

Annual Report for Village of Fairport Urban Renewal Agency
Fiscal Year Ending:09/30/2013

Run Date: 12/31/2013
Status: CERTIFIED

Governance Information (Authority-Related)

Question	Response	URL (if applicable)
1. Has the Authority prepared its annual report on operations and accomplishments for the reporting period as required by section 2800 of PAL?	Yes	http://fairportoced.org/urban-renewal-agency/ura-projects.htm
2. As required by section 2800(9) of PAL, did the Authority prepare an assessment of the effectiveness of its internal controls?	Yes	http://fairportoced.org/urban-renewal-agency/ura-financials.htm
3. Has the lead audit partner for the independent audit firm changed in the last five years in accordance with section 2802(4) of PAL?	Yes	N/A
4. Does the independent auditor provide non-audit services to the Authority?	No	N/A
5. Does the Authority have an organization chart?	Yes	http://fairportoced.org/urban-renewal-agency/ura-board-of-directors.htm
6. Are any Authority staff also employed by another government agency?	Yes	Fairport Industrial Development Organization
7. Has the Authority posted their mission statement to their website?	Yes	http://fairportoced.org/urban-renewal-agency/ura-policies.htm
8. Has the Authority's mission statement been revised and adopted during the reporting period?	Yes	N/A
9. Attach the Authority's measurement report, as required by section 2824-a of PAL and provide the URL.		http://fairportoced.org/urban-renewal-agency/ura-projects.htm

Governance Information (Board-Related)

Question	Response	URL
1. Has the Board established a Governance Committee in accordance with Section 2824(7) of PAL?	Yes	N/A
2. Has the Board established an Audit Committee in accordance with Section 2824(4) of PAL?	Yes	N/A
3. Has the Board established Finance Committee in accordance with Section 2824(8) of PAL?	Yes	N/A
4. Provide a URL link where a list of Board committees can be found (including the name of the committee and the date established):		http://fairportced.org/urban-renewal-agency/ura-committees.htm
5. Does the majority of the Board meet the independence requirements of Section 2825(2) of PAL?	Yes	N/A
6. Provide a URL link to the minutes of the Board and committee meetings held during the covered fiscal year		http://fairportced.org/urban-renewal-agency/ura-board-of-directors.htm
7. Has the Board adopted bylaws and made them available to Board members and staff?	Yes	http://fairportced.org/urban-renewal-agency/ura-policies.htm
8. Has the Board adopted a code of ethics for Board members and staff?	Yes	http://fairportced.org/urban-renewal-agency/ura-policies.htm
9. Does the Board review and monitor the Authority's implementation of financial and management controls?	Yes	N/A
10. Does the Board execute direct oversight of the CEO and management in accordance with Section 2824(1) of PAL?	Yes	N/A
11. Has the Board adopted policies for the following in accordance with Section 2824(1) of PAL? Salary and Compensation Time and Attendance Whistleblower Protection Defense and Indemnification of Board Members	Yes Yes Yes Yes	N/A N/A N/A N/A
12. Has the Board adopted a policy prohibiting the extension of credit to Board members and staff in accordance with Section 2824(5) of PAL?	Yes	N/A
13. Are the Authority's Board members, officers, and staff required to submit financial disclosure forms in accordance with Section 2825(3) of PAL?	Yes	N/A
14. Was a performance evaluation of the board completed?	Yes	N/A
15. Was compensation paid by the Authority made in accordance with employee or union contracts?	Yes	N/A
16. Has the board adopted a conditional/additional compensation policy governing all employees?	No	

Board of Directors Listing

Name	Unckless, James	Name	Mazola, Frederica
Chair of the Board	Yes	Chair of the Board	No
If yes, Chair Designated by.	Elected by Board	If yes, Chair Designated by.	
Term Start Date	10/15/2012	Term Start Date	10/15/2012
Term Expiration Date	09/30/2013	Term Expiration Date	Pleasure of Authority
Title		Title	
Has the Board member appointed a designee?		Has the Board member appointed a designee?	
Designee Name		Designee Name	
Ex-officio	No	Ex-officio	No
Nominated By	Local	Nominated By	Local
Appointed By	Local	Appointed By	Local
Confirmed by Senator?		Confirmed by Senator?	
Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes	Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes
Complied with training requirement of Section 2824?	Yes	Complied with training requirement of Section 2824?	Yes
Does the Board member/designee also hold an elected or appointed State gove	No	Does the Board member/designee also hold an elected or appointed State gove	No
Does the Board member/designee also hold an elected or appointed municipal government position?	No	Does the Board member/designee also hold an elected or appointed municipal government position?	No

Board of Directors Listing

Name	Morin, Lucien	Name	Clark, Kevin
Chair of the Board	No	Chair of the Board	No
If yes, Chair Designated by.		If yes, Chair Designated by.	
Term Start Date	10/01/2010	Term Start Date	10/15/2012
Term Expiration Date	Pleasure of Authority	Term Expiration Date	Pleasure of Authority
Title		Title	
Has the Board member appointed a designee?		Has the Board member appointed a designee?	
Designee Name		Designee Name	
Ex-officio	No	Ex-officio	No
Nominated By	Local	Nominated By	Local
Appointed By	Local	Appointed By	Local
Confirmed by Senate?		Confirmed by Senate?	
Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes	Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes
Complied with training requirement of Section 2824?	Yes	Complied with training requirement of Section 2824?	Yes
Does the Board member/designee also hold an elected or appointed State gove	No	Does the Board member/designee also hold an elected or appointed State gove	No
Does the Board member/designee also hold an elected or appointed municipal government position?	No	Does the Board member/designee also hold an elected or appointed municipal government position?	No

Board of Directors Listing

Name	Yaman, Donna	Name	Rohr, Kenneth
Chair of the Board	No	Chair of the Board	No
If yes, Chair Designated by.		If yes, Chair Designated by.	
Term Start Date	10/15/2012	Term Start Date	10/15/2012
Term Expiration Date	Pleasure of Authority	Term Expiration Date	Pleasure of Authority
Title		Title	
Has the Board member appointed a designee?		Has the Board member appointed a designee?	
Designee Name		Designee Name	
Ex-officio	No	Ex-officio	No
Nominated By	Local	Nominated By	Local
Appointed By	Local	Appointed By	Local
Confirmed by Senator?		Confirmed by Senator?	
Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes	Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes
Complied with training requirement of Section 2824?	Yes	Complied with training requirement of Section 2824?	Yes
Does the Board member/designee also hold an elected or appointed State gove	No	Does the Board member/designee also hold an elected or appointed State gove	No
Does the Board member/designee also hold an elected or appointed municipal government position?	No	Does the Board member/designee also hold an elected or appointed municipal government position?	Yes

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Staff Listing

Name	Title	Group	Department / Subsidiary	Union Name	Bargaining Unit	Full Time/Part Time	Exempt	Base Annualized Salary	Actual salary paid to the individual	Overtime paid by Authority	Performance Bonus	Extra Pay	Other Compensation/Allowances/Adjustments	Total Compensation	Individual also paid by another entity to perform the work of the Authority	If Yes, Is the payment made by State or local government
Ernst, Beth A	Account Clerk	Administrative and Clerical	Section 8 Housing, URA, IDA			FT	Yes	54,818.00	54,818	0	0	2,200	0	57,018	Yes	No
Fucoco, Gary C	Director	Managerial	Section 8 Housing			FT	Yes	77,265.00	77,265	0	0	2,000	0	79,265	No	
Lozey, Susan H	Account Clerk/Secr etary	Administrative and Clerical	Section 8 Housing			PT	Yes	21,745.00	21,475	0	0	775	0	22,250	No	
Palone, Brenda F	Assistant Managerial	Managerial	Section 8 Housing			FT	Yes	55,182.00	55,182	0	0	1,700	0	56,882	No	
Salvage, Monika	Executive Assistant	Administrative and Clerical	Fairport IDA, URA			PT	Yes	28,218.00	28,218	0	0	1,350	0	29,568	Yes	No
Wysokowski, Kal	Executive Director	Executive				FT	Yes	97,893.00	97,893	0	0	1,700	0	99,593	Yes	No

Benefit Information

During the fiscal year, did the Authority continue to pay for any of the above mentioned benefits for

No

Board Members

Name	Title	Severance Package	Payment for Unused Leave	Club Member-ships	Use of Corporate Credit Cards	Personal Loans	Auto	Transpo-ration	Housing Allow-ance	Spousal / Dependent Life Insurance	Tuition Assis-tance	Multi-Year Employ-ment	None of These Benefits	Other
Yaman,	Board of Directors												X	
Donna	Board of Directors												X	
Unckless,	Board of Directors												X	
James	Board of Directors												X	
Clark,	Board of Directors												X	
Kevin	Board of Directors												X	
Rohr,	Board of Directors												X	
Kenneth	Board of Directors												X	
Morin,	Board of Directors												X	
Lucien	Board of Directors												X	
Mazzola,	Board of Directors												X	
Frederica	Board of Directors												X	

Staff

Name	Title	Severance Package	Payment for Unused Leave	Club Member-ships	Use of Corporate Credit Cards	Personal Loans	Auto	Transpo-ration	Housing Allow-ance	Spousal / Dependent Life Insurance	Tuition Assis-tance	Multi-Year Employ-ment	None of These Benefits	Other
No Data has been entered by the Authority for this section in PARIS														

Subsidiary/Component Unit Verification

Is the list of subsidiaries, as assembled by the Office of the State Comptroller, correct? Yes
Are there other subsidiaries or component units of the Authority that are active, not included in the PARIS reports submitted by this No

Name of Subsidiary/Component Unit	Status	Requested Changes
Subsidiary/Component Unit Creation		
Name of Subsidiary/Component Unit		Establishment Date
Subsidiary/Component Unit Termination		
Name of Subsidiary/Component Unit	Termination Date	Termination Reason
		Proof of Termination

No Data has been entered by the Authority for this section in PARIS

Summary Financial Information

SUMMARY STATEMENT OF NET ASSETS

<u>Assets</u>	
Current Assets	
Cash and cash equivalents	\$68,416
Investments	\$0
Receivables, net	\$0
Other assets	\$336,779
Total Current Assets	\$405,195
Noncurrent Assets	
Restricted cash and investments	\$0
Long-term receivables, net	\$0
Other assets	\$450,183
Capital Assets	
Land and other nondepreciable property	\$0
Buildings and equipment	\$15,155
Infrastructure	\$0
Accumulated depreciation	\$14,650
Net Capital Assets	\$505
Total Noncurrent Assets	\$450,688
Total Assets	\$855,883

Summary Financial Information

SUMMARY STATEMENT OF NET ASSETS

<u>Liabilities</u>	
Current Liabilities	
Accounts payable	\$0
Pension contribution payable	\$4,573
Other post-employment benefits	\$0
Accrued liabilities	\$3,527
Deferred revenues	\$0
Bonds and notes payable	\$0
Other long-term obligations due within one year	\$23,469
Total Current Liabilities	\$31,569
Noncurrent Liabilities	
Pension contribution payable	\$0
Other post-employment benefits	\$0
Bonds and notes payable	\$0
Long Term Leases	\$0
Other long-term obligations	\$14,108
Total Noncurrent Liabilities	\$14,108
Total Liabilities	\$45,677
<u>Net Asset (Deficit)</u>	
Net Asset	
Invested in capital assets, net of related debt	\$505
Restricted	\$1,287
Unrestricted	\$808,414
Total Net Assets	\$810,206

Summary Financial Information

SUMMARY STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET ASSETS

<u>Operating Revenues</u>	
Charges for services	\$0
Rental & financing income	\$20,010
Other operating revenues	\$2,084,276
Total Operating Revenue	\$2,104,286
<u>Operating Expenses</u>	
Salaries and wages	\$239,310
Other employee benefits	\$100,530
Professional services contracts	\$14,084
Supplies and materials	\$28,475
Depreciation & amortization	\$3,031
Other operating expenses	\$1,997,979
Total Operating Expenses	\$2,383,409
Operating Income (Loss)	(\$279,123)
<u>Nonoperating Revenues</u>	
Investment earnings	\$0
State subsidies/grants	\$0
Federal subsidies/grants	\$0
Municipal subsidies/grants	\$0
Public authority subsidies	\$0
Other nonoperating revenues	\$235
Total Nonoperating Revenue	\$235

Summary Financial Information

SUMMARY STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET ASSETS

<u>Nonoperating Expenses</u>	
Interest and other financing charges	\$0
Subsidies to other public authorities	\$0
Grants and donations	\$0
Other nonoperating expenses	\$0
Total Nonoperating Expenses	\$0
Income (Loss) Before Contributions	(\$278,888)
Capital Contributions	\$0
Change in net assets	(\$278,888)
Net assets (deficit) beginning of year	\$1,097,372
Other net assets changes	(\$8,278)
Net assets (deficit) at end of year	\$810,206

Current Debt

Question	Response
1. Did the Authority have any outstanding debt, including conduit debt, at any point during the reporting period?	No
2. If yes, has the Authority issued any debt during the reporting period?	

New Debt Issuances List by Type of Debt and Program

No Data has been entered by the Authority for this section in PARIS

Schedule of Authority Debt

Type of Debt	Statutory Authorization (\$)	Outstanding Start of Fiscal Year (\$)	New Debt Issuances (\$)	Debt Retired (\$)	Outstanding End of Fiscal Year (\$)
State Obligation					
State Guaranteed					
State Supported					
State Contingent Obligation					
State Moral Obligation					
Other State Funded					
Authority Obligation					
General Obligation					
Revenue					
Other Non-State Funded					
Conduit					
Conduit Debt					
Conduit Debt - Pilot Increment Financing					

Real Property Acquisition/Disposal List

This Authority has indicated that it had no real property acquisitions or disposals during the reporting period.

Personal Property

This Authority has indicated that it had no personal property disposals during the reporting period.

Property Documents

Question	Response	URL (if applicable)
1. In accordance with Section 2896(3) of PAL, the Authority is required to prepare a report at least annually of all real property of the Authority. Has this report been prepared?	Yes	http://fairportced.org/urban-renewal-agency/ura-projects.htm
2. Has the Authority prepared policies, procedures, or guidelines regarding the use, awarding, monitoring, and reporting of contracts for the acquisition and disposal of property?	Yes	http://fairportced.org/urban-renewal-agency/ura-policies.htm
3. In accordance with Section 2896(1) of PAL, has the Authority named a contracting officer who shall be responsible for the Authority's compliance with and enforcement of such guidelines?	Yes	

No Data has been entered by the Authority for this section in PARIS

Additional Comments: