

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 cursive script, appearing to read "George Latimer".

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**

# 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**

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**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.


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**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



ACT No. \_\_\_\_\_ 2022

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	<u>\$2,250,000</u>	<u>\$3,750,000</u>	<u>\$6,000,000</u>

Section 3. The ACT shall take effect immediately.