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STATE OF NEW YORK  
**Authorities Budget Office**

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February 15, 2022

Jack Spaeth  
Chief Executive Officer  
City of Utica Industrial Development Agency  
1 Kennedy Plaza  
Utica, New York 13502

Dear Jack Spaeth:

The Authorities Budget Office (ABO) is authorized to assist public authorities improve management practices and the procedures by which their activities and financial practices are disclosed to the public. Pursuant to Section 2800 of Public Authorities Law, state and local authorities are to make documents pertaining to their mission, current activities, annual financial reports, budgets and independent audit reports accessible to the public on the authority's official or shared website. To assist state and local authorities meet their disclosure and reporting obligations, the ABO has issued Policy Guidance No. 21-01: "Posting and Maintaining Reports on Public Authority Websites". This guidance provides a checklist of policies, reports, and other information that the Authority should maintain online in accordance with the Public Authorities Reform Act of 2009 and other provisions of law.

On January 27, 2022 and February 4, 2022, we reviewed the City of Utica Industrial Development Agency's (Authority) website. Our review was limited to verifying that the required information is posted on the Authority's website and did not address the substance of these documents. Our review focused on data for the fiscal year ending December 31, 2020. We have concluded that the Authority is not making certain required information available on its website. Please review the attached findings and take appropriate action so that all information required under Section 2800 of Public Authorities Law is available online and easily accessible to the public.

Please provide us with a written confirmation that you have fully addressed these concerns by March 15, 2022. You may view Policy Guidance No. 21-01 at [www.abo.ny.gov](http://www.abo.ny.gov). Please contact us if you have any additional questions.

Sincerely,

A handwritten signature in black ink that reads "Ann Maloney". The signature is fluid and cursive, with a long, sweeping tail on the letter "y".

Ann Maloney  
Acting Director

Enclosure

cc: Vincent Gilroy, Jr., Chair  
City of Utica Industrial Development Agency

**Review City of Utica Industrial Development Agency's Website**

<b>Information To Be Posted on Public Authority's Website</b>	<b>Posted on Website (Yes/No)</b>
Mission Statement	Yes
Enabling Statute	Yes
By-laws	Yes
Code of Ethics	Yes
Conflict of Interest Policy	No
Whistleblower Policy	Yes
Organization Chart – including, at a minimum, the IDA's executive structure and major organizational units	Yes
Report on Operations and Accomplishments – including a description of the Authority's operations, completed and active projects, as well as any material changes in Authority operations and programs	Yes
List of IDA Board Members, including appointing entity, appointment dates, and term	Yes, but no appointment dates or terms included
Each IDA board member's current employment and professional background	No
List of Committees and Committee Members	Yes, committees are set up as committees of the whole board
Executive Management Team - including professional background and qualifications	Yes, but background and qualifications not included
Authority Performance Measures	Yes
Annual Performance Evaluation indicating status of Performance Measures	No, status of measures not included
Authority Schedule of Debt (including conduit debt)	N/A, no debt outstanding
Management's Assessment of the Authority's Internal Control Structure and Procedures - including a description of operating and financial risks and any policies to mitigate risk	No, the most recent assessment is for 2017
Board meeting schedule	Yes
Board meeting notice	No
Board agendas	Yes, included in meeting minutes but agenda for 2/2/22 meeting was not posted prior to the meeting
Board packets	No
Board meeting minutes	Yes, but the December 2021 minutes are not posted
Board meeting webcasting and video recordings	Yes
Board Resolutions	No
Committee meeting schedule	No
Committee meeting notice	No
Committee meeting agendas	No
Committee meeting packets	No
Committee meeting minutes	No
Committee meeting webcasting and video recordings	No
Annual Budget Report and details of 4-year financial plan	Yes
Annual Independent Certified Financial Audit	Yes
Independent Auditor's Report on Internal Controls over Financial Reporting	Yes
Independent audit management letter	Yes
List of grants provided - including grant recipient's name and address, the purpose of the grant, date awarded, and amount awarded	N/A, no grants provided

List of loans provided - including borrower's name and address, loan purpose, date awarded, amount issued, term of the loan, repayment status, principal repaid and amount outstanding as of the end of the fiscal year	N/A, no loans provided
List of bonds issued - including bond recipient's name, amount of bonds issued, purpose of bonds, and current amount outstanding as of the end of the fiscal year	N/A, no bonds outstanding
List of active IDA projects, including the current year's financial assistance (tax exemptions received and PILOT payments made) and existing jobs	Yes, located in PARIS Annual Report
Assessment of the progress of each active project	No
Standard Application form	Yes
Applications for all active projects	No
Resolutions for all active projects	No
Project Agreements - including PILOT agreements (if applicable) for all active projects	No
Uniform Evaluation Criteria and Selection Policy	No
Uniform Tax Exemption Policy	Yes
Policies for the Suspension, Discontinuance or Modification of Financial Assistance	No
Recapture Policy - including policies for return of all or part of financial assistance provided (PILOT and tax exemptions) when a material violation occurs	No
Annual Compliance Report Regarding State Sales Tax Recaptures (ST-62)	No
Property Acquisition Policies	No
Property Disposition Policies	Yes
List of Real Property owned by the Authority	Yes
Personal Property Transactions	Yes
Real Property Transactions	Yes
Policies for the procurement of all goods and services	Yes
Annual Procurement Report	Yes
Authority's Procurement Officer	No
Investment Policies	Yes
Annual Investment Report - including the investment audit results and management letter, record of investment income, list of fees paid for investment services, and explanation of any amendments to the Investment Policy	No, document provided does not meet requirements
Fee Schedules (if applicable) of any service or administrative fees charged	Yes
Current Year Official Statements or similar bond documents (for those authorities issuing debt)	N/A

\*Review conducted by the Authorities Budget Office on January 27, 2022 and February 4, 2022