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# Authorities Budget Office Policy Guidance



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## Authority Mission Statement and Performance Measurements

### **Name of Public Authority:**

Putnam County Industrial Development Agency

### **Public Authority's Mission Statement:**

The mission of the Putnam County Industrial Development Agency is to foster and advance job opportunities and the long-term economic vitality of the County. This objective will be accomplished by attracting, encouraging and assisting industrial, manufacturing, commercial, retail, technological, research, recreational and educational/cultural facilities. In fulfilling these objectives, the County will enhance the economic standards of our residents and it will promote exceptional health care facilities and continued services for the elderly.

The Putnam County Industrial Development Agency works in partnership with federal, state, regional and local agencies to make available financial assistance and other incentive-based tools available to promote the success of all business ventures.

**Date Adopted:** 6/12/14

### **List of Performance Goals (If additional space is needed, please attach):**

- i. We will complete and comply with the OSC audit recommendations and submit our Corrective Action Plan on a timely basis.
- ii. We will complete and comply with the ABO annual requirements and submit our PARIS Report.
- iii. We will partner with the Putnam County EDC by participating in efforts to create and retain jobs. We will also assist in encouraging business projects to locate within the County regardless of their IDA application.
- iv. We will maintain a first hand knowledge of available commercial properties for sale or lease and will meet with prospective clients, property owners or brokers.
- v. We will conduct business visitations with all businesses induced on straight-lease or bond basis within the last two years.
- vi. We will continue our participation in the Putnam County Red Carpet Business Alliance which includes the EDC, SCORE, DOL, Workforce and Community College Representatives.
- vii. We shall maintain a current Website which will include public notices, minutes, audits, ABO reports, changes in policies & laws.
- viii. In all endeavors we shall submit to complete transparency and compliance relative to all IDA operations & state regulations.

**Additional questions:**

1. Have the board members acknowledged that they have read and understood the mission of the public authority?

Distributed – amended and adopted at our 6/12/14 Board Meeting.

2. Who has the power to appoint the management of the public authority?

The Chairman of the Industrial Development Agency with the consent of the Board.

3. If the Board appoints management, do you have a policy you follow when appointing the management of the public authority?

Candidates for management positions are recommended by the Chairman and appointed by a majority vote of the full Board. We have a general policy of the obligations and tasks of management. It is in our Corrective Action Plan that a more definitive policy that can be measured will be in place by December 31, 2014.

4. Briefly describe the role of the Board and the role of management in the implementation of the mission.
  - The management of the IDA will receive contacts from prospective clients, discuss potential benefits and assist client in completing the IDA application.
  - The management will receive the client application, review for proper completion and submit to legal counsel to affirm legal approval for benefits.
  - The Board Members will maintain an awareness of business development opportunities and bring these to the attention of the CEO.
  - The Board will review and induce client applications after legal review at Regular Board Meetings.
  
5. Has the Board acknowledged that they have read and understood the responses to each of these questions?

This report in its entirety has been submitted, read and approved by the Board of Directors at our 6/12/14 meeting.