

# Westchester County

George Latimer  
County Executive

September 6, 2024

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

Dear Honorable 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 \$4,186,000 to finance a component of the following capital project:

WCC89 – Administration Building Expansion/Renovation ("WCC89").

The Bond Act, in the amount of \$4,186,000, would finance the County's approximately 50% share of the cost of planning and design associated with the expansion/renovation of the Administration Building at Westchester Community College ("College").

The College has advised that the planning phase of WCC89 will consist of hiring professional architectural and engineering firms for project services. The consultants shall provide design services associated with project services. Design services shall include preparing construction contract documents (drawings and specifications), construction cost estimates, bid analysis, preparation of any addenda if required, and recommendation to award the construction contracts. In addition, the consultant shall provide design services during construction consisting of shop drawing and submission review, attendance at project meetings, periodic site visits, and preparation of as-built drawings.

The College has advised that the total amount appropriated for this phase of WCC89 is \$8,371,000. This bond request, in the amount of \$4,186,000, represents the County's 50% share of this phase of the project. The remaining 50% will be funded by New York State.

Following receipt by the College of New York State funds and bonding authorization, design will be scheduled and is anticipated to take twenty-four (24) months to complete and will be performed by outside consultants. It is estimated that construction will take twenty-four (24) months to complete and will begin after award and execution of the construction contracts, subject to your Honorable Board's further approval of construction funding.

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", written in a cursive style.

George Latimer  
Westchester County Executive

GL/DG/jpg/nn

**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 \$4,186,000 to finance a component of capital project WCC89 – Administration Building Expansion/Renovation (“WCC89”). The Bond Act, which was prepared by the law firm Harris Beach, PLLC, will finance the County’s approximately 50% share of the cost of planning and design associated with the expansion/renovation of the Administration Building at Westchester Community College (“College”).

The College has advised that the planning phase of WCC89 will consist of hiring professional architectural and engineering firms for project services. The consultants shall provide design services associated with project services. Design services shall include preparing construction contract documents (drawings and specifications), construction cost estimates, bid analysis, preparation of any addenda if required, and recommendation to award the construction contracts. In addition, the consultant shall provide design services during construction consisting of shop drawing and submission review, attendance at project meetings, periodic site visits, and preparation of as-built drawings.

The College has advised that the total amount appropriated for this phase of WCC89 is \$8,371,000. This bond request, in the amount of \$4,186,000, represents the County’s 50% share of this phase of the project. The remaining 50% will be funded by New York State.

Following receipt by the College of New York State funds and bonding authorization, design will be scheduled and is anticipated to take twenty-four (24) months to complete and will be performed by outside consultants. It is estimated that construction will take twenty-four (24) months to complete and will begin after award and execution of the construction contracts, subject to your Honorable Board’s further approval of construction funding.

The Planning Department has advised your Committee that based on its review, the above-referenced capital project may be 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 environmental review is required. Your Committee has reviewed the annexed SEQR documentation and concurs with this recommendation.

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: \_\_\_\_\_, 2024  
White Plains, New York

**COMMITTEE ON**

# FISCAL IMPACT STATEMENT

CAPITAL PROJECT #: WCC89

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 \$ 4,186,000 PPU 5 Anticipated Interest Rate 2.40%

Anticipated Annual Cost (Principal and Interest): \$ 907,670

Total Debt Service (Annual Cost x Term): \$ 4,538,352

Finance Department: maab 9-10-24

## 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):

No Operating Impact

## SECTION D - EMPLOYMENT

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

Number of Full Time Equivalent (FTE) Jobs Funded: 45

Prepared by: Dawn Gillins

Title: Assistant Vice President/Comptroller

Department: WCC

Date: 9/13/24

Reviewed By: 

Budget Director

Date: 9/13/24

9/13/24  
CR 9/13/24

9/13/24



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

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

DATE: August 27, 2024

SUBJECT: **STATE ENVIRONMENTAL QUALITY REVIEW FOR CAPITAL PROJECT:  
WCC89 ADMINISTRATION BUILDING EXPANSION/RENOVATION**

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**PROJECT/ACTION:** Per Capital Project Fact Sheet as approved by the Planning Department on 08-14-2024 (Unique ID: 2580)

With respect to the State Environmental Quality Review Act and its implementing regulations 6 NYCRR Part 617, the Planning Department recommends that no 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)(27):** conducting concurrent environmental, engineering, economic, feasibility and other studies and preliminary planning and budgetary processes necessary to the formulation of a proposal for action, provided those activities do not commit the agency to commence, engage in or approve such action.

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**COMMENTS:** None.

DSK/cnm

cc: Andrew Ferris, Chief of Staff  
Paula Friedman, Assistant to the County Executive  
Lawrence Soule, Budget Director  
Tami Altschiller, Assistant Chief Deputy County Attorney  
Dawn Gillins, Westchester Community College  
Dianne Vanadia, Associate Budget Director  
Susan Darling, Chief Planner  
Michael Lipkin, Associate Planner  
Claudia Maxwell, Principal Environmental Planner

ACT NO. -20\_\_

BOND ACT AUTHORIZING THE ISSUANCE OF \$4,186,000 BONDS OF THE COUNTY OF WESTCHESTER, OR SO MUCH THEREOF AS MAY BE NECESSARY, TO FINANCE THE COST OF THE PLANNING FOR IMPROVEMENTS TO THE ADMINISTRATION BUILDING AT THE WESTCHESTER COMMUNITY COLLEGE CAMPUS; STATING THE TOTAL ESTIMATED MAXIMUM COST THEREOF IS \$8,371,000; STATING THE PLAN OF FINANCING SAID COST INCLUDES THE ISSUANCE OF \$4,186,000 BONDS HEREIN AUTHORIZED TO FINANCE THE COUNTY'S SHARE OF SUCH COST AND THE APPLICATION OF \$4,185,000 EXPECTED TO BE RECEIVED FROM THE STATE OF NEW YORK TOWARDS THE COST OF SAID OBJECTS OR PURPOSES; 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 Third-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, \$4,186,000 bonds of the County, or so much thereof as may be necessary, are hereby authorized to be issued to finance the cost of the planning for improvements to the Administration Building at the Westchester Community College Campus, 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 object or purpose, including preliminary costs and costs incidental thereto and the financing thereof is \$8,371,000. The plan of financing includes the issuance of \$4,186,000 bonds herein authorized and any bond anticipation notes issued in anticipation of the sale of such bonds, the application of \$4,185,000 expected to be received from the State of New York to be expended towards the cost of said objects or purposes, and the levy of a tax to pay the principal of and interest on said bonds and notes.

Section 2. The period of probable usefulness applicable to the specific object or purpose for which the bonds authorized by this resolution is to be issued, within the limitations of Section 11.00 a. 62(2<sup>nd</sup>) 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 \$4,186,000. 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 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 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 \$4,186,000 BONDS OF THE COUNTY OF WESTCHESTER, OR SO MUCH THEREOF AS MAY BE NECESSARY, TO FINANCE THE COST OF THE PLANNING FOR IMPROVEMENTS TO THE ADMINISTRATION BUILDING AT THE WESTCHESTER COMMUNITY COLLEGE CAMPUS, STATING THE TOTAL ESTIMATED MAXIMUM COST THEREOF IS \$8,371,000; STATING THE PLAN OF FINANCING SAID COST INCLUDES THE ISSUANCE OF \$4,186,000 BONDS HEREIN AUTHORIZED TO FINANCE THE COUNTY'S SHARE OF SUCH COST AND THE APPLICATION OF \$4,185,000 EXPECTED TO BE RECEIVED FROM THE STATE OF NEW YORK TOWARDS THE COST OF SAID OBJECTS OR PURPOSES; 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 planning for improvements to the Administration Building at the Westchester Community College Campus; at the estimated maximum cost of \$8,371,000; 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: \$4,186,000; 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> WCC89	<input type="checkbox"/> CBA	<b>Fact Sheet Date:*</b> 07-05-2024
<b>Fact Sheet Year:*</b> 2024	<b>Project Title:*</b> ADMINISTRATION BUILDING EXPANSION/RENOVATION	<b>Legislative District ID:</b> 3,
<b>Category*</b> WCC - BUILDINGS	<b>Department:*</b> COMMUNITY COLLEGE	<b>CP Unique ID:</b> 2580

**Overall Project Description**

The Administration Building was constructed in 1988 and contains 35,000 sq ft. The Admin Building houses a number of student service offices including the Office of Administrative Services, Human Resources, Bursars, Accounting, Purchasing, Registrar, Financial Aid Office, Admissions, Continuing Education and a portion of Information Technology. This Administration Building Expansion/Renovation project is to provide additional administrative space for the expansion of the existing departments. To consolidate and improve access to essential services, the Administration building will be fully renovated, and a two-story 22,400 gross sq. ft. addition will be constructed to create a new "One-Stop Student Service Center". The addition will also include both private and open office space as well as conference rooms for meetings.

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Best Management Practices | <input checked="" 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 Ultimate Total Cost	Appropriated	2024-25	2025-26	2026-27	2027-28	2028-29	Under Review
<b>Gross</b>	36,716	12,616	9,500	9,500	5,100	0	0	0
<b>Less Non-County Shares</b>	18,358	6,308	4,750	4,750	2,550	0	0	0
<b>Net</b>	18,358	6,308	4,750	4,750	2,550	0	0	0

**Expended/Obligated Amount (in thousands) as of : 92**

**Current Bond Description:** Current Bonding request is \$4,186,000 to fund the County's 50% share of this planning and design phase. The Planning phase shall consist of hiring professional architectural and engineering firms for project services. The consultant shall provide design services associated with project services. Design services shall include preparing construction contract documents (drawings and specifications), construction cost estimate, bid analysis, preparation of any addenda if required, and recommendation to award the construction contracts. In addition, the consultant shall provide design services during construction consisting of shop drawing and submission review, attendance at project meetings, periodic site visits, and preparation of as-built drawings.

**Financing Plan for Current Request:**

Non-County Shares:	\$ 4,185,000
Bonds/Notes:	4,186,000
Cash:	0
<b>Total:</b>	<b>\$ 8,371,000</b>

**SEQR Classification:**

TYPE II

**Amount Requested:**

4,186,000

**Expected Design Work Provider:**

- County Staff                       Consultant                       Not Applicable

**Comments:**

The amount appropriated for this phase of the project is \$9,896,000. The bonding request in the amount of \$4,186,000 (excludes the Site Development, which will be bonded separately to complete this Phase) represents the County's 50% share of the portion of this phase. The entire phase was approved for Capital Project WCC89 Administration Building Expansion/Renovation (Phase II). New York State has approved funding on the remaining 50%.

**Energy Efficiencies:**

ENERGY EFFICIENT LIGHTING

**Appropriation History:**

Year	Amount	Description
2021	2,720,000	ADMINISTRATION BUILDING EXPANSION/RENOVATION PHASE I
2024	9,896,000	ADMINISTRATION BUILDING EXPANSION/RENOVATION PHASE II

**Total Appropriation History:**

12,616,000

**Financing History:**

Year	Bond Act #	Amount	Issued	Description
21	141	1,360,000	0	WCC ADMIN BLDG - HVAC, PLUMBING, WATER SERVICE LINES.

**Total Financing History:**

1,360,000

**Recommended By:**

**Department of Planning**  
MLLL

**Date**  
08-14-2024

**Department of Public Works**  
RJB4

**Date**  
08-14-2024

**Budget Department**  
DEV9

**Date**  
08-14-2024

**Requesting Department**  
DAGX

**Date**  
08-15-2024