



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

2015 Officers

Chair
Gary Hughes

Vice Chair
Lucille McKnight

Secretary
Judy Breselor

Treasurer
Jason Kemper

Members

Albany County
Willard A. Bruce
Lucille M. McKnight
Michael Morelli
Kristin Swinton
Michael B. Whalen, Jr.

Rensselaer County
Judy H. Breselor
Stan Brownell
James D. Shaughnessy
Michael Stammel
Jacqueline Stellone

Saratoga County
Fred Acunto
Philip Barrett
Jason Kemper
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Paul Sausville

Schenectady County
B. Donald Ackerman
Gary Hughes
Joe Landry
Matthew Martin
Barbara Mauro

Staff

Executive Director
Rocco Ferraro, AICP

Program Manager/GIS
Todd M. Fabozzi

Environmental Planner
Martin R. Daley

**Economic Planner/
Project Manager**
Sean M. Maguire, AICP

Assistant Planner
Daniel M. Harp, Jr.

Financial Officer
Timothy M. Canty

Office Manager
Donna M. Reinhart

Planning Interns
Bryan Jackson
Kimberly Moshier

COMMISSION MEETING

8:30 am, Wednesday, March 18, 2015

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

AGENDA

1. Welcome & Introductions
2. December 17th 2014 Meeting Minutes*
3. January 21st 2015 Meeting Minutes*
4. Financial Statement through December 31st, 2014 (Memo 15-05)*
5. Financial Statement through February 28th, 2015 (Memo 15-06)*
6. Economic Development Activities Status Report (Memo 15-07)
7. LTCP CSO Memo (Memo 15-08)
8. Staff Activity Report
9. Other Business
10. Next Commission Meeting Date: May 20th, at 8:30 am

*Formal Board Action Anticipated

COMMISSION MEETING

December 17, 2014
CDRPC Conference Room
One Park Place, Suite 102
Albany, NY 12205

Minutes

PRESENT: Bill Bruce, Lucille McKnight, Michael Morelli, Kristin Swinton, Judy Breselor, Stan Brownell, James Shaugnessy, Jacqueline Stellone, Fred Acunto, Phil Barrett, Jason Kemper, John Murray, Don Ackerman, Gary Hughes, Barbara Mauro

ABSENT: Michael Whalen, Jr., Michael Stammel, Paul Sausville, Joe Landry, Matthew Martin

1. Welcome/Introductions

Jack Murray welcomed Sean Maguire to CDRPC as the new Economic Planner/Project Manager to replace David Wardle who retired in November. Sean previously worked at the NYS Department of State, Division of Local Services.

CDRPC also hired a new part-time intern, Kimberly Mosher who will be working directly with Martin Daley on the CSO project. Kimberly is a graduate student at the University at Albany, pursuing a master's in Regional Planning.

2. October 15, 2014 Meeting Minutes

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

Action Taken

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

3. Financial Statement through November 30, 2014

The financial statement represents activities through November 30, 2014. Through the first eleven months, revenues are at 82% and expenses are at 87%. The revenues do not reflect work completed during October and November for contracts that are billed on a quarterly basis. The expenses reflect the rent paid in full for 2014, employee health insurance and the NYS Retirement bill in the amount of \$87,498. The consultant services line item is over budget due to hiring Zone 5 to re-design the website.

There is approximately \$163,301.21 cash in the bank and outstanding receivables totaling \$161,434.92. The Accounts receivable from "Other Gov't Entities" is money

due to CDRPC for work associated with the CSO project. Upon finalization of the NYS Department of State grant contract, CDRPC will be fully reimbursed.

Action Taken

Gary Hughes made a motion to approve the financial statement and Bill Bruce seconded. The motion was approved unanimously.

4. Report from Nominating Committee

Fred Acunto, the Chair of the nominating committee recommended the following commissioners to serve as officers of the Capital District Regional Planning Commission for 2015: Gary Hughes, Chair; Lucille McKnight, Vice Chair; Judy Breselor, Secretary; and Jason Kemper, Treasurer.

Action Taken

Fred Acunto made a motion to accept the proposed 2015 officers and Jim Shaughnessy seconded. The motion was approved unanimously.

5. Proposed 2015 Budget

Rocky went over the highlights of the 2015 proposed budget.

The proposed county dues will remain the same for 2015. Each county's assessment reflects its proportionate share of the population based on the 2010 Census as required per the Inter-municipal agreement establishing the Commission in 1967.

The FTZ line item was reduced from \$30,000 to \$25,000, and Sean Maguire will be pursuing opportunities to generate more activity in 2015.

The Economic Development Administration (EDA) contract is for the period July 1, 2014 through June 30, 2015. The funding has been increased to \$70,000 this past year and anticipates having a similar amount awarded beginning July 1, 2015.

The Water Quality program and the Transportation Planning program are projected to remain the same based on current contracts beginning April 1, 2015 through March 31, 2016. The amount under the UPWP account is slightly higher due to a carryover amount into 2015.

The Intern line item has been increased to accommodate an additional part time person during the nine months and full time during the three month summer break. The positions are filled if warranted to meet program requirements.

For 2014 the year will likely end with a surplus. If that is the case, the end of the year unrestricted Fund Balance will be approximately \$340,000

Action Taken

Fred Acunto made a motion to approve the 2015 proposed budget and Lucille McKnight seconded. The motion was approved unanimously.

6. Proposed 2015 Meeting Schedule

A list of the proposed dates for the 2015 Commission meetings were distributed before the meeting. All the meetings are scheduled for the third Wednesday of the month at 8:30am.

Action Taken

Gary Hughes made a motion to approve the 2015 meeting schedule and Barbara Mauro seconded. The motion was approved unanimously.

7. Deferred Compensation Proposal

CDRPC employees are eligible to participate in the NYS Deferred Compensation Plan because we are a part of the NYS Retirement System. It is a voluntary program with no cost to CDRPC.

In order to participate, the CDRPC Board must adopt and sign a resolution. Once adopted, an account executive from the NYS Deferred Compensation Plan will meet with the staff to explain the program in more detail and to sign up interested staff persons.

Action Taken

Stan Brownell made a motion to adopt the Deferred Compensation Plan and Mike Morelli seconded. The motion was approved unanimously.

8. The Year in Review

Rocky gave a PowerPoint presentation outlining the Commission's accomplishments during 2014.

A copy of the presentation was provided at the meeting and will be available on the website.

9. LTCP – CSO Update

The final draft of the Albany Pool and County Sewer District Inter-Municipal Agreement (IMA) has been submitted to DEC. Before Albany and Troy can close on their EFC debt financing, each of the Albany Pool Communities will need to sign onto the Albany Pool IMAs and the State Historic Preservation office needs to complete the review of all projects within the next three years of program activity. The communities now have possession of the IMAs and we anticipate them getting signed in the next few weeks.

The Discharge Notification System is an interactive website that is now online and fully operational. The website is www.albanypool.org.

The Pool communities have submitted a Post Construction Monitoring Program to DEC in response to their comments on the draft plan previously submitted.

The APCs and County Sewer Districts continue to meet twice per month at CDRPC with project consultants and support staff. CDRPC and the support staff also meet with DEC once a month to report on project implementation, obtain program guidance, and generally be available for LTCP implementation questions and concerns. NYS DEC is pleased with the work that has been done on the CSO project.

10. Staff Activity Report

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

11. Other Business

Stan Brownell commended Rocky and the staff for continued hard work and another successful year.

Jack Murray expressed his appreciation to Rocky and the staff for their support and hard work during his appointment as Chair of the Commission.

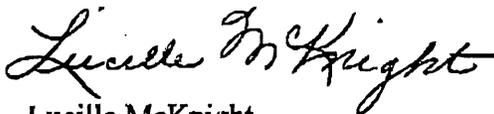
12. Next Commission Meeting

The next CDRPC Commission meeting is scheduled for January 21, 2015 at 8:30am.

Adjournment

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

Respectfully submitted,



Lucille McKnight
Secretary

COMMISSION MEETING

January 21, 2015
CDRPC Conference Room
One Park Place, Suite 102
Albany, NY 12205

Minutes

PRESENT: Bill Bruce, Judy Breselor, Stan Brownell, Fred Acunto, Phil Barrett, Jason Kemper, Don Ackerman, Gary Hughes, Barbara Mauro

ABSENT: Lucille McKnight, Michael Morelli, Kristin Swinton, Michael Whalen, Jr., James Shaughnessy, Michael Stammel, Jacqueline Stellone, John Murray, Paul Sausville, Joe Landry, Matthew Martin

1. **Welcome/Introductions**

Jon Allen, CEO of Performance Matters was in attendance.

2. **December 17, 2014 Meeting Minutes**

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

Action Taken

No action was taken due to lack of quorum.

3. **Financial Statement through December 31, 2014**

The financial statement represents activities through December 31, 2014. For the year, the revenues are at 100% while expenses are at 94%. The revenue reflects the final billings through the fourth quarter of 2014. It is anticipated that the year will end with a net operating income of approximately \$47,000. A final audited financial statement will be prepared and presented to the Commission in mid 2015.

CDRPC has contracted with UHY for the last three years to prepare the annual audits. Rocky met with the A&F committee to discuss entering into another contract with UHY to prepare the audit for 2014. The A&F Committee authorized Rocky to proceed with UHY to prepare the 2014 audit. Audited financials will be prepared and presented at the July meeting.

Action Taken

No action was taken due to lack of quorum.

4. **Strategic Plan**

John Allen, CEO at Performance Matters gave a presentation to the CDRPC Commission going over the planning process of a Strategic Plan. Jon will be preparing a three year strategic plan for CDRPC. Tasks include the preparation of a

survey, conducting one on one interviews and focus group sessions with selected external stakeholders. Input will be sought from all staff and Board members. It is anticipated that Jon will present a Final Plan to the full Board at the October Commission meeting.

5. The Year Ahead

Rocky made a PowerPoint presentation outlining the Commission's proposed activities during 2015.

The presentation is available on our website.

6. LTCP CSO

The application deadline for the Environmental Facilities Corporation bond financing with the Albany and Troy is March 2, 2015. Our financial advisor will be providing assistance to Albany and Troy to complete the ECC application process. A plan of finance for the other communities will be prepared as well. There is a meeting tomorrow, January 21 to further discuss the financing issues.

Each of the six communities and two County Sewer Districts are in the process of getting the final Inter-Municipal Agreements (IMA) executed. The Order on Consent mandated the execution of the IMAs by April 1, 2015, however the schedule was accelerated so the IMAs would be executed prior to EFC deadline of March 2, 2015.

7. Staff Activity Report

Staff is in the process of completing school enrollment projections for East Greenbush Central School District and Niskayuna Central School District. Staff is also updating the American Community Survey files.

8. Other Business

There was no other business at this time.

9. Next Commission Meeting

The next CDRPC Commission meeting is scheduled for March 18, 2015 at 8:30am.

Adjournment

Don Ackerman made a motion to adjourn the meeting and Fred Acunto seconded. The motion was approved unanimously.

Respectfully submitted,


Judy Breselor
Secretary



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MEMORANDUM (#15-05)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: March 10, 2015

Re: Unaudited Financial Statement through December 31st, 2014

Enclosed for your review are the financial statements through December 31, 2014. This represents the Commission's final unaudited financial statement for 2014.

For the year, the revenues were at 99.6% of the approved budget while expenses were at 93.0%. Overall, revenues exceeded expenditures by \$53,564.07 thereby increasing the Unreserved Fund Balance by that amount to \$379,691.

Though the overall revenue target was reached, there were a few differences for individual revenue items. With the approval of the CSO LTCP, our responsibility has increased significantly since we are responsible for management oversight of the Plan's implementation. Conversely, our revenue related to the NYSERDA grant was less than anticipated due to delays associated with signing the third year of the three year contract. Due to the delay, the third year of the contract has been extended through October, 2015 rather than the original date of April, 2015. On the expense side, the consultant services line item exceeded the budgeted amount due to: 1. the hiring of a Web consultant to update our web site, an activity that will continue through the first part of 2015, and 2. the hiring of a consultant to assist in the preparation of the employment projections. Other expense line items that exceeded the budget include Office Equipment, Internet and Unemployment Insurance. The unemployment insurance was higher due to new staff hirings during the year which impacts the rate structure.

These are the financial records that will be provided to the auditor as part of the 2014 audit of our financial records. A final audited financial statement will be prepared and presented to the Commission at the July 2015 Board meeting.

Capital District Regional Planning Commission
Income Statement by Month
 January through December 2014

Income	Oct 14	Nov 14	Dec 14	TOTAL	Budget	Par = 100%
R2390.1 · Albany County	\$ -	\$ -	\$ -	\$ 74,590	\$ 74,590	100%
R2390.2 · Rensselaer County	0	0	0	39,091	39,091	100%
R2390.3 · Saratoga County	0	0	0	53,847	53,847	100%
R2390.4 · Schenecaty County	0	0	0	37,938	37,938	100%
R2401 · Interest & Earnings	3	3	2	36	300	12%
R2770.1 · Miscellaneous Revenue	0	0	0	0	100	0%
R2770.3 · Contractual Services	0	5,000	6,000	23,300	20,000	117%
R2770.4 · Foreign Trade Zone	0	0	0	25,000	30,000	83%
R2770.5 · Conference & Special Events	0	0	0	3,350	6,000	56%
R2770.6 · Youth Center Facility	0	0	20,500	82,000	82,000	100%
R3900.3 · NYSERDA	0	0	21,639	51,027	72,000	71%
R3900.6 · LTCP - CSO	0	0	45,511	177,892	150,000	119%
R4000.2 · Economic Development (EDA)	0	0	13,578	52,781	60,000	88%
R4000.3 · Water Quality (604(b))	0	0	6,652	35,599	40,000	89%
R4000.4 · Federal Highway Aid (UPWP/PL)	0	0	40,866	155,855	150,000	104%
Total Income	\$ 3	\$ 5,003	\$ 154,747	\$ 812,307	\$ 815,866	100%
Expense						
E1010 · Salaries	\$ 36,055	\$ 39,897	\$ 31,817	\$ 424,961	\$ 440,000	97%
E1030 · Temporary Services	1,579	1,743	2,411	14,714	14,000	105%
E2010 · Office Equipment	167	777	229	5,592	5,000	112%
E2020 · Furniture & Furnishings	0	0	0	0	1,000	0%
E4020 · CDRPC Workshops	0	0	0	5,601	6,000	93%
E4030 · Consultant Services	0	0	9,840	23,958	11,000	218%
E4040 · Agency Memberships	0	0	0	3,575	4,500	79%
E4051 · Computer Supplies & Software	192	108	0	4,057	5,500	74%
E4055 · Data Purchases	0	0	0	150	500	30%
E4060 · Equipment Maintenance	0	0	0	0	1,500	0%
E4070 · Office Supplies	48	48	669	2,371	3,000	79%
E4080 · Books/Journals	0	0	0	280	750	37%
E4090 · Printing/Publishing	70	950	820	7,081	8,600	82%
E4110 · Rent	4,961	4,963	0	59,757	64,000	93%
E4120 · Telephone	293	293	293	3,586	4,500	80%
E4121 · Internet	89	89	89	1,377	1,000	138%
E4130 · Travel	1,771	149	1,824	8,954	10,000	90%
E4140 · Equipment Repair	0	0	0	0	500	0%
E4150 · Postage	0	165	513	2,010	3,000	67%
E4160 · Miscellaneous	38	48	77	539	1,000	54%
E4170 · Payroll Services	167	167	251	2,132	2,100	102%
E4190 · Contingent Fund	0	0	0	0	1,016	0%
E4200 · Insurance - General	0	0	0	1,410	1,500	94%
E4210 · Meeting Expenses	82	142	159	1,363	1,800	76%
E8010 · NYS Retirement	0	87,498	0	87,498	92,000	95%
E8020 · Compensated Absences Expense	0	0	(6,275)	(6,275)	0	n/a
E8030 · FICA-Employer	2,940	3,247	2,679	34,360	35,600	97%
E8040 · Workers' Comp & Disability Ins.	0	0	0	1,974	3,000	66%
E8050 · Health Insurance	4,926	4,926	602	64,446	90,000	72%
E8060 · Unemployment Ins. (FUTA/NYSUI)	61	30	116	2,064	1,500	138%
E8070 · Professional Memberships	0	0	0	600	1,000	60%
E8080 · Continuing Education	150	0	0	610	1,000	61%
Total Expense	\$ 53,590	\$ 145,239	\$ 46,112	\$ 758,743	\$ 815,866	93%
Net Income	(53,586.71)	(140,236.04)	108,635.07	53,564.07		

Capital District Regional Planning Commission
Balance Sheet
As of December 31, 2014

Dec 31, 14

ASSETS

Current Assets

Checking/Savings

A200 · Key Bank - Checking	33,867
A200.1 · M & T - CD	35,213
A201 · KeyBank Money Market	55,403
Total Checking/Savings	<u>124,483</u>

Accounts Receivable

A300 · Accounts Receivable	
A380 · A/R from Private Persons & Orgs	23,500
A410 · A/R from NYS & Federal	118,291
A440 · A/R from Other Gov't Entities	180,892
Total A300 · Accounts Receivable	<u>322,683</u>

Total Accounts Receivable 322,683

Other Current Assets

A210 · Petty Cash	380
A480 · Prepaid Expenses	8,536
Total Other Current Assets	<u>8,916</u>

Total Current Assets 456,083

Fixed Assets

A490 · Furniture and Fixtures	
A495 · Accumulated Depr - F&F	(56,888)
A490 · Furniture and Fixtures - Other	61,287
Total A490 · Furniture and Fixtures	<u>4,399</u>

Total Fixed Assets 4,399

TOTAL ASSETS 460,482

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	
A600 · Accounts Payable	32,291
Total Accounts Payable	<u>32,291</u>

Other Current Liabilities	
A691 · Deferred Project Revenue	23,548
Total Other Current Liabilities	<u>23,548</u>

Total Current Liabilities 55,838

Long Term Liabilities

A631 · Compensated Absences	24,952
Total Long Term Liabilities	<u>24,952</u>

Total Liabilities 80,790

Equity

A909 · Fund Balance - Unreserved	326,127
Net Income	53,564
Total Equity	<u>379,691</u>

TOTAL LIABILITIES & EQUITY 460,482



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MEMORANDUM (#15-06)

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To: Commissioners
From: Rocky Ferraro, Executive Director
Date: March 10, 2015
Re: Financial Statement through February 28th, 2015

Enclosed for your review and approval are the current financial statements through February 2015. Invoices were sent to each of the four counties. Albany and Rensselaer Counties pay semi-annually while Saratoga and Schenectady Counties are billed quarterly.

In several instances, the percent of year to date expenses are greater than what may be normally expected (Par = 16.7%) for the following reasons: under Computer Supplies/Software, our annual GIS software license to ESRI was renewed; under Insurance-General we paid our annual premium and we paid most of our Worker's Comp and Unemployment Insurance. Finally, our Rent and Health Insurance expense reflect three months worth of payments.

As noted on the Statement of Financial Condition, on February 28th we had \$84,819 cash in the bank and outstanding receivables totaling \$275,466. The larger than usual receivables primarily reflects the payment due to CDRPC for work associated with the Combined Sewer Overflow. CDRPC was successful in applying for and being awarded a grant from the NYS Department of State to cover these costs. Upon finalization of the grant contract, CDRPC will be fully reimbursed. We also have one Certificate of Deposit.

CD #	Value	Expires
943799	\$ 35,212.63	November 22, 2015
Total: \$ 35,212.63		

Capital District Regional Planning Commission
Income Statement by Month
 January through February 2015

Income	Jan 15	Feb 15	TOTAL	Budget	Par = 16.7%
R2390.1 · Albany County	\$ 37,295	\$ -	\$ 37,295	\$ 74,590	50%
R2390.2 · Rensselaer County	19,546	0	19,546	39,091	50%
R2390.3 · Saratoga County	13,462	0	13,462	53,847	25%
R2390.4 · Schenecataady County	9,485	0	9,485	37,938	25%
R2401 · Interest & Earnings	1	0	1	300	0%
R2770.1 · Miscellaneous Revenue	0	0	0	100	0%
R2770.3 · Contractual Services	0	0	0	20,000	0%
R2770.4 · Foreign Trade Zone	18,750	0	18,750	25,000	75%
R2770.5 · Conference & Special Events	0	570	570	4,000	14%
R2770.6 · Youth Center Facility	0	0	0	82,000	0%
R3900.3 · NYSERDA	0	0	0	55,000	0%
R3900.6 · LTCP - CSO	0	0	0	150,000	0%
R4000.2 · Economic Development (EDA)	0	0	0	70,000	0%
R4000.3 · Water Quality (604(b))	0	0	0	40,000	0%
R4000.4 · Federal Highway Aid (UPWP/PL)	0	0	0	155,000	0%
Total Income	\$ 98,538	\$ 570	\$ 99,108	\$ 806,866	12%
Expense					
E1010 · Salaries	\$ 36,839	\$ 35,693	\$ 72,532	\$ 440,000	16%
E1030 · Temporary Services	1,821	1,509	3,330	20,000	17%
E2010 · Office Equipment	229	646	875	5,000	18%
E2020 · Furniture & Furnishings	0	0	0	1,000	0%
E4020 · CDRPC Workshops	0	488	488	6,000	8%
E4021 · Conference Registrations	0	0	0	1,500	0%
E4030 · Consultant Services	3,000	0	3,000	20,000	15%
E4040 · Agency Memberships	1,575	0	1,575	4,500	35%
E4051 · Computer Supplies & Software	3,294	124	3,418	5,500	62%
E4055 · Data Purchases	0	0	0	500	0%
E4060 · Equipment Maintenance	0	0	0	1,500	0%
E4070 · Office Supplies	0	425	425	3,000	14%
E4080 · Books/Journals	120	82	202	750	27%
E4090 · Printing/Publishing	0	161	161	8,500	2%
E4110 · Rent	10,070	4,864	14,934	62,000	24%
E4120 · Telephone	293	293	586	4,000	15%
E4121 · Internet	436	89	525	1,500	35%
E4130 · Travel	0	876	876	9,000	10%
E4140 · Equipment Repair	156	0	156	500	31%
E4150 · Postage	0	49	49	3,000	2%
E4160 · Miscellaneous	0	0	0	750	0%
E4170 · Payroll Services	171	293	463	2,100	22%
E4190 · Contingent Fund	0	0	0	666	0%
E4200 · Insurance - General	1,551	0	1,551	1,500	103%
E4210 · Meeting Expenses	0	230	230	1,500	15%
E5300 · Banking Fees	55	136	191	1,000	19%
E8000 · Depreciation Expense	0	0	0	0	
E8010 · NYS Retirement	0	0	0	87,000	0%
E8020 · Compensated Absences Expense	0	0	0	0	
E8030 · FICA-Employer	3,006	2,932	5,938	35,600	17%
E8040 · Workers' Comp & Disability Ins.	2,001	178	2,179	3,000	73%
E8050 · Health Insurance	9,186	4,988	14,173	82,000	17%
E8060 · Unemployment Ins. (FUTA/NYSUI)	825	548	1,374	2,000	69%
E8070 · Professional Memberships	0	400	400	1,000	40%
E8080 · Continuing Education	0	0	0	1,000	0%
Total Expense	\$ 74,629	\$ 55,003	\$ 129,631	\$ 816,866	16%
Net Income	\$ 23,909	\$ (54,433)	\$ (30,524)	\$ (10,000)	

Capital District Regional Planning Commission
Balance Sheet
As of February 28, 2015

Feb 28, 15

ASSETS

Current Assets

Checking/Savings

A200 · Key Bank - Checking	35,661
A200.1 · M & T - CD	35,213
A201 · KeyBank Money Market	49,158

Total Checking/Savings 120,032

Accounts Receivable

A300 · Accounts Receivable

A379 · A/R - Four Counties	9,485
A380 · A/R from Private Persons & Orgs	18,750
A410 · A/R from NYS & Federal	69,340
A440 · A/R from Other Gov't Entities	177,892

Total A300 · Accounts Receivable 275,466

Total Accounts Receivable 275,466

Other Current Assets

A210 · Petty Cash 380

Total Other Current Assets 380

Total Current Assets 395,878

Fixed Assets

A490 · Furniture and Fixtures

A495 · Accumulated Depr - F&F (56,888)

A490 · Furniture and Fixtures - Other 61,287

Total A490 · Furniture and Fixtures 4,399

Total Fixed Assets 4,399

TOTAL ASSETS 400,277

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

A600 · Accounts Payable 2,610

Total Accounts Payable 2,610

Other Current Liabilities

A691 · Deferred Project Revenue 23,548

Total Other Current Liabilities 23,548

Total Current Liabilities 26,158

Long Term Liabilities

A631 · Compensated Absences 24,952

Total Long Term Liabilities 24,952

Total Liabilities 51,110

Equity

A909 · Fund Balance - Unreserved 379,691

Net Income (30,524)

Total Equity 349,167

TOTAL LIABILITIES & EQUITY 400,277



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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Vice Chair
Lucille McKnight

Secretary
Judy Breselor

Treasurer
Jason Kemper

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Planning Interns
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MEMORANDUM (#15-07)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: March 10, 2015

Re: Economic Development Activities Status Report

At the Commission meeting, Sean Maguire will provide the Board an update of his activities. He has been very active with all aspects of the Commission's economic development programs from general administration to direct outreach.

In January, the EDA revised its regulations to better promote innovation and regional collaboration. As part of this revised Final Rule, there are some key changes to the regulations governing the Comprehensive Economic Development Strategies process. Sean is reviewing the new regulations and has participated in a webinar to review key changes. In conjunction with these responsibilities, Sean is reaching out and meeting with a broad spectrum of stakeholders throughout the region.

Last week Sean traveled to Buffalo with members of our state's Regional Economic Development Council to learn more about the Upstate Revitalization Fund competition that will occur this year. At stake is \$500 million in funding commitments from the State to catalyze strategic and innovative economic development within the region, paying particular attention on regional centers. Sean has also been invited to participate with the REDC's executive committee.

In February, Sean travelled to Washington DC to participate in the National Association of Foreign Trade Zone's Legislative & Regulatory Seminar. He had the opportunity to meet with a number of other Foreign Trade Zone grantees, consultants, and federal partners. He also attended a Grantee Workshop conducted by the Foreign Trade Zones Board. Sean has also participated in a number of webinars regarding the Foreign Trade Zone and has been confirmed as a member of the NAFTAZ Grantee Committee. While in Washington, he met with staff from the region's Congressional delegation.

Sean is also coordinating staff efforts and working with Zone 5 to upgrade our existing web site. As the result of a series of meetings and Sean's interaction with Zone 5, staff reviewed an initial wireframe of the updated website. The objective is to showcase the important work that CDRPC does, while providing for a dynamic experience with current and relevant information posted on a regular basis. The final product will provide for a better user experience and easier access to our data and information. In the meantime, updates are being made to the data sets posted on the web site including the latest 5-year figures from the American Community Survey and municipal finance data. Other information, such as the consumer and producer price index, regional home sales, and employment information continue to be updated as they become available.



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MEMORANDUM (#15-08)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: March 10, 2015

Re: Long Term Control Plan – Combined Sewer Overflow Study

On February 25th, the six-community Albany Pool Inter-Municipal Agreement (IMA) was executed by each of the six communities and submitted to DEC and EFC. The Albany & Rensselaer Counties' Sewer District IMA's will be executed shortly. The Order on Consent mandated execution of the IMAs by April 1, 2015, however the schedule was accelerated so the IMAs would be executed prior to March 2, the application deadline for the Environmental Facilities Corporation's (EFC) bond financing that Albany and Troy will be relying on for their share of the program. To meet the deadline, staff have been working with the communities to establish financial and programmatic foundations such as the Capital Improvement Plan, Local Development Corporation policies and procedures, and a credit program. On February 28th, Albany and Troy submitted their financial applications to EFC.

In the meantime, there continues to be the tracking of projects to maintain regulatory compliance, including the documentation of milestones and project delays, according to the CSO Long Term Control Plan Schedule of Compliance. Also, we are working with the State Historic Preservation Office to assure compliance with SHPO requirements and with the legal team to address concerns that have risen regarding compliance with the National Environmental Protection Act.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

STAFF ACTIVITY REPORT **January 12, 2015 through March 6, 2015**

A. ADMINISTRATION

1. Transitional work continues with Zone 5 to upgrade and redesign the CDRPC web site. Zone 5 continues to meet with the staff to discuss and seek input on alternative site designs.
2. An application was submitted to NYS DEC for a four-year 604(b) water quality program grant.
3. Continuing to work with DOS to execute 2014's Local Government Efficiency Grant Application for the CSO Program

B. REGIONAL PLANNING

Regional Information System & Data Services

1. The staff responded to approximately 25 call-in and e-mail data requests during the reporting period.
2. The staff continues to update and maintain its GIS, utilize the system for internal project analysis, and to provide GIS products and services to local governments, agencies and citizens on request.
3. Enrollment projections have been completed for the East Greenbush Central School District and Niskayuna Central School District. Both districts have requested a presentation to discuss their enrollment patterns.
4. A report for North Colonie Central School District detailing the progress of residential building activity is expected to be completed by the end of March.
5. Staff has completed a project to organize a database for the Albany County Land Bank.
6. The Community Profiles are being updated to reflect the statistics from the recently released five-year 2009-13 American Community Survey estimates from the U.S. Census Bureau.
7. Staff continues to update each of the tables included in the *Tech Valley Trends* report that was prepared in 2009. A release of the report with the most recent data sets is expected in the Spring.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

Water Quality Planning

1. Staff continues to work on the 604(b) water quality program, including participation in county water quality coordinating committee activities, MS4 committees, and providing technical support to the counties and local communities. Staff submitted an application to NYS DEC for another four years of funding under this program.
2. The Mohawk River Watershed Plan has been completed. Staff was involved in plan development and review of technical studies. Staff will continue to assist in ongoing implementation activities. Staff also continues to serve on the Mohawk River Basin Steering Committee, which is a partnership between NYSDEC, NYDOS, and Congressman Tonko's Mighty Waters Taskforce.
3. Staff continues to coordinate the Albany Pool Combined Sewer Overflow Long Term Control Plan. This was one of the busiest quarters in program activity. In addition to tracking projects according to the LTCP Schedule of Compliance, staff has been working with the communities to establish financial and programmatic foundations such as the Capital Improvement Plan, Local Development Corporation policies and procedures, a credit program, and to maintain regulatory compliance in reporting and documentation of milestones and project delays. On February 25, the six-community Pool IMA was executed by all the parties and submitted to DEC and EFC. The District IMA will be executed prior to April 15. On February 28, Albany and Troy submitted finance applications to EFC. Staff assisted in the creation of financial plans, supplemental documentation for projects, State Historic Preservation Office consultation, and with the help of the legal team, SERQA and NEPA compliance.
4. Kimberly and Ayse, the two CSO program interns, have been working on Green Infrastructure projects; the next round of GI Code audits and research for the Green Infrastructure Credit Banking System Feasibility Study.

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. Staff has been asked and will participate on CDTC's Freight Committee.
2. Selected data sets from the American Community Survey continue to be provided to CDTC to assist in their evaluation as part of their New Visions Plan update.
3. The employment projections by Traffic Analysis Zone are being reviewed and modified based on an internal evaluation of the modeled numbers.
4. CDRPC continues to participate in the Complete Streets Task Force created by CDTC to offer policy recommendations on how to incorporate complete street design criteria in the planning review process.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

5. Staff has completed its participation on the Environment and Technology New Visions Update Taskforce. A white paper has been produced and utilized in developing the New Visions Transportation Plan.
6. Staff continues to participate on various Linkage Study advisory committees as part of the CDTC Linkage Grant Program. Linkage studies underway include: the Clifton Park Form Based Code linkage study, the Town of New Scotland Hamlet Zoning, and the Guilderland/Westmere Western Ave Linkage Study.
7. Staff is carrying out the third year of the NYSERDA-funded Climate Smart Communities Pilot Grant. Staff is utilizing the technical support services of VHB and CAA and is providing assistance to local Climate Smart Communities to further their local climate action efforts.

Human Resources & Criminal Justice

1. The Juvenile Detention Facility utilization rate was 79% in January and 85% in February. In January 2014, the rate was 53% and in February 2014, it was 42%.
2. Billings to the counties using the Facility were computed and sent out through February 2015.

Economic Development

1. Data files continue to be updated and spreadsheets prepared on a monthly basis for public distribution. The following information has been recently updated:
 - a. CPI/PPI, data as of January 2015
 - b. Employment/Unemployment, data as of December 2014
 - c. Community Fact Sheets, municipal finance data as of 2013 (tax levy) and 2012 (overlapping tax rates).
2. Redesign of the website continues. Next steps including finalizing layout and integration of social media.
3. The January/February issue of ***Capital District Data*** was completed and distributed. Potential new features and presentation are in the preliminary stages of design.
4. Sean attended the National Association of Foreign Trade Zones (NAFTZ) Regulatory and Legislative Seminar, the Foreign Trade Zone Board Grantee workshop, and to meet with staff from the local Congressional delegation in Washington last month. He has been appointed to the Grantee Committee for the NAFTZ. The 2014 Annual Report is being finalized.
5. Sean attended a meeting on the Upstate Revitalization Fund in Buffalo along with other members of the Capital Region Economic Development Council.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

6. Sean is meeting with local economic developers and organizations introducing himself as a CDRPC employee responsible for the Commission's activities related to economic development.
7. Work has begun on an economic impact analysis for Skidmore College, an update to a report that was prepared several years ago.
8. Staff continued to participate in Congressman Tonko's Saratoga: A Framework for Success working group to promote economic development around the Global Foundries plan in Malta.

C. MEETINGS:

- 1/12/15 Ferraro: City of Albany Rezoning Stakeholder Forum
- 1/13/15 Fabozzi: Climate Smart Communities conference call with NYSERDA
- 1/14/15 Daley: City of Albany Rezone workshop
- 1/15/15 Daley: Rensselaer County Stormwater Meeting
- 1/20/15 Harp: Albany County Land Bank board meeting
- 1/20/15 Fabozzi: Capital District Solarize meeting
- 1/20/15 Ferraro: Saratoga Affordable Housing Group Board meeting
- 1/21/15 Ferraro: Consultant selection meeting regarding CDTC Complete Street RFQ
- 1/21/15 Ferraro: Saratoga RPC Board meeting
- 1/22/15 Fabozzi: CDTC Linkage Program application review meeting.
- 1/22/15 Ferraro/Maguire: State of the Region: How our Airport Gives Flight to Economic Development
- 1/22/15 Ferraro: Regional Development Coordinating Council meeting
- 1/22/15 Daley: Albany County Stormwater Coalition Working Group
- 1/22/15 Ferraro/ Daley: Albany Pool Communities Technical Committee Meeting
- 1/22/15 Daley: Hudson River Comprehensive Restoration Plan: Info Session II
- 1/26/15 Fabozzi: Climate Smart Community Program year three kickoff meeting.
- 1/27/15 Maguire: NAFTAZ Webinar

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 1/28/15 Fabozzi: Westmere Corridor Linkage Study meeting.
- 1/28/15 Maguire: Young Professional Network Marketing Video Launch
- 1/29/15 Maguire: Economic Outlook Power Breakfast, Hilton Albany
- 1/30/15 Fabozzi: Climate Smart Communities technical support meeting with City of Cohoes.
- 1/30/15 Maguire: Website meeting with Zone 5.
- 2/1/15 Daley: Albany Pool Communities CSO presentation to Capital District New Leaders Council
- 2/2/15 Ferraro: CDTC Planning Committee meeting
- 2/4/15 Fabozzi: Schenectady County Water Quality Coordinating Committee meeting.
- 2/5/15 Ferraro: Luncheon Speaker: Tech Valley Nonprofit Business Council
- 2/6/15 Harp: Meeting with North Colonie Planning Department to discuss residential development.
- 2/5/15 Maguire: Meeting with John Allen regarding strategic plan interview.
- 2/6/15 Maguire: Meeting with Siena Research Institute. Meeting with Zone 5.
- 2/9/15 CDTC Freight Movement meeting
- 2/10/15 Harp: Meeting with John Allen regarding strategic plan.
- 2/10/15 Fabozzi: Meeting with John Allen regarding strategic plan interview.
- 2/10/15 Maguire: NAFTAZ Regulatory and Legislative Seminar
- 2/11/15 Maguire: Foreign Trade Zone Board Grantee workshop. Meeting with Nick Czajka (Congressman Gibson), Washington. Meeting with Jon Cardinal (Sen. Gillibrand), Washington.
- 2/12/15 Maguire: Meeting with Acting Regional Director Arnie Will, Empire State Development.
- 2/12/15 Ferraro/ Daley: Albany Pool Communities Technical Committee Meeting
- 2/12/15 Ferraro/ Daley: Albany Pool Communities Meeting at DEC
- 2/12/15 Harp: Saratoga County WQCC and MS4 meetings

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 2/17/15 Fabozzi: Capital District Solarize meeting.
- 2/24/15 Maguire: Business of Sports Power Breakfast, Times Union Center
- 2/24/15 Harp: Land Bank Board Meeting
- 2/25/15 Ferraro/ Harp: Eric Canal Recreationway Commission meeting
- 2/25/15 Ferraro: Saratoga Affordable Housing Group Board meeting
- 2/26/15 Harp: Meeting with Joe Bianchine regarding residential construction
- 2/26/15 Maguire: CEDS Webinar
- 2/27/15 Daley: Albany County Water Quality Committee Meeting
- 3/2/15 Maguire: Upstate Revitalization Fund meeting, Buffalo
- 3/4/15 Fabozzi: Schenectady County Water Quality Coordinating Committee meeting.
- 3/4/15 Fabozzi: Climate Smart Communities technical support meetings with Saratoga Springs
- 3/5/15 Fabozzi: Climate Smart Communities technical support meetings with Town of Niskayuna and Town of Cairo.
- 3/6/15 Ferraro: Non Profit Business Council Training Session meeting
- 3/6/15 Fabozzi and Maguire: Employment projections meeting with CDTC.