



STATE OF NEW YORK
Authorities Budget Office

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March 9, 2022

Jody Zakrevsky
Chief Executive Officer
Otsego County Industrial Development Agency
189 Main Street, Suite 500
Oneonta, New York 13820

Dear Jody Zakrevsky:

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.

Between February 10, 2022 and March 2, 2022, we reviewed the Otsego County 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 posting most of the required information on its website. Please review the attached findings and take the 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 April 8, 2022. You may view Policy Guidance No. 21-01 at www.abo.ny.gov. Please contact us if you have any additional questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Ann Maloney", with a long, sweeping flourish extending to the right.

Ann Maloney
Acting Director

Enclosure

cc: Jeffrey Joyner, Chair
Otsego County Industrial Development Agency

Review of Otsego County Industrial Development Agency's Website

Information To Be Posted on Public Authority's Website	Posted on Website (Yes/No)
Mission Statement	Yes
Enabling Statute	Yes
By-laws	Yes
Code of Ethics	Yes
Conflict of Interest Policy	Yes, included in the employee handbook posted
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 appointing entity, appointment date or term included
Each IDA board member's current employment and professional background	Yes
List of Committees and Committee Members	Yes
Executive Management Team - including professional background and qualifications	Yes
Authority Performance Measures	Yes
Annual Performance Evaluation indicating status of Performance Measures	Yes, but only the 2019 report is posted
Authority Schedule of Debt (including conduit debt)	Yes, included in the audit, but the beginning balance and the amount of debt retired is not included
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
Board meeting schedule	Yes
Board meeting notice	Yes, but no notice for 1/27/22 meeting
Board agendas	Yes, but no agenda for 1/27/22 meeting
Board packets	No
Board meeting minutes	Yes, but no minutes for 1/27/22 meeting
Board meeting webcasting and video recordings	Yes, but no recording for 1/27/22 meeting
Board resolutions	Yes, some included in board meeting minutes
Committee meeting schedule	Yes
Committee meeting notice	Yes
Committee meeting agendas	Yes, but no agenda for 1/13/22 and 2/1/22 meetings
Committee meeting packets	No

Committee meeting minutes	Yes, but no minutes for 1/13/22 and 2/1/22 meetings
Committee meeting webcasting and video recordings	Yes, but 2/1/22 recording not posted within 5 business days
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	No
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	Yes, but the loan purpose is not included
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	Yes, bonds are stated in 2020 audit, but the purpose is not included
List of active IDA projects, including the current year's financial assistance (tax exemptions received and PILOT payments made) and existing jobs	Yes
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	Yes
Uniform Tax Exemption Policy	Yes
Policies for the Suspension, Discontinuance or Modification of Financial Assistance	Yes, included in UTEP
Recapture Policy - including policies for return of all or part of financial assistance provided (PILOT and tax exemptions) when a material violation occurs	Yes
Annual Compliance Report Regarding State Sales Tax Recaptures (ST-62)	No
Property Acquisition Policies	Yes
Property Disposition Policies	Yes
List of Real Property owned by the Authority	Yes
Personal Property Transactions	No, if none this should be stated
Real Property Transactions	No, if none this should be stated
Policies for the procurement of all goods and services	Yes
Annual Procurement Report	No, most recent is for 2016
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	Yes, but audit and list of fees are not included
Fee Schedules (if applicable) of any service or administrative fees charged	Yes
Current Year Official Statements or similar bond documents	N/A

*Review conducted by the Authorities Budget Office from February 10, 2022 through March 2, 2022