



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

2011 Officers

Chair

Barbara Mauro

Vice Chair

Willard Bruce

Secretary

James Shaughnessy

Treasurer

John Murray

Members

Albany County

John J. Brown
Willard A. Bruce
John Graziano, 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
Philip Barrett
Jason Kemper
John Murray
Paul Sausville

Schenectady County

Robert Godlewski
Gary Hughes
Barbara Mauro
Michael Petta
David Vincent

Staff

Executive Director

Rocco Ferraro, AICP

Director of Information Services

David Lang Wardle, AICP

Program Manager/GIS

Todd M. Fabozzi

Senior Planner

Deborah A. Shannon

Assistant Planner

Joanna H. King

Office Manager

Donna M. Reinhart

COMMISSION MEETING

8:30 am, Wednesday, March 16, 2011

CDRPC Office

One Park Place

Albany, New York

453-0850

AGENDA

1. Welcome/Introduction of Guests
2. December 15th, 2010 Meeting Minutes*
3. Unaudited Financial Statement through December 31st, 2010 (Memo 11-4)*
4. Financial Statement through February 28th 2010 (Memo 11-5)*
5. NYSERDA Climate Smart Community RFP (Memo 11-6)*
6. The Year Ahead (Memo 11-7; Same as Memo 11-2)
7. LTCP - CSO Update (Memo 11-8)
8. Staff Activity Report
7. Other Business
8. Next Commission Meeting Date: May 18th, 8:30 am

*Formal Board Action Anticipated

COMMISSION MEETING

December 15, 2010
CDRPC Conference Room
One Park Place, Suite 102
Albany, New York 12205

MINUTES

PRESENT: John Brown, Bill Bruce, Michael Whalen, Judy Breselor, Stan Brownell, James Shaughnessy, Michael Stammel, Fred Acunto, Philip Barrett, Jason Kemper, Paul Sausville, Barbara Mauro, David Vincent

ABSENT: John Graziano, Lucille McKnight, Leon Fiacco, John Murray, Robert Godlewski, Gary Hughes, Michael Petta

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

1. **Welcome/Introduction of Guests**
2. **October 20, 2010 Meeting Minutes**

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

Action Taken

Barbara Mauro made a motion to approve the minutes, and Fred Acunto seconded. The minutes were approved unanimously.

3. **Financial Statement through November 30, 2010**

The financial statement represents activities through November 30, 2010. The revenues are at 80.9% and the expenses are at 86.9%. The revenues do not reflect work completed during October and November for contracts that are billed on a quarterly basis. The expenses reflect the rent paid in full for 2010, employee health insurance and the NYS Retirement bill in the amount of \$38,364.

There is approximately \$64,602 cash in the bank and outstanding receivables totaling \$47,486. There are five Certificates of Deposit totaling \$151,710.01

Action Taken

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

4. **Report from Nominating Committee**

Fred Acunto announced the nominating committee has recommended the following commissioners to serve as officers of the Capital District Regional Planning Commission

for 2011. Barbara Mauro, Chair; Willard Bruce, Vice Chair; Jim Shaughnessy, Secretary; and Jack Murray, Treasurer.

Action Taken

Mike Stammel made a motion to approve the proposed slate of 2011 officers, and Mike Whalen seconded. The motion was approved unanimously.

5. Proposed 2011 Budget

Rocky went over the highlights of the proposed 2011 budget.

The proposed county contributions will remain the same for 2011. In 2010, due to budget constraints in all four counties, CDRPC absorbed a 10% cut in County funding from 2009 levels. Due to continued budget concerns, the pre-2010 level of funding will not be restored. There has been no increase in county contributions since 2004.

The \$25,000 in Contractual Services represents the amount of signed contracts with several of the area school districts plus other possible contractual arrangements presently under discussion. CDRPC may be entering into a contract with the Central Avenue BID for mapping services.

The CSO project has been extended through June 2011 and CDRPC will continue to manage the project through 2011. Anticipated revenue is \$50,000 per the contract agreement with the Albany Pool communities.

CDRPC will be entering into a contract with Capital District Community Gardens as part of a three year grant they received from the Department of Health to evaluate the land use/health connection. The grant is for \$25,000 and work is anticipated to begin January 2011.

The contribution to the State Retirement system is based on an estimated 2010 payment that will be paid in December 2011. Depending upon the employee's tier, the projected rate will range from 15.8% to 19.7% of the projected salary. The 2011 payment ranged from 11.3% to 14.0%. Retirement contributions represent the primary reason for the increase in expenses projected during 2011 despite cuts in other areas of the budget.

The Health Insurances costs reflect an actual 9% increase for 2011 for CDPHP and an anticipated similar increase for MVP.

For 2010 budget, a slight surplus is projected however for 2011, \$37,184 will be taken from the Unreserved Fund Balance to balance the budget. The end of the year 2010 Fund Balance will be approximately \$305,000.

Rocky is optimistic there will be other revenue opportunities that may be coming in for 2011 that are not reflected in the projected 2011 budget. There is a possible contract with NYSERDA for land use energy work, however the RFP has not been released yet.

Action Taken

Mike Whalen made a motion to approve the 2011 Budget as presented and Judy Breselor seconded. The motion was approved unanimously.

6. Proposed 2011 Meeting Schedule

A list of proposed dates for the 2011 Commission meetings were distributed before the meeting. All the meetings are scheduled for the third Wednesday of the month at 8:30am.

Rocky added that the December 21 meeting may be moved earlier due to the holiday season. This matter will be revisited at a later date.

Action Taken

Bill Bruce made a motion to approve the 2011 meeting schedule and Fred Acunto seconded. The motion was approved unanimously.

7. The Year in Review

Rocky did a PowerPoint presentation outlining the Commission's accomplishments during 2010.

A copy of the presentation was provided at the meeting.

Paul Sausville mentioned a recent study that was published from the Rockefeller Institute that addressed government taking a more rigorous approach to evaluate new programs in terms of benefits and costs. Paul suggested CDRPC look into the study for more details and to determine if it would be beneficial to distribute to county officials. Rocky will look into it for further information.

8. LTCP – CSO Update

DEC has accepted the reports that were submitted in August 2010 and the next steps for the project are looking at the mitigation measures and to address the problems that are identified. The dissolved oxygen and bacteria issues are not as significant as initially perceived when the project first started, however there are measures that will still need to be taken.

A Citizen's Advisory Committee Meeting was held on November 22 to review the 2009 Tributary Sampling findings, the Receiving Water Quality Model Report and next steps in control selection criteria. The meeting provided a good opportunity for dialogue between the consultants, Pool Communities, neighboring communities and the environmental groups.

The Albany Pool Joint Venture Team is now focusing on efforts on control alternatives, including floatable management practices for CSOs located near key recreational and economic development areas.

There is a public meeting scheduled for January 13, 2011 at 7pm in the Bulmer Telecommunication Center, Hudson Valley Community College.

9. Staff Activity Report

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

10. Other Business

There was no other business at this time.

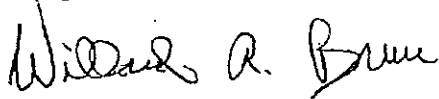
11. Next Meeting Date

The next Commission meeting will be held January 19, 2011 at 8:30am.

Adjournment

Mike Stammel made a motion to adjourn the meeting and Stan Brownell seconded. The motion was accepted unanimously.

Respectfully submitted,



Willard Bruce
Secretary



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MEMORANDUM (#11-4)

2011 Officers

Chair

Barbara Mauro

Vice Chair

Willard Bruce

Secretary

James Shaughnessy

Treasurer

John Murray

Members

Albany County

John J. Brown
Willard A. Bruce
John Graziano, Jr.
Lucille M. McKnight
Michael B. Whalen, Jr.

Rensselaer County

Judy H. Breselor
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Schenectady County

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Michael Petta
David Vincent

Staff

Executive Director

Rocco Ferraro, AICP

**Director of
Information Services**

David Lang Wardle, AICP

Program Manager/GIS

Todd M. Fabozzi

Senior Planner

Deborah A. Shannon

Assistant Planner

Joanna H. King

Office Manager

Donna M. Reinhart

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: March 8, 2011

Re: Unaudited Financial Statement through December 31st, 2010

Enclosed for your review are the financial statements through December 31, 2010. This represents the Commission's final unaudited financial statement for 2010.

For the year, the revenues were at 96.2% of the approved budget while expenses were at 92.8%. Overall, revenue exceeded expenditures by \$11,082.95. Based on the income statement for 2010, the January 1, 2011 unaudited Fund Balance is \$315,504.03 (\$304,421.08 + \$11,082.95). These are the financial records that will be provided to the auditor as part of the 2010 audit of our financial records. A final audited financial statement will be prepared and presented to the Commission in mid 2011.

CDRPC 2010 Income Statement

Account	Rev. Budget	Nov 10	Dec 10	Year-to-Date	Balance	YTD %
2010 REVENUE						
R2390.1 Albany County	\$ 76,197.00	\$ -	\$ -	\$ 76,197.00	\$ -	100.0%
R2390.2 Rensselaer County	39,458.00	-	-	39,458.00	-	100.0%
R2390.3 Saratoga County	51,900.00	-	-	51,900.00	-	100.0%
R2390.4 Schenectady County	37,911.00	-	-	37,911.00	-	100.0%
R2401.0 Interest & Earnings	1,500.00	15.09	681.98	808.15	691.85	53.9%
R2770.1 Miscellaneous	100.00	-	-	1.95	98.05	2.0%
R2770.3 Contractual Services	25,000.00	-	8,250.00	8,250.00	16,750.00	33.0%
R2770.4 FTZ#121	25,000.00	-	-	25,000.00	-	100.0%
R2770.5 Conferences	6,000.00	670.00	-	7,795.75	(1,795.75)	129.9%
R2770.6 CDYCI	75,000.00	-	18,750.00	75,000.00	-	100.0%
R3900.3 Empire State Dev.	-	-	-	-	-	-
R3900.4 Other NYS Aid (DOS)	34,000.00	-	-	36,300.85	(2,300.85)	106.8%
R3900.6 CSO Project	67,000.00	-	18,819.09	55,948.46	11,051.54	83.5%
R4000.2 EDA	70,000.00	-	12,018.15	70,094.50	(94.50)	100.1%
R4000.3 Water Quality	54,000.00	-	13,697.71	52,597.64	1,402.36	97.4%
R4000.4 UPWP	110,000.00	-	30,315.11	109,935.01	64.99	99.9%
Gross Revenue	\$ 673,066.00	\$ 685.09	\$ 102,532.04	\$ 647,198.31	\$ 25,867.69	96.2%
2010 EXPENSE						
E.1010 Salaries	\$ 372,000.00	\$ 30,970.10	\$ 30,970.10	\$ 369,089.39	\$ 2,910.61	99.2%
E.1030 Temporary Services	11,500.00	-	-	4,266.00	7,234.00	37.1%
E.2010 Office Equipment	5,000.00	458.00	954.93	3,513.84	1,486.16	70.3%
E.2020 Furniture & Furnishings	1,000.00	-	-	-	1,000.00	0.0%
E.4020 Workshops & Conferences	6,000.00	-	-	8,574.04	(2,574.04)	142.9%
E.4030 Consultant Services	11,000.00	150.00	-	11,204.00	(204.00)	101.9%
E.4040 Agency Memberships	5,000.00	-	-	3,450.00	1,550.00	69.0%
E.4051 Computer Supplies/Software	5,500.00	49.98	1,001.70	5,447.19	52.81	99.0%
E.4055 Data Purchases	500.00	-	-	230.00	270.00	46.0%
E.4060 Equipment Maintenance	2,000.00	-	-	356.03	1,643.97	17.8%
E.4070 Office Supplies	3,500.00	338.43	514.87	2,348.97	1,151.03	67.1%
E.4080 Books & Journals	750.00	-	-	270.25	479.75	36.0%
E.4090 Printing & Publishing	7,500.00	87.30	1,121.52	4,273.28	3,226.72	57.0%
E.4110 Rent	66,000.00	4,869.25	412.01	59,177.28	6,822.72	89.7%
E.4120 Telephone	3,500.00	288.63	144.52	3,397.13	102.87	97.1%
E.4121 Internet	3,000.00	141.85	40.85	773.68	2,226.32	25.8%
E.4130 Travel	11,000.00	532.89	1,856.70	9,093.62	1,906.38	82.7%
E.4140 Equipment Repairs	500.00	-	-	174.55	325.45	34.9%
E.4150 Postage	3,500.00	-	188.30	2,958.06	541.94	84.5%
E.4160 Miscellaneous	1,878.00	38.72	-	312.20	1,565.80	16.6%
E.4170 Payroll Services	1,800.00	138.06	209.06	1,790.52	9.48	99.5%
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	135.25	344.84	1,471.72	528.28	73.6%
E.4260 Bad Debt Expense	-	-	-	-	-	-
E.8010 NYS Retirement	46,000.00	38,364.00	-	38,364.00	7,636.00	83.4%
E.8030 FICA	30,000.00	2,397.40	2,397.40	28,927.20	1,072.80	96.4%
E.8040 Ins.-Worker's Comp. & Dis.	3,000.00	-	-	2,168.57	831.43	72.3%
E.8050 Ins.-Health	76,000.00	6,130.86	368.42	72,393.75	3,606.25	95.3%
E.8060 Ins.-Unemployment	1,500.00	-	-	338.06	1,161.94	22.5%
E.8070 Prof. Memberships	1,000.00	-	-	250.00	750.00	25.0%
E.8080 Continuing Education	1,000.00	-	-	225.00	775.00	22.5%
Gross Expenses	\$ 685,428.00	\$ 85,090.72	\$ 40,525.22	\$ 636,115.36	\$ 49,312.64	92.8%
Net Operating Income	\$ (12,362.00)	\$ (84,405.63)	\$ 62,006.82	\$ 11,082.95		
A909 Fund Balance-Unreserved	12,362.00	-	-	-		
Net Income	\$ -	\$ (84,405.63)	\$ 62,006.82	\$ 11,082.95		

Capital District Regional Planning Commission

GENERAL FUND

Statement of Financial Condition

December 31, 2010

Assets

Cash — Checking	\$	19,842.86
Cash — Money Market		31,297.82
Cash — Certificates of Deposit		119,331.18
Petty Cash		200.00
Net Due from Private Persons/Organizations		25,000.00
Due from State & Federal Governments		85,451.83
Due from Other Governments		11,732.59
Prepaid Expenses		18,859.44
Carryover Revenue		6,073.24
		<hr/>
<i>Sub-Total: Assets</i>	\$	317,788.96
Expenses — Year-to-Date		<hr/>
		636,115.36

Total \$ 953,904.32

Liabilities & Fund Balance

Due to Other Governments	\$	-
Due to Private Persons/Organizations		2,284.93
Deferred Project Revenue		-
Fund Balance — Unrestricted		304,421.08
<i>Sub-Total: Liabilities & Fund Balance</i>	\$	306,706.01
Revenue — Year-to-Date		<hr/>
	\$	647,198.31

Total \$ 953,904.32

Net Income (Loss) \$ 11,082.95



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MEMORANDUM (#11-5)

2011 Officers

Chair
Barbara Mauro

Vice Chair
Willard Bruce

Secretary
James Shaughnessy

Treasurer
John Murray

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: March 8, 2011

Re: Monthly Financial Statement

Members

Albany County
John J. Brown
Willard A. Bruce
John Graziano, Jr.
Lucille M. McKnight
Michael E. Whalen, Jr.

Rensselaer County
Judy H. Breseler
Stan Brownell
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Senior Planner
Deborah A. Shannon

Assistant Planner
Joanna H. King

Office Manager
Donna M. Reinhart

Enclosed for your review and approval are the current financial statements through February 2011. Invoices were sent to each of the four counties. Albany and Rensselaer Counties pay semi-annually while Saratoga and Schenectady Counties are billed quarterly.

In several instances, the percent of year to date expenses are greater than what may be normally expected (Par = 16.7%) for the following reasons: under Agency Memberships, we renewed our membership with the Foreign Trade Zone Board and the Planning Federation; under Computer Supplies/Software, our annual GIS software license to ESRI was renewed; under both Insurance-General and Worker's Comp, we paid our annual premiums. Our financial obligation for Unemployment Insurance may also be complete. Finally, our Rent expense reflects three months worth of payments.

As noted on the Statement of Financial Condition, on February 28th we had approximately \$175,100 cash in the bank and outstanding receivables totaling \$38,000. We also have four Certificates of Deposit.

CD #	Value	Expires
153153	\$ 31,503.20	January 13, 2012
000224	\$ 21,204.81	April 17, 2011
605434	\$ 31,608.07	August 9, 2011
155919	\$ 35,015.10	November 16, 2011
Total: \$119,331.18		

CDRPC 2011 Income Statement

Account	2011 Budget	Jan 11	Feb 11	Year-to-Date	Balance	YTD %
2011 REVENUE						
R2390.1 Albany County	\$ 76,197.00	\$ 38,098.50	\$ -	\$ 38,098.50	\$ 38,098.50	50.0%
R2390.2 Rensselaer County	39,458.00	19,729.00	-	19,729.00	19,729.00	50.0%
R2390.3 Saratoga County	51,900.00	12,975.00	-	12,975.00	38,925.00	25.0%
R2390.4 Schenectady County	37,911.00	9,477.75	-	9,477.75	28,433.25	25.0%
R2401.0 Interest & Earnings	2,000.00	11.54	23.51	35.05	1,964.95	1.8%
R2770.1 Miscellaneous	100.00	-	24.00	24.00	76.00	24.0%
R2770.3 Contractual Services	25,000.00	3,000.00	-	3,000.00	22,000.00	12.0%
R2770.4 FTZ#121	30,000.00	18,750.00	-	18,750.00	11,250.00	62.5%
R2770.5 Conferences	6,000.00	-	90.00	90.00	5,910.00	1.5%
R2770.6 CDYCI	80,000.00	-	-	-	80,000.00	0.0%
R3900.5 Dept. of State	-	-	-	-	-	
R3900.6 CSO Grant	50,000.00	-	-	-	50,000.00	0.0%
R3900.7 Health Dept	25,000.00	-	-	-	25,000.00	0.0%
R4000.2 EDA	70,000.00	6,073.24	-	6,073.24	63,926.76	8.7%
R4000.3 Water Quality	54,000.00	-	-	-	54,000.00	0.0%
R4000.4 UPWP	110,000.00	-	-	-	110,000.00	0.0%
Gross Revenue	\$ 657,566.00	\$ 108,115.03	\$ 137.51	\$ 108,252.54	\$ 549,313.46	16.5%
2011 EXPENSE						
E.1010 Salaries	\$ 378,000.00	\$ 31,437.28	\$ 31,437.28	\$ 62,874.56	\$ 315,125.44	16.6%
E.1030 Temporary Services	-	-	-	-	-	
E.2010 Office Equipment	4,000.00	-	458.00	458.00	3,542.00	11.5%
E.2020 Furniture & Furnishings	1,000.00	-	-	-	1,000.00	0.0%
E.4020 Workshops & Conferences	6,000.00	287.50	-	287.50	5,712.50	4.8%
E.4030 Consultant Services	11,000.00	-	-	-	11,000.00	0.0%
E.4040 Agency Memberships	4,500.00	1,450.00	-	1,450.00	3,050.00	32.2%
E.4051 Computer Supplies/Software	5,500.00	3,565.00	-	3,565.00	1,935.00	64.8%
E.4055 Data Purchases	500.00	-	-	-	500.00	0.0%
E.4060 Equipment Maintenance	1,500.00	-	-	-	1,500.00	0.0%
E.4070 Office Supplies	3,000.00	-	660.05	660.05	2,339.95	22.0%
E.4080 Books & Journals	750.00	118.11	-	118.11	631.89	15.7%
E.4090 Printing & Publishing	6,500.00	67.50	-	67.50	6,432.50	1.0%
E.4110 Rent	64,000.00	9,473.50	4,975.10	14,448.60	49,551.40	22.6%
E.4120 Telephone	4,000.00	435.05	288.60	723.65	3,276.35	18.1%
E.4121 Internet	1,500.00	99.83	36.85	136.68	1,363.32	9.1%
E.4130 Travel	10,000.00	70.00	25.00	95.00	9,905.00	1.0%
E.4140 Equipment Repairs	500.00	-	-	-	500.00	0.0%
E.4150 Postage	3,500.00	479.77	29.96	509.73	2,990.27	14.6%
E.4160 Miscellaneous	1,000.00	28.81	-	28.81	971.19	2.9%
E.4170 Payroll Services	1,800.00	138.06	226.06	364.12	1,435.88	20.2%
E.4190 Contingent Fund	1,000.00	-	-	-	1,000.00	0.0%
E.4200 Insurance-General	1,500.00	1,308.21	-	1,308.21	191.79	87.2%
E.4210 Meeting Expenses	2,000.00	-	7.42	7.42	1,992.58	0.4%
E.4260 Bad Debt Expense	-	-	-	-	-	
E.8010 NYS Retirement	66,000.00	-	-	-	66,000.00	0.0%
E.8030 FICA	30,000.00	2,434.04	2,434.04	4,868.08	25,131.92	16.2%
E.8040 Ins.-Worker's Comp. & Dis.	2,500.00	1,666.60	-	1,666.60	833.40	66.7%
E.8050 Ins.-Health	80,000.00	6,387.46	1,381.44	7,768.90	72,231.10	9.7%
E.8060 Ins.-Unemployment	1,200.00	720.03	334.81	1,054.84	145.16	87.9%
E.8070 Prof. Memberships	1,000.00	-	-	-	1,000.00	0.0%
E.8080 Continuing Education	1,000.00	-	-	-	1,000.00	0.0%
Gross Expenses	\$ 694,750.00	\$ 60,166.75	\$ 42,294.61	\$ 102,461.36	\$ 592,288.64	14.7%
Net Operating Income	\$ (37,184.00)	\$ 47,948.28	\$ (42,157.10)	\$ 5,791.18		
A909 Fund Balance-Unreserved	37,184.00	-	-	-		
Net Income	\$ -	\$ 47,948.28	\$ (42,157.10)	\$ 5,791.18		

Capital District Regional Planning Commission

GENERAL FUND

Statement of Financial Condition

February 28, 2011

Assets

Cash — Checking	\$	30,018.04
Cash — Money Market		145,111.00
Cash — Certificates of Deposit		119,331.18
Petty Cash		200.00
Net Due from Private Persons/Organizations		9,250.00
Due from State & Federal Governments		3,552.19
Due from Other Governments		25,157.59
Prepaid Expenses		101.97
Carryover Revenue		-
<i>Sub-Total: Assets</i>	\$	<u>332,721.97</u>
Expenses — Year-to-Date		<u>102,461.36</u>

Total \$ 435,183.33

Liabilities & Fund Balance

Due to Other Governments	\$	-
Due to Private Persons/Organizations		-
Deferred Project Revenue		11,426.76
Fund Balance — Unrestricted		315,504.03
<i>Sub-Total: Liabilities & Fund Balance</i>	\$	<u>326,930.79</u>
Revenue — Year-to-Date	\$	<u>108,252.54</u>

Total \$ 435,183.33

Net Income (Loss) \$ 5,791.18



CDRPC
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

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MEMORANDUM (#11-6)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: March 8, 2011

Re: NYSERDA Climate Smart Community RFP

On February 9, 2011 the New York State Energy Research & Development Authority (NYSERDA) released their Request for Proposals (RFP) seeking qualified organizations to provide regional Climate Smart Community Coordinator services under the New York State Climate Smart Communities Program in New York State. The total amount available Statewide is \$1.7 million subdivided among 4 general tasks:

- Task 1: Regional Coordinator Services (4 Regions)
- Task 2: Statewide Climate Smart Community Support
- Task 3: Support for Local Land Use and Transportation Planning (Statewide)
- Task 4: Land Use, Zoning, Transportation and Building Code Guidance (Statewide)

Based on proposed distribution formula, the following amounts will be available:

- Task 1: \$1,360,000 (\$340,000 for each region)
- Task 2: \$ 85,000
- Task 3: \$ 85,000
- Task 4: \$ 170,000

Under Task 1, the four "demonstration" regions to provide Regional Coordinator Services are:

- Capital District (Albany, Columbia, Greene, Rensselaer, Saratoga, & Schenectady)
- Long Island
- Lower Hudson Valley
- Central NY

Task 1 activities include the following:

- Develop a Regional Greenhouse Gas Inventory including estimates of greenhouse gas emissions from the following sources: Direct Fuel Use & Electricity, Transportation, Industrial Processes, Agriculture, Waste, and Land Use.
- Develop a Regional Climate Smart Communities (CSC) Plan/Strategy
- Provide Regional Education, Outreach & Support
- Market the CSC Program & Recruit Climate Smart Communities
- Work with the Communities to Implement their Action Plans, including identifying “Anchor” Projects

NYSERDA anticipates awarding at least one and up to seven contracts pursuant to the RFP. At this time, CDRPC will be responding to the RFP to provide Regional Coordinator Services under Task 1 for the Capital Region. The proposed team will be:

- CDRPC as lead
- VHB (Kim Lundgren Senior Project Manager, Climate & Energy)
- Climate Action Associates (Jim Yienger, Principal)

Based on their previous experience, both Kim and Jim are extremely knowledgeable about the Climate Smart Communities Program, in part through their involvement with NYSERDA’s Regional Greenhouse Gas Initiative. Both were previously employed with ICCLEA and are under contract with the City of Albany Office of Sustainability.

The team is in the process of preparing the project narrative in response to the RFP; specific amounts that will be assigned to each team member are still to be determined based on the task responsibilities. Todd is taking the lead in preparing the response to the RFP on behalf of CDRPC.

NYSERDA has defined this as a three year program but can commit funds to only the first year at this time. NYSERDA anticipates receiving additional funding for a total amount of \$5,525,000 for the proposed services during a three year period.



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MEMORANDUM (#11-7) (Previously 11-2)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: March 8, 2011

Re: 2011: The Year Ahead

I will be making a Power Point presentation outlining the Commission's proposed activities during 2011 in line with CDRPC's Mission:

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

Similar to past years I look forward to a productive and exciting 2011.



FTZ #121

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MEMORANDUM (#11-8)

To: Commissioners
From: Rocky Ferraro, Executive Director
Date: March 8, 2011
Re: Long Term Control Plan – Combined Sewer Overflow Study

A public meeting was held on January 13, 2011 at 7pm in the Bulmer Telecommunications Center, Hudson Valley Community College. Presentations included a project recap along with a discussion on the 2009 Tributary Water Quality Sampling and the Receiving Water Quality Model reports. The studies' findings were generally well received by the approximately 75 persons in attendance representing various interest and stakeholder groups setting the stage to move forward with the next and final phase of the study: development and evaluation of alternative CSO control measures.

A meeting was held on March 3, 2011 with the Technical Advisory Committee. At the meeting, a preliminary list of proposed projects was prepared and discussed in order to achieve the Water Quality standards per the EPA requirements. As a next step, a meeting will be scheduled with NYS DEC to discuss the proposed projects, estimated costs, and implementation schedule. Meetings are also being scheduled with the chief elected officials of the six communities as well as county representatives to discuss the findings and alternative management structures that would be responsible for project implementation.

The study is on schedule to be completed by June 30, 2011 with the submittal of the final CSO LTCP to NYS DEC.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

STAFF ACTIVITY REPORT December 6, 2010 to March 6, 2011

A. ADMINISTRATION

1. The 2010 Q4 billings have been prepared and submitted for the 604(b) Water Quality contract, UPWP Transportation Planning contract, EDA Economic Planning contract, CDYCI administrative contract, and the CSO administrative contract.
2. Billings were also sent to the four counties (semi-annual for Albany & Rensselaer and quarterly for Saratoga & Schenectady)
3. Work task (job) numbers were revised for 2011 and new timesheets prepared and distributed.

B. REGIONAL PLANNING

REGIONAL INFORMATION SYSTEM & DATA SERVICES

1. The staff responded to approximately 100 call-in and e-mail data requests during the reporting period.
2. CDRPC's website received over 871,000 page hits for 2010, and over 57,700 visitors, up 7.6% from 2009. Through February of 2011, the website had received 315,444 page hits, up 82% over January & February of 2010, and 15,280 visitors, up 74% over the previous year. The Commission continues to receive very positive feedback about the quantity and quality 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. The first release of the 5 year American Community Survey (2005-09) has occurred, providing detailed socio-economic characteristics for geographic areas down to the Census Tract level. CDRPC has prepared and posted Municipal demographic profiles (general, social, economic, & housing) on its website based on the ACS data. The first of the 2010 Census data is scheduled for release in early 2011.
5. Discussions are underway with several user groups on providing training on the availability, accessing and application of the data sets available through the American Community Survey and the soon to be released 2010 Decennial Census.
6. Work is continuing 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 preliminary draft report has been completed and is under review prior by the two communities for additional input and feedback. A shared municipal service

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

grant was received from NYS DOS to investigate the financial and legal feasibility of consolidating water treatment operations at the reservoir.

7. The Ballston Spa enrollment projections have been completed and sent to the school district. Enrollment projections for the Schenectady City School District have also been completed. A presentation was made at the school Board meeting on January 19th.
8. CDRPC (Rocco Ferraro) is a member of the Executive Committee of the Mighty Waters Task Force established by Congressman Tonko chairing the Economic Development committee. The Economic Development committee recommendations have been submitted and reviewed by the Executive Committee. The Task Force, which involves six different committees, submitted a preliminary findings report to the Congressman who has initiated a listening tour in order to get feedback from a range of stakeholder groups within his Congressional District. A second Mighty Waters conference is planned for June.
9. Technical support was provided to CARES leading to the preparation of the "Working Together for Affordable Housing in Saratoga County" draft plan.

WATER QUALITY PLANNING

1. The Staff has continued work on the 604b water quality program. Staff continues to participate in county water quality coordinating committee activities, MS4 committee activities, and to provide technical support to the counties and local communities. Staff submitted an application for 2011-2015 604(b) funding.
2. Staff is serving on the technical advisory committee of the Mohawk River Watershed Plan being carried out by a consortium of soil and water conservation districts. Staff is serving on the GIS and Public Outreach subcommittees. As part the GIS subcommittee, staff helped craft the GIS consultant services RPF and is participating in the consultant selection process. Staff is also helping formulate the public outreach plan.
3. 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 11-8).

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 (just completed), Delaware Ave Linkage Study (just

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

completed), the Midtown Albany Educational District Enhancement Study (completed shortly), and the city of Albany Railroad Ave Linkage Study. Staff also participated in the consultant selection process for the New Scotland Linkage study and the Clifton Park Exit 9 Linkage study. Staff also helped review the latest Linkage Program applications.

4. Based on the debriefing held with HUD in relation to the Sustainable Communities Regional Planning Grant, staff submitted a list of recommendations to address some of the problems encountered with the previous application.
5. Staff is participating in the Capital District Healthy Communities Coalition, which is a partnership of various government and non-profit agencies interested in promoting healthy lifestyles, access to healthy food, and landscapes conducive to physical activity.
6. Staff is participating on the advisory committee of NYSDOT's Mohawk-Erie Multi-modal Transportation Corridor Study.
7. The third Regional Sustainable Development Conference was held on March 4, 2011 at Union College sponsored by the Environmental Council of Schenectady (ECOS) in partnership with CDRPC, the Schenectady County Environmental Advisory Council, League of Women Voters, and Union College. Approximately 125 persons were in attendance. The all day conference included a plenary session in the morning followed by three concurrent break out sessions. The afternoon also included three concurrent break out sessions followed by a closing Plenary session. Staff moderated two sessions and presented at one of the sessions.
8. Staff is in the process of preparing a Climate Smart Communities grant application, which is a three-year program funded by NYSERDA to assist the region's communities in reducing greenhouse gas emissions and in adapting to climate change. CDRPC will be partnering with two firms, VHB and Climate Change Associates, who have broad experience with climate change issues. If awarded, the grant will be used to prepare a regional greenhouse gas inventory, a regional climate action plan, as well as to undertake a broad public education, outreach, and technical assistance program (See Memo 11-6).

HUMAN RESOURCES & CRIMINAL JUSTICE

1. The Juvenile Detention facility utilization rate (based on the re-configured 16 bed facility) was 75.2% for the month of December, 72.0% for January of 2011, and 73.7% for February.
2. Billings to the counties using the facility were computed and sent out through February 2011.
3. The CDYCI Board approved the 2011 Budget and the Per Diem Rate, which will be \$490.62 for contracting counties, a reduction of \$9.02 from the 2010 Per Diem Rate.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

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 continues to work on Foreign-Trade Zone activities. On December 29, 2010 the Foreign-Trade Zones Board issued draft revised regulations. Staff are reviewing the draft and attended a Foreign-Trade Zones Board outreach meeting at the Port of Newark.
3. The FTZ Annual Report to the Foreign-Trade Zones Board was prepared and filed. FTZ #121 has been selected as a testing site for the Foreign-Trade Zones Board's automated reporting system; testing began in February. One new FTZ manufacturing lead (in Warren County) has been provided by Empire State Development. Staff is participating in local import-export events.
4. Two issues of *Capital District Data* were published:

The Nov/Dec 2010 issue on Foreign-Trade Zone #121 at Albany NY, with the 10-year Cumulative Index, and

The Jan/Feb 2011 issue on 2009 School and Municipal Finances.

MEETINGS:

- 12/06/10 Fabozzi: Mohawk River Watershed Plan Technical Advisory Committee meeting, Herkimer.
- 12/08/10 Ferraro: Albany County 10 Year Plan to End Homelessness Executive Committee meeting.
- 12/09/10 Fabozzi: NYS GIS Coordinating Body meeting, Albany.
- 12/09/10 Ferraro and King: Meeting with Matt Weinheimer and Jim Masi regarding Schenectady school enrollment projections.
- 12/09/10 Shannon: Mohawk Global Distribution NAFTA workshop.
- 12/09/10 Shannon: Saratoga County Water Quality Coordinating Committee meeting.
- 12/09/10 Ferraro: Rensselaer County 10 Year Plan to End Homelessness Executive Committee meeting.
- 12/10/10 Shannon: Saratoga County MS4 Coordinators' meeting.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 12/10/10 Ferraro: Capital District Library Council Trustee meeting
- 12/14/10 Shannon: Rensselaer County MS4 Coordinators' meeting.
- 12/14/10 Fabozzi: CDTC Bike/Ped Taskforce meeting.
- 12/14/10 Ferraro: Regional Transportation Coordinating Committee meeting.
- 12/15/10 Ferraro: Saratoga Rural Preservation Company Board meeting.
- 12/15/10 Shannon: Center for Watershed Protection webinar: Better Site Design Gets Better.
- 12/16/10 Shannon: Stormwater Coalition of Albany County meeting.
- 12/16/10 Ferraro: Mighty Waters Executive Committee meeting.
- 12/17/10 Ferraro: ECOS Conference Planning Committee meeting.
- 12/20/10 Fabozzi: Albany County Water Quality Coordinating Committee meeting, Voorheesville.
- 12/23/10 Ferraro: Presentation at the Malta Rotary Breakfast meeting.
- 01/04/11 Fabozzi: New Scotland Linkage Study consultant RFP review, CDTC
- 01/05/11 Shannon: Schenectady County Water Quality Coordinating Committee meeting.
- 01/05/11 Ferraro: CDTC Planning Committee meeting.
- 01/07/11 Ferraro: ECOS Conference Planning Committee meeting.
- 01/07/11 Fabozzi: Mohawk River Watershed Plan GIS Technical Sub-Committee meeting, phone conference.
- 01/11/11 Shannon: Rensselaer County MS4 Coordinators' meeting.
- 01/11/11 Fabozzi: CDTC Bike/Ped Taskforce meeting
- 01/12/11 Fabozzi: Linkage Program RFP evaluation meeting.
- 01/13/11 Wardle, Shannon: National Association of Foreign-Trade Zones webinar on the Proposed Revised Foreign-Trade Zones Regulations.
- 01/13/11 Regional Development Coordinating Council meeting.
- 01/13/11 Ferraro, Shannon: CSO Public Meeting.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 01/14/11 Shannon: Meeting with Kestner Engineering and the Town of Sand Lake regarding MS4 Annual Reporting Requirements.
- 01/17/11 Ferraro, King: Census Bureau webinar: NEW American FactFinder
- 01/18/11 Ferraro: Saratoga Affordable Housing Group, Inc Board meeting.
- 01/19/10 Ferraro: Saratoga Rural Preservation Company Board Meeting.
- 01/19/11 Ferraro, King: Enrollment projection presentation, Schenectady City School District Board meeting
- 01/20/11 Ferraro: Meeting with Village of Menand's Trustees to discuss Broadway Corridor study.
- 01/20/11 Fabozzi: Mohawk River Watershed Plan Technical Advisory Committee meeting.
- 01/20/11 Shannon, King: Association of Public Data Users webinar: Using the 2005-2009 American Community Survey 5-year Data to Study Small Areas and Change Over Time.
- 01/21/11 Ferraro: Presentation to the League of Women Voters re: the 2010 Census.
- 01/25/11 Ferraro: Presentation at the Capital Region Local Governments Council Meeting.
- 01/25/11 Ferraro: Erie Canalway Trail Meeting.
- 01/26/11 King, Shannon: Saratoga Planning and Zoning Board Conference.
- 01/26/11 Fabozzi: NYS GIS Coordinating Body meeting.
- 01/26/11 Fabozzi: Presentation on regional growth patterns to The Stakeholders.
- 01/27/11 King: CBRichardEllis commercial real estate market overview.
- 01/27/11 Shannon: Stormwater Coalition of Albany County meeting.
- 01/28/11 Ferraro, King: Watervliet-Guilderland study meeting with Michael Hall and Joseph Scott.
- 01/28/11 Fabozzi: Albany County Water Quality Coordinating Committee meeting.
- 01/31/11 Ferraro: Mighty Waters Task Force meeting.
- 02/03/11 Ferraro: Meeting with NYS DOS to discuss Smart Growth initiatives.
- 02/03/11 Fabozzi: Mighty Waters outreach meeting.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 02/03/11 Fabozzi: Sand Lake Linkage Study meeting.
- 02/04/11 Ferraro: ECOS Conference Planning meeting.
- 02/07/11 Ferraro: Saratoga Affordable Housing Plan Committee meeting.
- 02/07/11 Ferraro: Smart Growth Council meeting.
- 02/08/11 Ferraro: CDTC Planning Committee Meeting
- 02/08/11 Fabozzi: CDTC Bike/Ped Taskforce meeting.
- 02/08/11 Shannon: Rensselaer County MS4 Coordinators' meeting.
- 02/09/11 Fabozzi, Shannon: NYSARC Water Quality conference call.
- 02/10/11 Ferraro: Rensselaer County 10 Year Plan to End Homelessness Executive Committee Meeting.
- 02/10/11 Wardle, Shannon: NADO webinar on WIB-EDD Collaboration.
- 02/11/11 Ferraro: Capital District Library Council Trustee meeting.
- 02/11/11 Fabozzi: Mohawk River Watershed Plan Public Outreach Subcommittee meeting.
- 02/14/11 Ferraro: Canal Recreationway Commission meeting.
- 02/15/11 Fabozzi: NYSERDA Climate Smart Communities Grant meeting with contractor partner Jim Yeinger from Climate Change Associates.
- 02/16/11 Ferraro, Wardle, Shannon: Workshop held at the Port of Newark for FTZ Grantees by the FTZ Board Executive Secretary, Andrew McGilvray, to discuss Grantee concerns and the proposed major revision to the FTZ regulations published 12/30/10.
- 02/17/11 Ferraro: Capital District Library Council Resource Committee meeting
- 02/17/11 Fabozzi: CDTC Regional Linkage Forum meeting.
- 02/17/11 Fabozzi: Presentation on New Centers to the Capital District Planners Association.
- 02/17/11 Shannon: Import Compliance workshop.
- 02/18/11 Wardle, Shannon: Meeting with Galesi regarding Foreign-Trade Zone Compliance.
- 02/22/11 Fabozzi: Conference call with Climate Smart Communities Grant contractor partners Jim Yeinger from Climate Change Associates and Kim Lundgren from VHB.
- 02/22/11 Shannon: Incoterms 2010 webinar.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 02/23/11 Shannon: EPA funded webinar: Urban Watershed Issues and Green Infrastructure Case Studies.
- 02/24/11 Shannon: Stormwater Coalition of Albany County meeting.
- 02/28/11 Ferraro: Menands Broadway Corridor Steering Committee meeting.
- 03/01/11 Shannon: Saratoga County MS4 Coordinators' meeting.
- 03/01/11 Fabozzi: Land Preservation Roundtable meeting.
- 03/01/11 Fabozzi: Mohawk River Watershed Plan GIS subcommittee conference call.
- 03/02/11 Ferraro, Fabozzi: Fabozzi: Conference call with Climate Smart Communities Grant contractor partners Jim Yeinger from Climate Change Associates and Kim Lundgren from VHB.
- 03/02/11 Fabozzi: Schenectady County Water Quality Coordinating Committee meeting.
- 03/02/11 Ferraro, King: Conference call with Jill Casey, HUD, to discuss ACS training session
- 03/03/11 Fabozzi: NYS GIS Coordinating Body meeting.
- 03/03/11 Ferraro, King: CSO LTCP Technical Committee meeting
- 03/04/11 Ferraro, Fabozzi: ECOS Smart Growth Conference.