



Public Works & Transportation Meeting Agenda

Committee Chair: MaryJane Shimsky

800 Michaelian Office Bldg.
148 Martine Avenue, 8th Floor
White Plains, NY 10601
www.westchesterlegislators.com

Wednesday, June 22, 2022

10:00 AM

Committee Room

CALL TO ORDER

MINUTES APPROVAL

Monday, June 13, 2022 at 10:00 a.m.

Tuesday, June 14, 2022 at 10:00 a.m.

I. ITEMS FOR DISCUSSION

1. [2022-306](#) CBA-BIT49-Police Record Management System Upgrade

AN ACT amending the 2022 County Capital Budget Appropriations for Capital Project BIT49 - Police Record Management System Upgrade.

COMMITTEE REFERRAL: COMMITTEES ON BUDGET & APPROPRIATIONS AND PUBLIC WORKS & TRANSPORTATION

Guests: Lieutenant Michael Cindrich-Department of Public Safety; CIO Marguerite Beine and DCIO Lennox Harris- DoIT

2. [2022-307](#) BOND ACT-BIT49-Police Record Management System Upgrade

A BOND ACT authorizing the issuance of THREE MILLION, SEVEN HUNDRED FIFTY THOUSAND (\$3,750,000) DOLLARS in bonds of Westchester County to finance BIT49 - Police Record Management System Upgrade.

COMMITTEE REFERRAL: COMMITTEES ON BUDGET & APPROPRIATIONS AND PUBLIC WORKS & TRANSPORTATION

Guests: Lieutenant Michael Cindrich-Department of Public Safety; CIO Marguerite Beine and DCIO Lennox Harris- DoIT

II. OTHER BUSINESS

III. RECEIVE & FILE

ADJOURNMENT

George Latimer
County Executive

May 25, 2022

Westchester County Board of Legislators
800 Michaelian Office Building
White Plains, New York 10601

Dear Members of the Board of Legislators:

Transmitted herewith for your review and approval is an Act which, if adopted, would authorize the County of Westchester (“County”) to amend its current year Capital Budget (the “Capital Budget Amendment”), as well as adopt a related bond act (the “Bond Act”) which, if approved, would authorize the County to issue bonds in the amount of \$3,750,000 to finance the following capital project:

BIT49 – Police Record Management System Upgrade (“BIT49”).

The proposed Capital Budget Amendment will amend the County’s current year capital budget to increase the County share for BIT49 by \$3,750,000 to support the increased expenses associated with this project.

The Bond Act, in the total amount of \$3,750,000, would provide additional funding for the purchase of software, hardware and related services to upgrade and expand the capabilities of the Police Record Management System, which assists the Westchester County Police Department in tracking and managing their day to day operations such as case property tracking, blotter/incident-based reporting, traffic personnel, etc.

The Department of Information Technology anticipates that the purchase of the software, hardware and services will be completed by April 10, 2024.

It should be noted that your Honorable Board has previously authorized the County to issue bonds to finance prior components of BIT49 as indicated on the attached fact sheet.

The Planning Department has advised that based on its review, the above-referenced capital project has been classified as a “Type II” action pursuant to the State Environmental Quality Review Act (“SEQR”) and its implementing regulations, 6 NYCRR Part 617. Therefore, no further environmental review is required. As you know, your Honorable Board may use such expert advice to reach its own conclusion.

In addition, Section 167.131 of the County Charter mandates that a capital budget amendment that introduces a new capital project or changes the location, size or character of an existing capital project be accompanied to the Board of Legislators by a report of the Westchester County Planning Board (the “Planning Board”) with respect to the physical planning aspects of

Office of the County Executive

Michaelian Office Building
148 Martine Avenue
White Plains, New York 10601

Telephone: (914) 995-2900 E-mail: ceo@westchestergov.com

the project. The Planning Department has advised that the Planning Board has previously reviewed this project and issued a report, and that since there is no change in the scope of the work and this is simply a change in the financing plan, no further action by the Planning Board is necessary at this time.

Based on the importance of this project to the County, your Honorable Board's favorable action on the proposed Capital Budget Amendment and the Bond Act is most respectfully requested.

Sincerely,

A handwritten signature in black ink, appearing to read "George Latimer", written in a cursive style.

George Latimer
County Executive

GL/MB/DM/jpg
Attachment

**HONORABLE BOARD OF LEGISLATORS
THE COUNTY OF WESTCHESTER, NEW YORK**

Your Committee is in receipt of a transmission from the County Executive recommending approval of an Act amending the County of Westchester's (the "County") current-year Capital Budget (the "Capital Budget Amendment"), as well as adoption of a related bond act (the "Bond Act") which, if approved, would authorize the County to issue \$3,750,000 in bonds to finance capital project BIT49 – Police Record Management System Upgrade ("BIT49").

The proposed Capital Budget Amendment will amend the County's current year capital budget to increase the County share for BIT49 by \$3,750,000 to support the increased expenses associated with this project.

The Bond Act, prepared by the law firm of Harris Beach, PLLC, would provide additional funding for the purchase of software, hardware and related services to upgrade and expand the capabilities of the Police Record Management System, which assists the Westchester County Police Department in tracking and managing their day to day operations such as case property tracking, blotter/incident-based reporting, traffic personnel, etc.

The Department of Information Technology anticipates that the purchase of the software and hardware will be completed by April 10, 2024.

Your Committee notes that your Honorable Board has previously authorized the County to issue bonds to finance prior components of BIT49, as indicated in the attached fact sheet.

The Planning Department has advised your Committee that based on its review, the above-referenced capital project has been classified as a Type "II" action pursuant to the State Environmental Quality Review Act ("SEQR") and its implementing regulations, 6 NYCRR Part 617. Therefore, no further environmental review is required. Your Committee has reviewed the annexed SEQR documentation and concurs with this conclusion.

In addition, Section 167.131 of the County Charter mandates that a capital budget amendment that introduces a new capital project or changes the location, size or character of an existing capital project be accompanied to the Board of Legislators by a report of the Westchester County Planning Board (the "Planning Board") with respect to the physical

planning aspects of the project. The Planning Department has advised that the Planning Board has previously reviewed this project and issued a report, and that since there is no change in the scope of the work and this is simply a change in the financing plan, no further action by the Planning Board is necessary at this time.

Your Committee is advised that an affirmative vote of two-thirds of the members of this Honorable Board is required in order to amend the County's Capital Budget, as well as to adopt the related Bond Act.

Your Committee has carefully considered the proposed Capital Budget Amendment as well as the related Bond Act, and recommends approval of both of the proposed Acts, noting that the Bond Act can only be enacted following adoption of the Capital Budget Amendment.

Dated: _____, 2022
White Plains, New York

COMMITTEE ON

c:\jpg\5-09-22

FISCAL IMPACT STATEMENT

CAPITAL PROJECT #: BIT49

NO FISCAL IMPACT PROJECTED

SECTION A - CAPITAL BUDGET IMPACT

To Be Completed by Budget

GENERAL FUND

AIRPORT FUND

SPECIAL DISTRICTS FUND

Source of County Funds (check one):

Current Appropriations

Capital Budget Amendment

SECTION B - BONDING AUTHORIZATIONS

To Be Completed by Finance

Total Principal \$ 3,750,000 PPU 5 Anticipated Interest Rate 2.62%

Anticipated Annual Cost (Principal and Interest): \$ 809,030

Total Debt Service (Annual Cost x Term): \$ 4,045,150

Finance Department: Interest rates from May 11, 2022 Bond Buyer - ASBA

SECTION C - IMPACT ON OPERATING BUDGET (exclusive of debt service)

To Be Completed by Submitting Department and Reviewed by Budget

Potential Related Expenses (Annual): \$ -

Potential Related Revenues (Annual): \$ -

Anticipated savings to County and/or impact of department operations

(describe in detail for current and next four years):

SECTION D - EMPLOYMENT

As per federal guidelines, each \$92,000 of appropriation funds one FTE Job

Number of Full Time Equivalent (FTE) Jobs Funded:

SECTION E - EXPECTED DESIGN WORK PROVIDER

County Staff

Consultant

Not Applicable

Prepared by: Donna Montera

Title: Director of Admin Services

Department: Information Technology

Date: 5/23/22

Reviewed By: 

Budget Director

Date: 5/23/22

TO: Michelle Greenbaum, Senior Assistant County Attorney
Jeffrey Goldman, Senior Assistant County Attorney

FROM: David S. Kvinge, AICP, RLA, CFM
Assistant Commissioner



DATE: May 18, 2022

SUBJECT: **STATE ENVIRONMENTAL QUALITY REVIEW FOR CAPITAL PROJECT:
BIT49 POLICE RECORD MANAGEMENT SYSTEM UPGRADE**

PROJECT/ACTION: Per Capital Project Fact Sheet as approved by the Planning Department on 05-06-2022 (Unique ID: 1933)

With respect to the State Environmental Quality Review Act and its implementing regulations 6 NYCRR Part 617, the Planning Department recommends that no further environmental review is required for the proposed action, because the project or component of the project for which funding is requested may be classified as a **TYPE II action** pursuant to section(s):


- **617.5(c)(31):** purchase or sale of furnishings, equipment or supplies, including surplus government property, other than the following: land, radioactive material, pesticides, herbicides, or other hazardous materials.

COMMENTS: None.

DSK/cnm

cc: Andrew Ferris, Chief of Staff
Paula Friedman, Assistant to the County Executive
Tami Altschiller, Assistant Chief Deputy County Attorney
Gideon Grande, Deputy Budget Director
Lorraine Marzola, Associate Budget Director
Kelly Sheehan, Assistant Commissioner
William Brady, Chief Planner
Michael Lipkin, Associate Planner
Claudia Maxwell, Associate Environmental Planner

To: Honorable George Latimer, County Executive
Lawrence Soule, Budget Director

From: Norma Drummond, Commissioner 

Re: **Capital Budget Amendment:
BIT49 Police Record Management System Upgrade**

Date: May 12, 2022

Attached is a memo from the Planning Department to the County Planning Board advising the Board of the proposed Capital Budget Amendments (CBA) to modify funding of the above project.

These are financing changes only and there are no changes to the physical planning aspects of this project as reviewed by the Board; therefore, as stated in the memo, no further action by the Planning Board is required.

NVD/wcb
Attachment

cc: Ken Jenkins, Deputy County Executive
Joan McDonald, Director of Operations
Emily Saltzman, Deputy Director of Operations
Paula Friedman, County Executive's Office
Blanca Lopez, Deputy Commissioner of Planning
Tami Altschiller, Assistant Chief Deputy County Attorney
Jeffrey Goldman, Assistant County Attorney
Michelle Greenbaum, Assistant County Attorney
Lorraine Marzola, Associate Budget Director
Kelly Sheehan, Assistant Commissioner
David S. Kvinge, Assistant Commissioner
William Brady, Chief Planner
Michael Lipkin, Associate Planner
Claudia Maxwell, Associate Environmental Planner

Department of Planning

432 Michaelian Office Building
White Plains, NY 10601

To: The Westchester County Planning Board

From: Kelly Sheehan, Assistant Commissioner *KS*

Date: May 12, 2022

RE: **Capital Budget Amendment –
BIT49 Police Record Management System Upgrade**

The County Executive is requesting an amendment to the 2022 Capital Budget to modify the funding of the above project. Capital project BIT49 Police Record Management System Upgrade provides funds for the purchase of software, hardware and related services to upgrade and expand the capabilities of police record management system. The system assists the Westchester County Department of Public Safety in tracking and managing their day to day operations such as case property tracking, blotter/incident based reporting and traffic personnel.

A Capital Budget Amendment is requested to authorize the County to provide an additional \$3,750,000 needed to support the increased expenses that will be needed to fund the purchase of software, hardware and related services to upgrade and expand the capabilities of the system. The total appropriation for 2022 will be \$5,000,000.

The Planning Board adopted a report on this project (rated PL1) at its meeting on July 6, 2021.

There are no changes to the physical planning aspects of this project as reviewed by the Board; therefore, no further action by your Board is necessary.

cc: Norma V. Drummond, Commissioner
David S. Kvinge, Assistant Commissioner
William Brady, Chief Planner
Michael Lipkin, Associate Planner

An Act amending the 2022 County
 Capital Budget Appropriations for
 Capital Project BIT49 - Police
 Record Management System
 Upgrade

BE IT ENACTED by the Board of Legislators of the County of Westchester as follows:

Section 1. The Capital section of the 2022 County Budget is hereby amended as follows:

	Previous 2022 Appropriation	Change	Revised 2022 Appropriation
I. Appropriation	\$2,250,000	\$3,750,000	\$6,000,000

Section 2. The estimated method of financing in the Capital Section of the 2022 Westchester County Capital Budget is amended as follows:

II. METHOD OF FINANCING

Bonds and/or Notes	\$2,250,000	\$3,750,000	\$6,000,000
Non County Shares	\$0		\$0
Cash	\$0		\$0
Total	\$2,250,000	\$3,750,000	\$6,000,000

Section 3. The ACT shall take effect immediately.

ACT NO. -20__

BOND ACT AUTHORIZING THE ISSUANCE OF \$3,750,000 BONDS OF THE COUNTY OF WESTCHESTER, OR SO MUCH THEREOF AS MAY BE NECESSARY, TO FINANCE THE COST OF A POLICE RECORD MANAGEMENT SYSTEM UPGRADE; STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$3,750,000; STATING THE PLAN OF FINANCING SAID COST INCLUDES THE ISSUANCE OF \$3,750,000 BONDS HEREIN AUTHORIZED TO FINANCE SUCH COST; AND PROVIDING FOR A TAX TO PAY THE PRINCIPAL OF AND INTEREST ON SAID BONDS. (Adopted , 20__)

BE IT ENACTED BY THE COUNTY BOARD OF LEGISLATORS OF THE COUNTY OF WESTCHESTER, NEW YORK (by the affirmative vote of not less than two-thirds of the voting strength of said Board), AS FOLLOWS:

Section 1. Pursuant to the provisions of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (the "Law"), the Westchester County Administrative Code, being Chapter 852 of the Laws of 1948, as amended, to the provisions of other laws applicable thereto, \$3,750,000 bonds of the County, or so much thereof as may be necessary, are hereby authorized to be issued to finance a Police Record Management System upgrade, including the acquisition and installation of software, hardware and related services; all as set forth in the County's current year Capital Budget, as amended. To the extent that the details set forth in this act are inconsistent with any details set forth in the current year

Capital Budget of the County, such Budget shall be deemed and is hereby amended. The estimated maximum cost of said objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof is \$3,750,000. The plan of financing includes the issuance of \$3,750,000 bonds herein authorized, and any bond anticipation notes issued in anticipation of the sale of such bonds, and the levy of a tax to pay the principal of and interest on said bonds.

Section 2. The period of probable usefulness applicable to the objects or purposes for which the bonds authorized by this Act are to be issued, within the limitations of Section 11.00 a. 89 of the Law, is five (5) years.

Section 3. Current funds are not required to be provided as a down payment pursuant to Section 107.00 d. 9. of the Law prior to issuance of the bonds authorized herein, or any bond anticipation notes issued in anticipation of the sale of such bonds. The County intends to finance, on an interim basis, the costs or a portion of the costs of said improvements for which bonds are herein authorized, which costs are reasonably expected to be reimbursed with the proceeds of debt to be incurred by the County, pursuant to this Act, in the maximum amount of \$3,750,000. This Act is a declaration of official intent adopted pursuant to the requirements of Treasury Regulation Section 1.150-2.

Section 4. Subject to the provisions of this Act and of the Law, and pursuant to the provisions of §30.00 relative to the authorization of the issuance of bond anticipation notes or the renewals thereof, and of §§50.00, 56.00 to 60.00 and 168.00 of said Law, the powers and duties of the County Board of Legislators relative to authorizing the issuance of any notes in

anticipation of the sale of the bonds herein authorized, or the renewals thereof, relative to providing for substantially level or declining annual debt service, relative to prescribing the terms, form and contents and as to the sale and issuance of the respective amounts of bonds herein authorized, and of any notes issued in anticipation of the sale of said bonds or the renewals of said notes, and relative to executing agreements for credit enhancement, are hereby delegated to the Commissioner of Finance of the County, as the chief fiscal officer of the County.

Section 5. Each of the bonds authorized by this Act and any bond anticipation notes issued in anticipation of the sale thereof shall contain the recital of validity prescribed by §52.00 of said Local Finance Law and said bonds and any notes issued in anticipation of said bonds shall be general obligations of the County of Westchester, payable as to both principal and interest by general tax upon all the taxable real property within the County. The faith and credit of the County are hereby irrevocably pledged to the punctual payment of the principal of and interest on said bonds and any notes issued in anticipation of the sale of said bonds or the renewals of said notes, and provision shall be made annually in the budgets of the County by appropriation for (a) the amortization and redemption of the notes and bonds to mature in such year and (b) the payment of interest to be due and payable in such year.

Section 6. The validity of the bonds authorized by this Act and of any notes issued in anticipation of the sale of said bonds, may be contested only if:

- (a) such obligations are authorized for an object or purpose for which the County is not authorized to expend money, or

(b) the provisions of law which should be complied with at the date of the publication of this Act or a summary hereof, are not substantially complied with,

and an action, suit or proceeding contesting such validity, is commenced within twenty days after the date of such publication, or

(c) such obligations are authorized in violation of the provisions of the Constitution.

Section 7. This Act shall take effect in accordance with Section 107.71 of the Westchester County Charter.

* * *

STATE OF NEW YORK)
 : ss.:
COUNTY OF WESTCHESTER)

I HEREBY CERTIFY that I have compared the foregoing Act No. -20__ with the original on file in my office, and that the same is a correct transcript therefrom and of the whole of the said original Act, which was duly adopted by the County Board of Legislators of the County of Westchester on _____, 20__ and approved by the County Executive on _____, 20__.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said County Board of Legislators this day of _____, 20__.

(SEAL)

The Clerk and Chief Administrative Officer of the
County Board of Legislators
County of Westchester, New York

LEGAL NOTICE

A Bond Act, a summary of which is published herewith, has been adopted by the Board of Legislators on _____, 20__ and approved, as amended, by the County Executive on _____, 20__ and the validity of the obligations authorized by such Bond Act may be hereafter contested only if such obligations were authorized for an object or purpose for which the County of Westchester, in the State of New York, is not authorized to expend money or if the provisions of law which should have been complied with as of the date of publication of this Notice were not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the publication of this Notice, or such obligations were authorized in violation of the provisions of the Constitution.

Complete copies of the amended Bond Act summarized herewith shall be available for public inspection during normal business hours at the Office of the Clerk of the Board of Legislators of the County of Westchester, New York, for a period of twenty days from the date of publication of this Notice.

ACT NO. _____-20__

BOND ACT AUTHORIZING THE ISSUANCE OF \$3,750,000 BONDS OF THE COUNTY OF WESTCHESTER, OR SO MUCH THEREOF AS MAY BE NECESSARY, TO FINANCE THE COST OF A POLICE RECORD MANAGEMENT SYSTEM UPGRADE; STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$3,750,000; STATING THE PLAN OF FINANCING SAID COST INCLUDES THE ISSUANCE OF \$3,750,000 BONDS HEREIN AUTHORIZED TO FINANCE SUCH COST; AND PROVIDING FOR A TAX TO PAY THE PRINCIPAL OF AND INTEREST ON SAID BONDS. (Adopted _____, 20__)

object or purpose: to finance a Police Record Management System upgrade, including the acquisition and installation of software, hardware and related services; all as set forth in the County's current year Capital Budget, as amended

amount of obligations to be issued:
and period of probable usefulness: \$3,750,000; five (5) years

Dated: _____, 20__
White Plains, New York

Clerk and Chief Administrative Officer of the
County Board of Legislators of the County of
Westchester, New York



CAPITAL PROJECT FACT SHEET

Project ID:* BIT49	<input checked="" type="checkbox"/> CBA	Fact Sheet Date:* 04-20-2022
Fact Sheet Year:* 2022	Project Title:* POLICE RECORD MANAGEMENT SYSTEM UPGRADE	Legislative District ID:
Category* BUILDINGS, LAND & MISCELLANEOUS	Department:* INFORMATION TECHNOLOGY	CP Unique ID: 1933

Overall Project Description

This project will fund the purchase of software, hardware and related services to upgrade and expand the capabilities of this system.

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Best Management Practices | <input type="checkbox"/> Energy Efficiencies | <input type="checkbox"/> Infrastructure |
| <input type="checkbox"/> Life Safety | <input type="checkbox"/> Project Labor Agreement | <input type="checkbox"/> Revenue |
| <input type="checkbox"/> Security | <input type="checkbox"/> Other | |

FIVE-YEAR CAPITAL PROGRAM (in thousands)

	Estimated Ultimate Total Cost	Appropriated	2022	2023	2024	2025	2026	Under Review
Gross	6,000	1,000	1,250	0	0	0	0	3,750
Less Non-County Shares	0	0	0	0	0	0	0	0
Net	6,000	1,000	1,250	0	0	0	0	3,750

Expended/Obligated Amount (in thousands) as of : 0

Current Bond Description: The additional funding will be needed to support the increased expenses that will be needed to fund the purchase of software, hardware and related services to upgrade and expand the capabilities of the Police Record Management System.

Financing Plan for Current Request:

Non-County Shares:	\$ 0
Bonds/Notes:	3,750,000
Cash:	0
Total:	\$ 3,750,000

SEQR Classification:

TYPE II

Amount Requested:

3,750,000

Comments:

Energy Efficiencies:

Appropriation History:

Year	Amount	Description
2020	250,000	FUNDING FOR STUDY
2021	750,000	PURCHASE OF SYSTEM
2022	1,250,000	CONTINUATION OF THIS PROJECT

Total Appropriation History:

2,250,000

Financing History:

Year	Bond Act #	Amount	Issued	Description
21	207	1,250,000		0 POLICE RECORD MANAGEMENT SYSTEM UPGRADE
21	39	750,000		0 POLICE RECORD MANAGEMENT SYSTEM UPGRADE

Cash History (in thousands):

Year	Amount	Description
2020	250,000	STUDY

Total Financing History:

2,250,000

Recommended By:

Department of Planning
WBB4

Date
05-06-2022

Department of Public Works
RJB4

Date
05-08-2022

Budget Department
LMY1

Date
05-09-2022

Requesting Department
DDMK

Date
05-09-2022

POLICE RECORD MANAGEMENT SYSTEM UPGRADE (BIT49)

User Department : Information Technology
Managing Department(s) : Information Technology ; Public Safety ;
Estimated Completion Date: TBD

Planning Board Recommendation: Project without physical planning aspects of concern to the Westchester County Planning Board.

FIVE YEAR CAPITAL PROGRAM (in thousands)									
	Est Ult Cost	Appropriated	Exp / Obl	2022	2023	2024	2025	2026	Under Review
Gross	2,250	1,000		1,250					
Non County Share									
Total	2,250	1,000		1,250					

Project Description

This project will fund the purchase of software, hardware and related services to upgrade and expand the capabilities of this system.

Current Year Description

The current year request funds the purchase and installation of the system.

Current Year Financing Plan				
Year	Bonds	Cash	Non County Shares	Total
2022	1,250,000			1,250,000

Impact on Operating Budget

The impact on the Operating Budget is the appropriation of Cash to Capital and the debt service associated with the issuance of bonds.

Appropriation History			
Year	Amount	Description	Status
2020	250,000	Funding for study	IN PROGRESS
2021	750,000	Purchase of system	IN PROGRESS
Total	1,000,000		

Prior Appropriations			
	Appropriated	Collected	Uncollected
Bond Proceeds	750,000		750,000
Funds Revenue	250,000	250,000	
Total	1,000,000	250,000	750,000

Bonds Authorized				
Bond Act	Amount	Date Sold	Amount Sold	Balance
39 21	750,000			750,000
207 21	1,250,000			1,250,000
Total	2,000,000			2,000,000