



George Latimer  
County Executive

November 1, 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 a bond act ("Bond Act") which, if adopted, would authorize the County of Westchester ("County") to issue bonds in the amount of \$1,000,000 to finance the following capital project:

BIT4C – Employee Productivity Systems 2018-2022 ("BIT4C").

The Bond Act, in the amount of \$1,000,000, would finance the cost of acquisition and installation of software and appliances for the County Department of Information Technology ("Department"), including installation and implementation services.

The Department of has advised that BIT4C will provide software, hardware, computer resources, and cybersecurity to meet unique and specific operational improvement across the County to support all Department initiatives.

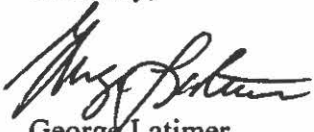
Following bonding authorization, design will be scheduled and is anticipated to take three to six months to complete. It is estimated that installation will take twelve to eighteen months to complete. It is anticipated that the design work will be completed by in-house staff and consultants.

It should be noted that your Honorable Board has previously authorized the County to issue bonds in connection with separable components of BIT4C as indicated in the annexed fact sheet.

The Planning Department has advised that based on its review, BIT4C 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.

Based on the importance of this project to the County, favorable action on the proposed Bond Act is respectfully requested.

Sincerely,

A handwritten signature in black ink, appearing to read "George Latimer". The signature is fluid and cursive, with the first name "George" being more prominent than the last name "Latimer".

George Latimer  
County Executive

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

Your Committee is in receipt of a transmittal from the County Executive recommending approval by the County of Westchester (“County”) of a bond act (“Bond Act”) in the amount of \$1,000,000 to finance capital project BIT4C – Employee Productivity Systems 2018-2022 (“BIT4C”). The Bond Act, which was prepared by the law firm Harris Beach, will finance the cost of acquisition and installation of software and appliances for the County Department of Information Technology (“Department”), including installation and implementation services.

The Department of has advised that BIT4C will provide software, hardware, computer resources, and cybersecurity to meet unique and specific operational improvement across the County to support all Department initiatives.

Following bonding authorization, design will be scheduled and is anticipated to take three to six months to complete. It is estimated that installation will take twelve to eighteen months to complete. It is anticipated that the design work will be completed by in-house staff and consultants.

It should be noted that your Honorable Board has previously authorized the County to issue bonds in connection with separable components of BIT4C as indicated in the annexed fact sheet.

The Planning Department has advised your Committee that based on its review, BIT4C 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.

It should be noted that an affirmative vote of two-thirds of the members of your Honorable Board is required in order to adopt the Bond Act. Your Committee recommends the adoption of the proposed Bond Act.

Dated: \_\_\_\_\_, 20\_\_\_\_  
White Plains, New York

**COMMITTEE ON**

# FISCAL IMPACT STATEMENT

CAPITAL PROJECT #: BIT4C

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 \$ 1,000,000 PPU 5 Anticipated Interest Rate 3.52%

Anticipated Annual Cost (Principal and Interest): \$ 220,033

Total Debt Service (Annual Cost x Term): \$ 1,100,165

Finance Department: Interest rate from October 26, 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: Dir of Admin Services

Department: Information Technology


Date: 10/27/22

Reviewed By: 

Budget Director

Date: 10/31/22

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

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

DATE: October 5, 2022

SUBJECT: **STATE ENVIRONMENTAL QUALITY REVIEW FOR CAPITAL PROJECT:  
BIT4C EMPLOYEE PRODUCTIVITY SYSTEMS 2018-2022**

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**PROJECT/ACTION:** Per Capital Project Fact Sheet as approved by the Planning Department on 09-23-2022 (Unique ID: 2016)

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.

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**COMMENTS:** None.

DSK/dvw

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

ACT NO. -20\_\_

BOND ACT AUTHORIZING THE ISSUANCE OF \$1,000,000 BONDS OF THE COUNTY OF WESTCHESTER, OR SO MUCH THEREOF AS MAY BE NECESSARY, TO FINANCE THE COST OF THE ACQUISITION AND INSTALLATION OF SOFTWARE AND APPLIANCES FOR THE DEPARTMENT OF INFORMATION TECHNOLOGY; STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$1,000,000; STATING THE PLAN OF FINANCING SAID COST INCLUDES THE ISSUANCE OF \$1,000,000 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, \$1,000,000 bonds of the County, or so much thereof as may be necessary, are hereby authorized to be issued to finance the cost of the acquisition and installation of software and appliances for the Department of Information Technology, including installation and implementation 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 \$1,000,000. The plan of financing includes the issuance of \$1,000,000 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 \$1,000,000. 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\_\_.

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

(SEAL)

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 \$1,000,000 BONDS OF THE COUNTY OF WESTCHESTER, OR SO MUCH THEREOF AS MAY BE NECESSARY, TO FINANCE THE COST OF THE ACQUISITION AND INSTALLATION OF SOFTWARE AND APPLIANCES FOR THE DEPARTMENT OF INFORMATION TECHNOLOGY; STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$1,000,000; STATING THE PLAN OF FINANCING SAID COST INCLUDES THE ISSUANCE OF \$1,000,000 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 the cost of the acquisition and installation of software and appliances for the Department of Information Technology, including installation and implementation 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: \$1,000,000; 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

<b>Project ID:*</b> BIT4C	<input type="checkbox"/> CBA	<b>Fact Sheet Date:*</b> 08-25-2022
<b>Fact Sheet Year:*</b> 2022	<b>Project Title:*</b> EMPLOYEE PRODUCTIVITY SYSTEMS 2018-2022	<b>Legislative District ID:</b>
<b>Category*</b> BUILDINGS, LAND & MISCELLANEOUS	<b>Department:*</b> INFORMATION TECHNOLOGY	<b>CP Unique ID:</b> 2016

**Overall Project Description**

This project will fund reusable software components that can be assembled to meet the particular requirements of a user rather than buying a single "one-size-fits-all".

- |  |  |   |
|--|--|---|
| <input 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
<b>Gross</b>	3,500	3,500	0	0	0	0	0	0
<b>Less Non-County Shares</b>	0	0	0	0	0	0	0	0
<b>Net</b>	3,500	3,500	0	0	0	0	0	0

**Expended/Obligated Amount (in thousands) as of :** 1,746

<b>Current Bond Description:</b> To fund the purchase of software and appliances, equipment, installation and implementing services	
<b>Financing Plan for Current Request:</b>	
Non-County Shares:	\$ 0
Bonds/Notes:	1,000,000
Cash:	0
<b>Total:</b>	<b>\$ 1,000,000</b>

**SEQR Classification:**  
TYPE II

**Amount Requested:**  
1,000,000

**Comments:**

**Energy Efficiencies:**

**Appropriation History:**

Year	Amount	Description
2018	1,000,000	FUNDS SECURITY SOFTWARE, APPLIANCES, INSTALLATION/IMPLEMENTATION SERVICES AND ACQUISITION, LICENSING AND ASSOCIATED DEVELOPMENT SOFTWARE
2019	500,000	CONTINUATION FOR THIS PROJECT
2020	1,000,000	CONTINUATION OF THIS PROJECT
2021	1,000,000	CONTINUATION OF THIS PROJECT

**Total Appropriation History:**  
3,500,000

**Financing History:**

<b>Year</b>	<b>Bond Act #</b>	<b>Amount</b>	<b>Issued</b>	<b>Description</b>
19	113	1,000,000	815,581	ACQUISITION AND INSTALLATION OF SOFTWARE AND APPLIANCES FOR IT
20	106	500,000	272,516	COST OF PURCHASING AND INSTALLING SOFTWARE AND APPLIANCES FOR EMPLOYEE PRODUCTIVITY SYSTEMS
21	39	1,000,000	0	ACQUISITION AND INSTALLATION OF SOFTWARE AND APPLIANCES FOR IT

**Total Financing History:**

2,500,000

**Recommended By:**

**Department of Planning**

WBB4

**Date**

09-23-2022

**Department of Public Works**

RJB4

**Date**

09-26-2022

**Budget Department**

LMY1

**Date**

09-26-2022

**Requesting Department**

DDMK

**Date**

09-26-2022

## EMPLOYEE PRODUCTIVITY SYSTEMS 2018-2022 ( BIT4C )

**User Department :** Information Technology

**Managing Department(s) :** Information Technology ;

**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	3,500	3,500	1,746						
Non County Share			18						
<b>Total</b>	<b>3,500</b>	<b>3,500</b>	<b>1,764</b>						

### **Project Description**

This project will fund reusable software components that can be assembled to meet the particular requirements of a user rather than buying a single "one-size-fits-all".

### **Current Year Description**

There is no current year request.

### **Impact on Operating Budget**

The impact on the Operating Budget is the debt service associated with the issuance of bonds.

### **Appropriation History**

Year	Amount	Description	Status
2018	1,000,000	Funds security software, appliances, installation/implementation services and acquisition, licensing and associated development software	IN PROGRESS
2019	500,000	Continuation for this project	IN PROGRESS
2020	1,000,000	Continuation of this project	IN PROGRESS
2021	1,000,000	Continuation of this project	AWAITING BOND AUTHORIZATION
<b>Total</b>	<b>3,500,000</b>		

### **Prior Appropriations**

	Appropriated	Collected	Uncollected
Bond Proceeds	3,500,000	1,106,029	2,393,971
Others		(17,932)	17,932
<b>Total</b>	<b>3,500,000</b>	<b>1,088,097</b>	<b>2,411,903</b>

**EMPLOYEE PRODUCTIVITY SYSTEMS 2018-2022  
( BIT4C )**

**Bonds Authorized**

<b>Bond Act</b>	<b>Amount</b>	<b>Date Sold</b>	<b>Amount Sold</b>	<b>Balance</b>
<b>113 19</b>	<b>1,000,000</b>	<b>12/10/19</b>	<b>50,105</b>	<b>321,051</b>
		<b>12/10/19</b>	<b>9,895</b>	
		<b>04/30/20</b>	<b>89,820</b>	
		<b>10/28/20</b>	<b>464,102</b>	
		<b>10/28/20</b>	<b>65,027</b>	
		<b>10/28/20</b>	<b>17,932</b>	
		<b>10/28/20</b>	<b>(17,932)</b>	
<b>106 20</b>	<b>500,000</b>			<b>500,000</b>
<b>39 21</b>	<b>1,000,000</b>			<b>1,000,000</b>
<b>Total</b>	<b>2,500,000</b>		<b>678,949</b>	<b>1,821,051</b>