



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

2012 Officers

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Vice Chair

James Shaughnessy

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John Murray

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Members

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John J. Brown
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Judy H. Breselor
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Saratoga County

Fred Acunto
Phillip Barrett
Jason Kemper
John Murray
Paul Sausville

Schenectady County

B. Donald Ackerman
Gary Hughes
Barbara Mauro
Angelo Santabarbara
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

Planning Intern

Christopher Grigsby

COMMISSION MEETING

8:30 am, Wednesday, July 18, 2012

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

AGENDA

1. Welcome-- New Commissioners Michael Morelli from Albany County and Donald Ackerman and Angelo Santabarbara from Schenectady County
2. May 16th 2012 Meeting Minutes*
3. Financial Statement through June 30th, 2012 (Memo 12-18)*
4. 2011 Audit Report, Presentation UHY LLP Certified Public Accountants (Memo 12-19)*
5. 2013 Proposed Preliminary Budget (Memo 12-20)*
6. NYS DOT and CDRPC Agency Agreement (Memo 12-21)*
7. Population Projections Presentation (Memo 12-22)
8. LTCP – CSO Update (Memo 12-23)
9. Staff Activity Report
10. Other Business
11. Next Commission Meeting Date: October 17th, 8:30 am

*Formal Board Action Anticipated

COMMISSION MEETING

May 16, 2012

CDRPC Conference Room

One Park Place, Suite 102

Albany, New York 12205

Minutes

PRESENT: Willard Bruce, Lucille McKnight, Judy Breselor, James Shaughnessy, Fred Acunto, Jason Kemper, John Murray, Paul Sausville, Gary Hughes, Barbara Mauro, David Vincent

ABSENT: John Brown, Michael Whalen Jr., Stan Brownell, Leon Fiacco, Michael Stammel, Philip Barrett, B. Donald Ackerman, Angelo Santabarbara

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

1. Welcome/Introduction of Guests

Ken Carlstedt, Manager of International Trade for Momentive and Tommy Barry, President/CEO of Point Trade Services were in attendance.

2. Schenectady County Commissioner Appointments

B. Donald Ackerman and Angelo Santabarbara have been appointed to the CDRPC Board by the Schenectady County Legislature. Both terms will run through December 31, 2015.

3. March 21, 2012 Meeting Minutes

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

Action Taken

Fred Acunto made a motion to approve the minutes and Lucille McKnight seconded. The motion was approved unanimously.

4. Financial Statement through April 20, 2012

For the year, the revenues are at 30.7% of the budgeted amount and expenses are at 28.4%. There is approximately \$166,078 cash in the bank and receivables totaling \$108,486.

CDRPC has recently signed the contract with NYSERDA for the Climate Smart Communities Grant, however money has not been drawn down yet. Todd is the lead on the project and is working with two consultants, VHB and Climate Action Associates. The total grant amount is \$322,000 and CDRPC's share is \$72,000.

Jason Kemper inquired if CDRPC is involved in the Cleaner Greener Communities Grant. The Cleaner Greener Communities Grant is a \$1 million grant and CDRPC is receiving \$10,000 for support services. Clough Harbor and VHB are the main consultants on the project along with three other firms as sub consultants. The City of Albany is the contracting agency.

Action Taken

John Murray made a motion to approve the Financial Statement and Lucille McKnight seconded. The motion was approved unanimously.

5. MPM Silicones Application to Foreign Trade Zones Board

MPM Silicones, LLC currently operates Subzone 121C in Waterford. The Foreign Trade Zones Board limited the subzone to a five-year period, with further authority requiring additional review and approval by the Foreign Trade Zones Board.

MPM has requested that CDRPC, as Grantee of Foreign Trade Zones #121, submit their application for manufacturing authority, together with the necessary letter of concurrence. MPM has a valid signed contract with CDRPC, is current on all fees, and has completed its 2011 Annual Reporting requirements. Staff is requesting approval from the Board to submit any concurrence letter or applications on behalf of MPM.

Ken Carlsted added the grant of authority they have will expire in April 2013 and they are going ahead to request, through CDRPC as Grantee, that FTZ Board extend the scope of authority that was approved four years ago. There have been many discussions about the plant in Waterford and how to keep costs under control and keep it viable. The FTZ is an integral piece of that strategy for making sure the plant stays cost effective and profitable.

Jason Kemper asked if they are requesting another five year period for the subzone. Ken Carlstedt responded that they are requesting to end the 5 year restriction and make it permanent. Tommy Barry also added that he is hoping to get a permanent grant of authority, which is their normal position in most grants of manufacturing authority.

Action Taken

John Murray made a motion to authorize CDRPC staff to produce any correspondence or documents that are necessary to continue the process and Jason Kemper seconded. The motion was approved unanimously.

6. Deactivation of Magnet Sites 1 & 2

In 1984 CDRPC signed a contract with Distribution Unlimited, the operators of Northeastern Industrial Park and Rotterdam Industrial Park, for a 15 year term with an automatic two-year extension unless notice was given at least one year in advance of the proposed termination date. This contract also provided that DUI would pay an annual

service charge equivalent to a pro rata share of CDRPC's actual administrative costs. No fees have been collected from DUI since June 2005. Also, Section 5.3 of the contract required DUI to provide CDRPC with copies of all rules, regulations and practices of operation. DUI has not provided any updates to its operating policies since 1984. The Foreign Trade Zones Board recently revised its regulations pertaining to grantee and operator management and administration of Zone Projects. The revised regulations require that the grantee have written contracts with all operators using the Zone. These contracts must follow Uniform Treatment and Public Utility principles, with similar rates and charges applied to all similar operators. DUI is not in compliance with their old contract and not following current regulations.

CDRPC staff met with David Ahl and Art Dutcher, DUI staff responsible for Magnet Site Operations in 2011 and followed up with numerous phone calls as well as email reminders. A certified letter was sent on March 14, 2012 setting April 30, 2012 as a final deadline for the receipt of all outstanding materials. To date, DUI has not responded.

CDRPC will be going before the US Customs and the Foreign Trade Zones Board asking to deactivate Magnet Sites 1 & 2. It is important to seek deactivation at this time because under the new regulations the FTZ Board has recently passed, CDRPC could be liable for a fine up to \$1,000 per day for violation, a possibility of no activity on any applications that CDRPC files on behalf of others within the zone and potentially loss of grantee authority.

If DUI decides they need a FTZ at a future date, an application could be submitted for a Usage Driven Site and Customs Activation after the satisfaction of all regulatory requirements and fees, including execution of a new Grantee/Operator with CDRPC.

Fred Acunto asked how much DUI owes CDRPC and if they request to be re-activated can CDRPC request the monies that are owed. DUI owes \$7,500 for the annual fee for the two magnet sites and they should pay for any owed fees before they can be re-activated.

Jason Kemper inquired if the \$7500 is a one time fee. That amount is the annual fee for both magnet sites. DUI owes \$7500 annually since 2005.

Deb Shannon has been in contact with US Customs regarding this matter and they are aware of these issues and are willing to work with us.

Tommy Barry added that if the concurrency agreement is removed, Customs regulations will force a site to deactivate. The activation is contingent upon the concurrence letter that they are in good graces and compliance with the rules and regulations of the grantee. Once US Customs is contacted in writing that the concurrency agreement is being removed, they will give the site 30 days and deactivate the site.

7. Staff Presentation on selected data sets from the American Community Survey

Over the last week, the House of Representatives voted not to provide funding support for the American Community Survey in the future, however it is not expected that the Senate will go along with the House of Representatives. Rocky has expressed concern regarding the importance of this data to the public sector, private sector and the non profit sector. This information is used as a foundation for decision making and without this database, businesses will not be able to make decisions regarding customer services or communities making decisions about infrastructure investments. In our region, both Representatives Paul Tonko and Chris Gibson voted to retain funding. Rocky sent a note to both Representatives thanking them for their support and the importance of this program.

Paul Sausville inquired what the main argument is for de-funding the Survey. One of the primary arguments is that some consider the survey to be an invasion of privacy. The other is that Congress is looking for ways to reduce the budget deficit.

Congress established The American Community Survey as the database approximately 10-15 years ago. The American Community Survey replaced the Census long form in 2010. Everyone in 2010 received a short form the NYS Census.

Joanna King gave a PowerPoint Presentation to the Board applying selected data sets from the 2006 – 2010 American Community Survey.

8. LTCP – CSO Update

On May 3, 2012 CDRPC, the consultants and the representatives from the six Albany Pool Communities and two sewer districts met with NYS DEC staff to discuss the status of NYS DEC's review of the draft Long Term Control Plan (LTCP). DEC requested clarification on the proposed management structure and the entity which will be legally responsible for the implementation phase of the project. NYS DEC would like to see, at a minimum, a discussion of the proposed management structure so that they can ensure that there are no regulatory roadblocks.

DEC also wanted additional information included in the revised LTCP on the analysis of CSO control alternatives, including the reasons for grey over green infrastructure solutions.

Overall, the meeting was very productive and positive and DEC hopes to issue the detailed comment letter within the next two weeks. The next step is to organize a meeting with the CEOs of the six communities to have a more in depth discussion about inter-municipal cooperation and how it is going to take place.

9. Staff Activity Report

UHY, LLC is working on the 2011 audit at this time and will give a presentation to the Board at the July meeting. The audit for CDYCI, being prepared by Bonadio & Co., is almost completed and will be presented at the July meeting as well. There is an all day Land Use workshop scheduled for June 20, 2012 at Hudson Valley Community College.

Rocky also added that he has been asked to co-lead the Monitoring and Metrics Task Force workgroup for the Capital Region Economic Development Council along with Ann Moynihan, a technology consultant and member of the Council's executive Committee. This is a significant effort that is going to be taking place over the next several months as it ties into the Council's ongoing Strategic Planning effort.

10. Other Business

Mike Morelli has been appointed to the CDRPC Board to represent Albany County.

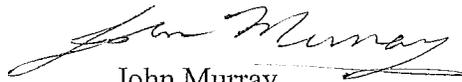
11. Next Commission Meeting

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

Adjournment

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

Respectfully submitted,


John Murray
Secretary



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MEMORANDUM (#12-18)

To: Commissioners
From: Rocky Ferraro, Executive Director
Date: July 11, 2012
Re: Monthly Financial Statement

Enclosed for your review and approval are the current financial statements through June 2012. Through the first six months of the fiscal year, revenues are at 46.3% of the budgeted amount and expenses are at 42.2%.

Invoices were sent to each of the four counties. Albany and Rensselaer Counties pay semi-annually while Saratoga and Schenectady Counties are billed quarterly.

Second quarter invoices were sent to the appropriate billing agencies for the CDYCI, Combined Sewer Overflow, Water Quality, Community Gardens, NYSERDA (Climate Smart Communities) and the UPWP (Transportation) work programs.

As noted on the Statement of Financial Condition, on June 30th we had \$214,015 cash in the bank and outstanding receivables totaling \$145,278. We also have one Certificate of Deposit.

CD #	Value	Expires
943799	\$ 35,128.33	November 23, 2012
Total: \$ 35,128.33		

CDRPC 2012 Income Statement

Account	2012 Budget	Apr 12	May 12	Jun 12	Year-to-Date	Balance	YTD %
2012 REVENUE							
R2390.1 Albany County	\$ 74,590.00	\$ -	\$ -	\$ -	\$ 37,295.00	\$ 37,295.00	50.0%
R2390.2 Rensselaer County	39,091.00	-	-	-	19,545.50	19,545.50	50.0%
R2390.3 Saratoga County	53,847.00	13,461.75	-	-	26,923.50	26,923.50	50.0%
R2390.4 Schenectady County	37,938.00	9,484.50	-	-	18,969.00	18,969.00	50.0%
R2401.0 Interest & Earnings	1,500.00	19.38	33.80	22.48	115.38	1,384.62	7.7%
R2770.1 Miscellaneous	100.00	-	2.00	-	2.00	98.00	2.0%
R2770.3 Contractual Services	20,000.00	-	-	8,425.33	11,425.33	8,574.67	57.1%
R2770.4 FTZ#121	30,000.00	-	-	-	18,750.00	11,250.00	62.5%
R2770.5 Conferences	6,000.00	-	330.00	2,520.00	2,850.00	3,150.00	47.5%
R2770.6 CDYCI	80,000.00	-	-	20,000.00	40,000.00	40,000.00	50.0%
R3900.3 NYSERDA	72,000.00	-	-	9,942.50	9,942.50	62,057.50	13.8%
R3900.6 CSO Grant	25,000.00	-	-	5,458.18	11,002.24	13,997.76	44.0%
R3900.7 Health Dept	17,000.00	-	-	4,554.30	8,365.70	8,634.30	49.2%
R4000.2 EDA	70,000.00	-	-	11,504.67	35,000.00	35,000.00	50.0%
R4000.3 Water Quality	67,000.00	-	-	13,625.47	21,947.97	45,052.03	32.8%
R4000.4 UPWP	120,000.00	-	-	35,232.37	68,535.63	51,464.37	57.1%
Gross Revenue	\$ 714,066.00	\$ 22,965.63	\$ 365.80	\$ 111,285.30	\$ 330,669.75	\$ 383,396.25	46.3%
2012 EXPENSE							
E.1010 Salaries	\$ 384,000.00	\$ 26,673.89	\$ 29,712.84	\$ 30,642.23	\$ 177,742.32	\$ 206,257.68	46.3%
E.1030 Temporary Services	14,000.00	715.00	715.00	775.00	4,235.00	9,765.00	30.3%
E.2010 Office Equipment	4,000.00	229.00	229.00	229.00	2,205.00	1,795.00	55.1%
E.2020 Furniture & Furnishings	1,000.00	-	-	-	-	1,000.00	0.0%
E.4020 Workshops & Conferences	6,000.00	-	-	3,756.50	3,756.50	2,243.50	62.6%
E.4030 Consultant Services	11,000.00	-	405.00	247.50	3,015.00	7,985.00	27.4%
E.4040 Agency Memberships	4,500.00	-	-	-	1,450.00	3,050.00	32.2%
E.4051 Computer Supplies/Software	5,500.00	-	-	-	3,531.00	1,969.00	64.2%
E.4055 Data Purchases	500.00	-	150.00	-	150.00	350.00	30.0%
E.4060 Equipment Maintenance	1,500.00	-	-	-	-	1,500.00	0.0%
E.4070 Office Supplies	3,000.00	75.63	382.52	268.57	1,574.49	1,425.51	52.5%
E.4080 Books & Journals	750.00	-	-	-	316.05	433.95	42.1%
E.4090 Printing & Publishing	10,000.00	-	892.10	-	2,104.10	7,895.90	21.0%
E.4110 Rent	64,000.00	5,115.96	5,565.55	5,100.22	35,616.15	28,383.85	55.7%
E.4120 Telephone	4,000.00	253.46	255.38	253.52	1,669.47	2,330.53	41.7%
E.4121 Internet	1,000.00	77.91	77.91	80.91	687.71	312.29	68.8%
E.4130 Travel	10,000.00	332.44	2,000.18	306.49	2,664.11	7,335.89	26.6%
E.4140 Equipment Repairs	500.00	-	-	-	382.00	118.00	76.4%
E.4150 Postage	3,000.00	357.10	160.30	5.30	917.65	2,082.35	30.6%
E.4160 Miscellaneous	1,000.00	-	-	-	0.09	999.91	0.0%
E.4170 Payroll Services	1,900.00	146.70	144.45	146.70	957.75	942.25	50.4%
E.4190 Contingent Fund	1,000.00	-	-	-	-	1,000.00	0.0%
E.4200 Insurance-General	1,500.00	-	-	-	1,339.41	160.59	89.3%
E.4210 Meeting Expenses	2,000.00	74.74	24.56	83.58	283.46	1,716.54	14.2%
E.4260 Bad Debt Expense	-	-	-	-	-	-	
E.8010 NYS Retirement	75,000.00	-	-	-	-	75,000.00	0.0%
E.8030 FICA	31,600.00	2,124.50	2,356.97	2,432.67	14,096.76	17,503.24	44.6%
E.8040 Ins.-Worker's Comp. & Dis.	2,500.00	-	-	-	1,851.50	648.50	74.1%
E.8050 Ins.-Health	78,000.00	6,559.42	6,591.98	6,591.98	44,992.45	33,007.55	57.7%
E.8060 Ins.-Unemployment	1,200.00	10.72	10.72	11.62	828.52	371.48	69.0%
E.8070 Prof. Memberships	1,000.00	200.00	-	-	200.00	800.00	20.0%
E.8080 Continuing Education	1,000.00	-	-	-	-	1,000.00	0.0%
Gross Expenses	\$ 725,950.00	\$ 42,946.47	\$ 49,674.46	\$ 50,931.79	\$ 306,566.49	\$ 419,383.51	42.2%
Net Operating Income	\$ (11,884.00)	\$ (19,980.84)	\$ (49,308.66)	\$ 60,353.51	\$ 24,103.26		
A909 Fund Balance-Unreserved	11,884.00	-	-	-	-		
Net Income	\$ -	\$ (19,980.84)	\$ (49,308.66)	\$ 60,353.51	\$ 24,103.26		

Capital District Regional Planning Commission

GENERAL FUND

Statement of Financial Condition

June 30, 2012

Assets

Cash — Checking	\$	32,382.72
Cash — Money Market		181,631.90
Cash — Certificates of Deposit		35,128.33
Petty Cash		194.29
Net Due from Private Persons/Organizations		24,554.30
Due from State & Federal Governments		120,723.54
Due from Other Governments		-
Prepaid Expenses		489.93
Carryover Revenue		-
	<i>Sub-Total: Assets</i>	<u>\$ 395,105.01</u>
Expenses — Year-to-Date		<u>306,566.49</u>

Total \$ 701,671.50

Liabilities & Fund Balance

Due to Other Governments	\$	-
Due to Private Persons/Organizations		63,965.02
Deferred Project Revenue		-
Fund Balance — Unrestricted		307,036.73
	<i>Sub-Total: Liabilities & Fund Balance</i>	<u>\$ 371,001.75</u>
Revenue — Year-to-Date	\$	<u>330,669.75</u>

Total \$ 701,671.50

Net Income (Loss) \$ 24,103.26



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MEMORANDUM (#12-19)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: July 11, 2012

Re: FY-2011 Audit Report

Enclosed for your review and approval is the FY-2011 Draft Audit Report prepared by the accounting firm UHY LLP Certified Public Accountants.

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

Board action is requested to approve the 2011 Audit Report.

June 25, 2012

To the Board of Commissioners
Capital District Regional Planning Commission

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Capital District Regional Planning Commission for the year ended December 31, 2011. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 12, 2012. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Capital District Regional Planning Commission are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We noted no significant estimates developed by management that should be reported to you.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements is:

The disclosure of the New York State Retirement System in Note 9 to the financial statements is sensitive due to its variability.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. One misstatement was noted during the audit which was approximately \$800 which was a result of an overstatement of health insurance expense in 2010 which resulted in an understatement of health insurance expense for the same amount in 2011. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

To the Board of Commissioners
Capital District Regional Planning Commission
June 25, 2012
Page 2

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 25, 2012.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Commissioners and management of Capital District Regional Planning Commission and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

**CAPITAL DISTRICT
REGIONAL PLANNING COMMISSION**

AUDITED FINANCIAL STATEMENTS

Year ended December 31, 2011

DRAFT

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

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INDEPENDENT AUDITOR'S REPORT

The Board of Commissioners
Capital District Regional Planning Commission

We have audited the accompanying financial statements of the governmental activities and each major fund of Capital District Regional Planning Commission as of and for the year ended December 31, 2011, which collectively comprise Capital District Regional Planning Commission's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Capital District Regional Planning Commission's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, and each major fund of Capital District Regional Planning Commission as of December 31, 2011, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 25, 2012, on our consideration of Capital District Regional Planning Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 2 through 5 and 21 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Albany, New York
June 25, 2012

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED DECEMBER 31, 2011

Our discussion and analysis of Capital District Regional Planning Commission's (CDRPC or Commission) financial performance provides an overview of the financial activities for the year ended December 31, 2011. This document should be read in conjunction with CDRPC's financial statements which begin on page 6.

USING THIS ANNUAL REPORT

This annual report consists of a set of financial statements. The Statement of Net Assets and the Statement of Activities (on pages 6 and 7) provide information about the activities of CDRPC as a whole and present a longer-term view of CDRPC's finances. Fund financial statements begin on page 8. For governmental activities, these statements tell how these services were financed in the short-term, as well as what remains for future spending. Fund financial statements also report CDRPC's operations in more detail than the government-wide statements by comparing budget totals to actual. The accompanying notes are also an integral part of these statements. The financial statement notes are presented to further assist in the understanding of CDRPC's operations.

REPORTING CDRPC AS A WHOLE

Our analysis of CDRPC as a whole begins below. One of the most important questions asked about CDRPC's finances is, "Is CDRPC, as a whole, better off or worse off as a result of the year's activities?" The Statement of Net Assets and the Statement of Activities report information about the CDRPC as a whole and about its activities in a manner that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenue and expenses are taken into account regardless of when cash is received or paid.

These two statements report CDRPC's net assets and changes in them. You can think of CDRPC's net assets – the difference between assets and liabilities – as one way to measure CDRPC's financial health, or financial position. Over time, increases or decreases in CDRPC's net assets are one indicator of whether its financial health is improving or deteriorating.

THE GOVERNMENT AS A WHOLE

The CDRPC's combined net assets decreased from \$289,090 to \$281,800. Our analysis below focuses on the net assets (Table 1) and changes in net assets (Table 2) of the CDRPC's governmental activities. As noted in Table 1, the most significant changes from prior year balances were in the current assets and other liabilities line items. Current assets decreased from \$819,800 to \$501,000 mainly due to the decrease in the CSO (Combined Sewer Overflow) cash in 2011 as a result of the timing of the billings. Current liabilities decreased from \$504,300 to \$194,000 mainly due to the decrease in deferred revenue from the communities in the CSO project based on the progress of the project.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED DECEMBER 31, 2011

THE GOVERNMENT AS A WHOLE (Continued)

As noted in Table 2, charges for services and contractual services line items all show a decrease from prior year reported amounts due to decreased activity in the CSO project in 2011.

Table 1
Net Assets (Rounded)
Governmental Activities

	<u>2011</u>	<u>2010</u>
Current assets	\$ 501,000	\$ 819,800
Capital assets, net	4,700	3,700
Total assets	<u>\$ 505,700</u>	<u>\$ 823,500</u>
Long-term liabilities	\$ 30,000	\$ 30,100
Other liabilities	194,000	504,300
Total liabilities	<u>\$ 224,000</u>	<u>\$ 534,400</u>
Net assets:		
Invested in capital assets	\$ 4,700	\$ 3,700
Unrestricted	277,000	285,400
Total net assets	<u>\$ 281,700</u>	<u>\$ 289,100</u>

Table 2
Change in Net Assets (Rounded)
Governmental Activities

	<u>2011</u>	<u>2010</u>
Program revenue:		
Charges for services	\$ 573,400	\$ 414,000
Operating grants	453,700	437,000
General revenue:		
County contributions	205,500	205,500
Total revenue	<u>1,232,600</u>	<u>1,056,500</u>
Program expenses:		
Socio-economic and environmental planning	1,239,900	1,046,600
Change in net assets	<u>\$ (7,300)</u>	<u>\$ 9,900</u>

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED DECEMBER 31, 2011

THE GOVERNMENT AS A WHOLE (Continued)

Table 3 presents the cost of CDRPC's governmental function of socio-economic and environmental planning, as well as the function's net cost (total cost less revenue generated by the activities). The net cost shows the financial burden that was placed on the participating counties by this function.

Table 3
Governmental Activities (Rounded)

	2011	
	<u>Total Cost of Services</u>	<u>Net Cost of Services</u>
Socio-economic and environmental planning	<u>\$ 1,239,900</u>	<u>\$ 212,800</u>
	2010	
	<u>Total Cost of Services</u>	<u>Net Cost of Services</u>
Socio-economic and environmental planning	<u>\$ 1,046,000</u>	<u>\$ 195,600</u>

GENERAL FUND BUDGETARY HIGHLIGHTS

Budgeted revenue was projected to be \$657,500 and actual revenue was \$643,800, 98% of final budget. By revenue source, less revenue was received than projected for the administrative revenue earned from the Combined Sewer Overflow study, and amounts expected from New York State.

Actual expenditures were also less than budgeted. Total expenditures were budgeted at \$694,750; actual expenditures were \$652,200, 94% of the final budgeted amount. With the exception of office equipment, the actual expense for each line item was less than the budgeted amount. Overall personnel services, contractual, and employee benefits were less than budgeted. Employee benefits were lower than budget due mostly to less than expected costs for New York State pension expense and health insurance. Contractual expenses were less than budget due to less than expected expenses for rent, consultant services, printing and publishing, postage, and various other expenses with variances approximating \$1,000.

The budget had anticipated that the general fund balance would be drawn down by \$37,100, the difference between the anticipated revenue and expenditures. However, the Commission operations in 2011 were actually in a deficit of \$8,500 since the overall expenditures for the Commission's operation were less than budgeted and revenue was not significantly different than budgeted amounts.

The Fund Balance at the end of the year is \$307,000. Since we do not bill the counties in advance and most of our contractual work is on a quarterly reimbursement basis, CDRPC should maintain a Fund Balance of at least 25% of the budget in order to assure an adequate cash flow throughout the year. With a 2012 budget of approximately \$726,000, CDRPC is achieving that objective.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED DECEMBER 31, 2011

FUND LEVEL RESULTS

Special revenue funds had a decrease in revenue and expenditures due to the project phasing which has been extended through at least mid 2012. Cash and deferred revenues increased from the prior year due to the timing of the billings.

CAPITAL ASSETS

Generally accepted accounting principles require CDRPC to account for its capital assets on the Statement of Net Assets. Since CDRPC does not own real property, all of the capital assets are associated with equipment. A straight-line method based on a useful life of 5 years was used to depreciate capital assets valued greater than \$750 purchased prior to January 2004. Most of CDRPC's equipment, with the exception of computer and computer-related equipment, was purchased prior to 2000, and in many cases, pre-1990. As a result, we have very few items that have been identified as a capital asset of value, less depreciation.

FACTORS BEARING ON THE FUTURE OF CDRPC

In 2005, CDRPC set up a special revenue fund to account for the grant revenue and expenditures associated with the Combined Sewer Overflows (CSO) project. The project continued in 2011 and was extended to 2012 when the Long Term Control Plan is expected to be completed and submitted to the NYS Department of Environmental Conservation. Over \$5,000,000 in local, state, and federal monies will have passed through CDRPC as project manager during the project's duration that began in 2006.

CONTACTING CDRPC'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of CDRPC's finances and to show CDRPC's accountability for the money it receives. If you have questions about this report or need additional financial information, contact CDRPC's Office at One Park Place, Albany, NY 12205.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION
STATEMENT OF NET ASSETS
December 31, 2011

ASSETS

CURRENT ASSETS

Cash	\$ 320,314
Accounts receivable, net of allowance	31,368
Due from other governments	133,869
Prepaid expenses	<u>15,600</u>
Total current assets	501,151

NONCURRENT ASSETS

Capital assets, net	<u>4,712</u>
Total assets	<u><u>\$ 505,863</u></u>

LIABILITIES

CURRENT LIABILITIES

Accounts payable	\$ 5,286
Deferred revenue	<u>188,829</u>
Total current liabilities	194,115

LONG-TERM LIABILITIES

Compensated absences	<u>29,914</u>
Total liabilities	<u>224,029</u>

NET ASSETS

Investment in capital assets	4,712
Unrestricted	<u>277,122</u>
Total net assets	<u>281,834</u>
Total net assets and liabilities	<u><u>\$ 505,863</u></u>

See notes to financial statements.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION
STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2011

	<u>Expenses</u>	<u>Program Revenue Charges for Services</u>	<u>Operating Grants</u>	<u>Net (Expense) Revenue and Changes in Net Assets</u>
FUNCTIONS/PROGRAMS:				
Socio-economic and environmental planning	<u>\$ 1,239,892</u>	<u>\$ 573,419</u>	<u>\$ 453,751</u>	<u>\$ (212,722)</u>
GENERAL REVENUE:				
County contributions				<u>205,466</u>
CHANGE IN NET ASSETS				<u>(7,256)</u>
TOTAL NET ASSETS - beginning of year				<u>289,090</u>
TOTAL NET ASSETS - end of year				<u>\$ 281,834</u>

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See notes to financial statements.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION
BALANCE SHEET – GOVERNMENTAL FUNDS
 December 31, 2011

	Governmental Fund Types		Total Governmental Funds
	General	Special Revenue	
ASSETS			
Cash	\$ 128,181	\$ 192,133	\$ 320,314
Accounts receivable, net of allowance	31,368	-	31,368
Due from / (to other funds)	3,308	(3,308)	-
Due from other governments	130,266	3,603	133,869
Prepaid expenses	15,600	-	15,600
Total assets	<u>\$ 308,723</u>	<u>\$ 192,428</u>	<u>\$ 501,151</u>
LIABILITIES AND FUND BALANCE			
LIABILITIES			
Accounts payable	\$ 1,687	\$ 3,599	\$ 5,286
Deferred revenue	-	188,829	188,829
Total liabilities	<u>1,687</u>	<u>192,428</u>	<u>194,115</u>
Governmental Fund Balances:			
Nonspendable	15,600	-	15,600
Unassigned	291,436	-	291,436
Total governmental fund balances	<u>307,036</u>	<u>-</u>	<u>307,036</u>
Total liabilities and fund balances	<u>\$ 308,723</u>	<u>\$ 192,428</u>	<u>\$ 501,151</u>

See notes to financial statements.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION
SCHEDULE OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCE –
GOVERNMENTAL FUNDS
For the Year Ended December 31, 2011

	Governmental Fund Types		Total Governmental Funds
	General	Special Revenue	
REVENUE:			
Municipality contributions	\$ 205,466	\$ 450,619	\$ 656,085
Federal aid	260,864	-	260,864
State aid	10,659	182,228	192,887
Interfund revenue / (expense)	44,012	(44,012)	-
Other revenue	122,800	-	122,800
Total revenue	<u>643,801</u>	<u>588,835</u>	<u>1,232,636</u>
EXPENDITURES:			
Personal services	377,247	-	377,247
Contractual	112,090	588,835	700,925
Employee benefits	162,932	-	162,932
Total expenditures	<u>652,269</u>	<u>588,835</u>	<u>1,241,104</u>
EXCESS OF REVENUE OVER EXPENDITURES	(8,468)	-	(8,468)
FUND BALANCE - beginning of year	<u>315,504</u>	-	<u>315,504</u>
FUND BALANCE - end of year	<u>\$ 307,036</u>	<u>\$ -</u>	<u>\$ 307,036</u>

See notes to financial statements.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION
RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCE TO
NET ASSETS OF GOVERNMENTAL ACTIVITIES
For the Year Ended December 31, 2011

Fund balance, all governmental funds	\$ 307,036
Amounts reported for governmental activities in the statement of net assets are different due to the following:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds	4,712
Long-term liabilities are not due and payable in the current period and are, therefore, not reported in the funds	(29,914)
Net assets of governmental activities	<u>\$ 281,834</u>

See notes to financial statements.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION
RECONCILIATION OF THE STATEMENT OF REVENUE, EXPENDITURES, AND
CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2011

Net changes in fund balance - Total governmental funds	\$ (8,468)
Certain expenses in the statement of activities do not require the expenditure of current resources and are, therefore, not reported as expenditures in the governmental funds	<u>1,212</u>
Change in net assets - Governmental activities	<u>\$ (7,256)</u>

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See notes to financial statements.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2011

NOTE 1 — THE ORGANIZATION

CDRPC was created during 1967 as a joint municipal cooperative activity of Albany, Rensselaer, Saratoga, and Schenectady counties. CDRPC's activities consist of performing planning work, surveys, planning studies, and technical services in the geographic area covered by the counties. CDRPC provides leadership on developing coordinative, comprehensive plans for development of the entire area that it services.

NOTE 2 — SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The financial statements of Capital District Regional Planning Commission (CDRPC or Commission) have been prepared in conformity with generally accepted accounting principles as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the entity's accounting policies are described below.

Basis of Presentation

Government-Wide Financial Statements

The statement of net assets and the statement of activities present financial information about CDRPC's governmental activities. These statements include the financial activities of the overall government in its entirety.

The statement of activities presents a comparison between direct expenses and program revenue for each function of CDRPC's governmental activities. Direct expenses are those that are specifically associated with and are clearly identifiable to a particular function. Program revenue includes charges paid by the recipients of goods or services offered by the programs and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenue that is not classified as program revenue is presented as general revenue.

Fund Financial Statements

The fund statements provide information about CDRPC's funds. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column.

The accounts of CDRPC are organized into funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balances, revenue, and expenditures. The various funds are summarized by type in the financial statements. The fund types used by CDRPC are as follows:

- A. General Fund – The general fund is the principal fund of CDRPC and includes all operations not required to be recorded in other funds.
- B. Special Revenue Funds – Special revenue funds are used to account for the proceeds of specific revenue sources (other than capital projects) that are legally restricted to expenditures for specific purposes. CDRPC uses its special revenue fund to account for the activity of the Combined Sewer Overflow project.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2011

NOTE 2 — SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of Accounting and Measurement Focus

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash transaction takes place.

The modified accrual basis of accounting is followed by the governmental funds. Under this basis of accounting, revenue is recorded when susceptible to accrual, i.e. both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

Material revenue sources considered susceptible to accrual include state aid and federal aid. For those types of revenue sources, such as grants, where expenditures are the prime factor for determining eligibility, revenue is recognized when the expenditure is made.

Expenditures are recorded when the fund liability is incurred, except that:

- A. Expenditures for prepaid expenses are recognized at the time of the disbursements.
- B. Pension costs are recognized as an expenditure when due.
- C. CDRPC recognizes a liability for vacation leave as the benefit is earned by employees, based on the rendering of past service and the probability that the employees will be compensated for the benefits through pay of some other means. This includes vacation leave that was earned but not used during the current or prior periods and for which employees can receive compensation in a future period. Amounts do not include leave that is expected to lapse.

Budgets and Budgetary Accounting

Budgets are adopted annually on a basis consistent with generally accepted accounting practices. CDRPC follows these procedures in establishing the budgetary data for the general fund reflected in the financial statements.

- A. During the month of August, CDRPC prepares a general fund preliminary operating budget for the following year. The general fund operating budget includes proposed expenditures and the means of financing them. CDRPC submits its request for county contributions to each county executive according to the adopted preliminary budget. No budget is adopted for the special revenue fund.
- B. The governing body of each participating county approves the general fund budget.
- C. All revisions that alter appropriations must be approved by the Commissioners of CDRPC.
- D. Formal budgetary integration is employed as a management control device during the year for the general fund.
- E. Unexpended appropriations lapse at the end of each year.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2011

NOTE 2 — SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported revenue and expenditures during the reporting period. Actual results could differ from those estimates. Estimates and assumptions are made in a variety of areas, including computation of encumbrances, compensated absences, potential contingent liabilities, and useful lives of long-lived assets.

Compensated Absences

The liability for compensated absences (vacation pay) is calculated at rates in effect as of the balance sheet date and is recorded in the governmental funds in as much as it will be funded from current financial resources and the government-wide financial statements for amounts to be paid from future financial resources.

Fund Balance

As of these financial statements, the Commission has adopted GASB Statement No. 54, which redefined how fund balances of the governmental funds are presented in the financial statements. Fund balances are classified as follows:

- **Nonspendable:** This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact. The Commission has classified Prepaid Items as being Nonspendable as these items are not expected to be converted to cash or are not expected to be converted to cash within the next year.
- **Restricted:** This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. The Commission did not have any restricted resources as of December 31, 2011.
- **Committed:** This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Board of the Commission. These amounts cannot be used for any other purpose unless the Commission Board removes or changes the specified use by taking the same type of action (ordinance or resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Commission did not have any committed resources as of December 31, 2011.
- **Assigned:** This classification includes amounts that are constrained by the Commission's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Board of the Commission or through its Board or the Commission's Board delegating this responsibility to the Executive Director through the budgetary process. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund. The Commission did not have any assigned resources as of December 31, 2011.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2011

NOTE 2 — SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Balance (Continued)

- Unassigned: This classification includes the residual fund balance for the General Fund.

The Commission would typically use Restricted fund balances first, followed by Committed resources, and then Assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend Unassigned resources first to defer the use of these other classified funds.

Post Retirement Benefits

CDRPC provides pension benefits, including survivor benefits, to its retired employees through the New York State and Local Employees' Retirement System. CDRPC presently does not offer health insurance coverage for its retired employees and their survivors.

Accounts Receivable

Accounts receivable consist of uncollateralized customer obligations for services performed. Accounts receivable are shown net of an allowance for doubtful accounts. An allowance for uncollectible accounts of \$11,981 has been provided for amounts that may not be collectible.

Deferred Revenue

CDRPC reports deferred revenue on its balance sheet when applicable. Deferred revenue arises when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period at the fund level. Deferred revenue also arises on the statement of net assets when resources are received by CDRPC before it has a legal claim to them, as when grant monies are received prior to the incurring of qualifying expenditures.

In subsequent periods, when both revenue recognition criteria are met or when CDRPC has a legal claim to the resources, the liability for deferred revenue is removed from the balance sheet and revenue is recognized.

Capital Assets

Capital assets are reported at actual cost for acquisitions subsequent to January 1, 2004. For assets acquired prior to January 1, 2004, estimated historical costs were used. Capitalization threshold (the dollar value above which asset acquisitions are added to the capital asset accounts) is \$750. CDRPC uses the straight-line method to depreciate capital assets, and estimated useful lives are 5 years.

Equity Classifications

Government-wide Statements:

In the Government-wide statements, there are three classes of net assets:

Invested in capital assets – consists of net capital assets (cost less accumulated depreciation) reduced by outstanding balances of related debt obligations if applicable from the acquisition, construction, or improvement of those assets.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2011

NOTE 2 — SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Equity Classifications (Continued)

Government-wide Statements: (Continued)

Restricted net assets – reports net assets when constraints placed on the assets are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws regulations of other governments, or imposed by law through constitutional provisions or enabling legislation.

Unrestricted – reports all other net assets that do not meet the definition of the above two classifications and are deemed to be available for general use by the CDRPC.

Vested Employee Benefits

Other Benefits

CDRPC employees participate in the New York State Employees' Retirement System.

NOTE 3 — EXPLANATION OF CERTAIN DIFFERENCES BETWEEN GOVERNMENTAL FUND STATEMENTS AND GOVERNMENT-WIDE STATEMENTS

Due to the differences in the measurement focus and basis of accounting used in the governmental fund statements and the Government-wide statements, certain financial transactions are treated differently. The basic financial statements contain a full reconciliation of these items. The differences result primarily from the economic focus of the statement of activities compared with the current financial resources focus of the governmental funds.

Total Fund Balances of Governmental Funds vs. Net Assets of Governmental Activities

Total fund balances of CDRPC's governmental funds differs from "net assets" of governmental activities reported in the statement of net assets. This difference primarily results from the additional long-term economic focus of the statement of net assets versus the solely current financial resources focus of the governmental fund balance sheets.

Statement of Revenue, Expenditures, and Changes in Fund Balance vs. Statement of Activities

Differences between the governmental funds statement of revenue, expenditures, and changes in fund balance and the statement of activities fall into one of three broad categories.

Long-Term Revenue and Expense Differences

Long-term revenue differences arise because governmental funds report revenue only when it is considered "available", whereas the statement of activities reports revenue when earned. Differences in long-term expenses arise because governmental funds report on a modified accrual basis, whereas the accrual basis of accounting is used on the statement of activities.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2011

NOTE 3 — EXPLANATION OF CERTAIN DIFFERENCES BETWEEN GOVERNMENTAL FUND STATEMENTS AND GOVERNMENT-WIDE STATEMENTS (Continued)

Statement of Revenue, Expenditures, and Changes in Fund Balance vs. Statement of Activities (Continued)

Capital Related Differences

Capital related differences include the difference between proceeds for the sale of capital assets reported on governmental fund statements and the gain or loss on the sale of assets as reported on the statement of activities, and the difference between recording an expenditure for the purchase of capital items in the governmental fund statements and depreciation expense on those items as recorded in the statement of activities.

Long-Term Debt Transaction Differences

Long-term debt transaction differences occur because both interest and principal payments are recorded as expenditures in the governmental fund statements, whereas interest payments are recorded in the statement of activities as incurred, and principal payments are recorded as a reduction of liabilities in the statement of net assets.

NOTE 4 — CASH

Custodial credit risk is the risk that, in the event of a bank failure, CDRPC's deposits may not be returned to it. Generally accepted accounting principles directs that deposits be disclosed as exposed to custodial credit risk if they are not covered by depository insurance, and the deposits are either:

Insured by Federal Depository Insurance Corporation	\$ 316,749
Uncollateralized	-
Collateralized with securities held by pledging financial institution in CDRPC's name	\$ 15,973

CDRPC does not typically purchase investments for long enough duration to cause it to believe that it is exposed to any material interest rate risk.

CDRPC does not typically purchase investments denominated in a foreign currency, and is not exposed to foreign currency risk.

NOTE 5 — DUE FROM OTHER GOVERNMENTS

Due from other governments consists of receivables for reimbursements of expenditures under various federal and state programs and grants. All amounts are expected to be collected within the next year.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2011

NOTE 6 — CAPITAL ASSETS

A summary of changes in capital assets for the year ended December 31, 2011 is as follows:

	Balance Beginning of Year	Additions	Disposals	Balance End of Year
Furniture and equipment	\$ 66,423	\$ 3,695	\$ (8,363)	\$ 61,755
Less: accumulated depreciation	62,704	2,702	(8,363)	57,043
Net capital assets	<u>\$ 3,719</u>	<u>\$ 993</u>	<u>\$ -</u>	<u>\$ 4,712</u>

Depreciation expense was \$2,702 for the year ended December 31, 2011.

NOTE 7 — DEFERRED REVENUE

Deferred revenue reported on the balance sheet represents amounts paid to CDRPC from the participating communities of the Combined Sewer Overflow project (CSO) before it has a legal claim to them. As of December 31, 2011 the amount reported as deferred revenue in connection with the CSO project was \$188,829.

NOTE 8 — LONG-TERM DEBT

A summary of changes in long-term debt for the year ended December 31, 2011 is as follows:

Due to the nature of the compensated absences, annual requirements to amortize such obligations are not determinable and have not been presented.

	Balance Beginning of Year	Net Deductions	Balance End of Year
Compensated absences	<u>\$ 30,692</u>	<u>\$ (778)</u>	<u>\$ 29,914</u>

NOTE 9 — RETIREMENT SYSTEM

Pension Plan

CDRPC participates in the New York State and Local Employees' Retirement System (ERS). The system is a cost-sharing, multiple employer, public employee retirement system. The system offers a wide range of plans and benefits that are related to years of service and final average salary, vesting of retirement benefits, death, and disability. The NYS ERS provides retirement benefits, as well as death and disability benefits. Obligations of employers and employees to contribute and benefits to employees are governed by the New York State Retirement and Social Security Law (NYSRSSL). As set forth in the NYSRSSL, the Comptroller of the State of New York (Comptroller) serves as sole trustee and administrative head of the system. The Comptroller shall adopt and may amend rules

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2011

NOTE 9 — RETIREMENT SYSTEM (Continued)

Pension Plan (Continued)

and regulations for the administration and transaction of the business of the system and for the custody and control of its funds. The system issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the New York State and Local Retirement System, 110 State Street, Albany, NY, 12244.

Funding Policies

The system is noncontributory except for employees who joined after July 27, 1976, who contribute 3% of their salary for the first ten years of employment and for those who joined after December 31, 2009 they are required to 3% of their salary for the length of their public service employment. For the NYS ERS, the Comptroller shall certify annually the rates expressed as proportions of payroll of members, which shall be used in computing the contributions required to be made by employers to the pension accumulation fund.

CDRPC is required to contribute at an actuarially determined rate. The employer contributions are equal to 100% of the required contribution. The required contributions for the current year and two preceding years were:

<u>ERS</u>	
2011	\$ 62,259
2010	\$ 38,364
2009	\$ 29,161

NOTE 10 — LEASES

CDRPC leases office space in Colonie, New York as well as a copier. The office lease commenced June 1, 2004, and expires May 31, 2014. The monthly rent for office space is \$4,737 plus utilities. The lease also provides for an escalation clause of not more than 5% annually if real estate taxes and/or building operating expenses increase over the base year (2004).

Future minimum lease payments under noncancelable operating leases as of December 31, 2011 are as follows:

<u>Year Ending December 31</u>	<u>Amount</u>
2012	\$ 59,589
2013	59,589
2014	26,432
2015	1,374
Total	<u>\$ 146,984</u>

Total office and copier rent expense for the year ended December 31, 2011 amounted to \$62,813.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2011

NOTE 11 — CONTINGENCIES

CDRPC participates in various state and federal grant programs that are subject to program compliance audits by the grantors or their representatives. The audits of these programs are an ongoing process and have not yet been conducted. Accordingly, CDRPC's compliance with applicable grant requirements will be established at a future date. The amount, if any, of expenditures that may be disallowed by the granting agencies cannot be determined at this time, although CDRPC anticipates such amounts, if any, to be immaterial.

NOTE 12 — RELATED PARTY

CDRPC is related to Capital District Youth Center, Inc. (CDYCI) through common board of commissioners and management. CDRPC also maintains the accounting records for CDYCI and is paid a management fee. For the year ended December 31, 2011, the management received from CDYCI amounted to \$80,000.

DRAFT

**REQUIRED
SUPPLEMENTARY
INFORMATION**

DRAFT

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION
STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCE –
BUDGET AND ACTUAL – GENERAL FUND
For the Year Ended December 31, 2011

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUE:				
Municipality contributions	\$ 205,466	\$ 205,466	\$ 205,466	\$ -
Federal aid	264,000	264,000	260,864	(3,136)
State aid	25,000	25,000	10,659	(14,341)
Interfund revenue	50,000	50,000	44,012	(5,988)
Other revenue	113,100	113,100	122,800	9,700
Total revenue	<u>657,566</u>	<u>657,566</u>	<u>643,801</u>	<u>(13,765)</u>
EXPENDITURES:				
Personal services	378,000	378,000	377,247	753
Contractual	135,050	135,050	112,090	22,960
Employee benefits	181,700	181,700	162,932	18,768
Total expenditures	<u>694,750</u>	<u>694,750</u>	<u>652,269</u>	<u>42,481</u>
EXCESS OF REVENUE OVER EXPENDITURES	<u>\$ (37,184)</u>	<u>\$ (37,184)</u>	<u>\$ (8,468)</u>	<u>\$ 28,716</u>

ADDITIONAL REPORT

DRAFT

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

The Board of Commissioners
Capital District Regional Planning Commission

We have audited the financial statements of the governmental activities and each major fund of Capital District Regional Planning Commission as of and for the year ended December 31, 2011, which collectively comprise the Capital District Regional Planning Commission's basic financial statements and have issued our report thereon dated June 25, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

Management of Capital District Regional Planning Commission is responsible for establishing and maintaining effective control over financial reporting. In planning and performing our audit, we considered Capital District Regional Planning Commission's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Capital District Regional Planning Commission's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Capital District Regional Planning Commission's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we considered to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Capital District Regional Planning Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Audit Standards*.

This report is intended solely for the information and use of management, others within the organization, the board of commissioners, and federal awarding agencies, and pass-through entities and is not intended to be, and should not be, used by anyone other than these specified parties.

Albany, New York
June 25, 2012

DRAFT



CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

FTZ #121

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MEMORANDUM (#12-20)

To: Commissioners
From: Rocky Ferraro, Executive Director
Date: July 11, 2012
Re: Proposed 2013 Preliminary Budget

Attached for your review and approval is the proposed 2013 Preliminary Budget. A final budget will be prepared for the December Commission meeting. The adoption of the Preliminary Budget will allow us to send out the Commission's request for next year's county contributions. The counties are preparing their FY 2013 budgets and need to receive our budget request for inclusion in their budget proposals.

Budget highlights include the following:

- Overall, the 2013 proposed budget is 2.0% greater than the 2012 budget.
- The amount requested from each county will remain the same as 2011. The total amount requested, \$205,466 has remained unchanged since 2004 and is less than the \$233,575 received in 2002. Per the inter-municipal agreement, any adjustment by one county proportionately impacts the contributions from the remaining three counties.
- The contractual services revenue item reflects anticipated work during 2013 including school enrollment projections.
- An inter-municipal strategy is proposed to implement the projects identified in the Long Term Control Plan prepared on behalf of the Albany Pool communities to address Combined Sewer Overflows in the Hudson River. At this time, it is anticipated that CDRPC will continue to manage the study on behalf of the Albany Pool communities until a permanent structure is in place.

- The Department of Health grant involves work CDRPC is undertaking as a sub contractor to the Capital Region Community Gardens. We will be entering the third and final year of a three year grant with the intent to evaluate opportunities to create more walkable communities. The focus of the study is communities in Rensselaer County.
- Additional funding, per approved contracts, is available to undertake Water Quality and UPWP (Transportation) related activities.
- The overall salary line item and related line items (health insurance, retirement, and FICA) assumes no changes in staffing (6 Full time staff persons) during the year.
- The health insurance line item assumes a 15% increase in health premium costs.
- In order to balance the proposed preliminary budget, \$25,584 will be drawn down from our Unreserved Fund Balance account, which at the beginning of 2013 is projected to be approximately \$300,000.

CDRPC 2013 Proposed Preliminary Budget

Account	2012 Approved Budget	2013 Proposed Budget	
		Amount	Change
REVENUE			
R2390.1 Albany County	\$ 74,590.00	\$ 74,590.00	\$ -
R2390.2 Rensselaer County	39,091.00	39,091.00	-
R2390.3 Saratoga County	53,847.00	53,847.00	-
R2390.4 Schenectady County	37,938.00	37,938.00	-
R2401.0 Interest & Earnings	1,500.00	700.00	(800.00)
R2770.1 Miscellaneous	100.00	100.00	-
R2770.3 Contractual Services	20,000.00	20,000.00	-
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	-
R3900.3 NYSERDA	72,000.00	40,000.00	(32,000.00)
R3900.6 CSO Grant	25,000.00	25,000.00	-
R3900.7 Health Dept	17,000.00	17,000.00	-
R4000.2 EDA	70,000.00	70,000.00	-
R4000.3 Water Quality	67,000.00	67,000.00	-
R4000.4 UPWP	120,000.00	129,000.00	9,000.00
Canal Corp	-	25,000.00	
<i>Gross Revenue</i>	\$ 714,066.00	\$ 715,266.00	\$ 1,200.00
EXPENSE (FIX)			
E.1010 Salaries	\$ 384,000.00	\$ 397,000.00	13,000.00
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	10,000.00	10,000.00	-
E.4110 Rent	64,000.00	64,000.00	-
E.4120 Telephone	4,000.00	4,000.00	-
E.4121 Internet	1,000.00	1,000.00	-
E.4130 Travel	10,000.00	10,000.00	-
E.4140 Equipment Repairs	500.00	500.00	-
E.4150 Postage	3,000.00	3,000.00	-
E.4160 Miscellaneous	1,000.00	1,000.00	-
E.4170 Payroll Services	1,900.00	1,900.00	-
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	1,500.00	(500.00)
E.8010 NYS Retirement	75,000.00	78,000.00	3,000.00
E.8030 FICA	31,600.00	33,000.00	1,400.00
E.8040 Ins.-Worker's Comp. & Dis.	2,500.00	2,500.00	-
E.8050 Ins.-Health	78,000.00	90,000.00	12,000.00
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>	\$ 725,950.00	\$ 740,850.00	\$ 14,900.00
<i>Net Operating Income</i>	\$ (11,884.00)	\$ (25,584.00)	
A825 Fund Balance-Reserved			-
A909 Fund Balance-Unreserved	11,884.00	25,584.00	
<i>Net Income</i>	\$ -	\$ -	\$ -



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MEMORANDUM (#12-21)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: July 11, 2012

Re: NYS DOT/CDRPC Agreement

CDRPC receives funding support to perform planning activities from the Unified Planning Work Program (UPWP) authorized by New York State Department of Transportation and administered through the Capital District Transportation Committee, the Metropolitan Planning Organization serving the Capital Region. In order to continue receiving funding support for planning related services, CDRPC must pass a resolution acknowledging and supporting the Agency agreement between CDRPC and the State of New York. Attached is a proposed Resolution of Support for consideration by the Board.

**Agreement Between the
Capital District Regional Planning Commission
And
NYS Department of Transportation**

WHEREAS, the Capital District Regional Planning Commission (CDRPC) is a regional planning organization created via an inter-municipal agreement as permitted under Articles 5G and 12B of New York State Statutes by the Counties of Albany, Rensselaer, Saratoga, and Schenectady; and,

WHEREAS, CDRPC's Mission is to serve as a regional planning and resource center serving Albany, Rensselaer, Saratoga, and Schenectady counties providing objective analysis of data, trends, opportunities, and challenges relevant to the Region's economic development and planning communities; and

WHEREAS, 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; and

WHEREAS, CDRPC has provided planning support services to the Capital District Transportation Committee (CDTC) via the Unified Planning Work Program (UPWP) since its inception; and

WHEREAS, CDRPC has always maintained a close professional working relationship with the CDTC and the Capital District Transportation Authority (CDTA), and

WHEREAS, CDRPC is desirous of executing a new Agency Agreement with the New York State Department of Transportation in connection with providing funding support for our planning initiatives as mutually agreed to and identified in the approved UPWP

NOW, THEREFORE BE IT RESOLVED, that the Capital District Regional Planning Commission hereby acknowledges and supports the execution of a new Agency Agreement between CDRPC and the State of New York; and,

BE IT FURTHER RESOLVED, that the Capital District Regional Planning Commission hereby extends its appreciation for the excellent professional relationship with CDTC and CDTA and looks forward to entering into future contracts to undertake mutually agreed-upon tasks and responsibilities as outlined and authorized in the approved UPWP.



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MEMORANDUM (#12-22)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: July 11, 2012

Re: Population Projections

CDRPC has recently completed the age cohort population projections for each of the municipalities in the Capital Region to the Year 2050. The projections have been revised to reflect the 2010 Census results and were prepared under our UPWP (Transportation) contract with CDTC. There will be a staff presentation of the projections at the Commission meeting. Though it should not come as a surprise, the increase in the 65+ population continuing through the next several decades is, nevertheless, eye opening.



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MEMORANDUM (#12-23)

To: Commissioners
From: Rocky Ferraro, Executive Director
Date: July 11, 2012
Re: Long Term Control Plan – Combined Sewer Overflow Study

On June 11, 2012 a meeting was held with the leadership of the Albany Pool Communities to discuss next steps in researching and establishing an intermunicipal arrangement and the LTCP negotiations with NYS DEC.

A decision was reached to seek legal counsel to research and establish an intermunicipal arrangement for the implementation phase of this project and to negotiate the permit modifications and LTCP with the regulating agencies. It is understood by the communities that an amendment to the current agreements may be necessary to cover the additional project expenses.

CDRPC drafted a Request for Qualifications for Special Legal Counsel which has been submitted to the communities for review and comment. A CSO technical committee meeting is scheduled for July 17th to review the draft. It is anticipated that the RFQ will be issued later this month and that Qualification scoring will take place in September.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

STAFF ACTIVITY REPORT

May 7, 2012 to July 8, 2012

A. ADMINISTRATION

1. The 2012 Q2 billings are being prepared and submitted for the 604(b) Water Quality contract, UPWP Transportation Planning contract, EDA Economic Planning contract, CDYCI administrative contract, CSO administrative contract, NYSERDA contract, and the Community Gardens project.
2. The independent audits of CDRPC and CDYCI have been completed.

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 the first half of 2012, CDRPC's website had received 511,040 page hits, down 19% over 2011; and 41,096 visitors, down 2% 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. New maps based on the Census ACS 2006-2010 estimates have been posted to the website.
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 been 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 Community Fact Sheets have been completely updated with the 2010 Census data and the 2006-2010 ACS data and 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 activities, and to provide technical support to the counties and local communities. Creighton Manning Engineering and Copeland Environmental have begun work on the Patroon Creek daylighting project. Preliminary concept plans will be presented to the permitting agencies on July 18, 2012.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

8. Staff have been working on the NYSERDA-funded \$322,000 Climate Smart Communities Grant. CDRPC is partnering with Climate Action Associates, LLC and VHB Engineering, Surveying and Landscape Architecture, P.C. The grant is 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).
9. Staff have been offering technical assistance to the city of Albany's Cleaner Greener Communities Regional Sustainability Plan effort being prepared for the 8 counties that make up the Capital Region Economic Development Council region. Staff are serving on the Land Use, Transportation, Food Systems, Adaptation, Economic Development, and Water technical committees.

HUMAN RESOURCES & CRIMINAL JUSTICE

1. The Juvenile Detention facility utilization was 60.3% for the month of May and 98.8% for the month of June, 2012.
2. Billings to the counties using the facility were computed and sent out through May 2012.
3. Staff assisted in the preparation of the RFQ seeking management services associated with the Saratoga Affordable Housing Group's property located on Allen Drive in the City of Saratoga Springs.

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. Staff attended the National Association of Foreign-Trade Zones spring conference and a Foreign-Trade Zones Board outreach event in May. Staff will be attending a Foreign-Trade Zones Board outreach session on July 24. One inquiry was received from Schenectady County during this reporting period.
3. The May/June issue of *Capital District Data* was prepared and has been sent to the printer for publication. The issue includes the 2011 building permit data and the 2012 HUD Program Income Limits for various household sizes.
4. The Executive Director is co-leading the Project Metrics and Monitoring Work Group of the Capital Region Economic Council with Ann Moynihan. CDRPC staff is taking the lead in the preparation of the metrics and measurements that will be used to monitor the strategies outlined on the Regional Plan as well as for projects identified in the plan and funded through the CFA process.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 05/25/12 Fabozzi: Albany County Water Quality Coordinating Committee meeting.
- 05/29/12 Fabozzi: Climate Smart Communities consultant meeting (conference call).
- 05/29/12 Ferraro: Saratoga P.L.A.N. Focus Group meeting.
- 05/29/12 Ferraro & Fabozzi: Cleaner Greener Communities consultant team conference call.
- 05/30/12 Fabozzi: Schenectady Gateway Linkage Study Technical Advisory Committee meeting.
- 05/30/12 Fabozzi: Climate Smart Communities greenhouse gas emissions inventory meeting.
- 05/30/12 Fabozzi: Healthy Communities Coalition meeting.
- 05/30/12 Shannon: Patroon Creek/Tivoli Park meeting with CHA and DOT regarding CSX/Amtrak High Speed Rail Project coordination.
- 05/31-06/01 King: State Affiliate Data Center Conference.
- 05/31/12 Ferraro: Presentation at the State Affiliate Data Center Conference.
- 06/04/12 Ferraro/King: Meeting with NYS DOL re: employment metrics.
- 06/05/12 Ferraro: CREDC Executive Committee & Co-Leaders meeting.
- 06/05/12 Shannon: Rensselaer County Stormwater Coordinators' meeting.
- 06/06/12 Ferraro & King: Understanding and Accessing Census Data presentation at Aging Concerns Unite Us conference
- 06/06/12 Shannon: Schenectady County Water Quality Coordinating Committee meeting.
- 06/07/12 Fabozzi: NYS GIS Coordinating Body meeting.
- 06/07/12 Ferraro & Fabozzi: Cleaner Greener Communities Web demo.
- 06/08/12 Ferraro & Fabozzi: Meeting with city of Albany Planning Director regarding GIS applications for the Cleaner Greener Communities program.
- 06/08/12 Ferraro & Fabozzi: Climate Smart Communities conference call with NYSERDA.
- 06/08/12 Ferraro & Fabozzi: Climate Smart Communities conference call with consultants.
- 06/08/12 Shannon: NYSARC/DEC Water Quality Coordinating Committee meeting.
- 06/11/12 Fabozzi: Meeting with city of Albany Planning Director and CGC Project Manager

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 06/28/12 Shannon: Stormwater Coalition of Albany County meeting.
- 06/28/12 Shannon: Cleaner Greener Communities Water Resources Committee meeting.
- 06/29/12 Fabozzi: Cleaner Greener Communities Economic Development Technical Committee meeting.
- 06/29/12 Fabozzi: Town of Malta Town Center Linkage Study conference call.
- 06/29/12 Shannon: Meeting with Copeland Environmental regarding Patroon Creek/Tivoli project permitting issues.
- 07/02/12 Ferraro & Fabozzi: Climate Smart Communities meeting with NYSERDA.
- 07/02/12 Ferraro & King: CREDC metrics task force conference call with co-leader and ESD