



George Latimer  
County Executive

July 13, 2021

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 (the “Bond Act”), which if adopted, would authorize the County of Westchester (the “County”) to issue up to \$245,000 in bonds of the County to finance the following capital project:

BIT24 – County Real Estate One Stop (CROS) (“BIT24”).

The proposed Bond Act, in the amount of \$245,000, would fund the purchase of necessary upgraded software, hardware and related services associated with the County Real Estate One Stop (CROS) application. Work will include integrating data, records, and filed maps currently in the County Archive system associated with the inventory of known County properties.

The Department of Information Technology (the “Department”) has advised that the purpose of this project is to establish a comprehensive database of County-owned properties and real estate holdings. This will be established with the conversion and scanning of property records, integration of floor plans and as-built drawings, and the design and development of a building asset data model.

The Department has further advised that it anticipates that this project will begin within two (2) months of receipt of bonding authorization and will take approximately 24 to 30 months to complete. The implementation will be done using in-house staff working with vendors.

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.

Office of the County Executive


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

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[westchestergov.com](http://westchestergov.com)

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 a large initial "G" and "L".

George Latimer  
County Executive

GL/MB/jpg

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

Your Committee is in receipt of a transmittal from the County Executive recommending approval of a bond act (the “Bond Act”) in the amount of \$245,000, which would authorize the County of Westchester (the “County”) to finance capital project BIT24 - County Real Estate One Stop (CROS) (“BIT24”).

Your Committee is advised that the Bond Act, prepared by the law firm of Harris Beach, PLLC, is necessary to fund the purchase of necessary upgraded software, hardware and related services associated with the County Real Estate One Stop (CROS) application. Work will include integrating data, records, and filed maps currently in the County Archive system associated with the inventory of known County properties.

The Department of Information Technology (the “Department”) has advised that the purpose of this project is to establish a comprehensive database of County-owned properties and real estate holdings. This will be established with the conversion and scanning of property records, integration of floor plans and as-built drawings, and the design and development of a building asset data model.

The Department has further advised that it anticipates that this project will begin within two (2) months of receipt of bonding authorization and will take approximately 24 to 30 months to complete. The implementation will be done using in-house staff working with vendors.

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.

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: \_\_\_\_\_, 2021  
White Plains, New York

**COMMITTEE ON**

jpg/6.04.2021

# FISCAL IMPACT STATEMENT

CAPITAL PROJECT #: B0122

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 \$ 900,000 PPU 10 Anticipated Interest Rate 0.77%

Anticipated Annual Cost (Principal and Interest): \$ 93,821

Total Debt Service (Annual Cost x Term): \$ 938,210

Finance Department: Interest rates from July 1, 2021 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): N/A

Potential Related Revenues (Annual): N/A

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: 10

## SECTION E - EXPECTED DESIGN WORK PROVIDER

County Staff

Consultant

Not Applicable

Prepared by: Robert Abbamont

Title: Director of Operations (Capital Planning)

Department: Public Works/Transportation


Date: 7/7/21

Reviewed By: 

Budget Director

Date: 7/9/21

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

FROM: David S. Kvinge, AICP, RLA, CFM   
Director of Environmental Planning

DATE: June 30, 2021

SUBJECT: **STATE ENVIRONMENTAL QUALITY REVIEW FOR CAPITAL PROJECT:  
BIT24 COUNTY REAL ESTATE ONE STOP (CROS)**

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**PROJECT/ACTION:** Per Capital Project Fact Sheet as approved by the Planning Department on 06-03-2021 (Unique ID: 1699)

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)(26):** routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment.
  - **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/dvw

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 Yazzetta, Associate Budget Director  
Anthony Zaino, Assistant Commissioner  
William Brady, Chief Planner  
Michael Lipkin, Associate Planner  
Claudia Maxwell, Associate Environmental Planner

ACT NO. -20\_\_

BOND ACT AUTHORIZING THE ISSUANCE OF \$245,000 BONDS OF THE COUNTY OF WESTCHESTER, OR SO MUCH THEREOF AS MAY BE NECESSARY, TO FINANCE THE COST OF ACQUISITION AND INSTALLATION OF SOFTWARE, HARDWARE, AND PROFESSIONAL SERVICES FOR THE COUNTY REAL ESTATE ONE STOP (CROS) APPLICATION FOR THE DEPARTMENT OF INFORMATION TECHNOLOGY (DoIT); STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$245,000; STATING THE PLAN OF FINANCING SAID COST INCLUDES THE ISSUANCE OF \$245,000 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, \$245,000 bonds of the County, or so much thereof as may be necessary, are hereby authorized to be issued to finance the cost of acquisition and installation of software, hardware, and professional services for the County Real Estate One Stop (CROS) application for the Department of Information Technology (DoIT); 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 \$245,000. The plan of financing includes the issuance of \$245,000 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 \$245,000. This Act is a declaration of official intent adopted pursuant to the requirements of Treasury Regulation Section 1.150-2.

Section 4. The estimate of \$245,000 as the estimated total cost of the aforesaid objects or purposes is hereby approved, and as the amount of bonds herein authorized is not in excess of \$10,000,000, this Act is not subject to referendum.



Section 5. 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 6. 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 7. 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 8. This Act shall take effect in accordance with Section 107.71 of the Westchester County Charter.

\* \* \*



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 \$245,000 BONDS OF THE COUNTY OF WESTCHESTER, OR SO MUCH THEREOF AS MAY BE NECESSARY, TO FINANCE THE COST OF ACQUISITION AND INSTALLATION OF SOFTWARE, HARDWARE, AND PROFESSIONAL SERVICES FOR THE COUNTY REAL ESTATE ONE STOP (CROS) APPLICATION FOR THE DEPARTMENT OF INFORMATION TECHNOLOGY (DoIT); STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$245,000; STATING THE PLAN OF FINANCING SAID COST INCLUDES THE ISSUANCE OF \$245,000 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, hardware, and professional services for the County Real Estate One Stop (CROS) application for the Department of Information Technology (DoIT); 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: \$245,000; 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:\***  
BIT24

CBA

**Fact Sheet Date:\***  
05-26-2021

**Fact Sheet Year:\***  
2021

**Project Title:\***  
COUNTY REAL ESTATE ONE STOP  
(CROS)

**Legislative District ID:**

**Category\***  
BUILDINGS, LAND &  
MISCELLANEOUS

**Department:\***  
INFORMATION TECHNOLOGY

**CP Unique ID:**  
1699

**Overall Project Description**

The purpose of this project is to establish a comprehensive database of county owned properties and real estate holdings. This will be established with the conversion and scanning of property records, integration of floor plans and as-built drawings, and the design and development of a building asset data model.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Best Management Practices | <input type="checkbox"/> Energy Efficiencies     | <input checked="" 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<br>Ultimate<br>Total Cost | Appropriated | 2021 | 2022 | 2023 | 2024 | 2025 | Under<br>Review |
|-------------------------------|-------------------------------------|--------------|------|------|------|------|------|-----------------|
| <b>Gross</b>                  | 245                                 | 245          | 0    | 0    | 0    | 0    | 0    | 0               |
| <b>Less Non-County Shares</b> | 0                                   | 0            | 0    | 0    | 0    | 0    | 0    | 0               |
| <b>Net</b>                    | 245                                 | 245          | 0    | 0    | 0    | 0    | 0    | 0               |

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

**Current Bond Description:** Funding will be used to purchase necessary upgraded software and hardware and related services associated with the County Real Estate One Stop (CROS) application. Work will include integrating data, records, and filed maps currently online in the County Clerk and Archives systems associated with the inventory of known county properties (approx. 255) mapped GIS.

**Financing Plan for Current Request:**

|                    |                   |
|--------------------|-------------------|
| Non-County Shares: | \$ 0              |
| Bonds/Notes:       | 245,000           |
| Cash:              | 0                 |
| <b>Total:</b>      | <b>\$ 245,000</b> |

**SEQR Classification:**  
TYPE II

**Amount Requested:**  
245,000

**Comments:**

**Energy Efficiencies:**

**Appropriation History:**

| Year | Amount  | Description   |
|------|---------|---|
| 2010 | 245,000 | EXPANSION OF CROS SYSTEM TO THE CONVERSION & SCANNING OF PROPERTY RECORDS |

**Total Appropriation History:**  
245,000

**Total Financing History:**  
0

**Recommended By:**

**Department of Planning**

WBB4

**Date**

06-03-2021

**Department of Public Works**

RJB4

**Date**

06-03-2021

**Budget Department**

LMY1

**Date**

06-04-2021

**Requesting Department**

MCB1

**Date**

06-04-2021

## COUNTY REAL ESTATE ONE STOP (CROS) ( BIT24 )

**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 | 2021 | 2022 | 2023 | 2024 | 2025 | Under Review |
|-------------------------|--------------|--------------|-----------|------|------|------|------|------|--------------|
| <b>Gross</b>            | 245          | 245          |           |      |      |      |      |      |              |
| <b>Non County Share</b> |              |              |           |      |      |      |      |      |              |
| <b>Total</b>            | 245          | 245          |           |      |      |      |      |      |              |

### **Project Description**

The purpose of this project is to establish a comprehensive database of county owned properties and real estate holdings. This will be established with the conversion and scanning of property records, integration of floor plans and as-built drawings, and the design and development of a building asset data model.

### **Current Year Description**

There is no current year request.

### **Impact on Operating Budget**

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

### **Appropriation History**

| Year         | Amount         | Description   | Status                      |
|--------------|----------------|---|-----------------------------|
| 2010         | 245,000        | Expansion of CROS system to the conversion & scanning of property records | AWAITING BOND AUTHORIZATION |
| <b>Total</b> | <b>245,000</b> |   |                             |

### **Prior Appropriations**

|                      | Appropriated | Collected | Uncollected |
|----------------------|--------------|-----------|-------------|
| <b>Bond Proceeds</b> | 245,000      |           | 245,000     |
| <b>Total</b>         | 245,000      |           | 245,000     |