

COMMISSION MEETING

10:00 am, Wednesday, July 15, 2020

Due to social distancing policies related to COVID-19, the Capital District Regional Planning Commission's (CDRPC) 10am, July 15th meeting will be held virtually through Zoom Meetings.

Members Present via Zoom Meeting: Lucille McKnight, Kristin Swinton, Judith Breselor, James Shaughnessy, Michael Stammel, Joseph Grasso, Opal Hinds, Jason Kemper, Amy Standaert, Craig Warner, David Hogenkamp, Gary Hughes, Barbara Mauro

Others Present:

Members / Others Absent: G. Michael Apostol, Willard Bruce, Lawrence Schillinger, Scott Bendett, B. Donald Ackerman, Joe Landry

Staff Present: Mark Castiglione, Amy Weinstock, Martin Daley, Tara Donadio, Todd Fabozzi, Joshua Tocci, Kate Maynard, Jill Henck

Presiding: Kristin Swinton, Chair, called the meeting to order at 10:10 am.

1. Welcome & Introductions

Chair Swinton welcomed everyone to the meeting.

2. Accept May 20, 2020 Meeting Minutes

The May 20, 2020 meeting minutes were presented to the Board for approval.

Actions Taken:

Barbara Mauro made a motion to approve the May 20th meeting minutes and Craig Warner seconded it. The motion passed unanimously.

3. Financial Statements through June 30, 2020

Biannual and Third quarter invoices have been sent to the counties. Albany and Rensselaer Counties pay semi-annually while Saratoga and Schenectady Counties are billed quarterly. While billings are still being finalized, Q2 revenues from our granting agencies are reflected.

Through July 1, revenues are at 51.37% and expenses are at 50.14%. Par is 50%.

As noted on the Balance Sheet, on June 30th we had \$123,185.14 cash in the bank not including amounts for the NYSERDA CECP program and the CD. The outstanding receivables total \$296,165.30.

Actions Taken

Judy Breselor a motion to approve the Financial Statements through June 30, 2020 and Craig Warner seconded it. The motion passed unanimously.

4. CDRPC Audit Update

The 2019 CDRPC audit is still in the works. Because of the transfer from QuickBooks online and QuickBooks full version, some entries were lost / had to be re done. There were no red flags from the auditors, and by the October Board meeting the final audit summary should be prepared.

5. COVID-19 Reopening Safety Plan

Prior to this meeting, a required safety plan was enacted to reopen the office. The COVID19 Reopening Safety Plan has been in place since June, when Phase 3 began. Half the staff has been in the office on a regular basis. All staff will be reporting to work on a 2 day in office, 3 day out of office basis beginning next week to maintain social distancing guidelines. There was a discussion on when the office will resume full time operations and the continued flexibility needed given unknowns related to childcare, school schedules.

Is there a way to further remote working on a more permanent basis? Further policies will be needed to define a new procedure.

The plan has been attached at the end of the minutes.

Actions Taken

Jim Shaughnessy made a motion to approve the COVID19 Reopening Safety Plan and Barbara Mauro seconded it. The motion passed unanimously.

6. Accept EDA CARES Act Grant

CDRPC is roll mapped distributing the 1.5 billion in EDA CARES Act Funds. The funds allocated to the north east region total \$259,000,000. CDRPC was awarded \$400,000 of match free funding over the next two years for work to support the recovery effort. Staff conducted interviews with economic development stakeholder to help shape the program. The tasks and amounts are detailed in the attached scoping document and include:

- Recovery mini grant program- \$200,000
- Supplies- \$2502
- Recovery and Resiliency Plan- \$53,000
- Data Dashboard- \$23,500
- Personnel Service and F&O- \$120,998

We will continue to work with our partners to refine the details of these elements and, in particular, define the scope of the grant program. Just to clarify, CDRPC is only distributing a portion of the \$1.5 billion in funds.

Board action is requested to accept the \$400,000 EDA CARES Act grant and authorize the Executive Director complete the execution of the grant contract or agreement with the EDA.

Action Taken

Craig Warner made a motion to approve the EDA CARES Act Grant and David Hogenkamp seconded it. The motion approved unanimously.

7. 2020 Budget Amendment

The following amendments are requested to the 2020 CDRPC budget. Overall, the amendments increase revenue by \$142,000 and increase expenses by \$133,161.

Revenue: Adjustments have been proposed on the following revenue lines:

EDA: This reflect \$142,000 anticipated to be received from EDA CARES Act funding.

Expenses: Adjustments have been proposed on the following expense lines:

Salaries: The salaries line is increased to reflect promoting our part time assistance planner to a full-time planner position funded with the EDA CARES Act revenue.

Temporary Services: This line is reduced to reflect not having a summer intern.

EDA CARES Act Grants: This new line is added for the related grant expenditures.

FICA, Worker's Comp, Health and Unemployment: These lines are increased to reflect new full time staffer. In addition, the FICA amount was not updated in May to reflect additional costs related to CECP outreach coordinators extended funding.

Board action is requested to approve these budget amendments.

Actions Taken

Craig Warner made a motion to approve the 2020 Budget amendment and David Hogenkamp seconded it. The motion passed unanimously.

8. 2021 Preliminary Budget

Attached for your review and approval is the proposed 2021 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 2021 budgets and need to receive our budget request for inclusion in their budget proposals.

Budget highlights include the following:

Revenue:

- Overall, the 2021 proposed budget is 23% more than the 2020 budget.
- While an increased request was presented to the counties last year, this year we propose no change to our budget request to the counties which has remained \$205,466 since 2004. Adjusted for inflation, the \$205,466 first received in 2004 would be equivalent to \$278,550 in today's dollars. Per the inter-municipal agreement, any adjustment by one county proportionately impacts the contributions from the remaining three counties. CDRPC continues to be successful securing grants and fees for services reducing the financial responsibilities of the four counties. The contributions from the counties are used to leverage the grant monies we receive from the Federal Economic Development Administration (including CARES Act recovery funding), NYSERDA, and the NYS Departments of Environmental Conservation, Transportation and State. Every county dollar is leveraged by more than four and a half dollars in outside revenue.
- Contractual Services: The contractual services revenue line item reflects anticipated work during 2021 including school enrollment projections which is reduced to reflect potential budget constraints of school districts.
- NYSERDA: The budget scenario in this proposal reflects anticipated funding via a new award under the Clean Energy Communities Program (CECP) and the continuation of the existing Clean Heating and Cooling Program. Grant award announcements for the CECP will be made in August 2020.
- LTCP CSO: CDRPC will continue to serve as the project manager on behalf of the Inter-Municipal Corporation created by the Albany Pool communities of Albany, Watervliet, Green Island, Cohoes, Troy, and Rensselaer to implement the projects outlined in the DEC approved Long Term Control Plan to address Combined Sewer Overflows in the Hudson River. Of note, CDRPC received a DOS grant in 2020 which will cover 90% of the CSO Communities cost for CDRPC administration.
- EDA: Our contract with the Economic Development Administration (EDA) is for the period July 1, 2020 through June 30, 2021. EDA has indicated that we can anticipate the same funds during the subsequent term. In addition, CDRPC was awarded \$400,000 in CARES Act funding to assist with COVID-19 recovery planning over a term from July 1, 2020 to July 2022. The 2021 budget anticipates roughly half of the CARES Act funds will be spent in 2021.
- Water Quality (604b): The second full year of the new four-year contract term will be 2021 (April 1, 2019-March 31, 2023), with the NYS Department of Environmental Conservation for activities related to the Water Quality Program. We anticipate receiving \$50,000 annually under the contract but this is subject to change based on the total passthrough amount received by DEC.

- UPWP: The Transportation UPWP contract follows the state fiscal year (April 1st through March 31st). The financial support is provided by the Capital District Transportation Committee with whom we have a solid professional working relationship.

Expense:

- Salaries: The salary line item reflects a full-time professional staff of eight plus one part-time professional and an intern reflected on the Temporary Services line.
- Office Equipment: This includes fees for the office printer and network maintenance management, and IT support services.
- Consultant Services: The Consultant line item supports the services associated with our on-line capitalregionindicators.org data dashboard and is a reimbursable expense from the UPWP and CARES Act grants, maintenance support services associated with our web site, our 2020 audit, marketing for the clean heating and cooling program and legal counsel.
- Computer Supplies/Software: This line includes purchasing software subscriptions for GIS (which is reimbursable through our UPWP grant), Tableau software for custom data dashboards, Adobe Suite programs, IMPLAN economic modeling software, Zoom video conferencing/webinar platform, MailChimp Email, MS Office 365, in addition to the anticipated replacement cost of computer hardware.
- Rent: The Rent Expense line item remains flat.
- Travel: The increase in the Travel Expense line item reflects anticipated increased travel associated with the post pandemic Clean Energy Communities Program outreach coordinators.
- Health Insurance: The increase reflects one additional FTE staff, assumes a 2% increase in overall insurance expenses and factors in the cost of plans and payouts for existing eligible staff.

Gross Expenses and Operating Income:

- Based on the proposed budget, we anticipate slight contribution to the Fund Balance during 2021. The final budget may change significantly should the agency be unsuccessful with our application to NYSERDA. The Unreserved Fund Balance at the close of 2019 was \$490,485.24.

Actions Taken

Barbara Mauro made a motion to approve the 2021 Preliminary budget and Craig Warner seconded it. The motion was approved unanimously.

9. Strategic Plan Update

The committee reviewed the current strategic plan's SWOT analysis and strategic initiatives. The Committee determined that the underlying analysis was still sound but the strategic priority initiatives should be updated as the current ones have either been accomplished or reflect ongoing priorities that need new strategic focus.

The committee has had several meetings to discuss updated initiatives and action items and presented a draft of these items for feedback with the intent of adopting a final version at a subsequent board meeting. The draft strategic initiatives are below and the full draft document including proposed action items is available here <https://cdrpc.org/wp-content/uploads/2019/03/15-12-16-Approved-plan.pdf>. In addition, the 2015 Strategic Initiatives are included for your reference.

A guiding principle for the committee was reinforcing the value that we are providing to our member counties and to the region, while seeking to be entrepreneurial in pursuing partnerships and initiatives that raise the profile of CDRPC, or increase/ diversify our funding sources in ways consistent with our mission and the objectives of our member counties.

Draft 2020 Strategic Initiatives

- I. Enhance communications and outreach to promote the role and of and value of the Commission to a broad cross section of stakeholders including public and private organizations and continue to explore opportunities for expanded regional partnerships
- II. Continue to provide and seek opportunities for facilitation and project management contracts, that increase the role of CDRPC in supporting local, intermunicipal, and regional collaboration initiatives
- III. Work to develop a regional conversation about growth and development patterns and facilitate a collaborative framework to address current and future challenges that balances economic growth, environmental protection and social equity.
- IV. Identify ways to increase financial stability consistent with mission of the commission in concert with the goals and objectives of the member counties.

2015 Plan Strategic Initiatives

- I. Develop an integrated communications and outreach plan to promote the role and value of the Commission and continue to explore opportunities for expanded regional partnerships
- II. Continue to provide and seek opportunities for facilitation and project management contracts, within the constraints of funding opportunities and staffing, that increases the role of CDRPC in supporting local, inter-municipal, and regional collaboration initiatives
- III. Invest in the agency's IT platform to enhance in-house accessibility of information among staff and maintain a more user-friendly website while ensuring the agency's value-added in the interpretation of the data to the region's stakeholders
- IV. Implement a leadership succession planning process to minimize the loss of institutional knowledge and to create a smooth, well-orchestrated transition for the Executive Director (ED) position

Actions Taken

Judy Breselor made a motion to approve the Strategic Plan Update and Lucy McKnight seconded it. The motion was approved unanimously.

10. Accept DOS Grand for CSO Administration

CDRPC provides contractual administrative services to the Albany Pool Communities and staff to the Albany CSO Pool Communities Corporation. The Pool Communities have asked CDRPC to apply for NYSDOS Local Government Efficiency funds thought the NYS Consolidated Finding Application to cover the costs of our administrative and management services. The Pool Communities Corporation is ineligible to apply for these funds.

In July 2019, CDRPC authorized the application to the NYSDOS Local Government Efficiency grant program for \$640,000 to cover four (4) years for CDRPC's CSO LTCP program administration on behalf of the Pool Communities. CDRPC was awarded \$432,000. The grant will fund ninety percent (90%) of the project and the Albany CSO Pool Corporation will be responsible for the program's required ten percent (10%) match. The grant will cover 3 years of CDPRC's administrative costs for the CSO communities.

Board action is requested to accept the grant and authorize the Executive Director to execute grant contract and any required agreements with the CSO Corporation related to the match.

Actions Taken

Craig Warner made a motion to accept the DOC Grant for CSO administration and Barbara Mauro seconded it. The motion passed unanimously.

11. Appointment of Joshua Tocci as Planner

With the advent of the EDA CARES Act funding awarded to CDRPC, I am recommending the promotion of Joshua Tocci, MPA from Assistant Planner to Planner with a starting salary of \$46,000.

Mr. Tocci started with CDRPC as a Graduate Student intern in 2018 and has continued as a part time Assistant Planner upon his graduation from the Rockefeller College of Public Policy with a Master of Public Administration with concentrations in public and local government management.

As a part time assistant planner, Mr. Tocci has been responsible for CDRPC's school enrollment projections, fulfilling data requests, demographic and other analysis related to our community technical assistance program, developing and maintaining CDRPC's data visualizations and

website data, compiling digital newsletters including DataNews, managing our social media portfolio and other external communications, and assisting with economic impact analysis.

In addition to this workload, Mr. Tocci will be tasked with assisting Kate Maynard in deploying the CARES Act funded grant program and supporting other projects related to the EDA funding.

Pursuant to the CDRPC's Administrative Guidelines, "*It shall be the policy of the Commission to promote from within its ranks provided that qualified personnel are available; Recommendations for promotion and upgrading shall be made by the Executive Director, after consultation with the immediate supervisor and other appropriate personnel, to the Commission for approval; and All appointments to annual-salaried positions on the staff require the approval of the Commission pursuant to the recommendation of the Executive Director,*" board action is requested to promote Joshua Tocci to the position of Planner.

Actions Taken:

Craig Warner made a motion to appoint Joshua Tocci as a full time Planner and Lucy McKnight seconded it. The motion passed unanimously.

12. 2019 Annual Report

Report attached.

13. Presentation: *The Power of GIS- A Brief Exploration of CDRPC's GIS Mapping and Analysis Services.* - Todd Fabozzi

14. Adjournment:

Lucy McKnight made a motion to adjourn at 11:05 a.m. and David Hogenkamp seconded it. The motion passed unanimously. The meeting was adjourned at 11:05 a.m.

Next Commission Meeting Date: October 21, 2020, 10:00 am

Respectfully submitted,

Amy Weinstock
Office Manager

Reviewed and approved by

Joe Landry,
Secretary