



FTZ #121

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

ONE PARK PLACE, SUITE 102, ALBANY, NY 12205

TEL: 518/453-0850 FAX: 518/453-0856

WEB SITE AT <http://cdrpc.org>

E-MAIL: cdrpc@cdrpc.org

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David Vincent

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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, October 17, 2012

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

AGENDA

1. Welcome– New Commissioner Michael Morelli from Albany County
2. July 18th 2012 Meeting Minutes*
3. Appointment of Nominating Committee by Chair
4. Financial Statement through September 30th, 2012 (Memo 12-24)*
5. Jessica Gabriel, Capital Region Regional Director, Empire State Development (Memo 12-25)
6. Foreign Trade Zone Schedule Amendments (Memo 12-26)*
7. Climate Smart Communities Program Update (Memo 12-27)
8. NYSERDA Regional Economic Development Outreach Request for Proposals (Memo 12-28)*
9. LTCP – CSO Update (Memo 12-29)
10. Staff Activity Report
11. Other Business
12. Next Commission Meeting Date: December 19th, 8:30 am

*Formal Board Action Anticipated

COMMISSION MEETING

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

Minutes

PRESENT: Willard Bruce, Lucille McKnight, Stan Brownell, James Shaughnessy, Michael Stammel, Fred Acunto, Philip Barrett, John Murray, Don Ackerman, Gary Hughes, Barbara Mauro, Angelo Santabarbara, David Vincent

ABSENT: John Brown, Michael Morelli, Michael Whalen, Judy Breselor, Leon Fiacco, Jason Kemper, Paul Sausville,

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

1. Welcome/Introduction of Guests

Bill Bruce announced that there are three new Commission members; Michael Morelli representing Albany County and Don Ackerman and Angelo Santabarbara both representing Schenectady County. Also in attendance were Sean Bergin and Michael Zovistoski from UHY, LLP.

2. May 16, 2012 Meeting Minutes

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

Action Taken

Lucille McKnight made a motion to approve the meeting minutes and Gary Hughes seconded. The motion was approved unanimously.

3. Financial Statement through June 30, 2012

The financial statement represents activities for the first six months of the year, revenues are at 46.3% and expenses are at 42.2%. There is approximately \$214,015 cash in the bank and outstanding receivables totaling \$145,278.

The second quarter invoices were sent out to the appropriate billing agencies as well as each of the four counties.

Action Taken

David Vincent made a motion to approve the Financial Statement and Gary Hughes seconded. The motion was approved unanimously.

4. **2011 Audit Report, Presentation UHY LLP Certified Public Accountants**

A copy of the FY-2011 Draft Audit Report prepared by UHY LLP was sent out prior to the meeting for review.

Sean Bergin and Michael Zovistoski went over the Audit Report with the Board. Included in the Audit Report is a Required Communications Letter and Analysis that provides an overview of the financial activities for the year ending December 31, 2011.

One change that was noted was the Commission has adopted GASB Statement No. 54, which redefines how fund balances of the governmental funds are presented in the financial statements. All significant transactions have been recognized in the financial statements in the proper period.

Action Taken

John Murray made a motion to approve the 2011 Draft Audit Report and Mike Stammel seconded. The motion was approved unanimously.

5. **2013 Proposed Preliminary Budget**

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. 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 has remained unchanged since 2004 and is less than the amount received in 2002. Per the inter-municipal agreement, any adjustments by one county, proportionately impacts the contributions from the remaining three counties.

NYSERDA is a one year grant program, however initially it was designed to be a three year program. There is funding that has been identified beyond the first year, however it is unclear if that money will be maintained. The current grant started in mid April and will continue into 2013.

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.

Additional funding, per approved contracts, is available to undertake Water Quality and UPWP (Transportation) related activities. Rocky informed the Board that Mike Franchini is the new Executive Director at The Capital District Transportation Committee.

In order to balance the proposed preliminary budget, \$25,584 will be drawn down from the Unreserved Fund Balance account, which at the beginning of 2013 is projected to be approximately \$300,000.

Action Taken

Lucille McKnight made a motion to approve the 2013 Preliminary Budget and Jim Shaughnessy seconded. The motion was approved unanimously.

6. NYS DOT and CDRPC Agency Agreement

CDRPC receives financial support from NYS DOT through a unified planning work program which is funded through the Capital District Transportation Committee. 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.

Barbara Mauro suggested changing the title of the document to indicate that it is an authorization to enter into an agreement with DOT with today's date. Also, change the word *supports* to *authorizes* throughout the documents.

Action Taken

Mike Stammel made a motion to adopt the Resolution to endorse the execution for a new Agreement and Phil Barrett seconded. The motion was approved unanimously.

Barbara Mauro made a motion to amend the proposed resolution by changing the title to "Authorization for an Agreement" and dated July 18, 2012 and change the word *supports* to *authorizes* under NOW, THEREFORE BE IT RESOLVED. Gary Hughes seconded the motion. The motion was approved unanimously.

7. Population Projections Presentation

Rocky gave a PowerPoint Presentation to the Board showing 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 contract with CDTC.

The presentation will be available on our website for review.

8. LTCP – CSO Update

A meeting was held on June 11, 2012 with the leadership of the Albany Pool Communities to discuss next steps in researching and establishing an inter-municipal arrangement and the LTCP negotiations with NYS DEC.

CDRPC will be sending out a Request for Qualifications to solicit legal support to evaluate inter-municipal arrangement among the six communities and to set up

negotiations with NYS DEC and EPA regarding the LTCP. It is understood by the communities that an amendment to the current agreements may be necessary to cover the additional project expenses.

There was a technical committee meeting on July 17 to review the draft RFQ. It is anticipated that the RFQ will be issued later this month and the qualifications scoring will take place in September. We have not received the comment letter from DEC. The Long Term Control Plan was submitted to DEC in June, 2011 and Rocky expects to get feedback from DEC by the end of the year.

David Vincent inquired if there has been any informal or formal communication from DEC. There was a meeting three months ago with DEC and they expressed some concern stating that there should be greater emphasis on alternative evaluations including green infrastructure solutions. The demonstrative approach being proposed is basically putting measures in place to show that water quality can be maintained and if it cannot be maintained, appropriate measures will be taken to mitigate the problem. DEC agreed to this strategy and approach.

Bacteria issues are being addressed with disinfection that both Albany county and Rensselaer county sewer districts are instituting, however bacteria is not the primary concern. The primary concern are floatables and they are not all originating in the six communities but coming into the system from other locations be it the tributaries or from the North.

DEC is very pleased with the role CDRPC is playing and Rocky anticipates CDRPC will continue to play a management role on behalf of the six communities and the sewer districts on the project.

9. Staff Activity Report

The community fact sheets have been updated on the website to reflect 2006- 2010 American Community Survey. A new system was put in place and David Lang Wardle redesigned the program in order for the data sets to be re-populated annually when the data are released.

There was a Planning & Zoning Workshop on June 20th at Hudson Valley Community College, 152 people attended.

CDRPC continues to work on the NYSEERDA Climate Smart Communities grant. Todd Fabozzi is the lead on the project and is working with two consultants, VHB and Climate Action Associates.

The Cleaner Greener Communities Program is underway and Rocky expressed concern regarding the process and the deliverables to date, however he does believe the project will achieve its final objectives. The final project is due in November and the public meetings are scheduled for next week. Todd Fabozzi is the primary staff

person involved on this project serving on five committees along with Deb Shannon serving on one committee.

Rocky is working closely with the Saratoga Affordable Housing Group and has been asked to Chair the group. Saratoga Affordable Housing Group has 39 units of affordable housing under their jurisdiction. An RFQ was recently sent out for new management services for affordable housing on Allen Drive.

Rocky 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.

10. Other Business

There was no other business at this time.

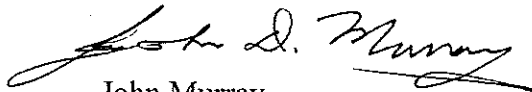
11. Next Commission Meeting

The next CDRPC Commission meeting is scheduled for October 17, 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 (#12-24)

To: Commissioners
From: Rocky Ferraro, Executive Director
Date: October 9, 2012
Re: Monthly Financial Statement

Enclosed for your review and approval are the current financial statements through September 2012. Through the first nine months of the fiscal year, revenues are at 73.6% of the budgeted amount and expenses are at 63.3%.

Forth quarter invoices were sent to Saratoga and Schenectady Counties since they are billed quarterly.

Third 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 September 30th we had \$212,921.43 cash in the bank and outstanding receivables totaling \$123,285.28. 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	Jul 12	Aug 12	Sep 12	Year-to-Date	Balance	YTD %
2012 REVENUE							
R2390.1 Albany County	\$ 74,590.00	\$ 37,295.00	\$ -	\$ -	\$ 74,590.00	\$ -	100.0%
R2390.2 Rensselaer County	39,091.00	19,545.50	-	-	39,091.00	-	100.0%
R2390.3 Saratoga County	53,847.00	13,461.75	-	-	40,385.25	13,461.75	75.0%
R2390.4 Schenectady County	37,938.00	9,484.50	-	-	28,453.50	9,484.50	75.0%
R2401.0 Interest & Earnings	1,500.00	21.63	22.37	22.00	181.38	1,318.62	12.1%
R2770.1 Miscellaneous	100.00	-	-	-	2.00	98.00	2.0%
R2770.3 Contractual Services	20,000.00	-	-	-	11,425.33	8,574.67	57.1%
R2770.4 FTZ#121	30,000.00	6,250.00	-	-	25,000.00	5,000.00	83.3%
R2770.5 Conferences	6,000.00	660.00	-	450.00	3,960.00	2,040.00	66.0%
R2770.6 CDYCI	80,000.00	-	-	20,000.00	60,000.00	20,000.00	75.0%
R3900.3 NYSEBDA	72,000.00	-	-	11,242.08	21,784.58	50,215.42	30.3%
R3900.6 CSO Grant	25,000.00	-	-	5,021.14	16,023.38	8,976.62	64.1%
R3900.7 Health Dept	17,000.00	-	-	4,845.00	13,210.70	3,789.30	77.7%
R4000.2 BDA	70,000.00	-	-	23,321.28	58,321.28	11,678.72	83.3%
R4000.3 Water Quality	67,000.00	-	-	18,494.34	40,442.30	26,557.70	60.4%
R4000.4 UPWP	120,000.00	-	-	24,310.79	92,846.42	27,153.58	77.4%
Gross Revenue	\$ 714,066.00	\$ 86,718.38	\$ 22.37	\$ 107,706.63	\$ 525,717.12	\$ 188,348.88	73.6%
2012 EXPENSE							
E.1010 Salaries	\$ 384,000.00	\$ 31,073.99	\$ 31,061.61	\$ 30,628.37	\$ 270,506.29	\$ 113,493.71	70.4%
E.1030 Temporary Services	14,000.00	780.00	-	-	5,015.00	8,985.00	35.8%
E.2010 Office Equipment	4,000.00	229.00	229.00	229.00	2,892.00	1,108.00	72.3%
E.2020 Furniture & Furnishings	1,000.00	-	-	-	-	1,000.00	0.0%
E.4020 Workshops & Conferences	6,000.00	1,200.00	-	-	4,956.50	1,043.50	82.6%
E.4030 Consultant Services	11,000.00	7,000.00	-	-	10,015.00	985.00	91.0%
E.4040 Agency Memberships	4,500.00	2,000.00	-	-	3,450.00	1,050.00	76.7%
E.4051 Computer Supplies/Software	5,500.00	338.03	210.44	-	4,079.47	1,420.53	74.2%
E.4055 Data Purchases	500.00	-	-	-	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	566.58	148.34	197.81	2,487.22	512.78	82.9%
E.4080 Books & Journals	750.00	-	-	37.70	353.75	396.25	47.2%
E.4090 Printing & Publishing	10,000.00	541.50	-	567.57	3,213.17	6,786.83	32.1%
E.4110 Rent	64,000.00	4,957.54	5,235.76	5,131.87	50,941.32	13,058.68	79.6%
E.4120 Telephone	4,000.00	290.55	276.89	276.89	2,513.80	1,486.20	62.8%
E.4121 Internet	1,000.00	80.91	62.96	62.96	894.54	105.46	89.5%
E.4130 Travel	10,000.00	-	546.24	835.00	4,045.35	5,954.65	40.5%
E.4140 Equipment Repairs	500.00	-	-	-	382.00	118.00	76.4%
E.4150 Postage	3,000.00	195.00	-	195.00	1,307.65	1,692.35	43.6%
E.4160 Miscellaneous	1,000.00	-	-	-	0.09	999.91	0.0%
E.4170 Payroll Services	1,900.00	146.70	151.20	-	1,255.65	644.35	66.1%
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	55.51	138.92	43.73	521.62	1,478.38	26.1%
E.4260 Bad Debt Expense	-	-	-	-	-	-	-
E.8010 NYS Retirement	75,000.00	-	-	-	-	75,000.00	0.0%
E.8030 FICA	31,600.00	2,466.07	2,405.46	2,372.32	21,340.61	10,259.39	67.5%
E.8040 Ins.-Worker's Comp. & Dis.	2,500.00	-	-	-	1,851.50	648.50	74.1%
E.8050 Ins.-Health	78,000.00	6,591.98	6,591.98	6,591.98	64,768.39	13,231.61	83.0%
E.8060 Ins.-Unemployment	1,200.00	11.70	-	-	840.22	359.78	70.0%
E.8070 Prof. Memberships	1,000.00	-	-	-	200.00	800.00	20.0%
E.8080 Continuing Education	1,000.00	-	230.00	-	230.00	770.00	23.0%
Gross Expenses	\$ 725,950.00	\$ 58,525.06	\$ 47,288.80	\$ 47,170.20	\$ 459,550.55	\$ 266,399.45	63.3%
Net Operating Income	\$ (11,884.00)	\$ 28,193.32	\$ (47,266.43)	\$ 60,536.43	\$ 66,166.57		
A909 Fund Balance-Unreserved	11,884.00	-	-	-	-		
Net Income	\$ -	\$ 28,193.32	\$ (47,266.43)	\$ 60,536.43	\$ 66,166.57		

Capital District Regional Planning Commission

GENERAL FUND

Statement of Financial Condition September 30, 2012

Assets

Cash — Checking	\$	29,939.04
Cash — Money Market		182,982.39
Cash — Certificates of Deposit		35,128.33
Petty Cash		194.29
Net Due from Private Persons/Organizations		35,649.30
Due from State & Federal Governments		87,635.98
Due from Other Governments		-
Prepaid Expenses		603.03
Carryover Revenue		-

Sub-Total: Assets \$ 372,132.36

Expenses — Year-to-Date 459,550.55

Total \$ 831,682.91

Liabilities & Fund Balance

Due to Other Governments	\$	-
Due to Private Persons/Organizations		4,750.34
Deferred Project Revenue		(5,821.28)
Fund Balance — Unrestricted		307,036.73
<i>Sub-Total: Liabilities & Fund Balance</i>	\$	305,965.79
Revenue — Year-to-Date	\$	<u>525,717.12</u>

Total \$ 831,682.91

Net Income (Loss) \$ 66,166.57



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MEMORANDUM (#12-25)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: October 9, 2012

Re: Jessica Gabriel, Capital Region Director, Empire State Development

Last year, Governor Andrew Cuomo established 10 Regional Economic Development Councils across New York State to promote economic development. The 8 county Capital Region Council area includes Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady, Warren & Washington Counties and has been co-chaired by Dr Shirley Jackson and Michael Castellana (Mike stepped down as co-chair on October 3rd and was replaced by James Barba). Last year, in Phase One, each of the Regional Councils developed Strategic Plans, competed for, and were awarded \$785 million for Plan implementation. During the summer, the 10 Councils updated their Strategic Plans and a second round of competitive funding has been made available for priority projects. Funding announcements will be made this Fall.

CDRPC provided technical support to the Capital Region Economic Development Council in the preparation of our Region's Strategic Plan and this past year I served on the Executive Committee as a co-leader of the Metrics and Measurements Task Force assisting in the Plan update and Progress Report.

Jessica Gabriel, the Regional Director for Empire State Development, will join us at the Commission meeting to discuss the latest Strategic Plan Progress Report prepared by the Capital Region Economic Development Council.



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MEMORANDUM (#12-26)

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To: Commissioners

From: Rocky Ferraro, Executive Director

Date: October 9, 2012

Re: FTZ # 121 Zone Schedule Amendments

On April 30, 2012, the Foreign-Trade Zones Board revised Regulations became effective. These Regulations simplified applications for manufacturing authority, creating a two step process. In the first step, the applicant submits a Notification of Production Authority letter and information on its components and finished product(s); no action is required by the Grantee. If, after publication in the Federal Register, there appears to be some controversy surrounding the product, the Foreign-Trade Zones Board may request a second step: the completion and submission of a full Application for Production. The new Regulations also removed the production capacity caps.

In light of these regulatory changes, and the subsequent reduction in CDRPC staff review time, CDRPC requests that the Board of Commissioners approve amending the Zone Schedule Administrative Fees.

Current Zone Schedule Language:

Sponsorship of Scope of Authority Request**	\$ 4,000
**Scope of Authority may include Manufacturing/Processing Authority, Capacity Increases, Source Changes, Manufacturing Process Changes, etc.	

Proposed Zone Schedule Language:

Sponsorship of Scope of Authority Request**	\$ 4,000
**Scope of Authority includes full Application for Production Authority and changes to production authority requiring a full Application for Authority.	



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MEMORANDUM (#12-27)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: October 9, 2012

Re: Climate Smart Communities Program Update

CDRPC has been awarded a three-year Climate Smart Communities Pilot grant by the New York State Energy Research and Development Authority (NYSERDA). Funding is guaranteed for the first year. To carry out the Pilot for Year 1, CDRPC has partnered with the consultant team of VHB Engineering, Surveying and Landscape Architecture, P.C. (VHB), and Climate Action Associates, LLC (CAA).

The overall purpose of the Pilot is to provide technical support to the communities within the Capital Region that are participating in the New York State Climate Smart Communities (CSC) program. The Pilot region includes the counties of Albany, Columbia, Greene, Rensselaer, Saratoga and Schenectady. There are currently 16 local governments that have adopted the CSC pledge; they include the cities of Albany, Cohoes, Rensselaer, Saratoga Springs, Schenectady, and Watervliet; the towns of Bethlehem, Cairo, Clifton Park, Copake, East Greenbush, Hunter, Jewett, and Niskayuna; and the counties of Albany and Schenectady.

Local governments initiate participation in the program by passage of a resolution to adopt the CSC pledge. The pledge describes ten areas of climate mitigation and adaptation action. Climate Smart Communities are free to develop their own specific programs within the ten action areas.

CDRPC's Pilot initiative includes the development of a program execution plan, a greenhouse gas emissions inventory, marketing and outreach, region-wide and in-person training, the development of community profiles and customized service strategies, and summaries of model anchor projects.

Todd Fabozzi, the Project Manager, will present a progress report of activities undertaken to date and proposed activities during the next several months.



FTZ #121

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

ONE PARK PLACE, SUITE 102, ALBANY, NY 12205

TEL: 518/453-0850 FAX: 518/453-0856

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MEMORANDUM (#12-28)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: October 9, 2012

Re: NYSERDA Regional Economic Development Outreach RFP

CDRPC, in collaboration with the New York State Association of Regional Councils (NYSARC) and other partners, will likely be submitting a proposal to NYSERDA in response to their recently released RFQ to provide regionally based economic development outreach and customer relationship services designed to increase awareness and to promote the value of energy efficiency. The selected Outreach Contractors will provide on the ground outreach support focusing their efforts on energy projects of regional significance and/or priority projects identified by the Regional Economic Development Councils. CDRPC will be responsible to provide support services in the Capital Region along with other designated partners.

The Central New York Regional Planning and Development Board is the designated lead contractor for the proposal and is preparing the application on behalf of NYSARC which is due to NYSERDA by October 22, 2012.

Commission action is requested to include CDRPC as one of the partners in the application in response to the NYSERDA RFQ. The requirements outlined in the RFQ compliment the work the Commission is currently involved including the Climate Smart Communities program and economic development outreach initiatives as well as our participation with the Capital Region Economic Development Council.



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MEMORANDUM (#12-29)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: October 9, 2012

Re: Long Term Control Plan – Combined Sewer Overflow Study

CDRPC staff drafted a Request for Qualifications (RFQ) seeking Special Legal Counsel to handle the CSO Long Term Control Plan negotiations with DEC and EPA and the management structure for Phase II: implementation. On July 17th, a CSO technical committee meeting was held to review the draft RFQ. It was determined that due to the technical and complex nature of the tasks, a national search of environmental law firms would be appropriate. It is anticipated that the intermunicipal agreement signed by the Albany Pool Communities will need to be amended to cover the costs of legal services.

The RFQ was issued at the end of July, with responses due August 31st. Seven responses were received and distributed to the technical committee for review and scoring. On September 26th, the technical committee met to discuss the RFQ scoring and decided to interview four firms: Beveridge & Diamond; Bond, Schoeneck & King; McNamee, Lochner, Titus & Williams; and Whiteman Osterman & Hanna. Interviews have been scheduled for October 18th and October 29th.

DEC has stated on numerous occasions that the Comment Letter outlining any concerns the EPA and DEC may have about the draft Long Term Control Plan submitted in June 2011 is in the final stages of review and should be mailed out shortly. DEC would like to establish monthly meetings with the Albany Pool Communities once the Comment Letter has been received.

In the meantime, CDRPC has become aware of written comments on the draft Long Term Control Plan submitted to DEC by Riverkeeper. Upon request, DEC provided a copy of the Riverkeeper letter. In the letter, Riverkeeper expresses concerns about what they believe are a number of the Plan's shortcomings. It appears from the letter that Riverkeeper had been provided with an advance copy of the EPA's comments on the draft LTCP. CDRPC has requested a copy of the EPA comment letter, but, to date, no response has been provided.

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STAFF ACTIVITY REPORT July 9, 2012 to October 7, 2012

A. ADMINISTRATION

1. The 2012 Q3 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.

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 three quarters of 2012, CDRPC's website had received 1,027,739 page hits, up 8.7% over 2011; and 66,318 visitors, up 6.8% over the previous year. The Commission continues to receive very positive feedback about the quantity and quality of data available on the site.
3. The staff continues to update and maintain its GIS, and to provide GIS products and services to local governments, agencies and citizens on request.
4. The staff continues to process, analyze, and disseminate Census data and data released by the U.S. and N.Y.S. Departments of Labor. Information is posted on the web site on an ongoing basis. The second release of the 5 year American Community Survey (2006-10) has 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 as well as the age cohort projections and posted to the website.
6. Staff has begun work on five-year enrollment projections for the Shenendehowa and Ballston Spa School Districts.

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 presented preliminary

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

concept plans to the permitting agencies on July 18, 2012. Updates to the HydroCAD models are underway and the team is working with the Albany Water Board on project impacts to the Tivoli dam. An archaeologist has agreed to provide pro bono assistance with a State Historic Preservation Phase 1A study. ADK has agreed to provide support for hiking trail rehabilitation and development within the Preserve. It is anticipated that a public meeting will be held in November to review the proposed project. The Healthy Hearts on the Hill stakeholder group have shown interest in hosting the meeting.

2. The HVCC Planning and Zoning Workshop, October 4, 2012 attracted 80 participants. Sessions included water resources related topics: Hazard Mitigation Planning & Green Infrastructure; State Historic Preservation Permitting and Water Permits; MS4 Permit Updates and the No Net Increase in Pollutants requirement; Wetlands Conservation; and Creating Walkable Communities (which staff presented on).
3. 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 currently serving on the Public Outreach, Watershed Assessment Framework, and Municipal Codes subcommittees related to this effort. Previous GIS Subcommittee tasks are completed. Staff is also serving on the newly created Mohawk River Basin Steering Committee, which a partnership between NYSDEC, NYDOS, and Congressman Tonko's Mighty Waters Taskforce.
4. Written comments on the CSO LTCP have not yet been received from DEC. Staff is involved in planning for the implementation phase of the project including hiring legal representation. (See Memo 12-29)

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. Age cohort projections by minor civil division have been prepared through the year 2050 and posted on the web site. In addition there have been several presentations made about the projections.
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 city of Schenectady Gateway Linkage Study, and town of Schodack Town Center Linkage Study, the Malta Form-based Codes Linkage Study, and the city of Albany Bike Share 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.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

6. Staff support is being provided to the Village of Menands as part of their Broadway corridor rezoning study. The zoning recommendations have been completed and presented to the Village Board for adoption. Public hearings are scheduled during the next quarter to discuss the proposed regulatory changes.
7. 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. A draft report has been completed 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. A PowerPoint presentation of the report findings has also been prepared.
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). See Memo 12-27.
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, Climate Adaptation, Economic Development, and Water technical committees.

HUMAN RESOURCES & CRIMINAL JUSTICE

1. The Juvenile Detention facility utilization was 98.4% for July, 77.0% for August, and 75.2% for September 2012.
2. Billings to the counties using the facility were computed and sent out through August 2012.
3. A management firm has been selected to provide staff support to 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.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

2. Staff continues to work on Foreign-Trade Zone activities. Per our request, US Customs has deactivated Magnet Sites 1 and 2, operated by Distribution Unlimited. Showcase is a joint venture between Rensselaer, Saratoga, Warren and Washington counties. Staff attended the National Association of Foreign-Trade Zones fall conference. FTZ Inquiries: 1 International (Norway), 1 Albany Co., 1 Rensselaer Co., 3 Washington Co.
3. The July/August issue of *Capital District Data* was prepared and sent to the printer for publication. The issue includes the new population and age cohort projections by municipality through 2050.
4. The Executive Director is co-leading the Project Metrics and Monitoring Work Group of the Capital Region Economic Development Council with Ann Moynihan. The Council's Progress report has been completed and includes a section on metrics and measurements that will be used to monitor the strategies outlined in the Regional Plan as well as projects identified in the plan and funded through the CFA process.

MEETINGS:

- 07/10/12 Ferraro: Saratoga Affordable Housing Group Board meeting.
- 07/10/12 Fabozzi: CDTC Bike/Ped Taskforce meeting.
- 07/11/12 Fabozzi: CDTC Planning Committee meeting.
- 07/11/12 Ferraro: Capital Region Economic Development Council Executive Committee meeting.
- 07/11/12 Shannon: U.S. Census International Trade Statistics Webinar.
- 07/12/12 Ferraro & King: Meeting with Angela McNerny of Tech Valley Connect to discuss demographic data.
- 07/12/12 Shannon: Saratoga County Stormwater Coordinators' meeting.
- 07/12/12 Shannon: Saratoga County Water Quality Coordinating Committee meeting.
- 07/13/12 Fabozzi: Albany Bike Share Linkage Study meeting.
- 07/16/12 Ferraro: Meeting with Saratoga P.L.A.N. to discuss TDR study.
- 07/17/12 Fabozzi: Town of Malta Town Center Linkage Study meeting.
- 07/17/12 Ferraro & Shannon: CSO LTCP Technical Committee meeting.
- 07/17/12 Shannon: Saratoga County Fair, Saratoga Water Quality booth attendant.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 07/18/12 King: Capital Region Economic Development Council Executive Committee meeting.
- 07/18/12 Shannon: Patroon Creek/Tivoli Preserve pre-permitting meeting with ACOE, DEC Wetlands, DEC water permits, and SHPO staff.
- 07/19/12 Ferraro, Wardle & Shannon: EDA CEDs meeting with Ed Cupoli.
- 07/19/12 Shannon: Saratoga County Fair, Saratoga Water Quality booth attendant.
- 07/19/12 Ferraro: Village of Menands Broadway Zoning Steering Committee meeting.
- 07/20/12 Ferraro & Shannon: Conference call with Nick Veggiani regarding EDA project funding.
- 07/23/12 Fabozzi: Mohawk River Basing Codes Advisory Committee meeting.
- 07/23/12 Ferraro: Stakeholders Board meeting.
- 07/24/12 Fabozzi & Ferraro: Cleaner Greener Land Use and Adaptation Technical Committee meeting.
- 07/24/12 Ferraro: Cleaner Greener Regional Sustainability Plan Public meeting.
- 07/25/12 Fabozzi: Meeting with Climate Smart Communities grant subcontractors.
- 07/25/12 Shannon: Patroon Creek/Tivoli Preserve project core management team meeting.
- 07/26/12 Fabozzi: CDTC Linkage Forum.
- 07/26/12 Fabozzi: Meeting with East Greenbush regarding Healthy Communities grant.
- 07/26/12 Shannon: Stormwater Coalition of Albany County meeting.
- 07/27/12 Fabozzi: Phone meeting with NYSERDA Land Use Tools subcontractor.
- 07/27/12 Shannon: Albany County Water Quality Coordinating Committee meeting.
- 07/31/12 Shannon: Cleaner Greener Water Resources Subcommittee meeting.
- 08/01/12 King: CDTC Planning Committee meeting.
- 08/02/12 Shannon: Patroon Creek/Tivoli Preserve project core management team meeting.
- 08/02/12 Shannon: EDA Disaster Mitigation Grant webinar.
- 08/06/12 Ferraro: Meeting hosted by Congressman Tonko with Stakeholders Inc. reps.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 08/06/12 Ferraro: Presentation to the Schenectady County Legislature re: Population Projections.
- 08/06/12 Fabozzi: Mohawk Watershed Codes Subcommittee meeting.
- 08/07/12 Ferraro & Shannon: meeting with RPI regarding EDA Disaster Grant and opportunities for a supercomputer.
- 08/08/12 Shannon: Cleaner Greener Water Resources Subcommittee meeting.
- 08/09/12 Fabozzi: Cleaner Greener Plan Transportation Technical Committee meeting.
- 08/09/12 Shannon: Saratoga County Stormwater Coordinators' meeting.
- 08/09/12 Shannon: Saratoga County Water Quality Coordinating Committee meeting.
- 08/10/12 Ferraro & King: meeting with Ann Moynihan and rep from DOS re: Metrics and Measurements for the CREDC Regional Plan.
- 08/13/12 Ferraro: Saratoga Affordable Housing Group Board meeting.
- 08/13/12 Ferraro: Meeting in Stillwater with Town Board and Planning & Zoning Boards to discuss growth patterns.
- 08/15/12 Fabozzi & Ferraro: Cleaner Greener Plan Land Use Technical Committee phone meeting.
- 08/16/12 King: Census data workshop with Congressman Tonko's office.
- 08/21/12 Ferraro & Fabozzi: Meeting with NYSERDA Energy Smart Coordinator.
- 08/21/12 Fabozzi: Town of Schodack Town Center Linkage Plan meeting.
- 08/23/12 Ferraro, Wardle & Fabozzi: Meeting with Climate Smart Communities subcontractor regarding webpage design/content.
- 08/23/12 Shannon: Albany County Water Quality Coordinating Committee meeting.
- 08/23/12 Shannon: C-TPAT and FTZs webinar.
- 08/28/12 Fabozzi: Phone meeting with Climate Smart Communities subcontractor.
- 08/29/12 Shannon: Patroon Creek/Tivoli Preserve project core management team meeting.
- 09/04/12 Fabozzi: Town of Schodack Town Center Linkage Plan meeting.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 09/05/12 Ferraro: Capital Region Economic Development Council Executive Committee meeting
- 09/05/12 Shannon: Schenectady County Stormwater Coordinators' meeting.
- 09/06/12 Fabozzi: NYS GIS Coordinating Body meeting.
- 09/06/12 Ferraro: Regional Coordinating Council meeting
- 09/08-12/12 Shannon: National Association of Foreign-Trade Zones Annual Conference.
- 09/10/12 Ferraro: Saratoga Affordable Housing Board meeting.
- 09/11/12 Ferraro & Fabozzi: Cleaner Greener Indicators webinar.
- 09/11/12 Ferraro: Capital Region Economic Development Council meeting.
- 09/12/12 Ferraro: Saratoga Economic Development Corp forum.
- 09/13/12 Ferraro: Cleaner Greener Food System Technical Committee meeting.
- 09/13/12 King: Saratoga County MS4 Communities meeting.
- 09/13/12 King: Saratoga County Water Quality Coordinating Committee meeting.
- 09/14/12 Ferraro: Capital District Library Council Trustee meeting.
- 09/14/12 Fabozzi: City of Albany Bike Share Linkage Study meeting.
- 09/14/12 Fabozzi & Ferraro: Climate Smart Communities meeting at NYSERDA.
- 09/14/12 Fabozzi: Saratoga Springs Climate Smart Communities Taskforce meeting.
- 09/17/12 Ferraro: Meeting with Saratoga Springs Housing Authority.
- 09/18/12 Ferraro: CDTC Regional Coordination Committee meeting.
- 09/18/12 Fabozzi & Ferraro: Cleaner Greener Plan Land Use Technical Committee meeting.
- 09/18/12 King: Rensselaer County MS4 Communities meeting.
- 09/19/12 King: Cleaner Greener Plan Climate Adaptation Technical Committee meeting.
- 09/20/12 Fabozzi: Cleaner Greener Plan Transportation Technical Committee meeting
- 09/20/12 King: Capital District Clean Communities Coalition meeting.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 09/21/12 King: Cleaner Greener Plan Economic Development Technical Committee meeting.
- 09/24/12 Ferraro: Meeting with Times Union & CEG to discuss creation of a Regional Economic Indicator/Metric survey.
- 09/25/12 Ferraro & King: Conference call with Peter Wohl, SEFCU, to discuss economic metrics.
- 09/25/12 Shannon: Cleaner Greener Water Resources Subcommittee meeting.
- 09/26/12 Ferraro & Shannon: CSO LTCP Technical Committee meeting.
- 09/27/12 Shannon: Stormwater Coalition of Albany County meeting.
- 09/27/12 Fabozzi: City of Albany TOD Technical Committee meeting.
- 09/27/12 King: Census Data for Grantwriters presentation, Grantwriters Professional Assn.
- 09/28/12 Fabozzi: Albany County Water Quality Coordinating Committee meeting.
- 09/28/12 Fabozzi: Mohawk Basing Steering Committee meeting.
- 10/03/12 Ferraro: CDTC Planning Committee meeting (Presented Age Cohort Projections)
- 10/03/12 Shannon: Schenectady County Stormwater Coordinators' meeting.
- 10/04/12 Fabozzi, King, Reinhart & Shannon: HVCC Planning & Zoning Conference.
- 10/04/12 Shannon: Business Export Showcase, FTZ Benefits presentation.
- 10/05/12 Fabozzi: Climate Smart Communities subcontractor phone meeting.