

2011 Achievements/ Measurements/Operations

City of Newburgh Industrial Development Agency January 1 to December 31, 2011

List of Performance Goals and Performance Accomplishments.

1. Recertify Agency:

- **Completed and approved audits for Years 2009 and 2010**
- **Completed annual reports for 2007 to 2009.**
- **Began inputting data into PARIS for open years.**
- **Sought (RFP) and Contracted with a firm to undertake the 2011 and 2012 audits.**

2. Create and retain jobs in existing firms/Attract new businesses/increase private investment; (quantify)

1. Business visitations --4

In 2011 the Acting Director of Planning and Development, Director of the Community Development Block Grant Program and the Agency established a joint intake process for businesses interested in expanding or relocating into the City. This facilitates the ability for each entity to discuss their incentives and determine how best to further a potential project.

- **Active Ventilation. Advised company of benefits should they decide to purchase their leased space. No decision was made by the firm. It employs about 15 local residents.**
- **Foam insulation firm advised that they were exploring business expansion by purchase or lease of a small building in the City or in an adjacent town. They were advised of financial incentives and workforce programs. They are exploring workforce assistance for roughly 10 new jobs and may not require incentives.**
- **Newburgh Brewery. This start up business purchased a building and is establishing a wholesale brewery. The business represents a 4 million dollar investment in the purchase and equipping of the facility. In later years, a tap room will be added. As a result of this inquiry to the Agency, the company meet with “the Team” and was offered a historic rehabilitation PILOT by the City and applied for and was approved for a \$10,000 loan from the CDBG program. The loan will used to purchase equipment as the firm believes that current orders have exceeded their lending. . The Agency advised that the creation of the tap room and creation of additional jobs may be facilitated by the Agency’s straight lease program once it is certified.**
- **An inquiry to the Agency by a high design and furniture fabricator resulted in a Team meeting. The firm is interested in purchasing a 50,000 sq. ft., historic building in the Newburgh for \$350,000. The company was advised of available benefits, including a City PILOT for renovation of historic buildings and was advised to seek SBA funding. The Orange County Partnership participated and**

advised the firm of NYSERDA energy conservation programs. The company was counseled on how to access the various programs. Eligibility for Agency incentives were discussed and will be further explored as the project progresses.

2. Visitations In cooperation with Empire State Development – 3.
 - **No businesses, eligible for state programs, contacted the Agency.**
3. Job creation will be attained when Agency is recertified and new projects are generated.
4. Develop an inventory of available commercial and industrial properties for sale or lease through meeting with property owners or brokers. 1
 - **A consortium of the City, Agency and an US EDA funded workforce/job creation program are working jointly on creating a list of available properties. The Agency will focus on brokers; the City will focus on property assessment information of vacant and underutilized buildings.**
5. Inventory Agency owned property and determine redevelopment potential. 1
 - **Following extensive review of assessment rolls and county real property records, the Agency identified properties owned by the agency, fee ownership of active projects, as well as two fee ownerships based on IDA PILOTs. The Agency is legally pursuing Corwin Management for lapsed PILOT payments. It should be noted that the two PILOT projects were generated by a lease/PILOT agreement which did not contain any requirements for reporting job creation. It appears that the two PILOTs were never reported in past Comptroller report. The majority of the properties owned by the Agency small, residential sites. The agency will determine if ownership of such properties are appropriate.**
6. Promote relocations to available properties in conjunction with marketing efforts of the Orange County Partnership marketing programs. 2 meetings
 - **A meeting and several phone conversations initiated a discussion on marketing with the Orange County Partnership. A marketing effort will be formalized when a comprehensive list of available properties is completed and the Agency is recertified. The Partnership does advise the Agency and City of inquiries from firms that are seeking locations in the county.**
7. Determine viability for development of Agency owned industrial site that may require Brownfield clean-up. 1
 - **The Agency's industrial property at Scobie Drive is located near a superfund site of land owned by DuPont-Stauffer. EPA has advised the Agency that its property may contain buried drums and as a result a portion of the Agency's property will be under investigation in 2012.**
 - **This site is part of larger area of study under a Brownfield Opportunity Area grant received by the Newburgh Community Action Program. It focuses on a 150 acre area that contains city and agency owned land as well as the DuPont Stauffer Superfund Site. In 2011, the Agency became an active participant in the project. The Agency's consultant engineer and City Planner attend**

meetings and reviewed a ‘Nomination Study’ that examines numerous aspects of the properties and their potential for redevelopment. In late 2011 the grant sponsor, the city and the Agency began discussions on forming a partnership and participation in the next phase of the grant which will be directed to zoning needs, re-uses for the superfund site and a hazard assessment of the Agency’s property.

3. Website Maintenance – Post meeting notices, minutes, audits, ABO reports, policies, by laws and mission. – **On going to comply with ABO guidance and state regulations.**
4. Agency and Counsel Review of bylaws for needed revisions or clarifications to strengthen adherence to Public Authorities Accountability Act of 2005 and 2009 – on going.
 - **The Agency adopted new by-laws in 2011.**
 - **The Agency re-adopted the existing UTEP.**
5. Support Small business assistance in concert with the Orange County Chamber of Commerce and the Small Business Development Center, Orange County Community College. (1-2 meetings with an outcome)
 - **The Agency and City are jointly compiling a list of programs for small businesses for posting on the web and print distribution**
6. Transparency and Compliance: comply with all state regulations. --ongoing.
 - **The Agency hired a consultant to serve as compliance officer in 2011.**
 - **The Agency entered into a contract for an Executive Director in September 2011. The new director has many years of experience as a CEO of a large county-wide industrial development Agency.**
 - **The Agency appointed a CFO in early 2011.***
7. Internal Controls: Review, Revise and adopt best practices for management of finances. – 1
 - **The Audit Committee is revising its internal control.**
 - **All requests for travel are now approved by the Agency.**
 - **The Agency hired a part time CFO/comptroller in 2011.***
8. Organize and Separate Agency project files that have been integrated with files of the Department of Planning and Development.
 - **The Agency retrieved several years of financial records and active project files. It was agreed that the joint projects will be archived.**
9. Inventory and archive project and activity files. Archive completed project files in a safe and sound building.
 - **Following a torrential flood, the Agency archives were moved to dry and heated room in the City’s archive space.**

Adopted April 30, 2012