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## Authorities Budget Office Policy Guidance



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### Authority Mission Statement and Performance Measurements

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

City of Peekskill Industrial Development Agency

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

#### **CITY OF PEEKSKILL INDUSTRIAL DEVELOPMENT AGENCY MISSION STATEMENT**

#### **I. BACKGROUND:**

Pursuant to Chapter 506 of the Laws of 2009, known as the Public Authorities Reform Act of 2009 (“PARA”), which added a new Section 2824-a in Public Authorities Law (“PAL”) of the State of New York (the “State”), state and local public authorities are required to develop and adopt a mission statement and related performance measures to assist the authority determine how well it is carrying out its mission. For local authorities, as defined within PAL Section 2, this Mission Statement and the related Performance Measures are to be filed with the New York State Authority Budget Office (“ABO”) by March 31 annually.

CITY OF PEEKSKILL INDUSTRIAL DEVELOPMENT AGENCY (hereinafter called the “Agency”) is established as a public benefit corporation of the State for the benefit of the City of Peekskill (the “City”) pursuant to Title 1 of Article 18-A of the General Municipal Law (“GML”) of the State, as amended, and Chapter 671 of the Laws of 1974 of the State as codified under GML Section 919-a, (hereinafter collectively called the “Act”) and constitutes a “Local Authority” as defined by PAL Section 2 and therefore is subject to the transparency, compliance and reporting requirements established pursuant to PARA and the Public Authorities Accountability Act of 2005 (“PAAA”).

Pursuant to the Act, the purposes of the Agency shall be to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing industrial, manufacturing, warehousing, commercial, research and recreation facilities including certain defined facilities, and thereby advance the development of job opportunities and advance health, general prosperity and economic welfare of the people of the City and to improve their

recreation opportunities, prosperity and standard of living. In furtherance of these purposes, the Agency is vested with powers as contained within the Act.

The Members of the Agency are appointed by the Common Council of the City of Peekskill. Pursuant to and in accordance with the Act, the Agency has adopted By-laws governing the actions and activities of the Members of the Agency, along with agency officers and employees. In accordance with the Act, PAAA and PARA, the Agency has further adopted and complies with the following corporate policies (collectively, the "Agency Policies"):

- (a) Agency Compensation, Reimbursement and Attendance Policy;
- (b) Agency Code of Ethics;
- (c) Agency Whistleblower Policy;
- (d) Agency Investment Policy;
- (e) Agency Travel Policy;
- (f) Agency Procurement Policy; and
- (g) Agency Defense and Indemnification Policy.
- (h) Property Disposition Guidelines;
- (i) Audit/Finance Committee Charter;
- (j) Amended Governance Committee Charter; and
- (k) Uniform Tax Exemption Policy.

In addition, as a public benefit corporation of the State, the Agency is subject to and complies with applicable provisions of the Public Officers Law, including the Open Meetings Law ("OML") and Freedom of Information Law ("FOIL"), along with the State Environmental Quality Review Act ("SEQRA").

## II. CORPORATION MISSION STATEMENT

The Agency was established pursuant to the Act with purposes and powers and the Agency's Mission includes undertaking projects and programmatic initiatives in furtherance of and to advance the development of job opportunities and advance health, general prosperity and economic welfare of the people of the City and to improve their recreation opportunities, prosperity and standard of living. In furtherance of the purposes and powers vested in the Agency pursuant to the Act, the Agency shall undertake projects, programs and initiatives to achieve the purposes as set forth within the Act. In addition, and in doing so, the Agency shall adhere to its adopted policies and applicable statutory requirements, including PAAA, PARA, OML, FOIL, and SEQRA.

The Agency's goals include continued compliance with current obligations and responsibilities associated with ongoing projects and programs, in addition to identifying new projects and programs that will achieve the Agency's purposes and Mission. In furtherance of these stated goals, the Agency will endeavor to comply with all applicable provisions of the Act, PAAA and PARA. With these stated goals established, the Corporation's values are to maintain the highest ethical standards applicable to public officials and public benefit corporations.

### III. ANNUAL PERFORMANCE REVIEW MEASURES

The Agency shall annually review this Mission Statement and identify whether the Agency (i) continues to meet its stated mission, goals and values; (ii) can quantify measures of improvement to better meet its stated mission, goals and values; (iii) can become more effective and efficient; and (iv) is meeting the interests of the Agency and the City.

In furtherance of the foregoing Performance Measures, the Agency shall further undertake the following annual measures:

- 1) Assure that all current Agency Members have acknowledged that they have read and understood the mission of the Agency;
- 2) An annual review and affirmation of the Agency's membership, board, committee and management structure;
- 3) An annual review and affirmation of its policies, along with Agency appointment of Management of the Agency, along with articulation of the respective roles, goals and expectations of each.

Date Adopted: March 8, 2011      Readopted: March 28, 2013, March 26, 2014

Readopted March 17, 2015, March 17, 2016, March 21, 2017, March 26, 2018, March 19, 2019, March 31, 2020, March 23, 2021, March 22, 2022, March 28, 2023, March 26, 2024

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

Join in transactions with companies and not-for-profit corporations to:

- Create and retain jobs
- Lower costs of doing business in the City of Peekskill
- Encourage investment and/or reinvestment by existing companies to remain competitive
- Attract and encourage investment by new businesses in the City of Peekskill
- Enter into contracts with entities that can fund activities consistent with our objectives
- Own or lease properties for resale or lease to companies, not-for-profits or other governmental agencies

#### **Additional questions:**

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

Yes

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

Board of Directors

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

In accordance with General Municipal Law Sections 858(6), 858(7) and 858-a, the Agency is empowered to and does from time to time appoint officers, agents and independent contractors to serve as Management for the Agency.

**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 City of Peekskill Industrial Development Agency'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 responses to each of these questions?**

Yes