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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 job creation and the long-term economic vitality of Putnam County by attracting new businesses and retaining and expanding our existing businesses. Targeted businesses are anticipated to be good corporate citizens and employers offering comprehensive benefit packages.

The Putnam County Industrial Development Agency works in partnership with federal, state, regional and local agencies to offer a variety of financial and incentive based tools to promote successful business ventures.

**Date Adopted:** 10/25/10

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

- Visit all major businesses located within our County to strengthen our working relationship, provide information on training, DOL funds available for new hires, low-cost loans and grants available. Review their employment status and their commitment to energy efficiency.
- To attract at least one or more new businesses in each of the following categories:
  - A – Medical Services
  - B – Financial Services
  - C – Manufacturing
  - D – Agricultural Project
  - E – Commercial Office
  - F – Retail Service Complex
  - G – Hotel & Convention Center

**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 10/25/10 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 and ratification of the Putnam County Legislature.

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 can be recommended by anyone and credentials pertinent to management functions are assessed and candidates are subsequently appointed by the Chair with the advice and consent of the Board of Directors at Regular Meetings.

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 management will coordinate County service benefits available to clients via Red Carpet Business Alliance.
  - 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 10/25/10 meeting.