

**Resolution #10**

**RESOLUTION OF THE GLEN COVE COMMUNITY DEVELOPMENT AGENCY  
AUTHORIZING THE SUBMISSION OF THE AGENCY ANNUAL  
ACCOMPLISHMENTS AND PERFORMANCE REPORTING FOR FYE 12-31-22 TO  
THE NEW YORK STATE AUTHORITIES BUDGET OFFICE**

**WHEREAS** the Glen Cove CDA Governance Committee met on February 14, 2023 to review the annual accomplishments and performance goals as outlined in the attached report as well as summary of the confidential results of the annual board evaluation.

**WHEREAS** the Governance Committee hereby recommends submission of the attached 2022 Accomplishments Report as outlined herein to the New York State Authorities Budget Office (NYS ABO).

**NOW, THEREFORE, BE IT RESOLVED** that the Glen Cove Community Development Agency is hereby authorized to submit the annual board evaluation and accomplishments/performance goal report to the NYS ABO on or before March 31, 2023.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Chairperson Panzenbeck	AYE
Vice Chairperson Hartley	AYE
Gigi Ferrante	ABSENT
Francine Koehler	AYE
Nelson Rivera	ABSENT
Suzanne White	AYE
Dr. Danielle Willis	ABSENT

The foregoing Resolution was thereupon declared duly adopted.

GC-CDA (CIB)  
**ENTERED**  
3-28-23

**Glen Cove Community Development Agency  
Measurement Report FYE 12/31/22  
Governance Meeting 2/14/23**

**Glen Cove CDA Mission Statement**

The Glen Cove Community Development Agency's purpose is to plan and implement programs involving the rehabilitation and revitalization of both the residential and **commercial sectors of the City of Glen Cove, foster economic growth, provide assistance** to public service organizations, eliminate blight, and improve opportunities for low/moderate income residents of the City of Glen Cove.

**The Mission Statement is reaffirmed annually by the board members and will be reaffirmed by the board at large during the March 28, 2023 board meeting approving this report. The initial approval of the mission statement by the board members took place on March 10, 2011.**

Answers to 5 questions:

- 1. Have the board members acknowledged that they have read and understood the mission of the public authority?**
  - a. The board members acknowledged that they have read and understood the mission of the Glen Cove CDA.
  - b.
- 2. Who has the power to appoint the management of the public authority?**
  - a. The Chairman has the power to appoint the management of the Glen Cove CDA.
- 3. If the board appoints management, do you have a policy you follow when appointing the management of the public authority?**
  - a. This is not applicable as the Chairman appoints management.
- 4. Briefly describe the role of the Board and the role of management in the implementation of the mission.**

The role of the Board regarding the implementation of the public authority's mission is to provide strategic input, guidance, oversight, mission authorization, policy setting and validation of the authority's mission, measurements, and results. The role of management is to collaborate with the board in strategy development / strategy authorization and to implement established programs, processes, activities, and policies to achieve the public authority's mission.
- 5. Has the board acknowledged that they have read and understood the response of each of the questions?**

The Board of Directors acknowledged that it has read and understood the responses to these questions and approving their submission.

**Glen Cove CDA Performance Measurement Report for the year ending December 31, 2022.**

**Performance Goal #1: *Operate in a fiscally conscientious and responsible manner.***

**Performance Measurement:** The Agency achieved its goal of being fiscally conscientious and responsible as well as operating in a transparent and easily accessible manner for the year 2022. The CDA By-Laws were amended in 2021, as detailed in the 2021 CDA Annual Accomplishments.

The Agency's auditors had no findings for the CDA for the year ending December 31, 2022 or prior years. All seven CDA board members underwent ABO training. Each member reviewed and signed their acknowledgement of fiduciary responsibilities form during the annual organizational meeting held on January 10, 2023. The CDA has consistently filed all reports with the ABO in a timely manner as well as instituting any new policies or requirements mandated by the ABO. The Audit and Finance Committees met periodically during the year to review and approve the Annual Budget, the Annual Financial Report as well as monitor investing and internal controls of the Agency. The Committees reported no findings to the Board. On February 11, 2020, the CDA board adopted a policy requiring all members and officers of the board to file an annual financial disclosure form to be kept on file with the CDA Board Secretary to identify any conflicts of interest of the member/officer relative to the business of the Agency.

**Performance Goal #2: *To continually assess the needs of the City's residents, and to strive to apply the Agency's services where they will create the most benefit and community vitality.***

**Performance Measurement:** The CDA has met the goal of assessing the residential and economic needs of the City's community for 2022. The City has identified the need for home repairs that are not affordable for its low/moderate income senior residents and/or disabled population. As a result, the CDA has continued its Residential Rehabilitation Program that assists low/moderate income senior residents and/or disabled person to repair their homes. In 2022, the Director made presentations at the Glen Cove Senior Center, Inter-Agency Council and press releases in local papers and City newsletters/website announcing the available funding. Two households were served in 2022 for a total of \$34,350.00 expended in 2022 and three households remain on the waiting list for new funding in 2023. The CDA allocated public facilities and improvement funding for the following projects in 2022: 1) Storm window replacements to the North Shore Historical Society where the City holds public meetings, events, and commemorative celebrations; 2) Funding to rehabilitate the City Stadium Basketball Courts; and 3) Funding for pedestrian improvements and ADA compliance throughout the City's downtown, including improved pedestrian access from School Street into the Brewster Street Garage. The basketball courts and pedestrian access to the garage

projects are currently in the design/evaluation phase. Using previously allocated CDBG funding, the rehabilitation of the Capobianco Street parking lot servicing residents in the Orchard Neighborhood was completed. In addition, design and engineering work for the reconstruction of the Pryibil Beach Pier was supported with CDBG funding. In addition, using CDBG funding previously secured, the pedestrian alleyway between City Hall and the Courthouse leading from the area serviced by the Pulaski Street Garage out to Glen Street in the Downtown BID was re-graded and rehabilitated with stamped concrete.

The CDA applied for COVID-19 emergency funding through the Nassau County Office of Community Development to help agencies who serve low/moderate income clientele hard hit by the pandemic. The CDA was awarded \$180K in October 2020 allocated as follows: \$75K public facilities improvements and \$75K personal protective equipment to help the Youth Bureau and Senior Center procure and install protective screening and supplies in order to safely reopen its centers to the at-risk population they serve. In addition, \$30K of funding split at \$5K for each of 6 public service agencies who serve at-risk population was also awarded as follows: Substance Abuse Free Environment (SAFE) counseling services; Glen Cove Senior Center Project Beacon counseling services; Glen Cove Youth Bureau expansion of youth employment program, Glen Cove EOC providing emergency assistance to high-risk clientele, Child Day Care Center and Boys & Girls Club to providing financial assistance to procure PPE to safely reopen its centers to the at-risk population they serve. The COVID-19 funding awarded in October 2020 was utilized for the programs outlined above during 2021 and fully expended in 2022..

The CDA, through the Brownfield Opportunity Area (BOA) Implementation Strategy and associated research, continued evaluating the City's current code, zoning and policies, and developed recommendations for alternative and attainable housing options. Through the BOA, the CDA has recommended the creation of a Transit-Oriented Development (TOD) District adjacent to the Glen Street LIRR station, with a set aside requirement of 30% of units as affordable. The Memo and documents were posted on the Step III BOA webpage. CDA staff continue to use the BOA Implantation Strategy and other documents produced out of the Step III program as a framework for future projects and initiatives in that area of the City. As mentioned above, in 2021, the City worked with the CDA to complete the rehabilitation of a municipal parking lot in the Orchard Neighborhood in order to better serve the community. In late 2021, the City received notice of award of funding from the State (NYSDOS and NYSDEC) for a Master Plan Update. The Plan was last updated in 2009. Concepts from the BOA Step III Implementation Strategy will be further explored in the Master Plan Update. During 2022, the CDA negotiated grant agreements for the Master Plan Update with NYSDOS and NYSDEC, in addition to preparing the draft RFP for professional planning services. In addition, BOA Step III recommendations were reviewed on an ongoing basis in the context of new projects presented to the City in 2022, including the proposed TOD District.

The City of Glen Cove's new **Comprehensive Plan with Sustainability Elements** will guide the City's investment, development, and growth over the next decade. The plan

will include a baseline assessment (inventory and analysis of existing conditions), public engagement process, identification of the City's vision and goals, and development of strategies and implementation actions. Environmental review will be prepared in conformance with SEQRA. NYSDOS awarded \$100,000 through the Smart Growth Comprehensive Planning (SGCP) Grant Program and NYSDEC awarded \$50,000 through the Climate Smart Communities (CSC) Grant Program for PlanGC. Grant funding will be used for contractual services: professional planning and environmental consulting services to assist with PlanGC preparation. For the SGCP Program, the City will provide a \$50,000 local cash match for contractual services. For the CSC Program, the City will provide a \$50,000 local in-kind match (contributions of City staff salaries and Donated Professional Services by Glen Cove CDA staff and legal services).

The City received award letters from NYSDOS and NYSDEC in December 2021. During 2022, the CDA worked on grant contract execution with the State and the preparation of a draft RFP for professional planning services. CDA entered the NYSDEC budget, work plan, and insurance documents to Grants Gateway on 11-3-22. CDA submitted contract signed by Mayor Panzenbeck to NYSDOS on 8-2-22; per NYSDOS on 11-7-22, contract package appears complete based on their review, and is being forwarded to the Fiscal office to start the process of execution by NYSDOS, the Attorney General, and the Office of the State Comptroller. CDA participated in virtual meetings with NYSDOS on 5-19-22 and 8-2-22 to discuss next steps to contract execution. Initial work following contract execution will include meeting(s) with both State agencies, consultant procurement, establishment of Comprehensive Planning Committee, and launch of project website. In December 2022, the CDA attended a kick-off meeting with the State agencies and reviewed their feedback on the draft RFP, currently scheduled for advertisement in early 2023. List of potential Comprehensive Planning Committee (CPC) members to be reviewed with the Mayor in January 2023.

The CDA drafted a Title VI Nondiscrimination Plan for the City of Glen Cove, which the City Council adopted in June 2018. The Plan documents the City's commitment to ensuring that no person is excluded from participation in, denied the benefits of, or discriminated against under its projects, programs, or activities on the basis of race, color, national origin (including Limited English Proficiency (LEP)), or gender, as provided in Title VI of the Civil Rights Act of 1964 and related statutes and regulations. The Title VI Plan and its attachments include demographic assessment and a special focus on the needs of minority and low-income populations in the City of Glen Cove, populations requiring special language assistance, and residents with disabilities. In 2019, the CDA worked with other City departments on implementation of the Title VI Plan. This included providing public notice and encouraging public participation with regard to the newly adopted plan; bilingual outreach; and work in concert with the City's Department of Public Works (DPW) on the first phase of the City's Americans with Disabilities Act (ADA) Transition Plan, which will help make the City safer and friendlier for pedestrians, the elderly, and residents with disabilities. In 2021, the CDA worked with DPW to continue implementation of the Title VI Plan. The nearly one-mile waterfront Esplanade was completed at Garvies Point with bike lanes, signage, and bike racks installed. Also in 2021, the Downtown Pedestrian Improvements project was completed

in the City's Downtown Business Improvement District (BID). As a result, 28 ADA compliant curb ramps and 16 highly visible crosswalks were installed throughout the BID, which encourages multi-modal use and safety in the Downtown. NYSDOT along with CDBG funds were used to fund the project. As noted earlier, the pedestrian alleyway between City Hall and the Courthouse was rehabilitated in 2022 with stamped concrete. Additional projects are planned as funds become available.

In 2021, the CDA produced a draft Complete Streets policy for consideration by the City of Glen Cove. Complete Streets are defined as roadways that enable safe and convenient access for all users, including motorists, bicyclists, pedestrians of all ages and abilities, people with disabilities, transit and school bus riders, movers of commercial goods, seniors, and emergency responders. CDA shared the draft policy with the ADA Compliance/Complete Streets/Age-Friendly Communities Transportation Committee (which originated in the Title VI initiative and the City's Age Friendly Communities Plan) and other City Department (including DPW) for review. Following the review process, the Complete Streets Policy was presented to City Council and subsequently adopted in 2022 with widespread support. The CDA plans to present a future training on the Policy to City Boards and Commissions involved in project decision making processes, such as the Planning Board, Zoning Board, Industrial Development Agency (IDA), and CDA in 2023

The CDA has been allocated 340 Section 8 housing vouchers, at this time we have 281 in use. The wait list reopened on August 16, 2021 and we acquired 500 applications of which 475 people are currently on the waiting list. The high rents in the area make it challenging to gain new inventory apartments for lease to our program participants.

**Performance Goal #3: To meet the needs of the community by working to secure state and federal funding for City and community priorities.**

**Performance Measurement:**

In 2022, the CDA on behalf of the City continued implementation of projects with funding from state and federal agencies as follows:

**Western Gateway Climate Vulnerability Assessment and Adaptation Strategies**

*Overview:* The City has a \$50,000 NYSDEC Climate Smart Communities (CSC) grant for the Western Gateway project—a study to assess hazards and plan for the impacts of climate change on the south side of Glen Cove Creek (Shore Road / Morris Avenue / Glen Cove Avenue). The grant has a 50% local match totaling \$50,000, with \$31,940 in City salaries and \$18,060 in donated professional services by the CDA and City Attorney. GZA GeoEnvironmental of New York is providing professional planning and environmental consulting services for the Western Gateway project. GZA fee per consultant contract totals \$49,801.

*Status:* The Project Advisory Committee met to review the existing conditions/hazard characterization/climate vulnerability assessment report on 12-3-20. The Western Gateway public survey was live online during summer 2021. Survey results were shared with the Advisory Committee on 11-18-21. GZA developed climate resiliency strategies

and strategies to reduce greenhouse gas emissions and ranked the strategies with a prioritization method; this deliverable was submitted to NYSDEC with the quarterly report on 7-27-22. A virtual Public Work Session was held on 9-21-22. The Public Work Session publicity materials, presentation (PowerPoint), and summary were submitted to NYSDEC on 10-18-22. On 10-6-22, CDA submitted a Master Grant Contract extension request to NYSDEC. On 10-18-22 CDA and DPW staff participated in a Teams meeting with GZA to discuss GZA preparation of a concept plan for tree planting at City Stadium. Next steps also include environmental review (the Western Gateway project is anticipated to be a Type II action under SEQRA), preparation of a final draft plan, plan adoption by City Council, and a Council resolution to take the CSC pledge.

### **Downtown BID Pedestrian Improvements**

*Overview:* The project—funded by a Transportation Alternatives Program (TAP) and Congestion Mitigation and Air Quality Improvement Program (CMAQ) grant from FHWA administered by NYSDOT—included replacement/upgrades to 28 curb ramps and 16 crosswalks, and installation of two new curb ramps and one new crosswalk, all located on Bridge, Glen, and School Streets in the Downtown BID. The total amount of the grant is \$513,760, with a federal share of \$362,208

*Status:* The majority of grant funds from NYSDOR were reimbursed to the City in 2021. CDA submitted final NYSDOT estimate (including final LKMA and Macedo invoices) with closeout documentation package on 9-30-22. NYSDOT commented on final estimate and closeout package in late October and early November 2022; as of 11-16-22, CDA and LKMA have followed up on all comments from the State.

### **Downtown Parking Connections**

*Overview:* Through the ESD Strategic Planning and Feasibility Studies Program, the City has been awarded a grant to conduct a Traffic Access and Feasibility Study for the proposed installation of a new one-way street connecting School Street to the Brewster Street Parking Garage. The study evaluates the potential for creating a new vehicular access to the Brewster Street Parking Garage from School Street, as well as the feasibility of providing ADA access to the garage and enhancing the existing pedestrian access from School Street to the garage. The total project cost is \$60,000. The State award amount is \$30,000 and the City has committed to a 50% match (\$30,000) of the project's grant funding. LiRo is providing professional traffic and structural engineering services for the Downtown Parking Connections Traffic Access Feasibility Study. The LiRo contract totals \$59,970.

*Status:* On 1-8-21, Cara Longworth of ESD gave the go-ahead for work to commence. CDA emailed fully executed Incentive Proposal to ESD on 12-9-21. Following preparation of the Preliminary Report, the City/CDA implemented the Stakeholder Outreach Plan from January to October 2022. In July 2022, LiRo provided drawings and items & quantities for pedestrian improvements at two connection points, about which CDA and DPW provided feedback on 8-10-22 (DPW/CDA are coordinating with LiRo to ensure that pedestrian/ADA improvements are implemented in the near-term, at a minimum). LiRo submitted Final Report on 11-14-22, which is currently under review by the CDA/DPW. Construction of pedestrian/ADA accessibility improvements at south and central connection points are anticipated to be added onto DPW 2022-23 Roadway

Improvement Program. Beautification Commission will be responsible for landscaping improvements. Addition of a one-way vehicular access at the north connection point may be achieved in the long-term following critical repairs to the garage and once funding becomes available.

### **Rehabilitation of the Morgan Park Seawall**

*Overview:* Through the DASNY State and Municipal (SAM) Facilities Program (SAM #21566), the City has a grant to structurally restore the seawall at Morgan Memorial Park. The State funding amount is \$250,000 for construction, with a local match totaling \$300,000 (\$100,000 for engineering/inspection, plus \$200,000 for construction). Budget totals \$550,000 (Mike Piccirillo correspondence with Mayor confirmed total project budget of \$550,000). LiRo is providing engineering services (proposal amount: \$83,560). The LandTek Group is the construction contractor (proposal amount: \$449,722.80).

*Status:* Council resolution authorizing the Mayor to execute GDA was approved on 8-24-21, and GDA was fully executed as of 9-2-21. LiRo updated design drawings/plans and specifications LiRo proposal in the amount of \$83,560 was approved at City Council meeting on 10-13-20; The LandTek Group prepared a proposal for rehabilitation of a portion of the Morgan Park seawall; a resolution authorizing the Mayor to accept the proposal was approved at the 9-27-22 Rehabilitation of the seawall and construction of a new paved pedestrian path underway as of October and November 2022, with the majority of construction anticipated to be complete by end of 2022.

### **Waterside Recreational Redevelopment**

*Overview:* NYSDOS awarded the City a grant of \$600,000 (in addition to a \$300,000 match and a \$300,000 in-kind donation) to redevelop an area of approximately 7+ acres with recreational improvements, including a multi-purpose turf field. The project area includes a compost area and former incinerator site. The redevelopment of this area will provide opportunities to make Glen Cove a destination for sports and will open-up access to the waterfront. The plans include new facilities such as bleachers, concessions and bathrooms.

*Status:* Project is complete with final engineering plans and specifications submitted to NYSDOS, along with draft final permitting, environmental review documentation and all grant close-out paperwork. The final payment request for reimbursement was resubmitted to NYSDOS by the Executive Director in 2021 and was fully reimbursed in 2022. Grant is now closed.

### **Lead Service Line Replacement Program (LSLRP)**

*Overview:* NYSDOH awarded Glen Cove a LSLRP grant in August 2019 totaling \$627,327. The State is awarding the grants to municipalities across New York State as part of an initiative to replace residential drinking water lead service lines. Walden Environmental Engineering is providing professional engineering and inspection services (Contract value = \$62,660), and Maccarone Plumbing Inc is providing construction services (contract value is based on the number of Lead Service Lines (LSLs) identified in the City).

*Status:* As of 12/19/22, 3 LSLs have been identified: 2 LSL upgrades have been completed (Valentine St, and Duck Pond Rd), and the remaining 1 LSL (Tower Rd) is



being coordinated. The City is investigating if the other homes in the Tower Rd neighborhood also contain LSLs.

### **Rehabilitation of East Island Bridge Tidal Gates & Dosoris Pond**

*Overview:* The City received \$695,160 in Water Quality Improvement Project (WQIP) Program grant funding (with up to \$304,890 in matching funds) from the NYSDEC. The primary capital improvements being designed as part of this project are rehabilitation of the bridge tidal gates, limited structural improvements to the bridge and wingwalls as well as green infrastructure improvements near the bridge, Dosoris Pond and on the south side of Pryibil Beach. Some of the green infrastructure improvements include the addition of native plants and bioswales. Lockwood, Kessler & Bartlett (LKB) is the City's consultant on the project.

*Status:* Construction is now complete and project closeout documentation was received 2/2/22. The last reimbursement request was sent on 7/13/22 and has been received. A site visit of the washed-out plantings took place in September - as a result, the Engineer has recommended a portion of the plants be replanted, which RJ has tentatively agreed to. In April 2022, the City Council passed a resolution to remove a section of fencing on City property closest to the bridge, which was installed as part of the project. The removal of the portion of fence was completed during the summer and signage was installed in October 2022.

### **Rehabilitation of Brewster Street Garage (\$500k grant project)**

*Overview:* The City has \$500,000 grant from DASNY for structural repairs of the Brewster St Garage (repair of spalling concrete and damaged rebar on the roof of the north of the garage, along with waterproofing). The project as bid included the north side of the garage, with the south side to be addressed as budget allows. The grant budget covers \$50,000 towards engineering and \$450,000 towards construction. Per a City Council resolution passed on June 25, 2019, the City has executed an agreement with Hirani for engineering, design, and construction inspection services in an amount not to exceed \$50,000.00. Following a public bid, construction was awarded to City Restoration and Maintenance in an amount not to exceed \$450,000 on March 23, 2021.

*Status:* Contract work was completed on 12/15/21 by City Restoration and Maintenance. In 2022, CDA continued to process and receive reimbursement of all grant fund expended to-date. There is \$22,935.00 in remaining grant funding that is approved by DASNY to pay for additional construction work in the garage. The scope for this work is being developed and is anticipated to take place in 2023. A contract extension from DASNY has been received through May 22, 2024 .

### **Fire Dept. Emergency Equipment Project**

*Overview:* The City has submitted a \$250,000 grant to DASNY for the purchase of emergency equipment for the Fire Department.

*Status:* Fully executed GDA was received on 5/26/22 following City Council approval on 5/10/22. Purchases are now eligible to be made by the Fire Dept.

### **Animal Shelter Dog Isolation Unit and Run Project**

*Overview:* City has a \$50,000 DASNY grant (with \$13,500 local match) to construct dog isolation units and runs at the Animal Shelter, intended to quarantine sick or new dogs from healthy dogs. CDA working with DPW to coordinate project engineering.

*Status:* The Grant is now closed out – the second and last reimbursement was received on 8/1/22. The project was completed as of December 2022.

### **Seaman Road Well Station**

*Overview:* The City has a capital improvements project planned to rehabilitate Seaman Road Station, a public water supply station. City received a \$3 million WIIA grant from Environmental Facilities Corporation (EFC) for this estimated \$4.94 million project and anticipates another \$250k grant award towards the project from DASNY. The project was bid over the summer of 2020, and 3 contractors were approved (GC-RJ Industries, Plumbing-Benson and Electrical-Eldor). The GDA for the project DASNY funding was approved at the June 23, 2021 City Council meeting.

*Status:* Construction on the well was ongoing throughout 2022. The DASNY grant is now closed out - the first and last reimbursement was received on 8/16/22. The WIIA grant is still be used to pay down the project, however the EFC is withholding the last 25% until project completion. In May, the well collapsed and was deemed unsalvageable. The re-drilling of the new well began in late November and is expected to take 3 months. The new project completion date is June/July 2023.

### **Nancy Court Pump Station**

*Overview:* The City will receive \$1,000,000 through the US EPA STAG program to rehab the Nancy Court Pump Station. Work includes raising the existing well above grade, demolishing the existing well vault, lining the existing well, installing a prefabricated concrete building over the well, and performing miscellaneous electrical improvement.

*Status:* EPA Grant funding has been allocated for this project, but an award letter has not been received (expected sometime in early 2023). The EPA application was submitted 11/30/22. The CDA has drafted a bid book and contract which is currently being reviewed by DPW, Purchasing, and the Project Engineer (D&B) before its release.

### **Duck Pond Rd Well Station**

*Overview:* The City will receive 1) \$3,000,000 from the EFC WIIA program, and 2)~\$3,452,972 in federal appropriations, to purchase and install a new Packed Tower Aeration System (PTAS) and permanent generator for the Duck Pond Rd Well Station.

*Status:* EFC WIIA - The City is waiting to receive a grant contract for the EFC WIIA award (an award letter was already issued). EPA STAG GRANT - The City received word from Senator Schumer's office that this funding will be included in the Senate federal appropriations bill. The project was already included in the House federal appropriations bill. The City expects it to be funded through the EPA STAG program. The construction bid is targeted for release 2023, construction anticipated to

begin in 2024. The Project Engineer (D&B) is currently working on preliminary engineering for the project.

### **Fire Dept. Vehicle Project**

*Overview:* The City has submitted a \$75,000 DASNY grant (\$50,000 from DASNY and \$25,000 local match) to purchase an emergency vehicle (2021 Chevy Tahoe purchased in 2021)

*Status:* Project/grant complete. The first and last reimbursement request (for the full grant amount \$50,000) was received 4/7/22.

In 2022, the CDA on behalf of the City processed new grant paperwork through DASNY for the following projects:

### **Fire Dept. Emergency Equipment Project**

*Overview:* CDA submitted a \$250,000 grant to DASNY for the purchase of emergency equipment for the Fire Department.

*Status:* Fully executed GDA was received on 5/26/22. Purchases are now eligible to be made by the Fire Dept.

### **Police Dept. Vehicles**

*Overview:* The Police Department submitted a \$250,000 grant to DASNY for the purchase and replacement of five (5) patrol vehicles for the Police Department. The City will be contributing approximately \$61,613 in match to the grant.

*Status:* The CDA received the draft GDA from DASNY on 11/17/22. Following review, the City Council approved a resolution to execute the GDA on 12/13/22. A required Grantee Questionnaire was submitted by the CDA to DASNY on 12/15/22. The GDA will be executed once DASNY send the final CDA in the Docusign system for the Mayor's signature.

In 2022, the CDA on behalf of the City helped procure the following **Community Revitalization Program (CRP)** funding from the Nassau County Legislative branch.

- \$77,127 for **Glen Cove Fire Dept. Turn-out Gear**- Waiting the IMA from Nassau County.
- \$20,000 for the **BID Alleyway** project-the CDA submitted all grant reimbursement materials to Nassau County on 2/11/22. Additional documentation was submitted by the CDA to Nassau County on 5/19/22.

In 2022, the CDA pursued opportunities through the Federal Infrastructure Bill (Earmark) and EFC WIIA program for the City's water infrastructure capital needs, specifically:

- \$1,320,000 toward **Nancy Court Pump Station** improvements; total project cost is estimated at \$2,200,000. Applications to the Offices of Suozzi, Gillibrand, and Schumer were submitted during the summer and subsequently included in appropriations bills (still pending). The WIIA application was submitted

11/18/2021. This funding was appropriated by Congress in 2022, the award letter is pending.

- \$6,452,972 toward **Packed Tower Aeration System (PTAs) at the Duck Pond Road Station Wells 30, 31, and 32**; total project cost is estimated at \$16,300,000. The \$3,000,000 WIIA application was submitted 11/18/2021 and awarded in 2022. Approximately \$3,452,972 in federal appropriations was requested in April 2022. In December 2022, the CDA received notice that the Senate had included in the full amount in their appropriations bill. Earlier in the year, the CDA received notice that the full amount was included in the House appropriations bill.
- \$1,000,000 toward Replacement of the **Leech Circle Elevated Water Tank**. The application for federal appropriations was submitted in April 2022.

In 2022, the CDA on behalf of the City applied for the **Salt Storage** Shed project through the Consolidated Funding Application (CFA) NYSDEC WQIP. The requested funding amount is \$233,332 with a \$166,666 match. As of December 2022, the application is pending.

The CDA submitted a \$4.5M request for the **New York Forward (NYF)** program to the Long Island Regional Economic Development Council (LI REDC) on 9/22/22. The NYF program provides funding toward the revitalization of downtowns and promotion of economic development. On 10/26/22, the CDA along with the Mayor and Deputy Mayor participated in a presentation and interview with the LI REDC. The application remains pending.

Finally, in June 2022, the CDA applied for a \$12,000 grant from the TD Bank Tree Days Program for **Tree Plantings at Morgan and Donahue Parks**. The grant was awarded and the planting event took place on 10/13/22 with TD Bank volunteers and City/CDA staff. Final work was completed by DPW workers on 10/20/22. The full grant amount was expended and reimbursed.

Finally, the CDA continues to administer the **Reconstruction of Herb Hill/Garvies Point Road**:

As of late spring 2020, the project was fully completed, transforming the one mile, degraded and inadequate roadway into a corridor for the Waterfront, with new pedestrian sidewalks; sanitary sewer, water, telecommunications, electrical utilities; and stormwater management infrastructure. In addition, the roadway was elevated, with utilities relocated underground, providing resiliency measures for major storm events. Funding for the road project will be provided by NYSDOT, \$6.8 million and \$2.5 million by Empire State Development. The balance of the funding will be paid from bond proceeds totaling \$15,942,847 for the road. Due to escalation caused by project delays and cost increases resulting from the requirements imposed by the NYSDEC and water management issues, the City worked with the IDA, GCLEAC, and RXR to make up to approximately

\$13.7M available from the Public Amenities account to the City account for the Road project, as needed. This was memorialized in several agreements executed between the parties, including the First Amendment to the Trust Indenture, PIF Agreement, and Road Agreement. As of the end of 2021, approximately \$7,534,194 was transferred to the City account from the Public Amenities account for the road. Approximately \$28,904,142 has been spent on the road construction, with the final payment for construction being held due to a restraining notice and subpoena related to the contractor. NYSDOT has been notified by the CDA of the situation. As of the end of 2022, approximately \$6,847,986 has been reimbursed by NYSDOT for the project (full reimbursement). During 2021, ESD Board approval for the grant reimbursement was received; the Grant Disbursement Agreement was reviewed and executed; and the CDA responded to numerous ESD audit requests. The full \$2,500,000 grant reimbursement from ESD was received in December 2021 closing out the grant. The CDA received approval for all project close-out materials for NYSDOT submitted in 2021. Final construction payment issue were resolved and the CDA received the final payment of \$425,468 from NYSDOT on 11/2/22. NYSDOT project close-out is complete. The project is closed with the City pending NYSDEC fees received on 11/4/22. The CDA/City is in the process of disputing these fees.

CDA is administering approximately \$39 million in grant funding on behalf of the City of Glen Cove.

**Performance Goal #4: *To cultivate community trust and engagement by operating in a transparent and easily accessible manner.***

**Performance Measurement:** The CDA has achieved this goal in 2022 by keeping the residents of Glen Cove informed of ongoing projects and addressing any concerns that they may have through monthly CDA board meetings, City Council meetings that are open to the public, Inter-Agency Council meetings, Business Improvement District (BID) board meetings and press releases. The CDA's website is kept up to date with current information about projects and meetings. The CDA management is easily accessible and promotes an open-door policy whereby residents, employees and board members are encouraged to speak to the Executive Director and the Chairman about any concerns, suggestions or comments they may have. The Executive Director holds a weekly meeting with the Mayor and reports monthly to the Board members and Chairman on all projects of the Agency. This information is disseminated by the Board and Chairman and posted on the Agency's website.

**Performance Goal #5: *To meet the needs of the residents of the City of Glen Cove by supporting local public service agencies and programs.***

**Performance Measurement:** The CDA successfully reached this goal in 2022 by allocating \$50,500 of its CDBG funding to the City of Glen Cove Public Service agencies to fund their programs. Public comments regarding selection of these programs are welcome and received during public hearings advertised in the local paper on an annual basis. These programs directly affect the residents of Glen Cove in a positive manner. The CDA has continued its Residential Rehabilitation program directed to assisting low/moderate income Senior Residents and/or disabled individuals in repairing their

homes. There were four applicants in 2022 however due to Covid-19 the process has been prolonged for completion of projects that were weatherization in nature (boiler, siding, roof). The CDA and City recognizes the need for affordable housing for our seniors, first time home buyers and low/moderate income residents. The CDA continues its efforts for affordable housing and continues to work with Long Island Housing Partnership, (“LIHP”) and Nassau County for technical assistance and funding assistance on housing projects. The CDA Director works closely with the Downtown Business Improvement to promote and foster economic development in the City’s Downtown and secured funding through the Community Development Block Grant (CDBG) for a kiosk system to navigate visitors from the municipal parking garages to areas of interest and public buildings. The CDBG funding also enabled the City to procure and install wayfinding signage to navigate visitors from the waterfront district to the downtown areas of interest and public buildings.

**Performance Goal #6:** *Work with City of Glen Cove Building Department to assist local businesses in signage and facade improvements through commercial rehabilitation funding program to eliminate blight and improve economic development of the commercial business district.*

**Performance Measurement:** The CDA has contacted numerous new businesses and existing businesses who have worked with the building department on major renovations to their commercial façade of the storefront in the downtown area in 2022. The CDA awarded a total of \$45,000.00 in 2022 to two-storefronts that were combined into one commercial façade rehabilitation project. As of December 2022, \$25,857.00 was expended to four businesses consisting of signage installation and façade rehabilitation. The façade rehabilitation project took two storefronts and combined into one expanded dining establishment. The CDA Executive Director is a member of the BID board of directors and continually reminds the local businesses of funding availability for signage and commercial façade rehabilitation.

2-3-23 AF-CB  
2/13/2023 AF2

**Glen Cove Community Development Agency  
2022 Confidential Evaluation of Board Performance**

*Summary*

Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
Board members have a shared understanding of the mission and purpose of the Authority.	7			
The policies, practices and decisions of the Board are always consistent with this mission.	7			
Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.	7			
The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	7			
The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence, pressure or self-interest.	7			
Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	7			
Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	7			
The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.	7			
The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.	7			
Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	7			
Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.	7			
Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.	7			
Board members demonstrate leadership and vision and work respectfully with each other.	7			
The Board sets clear and measurable performance goals for the Authority that contributes to accomplishing its mission.	7			

Name of Authority: Glen Cove Community Development Agency

**Glen Cove CDA Mission Statement (Adopted March 10, 2011)**

The Glen Cove Community Development Agency's purpose is to plan and implement programs involving the rehabilitation and revitalization of both the residential and commercial sectors of the City of Glen Cove, foster economic growth, provide assistance to public service organizations, eliminate blight and improve opportunities for low and moderate income citizens of the City of Glen Cove.

**Glen Cove CDA Performance Goals: (Adopted March 10, 2011)**

- Operate in a fiscally conscientious and responsible manner.
- To continually assess the needs of the City's residents, and to strive to apply the Agency's services where they will create the most benefit and community vitality.
- To meet the needs of the community by working to secure state and federal funding for City and community priorities.
- To cultivate and maintain community trust and engagement by operating in a transparent and easily accessible manner.
- To meet the needs of the residents of the City of Glen Cove by supporting local public service agencies and programs.

Work with City of Glen Cove Building Department to assist local businesses in signage and facade improvements through commercial rehabilitation funding program to eliminate blight and improve economic development of the commercial business district.



**Resolution #11**

**RESOLUTION OF THE GLEN COVE COMMUNITY DEVELOPMENT AGENCY  
AUTHORIZING THE SUBMISSION OF THE AGENCY ANNUAL FINANCIAL  
REPORT FOR FYE 12-31-22 TO THE NEW YORK STATE AUTHORITIES BUDGET  
OFFICE**

**WHEREAS**, the Glen Cove CDA Finance Committee met on March 21, 2023 to review the draft preliminary financials for inclusion in the annual report for FYE 2022.

**WHEREAS**, the Finance Committee hereby recommends submission of the attached 2022 financial report as outlined herein to the New York State Authorities Budget Office (NYS ABO).

**NOW, THEREFORE, BE IT RESOLVED** that the Glen Cove Community Development Agency hereby authorizes the Chief Financial Officer to certify and submit the annual financial report NYS ABO on or before March 31, 2023.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Chairperson Panzenbeck	AYE
Vice Chairperson Hartley	AYE
Gigi Ferrante	ABSENT
Francine Kohler	AYE
Nelson Rivera	ABSENT
Suzanne White	AYE
Dr. Danielle Willis	ABSENT

The foregoing Resolution was thereupon declared duly adopted.

GC-CDA CB  
**ENTERED**  
3-28-23

**Glen Cove**  
**Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Financial Statements  
and Supplementary Information  
With Report of Independent Auditors

December 31, 2022

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Table of Contents

---

Page No.

Independent Auditors' Report

Management's Discussion and Analysis

Statement of Net Position

Statement of Activities

Statement of Cash Flows

Notes to Financial Statements

Required Supplementary Information

Other Postemployment Benefits -

Schedule of Changes in the Agency's Total OPEB Liability and  
Related Ratios

New York State and Local Employees' Retirement System:

Schedule of the Agency's Proportionate Share of the Net Pension Liability (Asset)

Schedule of Contributions



## Independent Auditors' Report

**The Board of Directors of the  
Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

### Report on the Audit of the Financial Statements

#### *Opinions*

We have audited the financial statements of the Glen Cove Community Development Agency ("Agency") as of and for the year ended December 31, 2022 and the related notes to the financial statements, which collectively comprise the Agency's financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the financial position of the Agency as of December 31, 2022 and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinions*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America ("GAAS") and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Agency, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### *Responsibilities of Management for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

## ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency 's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis be presented to supplement the financial statements. Such information is the responsibility of management and, although not a part of the financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the financial statements, and other knowledge we obtained during our audit of the financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Supplementary Information***

Management is responsible for the other supplementary information included in the annual financial report. Our opinion on the financial statements does not cover the other supplementary information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the financial statements, our responsibility is to read the other supplementary information and consider whether a material inconsistency exists between the other supplementary information and the financial statements, or the other supplementary information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other supplementary information exists, we are required to describe it in our report.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated \_\_\_\_\_, 2023 on our consideration of the Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial reporting and compliance.

**PKF O'Connor Davies, LLP**  
Harrison, New York  
\_\_\_\_\_, 2023

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Statement of Net Position  
December 31, 2022

	Governmental Activities	Business-type Activities	Total
<b>ASSETS</b>			
Cash and equivalents	\$ 49,556	\$ 541,588	\$ 591,144
Accounts receivable	153,140	132,198	285,338
Prepaid expenses	2,930	2,757	5,687
Net pension asset	33,483	31,513	64,996
Due from the City of Glen Cove Industrial Development Agency (IDA)	943,541	-	943,541
Due from the City of Glen Cove Community Development Agency (CDA)	-	344,606	344,606
Capital assets			
Not being depreciated	1,937,200	-	1,937,200
Being depreciated, net	-	4,276	4,276
<b>Total Assets</b>	<b>3,119,850</b>	<b>1,056,938</b>	<b>4,176,788</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Pension related	71,215	67,026	138,241
OPEB related	192,213	180,906	373,119
<b>Total Deferred Outflows of Resources</b>	<b>263,428</b>	<b>247,932</b>	<b>511,360</b>
<b>LIABILITIES</b>			
Accounts payable	77,630	5,800	83,430
Due from the City of Glen Cove Section 8	344,606	-	344,606
Non-current liabilities			
Due within one year	2,100	2,900	5,000
Due in more than one year	911,594	865,833	1,777,427
<b>Total Liabilities</b>	<b>1,335,930</b>	<b>874,533</b>	<b>2,210,463</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Pension related	124,902	117,555	242,457
OPEB related	352,440	331,708	684,148
<b>Total Deferred Inflows of Resources</b>	<b>477,342</b>	<b>449,263</b>	<b>926,605</b>
<b>NET POSITION</b>			
Net investment in capital assets	1,937,200	4,276	1,941,476
Unrestricted	(367,194)	(23,202)	(390,396)
<b>Total Net Position</b>	<b>\$ 1,570,006</b>	<b>\$ (18,926)</b>	<b>\$ 1,551,080</b>

The notes to the financial statements are an integral part of this statement.

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Statement of Activities  
Year Ended December 31, 2022

Functions/Programs	Expenses	Program Revenues	Net (Expense) Revenues and Changes in Net Position		
		Operating Grants and Contributions	Governmental Activities	Business-type Activities	Total
<b>Governmental activities</b>					
General government support	\$ 23,343	\$ -	\$ (23,343)	\$ -	\$ (23,343)
Culture and recreation	77,863	77,863	-	-	-
Home and community services	306,992	327,578.00	20,586	-	20,586
Interest	308	-	(308)	-	(308)
<b>Total Governmental Activities</b>	<b>408,506</b>	<b>405,441</b>	<b>(3,065)</b>	<b>-</b>	<b>(3,065)</b>
<b>Business-type activities</b>					
Housing assistance	5,418,458	5,498,133	-	79,675	79,675
<b>Total</b>	<b>\$ 5,826,964</b>	<b>\$ 5,903,574</b>	<b>(3,065)</b>	<b>79,675</b>	<b>76,610</b>
<b>General revenues</b>					
interest			59	1,151	1,210
<b>Total General Revenues</b>			<b>59</b>	<b>1,151</b>	<b>1,210</b>
<b>Change in Net Position</b>			<b>(3,006)</b>	<b>80,826</b>	<b>77,820</b>
<b>NET POSITION</b>					
Beginning			1,573,012	(99,752)	1,473,260
Ending			\$ 1,570,006	\$ (18,926)	\$ 1,551,080

The notes to the financial statements are an integral part of this statement.



**Glen Cove Community Development Agency**  
 (A Component Unit of the City of Glen Cove, New York)

Reconciliation of Governmental Funds Balance Sheet to  
 the Government-Wide Statement of Net Position  
 December 31, 2022

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Amounts Reported for Governmental Activities in the Statement of Activities are Different Because

Total Fund Balances - Governmental Funds	\$ (216,610)
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	
Capital assets non-depreciable	1,937,200
Capital assets depreciable	14,833
Accumulated depreciation	<u>(14,833)</u>
	<u>1,937,200</u>
Differences between expected and actual experiences, assumption changes and net differences between projected and actual earnings and contributions subsequent to the measurement date for the postretirement benefits (pension and OPEB) are recognized as deferred outflows of resources and deferred inflows of resources on the statement of net position.	
Deferred outflows - pension related	71,215
Deferred outflows - OPEB related	192,213
Deferred inflows - pension related	(124,902)
Deferred inflows - OPEB related	<u>(352,440)</u>
	<u>(213,914)</u>
Other long-term assets that are not available to pay for current period expenditures, therefore, are either deferred or not reported in the funds	
Deferred inflows - Investments in and advances to Industrial Development Agency	943,541
Net pension asset	<u>33,483</u>
	<u>977,024</u>
Long-term and other liabilities are not due and payable in the current period and, therefore, are not reported in the funds.	
Compensated absences	(21,363)
Total OPEB Liability	<u>(892,331)</u>
	<u>(913,694)</u>
Net Position of Governmental Activities	<u><u>\$ 1,570,006</u></u>

The notes to the financial statements are an integral part of this statement.

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Reconciliation of the Statement of Revenues,  
Expenditures and Changes in Fund Balances of Governmental Funds  
to the Statement of Activities  
Year Ended December 31, 2022

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Amounts Reported for Governmental Activities in the Statement of Activities are Different Because

Net Change in Fund Balances - Total Governmental Funds	\$ 28,613
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.	
Deferred inflows - Investments in and advances to Industrial Development Agency	<u>(7,302)</u>
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.	
Compensated absences	(1,529)
Retirement incentives and other pension liabilities	9,182
Changes in pension liabilities and related deferred outflows and inflows of resources	11,873
Changes in OPEB liabilities and related deferred outflows and inflows of resources	<u>(43,843)</u>
	<u>(24,317)</u>
Change in Net Position of Governmental Activities	<u><u>\$ (3,006)</u></u>

The notes to the financial statements are an integral part of this statement.

**Glen Cove Community Development Agency**  
 (A Component Unit of the City of Glen Cove, New York)

Community Development Agency  
 Comparative Balance Sheet  
 December 31,

	<u>2022</u>
<b>ASSETS</b>	
Cash and equivalents	\$ 49,556
Accounts receivable	153,140
Due from the City of Glen Cove Industrial Development Agency (IDA)	943,541
Prepaid expenditures	<u>2,930</u>
Total Assets	<u><u>\$ 1,149,167</u></u>
<b>LIABILITIES AND FUND BALANCE</b>	
Liabilities	
Accounts payable	\$ 77,630
Due from the City of Glen Cove Section 8	<u>344,606</u>
Total Liabilities	<u>422,236</u>
Deferred inflows of resources	
Investments in and advances to Industrial Development Agency (IDA)	<u>943,541</u>
Total Liabilities and Deferred Inflows of Resources	<u>1,365,777</u>
Fund balance	
Unassigned	<u>(216,610)</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u><u>\$ 1,149,167</u></u>

See independent auditors' report.

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Community Development Agency  
Schedule of Revenues, Expenditures and  
Changes in Fund Balance  
Years Ended December 31, 2022

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**REVENUES**

Federal aid	\$ 405,441
Use of money and property	59
	<hr/>
Total Revenues	405,500
	<hr/>

**EXPENDITURES**

Current	
General government support	23,343
Culture and recreation	77,863
Home and community service	275,373
Debt service	
Interest	308
	<hr/>
Total Expenditures	376,887
	<hr/>

Net Change in Fund Balance 28,613

**FUND DEFICIT**

Beginning of Year	(245,223)
	<hr/>
End of Year	\$ (216,610)
	<hr/> <hr/>

See independent auditors' report.

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Community Development Agency  
Comparative Schedule of Revenues, Expenditures and  
Changes in Fund Balance - Budget And Actual  
Years Ended December 31, 2022

	Original Budget	Final Budget	Actual	Variance with Final Budget
<b>REVENUES</b>				
Federal aid	\$ 472,711	\$ 472,711	\$ 405,441	\$ (67,270)
Use of money and property	150	150	59	(91)
Total Revenues	<u>472,861</u>	<u>472,861</u>	<u>405,500</u>	<u>(67,361)</u>
<b>EXPENDITURES</b>				
Current				
General government support	13,187	13,187	23,343	(10,156)
Culture and recreation	170,051	170,051	77,863	92,188
Home and community service	286,821	286,821	275,373	11,448
Debt service				
Interest	667	667	308	359
Total Expenditures	<u>470,726</u>	<u>470,726</u>	<u>376,887</u>	<u>93,839</u>
Net Change in Fund Balance	2,135	2,135	28,613	26,478
<b>FUND BALANCE</b>				
Beginning of Year	<u>(2,135)</u>	<u>(2,135)</u>	<u>(245,223)</u>	<u>(243,088)</u>
End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (216,610)</u>	<u>\$ (216,610)</u>

See independent auditors' report.

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Section 8  
Statement of Net Position  
December 31, 2022

**ASSETS**

Cash and equivalents	\$ 541,588
Accounts receivable, net of allowance for uncollectible amounts of \$14,356 at December 31, 2022	132,198
Prepaid expenses	2,757
Net pension asset	<u>31,513</u>
Total Current Assets	<u>708,056</u>
Non-current assets	
Due from the City of Glen Cove Community Development Agency (CDA)	344,606
Capital assets being depreciated, net	<u>4,276</u>
Total Non-Current Assets	<u>348,882</u>
Total Assets	<u>1,056,938</u>

**DEFERRED OUTFLOWS OF RESOURCES**

Pension related	67,026
OPEB related	<u>180,906</u>
Total Deferred Outflows of Resources	<u>247,932</u>

**LIABILITIES**

Accounts payable	5,800
Compensated absences	2,900
Non-current liabilities	
Compensated absences	25,992
Other post employment benefit liability	<u>839,841</u>
Total Liabilities	<u>874,533</u>

**DEFERRED INFLOWS OF RESOURCES**

Pension related	117,555
OPEB related	<u>331,708</u>
Total Deferred Inflows of Resources	<u>449,263</u>

**NET POSITION**

Net investment in capital assets	4,276
Unrestricted	<u>(23,202)</u>
Total Net Position	<u>\$ (18,926)</u>

See notes to financial statements

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Section 8  
Statement of Revenue, Expenses and Change in Net Position  
Year Ended December 31, 2022

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<b>OPERATING REVENUES</b>	
Administration fees earned	\$ 432,784
HUD Operating Grant Housing Assistance	<u>5,065,349</u>
Total Operating Revenues	<u>5,498,133</u>
<b>OPERATING EXPENSES</b>	
Housing assistance payments	4,962,643
Salaries and benefits	384,324
Administrative expenditures	64,582
Bad debt expense	4,731
Depreciation expense	<u>2,178</u>
Total Operating Expenses	<u>5,418,458</u>
Income from Operations	<u>79,675</u>
<b>NON-OPERATING REVENUES</b>	
Interest income	<u>1,151</u>
Change in Net Position	80,826
<b>NET POSITION</b>	
Beginning of Year	<u>(99,752)</u>
End of Year	<u>\$ (18,926)</u>

See notes to financial statements

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Section 8  
Statement of Cash Flows  
Year Ended December 31, 2022

**CASH FLOWS FROM OPERATING ACTIVITIES**

Cash received from Housing and Urban Development Grant	\$ 5,065,349
Cash paid for housing assistance	(4,962,643)
Cash received from administrative fees	414,368
Cash paid for salaries and benefits	(341,855)
Cash paid for suppliers for goods and services	(61,264)
	<u>113,955</u>
Net Cash from Operating Activities	<u>113,955</u>

**CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES**

Acquisition of equipment	(1,035)
	<u>(1,035)</u>
Net Cash from Capital and Related Financing Activities	<u>(1,035)</u>

**CASH FLOWS FROM INVESTING ACTIVITIES**

Interest income	1,151
	<u>1,151</u>
Net Cash from Investing Activities	<u>1,151</u>
Net Change in Cash and Equivalents	114,071

**CASH AND EQUIVALENTS**

Beginning of year	427,517
	<u>427,517</u>
End of year	<u>\$ 541,588</u>

**RECONCILIATION OF CASH AND EQUIVALENTS  
TO THE STATEMENT OF NET POSITION**

Cash and equivalents	\$ 541,588
	<u>\$ 541,588</u>

**RECONCILIATION OF INCOME (LOSS) FROM OPERATIONS  
TO NET CASH FROM OPERATING ACTIVITIES**

Income (Loss) from operations	\$ 79,675
Adjustments to reconcile income (loss) from operations to net cash from operating activities	
Depreciation	2,178
Accounts receivable	(13,685)
Prepaid expenses	935
Net pension liability (asset)	(31,954)
Due from the City of Glen Cove Community Development Agency (CDA)	2,807
Deferred outflows of resources - pension	37,302
Deferred outflows of resources - OPEB	(5,146)
Accounts payable	3,318
Compensated absences	8,635
Other post employment benefit liability	(158,784)
Deferred inflows of resources - pension	(16,520)
Deferred inflows of resources - OPEB	205,194
	<u>205,194</u>
Net Cash from Operating Activities	<u>\$ 113,955</u>

See notes to financial statements



**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Notes to Financial Statements  
December 31, 2022

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**Note 1 - Organization and Purpose**

The CDA, formally known as the Urban Renewal Agency, was established on April 16, 1964 under Title 11-A Section 580-a of the Consolidated Laws of the State of New York. The name change was mandated by State Law Section 580(a) on January 1, 1980. The powers of the Agency are vested in the Mayor, as Chairman, and its six-member Board of Directors. The members are appointed by the Mayor of the City of Glen Cove (the City) subject to the approval of the City Council. Agency obligations are backed by the City.

GASB Statement No. 14, "The Financial Reporting Entity," states that a primary government that appoints a voting majority of an organization's officials or is obligated in some manner for the debt of that organization, is financially accountable for that organization. Based on this criterion, the CDA is considered to be a discretely presented component unit of the City and, as such, is included in the City's basic financial statements.

The CDA has a separate department that manages its Section 8 Program and assists in the provision of housing to qualified low income individuals in accordance with rules and regulations prescribed by the United States Department of Housing and Urban Development (HUD).

A Section 8 rental subsidy is a federal payment to a landlord on behalf of an individual tenant. The federal government pays the difference between 30 percent of the household income and the set "fair market" rent of a unit. The Section 8 Program funds are received from HUD. The participant is free to choose any housing that meets the requirements of the program and is not limited to units located in subsidized housing projects.

The Section 8 Program places the choice of housing in the hands of the individual family. A low-income family selected by the Program to participate is encouraged to consider several housing choices to secure the best housing for the family's needs. A housing voucher holder is advised of the unit size for which it is eligible based on family size and composition.

The housing unit selected by the family must meet an acceptable level of health and safety before the Program can approve the unit. When the voucher holder finds an acceptable unit, the Section 8 Program must inspect the dwellings and determine that the rent requested is reasonable.

Under the Section 8 Program, new voucher holders may choose a unit anywhere in the United States if the family lived in the jurisdiction of the Program issuing the voucher when the family first applied for assistance. Those new voucher-holders not living in the jurisdiction of the Program at the time the family applied for housing assistance must initially lease a unit within that jurisdiction for the first twelve months of assistance. A family that wishes to move to another Program's jurisdiction must consult with the Program that currently administers its housing assistance to verify the procedures for maintaining their assistance subsequent to the move.

**Financial Reporting Entity**

The Agency has been identified as a component unit of the City. In accordance with the criteria enumerated in Governmental Accounting Standards Board ("GASB") Statement No. 61, "*The Financial Reporting Entity: Omnibus – an amendment of GASB Statements No. 14 and No. 34*", the Agency's financial statements have been discretely presented in the City's financial statements.

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Notes to Financial Statements (Continued)  
December 31, 2022

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**Note 2 - Summary of Significant Accounting Policies**

**Basis of Accounting**

The accounting policies of the Agency conform to generally accepted accounting principles as applicable to governmental units. GASB is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The Agency reports its operations on the accrual basis of accounting. Under the accrual basis of accounting, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

The Agency uses an enterprise fund (proprietary fund) to account for its activities. The measurement focus of the proprietary fund is the flow of economic resources. With this measurement focus, all assets and liabilities associated with the operating statements present increases (i.e., revenues) and decreases (i.e., expenses) in net position.

As a proprietary fund, the Agency uses the accrual basis of accounting, and economic resources measurement focus. Under this method, revenues are recognized when earned and expenses are recognized when incurred. The Agency's unbilled receivables are recognized as revenues at year-end.

The Agency distinguishes operating revenues and expenses from non-operating items. The Operating transactions are those other than capital and related financing activities, noncapital financing activities, investing activities and non-exchange revenues. Operating revenues and expenses generally result from providing services in connection with the Agency's principal ongoing operation. The principal operating revenues of the Agency are administrative fees charged by the Agency and reimbursement of operating expenses. Operating expenses include salaries and benefits, contractual expenses, depreciation and redevelopment costs. All revenues and expenses not meeting the definition are reported as non-operating revenues and expenses.

**Cash and Equivalents, Investments and Risk Disclosure**

**Cash and Equivalents** - Cash and equivalents consist of funds deposited in demand deposit accounts, time deposit accounts and short-term investments with original maturities of less than three months from the date of acquisition.

Collateral is required for these deposits at 102% of all deposits not covered by Federal deposit insurance. The Agency has entered into a custodial agreement with its depository which holds its deposits. This agreement authorizes the obligations that may be pledged as collateral. Such obligations include among other instruments, obligations of the United States and its agencies and obligations of the State and its municipal and school district subdivisions.

The Agency's deposit and investment policies are governed by State statutes. The Agency has adopted its own written investment policy which provides for the deposit of funds in FDIC insured commercial banks or trust companies located within the State. The Agency is authorized to use demand deposits, time deposit accounts and certificates of deposit.

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Notes to Financial Statements (Continued)  
December 31, 2022

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**Note 2 - Summary of Significant Accounting Policies (Continued)**

The Agency follows the provisions of GASB Statement No. 72, "*Fair Value Measurement and Application*", which defines fair value and establishes a fair value hierarchy organized into three levels based upon the input assumptions used in pricing assets. Level 1 inputs have the highest reliability and are related to assets with unadjusted quoted prices in active markets. Level 2 inputs relate to assets with other than quoted prices in active markets which may include quoted prices for similar assets or liabilities or other inputs which can be corroborated by observable market data. Level 3 inputs are unobservable inputs and are used to the extent that observable inputs do not exist.

**Risk Disclosure**

**Interest Rate Risk** - Interest rate risk is the risk that the entity will incur losses in fair value caused by changing interest rates. The Agency does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from changing interest rates. Generally, the Agency does not invest in any long-term investment obligations.

**Custodial Credit Risk** - Custodial credit risk is the risk that in the event of a bank failure, the Agency's deposits may not be returned to it. GASB Statement No. 40, "*Deposit and Investment Risk Disclosures – an amendment of GASB Statement No. 3*", directs that deposits be disclosed as exposed to custodial credit risk if they are not covered by depository insurance and the deposits are either uncollateralized, collateralized by securities held by the pledging financial institution or collateralized by securities held by the pledging financial institution's trust department but not in the Agency's name. The Agency's aggregate bank balances that were not covered by depository insurance were not exposed to custodial credit risk at December 31, 2022.

**Credit Risk** - Credit risk is the risk that an issuer or other counterparty will not fulfill its specific obligation even without the entity's complete failure. The Agency does not have a formal credit risk policy other than restrictions to obligations allowable under General Municipal Law of the State of New York.

**Concentration of Credit Risk** - Concentration of credit risk is the risk attributed to the magnitude of an entity's investments in a single issuer. The Agency's investment policy limits the amount on deposit at each of its banking institutions.

**Accounts Receivable**

Accounts receivable balances are reflected net of an allowance for doubtful accounts. The allowance for doubtful accounts is the Agency's best estimate of the probable losses in the existing accounts receivable balance. The CDA had accounts receivable of \$153,140 and Section 8 had \$132,198 with doubtful accounts of \$14,356 at December 31, 2022.

**Prepaid Expenses/Expenditures**

Certain payments to vendors reflect costs applicable to future accounting periods, and are recorded as prepaid items using the consumption method in both the government-wide and fund financial statements. Prepaid expenses/expenditures consist of employee retirement which have been satisfied prior to the end

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Notes to Financial Statements (Continued)  
December 31, 2022

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**Note 2 - Summary of Significant Accounting Policies (Continued)**

of the fiscal year, but represent items which have been provided for in the subsequent year's budget and will benefit such periods. The CDA had prepaids of \$2,930 and Section 8 had \$2,757.

**Capital Assets**

Capital assets and long-term liabilities of the Agency are accounted for on a cost of services or "capital maintenance" measurement focus. This means that all assets and all liabilities (whether current or noncurrent) associated with its activities are included in net position. As a proprietary fund, the operating statements of the Agency present increases (revenues) and decreases (expenses) in net position.

Capital assets acquired by the Agency are stated at cost (or estimated historical cost) including interest capitalized during construction, where applicable. Donated capital assets are recorded at acquisition value at the date of donation. Acquisition value is the price that would be paid to acquire an asset with equivalent service potential on the date of donation. There are no reversionary interests by the grantor in any of the assets, the date of donation in the case of gifts. The Agency capitalizes assets whose cost exceeds \$500.

Depreciation of all exhaustible fixed assets used by the Agency is charged as an expense against its operations. Accumulated depreciation is reported in net position. Depreciation is provided over the estimated useful lives of the assets.

Depreciation is computed using the straight-line method over the estimated useful lives of the assets. Estimated useful lives range from 3-5 years for equipment.

The Agency's measurement focus on income determination and capital maintenance requires the net amount of interest cost for qualifying assets to be capitalized during the period of construction.

**Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of financial position includes a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense) until then.

In addition to liabilities, the statement of financial position includes a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time.

The Agency has reported deferred outflows of resources and deferred inflows of resources in relation to its pension and other postemployment benefit liabilities in the statement of net position. These amounts are detailed in the discussion of the Agency's pension and other postemployment benefit liabilities in Note 4.

**Long-Term Liabilities**

In the statement of net position, long-term debt and other long-term obligations are reported as liabilities.

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Notes to Financial Statements (Continued)  
December 31, 2022

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**Note 2 - Summary of Significant Accounting Policies (Continued)**

**Net Pension Liability (Asset)**

The net pension liability (asset) represents the Town's proportionate share of the net pension liability (asset) of the New York State and Local Employees' Retirement System and the New York State and Local Police and Fire Retirement System. The financial reporting of these amounts are presented in accordance with the provisions of GASB Statement No. 68, "Accounting and Financial Reporting for Pensions" and GASB Statement No. 71, "Pension Transition for Contributions Made Subsequent to the Measurement Date – An Amendment of GASB Statement No. 68."

**Other Postemployment Benefit Liability ("OPEB")**

In addition to providing pension benefits, the Agency provides health care benefits for certain retired employees and their survivors. The financial reporting of these amounts are presented in accordance with the provisions of GASB Statement No. 75, "Accounting and Financial Reporting for Postemployment Benefits Other than Pensions".

**Compensated Absences**

The various collective bargaining agreements provide for the payment of accumulated vacation and sick leave upon separation from service. The liability for such accumulated leave is reflected in the Statement of Net Position as current and long-term liabilities. The liability for compensated absences includes salary related payments, where applicable.

**Net Position**

Net position represents the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. Net position is comprised of three components: net investment in capital assets, restricted, and unrestricted.

*Net investment in capital* assets consists of capital assets, net of accumulated depreciation/amortization and reduced by outstanding balances of bonds and other debt that are attributable to the acquisition, construction, or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt are also included in this component of net position.

*Restricted* net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Assets are reported as restricted when constraints are placed on asset use either through the enabling legislation adopted by the Agency or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.

*Unrestricted* net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that does not meet the definition of the two preceding categories.

**Application of Restricted and Unrestricted Resources**

In order to calculate the amounts to report as restricted and unrestricted fund balance, a flow assumption must be made about the order in which the resources are considered to be applied. When both

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Notes to Financial Statements (Continued)  
December 31, 2022

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**Note 2 - Summary of Significant Accounting Policies (Continued)**

restricted and unrestricted amounts of fund balance are available for use for expense incurred, it is the Agency's policy to use restricted amounts first and then unrestricted amounts as they are needed. For unrestricted amounts of fund balance, it is the Agency's policy to use fund balance in the following order: committed, assigned and unassigned.

**Use of Estimates**

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities and deferred inflows of resources and disclosures of contingent assets and liabilities at the date of the financial statements. Estimates also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Subsequent Events Evaluation by Management**

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is \_\_\_\_\_, 2023.

**New Accounting Pronouncement**

GASB Statement No. 87, "Leases", established a single model for lease accounting based on the concept that leases are a financing of a "right-to-use" underlying asset. This statement requires a lessee to recognize a lease liability and an intangible right-to-use lease asset and a lessor to recognize a lease receivable and a deferred inflow of resources. The requirements of GASB Statement No. 87 are effective for the Agency's fiscal year ended December 31, 2022. The Agency has completed its evaluation of the financial impact of GASB Statement No. 87 and determined that the implementation of this standard was not required as it did not have a material impact on its financial statements.

**Note 3 - Capital Assets**

Changes in the Agency's capital assets are as follows:

	Balance January 1, 2022	Additions	Balance December 31, 2022
	<u>          </u>	<u>          </u>	<u>          </u>
Governmental Activities:			
Capital Assets, being depreciated			
Machinery and equipment	\$ 58,243	\$ 1,035	\$ 59,278
Less Accumulated Depreciation for			
Machinery and equipment	<u>52,824</u>	<u>2,178</u>	<u>55,002</u>
Total Capital Assets, being			
depreciated, net	<u>\$ 5,419</u>	<u>\$ (1,143)</u>	<u>\$ 4,276</u>
Capital Assets, net	<u>\$ 5,419</u>	<u>\$ (1,143)</u>	<u>\$ 4,276</u>

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Notes to Financial Statements (Continued)  
December 31, 2022

**Note 3 - Capital Assets (Continued)**

	Balance January 1, 2022	Additions	Balance December 31, 2022
Business-type Activities:			
Capital Assets, not being depreciated			
Land	\$ 1,937,200	\$ -	\$ 1,937,200
Capital Assets, being depreciated			
Machinery and equipment	\$ 14,833	\$ -	\$ 14,833
Less Accumulated Depreciation for Machinery and equipment	14,833	-	14,833
Total Capital Assets, being depreciated, net	\$ -	\$ -	\$ -
Capital Assets, net	\$ 1,937,200	\$ -	\$ 1,937,200

**Note 4 - Long-Term Liabilities**

The following table summarizes changes in the Agency's long-term liabilities for the year ended December 31, 2022:

	Balance January 1, 2022	New Issues/ Additions	Maturities and/or Payments	Balance December 31, 2022	Due Within One Year
Governmental Activities:					
Compensated absences	\$ 19,834	\$ 3,512	\$ 1,983	\$ 21,363	\$ 2,100
Retirement incentives and Other Pension	9,182	-	9,182	-	-
Net pension liability	468	-	468	-	-
Other post employment benefit obligations payable	1,061,039	128,597	297,305	892,331	-
Long-term Liabilities	\$ 1,090,523	\$ 132,109	\$ 308,938	\$ 913,694	\$ 2,100
Business-Type Activities:					
Compensated absences	\$ 20,257	\$ 10,661	\$ 2,026	\$ 28,892	\$ 2,900
Net pension liability	441	-	441	-	-
Other post employment benefit obligations payable	998,625	121,033	279,817	839,841	-
Long-term Liabilities	\$ 1,019,323	\$ 131,694	\$ 282,284	\$ 868,733	\$ 2,900

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Notes to Financial Statements (Continued)  
December 31, 2022

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**Note 4 - Long-Term Liabilities (Continued)**

**Compensated Absences**

Accumulated unpaid vacation, sick pay, and other employee benefit amounts are accrued when incurred. At December 31, 2022, the Agency had a deferred compensation liability for accumulated unpaid vacation and sick pay of \$21,363 for the CDA and \$28,892 for Section 8.

**Pension Plans**

*Employee's Retirement System*

The Agency participates in the New York State and Local Employees' Retirement System ("ERS") ("System"). This is a cost-sharing, multiple-employer defined benefit pension plan. ERS provides retirement benefits as well as death and disability benefits. The net position of the ERS is held in the New York State Common Retirement Fund ("Fund"), which was established to hold all net assets and record changes in plan net position. The Comptroller of the State of New York serves as the trustee of the Fund and is the administrative head of the ERS. The Comptroller is an elected official determined in a direct statewide election and serves a four year term. Obligations of employers and employees to contribute and benefits to employees are governed by the New York State Retirement and Social Security Law ("NYSRSSL"). Once a public employer elects to participate in the ERS, the election is irrevocable. The New York State Constitution provides that pension membership is a contractual relationship and plan benefits cannot be diminished or impaired. Benefits can be changed for future members only by enactment of a State statute. The Agency also participates in the Public Employees' Group Life Insurance Plan, which provides death benefits in the form of life insurance. The ERS is included in the State's financial report as a pension trust fund. That report, including information with regard to benefits provided may be found at [www.osc.state.ny.us/retire/publications/index.php](http://www.osc.state.ny.us/retire/publications/index.php) or obtained by writing to the New York State and Local Retirement System, 110 State Street, Albany, NY 12244.

The System is noncontributory except for employees who joined after July 27, 1976, who contribute 3% of their salary for the first ten years of membership, and employees who joined on or after January 1, 2010, who generally contribute between 3% and 6% of their salary for their entire length of service. Under the authority of the NYSRSSL, the Comptroller annually certifies the actuarially determined rates expressly used in computing the employers' contributions based on salaries paid during the System's fiscal year ending March 31. The employer contribution rates for the plan's year ending in 2022 are as follows:

<u>Tier/Plan</u>	<u>Rate</u>
4 A15	18.0 %
6 A15	10.5



**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Notes to Financial Statements (Continued)  
December 31, 2022

**Note 4 - Long-Term Liabilities (Continued)**

At December 31, 2022, the Agency reported the following for its proportionate share of the net pension liability for ERS:

Business-Type Activities:	
Measurement date	March 31, 2022
Net pension asset	\$ 31,513
Agency's proportion of the net pension asset	0.0003855 %
Change in proportion since the prior measurement date	(0.0000570) %
Business-Type Activities:	
Measurement date	March 31, 2022
Net pension asset	\$ 31,513
Agency's proportion of the net pension asset	0.0003855 %
Change in proportion since the prior measurement date	(0.0000570) %

The net pension liability was measured as of March 31, 2022 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Agency's proportion of the net pension liability was based on a computation of the actuarially determined indexed present value of future compensation by employer relative to the total of all participating members.

For the year ended December 31, 2022, the CDA recognized its proportionate pension expense of \$824 and Section 8 of \$792.

At December 31, 2022, the Agency reported its proportionate share of deferred outflows of resources and deferred inflows of resources related to ERS from the following sources:

	Governmental Activities		Business-type Activities		Total	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 2,536	\$ 3,289	\$ 2,387	\$ 3,095	\$ 4,923	\$ 6,384
Changes of assumptions	55,878	942	52,592	887	108,470	1,829
Net difference between projected and actual earnings on pension plan investments	-	109,642	-	103,192	-	212,834
Changes in proportion and differences between Agency contributions and proportionate share of contributions	4,012	11,029	3,775	10,381	7,787	21,410
Agency contributions subsequent to the measurement date	8,789	-	8,272	-	17,061	-
	<u>\$ 71,215</u>	<u>\$ 124,902</u>	<u>\$ 67,026</u>	<u>\$ 117,555</u>	<u>\$ 138,241</u>	<u>\$ 242,457</u>

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Notes to Financial Statements (Continued)  
December 31, 2022

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**Note 4 - Long-Term Liabilities (Continued)**

CDA reported \$8,789 and Section 8 reported \$8,272 as deferred outflows of resources related to ERS resulting from the Agency's accrued contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended March 31, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to ERS will be recognized in pension expense as follows:

Year Ended March 31,	Governmental Activities	Business-type Activities
2023	\$ (9,434)	\$ (8,879)
2024	(14,984)	(14,103)
2025	(30,369)	(28,582)
2026	(7,689)	(7,237)
2027	-	-
Thereafter	-	-
	<u>\$ (62,476)</u>	<u>\$ (58,801)</u>

The total pension liability for the March 31, 2022 measurement date was determined by using an actuarial valuation as noted below, with update procedures used to roll forward the total pension liabilities to that measurement date. Significant actuarial assumptions used in the valuation were as follows:

Measurement date	March 31, 2022
Actuarial valuation date	April 1, 2021
Investment rate of return	5.9%
Salary scale	4.4%
Inflation rate	2.7%
Cost of living adjustments	1.4%

\*Compounded annually, net of pension plan investment expenses, including inflation.

Annuitant mortality rates are based on the System experience with adjustments for mortality improvements based on the Society of Actuaries' Scale MP-2020.

The actuarial assumptions used in the valuation are based on the results of an actuarial experience study for the period April 1, 2015 - March 31, 2020.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected return, net of investment expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Notes to Financial Statements (Continued)  
December 31, 2022

**Note 4 - Long-Term Liabilities (Continued)**

Best estimates of arithmetic real rates of return for each major asset class included in the target asset allocation is summarized in the following table.

Asset Type	Target Allocation	Long-Term Expected Real Rate of Return
Domestic Equity	32 %	3.30 %
International Equity	15	5.85
Private Equity	10	6.50
Real Estate	9	5.00
Opportunistic/ARS Portfolio	3	4.10
Credit	4	3.78
Real Assets	3	5.80
Fixed Income	23	-
Cash	1	(1.00)
	<u>100 %</u>	

The real rate of return is net of the long-term inflation assumption of 2.7%.

The discount rate used to calculate the total pension liability was 5.9%. The projection of cash flows used to determine the discount rate assumes that contributions from plan members will be made at the current contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based upon those assumptions, the ERS's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The following presents the Agency's proportionate share of the net pension liability calculated using the discount rate of 5.9%, as well as what the Agency's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1 percentage point lower (4.9%) or 1 percentage point higher (6.9%) than the current rate:

	1% Decrease (4.9%)	Current Discount Rate (5.9%)	1% Increase (6.9%)
Governmental Activities proportionate share of the net pension liability (asset)	\$ 86,184	\$ (33,483)	\$ (133,578)
Business-type Activities proportionate share of the net pension liability (asset)	\$ 81,114	\$ (31,513)	\$ (125,721)

**Glen Cove Community Development Agency**  
 (A Component Unit of the City of Glen Cove, New York)

Notes to Financial Statements (Continued)  
 December 31, 2022

**Note 4 - Long-Term Liabilities (Continued)**

The components of the collective net pension liability of ERS as of the March 31, 2022 measurement date were as follows:

	<u>ERS</u>
Total pension liability	\$ 223,874,888,000
Fiduciary net position	<u>232,049,473,000</u>
Employers' net pension liability	<u>\$ (8,174,585,000)</u>
Fiduciary net position as a percentage of total pension liability	<u>103.65%</u>

Employer contributions to ERS are paid annually and cover the period through the end of the ERS's fiscal year, which is March 31<sup>st</sup>. Retirement contributions as of December 31, 2022 represent the projected employer contribution for the period of April 1, 2022 through December 31, 2022 based on prior year ERS wages multiplied by the employers' contribution rate, by tier. Retirement contributions to ERS for the nine months ended December 31, 2022 were \$8,789 for CDA and \$8,272 for Section 8.

*Voluntary Defined Contribution Plan*

The Agency can offer a defined contribution plan to all non-union employees hired on or after July 1, 2013 and earning at the annual full-time salary rate of \$75,000 or more. The employee contribution is between 3% and 6% depending on salary and the Agency will contribute 8%. Employer contributions vest after 366 days of service. No current employees participated in this program.

**Other Postemployment Benefit Liability ("OPEB")**

In addition to providing pension benefits, the Agency provides certain health care benefits for retired employees through a single employer defined benefit OPEB plan. The various collective bargaining agreements stipulate the employees covered and the percentage of contribution. Contributions by the Agency may vary according to length of service. The cost of providing postemployment health care benefits is shared between the Agency and the retired employee as noted below. Substantially all of the Agency's employees may become eligible for those benefits if they reach normal retirement age while working for the Agency. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75, "Accounting and Financial Reporting for Postemployment Benefits Other than Pensions", so the net OPEB liability is equal to the total OPEB liability. Separate financial statements are not issued for the plan.

At December 31, 2022, the following employees were covered by the benefit terms:

Active employees	7
Retired Employees	<u>7</u>
	<u>14</u>

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Notes to Financial Statements (Continued)  
December 31, 2022

**Note 4 - Long-Term Liabilities (Continued)**

The CDA's total OPEB liability of \$892,331 and Section 8 of \$839,841 was measured as of December 31, 2022, and was determined by an actuarial valuation as of December 31, 2022.

The total OPEB liability in the December 31, 2022 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	3.30%
Salary increases	3.30%
Discount rate	4.31%
Healthcare cost trend rates	5.5% for 2022, decreasing by up to .5% per year to an ultimate rate of 4.5%
Retirees' share of benefit-related costs	Varies depending on applicable retirement year and bargaining unit

The discount rate was based on the 20-year Municipal Bond Rate.

Mortality rates were based on June 2013 Society of Actuaries Study entitled "Health Care Costs – From Birth to Death".

The actuarial assumptions used in the December 31, 2022 valuation for turnover and retirement for ERS was based on the April 1, 2015 to March 31, 2020 experience study released by the Retirement Systems Actuary and published in their August 2020 report.

The Agency's change in the total OPEB liability for the year ended December 31, 2022 is as follows:

	Governmental Activities		Business-type Activities		Total	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 2,536	\$ 3,289	\$ 2,387	\$ 3,095	\$ 4,923	\$ 6,384
Changes of assumptions	55,878	942	52,592	887	108,470	1,829
Net difference between projected and actual earnings on pension plan investments	-	109,642	-	103,192	-	212,834
Changes in proportion and differences between Agency contributions and proportionate share of contributions	4,012	11,029	3,775	10,381	7,787	21,410
Agency contributions subsequent to the measurement date	8,789	-	8,272	-	17,061	-
	<u>\$ 71,215</u>	<u>\$ 124,902</u>	<u>\$ 67,026</u>	<u>\$ 117,555</u>	<u>\$ 138,241</u>	<u>\$ 242,457</u>

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Notes to Financial Statements (Continued)  
December 31, 2022

**Note 4 - Long-Term Liabilities (Continued)**

The following presents the total OPEB liability of the Agency, as well as what the Agency's total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (3.31%) or 1 percentage point higher (5.31%) than the current discount rate:

	1% Decrease (3.31%)	Current Discount Rate (4.31%)	1% Increase (5.31%)
Governmental Activities			
Total OPEB Liability	\$ 1,030,459	\$ 892,331	\$ 781,384
Business-type Activities			
Total OPEB Liability	\$ 969,844	\$ 839,841	\$ 735,421

The following presents the total OPEB liability of the Agency, as well as what the Agency's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1 percentage point lower (4.5% decreasing to 3.5%) or 1 percentage point higher (6.5% decreasing to 5.5%) than the current healthcare cost trend rates:

	1% Decrease (4.5% decreasing to 3.5%)	Healthcare Cost Trend Rates (5.5% decreasing to 4.5%)	1% Increase (6.5% decreasing to 5.5%)
Governmental Activities			
Total OPEB Liability	\$ 750,883	\$ 892,331	\$ 1,075,326
Business-type Activities			
Total OPEB Liability	\$ 706,713	\$ 839,841	\$ 1,012,071

For the year ended December 31, 2022, the CDA recognized OPEB expense of \$71,968 and Section 8 of \$67,735. At December 31, 2022, the Agency reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Governmental Activities		Business-type Activities		Total	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes of assumptions or other inputs	\$ 137,471	\$ 317,740	\$ 129,384	\$ 299,049	\$ 266,855	\$ 616,789
Differences between expected and actual experience	54,742	34,700	51,522	32,659	106,264	67,359
	<u>\$ 192,213</u>	<u>\$ 352,440</u>	<u>\$ 180,906</u>	<u>\$ 331,708</u>	<u>\$ 373,119</u>	<u>\$ 684,148</u>

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Notes to Financial Statements (Continued)  
December 31, 2022

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**Note 4 - Long-Term Liabilities (Continued)**

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year Ended</u> <u>December 31,</u>	<u>Governmental</u> <u>Activities</u>	<u>Business-type</u> <u>Activities</u>
2023	\$ (19,364)	\$ (18,225)
2024	(19,364)	(18,225)
2025	(25,146)	(23,667)
2026	(18,931)	(17,817)
2027	(18,931)	(17,817)
Thereafter	<u>(58,491)</u>	<u>(55,051)</u>
	<u>\$ (160,227)</u>	<u>\$ (150,802)</u>

**Note 5 - Related Parties**

During 2004, the City, CDA and IDA entered a Tri-party Municipal Cooperation Agreement, regarding sharing of resources between the City and the Agencies.

As of December 31, 2022, \$943,541 was due to the CDA for the Waterfront Development expenses financed by the CDA's Community Development Block Grant and other grants.

**Note 6 - Commitments and Contingencies**

**Litigation**

In the normal course of business there are a number of actions against the Agency that involve personal injury and/or contractual disputes between the plaintiff's and the project beneficiary. In each case, the Agency has been indemnified by the project beneficiary and, in the opinion of the Agency's management, the project beneficiary has insurance in place to mitigate any losses that may ultimately result from the resolution of such litigation. While the Agency has been named in many of these actions, in the opinion of management based on consultation with legal counsel, the ultimate resolution of such litigation matters should not result in any liability to the Agency.

**Note 7 - Risk Management**

The Agency purchases conventional insurance coverage for directors and officers liability and employment practices liability in the combined form. The current policy reflects a combined limit of \$2 million per occurrence or \$2 million for the period of the policy.

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Notes to Financial Statements (Concluded)  
December 31, 2022

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**Note 8 - Recently Issued GASB Pronouncements**

GASB Statement No. 96, "*Subscription-Based Information Technology Arrangements*" provides guidance on the accounting and financial reporting for subscription-based information technology arrangements ("SBITAs") for government end users. This Statement defines a SBITA and establishes that a SBITA results in a right-to-use subscription asset (intangible asset) and a corresponding liability. The Statement also provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA, as well as detailing the requirements for note disclosures regarding a SBITA. The requirements of this Statement are effective for reporting periods beginning after June 15, 2022.

This is not an all-inclusive list of recently issued GASB pronouncements but rather a listing of Statements that the Agency believes will most impact its financial statements. The Agency will evaluate the impact this and other pronouncements may have on its financial statements and will implement them as applicable and when material.

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**Glen Cove**  
**Community Development Agency**  
(A Component Unit of the City of Glen Cove)

Required Supplementary Information

December 31, 2022

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Required Supplementary Information Community Development Agency - Schedule of Changes in the  
City's Total OPEB Liability and Related Ratios  
Last Ten Fiscal Years (1)(2)

	2022	2021	2020	2019	2018
Total OPEB Liability:					
Service cost	\$ 66,855	\$ 62,362	\$ 43,868	\$ 39,114	\$ 50,366
Interest	24,921	21,029	30,026	28,336	30,420
Changes of benefit terms	-	-	-	-	-
Differences between expected and actual experience	36,821	-	(17,726)	-	-
Changes of assumptions or other inputs *	(263,585)	(57,620)	158,662	(20,809)	(71,038)
Benefit payments	(33,720)	(30,807)	(29,321)	(28,082)	(31,110)
Net Change in Total OPEB Liability	(168,708)	(5,036)	185,509	18,559	(21,362)
Total OPEB Liability – Beginning of Year	1,061,039	1,066,075	880,566	862,007	883,369 (3)
Total OPEB Liability – End of Year	\$ 892,331	\$ 1,061,039	\$ 1,066,075	\$ 880,566	\$ 862,007
City's covered-employee payroll	\$ 124,377	\$ 120,940	\$ 113,768	\$ 116,109	\$ 117,347
Total OPEB liability as a percentage of covered-employee payroll	717.44%	877.33%	937.06%	758.40%	734.58%
* Discount Rate	4.31%	2.25%	1.93%	3.26%	3.64%

Notes to Schedule:

- (1) Data not available prior to fiscal year 2018 implementation of Governmental Accounting Standards Board Statement No. 75, "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions".
- (2) No assets are accumulated in a trust that meets the criteria in paragraph 4 of this Statement to pay related benefits.
- (3) Restated for the implementation of the provisions of GASB Statement No. 75.
- (4) Decrease in liability is due to change in discount rate since the prior year reporting.

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Required Supplementary Information Section 8 - Schedule of Changes in the  
City's Total OPEB Liability and Related Ratios  
Last Ten Fiscal Years (1)(2)

	2022	2021	2020	2019	2018
Total OPEB Liability:					
Service cost	\$ 62,923	\$ 58,693	\$ 41,288	\$ 36,813	\$ 47,644
Interest	23,455	19,792	28,260	26,669	28,775
Changes of benefit terms	-	-	-	-	-
Differences between expected and actual experience	34,655	-	(16,683)	-	-
Changes of assumptions or other inputs *	(248,080)	(54,230)	149,328	(23,696)	(67,198)
Benefit payments	(31,737)	(28,995)	(27,596)	(26,430)	(29,428)
Net Change in Total OPEB Liability	(158,784)	(4,740)	174,597	13,356	(20,207)
Total OPEB Liability – Beginning of Year	998,625	1,003,365	828,768	815,412	835,619 (3)
Total OPEB Liability – End of Year	\$ 839,841	\$ 998,625	\$ 1,003,365	\$ 828,768	\$ 815,412
City's covered-employee payroll	\$ 117,060	\$ 113,826	\$ 107,076	\$ 109,279	\$ 111,004
Total OPEB liability as a percentage of covered-employee payroll	717.44%	877.33%	937.06%	758.40%	734.58%
* Discount Rate	4.31%	2.25%	1.93%	3.26%	3.64%

Notes to Schedule:

- (1) Data not available prior to fiscal year 2018 implementation of Governmental Accounting Standards Board Statement No. 75, "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions".
- (2) No assets are accumulated in a trust that meets the criteria in paragraph 4 of this Statement to pay related benefits.
- (3) Restated for the implementation of the provisions of GASB Statement No. 75.
- (4) Decrease in liability is due to change in discount rate since the prior year reporting.

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Required Supplementary Information - Community Development Agency  
New York State and Local Employees' Retirement System  
Last Ten Fiscal Years (1)

Schedule of the Agency's Proportionate Share of the Net Pension Liability (Asset)(2)									
	2022 (4)	2021 (4)	2020 (3)	2019	2018	2017	2016	2015	
Agency's proportion of the net pension liability (asset)	0.0004096%	0.0004702%	0.0004465%	0.0004801%	0.0003807%	0.0002195%	0.0002357%	0.0003566%	
Agency's proportionate share of the net pension liability (asset)	\$ (33,483)	\$ 468	\$ 118,230	\$ 34,018	\$ 12,288	\$ 27,749	\$ 43,654	\$ 17,860	
Agency's covered payroll	\$ 109,190	\$ 116,270	\$ 117,776	\$ 117,399	\$ 102,541	\$ 63,811	\$ 57,368	\$ 121,283	
Agency's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	-30.66%	0.40%	100.39%	28.98%	11.98%	43.49%	76.09%	14.73%	
Plan fiduciary net position as a percentage of the total pension liability (asset)	103.65%	99.95%	86.39%	96.27%	98.24%	94.70%	90.70%	97.95%	
Discount Rate	5.90%	5.90%	6.80%	7.00%	7.00%	7.00%	7.00%	7.50%	
Schedule of Contributions									
	2022	2021	2020	2019	2018	2017	2016	2015	
Contractually required contribution	\$ 15,693	\$ 15,791	\$ 16,186	\$ 15,687	\$ 13,665	\$ 10,873	\$ 9,705	\$ 25,937	
Contributions in relation to the contractually required contribution	(15,693)	(15,791)	(16,186)	(15,687)	(13,665)	(10,873)	(9,705)	(25,937)	
Contribution excess	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Agency's covered payroll	\$ 114,424	\$ 116,270	\$ 117,766	\$ 117,399	\$ 102,541	\$ 63,811	\$ 57,368	\$ 121,283	
Contributions as a percentage of covered payroll	13.71%	13.58%	13.74%	13.36%	13.33%	17.04%	16.92%	21.39%	

(1) Data not available prior to fiscal year 2015 implementation of Governmental Accounting Standards Board Statement No. 68, "Accounting and Financial Reporting for Pensions".

(2) The amounts presented for each fiscal year were determined as of the March 31 measurement date within the current fiscal year.

(3) Increase in the Agency's proportionate share of the net pension liability mainly attributable to decrease in plan fiduciary net position due to investment losses, and by a decrease in the discount rate from 7.0% to 6.8% effective with the March 31, 2020 measurement date.

(4) Decrease in the Agency's proportionate share of the net pension liability mainly attributable to increase in plan fiduciary net position due to investment gains.

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Required Supplementary Information - Section 8  
New York State and Local Employees' Retirement System  
Last Ten Fiscal Years (1)

Schedule of the Agency's Proportionate Share of the Net Pension Liability (Asset)(2)									
	2022 (4)	2021 (4)	2020 (3)	2019	2018	2017	2016	2015	
Agency's proportion of the net pension liability (asset)	0.0003855%	0.0004425%	0.0004202%	0.0004519%	0.0002740%	0.0003215%	0.0003495%	0.0005287%	
Agency's proportionate share of the net pension liability (asset)	\$ (31,513)	\$ 441	\$ 111,275	\$ 32,303	\$ 8,844	\$ 27,004	\$ 50,292	\$ 12,045	
Agency's covered payroll	\$ 154,768	\$ 109,431	\$ 110,839	\$ 110,493	\$ 120,445	\$ 93,437	\$ 85,063	\$ 179,833	
Agency's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	-20.36%	0.40%	100.39%	29.24%	7.34%	28.90%	59.12%	6.70%	
Plan fiduciary net position as a percentage of the total pension liability (asset)	103.65%	99.95%	86.39%	96.27%	98.24%	94.70%	90.70%	97.95%	
Discount Rate	5.90%	5.90%	6.80%	7.00%	7.00%	7.00%	7.00%	7.50%	
Schedule of Contributions									
	2022	2021	2020	2019	2018	2017	2016	2015	
Contractually required contribution	\$ 14,770	\$ 14,862	\$ 15,234	\$ 14,766	\$ 16,050	\$ 15,921	\$ 14,391	\$ 17,492	
Contributions in relation to the contractually required contribution	(14,770)	(14,862)	(15,234)	(14,766)	(16,050)	(15,921)	(14,391)	(17,492)	
Contribution excess	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Agency's covered payroll	\$ 171,246	\$ 109,431	\$ 110,839	\$ 110,493	\$ 120,445	\$ 93,437	\$ 85,063	\$ 179,833	
Contributions as a percentage of covered payroll	8.63%	13.58%	13.74%	13.36%	13.33%	17.04%	16.92%	9.73%	

(1) Data not available prior to fiscal year 2015 implementation of Governmental Accounting Standards Board Statement No. 68, "Accounting and Financial Reporting for Pensions".

(2) The amounts presented for each fiscal year were determined as of the March 31 measurement date within the current fiscal year.

(3) Increase in the Agency's proportionate share of the net pension liability mainly attributable to decrease in plan fiduciary net position due to investment losses, and by a decrease in the discount rate from 7.0% to 6.8% effective with the March 31, 2020 measurement date.

(4) Decrease in the Agency's proportionate share of the net pension liability mainly attributable to increase in plan fiduciary net position due to investment gains.



**Report on Internal Control Over Financial Reporting and on Compliance and Other Matters  
Based on an Audit of Financial Statements Performed in Accordance With  
Government Auditing Standards**

**Independent Auditors' Report**

**The Board of Directors of the  
Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Glen Cove Community Development Agency ("Agency") which comprise the statement of net position as of December 31, 2022 and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated \_\_\_\_\_, 2023.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Agency's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Agency's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

**PKF O'Connor Davies, LLP**  
Harrison, New York  
\_\_\_\_\_, 2023



**Report on Compliance for Each Major Federal Program and Report on  
Internal Control Over Compliance Required by the Uniform Guidance**

**Independent Auditors' Report**

**The Board of Directors of the  
Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited the Glen Cove Community Development Agency ("Agency") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the Agency's major federal programs for the year ended December 31, 2022. The Agency's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Agency complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2022.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America ("GAAS"); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States ("*Government Auditing Standards*"); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Agency and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Agency's compliance with the compliance requirements referred to above.



## ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the Agency's federal programs.

## ***Auditors' Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Agency's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Governmental Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error; as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Non-compliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Agency's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Agency's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Agency's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

## **Report on Internal Control Over Compliance**

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

**PKF O'Connor Davies, LLP**  
Harrison, New York  
March xx, 2023

**Glen Cove Community Development Agency**

Schedule of Expenditures of Federal Awards  
Year Ended December 31, 2022

<u>Federal Grantor/Pass-Through Grantor/ Program Title</u>	<u>Federal Assistance Listing Number</u>	<u>Pass-Through Entity Identifying Number</u>	<u>Passed Through to Sub- recipients</u>	<u>Federal Program Expenditures</u>
<u>U.S. Department of Housing and Urban Development</u>				
Direct Programs				
Section 8 Housing Choice Vouchers Program	14.871	n/a	\$ -	\$ 5,398,222
Community Development Block Grant Program	14.228		-	51,828
COVID-19 Community Development Block Grant Program	14.228		-	381,324
			-	433,152
Total U.S. Department of Housing and Urban Development			-	5,831,374
Total			\$ -	\$ 5,831,374

See independent auditors' report and notes to schedule of expenditures of federal awards.

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Notes to Schedule of Expenditures of Federal Awards  
Year Ended December 31, 2022

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**Note 1 - Basis of Presentation**

The accompanying Schedule of Expenditures of Federal Awards ("Schedule") includes the federal award activity of the Glen Cove Community Development Agency ("Agency") under programs of the federal government for the year ended December 31, 2022. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* ("Uniform Guidance"). Because the Schedule presents only a selected portion of the operations of the Agency, it is not intended to and does not present the financial position or changes in net position of the Agency.

**Note 2 - Summary of Significant Accounting Policies**

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**Note 3 - Indirect Cost Rate**

The Agency has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

**Glen Cove Community Development Agency**  
 (A Component Unit of the City of Glen Cove, New York)

Schedule of Findings and Questioned Costs  
 Year Ended December 31, 2022

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**Section I - Summary of Auditor's Results**

**Financial Statements**

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP

Unmodified

Internal control over financial reporting:

- Material weakness(es) identified?
- Significant deficiency(ies) identified

\_\_\_ Yes     X  No  
 \_\_\_ Yes     X  None reported

Noncompliance material to financial statements noted?

\_\_\_ Yes     X  No

**Federal Awards**

Internal Control over major federal programs:

- Material weakness(es) identified?
- Significant deficiency(ies) identified?

\_\_\_ Yes     X  No  
 \_\_\_ Yes     X  None reported

Type of auditor's report issued on compliance for major federal programs

Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?

\_\_\_ Yes     X  No

Identification of major federal programs:

Assistance

Listing Number

Name of Federal Program or Cluster

14.871

Section 8 Housing Choice Voucher Program

Dollar threshold used to distinguish between Type A and Type B programs:

\$ 750,000

Auditee qualified as low-risk auditee?

\_\_\_ Yes     X  No

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Schedule of Findings and Questioned Cost (Concluded)  
Year Ended December 31, 2022

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**Section II - Financial Statement Findings**

None

**Section III - Federal Award Findings and Questioned Costs**

None

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Summary Schedule of Prior Audit Findings  
Year Ended December 31, 2022

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None

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Schedule of Cash and Investments

Year Ended December 31, 2022



## Glen Cove Community Development Agency

### Table of Contents

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	<u>Page No.</u>
Independent Auditors' Report	1
Schedule of Cash and Investments	3
Notes to Schedule of Cash and Investments	4
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Schedule of Cash and Investments Performed in Accordance With <i>Government Auditing Standards</i>	6



## Independent Auditors' Report

**The Board of Directors of the  
Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

### **Report on the Audit of the Schedule of Cash and Investments**

#### ***Opinion***

We have audited the Schedule of Cash and Investments ("Schedule") of the Glen Cove Community Development Agency ("Agency") (A Component Unit of the City of Glen Cove, New York), as of December 31, 2022, and the related notes to the Schedule.

In our opinion, the accompanying Schedule and related notes referred to above presents fairly, in all material respects, the cash and investments of the Agency as of December 31, 2022, in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America ("GAAS") and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Schedule. We are required to be independent of the Agency, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### ***Responsibilities of Management for the Schedule***

Management is responsible for the preparation and fair presentation of the Schedule in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the Schedule that are free from material misstatement, whether due to fraud or error.

### ***Auditors' Responsibilities for the Audit of the Schedule***

Our objectives are to obtain reasonable assurance about whether the Schedule as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the Schedule.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the Schedule, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the Schedule.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the Schedule.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March XX, 2023 on our consideration of the Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters with respect to the Schedule. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial reporting and compliance with respect to the Schedule.

**PKF O'Connor Davies, LLP**  
Harrison, New York  
\_\_\_\_\_, 2023

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Schedule of Cash and Investments  
Year Ended December 31, 2022

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Cash and equivalents	<u>\$ 591,144</u>
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See accompanying notes.

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Notes to Schedule of Cash and Investments  
Year Ended December 31, 2022

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**A. Organization**

The Glen Cove Community Development Agency ("Agency") was established to develop and maintain healthy, vibrant neighborhoods that provide economic opportunities for low and moderate income persons living in the City of Glen Cove, New York ("City"). The Agency, which is staffed by the City Community Development staff, utilizes an integrated approach by fostering partnerships among all levels of government and the private sector, including non-profit organizations. The Board of Directors are appointed by the City and is the legislative body responsible for the overall operation of the Agency.

The financial statements of the Agency have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental units and the Uniform System of Accounts prescribed by the State of New York. The Governmental Accounting Standards Board ("GASB") is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

**B. Summary of Significant Accounting Policies**

**Cash, Cash Equivalents, Investments and Risk Disclosure**

**Cash and Equivalents** - Cash and equivalents consist of funds deposited in demand deposit accounts, time deposit accounts and short-term investments with original maturities of less than three months from the date of acquisition.

The Agency's deposits and investment policies are governed by New York State statutes. Agency monies must be deposited in FDIC insured commercial banks or trust companies located within the State. The Agency is authorized to use demand deposit accounts, time deposit accounts and certificates of deposit.

Collateral is required for demand deposit accounts, time deposit accounts and certificates of deposit at 100% of all deposits not covered by Federal deposit insurance. Obligations that may be pledged as collateral are obligations of the United States and its agencies and obligations of New York State and its municipal and school district subdivisions.

**Investments** - Permissible investments include obligations of the U.S. Treasury, U.S. Agencies, repurchase agreements and obligations of New York State or its political subdivisions.

The Agency follows the provisions of GASB Statement No. 72, "*Fair Value Measurement and Application*", which defines fair value and establishes a fair value hierarchy organized into three levels based upon the input assumptions used in pricing assets. Level 1 inputs have the highest reliability and are related to assets with unadjusted quoted prices in active markets. Level 2 inputs relate to assets with other than quoted prices in active markets which may include quoted prices for similar assets or liabilities or other inputs which can be corroborated by observable market data. Level 3 inputs are unobservable inputs and are used to the extent that observable inputs do not exist.

**The Agency does not have any investments at December 31, 2022 and 2021.**

**Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

Notes to Schedule of Cash and Investments (Concluded)  
Year Ended December 31, 2022

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**B. Summary of Significant Accounting Policies** *(Continued)*

**Risk Disclosure**

**Interest Rate Risk** - Interest rate risk is the risk that the entity will incur losses in fair value caused by changing interest rates. The Agency does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from changing interest rates. Generally, the Agency does not invest in any long-term investment obligations.

**Custodial Credit Risk** - Custodial credit risk is the risk that in the event of a bank failure, the Agency's deposits may not be returned to it. GASB Statement No. 40, "*Deposit and Investment Risk Disclosures – an amendment of GASB Statement No. 3*", directs that deposits be disclosed as exposed to custodial credit risk if they are not covered by depository insurance and the deposits are either uncollateralized, collateralized by securities held by the pledging financial institution or collateralized by securities held by the pledging financial institution's trust department but not in the Agency's name. The Agency's aggregate bank balances that were not covered by depository insurance were not exposed to custodial credit risk at December 31, 2022 and 2021.

**Credit Risk** - Credit risk is the risk that an issuer or other counterparty will not fulfill its specific obligation even without the entity's complete failure. The Agency does not have a formal credit risk policy other than restrictions to obligations allowable under General Municipal Law of the State of New York.

**Concentration of Credit Risk** - Concentration of credit risk is the risk attributed to the magnitude of a government's investments in a single issuer. The Agency's investment policy limits the amount on deposit at each of its banking institutions.

\* \* \* \* \*



**Report on Internal Control Over Financial Reporting and on Compliance and  
Other Matters Based on an Audit of the Schedule of Cash and Investments  
Performed in Accordance With *Government Auditing Standards***

**Independent Auditors' Report**

**The Board of Directors of the  
Glen Cove Community Development Agency**  
(A Component Unit of the City of Glen Cove, New York)

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the Schedule of Cash and Investments ("Schedule") of the Glen Cove Community Development Agency ("Agency") (A Component Unit of the City of Glen Cove, New York) as of December 31, 2022 and the related notes to the Schedule, and have issued our report thereon dated March XX, 2023.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the Schedule, we considered the Agency's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the Schedule of Cash and Investments, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Agency's Schedule will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Agency's Schedule is free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, investment policies established by the Agency and the New York State Comptroller investment guideline requirements as presented in Section 201.3(c) of the *Accounting, Reporting and Supervision Requirements for Public Authorities*, noncompliance with which could have a direct and material effect on the Schedule of Cash and Investments. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

**PKF O'Connor Davies, LLP**  
Harrison, New York  
\_\_\_\_\_, 2023



**GLEN COVE COMMUNITY DEVELOPMENT AGENCY**

9 Glen Street, City Hall

Glen Cove, New York 11542

**MINUTES OF MEETING**

**March 28, 2023**

Resolution #12

**RESOLUTION OF THE GLEN COVE COMMUNITY DEVELOPMENT AGENCY AUTHORIZING THE EXECUTIVE DIRECTOR TO PROMOTE MYRRAH CUKRO TO THE FULL-TIME POSITION OF SENIOR HOUSING SPECIALIST FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

**WHEREAS** the Glen Cove Community Development Agency hired Myrrah Cukro in March 2022 as a full-time Housing Specialist. Myrrah Cukro has demonstrated a willingness and competency of performing duties in her role above and beyond the job description in which she was hired (see attached Senior Housing Specialist job description and duties executed by Myrrah Cukro). Ms. Cukro has completed housing training and will continue to train under Program Administrator, Angelina Curcio.

**NOW, THEREFORE, BE IT RESOLVED** that the Executive Director is authorized to promote Myrrah Cukro to the position of full-time Senior Housing Specialist for the Glen Cove Section 8 Housing Choice Voucher Program and her annual salary be increased to \$50,000.00 effective on April 10, 2023.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Chairperson Panzenbeck	A YE
Vice Chairperson Hartley	A YE
Gigi Ferrante	ABSENT
Francine Kohler	A YE
Nelson Rivera	ABSENT
Suzanne White	A YE
Dr. Danielle Willis	ABSENT

The foregoing Resolution is thereupon declared duly adopted.

GC-CDA (CR)  
**ENTERED**  
3-28-23

**In addition to the job description for Sr. Housing specialist and program administrator this is a list detailed responsibility for both.**

**Annual Re-certification (both)**

1. Monthly mail out of all forms necessary for re-certification to 20-35 participants.
2. As forms are returned to the office in person, by mail, or email. (Make copies and scan all forms and supporting documents) create file with all documents returned, check to see if any documents are missing and contact person by phone, email, or send a note requesting documentation. Send out verification forms to employers when necessary.
3. Send out 2<sup>nd</sup> notice to all tenants who have not responded to the first mailing.
4. Send out a final notice to tenants who have not responded. The office could be working on 40 or more files continually changing, as they come in and get re-certified.
5. Once all documents have been received preform the annual re-certification by inputting data into the Housing software with manual calculations of income. Pull HUD EIV report with all annual re-certification and determine if the household has an income discrepancy. (Housing specialist and Program administrator preform step 5 as needed).
6. If an income discrepancy is found the housing specialist will provide information to the program administrator for final review and determination of the amount to be repaid to the agency.
7. Mail out certification and contract.
8. Keep a timely record of the return of certifications and contract. Send out 2<sup>nd</sup> and final notices that HAP payments will be withheld without the return of the documents. (Housing specialist and program administrator work closely together with completing step 8.
9. Rent increase will be reviewed and approved by the program administrator.
10. Program administrator will review annual certification completed by the housing specialist according to a sample size indicated by SEMAP.

**Interim reviews. (both)**

When program participants provide the office with a change in income or other change in household composition steps 5 thru 9 above are completed by housing specialist or program administrator.

**Waitlist management (both)**

1. On a monthly basis 10 or more applicants are contacted by mail to provide necessary documentation to determine eligibility.
2. 2<sup>nd</sup> and final notices are mailed. (Should the applicant have a disability the applicant is contacted by phone as well as mail).
3. When working from the top of the waiting list, most applicants are disabled and require more time in submitting documents and require in dept and repeated explanations on how

the program is administrated and the necessary documentation needed. Since the disabled require this extra care, the office could be working on 30 or more files at a time continually changing as applicants are called from the wait list and issued vouchers or removed from the list.

4. Review all documents received (birth certificate, current income, child support, medical cost, bank statements, ss cards, criminal background, scan all documents received, create a file, and determine is more information is needed. Will keep contact with the applicant by phone, email, or postal mail as needed until all documents are receive.
5. Review applicant against PIC existing participant report and conduct a nation sex offender search.
6. Once the housing specialist has completed the file, it will then be reviewed by the program administrator who will then issue the voucher and conduct an in person oral briefing.
7. Program administrator will then send out notices of expiring vouchers, will review and port voucher holders to other agencies as requested, will remove applicants from the waiting list as permitted by HUD regulations and administrative plan, will keep a record for SEMAP evaluation.
8. Once a unit has been identified, will correspond with applicant and landlord to ensure all documents are submitted and will conduct a new admission.

#### **Repayment from Program Participants. (both)**

1. Program administrator will calculate and determine a repayment plan for income discrepancies found during the annual re-certification and interims, will determine when to hold HAP payment to landlords if the repayment from the participant is not received.
2. Housing specialist will keep records of repayments, make copies of payments received, will submit payments, receipt log, and copies of repayment letters to the CFO.

#### **Annually pull files for auditor review (both)**

##### **Port in (Program administrator)**

1. Program administrator will review documents received by other agencies and issue a voucher, will keep a record of expiring voucher, and return the port in if the participant did not find a suitable unit to rent and the voucher has expired.
2. Preforms a move in when voucher holder finds a unit to lease. Communicates with participant and landlord to receive all necessary documents from both parties.

##### **Port out (Program administrator)**

1. When a participant or applicant request a port out, all corresponding documents and port out form will be sent to receiving agency. When the agency is unfamiliar a search will be conducted to find contact information to ensure it will be sent to the correct agency.

##### **SEMAP Certification (Program administrator)**

1. Through out the year will perform quality control inspections of sample units, review annual re-certifications of sample participants, conduct rent reasonableness, review annual fair

market rents to calculate the payment standard, keep up to date information on the waitlist.

2. Search online units to update rental comparisons in the software.
3. Monthly submissions of 50058 to PIC must have a 95% or higher rating to be included in the SEMAP.
4. Accurate monthly submissions to VMS ( will provide reports to CFO and CFO will submit to VMS).
5. Once a year collect utility bills to submit for review of utility allowance.
6. Determine if utility allowance changes are necessary to qualify for SEMAP.
7. Monthly review of inspectors HQS results to determine if a HAP payment should be withheld or abated.
8. Review the 2 year too in order to improve utilization.

**Provide monthly reports to the CFO and annual reports to auditors. Create Monthly HAP payment file and provide to CFO for submission to the bank. Post payments made to Quickbooks. (program administrator)**

**Glen Cove Community Development Agency**

**Section 8 Housing Choice Voucher Program**

**Sr. Housing Specialist Job Description**

**Job Description:** Under the supervision of the Program Administrator, responsibilities include:

- Coordinate program requirements pertaining to the review of all program participants, including annual recertification and third party and HUD EIV income verification systems for the City of Glen Cove Section 8 Housing Choice Voucher Program.
- Communicate Agency policy to all applicants and program participants in order to maintain control and compliance of day to day office operation.
- Maintain communication with program participants and landlords concerning Leases/Contracts and other program related inquiries.
- Maintain communication between tenants, landlords and housing inspector in regard to program compliance.

**Responsibilities:**

- Perform annual recertification of all program participants, including verification of income.
- Third party verification forms are sent to employers to verify hourly rates, hours worked, gross pay, child support/alimony.
- HUD EIV System and work number are used as back up reference.
- Obtain documentation of income sources, utility bills, childcare/medical costs, birth certificates, social security cards, marriage licenses and death certificates.
- Timely mailing and return of all landlord contracts and tenant certifications.
- Office duties include, but are not limited to, heavy phones, photocopying/scanning, faxing, filing, and date stamping mail.

**Hours:** 9AM – 5PM Monday through Friday (7 hour standard work day)

12/13/17