.
- 06/16/10 King & Wardle: EDA webcast: CEDS guidelines and process modification
- 06/17/10 Fabozzi: Midtown Alban Education District Enhancement Study meeting.
- 06/17/10 Ferraro: ICLEA NYS Climate Protection Network meeting.
- 06/18/10 Ferraro, Wardle, & Fabozzi: Meeting with George E. Leveille & Anthony J. Capece on CBID "Dashboard."
- 06/21/10 Ferraro, Wardle, & King: Meeting with Laura Schultz, Assistant Professor of Nanoeconomics, regarding UAlbany economic impact estimates.
- 06/22/10 Ferraro: Erie Canalway Heritage Corridor meeting

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

06/23/10 Ferraro: Canal Recreationway Committee meeting.

06/23/10 Fabozzi: City of Schenectady Gateway Linkage Advisory Committee meeting.

06/23/10 King: Workshop on 2007 Economic Census

06/24/10 King: Workshop on American FactFinder

06/29/10 Fabozzi: Town of Bethlehem Delaware Ave Linkage Study Advisory Committee meeting.

06/30/10 Ferraro: Albany County 10 Year Plan to End Homelessness Executive Committee meeting.

7/01/10 Fabozzi: CDTC Regional Linkage Forum.

7/01/10 Ferraro: Rensselaer County 10 Year Plan to End Homelessness Executive Committee meeting.

07/01/10 Ferraro & Wardle: Meeting with auditors to discuss CDRPC & CDYCI audit issues.

07/07/10 Ferraro: CDTC Planning Committee meeting.

07/08/10 Shannon: Saratoga County MS4 Coordinators' meeting.

07/08/10 Shannon: Saratoga County Water Quality Coordinating Committee meeting.

07/09/10 Fabozzi: Capital District GIS Coordination meeting.