



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 11, 2019

Honorable Andre Wallace
Mayor
Mount Vernon Urban Renewal Agency
City Hall, One Roosevelt Square
Mount Vernon, NY 10550

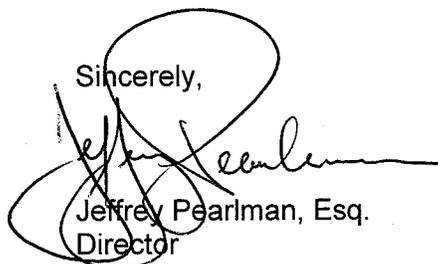
Mr. Wallace:

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 web site. To assist state and local authorities meet their disclosure and reporting obligations, the ABO has issued Policy Guidance No. 10-03: "Posting and Maintaining Reports on Public Authority Web Sites". 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).

On September 23, 2019 through October 9, 2019 we reviewed the Mount Vernon Urban Renewal Agency's (Authority) web site. Our review was limited to verifying that the required information is being posted on the Authority's web site. It did not address the substance of these documents. Our review focused on data for the fiscal year ended December 31, 2018. We have concluded that the Authority has not made certain required information available on its web site. 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.

The ABO is aware that the Authority has recently undergone a change in membership and executive management, which may be a contributing factor in the Authority's lack of transparency. Please provide us with a written confirmation that you have fully addressed these concerns by November 26, 2019. You may view Policy Guidance No. 10-03 at www.abo.ny.gov. Please contact us if you have any additional questions.

Sincerely,



Jeffrey Pearlman, Esq.
Director

Review of Mount Vernon URA Authority Web Site

Information To Be Posted on Public Authority's Web Site	Posted on Web site (Yes/No)
Authority Mission Statement	Yes
Authority Enabling Statute	No
Authority By-laws	No
Authority Code of Ethics	No
Authority Organization Chart – posting, at a minimum, the Authority's executive structure and major organizational units.	Yes
Report on Operations and Accomplishments - Description of the Authority's operations, completed and active projects, as well as any material changes in Authority operations and programs	No
List of Authority Board Members and officers, including appointing entity, appointment dates, and term.	No
Each Authority Board Member's current employment	No
List of Committees and Committee Members	No
Executive Management Team including professional background, experience and qualifications	No, only staff from the City Planning Department were posted
Authority Performance Measures	No
Authority Performance Measures Report	No
Authority Schedule of Debt	N/A
Management's Assessment of the Authority's Internal Control Structure and Procedures - including a description of operating and financial risks	No
Board meeting schedule	No
Board meeting notice	No
Board agendas	Yes, current meeting agenda is posted although past agendas are not posted
Board Packet	No
Board meeting minutes	No
Committee meeting schedule	No
Committee meeting notice	No indication that committee met as required
Committee meeting agendas	No indication that committee met as required
Committee meeting packets	No indication that committee met as required
Committee meeting minutes	No indication that committee met as required
Annual Budget Report and details of 4-year financial plan	No
Annual Independent Certified Financial Audit	No, not current
Independent Auditor's Report on Internal Controls over Financial Reporting	No
Independent audit management letter	No
List of Real Property owned by the Authority	No
Whistleblower Policy	No

Property Acquisition Policies	No
Property Disposition Policies	No
Personal Property Transactions	No
Real Property Transactions	No
Policies for the procurement of all goods and services	No
Annual Procurement Report	No
Authority's Procurement Officer	No
Investment Policies	No
Annual Investment Report – consists of the following: Investment audit results – Management letter – Record of investment income – List of fees paid for investment services -	No
Fee Schedules (if applicable) - list of any service or administrative fees charged	No
Current Year Official Statements or similar bond documents (for those authorities issuing debt)	N/A

*Review conducted by the Authorities Budget Office from September 23, 2019 through October 9, 2019