



FTZ #121

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

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

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

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Daniel M. Harp, Jr.

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Timothy M. Canty

Office Manager
Donna M. Reinhart

Planning Intern
Bryan Jackson

COMMISSION MEETING

8:30 am, Wednesday, July 16, 2014
CDRPC Office
One Park Place
Albany, New York
453-0850

AGENDA

1. Welcome & Introductions
2. May 21st, 2014 Meeting Minutes*
3. Financial Statement through June 30th, 2014 (Memo 14-16)*
4. 2013 Audit Report, Presentation UHY LLP Certified Public Accountants (Memo 14-17)*
5. 2015 Proposed Preliminary Budget (Memo 14-18)*
6. LTCP CSO Memo (Memo 14-19)
7. Staff Activity Report
8. Other Business
9. Next Commission Meeting Date: October 15th, 8:30 am

*Formal Action Anticipated

COMMISSION MEETING

May 21, 2014

CDRPC Conference Room

One Park Place, Suite 102

Albany, New York 12205

Minutes

PRESENT: Lucille McKnight, Michael Morelli, Judy Breselor, Stan Brownell, Jacqueline Stellone, Fred Acunto, Phil Barrett, John Murray, Don Ackerman, Barbara Mauro

ABSENT: Bill Bruce, Kristin Swinton, Michael Whalen, James Shaughnessy, Michael Stammel, Jason Kemper, Paul Sausville, Gary Hughes, Joe Landry, Matthew Martin

1. **Welcome & Introductions**

There were no guests in attendance.

2. **March 19, 2014 Meeting Minutes**

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

Action Taken

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

3. **Financial Statement through April 30, 2014**

For the first four months of the year, revenues are at 31.4% and expenses are at 28.4%. There is approximately \$213,540.65 cash in the bank including one CD and outstanding receivables totaling \$152,574.19.

First quarter invoices were sent to the appropriate billing agencies for the CDYCI, CSO Water Quality, NYSERDA, and the UPWP work programs. The rent and health insurance expenses represent 5 months worth of payments.

The 2013 audit has begun by UHY, LLC and should be completed for Board approval at the July meeting.

Action Taken

Phil Barrett made a motion to approve the financial statement and Don Ackerman seconded. The motion was approved unanimously.

4. Staff Appointments

Rocky introduced Tim Canty, a Certified Public Accountant, as the new part time Financial Officer at CDRPC. Tim has twenty five years experience as an auditor working for the NYS Public Service Commission. Tim will be responsible for CDRPC, CDYCI and CSO financial records.

CDRPC also hired Dan Harp as the new Assistant Planner to replace Joanna King who relocated to North Carolina. Dan has a Masters Degree in Regional Planning from UAlbany and has experience working with NYSERDA and NYS DEC. Dan will be responsible for data requests and special studies including school enrollment projections as well as Transportation and Water Quality related activities.

5. Mid Year Staff Activity Report

Rocky gave a PowerPoint presentation to the Board with updates on the Commission's activities through the first half of the year.

A copy of the presentation is available on our website.

6. LTCP CSO

Work continues on the Inter-Municipal Agreement (IMA) as the guiding document for the Albany Pool communities to implement the Long Term Control Plan. Draft documents are being reviewed to create the Local Development Corporation (LDC) including the Certificate of Incorporation, By-Laws, Mission Statement, Fiscal Policies and responsibilities, Code of Ethics and Conflict of Interest Policies, Procurement Policy, Freedom of Information Policy, and Open Meetings Law Policy. The LDC will be submitted to NYS DEC in August, 2014 to get their response and comments by December and have it in place by April 15, 2015. The LDC must be in place by the Order on Consent by April 15, 2015.

The Order on Consent was signed on January 15, 2014 and there are 53 projects set to be completed over the next 15 years. For each project there are four milestones and each have to be submitted to DEC for approval.

A meeting was held with the Environmental Facility Corporation (EFC) to discuss bonding options available. Individual communities will be the bonding entity with EFC for their share of the costs. Some communities will use a "pay as you go" program instead of getting financed through EFC. However, EFC requires that a portion of the money be available up front. A financial plan is being prepared followed by a Capital Improvements plan.

The Pool Communities and the two Sewer Districts continue to meet twice a month to form the foundation of the entity what will guide the process. Meetings are being held with DEC once a month for guidance and updates.

7. **Other Business**

There was no other business at this time.

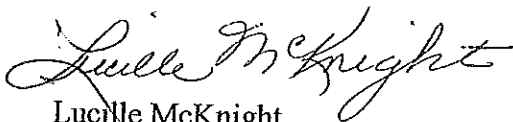
8. **Next Commission Meeting**

The next CDRPC Commission meeting is scheduled for July 16, 2014 at 8:30am.

Adjournment

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

Respectfully submitted,


Lucille McKnight
Secretary



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MEMORANDUM (#14-16)

To: Commissioners
From: Rocky Ferraro, Executive Director
Date: July 8, 2014
Re: Financial Statement through June 30th, 2014

Enclosed for your review and approval are the current financial statements through June, 2014.

Through the first six months of the fiscal year, revenues are at 50% of the budgeted amount and expenses are at 42%. Par = 50%. The rent and health insurance expenses represent 7 months worth of payments.

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, NYSERDA, and the UPWP (Transportation) work programs.

On the Balance Sheet, the Accounts Payable is the money owed to the consultants working with CDRPC under the NYSERDA contract which has been billed for work completed through May and is reflected in the Accounts Receivable account.

Also as noted on the Balance Sheet, on June 30th we had \$234,145 cash in the bank and outstanding receivables totaling \$254,524. We also have one Certificate of Deposit.

CD #	Value	Expires
943799	\$ 35,212.63	November 23, 2014
Total: \$ 35,212.63		

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

	Budget	May 14	Jun 14	TOTAL	Percent
Income					
					Par=50%
R2390.1 · Albany County	\$ 74,590	\$ -	\$ -	\$ 37,295	50%
R2390.2 · Rensselaer County	39,091	0	0	19,546	50%
R2390.3 · Saratoga County	53,847	0	0	26,924	50%
R2390.4 · Schenecatady County	37,938	0	0	18,969	50%
R2401 · Interest & Earnings	300	5	2	20	7%
R2770.1 · Miscellaneous Revenue	100	0	0	0	0%
R2770.3 · Contractual Services	20,000	0	5,800	8,800	44%
R2770.4 · Foreign Trade Zone	30,000	0	0	18,750	63%
R2770.5 · Conference & Special Events	6,000	2,030	1,320	3,350	56%
R2770.6 · Youth Center Facility	82,000	0	20,500	41,000	50%
R3900.3 · NYSERDA	72,000	17,451	0	29,389	41%
R3900.6 · LTCP - CSO	150,000	0	48,295	90,864	61%
R4000.2 · Economic Development (EDA)	60,000	0	10,968	23,829	40%
R4000.3 · Water Quality (604(b))	40,000	0	9,257	17,960	45%
R4000.4 · Federal Highway Aid (UPWP/PL)	150,000	0	35,706	71,119	47%
Total Income	\$ 815,866	\$ 19,486	\$ 131,847	\$ 407,814	50%
Expense					
E1010 · Salaries	\$ 440,000	\$ 35,481	\$ 35,425	\$ 211,706	48%
E1030 · Temporary Services	14,000	330	1,485	4,598	33%
E2010 · Office Equipment	5,000	458	310	2,901	58%
E2020 · Furniture & Furnishings	1,000	0	0	0	0%
E4020 · Workshops/Conferences	6,000	3,791	0	5,261	88%
E4030 · Consultant Services	11,000	1,035	583	1,618	15%
E4040 · Agency Memberships	4,500	0	0	1,575	35%
E4051 · Computer Supplies & Software	5,500	0	0	3,758	68%
E4055 · Data Purchases	500	150	0	150	30%
E4060 · Equipment Maintenance	1,500	0	0	0	0%
E4070 · Office Supplies	3,000	341	216	1,159	39%
E4080 · Books/Journals	750	0	0	225	30%
E4090 · Printing/Publishing	8,600	609	633	4,534	53%
E4110 · Rent	64,000	4,882	4,953	34,853	54%
E4120 · Telephone	4,500	282	283	1,831	41%
E4121 · Internet	1,000	89	88	846	85%
E4130 · Travel	10,000	97	667	1,223	12%
E4140 · Equipment Repair	500	0	0	0	0%
E4150 · Postage	3,000	150	450	1,074	36%
E4160 · Miscellaneous	1,000	1	15	290	29%
E4170 · Payroll Services	2,100	167	161	1,060	50%
E4190 · Contingent Fund	1,016	0	0	0	0%
E4200 · Insurance - General	1,500	0	0	1,410	94%
E4210 · Meeting Expenses	1,800	125	141	670	37%
E4260 · Bad Debt Expense	0	0	0	0	
E8010 · NYS Retirement	92,000	0	0	0	0%
E8030 · FICA-Employer	35,600	2,790	2,885	16,905	47%
E8040 · Workers' Comp & Disability Ins.	3,000	0	0	1,974	66%
E8050 · Health Insurance	90,000	4,783	4,926	39,212	44%
E8060 · Unemployment Ins. (FUTA/NYSUI)	1,500	109	124	1,681	112%
E8070 · Professional Memberships	1,000	0	0	400	40%
E8080 · Continuing Education	1,000	0	0	0	0%
Total Expense	\$ 815,866	\$ 55,669	\$ 53,345	\$ 340,912	42%
Net Income	\$ -	\$ (36,182)	\$ 78,503	\$ 66,902	

Capital District Regional Planning Commission

Balance Sheet

As of June 30, 2014

	<u>Jun 30, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
A200 · Key Bank - Checking	\$ 34,731
A200.1 · M & T - CD	35,213
A201 · KeyBank Money Market	<u>199,414</u>
Total Checking/Savings	269,358
Accounts Receivable	
A300 · Accounts Receivable	
A380 · A/R from Private Persons & Orgs	10,804
A410 · A/R from NYS & Federal	150,302
A440 · A/R from Other Gov't Entities	<u>93,418</u>
Total A300 · Accounts Receivable	<u>254,524</u>
Total Accounts Receivable	254,524
Other Current Assets	
A210 · Petty Cash	180
A480 · Prepaid Expenses	<u>632</u>
Total Other Current Assets	<u>812</u>
Total Current Assets	<u>524,694</u>
TOTAL ASSETS	<u>\$ 524,694</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
A600 · Accounts Payable	\$ 99,998
Total Accounts Payable	<u>99,998</u>
Total Current Liabilities	99,998
Long Term Liabilities	
A909 · Fund Balance - Unreserved	<u>357,793</u>
Total Long Term Liabilities	<u>357,793</u>
Total Liabilities	457,792
Equity	
Net Income	66,902
Total Equity	<u>66,902</u>
TOTAL LIABILITIES & EQUITY	<u>\$ 524,694</u>



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MEMORANDUM (#14-17)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: July 8, 2014

Re: FY-2013 Audit Report

Enclosed for your review and approval is the FY-2013 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 2013 Audit Report.



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MEMORANDUM (#14-18)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: July 8, 2014

Re: Proposed 2015 Preliminary Budget

Attached for your review and approval is the proposed 2015 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 2015 budgets and need to receive our budget request for inclusion in their budget proposals.

Budget highlights include the following:

- Overall, the 2015 proposed budget is 2.0% greater than the 2014 budget.
- The amount requested from each county will remain the same as 2014. 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 2015 including school enrollment projections.
- The current NYSEDA grant is for the period May 1, 2014 through April 30, 2015. Funding beyond May 1, 2015 is uncertain at this time.

- A not for profit Local Development Corporation will be established and operating in 2015 to manage and 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. CDRPC has been designated as the entity responsible for project management on behalf of the Albany Pool communities and will receive a fee for the services provided.
- Our contract with the Economic Development Administration (EDA) is for the period July 1, 2014 through June 30, 2015. We have been notified that our funding will be increased to \$70,000, an amount we had previously received prior to this year.
- Our contract for activities related to the Water Quality Program funded through the NYS Department of Environmental Conservation is for the period April 1, 2014 through March 31, 2015. For 2015-16, we anticipate the funding level will remain unchanged.
- The current UPWP contract is also for the period April 1, 2014 through March 31, 2015. We anticipate a similar amount of funding will be available beginning April 1, 2015. The money is provided by the Capital District Transportation Committee.
- Two new expense line items were added. Historically, expenses for workshops that staff may attend for a fee or workshops CDRPC has been asked to also sponsor were included under "Workshops and Conferences". This line item also included expenses associated with the CDRPC hosted Land Use Workshops. The proposed budget separates out these expenses. Under "CDRPC Workshops", it will only include expenses specifically related to our Spring and Fall Planning & Zoning workshops. The "Conference Registration/Sponsor" expense line item will include expenses associated with conference/workshop registrations staff attend and events CDRPC has been asked to make a financial contribution as host. The second expense line item created is entitled "Banking Fees". Previously, bank related expenses were listed under Miscellaneous".
- The health insurance line item was not changed due to the fact that our costs this year will be lower than anticipated. Without any change to the expense line, we can still absorb an increase in health premium costs. When the final budget is presented in December, we will have a better estimate of health insurance costs for 2015.
- Based on the preliminary proposed budget, there will be a need to draw down from the Fund Balance. However with a Fund Balance of \$353,238 and a stable cash flow, there will be no impact on operations.

CDRPC Proposed 2015 Preliminary Budget

Account	2014 Approved Budget	2015 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	300.00	300.00	-
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 CDRPC Workshops	6,000.00	4,000.00	(2,000.00)
R2770.6 CDYCI	82,000.00	82,000.00	-
R3900.3 NYSERDA	72,000.00	50,000.00	(22,000.00)
R3900.6 LTCP CSO	150,000.00	150,000.00	-
R4000.2 EDA	60,000.00	70,000.00	10,000.00
R4000.3 Water Quality	40,000.00	40,000.00	-
R4000.4 UPWP	150,000.00	155,000.00	5,000.00
<i>Gross Revenue</i>	\$ 815,866.00	\$ 806,866.00	\$ (9,000.00)
EXPENSE			
E.1010 Salaries	\$ 440,000.00	\$ 455,000.00	15,000.00
E.1030 Intern	14,000.00	14,000.00	-
E.2010 Office Equipment	5,000.00	5,000.00	-
E.2020 Furniture & Furnishings	1,000.00	1,000.00	-
E.4020 CDRPC Workshops	6,000.00	6,000.00	-
E.4021 Conference Registrations/Sponsor	---	1,500.00	1,500.00
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	8,600.00	8,500.00	(100.00)
E.4110 Rent	64,000.00	64,000.00	-
E.4120 Telephone	4,500.00	4,500.00	-
E.4121 Internet	1,000.00	1,300.00	300.00
E.4130 Travel	10,000.00	8,000.00	(2,000.00)
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	2,100.00	2,100.00	-
E.4190 Contingent Fund	1,016.00	500.00	(516.00)
E.4200 Insurance-General	1,500.00	1,500.00	-
E.4210 Meeting Expenses	1,800.00	1,800.00	-
E.5300 Banking Fees	---	1,000.00	1,000.00
E.8010 NYS Retirement	92,000.00	92,000.00	-
E.8030 FICA	35,600.00	36,900.00	1,300.00
E.8040 Ins.-Worker's Comp. & Dis.	3,000.00	3,000.00	-
E.8050 Ins.-Health	90,000.00	90,000.00	-
E.8060 Ins.-Unemployment	1,500.00	1,800.00	300.00
E.8070 Prof. Memberships	1,000.00	1,000.00	-
E.8080 Continuing Education	1,000.00	1,000.00	-
<i>Gross Expenses</i>	\$ 815,866.00	\$ 832,650.00	\$ 16,784.00
<i>Net Operating Income</i>	\$ -	\$ (25,784.00)	.
A825 Fund Balance-Reserved			-
A909 Fund Balance-Unreserved		25,784.00	.
<i>Net Income</i>	\$ -	\$ -	\$ -



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MEMORANDUM (#14-19)

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To: Commissioners

From: Rocky Ferraro, Executive Director

Date: July 8, 2014

Re: Long Term Control Plan – Combined Sewer Overflow Study

Work continues on the Inter-Municipal Agreement (IMA) as the guiding document for the Albany Pool communities to implement the Long Term Control Plan to control discharges from combined sewer systems per the requirements outlined in the Order on Consent. Draft documents have been prepared to create the Local Development Corporation and are being reviewed by the Environmental Facilities Corporation (EFC) to incorporate the appropriate language to allow for the financing of projects through EFC. Meetings continue to be held once a month with DEC for guidance and updates.

The Financial and Capital Improvement Plans are also underway. Meetings are being held with the financial managers from each of the six communities to discuss funding options to pay for the improvements outlined in the Plan.

Required monthly reports to meet the Order on Consent's compliance schedule milestones for each project have been coordinated by CDRPC for submittal to DEC. Staff developed an FTP site and installation guide to facilitate the transfer of large documents to DEC. CDRPC will be working with each community to install and use the FTP site.

Work continues on the development of the Sewage Discharge Notification System. Once in place in 2015, the notification system will ultimately serve the dual purposes of both the sewer right-to-know notification, as required under Compliance with the requirements of Sewage Pollution Right to Know Act, and the public advisory notification proposed as part of the Albany Pool CSO LTCP to provide the public with a better understanding of CSO impacts on the water quality of the Hudson River and its tributaries.

CDRPC applied through the latest round of CFA funding for a Green Infrastructure Model Local Code program, Green Infrastructure Design Guidelines for CSO communities, and development of a Green Infrastructure Banking System. The total grant amount requested from the Department of State is \$321,750.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

STAFF ACTIVITY REPORT

May 12, 2014 to July 6, 2014

A. ADMINISTRATION

1. The 2014 Q2 billings are being prepared for the 604(b) Water Quality contract, UPWP Transportation Planning contract, EDA Economic Planning contract, CDYCI administrative contract, and CSO administrative contract; the NYSERDA Climate Smart Communities Pilot second year contract close-out billing was prepared and submitted.
2. The audit of CDRPC's 2013 financial condition has been completed.
3. The audit of CDYCI's 2013 financial condition has been completed.

B. REGIONAL PLANNING

Regional Information System & Data Services

1. The staff responded to approximately 60 call-in and e-mail data requests during the reporting period.
2. For the first half of 2014, CDRPC's website received 298K page hits, down 22.5% from 2013, and 44K visitors, down 2.2% from the same months in the previous year.
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. Staff continues to serve on the NYS Geospatial Advisory Council. Staff is also providing assistance to the CEG/National Grid NY-Sites (formerly TV MAP) web-based GIS infrastructure data initiative. Staff has also created over 40 new maps for an updated "Capital District Web Atlas."
4. 10-year school enrollment projections have been completed and a final report sent to the Mohonasen School District.
5. Five-year school enrollment projections are completed for the Niskayuna Central School District and a final report has been submitted
6. Five- year school enrollment projections are underway for the Averill Park Central School District.
7. A demographic report and presentation for the Susan Odell Taylor School were completed. Expansion of the scope of the demographic analysis is being discussed.
8. Staff met with Zone 5 and Buzz Media to discuss the redesign of CDRPC's website.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

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.
2. Staff is assisting the Executive Committee of the Mohawk River Watershed Plan. Staff is involved in plan development and review of technical studies. The plan is being developed by a consortium of soil and water conservation districts. Staff is also serving 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. Staff tracks projects according to the LTCP Schedule of Compliance and has assisted APC communities to certify milestones. CDRPC applied for funding through the CFA program for a Green Infrastructure Model Local Code program, Green Infrastructure Design Guidelines for CSO communities, and development of a Green Infrastructure Banking System. The APCs Intermunicipal Agreement and LDC bylaws are close to being completed and will be reviewed by the Environmental Facilities Corporation. The Financial and Capital Improvement Plans, Discharge Notification System, and Maintenance and Inspection plans are under development. (See Memo 14-19).

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. 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. Journey to Work data from the Census has been downloaded and spreadsheets prepared for use by CDRPC and CDTC. Specifically, workers place of residence in relation to place of work was downloaded for the four core counties and ten surrounding counties. Tables were prepared identifying County to County, Minor Civil Division to Minor Civil Division and Traffic Analysis Zone to Traffic Analysis Zone commuting patterns for the workforce. Tables were also prepared identifying means of transportation to work from County to County and from Minor Civil Division to Minor Civil Division. From the two data sets, the number of workers going from one location to another, along with their means of getting there, has been identified.
4. GIS analysis was performed for CDTC related to emergency response planning for the Port of Albany.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

5. CDRPC has participated 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.
6. CDRPC has participated in the Bike and Pedestrian Task Force created by CDTC to offer policy recommendations on how to enhance, promote, and expand bicycle and pedestrian projects and programs within the region.
7. Staff is participating on the Environment and Technology New Visions Update Taskforce.
8. Staff is working with The NYS Canal Corporation, facilitating the update of the NYS Canalway Recreation Plan.
9. Staff continues to participate on various Linkage Study advisory committees as part of the CDTC Linkage Grant Program. Linkage studies underway or just completed include: Town of Schodack Town Center Plan (completed), the Clifton Park Form Based Code linkage study, and the East Greenbush Design Guidelines study (completed). Staff also provided technical comments on the scope of work for the upcoming Guilderland Western Ave Linkage Study.
10. Staff continues to carry out activities related to the NYSERDA-funded Climate Smart Communities Pilot grant, including meeting with CSC participants to discuss and develop technical assistance options and marketing the program to new communities. The second year of the grant was recently concluded and the project deliverables were provided to NYSERDA. We are awaiting word on the award of a third year of grant funding.
11. Staff continues to participate in the Saratoga Airport's Technical Advisory Committee regarding potential changes to the airport's facilities.

Human Resources & Criminal Justice

1. The Juvenile Detention Facility utilization was 30.4% for May 2014 and 73.8% for June. The utilization rate is continuously being monitored to determine if another rate adjustment will be necessary. In April, the CDYCI Board increased the per diem rate from \$626.77 to \$725.41.
2. Billings to the counties using the Facility were computed and sent out through June 2014.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

Economic Development

1. Data files continue to be updated and spreadsheets prepared on a monthly basis for public distribution, including Employment/Unemployment and CPI/PPI data. In addition, CDRPC continually maintains and enhances its Web site on an ongoing basis to include new and updated materials as they become available.
2. The 2013 County and municipal population estimates were posted to the website, including the County components of change (e.g., births, deaths, etc.).
3. Staff continues to work on Foreign-Trade Zone activities.
4. The May/June issue of *Capital District Data*, with the 2013 residential building permit data was published online and sent to the printer.
5. 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:

- 5/14/14 Fabozzi: NY-Sites GIS technical support meeting, CEG.
- 5/14/14 Ferraro, Harp: Meeting with the Mike Diamond regarding proposed Casino projects.
- 5/14/14 Ferraro: Tech Valley and Beyond Committee meeting.
- 5/15/14 Ferraro: Meeting with Albany County reps to discuss future ownership issues related to the Secure Detention facility
- 5/19/14 Fabozzi, Harp: Meeting with CDTC staff regarding GIS map and data needs.
- 5/21/14 Fabozzi, Daley, Harp, Reinhart: HVCC Planning and Zoning Workshop.
- 5/21/14 Ferraro: Tech Valley and Beyond Committee meeting.
- 5/21/14 Ferraro: Saratoga Rural Preservation Company Board meeting.
- 5/22/14 Ferraro, Daley: Albany Pool CSO LTCP Technical committee meeting.
- 5/22/14 Daley: Albany County Stormwater Coalition.
- 5/22/14 Harp: Presentation to the Susan Odell Taylor School.
- 5/27/14 Ferraro: Creative Economy Project Update.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 5/28/14 Ferraro: Saratoga Affordable Housing Group Board meeting.
- 5/29/14 Fabozzi: CDTC New Visions Environment and Technology Taskforce meeting.
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- 5/30/14 Daley: Albany County Water Quality Coordinating Committee
- 6/2/14 Daley: Tivoli Preserve Public Outreach Plan
- 6/2-4/14 Harp: Data Affiliate Conference
- 6/3/14 Ferraro: Saratoga Rural Preservation Company Board meeting.
- 6/4/14 Harp: Saratoga: A Framework for Success.
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