



STATE OF NEW YORK
Authorities Budget Office

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April 23, 2025

David J. Hogenkamp
Executive Director
Schenectady Metroplex Development Authority
433 State Street, 4th Floor
Schenectady, New York 12305

Dear David J. Hogenkamp:

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. 22-01: "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 December 31, 2024 and January 2, 2025, we reviewed the Schenectady Metroplex Development Authority'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 current information and required data for the fiscal year ending December 31, 2023. We have concluded that the Authority needs to make additional required information available 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 June 4, 2025. You may view Policy Guidance No. 22-01 at 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 written in a cursive, flowing style.

Ann Maloney
Acting Director

Enclosure

cc: Ray Gillen, Chair, Schenectady Metroplex Development Authority

Review of Schenectady Metroplex Development Authority's Website

Information to Be Posted on Public Authority's Website	Posted on Website (Yes/No)
Mission Statement	Yes
Enabling Statute	No, document linked is not full statute
By-laws	Yes
Code of Ethics	Yes
Conflict of Interest Policy	No
Whistleblower Policy	Yes
Organization Chart – including, at a minimum, the Authority's executive structure and major organizational units	No
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 Authority Board Members - including appointing entity, appointment dates, and term	Yes, but the terms are not indicated
Each Authority board member's current employment and professional background	No
List of Committees and Committee Members	Yes
Executive Management Team - including professional background and qualifications	No
Authority Performance Measures	Yes
Annual Performance Evaluation indicating status of Performance Measures	Yes
Authority Schedule of Debt	Yes
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	No
Board agendas	Yes
Board packets	No
Board meeting minutes	Yes
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	No
List of grants provided - including grant recipient's name and address, the purpose of the grant, date awarded, and amount awarded	Yes, included in audit, but address, purpose, and date awarded are not included
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	No
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, included in audit
Property Acquisition Policies	No

Property Disposition Policies	Yes
List of Real Property owned by the Authority	Yes
Personal Property Transactions	No, if none it should be stated
Real Property Transactions	Yes
Policies for the procurement of all goods and services	No, Property Disposition Policy linked in error
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	Yes, but does not include the investment audit results or fees paid
Fee Schedules (if applicable) of any service or administrative fees charged	No
Current Year Official Statements or similar bond documents	Yes

*Review conducted by the Authorities Budget Office on December 31, 2024 and January 2, 2025