

STATE OF NEW YORK  
**Authorities Budget Office**

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May 25, 2023

Dana Miller  
Chief Executive Officer  
Rochester Urban Renewal Agency  
City Hall, 30 Church Street, Room 223B  
Rochester, New York 14614-1290

Dear Dana Miller:

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 the Authority should maintain online in accordance with the Public Authorities Reform Act of 2009 and other provisions of law.

Between January 18, 2023 and January 20, 2023, we reviewed the Rochester Urban Renewal 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 current information and required data for the fiscal year ending June 30, 2022. We have concluded that the Authority is not making certain 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 July 6, 2023. You may view Policy Guidance No. 22-01 at [www.abo.ny.gov](http://www.abo.ny.gov). Please contact us if you have any additional questions.

Sincerely,



Jeffrey Pearlman, Esq.  
Acting Director

Enclosure

cc: Miguel A. Meléndez, Jr., Chair  
Rochester Urban Renewal Agency

## Review of Rochester Urban Renewal Agency's Website

Information to Be Posted on Public Authority's Website	Posted on Website (Yes/No)
Mission Statement	No
Enabling Statute	Yes, located in bylaws
By-laws	Yes, but not updated since 1971
Code of Ethics	No
Conflict of Interest Policy	No
Whistleblower Policy	No
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, but not for 2022
List of Authority Board Members - including appointing entity, appointment dates, and term	No, all board members should be listed directly on the Authority's webpage
Each Authority board member's current employment and professional background	No
List of Committees and Committee Members	No, committees and members should be listed directly on the Authority's webpage
Executive Management Team - including professional background and qualifications	No
Authority Performance Measures	Yes, but not for 2022
Annual Performance Evaluation indicating status of Performance Measures	No, most recent report is 2020
Authority Schedule of 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
Board meeting schedule	No, the schedule should be listed directly on the Authority's webpage
Board meeting notice	No
Board agendas	No
Board packets	No
Board meeting minutes	No
Board meeting webcasting and video recordings	No
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	No, the City of Rochester audit posted does not separately include the URA
Independent Auditor's Report on Internal Controls over Financial Reporting	No

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	N/A
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
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
Property Acquisition Policies	No
Property Disposition Policies	No
List of Real Property owned by the Authority	Yes, but not for 2022
Personal Property Transactions	No, if none it should be stated
Real Property Transactions	Yes, but not for 2022
Policies for the procurement of all goods and services	No
Annual Procurement Report	Yes, but not for 2022
Authority's Procurement Officer	No
Investment Policies	No
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
Fee Schedules (if applicable) of any service or administrative fees charged	No
Current Year Official Statements or similar bond documents	N/A

\*Review conducted by the Authorities Budget Office between January 18 and January 20, 2023