



STATE OF NEW YORK
Authorities Budget Office

P O Box 2076
Albany, NY 12220-0076
WWW.ABO.NY.GOV

e-mail address:
info@abo.ny.gov

Local: 518-474-1932
Toll Free: 1-800-560-1770

October 6, 2021

Robert Petrovich
Executive Director
Onondaga County Industrial Development Agency
333 West Washington Street, Suite 130
Syracuse, New York 13202

Dear Robert Petrovich:

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 (Act) and other provisions of law, including General Municipal Law.

On May 20th and 21st and August 16th of 2021, we reviewed the Onondaga County Industrial Development Agency's (Authority) website. Our review was limited to verifying that the required information is posted on the Authority's website. It did not address in detail the substance of these documents. Our review focused on data for the fiscal year ended December 31, 2020. We found that the Authority has posted most of the required financial and operating information on its website. To further improve the transparency of the Authority's website we recommend you review our findings, which are attached, so that all information required under Section 2800 of Public Authorities Law and General Municipal 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 November 17, 2021. 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'.

Ann Maloney
Acting Director

Enclosure
cc: Patrick Hogan, Chair
Onondaga County Industrial Development Agency

Review of Onondaga 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, but not easily found (page 209 of OCIDA handbook)
By-laws	Yes
Code of Ethics	Yes
Conflict of Interest Policy	Yes, provisions within Code of Ethics
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
Each IDA board member's current employment and professional background	Yes, located in 2020 Annual Report
List of Committees and Committee Members	Yes
Executive Management Team - including professional background and qualifications	Yes, but background not included
Authority Performance Measures	Yes
Annual Performance Evaluation indicating status of Performance Measures	No, status of measures not included
Board Performance Evaluations Questionnaire	Yes
Authority Schedule of Debt (including conduit 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	Yes
Board meeting schedule	Yes
Board meeting notice	Yes
Board agendas	Yes
Board packets	No
Board meeting minutes	Yes
Board meeting webcasting and video recordings	Yes, but 1/6/21 meeting link required a password
Board resolutions	Yes
Committee meeting schedule	Yes
Committee meeting notice	Yes
Committee meeting agendas	Yes
Committee meeting packets	No
Committee meeting minutes	Yes
Committee meeting webcasting and video recordings	Yes
Annual Budget Report and details of 4-year financial plan	Yes, but budget only includes three-year financial plan
Annual Independent Certified Financial Audit	Yes
Independent Auditor's Report on Internal Controls over Financial Reporting	Yes, but not clearly posted, indicated as audit management letter

Independent audit management letter	No, report on Internal Controls over Financial Reporting is posted as management letter
List of grants provided - including grant recipient's name and address, the purpose of the grant, date awarded, and amount awarded	Yes
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 IDA loan programs indicated
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
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	Yes, but bond project applications not posted
Resolutions for all active projects	Yes
Project Agreements - including PILOT agreements (if applicable) for all active projects	No
Uniform Evaluation Criteria and Selection Policy	Yes, included in UTEP
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	Yes, included in UTEP
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	Yes
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
Fee Schedules (if applicable) of any service or administrative fees charged	Yes
Current Year Official Statements or similar bond documents	N/A, link for current year official statements goes to IDA summary financials; however, no new debt issued

*Review conducted by the Authorities Budget Office on 5/20/21, 5/21/21 and 8/16/21.