



CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

FTZ #121

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

2012 Officers

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Vice Chair
James Shaugnessy

Secretary
John Murray

Treasurer
Vacant

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John J. Brown
Willard A. Bruce
Lucille M. McKnight
Michael B. Whalen, Jr.
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Stan Brownell
Leon B. Fiacco
James D. Shaugnessy
Michael Stammel

Saratoga County
Fred Acunto
Philip Barrett
Jason Kemper
John Murray
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Schenectady County
Robert Godlewski
Gary Hughes
Barbara Mauro
David Vincent
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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, January 18, 2012
CDRPC Office
One Park Place
Albany, New York
453-0850

AGENDA

1. Welcome/Introduction of Guests
2. December 14th 2011 Meeting Minutes*
3. Officer Vacancy (Memo 12-01)*
4. Financial Statement through December 31st, 2011 (Memo 12-02)*
5. Approval of 2012 Budget (Memo 12-03)*
6. Proposal for Auditing Services (Memo 12-04)*
7. The Year Ahead (Memo 12-05)
8. Staff Activity Report
9. Other Business
10. Next Commission Meeting Date: March 21st, 8:30 am

*Formal Board Action Anticipated

COMMISSION MEETING

December 14, 2011

CDRPC Conference Room

One Park Place, Suite 102

Albany, New York 12205

Minutes

PRESENT: John Brown, Willard Bruce, John Graziano, Lucille McKnight, Stan Brownell, James Shaughnessy, Michael Stammel, Fred Acunto, Jason Kemper, John Murray, Barbara Mauro,

ABSENT: Michael Whalen, Judy Breselor, Leon Fiacco, Philip Barrett, Paul Sausville, Robert Godlewski, Gary Hughes, Michael Petta, David Vincent

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

1. Welcome/Introduction of Guests

There were no guests in attendance.

2. October 19, 2011 Meeting Minutes

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

Action Taken

Fred Acunto made a motion to approve the October 19, 2011 meeting minutes and Lucille McKnight seconded. The motion was approved unanimously.

3. Financial Statement through November 30, 2011

The financial statement represents activities through November 30, 2011. The revenues are at 84% of the budgeted amount and the expenses are at 88%. 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 2011, employee health insurance and the NYS Retirement bill in the amount of \$62,259.

There is approximately \$93,720 cash in the bank and outstanding receivables totaling \$86,143. There are three Certificates of Deposit totaling \$87,830.72.

For 2011, we will be drawing down approximately \$10,000 from our Fund Balance despite appropriating \$37,184 in order to balance the 2011 budget. The end of the year 2011 Fund Balance will be approximately \$305,000.

Action Taken

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

4. Report from Nominating Committee

The nominating committee has recommended the following commissioners to serve as officers of the Capital District Regional Planning Commission for 2012: Bill Bruce, Chair; Jim Shaughnessy, Vice Chair; Jack Murray, Secretary; and Mike Petta, Treasurer.

Action Taken

The Commissioners accepted the proposed slate of 2012 officers from the nominating committee. The motion was approved unanimously.

5. Proposed 2012 Provisional Budget

As of today, it is unclear if Saratoga County and possibly Albany County, due to the budget veto by the Albany County Executive, will be including CDRPC in their 2012 budget. Rocky does anticipate getting funding from both counties, however the amount from Saratoga County is unknown at this time. The proposed 2012 provisional budget reflects the original amount requested from Saratoga County.

Rocky went over the highlights from the proposed 2012 provisional budget.

The proposed county dues will remain the same for 2012. However, each county's assessment has been revised to reflect its proportionate share of the population based on the 2010 Census as required per the Inter-Municipal Agreement.

The \$20,000 in Contractual Services represents the aggregate amount of signed contracts with several of the area school districts plus other possible contractual arrangements presently under discussion.

Anticipated revenue from the CSO study is \$25,000. The Long Term Control Plan was submitted to DEC and EPA for their review on June 30, 2011. DEC will be contacting us to set up a meeting once they finish their review to inform us of the expectations in moving forward over the next year.

CDRPC has been awarded a NYSERDA Climate Smart Communities Regional Coordinators Services grant for approximately \$322,000. The project team will consist of CDRPC and the consulting firms of VHB and Climate Action Associates. CDRPC's share of the grant is approximately \$72,000. CDRPC will serve as Project Manager.

The contribution to the State Retirement System is based on an estimated 2013 payment that will be paid in December 2012. Depending upon the employee's tier, the projected rate will range from 18.6% to 23.2% of the projected salary. The recently paid 2012 payment ranged from 15.8% to 19.7%.

The Intern line item has been refunded in order to assist the staff in carrying out the work program. There will be a need for an additional person, whether that be an intern or hiring someone on a contractual basis while Joanna King is out on maternity leave.

Also, the City of Albany was a recipient of a Cleaner Greener Communities Grant, which is a million dollar grant. The grant is a multi stage program designed to encourage communities to develop regional sustainable growth strategies.

The plan involves an 8 county area including the CDRPC coverage area as well as Columbia, Greene, Warren and Washington Counties. The plan must be completed within 8 months of contract signing. CDRPC will be playing a role, however it is unknown at this time what role that will be. The budget does not reflect any monies that may be provided to CDRPC to complete the required tasks.

Action Taken

Jack Murray made a motion to approve the Proposed 2012 Provisional Budget and Bill Bruce seconded. The motion was approved unanimously.

6. Proposed 2012 Meeting Schedule

A list of proposed dates for the 2012 Commission meetings were distributed before the meeting. All the meetings are scheduled for the third Wednesday of the month at 8:30am.

Action Taken

Jack Murray made a motion to approve the proposed 2012 meeting schedule and Jim Shaughnessy seconded. The motion was approved unanimously.

7. The Year in Review

Rocky did a PowerPoint presentation outlining the Commission's accomplishments during 2011.

A copy of the presentation was provided at the meeting.

8. LTCP – CSO Update

In mid November, CDRPC received word that NYS DEC and the US EPA are reviewing the draft Long Term Control Plan and would be contacting CDRPC to set up a meeting once they have finished their review at either the end of the year or early 2012.

NYS DOS has not yet released the RFP for the next round of SMSI funding. It is anticipated that as soon as the RFP is announced, CDRPC will prepare an application for funding to explore alternative organizational arrangements for Phase II of the CSO project.

9. Inter-Municipal Agreement and Bylaws

A copy of the Inter-Municipal Agreement establishing the Commission and the Bylaws were distributed to the Commissioners before the meeting for their information.

CDRPC was established in 1967 under Articles 12-B and 5-G of General Municipal Law by Albany, Rensselaer, Saratoga and Schenectady Counties. The dues paid to the Commission are per the approved bylaws which state that it be based on "its proportionate share of expenses based on the last available U.S. official full count census."

~~Fred Acunto inquired what would be the impact on CDRPC if Saratoga County decided not to participate. Financially it would have an impact; however, the larger issue is that it would pose many problems as far as programs are concerned. For example, the EDA grant is a 50/50 match, which includes Saratoga County as part of the four county economic development district. The \$70,000 that is matched is paid for via the county dues, therefore the other three counties would be subsidizing Saratoga County's share. A similar situation would occur with the other grants CDRPC receives that require a match. CDRPC could re-apply for the EDA grant without Saratoga County as a three county economic development district, but that would exclude Saratoga County's eligibility for grants from the EDA unless they created their own district.~~

Rocky would recommend that CDRPC meet the minimum requirements to prepare data for Saratoga County. However, based on feedback Rocky has received, he does not anticipate Saratoga County not participating therefore would prefer any further discussion of "what if" scenarios pending final action by the county.

10. Staff Activity Report

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

11. Other Business

Stan Brownell announced that John Graziano will no longer be on the CDRPC Commission and congratulated and thanked John for his years of service to the Commission. John Graziano served as a Commissioner from 2002 -2011.


12. Next Commission Meeting

The next CDRPC Commission meeting is scheduled for January 18, 2012 at 8:30AM.

Adjournment

John Graziano made a motion to adjourn the meeting and Lucille McKnight seconded. The motion was approved unanimously.

Respectfully submitted,



James Shaughnessy
Secretary



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MEMORANDUM (#12-01)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: January 11, 2012

Re: Officer Vacancy

Due to the resignation of Michael Petta, the office of Treasurer is vacant. In keeping with the bylaws, the position will be filled by a Commissioner from Schenectady County. It is anticipated that Schenectady County will nominate a candidate to fill the position for consideration by the full Board.



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MEMORANDUM (#12-02)

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To: Commissioners

From: Rocky Ferraro, Executive Director

Date: January 11, 2012

Re: Monthly Financial Statement

Enclosed for your review and approval are the current financial statements through December 2011.

For the year, the revenues are at 98.2% while expenses are at 93.7%. The revenue reflects the final billings through the fourth quarter of 2011. Interest earnings from the CD's remain unreported. On the expense side, there is an estimated \$1000 in outstanding expenses from billings we will receive through January/early February that represent actual 2011 expenses. Overall, we will have taken approximately \$6000 from the Fund Balance which is far less than the \$37,184 that was anticipated. A final audited financial statement will be prepared and presented to the Commission in mid 2012.

As noted on the Statement of Financial Condition, on December 31st we had \$39,786 cash in the bank and outstanding receivables totaling \$159,040. The larger than usual receivables reflects the year end billings. We also have three Certificates of Deposit which are listed on the following table.

CD #	Value	Expires
153153	\$ 31,503.20	January 13, 2012
000224	\$ 21,204.81	April 17, 2012
943799	\$ 35,122.71	November 23, 2012
Total: \$ 87,830.72		

CDRPC 2011 Income Statement

Account	2011 Budget	Oct 11	Nov 11	Dec 11	Year-to-Date	Balance	YTD %
2011 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	12,975.00	-	-	51,900.00	-	100.0%
R2390.4 Schenectady County	37,911.00	9,477.75	-	-	37,911.00	-	100.0%
R2401.0 Interest & Earnings	2,000.00	18.80	123.56	3.52	401.30	1,598.70	20.1%
R2770.1 Miscellaneous	100.00	-	-	-	37.95	62.05	38.0%
R2770.3 Contractual Services	25,000.00	-	-	9,800.00	13,500.00	11,500.00	54.0%
R2770.4 FTZ#121	30,000.00	-	-	-	25,000.00	5,000.00	83.3%
R2770.5 Conferences	6,000.00	-	-	-	3,720.00	2,280.00	62.0%
R2770.6 CDYCI	80,000.00	-	-	20,000.00	80,000.00	-	100.0%
R3900.6 CSO Grant	50,000.00	-	-	3,307.58	44,011.53	5,988.47	88.0%
R3900.7 Health Dept	25,000.00	-	-	6,471.97	12,563.24	12,436.76	50.3%
R4000.2 EDA	70,000.00	-	-	9,440.53	70,000.00	-	100.0%
R4000.3 Water Quality	54,000.00	-	-	17,109.25	64,155.63	(10,155.63)	118.8%
R4000.4 UPWP	110,000.00	-	-	24,013.69	126,708.32	(16,708.32)	115.2%
Gross Revenue	\$ 657,566.00	\$ 22,471.55	\$ 123.56	\$ 90,146.54	\$ 645,563.97	\$ 12,002.03	98.2%
2011 EXPENSE							
E.1010 Salaries	\$ 378,000.00	\$ 31,437.28	\$ 31,437.28	\$ 31,437.28	\$ 377,247.36	\$ 752.64	99.8%
E.1030 Temporary Services	-	-	-	-	-	-	-
E.2010 Office Equipment	4,000.00	1,709.00	229.00	458.00	4,228.00	(228.00)	105.7%
E.2020 Furniture & Furnishings	1,000.00	-	-	-	-	1,000.00	0.0%
E.4020 Workshops & Conferences	6,000.00	-	-	200.00	5,195.00	805.00	86.6%
E.4030 Consultant Services	11,000.00	315.00	-	-	8,315.00	2,685.00	75.6%
E.4040 Agency Memberships	4,500.00	-	-	-	3,450.00	1,050.00	76.7%
E.4051 Computer Supplies/Software	5,500.00	749.99	-	485.53	4,819.02	680.98	87.6%
E.4055 Data Purchases	500.00	-	-	-	150.00	350.00	30.0%
E.4060 Equipment Maintenance	1,500.00	128.00	-	-	128.00	1,372.00	8.5%
E.4070 Office Supplies	3,000.00	668.77	226.71	440.77	2,951.53	48.47	98.4%
E.4080 Books & Journals	750.00	-	-	-	288.81	461.19	38.5%
E.4090 Printing & Publishing	6,500.00	568.25	-	622.73	2,818.20	3,681.80	43.4%
E.4110 Rent	64,000.00	4,885.01	4,926.49	220.79	59,404.01	4,595.99	92.8%
E.4120 Telephone	4,000.00	255.16	251.38	132.89	3,379.60	620.40	84.5%
E.4121 Internet	1,500.00	77.91	77.91	46.43	771.92	728.08	51.5%
E.4130 Travel	10,000.00	605.60	-	2,151.99	8,864.95	1,135.05	88.6%
E.4140 Equipment Repairs	500.00	-	-	-	-	500.00	0.0%
E.4150 Postage	3,500.00	150.00	44.00	194.00	1,968.85	1,531.15	56.3%
E.4160 Miscellaneous	1,000.00	-	-	-	260.24	739.76	26.0%
E.4170 Payroll Services	1,800.00	142.50	142.50	217.50	1,842.00	(42.00)	102.3%
E.4190 Contingent Fund	1,000.00	-	-	-	-	1,000.00	0.0%
E.4200 Insurance-General	1,500.00	-	-	-	1,308.21	191.79	87.2%
E.4210 Meeting Expenses	2,000.00	27.25	85.59	-	711.73	1,288.27	35.6%
E.4260 Bad Debt Expense	-	-	-	-	-	-	-
E.8010 NYS Retirement	66,000.00	-	62,259.00	-	62,259.00	3,741.00	94.3%
E.8030 FICA	30,000.00	2,434.04	2,434.04	2,434.04	29,208.48	791.52	97.4%
E.8040 Ins.-Worker's Comp. & Dis.	2,500.00	-	-	-	1,775.60	724.40	71.0%
E.8050 Ins.-Health	80,000.00	5,636.82	5,636.82	380.64	68,228.33	11,771.67	85.3%
E.8060 Ins.-Unemployment	1,200.00	-	-	-	540.59	659.41	45.0%
E.8070 Prof. Memberships	1,000.00	-	-	-	395.00	605.00	39.5%
E.8080 Continuing Education	1,000.00	250.00	-	-	525.00	475.00	52.5%
Gross Expenses	\$ 694,750.00	\$ 50,040.58	\$ 107,750.72	\$ 39,422.59	\$ 651,034.43	\$ 43,715.57	93.7%
Net Operating Income	\$ (37,184.00)	\$ (27,569.03)	\$(107,627.16)	\$ 50,723.95	\$ (5,470.46)		
A909 Fund Balance-Unreserved	37,184.00	-	-	-	-	-	-
Net Income	\$ -	\$ (27,569.03)	\$(107,627.16)	\$ 50,723.95	\$ (5,470.46)		

Capital District Regional Planning Commission

GENERAL FUND

Statement of Financial Condition

December 31, 2011

Assets

Cash — Checking	\$	28,726.73
Cash — Money Market		11,059.28
Cash — Certificates of Deposit		87,830.72
Petty Cash		200.00
Net Due from Private Persons/Organizations		33,271.97
Due from State & Federal Governments		104,193.12
Due from Other Governments		21,574.67
Prepaid Expenses		15,600.46
Carryover Revenue		7,805.62

Sub-Total: Assets \$ 310,262.57

Expenses — Year-to-Date 651,034.43

Total

\$ 961,297.00

Liabilities & Fund Balance

Due to Other Governments	\$	-
Due to Private Persons/Organizations		229.00
Deferred Project Revenue		-
Fund Balance — Unrestricted		315,504.03
<i>Sub-Total: Liabilities & Fund Balance</i>	\$	315,733.03
Revenue — Year-to-Date	\$	<u>645,563.97</u>

Total

\$ 961,297.00

Net Income (Loss) \$ (5,470.46)



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MEMORANDUM (#12-03)

To: Commissioners
From: Rocky Ferraro, Executive Director
Date: January 11, 2012
Re: Proposed 2012 Budget

At the December Board meeting, due to uncertainty with regards to the dues that may be forthcoming from the Counties to support CDRPC operations in 2012, the Commission approved a Provisional budget. I'm pleased to report that each of the four counties provided the requested financial support to CDRPC; therefore, no adjustments are needed to the approved provisional budget.

As a result, attached for your review and approval is the proposed 2012 Budget for CDRPC operations.

Proposed 2012 Budget

Account	2011 Approved Budget	2012 Proposed Budget	
		Amount	Change
REVENUE			
R2390.1 Albany County	\$ 76,197.00	\$ 74,590.00	\$ (1,607.00)
R2390.2 Rensselaer County	39,458.00	39,091.00	(367.00)
R2390.3 Saratoga County	51,900.00	53,847.00	1,947.00
R2390.4 Schenectady County	37,911.00	37,938.00	27.00
R2401.0 Interest & Earnings	2,000.00	1,500.00	(500.00)
R2770.1 Miscellaneous	100.00	100.00	-
R2770.3 Contractual Services	25,000.00	20,000.00	(5,000.00)
R2770.4 FTZ#121	30,000.00	30,000.00	-
R2770.5 Conferences	6,000.00	6,000.00	-
R2770.6 CDYCI	80,000.00	80,000.00	-
R3900.5 Dept. of State	-	-	-
R3900.6 CSO Grant	50,000.00	25,000.00	(25,000.00)
R3900.7 Health Dept	25,000.00	17,000.00	(8,000.00)
R4000.2 EDA	70,000.00	70,000.00	-
R4000.3 Water Quality	54,000.00	67,000.00	13,000.00
R4000.4 UPWP	110,000.00	120,000.00	10,000.00
NYSERDA	-	72,000.00	72,000.00
<i>Gross Revenue</i>	\$ 657,566.00	\$ 714,066.00	\$ 56,500.00
EXPENSE			
E.1010 Salaries	\$ 378,000.00	\$ 384,000.00	6,000.00
E.1030 Intern	-	14,000.00	14,000.00
E.2010 Office Equipment	4,000.00	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	4,500.00	4,500.00	-
E.4051 Computer Supplies/Software	5,500.00	5,500.00	-
E.4055 Data Purchases	500.00	500.00	-
E.4060 Equipment Maintenance	1,500.00	1,500.00	-
E.4070 Office Supplies	3,000.00	3,000.00	-
E.4080 Books & Journals	750.00	750.00	-
E.4090 Printing & Publishing	6,500.00	10,000.00	3,500.00
E.4110 Rent	64,000.00	64,000.00	-
E.4120 Telephone	4,000.00	4,000.00	-
E.4121 Internet	1,500.00	1,000.00	(500.00)
E.4130 Travel	10,000.00	10,000.00	-
E.4140 Equipment Repairs	500.00	500.00	-
E.4150 Postage	3,500.00	3,000.00	(500.00)
E.4160 Miscellaneous	1,000.00	1,000.00	-
E.4170 Payroll Services	1,800.00	1,900.00	100.00
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	66,000.00	75,000.00	9,000.00
E.8030 FICA	30,000.00	31,600.00	1,600.00
E.8040 Ins.-Worker's Comp. & Dis.	2,500.00	2,500.00	-
E.8050 Ins.-Health	80,000.00	78,000.00	(2,000.00)
E.8060 Ins.-Unemployment	1,200.00	1,200.00	-
E.8070 Prof. Memberships	1,000.00	1,000.00	-
E.8080 Continuing Education	1,000.00	1,000.00	-
<i>Gross Expenses</i>	\$ 694,750.00	\$ 725,950.00	\$ 31,200.00
<i>Net Operating Income</i>	\$ (37,184.00)	\$ (11,884.00)	.
A825 Fund Balance-Reserved			-
A909 Fund Balance-Unreserved	37,184.00	11,884.00	.
<i>Net Income</i>	\$ -	\$ -	\$ -



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Lucille M. McKnight
Michael B. Whalen, Jr.
Vacant

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
David Vincent
Vacant

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

MEMORANDUM (#12-04)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: January 11, 2012

Re: Auditing Services

Our existing three year contract with Bonadio to prepare our annual audit has concluded. As a result, Commission action is requested to send a Request for Proposals (RFP) for auditing services for the three year period beginning with the fiscal year ending December 31, 2011. Attached is a copy of the proposed RFP for your review and consideration. As a potential cost saving measure, a similar RFP is also being prepared to provide auditing services for CDYCI.

Capital District Regional Planning Commission
REQUEST FOR PROPOSALS
Audit Services

The Capital District Regional Planning Commission is seeking proposals for auditing services for a three year period beginning with the fiscal year ending December 31, 2011.

The Capital District Regional Planning Commission (CDRPC) is a regional planning and resource center created in 1967 by a joint cooperative agreement by Albany, Rensselaer, Saratoga, and Schenectady Counties pursuant to Articles 12-B (Metropolitan, Regional, or County Planning Board) & 5G (Municipal Cooperation) of the New York State Municipal Law. Approximately 32% of CDRPC's revenue support comes from the four counties via a population formula based on the last decennial Census. The remaining funding support is derived from State and federal grants and other contractual sources for research and policy formulation in the areas of economic development, water quality, land use and planning outreach. CDRPC's annual budget ranges from \$650,000 to \$700,000. CDRPC owns no land or buildings. CDRPC's only assets include the office equipment and furniture necessary to conduct its day to day operations. There is a staff of six full-time professionals and one part-time intern.

The audit shall be conducted in accordance with generally accepted government auditing standards and shall include such tests of the accounting records and such other auditing procedures as considered necessary under the circumstances. The audit shall be made for the purpose of rendering an opinion on the fairness of presentation of the statements in conformity with generally accepted accounting principles.

Scope of Services:

Audit CDRPC 's general purpose financial statements in accordance with U.S. accounting standards and Government Auditing Standards.

Financial Statements shall be prepared including:

- Balance sheets
- Related statements of revenue, expenditures and fund equity
- Changes in Fund Balance
- Revenue and expenditures – budgeted and actual

Present the audit findings to the CDRPC Board at one of its Board meetings during 2012, but no later than the meeting held in July.

It is understood that CDRPC will provide the basic information required for the audit and that CDRPC is responsible for the accuracy and completeness of that information. The selected firm shall meet with staff prior to the audit to discuss the scope, tasks, process and timeline. Staff shall be available as a resource during the entire audit process.

The fee for services should include reproduction costs for 30 bound copies of the report.

Proposal Submittal:

Two copies of the proposal must be postmarked on or before February 17, 2012. Proposals should be addressed to:

Rocco A. Ferraro, AICP
Executive Director
Capital District Regional Planning Commission
One Park Place, Suite 102
Albany, NY 12205

Proposals may also be submitted electronically by midnight February 17, 2012 in the form of PDF files to Rocky@cdrpc.org.

The receipt of all proposals, whether mailed or e-mailed, will be acknowledged.

The RFP does not commit the CDRPC to award a contract or pay the costs incurred in the preparation of the proposal. CDRPC reserves the right to accept, amend, or reject any or all proposals received or to cancel this RFP.

Any questions about this RFP should be directed to:

Donna Reinhart
Office Manager
518-453-0850

Proposal Requirements:

Firm Qualifications & Experience
Qualifications of the engagement team
An outline of the audit objectives and approach
A representative listing of nonprofit/government clients
An outline of professional fees for each of the three years

Evaluation Criteria:

Proposals will be evaluated based on qualifications, references, and fee.



CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

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

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

FTZ #121

MEMORANDUM (#12-05)

2012 Officers

Chair
Willard Bruce

Vice Chair
James Shaughnessy

Secretary
John Murray

Treasurer
Vacant

Members

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

Rensselaer County
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To: Commissioners
From: Rocky Ferraro, Executive Director
Date: January 11, 2012
Re: 2012: The Year Ahead

I will be making a Power Point presentation outlining the Commission's proposed activities during 2012 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 2012.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

STAFF ACTIVITY REPORT December 5, 2011 to January 8, 2012

A. ADMINISTRATION

1. The 2011 Q4 billings are being prepared and submitted for the 604(b) Water Quality contract, ~~UPWP Transportation Planning contract, EDA Economic Planning contract, CDYCI administrative contract, the CSO administrative contract, and the Community Gardens project.~~
2. The 604(b) Water Quality contract with DEC was approved for another 4 years though the financial authorizations will be made annually based on available funds.

B. REGIONAL PLANNING

REGIONAL INFORMATION SYSTEM & DATA SERVICES

1. The staff responded to approximately 85 call-in and e-mail data requests during the reporting period.
2. For 2011, CDRPC's website had received 1,156,368 page hits, up 36% over 2010; and 80,107 visitors, up 39% 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 second release of the 5 year American Community Survey (2006-10) has occurred and will be posted on the website similar to the 2005-09 ACS data.
5. The Commission continues to post data from the 2010 Census data as it is released from the Census Bureau on the web site.
6. Staff prepared enrollment projection reports for the Albany and Schenectady School Districts. A presentation was made to the Schenectady Board of Education on the findings on the projections.

WATER QUALITY PLANNING

1. The Staff has continued work on the 604(b) 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. Request for Qualifications was issued in November for the Patroon Creek/Tivoli Lake project; responses were due January 6, 2012. Three proposals have been received and are under review.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

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 also serving on the GIS, Public Outreach, and Watershed Assessment Framework subcommittees.
 3. A meeting has been tentatively scheduled for January 18th to meet with DEC to discuss the findings and recommendations of the draft Albany Pool Combined Sewer Overflow Long Term Control Plan that was submitted to DEC on June 30th.
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TRANSPORTATION AND LAND USE

1. The staff continues to participate on CDTC's Planning Committee, Bike/Ped Taskforce, Capital District Clean Communities Coalition and the Regional Linkage Forum.
2. Staff continues to participate on various Linkage Study advisory committees as part of the CDTC Linkage Grant Program. Current linkage studies underway include: The New Scotland Linkage study, the town of Wilton Exit 16 Linkage Study, the Clifton Park Town Center Plan, and the Malta Form-based Codes Linkage Study.
3. Staff is participating on the advisory committee of NYSDOT's Mohawk-Erie Multi-modal Transportation Corridor Study.
4. Staff support is being provided to the Village of Menands as part of their Broadway corridor rezoning study.
5. Staff has continued work on the Healthy Communities grant, which was awarded to the Capital District Community Gardens to address issues of access to healthy foods and to promote healthy lifestyles in Rensselaer County. CDRPC is a subcontractor on the grant. CDRPC tasks include analyzing development patterns in several suburban parts of the county for their conduciveness to physical activity, such as walking and biking, and offering suggestions for improvement.
6. In anticipation of contract approval, staff has begun working on a one-year, \$322,000 Climate Smart Communities Grant from NYSERDA. CDRPC is partnering with Climate Action Associates, LLC and VHB Engineering, Surveying and Landscape Architecture, P.C. The grant will attempt to address climate change by creating a regional greenhouse gas inventory, creating a Climate Smart Communities Outreach Plan, and offering regional outreach and technical support services to existing and potential Climate Smart Communities (communities that have taken the NYS DEC Smart Communities pledge). Staff is awaiting final approval of the Scope of Work by NYSERDA.

HUMAN RESOURCES & CRIMINAL JUSTICE

1. The Juvenile Detention facility utilization rate (based on the re-configured 16 bed facility) was 58.9% for the month of December.
2. Billings to the counties using the facility were computed and sent out through December 2011.

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. CDRPC is currently revising model contract language for compliance with the Alternative Site Framework. No inquiries were received during this reporting period.
3. The November/December issue of *Capital District Data* was prepared and has been sent to the printer for publication. The issue includes average employment, pay, and LQs by NAICS sector.

MEETINGS:

- 12/05/11 Ferraro: Shenendehowa Futures Committee meeting.
- 12/06/11 Fabozzi: Mohawk River Watershed Study GIS Subcommittee meeting
- 12/06/11 Shannon: Rensselaer County MS4 Coordinators' meeting.
- 12/06/11 Shannon & King: DOS Planning Board Land Use Workshop.
- 12/07/11 Shannon: Schenectady County Water Quality Coordinating Committee meeting.
- 12/08/11 Shannon: Saratoga County Water Quality Coordinating Committee meeting.
- 12/08/12 Fabozzi: NYS GIS Coordinating Body meeting.
- 12/09/11 Ferraro: Stakeholders Board meeting.
- 12/12/11 Ferraro: Menands Broadway Corridor Rezoning Steering Committee meeting.
- 12/13/11 Shannon: EPA Webinar: Greening Local Codes and Ordinances - Updating Codes to Cultivate Green Infrastructure and Foster Sustainable Stormwater Management.
- 12/13/11 Fabozzi: CDTC Bike-Ped Taskforce meeting.
- 12/13/11 Fabozzi: Meeting with CDTC staff regarding GIS Services.
- 12/14/11 King: Capital District Clean Communities Coalition meeting.
- 12/15/11 Ferraro: Saratoga PLAN TDR Advisory Committee meeting.
- 12/15/11 Ferraro & Fabozzi: Meeting with CDTC staff regarding next year's UPWP work program.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 12/15/11 King: Saratoga County MS4 Coordinator's meeting.
- 12/16/11 Fabozzi: Albany County Water Quality Coordinating Committee meeting.
- 12/16/11 Fabozzi: Town of Malta Linkage Study Advisory Committee meeting.
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- 12/20/11 Ferraro: Capital District Library Council Trustee meeting.
- 12/21/11 Ferraro: Saratoga RPC Board meeting.
- 12/21/11 Fabozzi: Mohawk River Watershed Study GIS Subcommittee meeting.
- 12/21/11 Fabozzi: NYS GIS Coordinating Body Conference Call.
- 12/21/11 King: Enrollment projections presentation to Schenectady Board of Education.
- 1/04/12 Ferraro: St Edwards Church Planning Committee to discuss population growth in Southern Saratoga County.
- 1/04/12 Fabozzi: Healthy Communities Coalition meeting.
- 1/05/12 Ferraro & Fabozzi: Meeting with Schenectady Mayor McCarthy regarding CDRPC's Climate Smart Communities program.