



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

FTZ #121

2012 Officers

Chair
Willard Bruce

Vice Chair
James Shaughnessy

Secretary
John Murray

Treasurer
Gary Hughes

Members

Albany County
John J. Brown
Willard A. Bruce
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
Phillip Barrett
Jason Kemper
John Murray
Paul Sausville

Schenectady County
Gary Hughes
Barbara Mauro
David Vincent
Vacant
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

Planning Intern
Christopher Grigsby

COMMISSION MEETING

8:30 am, Wednesday, March 21, 2012
CDRPC Office
One Park Place
Albany, New York
453-0850

AGENDA

1. Welcome/Introduction of Guests
2. January 18th 2012 Meeting Minutes*
3. Financial Statement through December 31st, 2011 (Memo 12-06)*
4. Financial Statement through February 29th, 2012 (Memo 12-07)*
5. Auditing Services Contract (Memo 12-08)*
6. Albany County Appointment to CDYCI Board (Memo 12-09)*
7. NYSERDA Cleaner Greener Communities Regional Sustainability Planning Program Presentation (Memo 12-10)
8. LTCP – CSO Update (Memo 12-11)
9. Staff Activity Report
10. Other Business
11. Next Commission Meeting Date: May 16th, 8:30 am

*Formal Board Action Anticipated

COMMISSION MEETING

January 18, 2012
CDRPC Conference Room
One Park Place, Suite 102
Albany, New York 12205

Minutes

PRESENT: Willard Bruce, Lucille McKnight, Michael Whalen, Jr., Judy Breselor, Michael Stammel, Fred Acunto, John Murray, Gary Hughes, Barbara Mauro, David Vincent

ABSENT: John Brown, Stan Brownell, Leon Fiacco, James Shaughnessy, Philip Barrett, Jason Kemper, Paul Sausville, Robert Godlewski

PRESIDING: Bill Bruce, Chair, called the meeting to order at 8:30am.

1. Welcome/Introduction of Guests

Brad Fisher, Albany County Director of Operations was in attendance.

2. December 14, 2011 Meeting Minutes

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

Action Taken

Barbara Mauro made a motion to approve the December 14, 2011 meeting minutes and Mike Stammel seconded. The motion was approved unanimously.

3. Office Vacancy

Due to the resignation of Michael Petta, the office of Treasurer is vacant. Gary Hughes, representing Schenectady County nominated himself to fill the position as Treasurer.

Action Taken

Jack Murray made a motion to accept Gary Hughes as Treasurer for 2012 and Barbara Mauro seconded. The motion was approved unanimously.

4. Financial Statements through December 31, 2011

The financial statement represents activities through December 31, 2011. The revenues are at 98.2% while the expenses are at 93.7%. The revenue reflects the final billings through the fourth quarter of 2011.

On the expense side there is an estimated \$1,000 in outstanding expenses from billings that will be received in January and February that represent actual 2011 expenses.

In order to balance the 2011 budget, approximately \$6,000 will be taken from the Fund Balance which is far less than the \$37,184 that was anticipated.

Action Taken

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

5. Approval of 2012 Budget

At the December Board meeting, the Commission approved a provisional budget due to an uncertainty with regards to the dues that may be forthcoming from the Counties to support CDRPC in 2012. Rocky informed the Board that each of the four counties provided the requested financial support to CDRPC for operations in 2012. No adjustments are needed to the approved provisional budget. Action was requested to approve the Provisional Budget as the 2012 Budget.

Action Taken

Jack Murray made a motion to approve the 2012 Budget and Fred Acunto seconded. The motion was approved unanimously.

6. Proposal for Audit Services

The three year contract with Bonadio to prepare an annual audit has expired for both CDRPC and CDYCI. As a result, Rocky is seeking Commission approval to send out a Request for Proposals (RFP) for auditing services for a three year period beginning with the fiscal year ending December 31, 2011. The auditor that is selected will prepare an audit for both CDRPC and CDYCI, however each will be billed separately.

Action Taken

Jack Murray made a motion to authorize Rocky to send out an RFP for auditing services and Gary Hughes seconded. The motion was approved unanimously.

7. The Year Ahead

Rocky made a PowerPoint presentation outlining the Commission's proposed activities during 2012.

A copy of the presentation is provided.

8. Staff Activity Report

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

9. Other Business

There was no other business at this time.

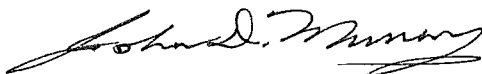
10. Next Commission meeting

The next CDRPC Commission meeting is scheduled for March 21, 2012 at 8:30am.

Adjournment

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

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "John Murray".

John Murray
Secretary



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MEMORANDUM (#12-06)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: March 13, 2012

Re: Unaudited Financial Statement through December 31st, 2011

Enclosed for your review are the financial statements through December 31, 2011. This represents the Commission's final unaudited financial statement for 2011.

For the year, the revenues were at 97.9% of the approved budget while expenses were at 93.9%. Overall, expenditures exceeded revenues by \$8,467.30 which is less than anticipated since the approved 2011 budget included \$37,184 from the Fund Balance in order to balance the budget. Based on the income statement for 2011, the January 1, 2012 unaudited Fund Balance is \$307,036.73 (\$315,504.03 - \$8,467.30). These are the financial records that will be provided to the auditor as part of the 2011 audit of our financial records. A final audited financial statement will be prepared and presented to the Commission at the July 2012 Board meeting.

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	145.09	542.87	1,457.13	27.1%
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	-	-	4,567.73	10,659.00	14,341.00	42.6%
R4000.2 EDA	70,000.00	-	-	9,440.53	70,000.00	-	100.0%
R4000.3 Water Quality	54,000.00	-	-	17,109.25	64,155.59	(10,155.59)	118.8%
R4000.4 UPWP	110,000.00	-	-	24,013.70	126,708.33	(16,708.33)	115.2%
Gross Revenue	\$ 657,566.00	\$ 22,471.55	\$ 123.56	\$ 88,383.88	\$ 643,801.27	\$ 13,764.73	97.9%
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	-	579.69	4,913.18	586.82	89.3%
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	508.59	3,019.35	(19.35)	100.6%
E.4080 Books & Journals	750.00	-	-	-	288.81	461.19	38.5%
E.4090 Printing & Publishing	6,500.00	568.25	-	773.54	2,969.01	3,530.99	45.7%
E.4110 Rent	64,000.00	4,885.01	4,926.49	881.83	60,065.05	3,934.95	93.9%
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	61.38	786.87	713.13	52.5%
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	238.00	2,012.85	1,487.15	57.5%
E.4160 Miscellaneous	1,000.00	-	-	35.30	295.54	704.46	29.6%
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	166.06	877.79	1,122.21	43.9%
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	\$ 40,656.73	\$ 652,268.57	\$ 42,481.43	93.9%
Net Operating Income	\$ (37,184.00)	\$ (27,569.03)	\$(107,627.16)	\$ 47,727.15	\$ (8,467.30)		
A909 Fund Balance-Unreserved	37,184.00	-	-	-	-		
Net Income	\$ -	\$ (27,569.03)	\$(107,627.16)	\$ 47,727.15	\$ (8,467.30)		

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		87,972.29
Petty Cash		200.00
Net Due from Private Persons/Organizations		31,367.73
Due from State & Federal Governments		104,193.09
Due from Other Governments		21,574.67
Prepaid Expenses		15,600.46
Carryover Revenue		7,805.62
		<hr/>
<i>Sub-Total: Assets</i>	\$	308,499.87
Expenses — Year-to-Date		652,268.57
		<hr/>

Total \$ 960,768.44

Liabilities & Fund Balance

Due to Other Governments	\$	-
Due to Private Persons/Organizations		1,463.14
Deferred Project Revenue		-
Fund Balance — Unrestricted		315,504.03
<i>Sub-Total: Liabilities & Fund Balance</i>	\$	316,967.17
Revenue — Year-to-Date	\$	643,801.27
		<hr/>

Total \$ 960,768.44

Net Income (Loss) \$ (8,467.30)



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MEMORANDUM (#12-07)

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To: Commissioners

From: Rocky Ferraro, Executive Director

Date: March 13, 2012

Re: Financial Statement through February 29th, 2012

Enclosed for your review and approval are the current financial statements through February 2012. 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 Computer Supplies/Software, our annual GIS software license to ESRI was renewed; under Insurance-General we paid our annual premiums and most of it for Worker's Comp and Unemployment Insurance. Finally, our Rent and Health Insurance expense reflect three months worth of payments.

As noted on the Statement of Financial Condition, on February 29th we had \$137,363 cash in the bank and outstanding receivables totaling \$97,970. We also have two Certificates of Deposit.

CD #	Value	Expires
000224	\$ 21,223.55	April 17, 2012
943799	\$ 35,128.33	November 23, 2012
Total: \$ 56,351.88		

CDRPC 2012 Income Statement

Account	2012 Budget	Jan 12	Feb 12	Year-to-Date	Balance	YTD %
2012 REVENUE						
R2390.1 Albany County	\$ 74,590.00	\$ 37,295.00	\$ -	\$ 37,295.00	\$ 37,295.00	50.0%
R2390.2 Rensselaer County	39,091.00	19,545.50	-	19,545.50	19,545.50	50.0%
R2390.3 Saratoga County	53,847.00	13,461.75	-	13,461.75	40,385.25	25.0%
R2390.4 Schenectady County	37,938.00	9,484.50	-	9,484.50	28,453.50	25.0%
R2401.0 Interest & Earnings	1,500.00	8.20	12.19	20.39	1,479.61	1.4%
R2770.1 Miscellaneous	100.00	-	-	-	100.00	0.0%
R2770.3 Contractual Services	20,000.00	-	3,000.00	3,000.00	17,000.00	15.0%
R2770.4 FTZ#121	30,000.00	18,750.00	-	18,750.00	11,250.00	62.5%
R2770.5 Conferences	6,000.00	-	-	-	6,000.00	0.0%
R2770.6 CDYCI	80,000.00	-	-	-	80,000.00	0.0%
R3900.3 NYSERDA	72,000.00	-	-	-	72,000.00	0.0%
R3900.6 CSO Grant	25,000.00	-	-	-	25,000.00	0.0%
R3900.7 Health Dept	17,000.00	-	-	-	17,000.00	0.0%
R4000.2 EDA	70,000.00	7,805.62	-	7,805.62	62,194.38	11.2%
R4000.3 Water Quality	67,000.00	-	-	-	67,000.00	0.0%
R4000.4 UPWP	120,000.00	-	-	-	120,000.00	0.0%
<i>Gross Revenue</i>	\$ 714,066.00	\$ 106,350.57	\$ 3,012.19	\$ 109,362.76	\$ 604,703.24	15.3%
2012 EXPENSE						
E.1010 Salaries	\$ 384,000.00	\$ 31,903.42	\$ 30,077.56	\$ 61,980.98	\$ 322,019.02	16.1%
E.1030 Temporary Services	14,000.00	590.00	840.00	1,430.00	12,570.00	10.2%
E.2010 Office Equipment	4,000.00	1,060.00	229.00	1,289.00	2,711.00	32.2%
E.2020 Furniture & Furnishings	1,000.00	-	-	-	1,000.00	0.0%
E.4020 Workshops & Conferences	6,000.00	-	-	-	6,000.00	0.0%
E.4030 Consultant Services	11,000.00	2,362.50	-	2,362.50	8,637.50	21.5%
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	-	3,531.00	3,531.00	1,969.00	64.2%
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	-	422.12	422.12	2,577.88	14.1%
E.4080 Books & Journals	750.00	316.05	-	316.05	433.95	42.1%
E.4090 Printing & Publishing	10,000.00	-	641.10	641.10	9,358.90	6.4%
E.4110 Rent	64,000.00	9,473.50	4,957.54	14,431.04	49,568.96	22.5%
E.4120 Telephone	4,000.00	379.59	260.15	639.74	3,360.26	16.0%
E.4121 Internet	1,000.00	295.16	77.91	373.07	626.93	37.3%
E.4130 Travel	10,000.00	-	25.00	25.00	9,975.00	0.3%
E.4140 Equipment Repairs	500.00	382.00	-	382.00	118.00	76.4%
E.4150 Postage	3,000.00	49.95	195.00	244.95	2,755.05	8.2%
E.4160 Miscellaneous	1,000.00	-	-	-	1,000.00	0.0%
E.4170 Payroll Services	1,900.00	142.50	230.70	373.20	1,526.80	19.6%
E.4190 Contingent Fund	1,000.00	-	-	-	1,000.00	0.0%
E.4200 Insurance-General	1,500.00	1,339.41	-	1,339.41	160.59	89.3%
E.4210 Meeting Expenses	2,000.00	-	74.97	74.97	1,925.03	3.7%
E.4260 Bad Debt Expense	-	-	-	-	-	
E.8010 NYS Retirement	75,000.00	-	-	-	75,000.00	0.0%
E.8030 FICA	31,600.00	2,515.00	2,394.44	4,909.44	26,690.56	15.5%
E.8040 Ins.-Worker's Comp. & Dis.	2,500.00	1,788.50	-	1,788.50	711.50	71.5%
E.8050 Ins.-Health	78,000.00	11,397.72	6,094.54	17,492.26	60,507.74	22.4%
E.8060 Ins.-Unemployment	1,200.00	492.29	230.02	722.31	477.69	60.2%
E.8070 Prof. Memberships	1,000.00	-	-	-	1,000.00	0.0%
E.8080 Continuing Education	1,000.00	-	-	-	1,000.00	0.0%
<i>Gross Expenses</i>	\$ 725,950.00	\$ 65,937.59	\$ 50,281.05	\$ 116,218.64	\$ 609,731.36	16.0%
<i>Net Operating Income</i>	\$ (11,884.00)	\$ 40,412.98	\$ (47,268.86)	\$ (6,855.88)		
A909 Fund Balance-Unreserved	11,884.00	-	-	-		
<i>Net Income</i>	\$ -	\$ 40,412.98	\$ (47,268.86)	\$ (6,855.88)		

Capital District Regional Planning Commission

GENERAL FUND

Statement of Financial Condition February 29, 2012

Assets

Cash — Checking	\$	29,655.48
Cash — Money Market		107,707.66
Cash — Certificates of Deposit		56,351.88
Petty Cash		200.00
Net Due from Private Persons/Organizations		7,567.73
Due from State & Federal Governments		55,366.13
Due from Other Governments		35,036.42
Prepaid Expenses		489.93
Carryover Revenue		-
<i>Sub-Total: Assets</i>	\$	<u>292,375.23</u>
Expenses — Year-to-Date		<u>116,218.64</u>

Total \$ 408,593.87

Liabilities & Fund Balance

Due to Other Governments	\$	-
Due to Private Persons/Organizations		-
Deferred Project Revenue		(7,805.62)
Fund Balance — Unrestricted		307,036.73
<i>Sub-Total: Liabilities & Fund Balance</i>	\$	<u>299,231.11</u>
Revenue — Year-to-Date	\$	<u>109,362.76</u>

Total \$ 408,593.87

Net Income (Loss) \$ (6,855.88)



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MEMORANDUM (#12-08)

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Christopher Grigsby

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: March 13, 2012

Re: Auditing Services Contract

In January, CDRPC prepared an RFP to undertake the annual audit of CDRPC's and CDYCI's financial records for the three year period beginning with the fiscal year ending December 31, 2011. The RFP solicitation was sent via regular mail to 33 accounting firms in the Region and was posted on CDRPC's web site. In response to the RFP, two proposals were submitted; The Bonadio Group, our current auditor and UHY LLP. The fee proposal to undertake the financial audit for CDRPC is the following:

	2011	2012	2013
Bonadio:	\$8,000	\$8,200	\$8,400
UHY LLP	\$7,000	\$7,200	\$7,500

The fee proposal to undertake the financial audit for CDYCI is the following:

	2011	2012	2013
Bonadio:	\$9,375	\$9,600	\$9,900
UHY LLP	\$9,000	\$9,300	\$9,600

Bonadio has prepared the annual audit for CDRPC since the late 1990's and CDYCI since 2007.

The fees from both firms are all inclusive flat fees and include all out of pocket expenses. Both also include "unlimited" phone support. However, if the inquiry requires additional research, analysis, or report preparation, there will be an additional fee which will be negotiated before the services are performed.

The services in both proposals include the following:

- Annual Audit of the Financial statements;
- Presentation of the audit results to the Board;
- Preparation of a Management letter containing comments and recommendations with respect to accounting and administrative controls and efficiency; and
- Ongoing advice and counseling throughout the year.

Since CDRPC is not required to undertake a NYS or Federal Single Audit report, the fees do not include undertaking such a service. If required, both proposals state that the fee will be adjusted accordingly.

Commission action is requested to select one of the two auditing firms to conduct CDRPC's audit during the next three years. The A & F Committee recommends that the contract be awarded to UHY.



CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

FTZ #121

ONE PARK PLACE, SUITE 102, ALBANY, NY 12205

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MEMORANDUM (#12-09)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: March 13, 2012

Re: Albany County Appointment to CDYCI Board

With the resignation of John Graziano, Jr. from CDRPC, the Board needs to appoint a second representative from Albany County to serve on the CDYCI Board. Per the CDYCI bylaws, Albany County has three appointments to the Board, two of whom shall be selected by the CDRPC Commissioners. The third is appointed by the Albany County Executive. Currently, Lucille McKnight is the other appointed representative from the Commission on the CDYCI Board from Albany County. At the Commission meeting, we will discuss the appointment of the second Commissioner from Albany County to serve on CDYCI replacing John.



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MEMORANDUM (#12-10)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: March 13, 2012

Re: NYSERDA Cleaner Greener Communities Regional Sustainability Planning Program

The Cleaner, Greener Communities Regional Sustainability planning program is the first phase of the Cleaner, Greener Communities (CGC) program. The planning phase of the program is intended to provide the necessary resources for each of the ten Regional Economic Development Councils in New York State to develop a comprehensive sustainability plan. This will allow each region to develop its vision, goals, and objectives for a sustainable future and to identify the activities or types of projects needed to achieve that future. In the eight county Capital Region Economic Development Council Region (Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady, Warren, & Washington Counties), the City of Albany is the grant recipient/contractor responsible for its administration.

In stage two of the CGC program, the implementation stage, funding will be provided on a competitive basis for the implementation of specific projects that provide the greatest opportunities for reducing GHG emissions, increasing energy efficiency, promoting the deployment of renewable energy projects and furthering each region's progress toward the goals established by both the sustainability plans developed through this program and the strategic plans developed by the Regional Economic Development Councils.

The objectives of the sustainability plans are to provide:

- A baseline assessment of the region, including inventories of greenhouse gas emissions and energy use as well as assessments of natural resource and economic assets, liabilities and opportunities. The plan will identify data gaps and steps to mitigate them.
- Long-term and short-term sustainability targets for the region, including greenhouse gas reductions and sustainability goals for energy supply, transportation, water management, waste management, land use, open space, agriculture, housing and economic development. The plan shall include, as

appropriate, environmental, economic, and social metrics for each target and a commitment to annual reporting, staff resources and budgets permitting.

- Actions to achieve greenhouse gas reduction or other sustainability targets, including identification of barriers to successful implementation and proposed means for removing such barriers. Descriptions shall include metrics of progress and co-benefits, such as job creation and taxpayer savings.

The sustainability plans must be completed within 8 months engaging a range of regional stakeholders to develop an implementable plan that will guide the region. The sustainability plans are intended to inform municipal sustainability and land use policies, serve as a basis for local government infrastructure decision making, guide infrastructure investment of both public and private resources, outline specific and tangible actions to reduce greenhouse gas emissions consistent with New York State's goal of 80% carbon reduction below 1990 levels by the year 2050, and identify strategies for adapting to the effects of climate change.

Doug Melnick, Director of Planning and the Director of the Mayor's Office of Energy & Sustainability for the City of Albany will make a presentation to the Board outlining the Cleaner Greener Communities Program initiative here in the Greater Capital Region.



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MEMORANDUM (#12-11)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: March 13, 2012

Re: Long Term Control Plan – Combined Sewer Overflow Study

NYS DEC and the US EPA are continuing their review of the draft Long Term Control Plan. A meeting has been scheduled for 1:00 PM on March 21st to review their comments. The meeting will involve all the stakeholders including the six communities, the two sewer districts and members of the consulting team. We anticipate receiving the comment letter prior to the meeting in order to allow for a more productive discussion of their findings and comments.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

STAFF ACTIVITY REPORT January 9, 2012 to March 11, 2012

A. ADMINISTRATION

1. The 2011 Q4 billings were 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 2012 Annual Financial Report was prepared and submitted to the State Comptroller's Office.
3. The work program and budget for the next year's 604(b) water quality program was prepared and submitted to the NYS Dept. of Environmental Conservation.

B. REGIONAL PLANNING

REGIONAL INFORMATION SYSTEM & DATA SERVICES

1. The staff responded to approximately 75 call-in and e-mail data requests during the reporting period.
2. For January and February of 2012, CDRPC's website had received 191,774 page hits, down 39% over 2011; and 13,138 visitors, down 14% 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. Related to this effort, staff has been analyzing and mapping region traffic accident data for CDTC.
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) is in the process of being posted to the website. A "How To" guide instructing individuals how to access 2010 Decennial and American Community Survey data sets from the Census Website has been prepared and posted on CDRPC's website.
5. The Commission continues to post data from the 2010 Census data as it is released from the Census Bureau on the web site. Demographic profiles for the Region's Census Tracts are in the process of being posted to the website.

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

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

activities, and to provide technical support to the counties and local communities. The Year 2 work plan and budget has been submitted to NYSDEC for review.

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 scheduled for March 21st 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 2011. (See Memo 12-11)

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. Draft population projections by minor civil division have been prepared through the year 2050 under contract with CDTC.
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 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
4. Staff is participating on the advisory committee of the city of Albany's Transit Oriented Design Study.
5. Staff is participating on the advisory committee of NYSDOT's Mohawk-Erie Multi-modal Transportation Corridor Study.
6. Staff support is being provided to the Village of Menands as part of their Broadway corridor rezoning study.
7. Staff has been assisting CDTA in updating their Transit Propensity Index.
8. 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.
9. 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

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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 was 65.5% for the month of January and 76.3% for the month of February, 2012.
2. Billings to the counties using the facility were computed and sent out through January 2012.

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 February 28th, 2012, the Foreign-Trade Zones Board published the first revision of FTZ Regulation since 1991. CDRPC has been actively reviewing the changes and responding to User questions. On March 30th, 2012, the annual zone report will be due to the Board using the new OFIS online reporting system. CDRPC has been engaged in educating zone operators on the new system. One inquiry was received from Rensselaer County during this reporting period.
3. The January/February issue of *Capital District Data* was prepared and has been sent to the printer for publication. The issue includes the 2009 IRS Migration data by county.

MEETINGS:

- 01/09/12 Ferraro & Fabozzi: Meeting with Climate Smart Communities grant contractor Jim Yienger from Climate Action Associates regarding the greenhouse gas inventory portion of the grant.
- 01/09/12 Ferraro: Menands Broadway Corridor Rezoning Steering Committee meeting.
- 01/10/12 Fabozzi: Mohawk River Basin Watershed Study GIS Subcommittee meeting.
- 01/10/12 Fabozzi: CDTC Bike/Ped Taskforce meeting.
- 01/12/12 Ferraro: Linkage Forum Coordination Forum.
- 01/12/12 Ferraro: Regional Coordinating Council meeting.
- 01/12/12 Ferraro: Regional Transportation Coordination Committee meeting.
- 01/12/12 King: Saratoga County MS4 meeting.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 01/12/12 King: Saratoga County Water Quality Committee meeting.
- 01/13/12 Ferraro: Capital District Library Council Trustee meeting.
- 01/17/12 Fabozzi: City of Albany Transit Oriented Design Advisory Committee meeting.
- 01/17/12 Ferraro: Saratoga Affordable Housing Group Board meeting.
- 01/17/12 Ferraro: Stakeholders Sustainability Group meeting.
- 01/17/12 King: Rensselaer County MS4 Coordinator' meeting.
- 01/17/12 King: Census Presentation to the Latham Rotary.
- 01/18/12 Ferraro & Shannon: CSO LTCP meeting to discuss NYS DOS Local Government Efficiency Grant application requirements.
- 01/18/12 Ferraro: Saratoga RPC Board meeting.
- 01/19/12 Shannon: Conference call with Michael Yamnitsky regarding Foreign-Trade Zone benefits.
- 01/19/12 Fabozzi: CDTC Linkage Program Application Review Committee meeting.
- 01/20/12 Fabozzi: Meeting with CDTA regarding Transit Propensity Index update.
- 01/20/12 Fabozzi: Ferraro & Fabozzi: HUD Sustainable Communities Grant debriefing.
- 01/23/12 Ferraro: Smart Growth Council meeting.
- 01/24/12 Ferraro & Shannon: CSO LTCP follow up meeting to discuss NYS DOS Local Government Efficiency Grant application requirements.
- 01/24/12 Ferraro: Presentation to the CEG Local Government Council.
- 01/25/12 Shannon: Census Bureau Foreign Trade Division Webinar: Accessing Trade Data Online.
- 01/25/12 Ferraro: Presentation to the International Visitor Leadership Program.
- 01/25/12 Ferraro: Panelist at the Saratoga Planning & Zoning Conference.
- 01/27/12 Fabozzi: Albany County Water Quality Coordinating Committee meeting.
- 01/27/12 Ferraro & Fabozzi: Meeting at NYSERDA regarding program coordination and city of Saratoga Springs introduction to the Climate Smart Communities Program.
- 01/30/12 Ferraro & Fabozzi: Meeting with NYSERDA contractor Mark DeChiro regarding

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

coordination of programs.

- 01/31/12 Fabozzi: Meeting with CDTC regarding crash data analysis.
- 02/01/12 Fabozzi: CDTC Planning Committee meeting.
- 02/02/12 Fabozzi: NYS GIS Coordinating Body meeting.
- 02/03/12 Ferraro & Fabozzi: Meeting with Climate Smart Communities grant contractor Jim Yienger from Climate Action Associates regarding the power usage reporting protocols meeting with regional utilities.
- 02/06/12 Ferraro & Fabozzi: Conference call with NYS DEC regarding the 60b4 Water Quality program.
- 02/06/12 Ferraro & Fabozzi: Meeting with regional utilities, NYSDEC and NYSERDA regarding the establishment of power usage reporting protocols.
- 02/07/12 Fabozzi: Mohawk River Basin Watershed Study GIS Subcommittee meeting.
- 02/07/12 Ferraro: NYS DOL re: Youth Works Tax Credit program.
- 02/08/12 Ferraro & Fabozzi: Meeting with Climate Smart Communities grant contractor Jim Yienger from Climate Action Associates regarding the power usage reporting protocols meeting with regional utilities.
- 02/09/12 Fabozzi: Mohawk River Basin Watershed Study GIS Subcommittee meeting.
- 02/10/12 Fabozzi & Shannon: NYSARC/DEC Water Quality Conference Call.
- 02/10/12 Ferraro: Capital District Library Council Trustee meeting.
- 02/10/12 Ferraro: Meeting with Malta consultant re: demographic data and trends.
- 02/13/12 Ferraro: Menands Broadway Corridor Rezoning Steering Committee meeting.
- 02/13/12 King: Charlotte Eve was born.
- 02/14/12 Fabozzi: CDTC Bike/Ped Taskforce meeting.
- 02/15/12 Ferraro & Fabozzi: Meeting with Climate Smart Communities grant contractor Jim Yienger from Climate Action Associates and officials from the Green Island Power Authority regarding power usage reporting protocols.
- 02/15/12 Fabozzi: Presentation to The Stakeholders Institute on regional growth patterns.
- 02/15/12 Ferraro: Saratoga RPC Board meeting.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 02/16/12 Fabozzi: Mohawk River Basin Watershed Study GIS Subcommittee meeting.
- 02/22/12 Shannon: Watershed Academy Webinar: Recovery Potential Screening: A Tool for Comparing Impaired Waters Restorability.
- 02/23/12 Shannon: EPA Grant Webinar.
- 02/24/12 Shannon: FTZ Webinar: Operator Guide to the OFIS Annual Report System.
- 02/24/12 Fabozzi: Albany County Water Quality Coordinating Committee meeting.
- 02/27/12 Shannon: FTZ Webinar: Regulations Overview.
- 02/28/12 Ferraro: Rensselaer County MS4 meeting.
- 03/01/12 Ferraro: Regional Development Coordinating Council meeting.
- 03/02/12 Ferraro: Albany Law School Round Table discussion on Vested Rights and the Development Process.
- 03/05/12 Ferraro: I87/Route 9 Corridor Management Study meeting
- 03/07/12 Fabozzi: CDTC Webinar on Roundabouts and pedestrian safety.
- 03/08/12 Fabozzi: NYS GIS Coordinating Body meeting.