

# Information Technology & Cybersecurity Meeting Agenda



Committee Chair: Judah Holstein

800 Michaelian Office Bldg.  
148 Martine Avenue, 8th Floor  
White Plains, NY 10601  
[www.westchesterlegislators.com](http://www.westchesterlegislators.com)

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**Monday, June 10, 2024**

**10:00 AM**

**Committee Room**

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## CALL TO ORDER

Please note: Meetings of the Board of Legislators and its committees are held at the Michaelian Office Building, 148 Martine Avenue, White Plains, New York, 10601, and remotely via the WebEx video conferencing system. Legislators may participate in person or via Webex. Members of the public may attend meetings in person at any of its locations, or view it online on the Westchester County Legislature's website: <https://westchestercountyny.legistar.com/> This website also provides links to materials for all matters to be discussed at a given meeting.

## MINUTES APPROVAL

### I. ITEMS FOR DISCUSSION

1. [2024-311](#) **BOND ACT-BDA02-Information Technology '20-'24**

A BOND ACT authorizing the issuance of FIVE HUNDRED EIGHTY-SIX THOUSAND (\$586,000) DOLLARS in bonds of Westchester County to finance Capital Project BDA02 - Information Technology (2020-2024).

***COMMITTEE REFERRAL: COMMITTEES ON BUDGET & APPROPRIATIONS, INFORMATION TECHNOLOGY & CYBER SECURITY, PUBLIC SAFETY***

Joint with B&A and PS.  
Guests: District Attorney Office  
Chief Administrator Charles Forzano  
IT Chief Jason Carrow

### II. OTHER BUSINESS

### III. RECEIVE & FILE

## ADJOURNMENT

# Westchester County

George Latimer  
County Executive

May 24, 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 Five Hundred Eighty-Six Thousand (\$586,000.00) dollars, to finance the following capital project:

BDA02 – Information Technology (2020-2024) ("BDA02").

The Bond Act, in the amount of Five Hundred Eighty-Six Thousand (\$586,000.00) dollars, would fund the purchase, upgrade and maintenance of equipment, software and systems to support the technology needs of the District Attorney's Office ("District Attorney's Office") at various locations.

As the chief law enforcement officer of Westchester County, the Westchester County District Attorney is responsible for the investigation and prosecution of all crimes and offenses committed in the County. This project will enable the District Attorney's Office to carry out this mandate by continuing to allow for the purchase, upgrade and maintenance of equipment, software and systems to support the various District Attorney's Office locations throughout the County. This project includes, but is not limited to, the upgrade of hardware and software for forensics, surveillance, security systems, server and storage equipment, networking equipment, desktops systems, off the shelf and proprietary software applications, peripherals and hand-held devices.

It should be noted that your Honorable Board has previously authorized financing in connection with four (4) prior components of project BDA02, as indicated in the annexed fact sheet.

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

Sincerely,



George Latimer  
Westchester County Executive

GL/MR/CF/jpg/nn  
Attachments

**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 \$586,000.00, to finance capital project BDA02 – Information Technology (2020-2024) (“BDA02”).

Your Committee is advised that the proposed Bond Act, which was prepared by the law firm Harris Beach PLLC, would fund the purchase, upgrade and maintenance of equipment, software and systems to support the technology needs of the District Attorney’s Office (“District Attorney’s Office”) at various locations.

Your Committee is advised that, as the chief law enforcement officer of Westchester County, the Westchester County District Attorney is responsible for the investigation and prosecution of all crimes and offenses committed in the County. This project will enable the District Attorney’s Office to carry out this mandate by continuing to allow for the purchase, upgrade and maintenance of equipment, software and systems to support the various District Attorney’s Office locations throughout the County. This project includes, but is not limited to, the upgrade of hardware and software for forensics, surveillance, security systems, server and storage equipment, networking equipment, desktops systems, off the shelf and proprietary software applications, peripherals and hand-held devices.

It should be noted that your Honorable Board has previously authorized financing in connection with four (4) prior components of project BDA02 as indicated in the annexed fact sheet.

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 proposed Bond Act. Your Committee recommends the adoption of the proposed Bond Act.

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

cjjpg/05.13.2024

**COMMITTEE ON**

# FISCAL IMPACT STATEMENT

CAPITAL PROJECT #: BDA02

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    \$                    586,000            PPU    5            Anticipated Interest Rate    3.05%

Anticipated Annual Cost (Principal and Interest):                    \$    129,709

Total Debt Service (Annual Cost x Term):                                    \$    648,545

Finance Department:            Interest rates from May 22, 2024 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:                                    6

Prepared by:                    Dianne Vanadia

Title:                                    Associate Budget Director

Department:                    Budget

Date:                                    5/23/24


Reviewed By: 

*pw 5/23/24*

Budget Director

Date:                                    5/23/24

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: May 17, 2024

SUBJECT: **STATE ENVIRONMENTAL QUALITY REVIEW FOR CAPITAL PROJECT:  
BDA02 INFORMATION TECHNOLOGY (2020-2024)**

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**PROJECT/ACTION:** Per Capital Project Fact Sheet as approved by the Planning Department on 05-05-2024 (Unique ID: 2550)

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)(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  
Lawrence Soule, Budget Director  
Tami Altschiller, Assistant Chief Deputy County Attorney  
Dianne Vanadia, Associate Budget Director  
Susan Darling, Chief Planner  
Claudia Maxwell, Principal Environmental Planner  
Michael Lipkin, Associate Planner

ACT NO. -20\_\_

BOND ACT AUTHORIZING THE ISSUANCE OF \$586,000 BONDS OF THE COUNTY OF WESTCHESTER, OR SO MUCH THEREOF AS MAY BE NECESSARY, TO FINANCE THE COST OF THE ACQUISITION OF EQUIPMENT AND FURNISHINGS FOR THE DISTRICT ATTORNEY'S OFFICES LOCATED THROUGHOUT THE COUNTY; STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$586,000; STATING THE PLAN OF FINANCING SAID COST INCLUDES THE ISSUANCE OF \$586,000 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, \$586,000 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 of equipment and furnishings for the District Attorney's offices located throughout the County, including software and systems; 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 \$586,000. The plan of financing includes the issuance of \$586,000 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 class of objects or purposes for which bonds authorized by this resolution is to be issued within the limitations of Section 11.00 a. 32 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 \$586,000. 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. 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 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 \$586,000 BONDS OF THE COUNTY OF WESTCHESTER, OR SO MUCH THEREOF AS MAY BE NECESSARY, TO FINANCE THE COST OF THE ACQUISITION OF EQUIPMENT AND FURNISHINGS FOR THE DISTRICT ATTORNEY'S OFFICES LOCATED THROUGHOUT THE COUNTY; STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$586,000; STATING THE PLAN OF FINANCING SAID COST INCLUDES THE ISSUANCE OF \$586,000 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: the acquisition of equipment and furnishings for the District Attorney's offices located throughout the County, including software and systems; 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: \$586,000; 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> BDA02	<input type="checkbox"/> CBA	<b>Fact Sheet Date:*</b> 05-02-2024
<b>Fact Sheet Year:*</b> 2024	<b>Project Title:*</b> INFORMATION TECHNOLOGY (2020-2024)	<b>Legislative District ID:</b>
<b>Category*</b> BUILDINGS, LAND & MISCELLANEOUS	<b>Department:*</b> DISTRICT ATTORNEY	<b>CP Unique ID:</b> 2550

**Overall Project Description**

This project will fund the purchase, upgrade and maintenance of equipment, software and systems. This project includes, but is not limited to the upgrade of hardware and software for forensics, surveillance, security systems, server and storage equipment, networking equipment, desktop systems, off the self and proprietary software applications, peripherals and hand-held devices.

- |  |  |   |
|--|--|---|
| <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	2024	2025	2026	2027	2028	Under Review
<b>Gross</b>	2,526	1,940	586	0	0	0	0	0
<b>Less Non-County Shares</b>	0	0	0	0	0	0	0	0
<b>Net</b>	2,526	1,940	586	0	0	0	0	0

**Expended/Obligated Amount (in thousands) as of :** 1,342

**Current Bond Description:** This request for \$586,000 represents the fifth phase of this project and will allow the District Attorney's Office to continue to purchase, upgrade and maintain equipment, software and systems to support the needs of the District Attorney's Offices located throughout the County.

**Financing Plan for Current Request:**

Non-County Shares:	\$ 0
Bonds/Notes:	586,000
Cash:	0
<b>Total:</b>	<b>\$ 586,000</b>

**SEQR Classification:**  
TYPE II

**Amount Requested:**  
586,000

**Expected Design Work Provider:**

- County Staff                       Consultant                       Not Applicable

**Comments:**

**Energy Efficiencies:**

**Appropriation History:**

Year	Amount	Description
2020	500,000	UPGRADE OF THE EMAIL SYSTEM, SERVERS, FORENSIC, SURVEILLANCE EQUIPMENT AND STORAGE SPACE
2021	710,000	PURCHASE OF LICENSE PLATE READER STORAGE AND BACKUP SYSTEMS
2022	355,000	FUNDS CONTINUATION OF THIS PROJECT
2023	375,000	CONTINUATION OF THIS PROJECT
2024	586,000	UPGRADE OF PRODUCTION AND DISASTER RECOVERY STORAGE EQUIPMENT AND HARDWARE REPLACEMENTS

**Total Appropriation History:**

2,526,000

**Financing History:**

Year	Bond Act #	Amount	Issued	Description
20	14	500,000	474,513	FIRST PHASE OF UPGRADES TO TECHNOLOGY EQUIPMENT, SOFTWARE, AND SYSTEMS FOR DA'S OFFICE
21	39	710,000	618,942	UPGRADES TO TECHNOLOGY EQUIPMENT, SOFTWARE, AND SYSTEMS FOR DA'S OFFICE
21	207	355,000	208,605	THIRD PHASE OF UPGRADES TO TECHNOLOGY EQUIPMENT, SOFTWARE, AND SYSTEMS FOR DA'S OFFICE
23	155	375,000	168,884	UPGRADES TO TECHNOLOGY EQUIPMENT, SOFTWARE, AND SYSTEMS FOR DA'S OFFICE

**Total Financing History:**

1,940,000

**Recommended By:**

**Department of Planning**  
MLLL

**Date**  
05-05-2024

**Department of Public Works**  
RJB4

**Date**  
05-06-2024

**Budget Department**  
DEV9

**Date**  
05-10-2024

**Requesting Department**  
CCFN

**Date**  
05-13-2024

## INFORMATION TECHNOLOGY (2020-2024) ( BDA02 )

**User Department :** District Attorney

**Managing Department(s) :** District Attorney ;

**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	2024	2025	2026	2027	2028	Under Review
<b>Gross</b>	<b>2,526</b>	<b>1,940</b>	<b>1,342</b>	<b>586</b>					
<b>Non County Share</b>									
<b>Total</b>	<b>2,526</b>	<b>1,940</b>	<b>1,342</b>	<b>586</b>					

### **Project Description**

This project will fund the purchase, upgrade and maintenance of equipment, software and systems. This project includes, but is not limited to the upgrade of hardware and software for forensics, surveillance, security systems, server and storage equipment, networking equipment, desktops systems, off the shelf and proprietary software applications, peripherals and hand-held devices.

### **Current Year Description**

The current year request funds upgrade of production and disaster recovery storage equipment and hardware replacements.

### **Current Year Financing Plan**

Year	Bonds	Cash	Non County Shares	Total
2024	586,000			586,000

### **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
2020	500,000	Upgrade of the email system, servers, forensic, surveillance equipment and storage space	IN PROGRESS
2021	710,000	Purchase of license plate reader storage and backup systems	IN PROGRESS
2022	355,000	Funds continuation of this project	IN PROGRESS
2023	375,000	Continuation of this project	IN PROGRESS
<b>Total</b>	<b>1,940,000</b>		

### **Prior Appropriations**

	Appropriated	Collected	Uncollected
<b>Bond Proceeds</b>	<b>1,940,000</b>	<b>1,207,904</b>	<b>732,096</b>
<b>Total</b>	<b>1,940,000</b>	<b>1,207,904</b>	<b>732,096</b>



**INFORMATION TECHNOLOGY (2020-2024)  
( BDA02 )**

<b>Bonds Authorized</b>				
<b>Bond Act</b>	<b>Amount</b>	<b>Date Sold</b>	<b>Amount Sold</b>	<b>Balance</b>
14 20	500,000	12/01/21	320,042	153,750
		12/01/22	23,839	
		12/01/22	2,369	
39 21	710,000	12/01/21	271,068	287,944
		12/01/22	137,339	
		12/01/22	13,649	
207 21	355,000	12/01/22	157,325	182,040
		12/01/22	15,635	
155 23	375,000			375,000
<b>Total</b>	<b>1,940,000</b>		<b>941,267</b>	<b>998,733</b>