

# 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, October 7, 2024**

**10:00 AM**

**Committee Room**

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**Joint with B&A**

## 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. [2024-525](#) **CBA-BIT50-AMS & CGI Applications and RAC Upgrade**

AN ACT amending the 2024 County Capital Budget Appropriations for Capital Project BIT50 - AMS & CGI Applications and RAC Upgrade.

**COMMITTEE REFERRAL: COMMITTEES ON BUDGET & APPROPRIATIONS, INFORMATION TECHNOLOGY & CYBERSECURITY AND PUBLIC WORKS & TRANSPORTATION**

Guests: Department of Information Technology  
Chief Information Officer Marguerite Beirne  
Chris Gratzel, Director of Knowledge Management & Archives  
Aji Palappillil, Deputy CIO

2. [2024-526](#) **BOND ACT-BIT50-AMS & CGI Applications and RAC Upgrade**

A BOND ACT authorizing the issuance of SIX HUNDRED TWENTY-FIVE THOUSAND (\$625,000) DOLLARS in bonds of Westchester County to finance Capital Project BIT50 - AMS & CGI Applications and RAC Upgrade.

**COMMITTEE REFERRAL: COMMITTEES ON BUDGET & APPROPRIATIONS, INFORMATION TECHNOLOGY & CYBERSECURITY AND PUBLIC WORKS & TRANSPORTATION**

Guests: Department of Information Technology  
Chief Information Officer Marguerite Beirne  
Chris Gratzel, Director of Knowledge Management & Archives  
Aji Palappillil, Deputy CIO

3. [2024-527](#) **CBA-BIT63-Declaration of Independence Protective Exhibit Encasement**

AN ACT amending the 2024 County Capital Budget Appropriations for Capital Project BIT63 - Declaration of Independence Protective Exhibit Encasement.

**COMMITTEE REFERRAL: COMMITTEES ON BUDGET & APPROPRIATIONS, INFORMATION TECHNOLOGY & CYBERSECURITY AND PUBLIC WORKS & TRANSPORTATION**

Guests: Department of Information Technology  
Chief Information Officer Marguerite Beirne  
Chris Gratzel, Director of Knowledge Management & Archives

4. [2024-528](#) **BOND ACT-BIT63-Declaration of Independence Protective Exhibit Encasement**

A BOND ACT authorizing the issuance of FIVE HUNDRED TWENTY-FIVE THOUSAND (\$525,000) DOLLARS in bonds of Westchester County to finance Capital Project BIT63 - Declaration of Independence Protective Exhibit Encasement.

**COMMITTEE REFERRAL: COMMITTEES ON BUDGET & APPROPRIATIONS, INFORMATION TECHNOLOGY & CYBERSECURITY AND PUBLIC WORKS & TRANSPORTATION**

Guests: Department of Information Technology  
Chief Information Officer Marguerite Beirne  
Chris Gratzel, Director of Knowledge Management & Archives

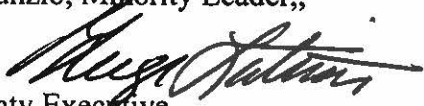
## II. OTHER BUSINESS

## III. RECEIVE & FILE

## ADJOURNMENT

September 27, 2024

TO: Hon. Vedat Gashi, Chair  
Hon. Jose Alvarado, Vice Chair  
Hon. Tyrae Woodson-Samuels, Majority Leader  
Hon. Margaret Cunzio, Minority Leader,,

FROM: George Latimer   
Westchester County Executive

RE: Message Requesting Immediate Consideration: **CBA & Bond Act – BIT50 – AMS & CGI Applications and RAC Upgrade.**

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This will confirm my request that the Board of Legislators allow submission of the referenced communication to be submitted to the Board of Legislators September 30, 2024 Agenda.

Transmitted herewith for your review and approval is an Act to amend the current-year capital budget (“Capital Budget Amendment”) as well as a related bond act (“Bond Act,”) which, if adopted, would authorize the County of Westchester (“County”) to issue up to \$625,000 in bonds of the County to finance the following capital project: BIT50.

Therefore, since this communication is of the utmost importance, it is respectfully submitted that the County Board of Legislators accepts this submission for September 30, 2024 “blue sheet” calendar.

Thank you for your prompt attention to this matter.



**George Latimer**  
**Westchester County Executive**

September 23, 2024

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 to amend the current-year capital budget ("Capital Budget Amendment") as well as a related bond act ("Bond Act,") which, if adopted, would authorize the County of Westchester ("County") to issue up to \$625,000 in bonds of the County to finance the following capital project:

**BIT50 - American Management Systems ("AMS")/Conseillers en Gestion et Informatique ("CGI") Applications and Linux Real Application Cluster ("RAC") Upgrade ("BIT50").**

The proposed Capital Budget Amendment will amend the County's current-year capital budget to increase the County share for BIT50 by \$625,000. The current request will fund the cost of implementation services and related expenses to upgrade the County's Financial, Human Resources and Budget systems to the new version. In addition, the current request will also fund the purchase of data processing equipment and database software equipment.

The Bond Act, in the amount of \$625,000, would finance the purchase of additional storage/servers and related equipment software and implementing services needed by the Department of Information and Technology ("Department") to upgrade the Finance, Human Resources and Budget Departments.

The Department has advised that AMS/ CGI, which is the vendor for the County's Financial, Human Resource and Budget systems, informed the County that it is instituting a major systems renovation and will no longer support existing systems. BIT50 will fund the cost of the implementation services and related expenses for CGI/AMS to upgrade the County's systems to the new version and the purchase of data processing equipment and database software.

It should be noted that your Honorable Board has authorized the County to issue bonds in connection with prior components of BIT50 as indicated in the annexed fact sheet.

Office of the County Executive

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

Email: [CE@westchestercountyny.gov](mailto:CE@westchestercountyny.gov)  
Telephone: (914) 995-2900

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

The purchase and implementation of additional storage/servers and related software equipment by the Department to upgrade the storage/servers and related database software equipment of the Finance, Human Resources and Budget Departments should be completed no later than September of 2025.

Based on the importance of this capital project to the County, favorable action on the annexed proposed Acts is respectfully requested.

Sincerely,

A handwritten signature in black ink, appearing to read "George Latimer", written over the printed name.

George Latimer  
Westchester County Executive

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 an act, which, if adopted, will amend the County's current-year capital budget ("Capital Budget Amendment"), as well as adoption of a related bond act ("Bond Act") in the amount of \$625,000 prepared by the law firm Harris Beach PLLC to finance capital project BIT50 - American Management Systems ("AMS")/Conseillers en Gestion et Informatique ("CGI") Applications and Linux Real Application Cluster ("RAC") Upgrade ("BIT50").

Your Committee is advised that the Capital Budget Amendment will amend the County's current-year capital budget to increase the County share for BIT50 by \$625,000. The Department of Information Technology ("Department") has advised your Committee that the current request will fund the cost of implementation services and related expenses to upgrade the County's Financial, Human Resources and Budget systems to the new version. In addition, the current request will also fund the purchase of data processing equipment and database software.

The Bond Act, in the amount of \$625,000, would finance the purchase of additional storage/servers and related equipment software and implementing services needed by the Department of Information and Technology ("Department") to upgrade the Finance, Human Resources and Budget Departments.

The Department has advised that AMS/ CGI, which is the vendor for the County's Financial, Human Resource and Budget systems, informed the County that it is instituting a major systems renovation and will no longer support existing systems. BIT50 will fund the cost of the implementation services and related expenses for CGI/AMS to upgrade the County's systems to the new version and the purchase of data processing equipment and database software.

The purchase and implementation of additional storage/servers and related software equipment by the Department to upgrade the storage/servers and related database software equipment of the Finance, Human Resources and Budget Departments should be completed no later than September of 2025.

It should be noted that your Honorable Board has authorized the County to issue bonds in connection with previous components of BIT50 as indicated in the annexed fact sheet.

The Planning Department has advised your Committee that based on its review, BIT50 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.

The Planning Department has advised your Committee that the Planning Board has previously reviewed BIT50 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 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 may only be enacted following adoption of the Capital Budget Amendment. It should also be noted that an affirmative vote of two-thirds of the members of your Honorable Board is required in order to amend the County’s Capital Budget and to adopt the Bond Act.

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

**COMMITTEE ON**

s: cmc/9-23-2024

# FISCAL IMPACT STATEMENT

CAPITAL PROJECT #: BIT50

☐ 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 \$ 625,000 PPU 10 Anticipated Interest Rate 2.53%

Anticipated Annual Cost (Principal and Interest): \$ 71,995

Total Debt Service (Annual Cost x Term): \$ 719,949

Finance Department: maab 9-27-24

## 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):

\_\_\_\_\_  
\_\_\_\_\_

## SECTION D - EMPLOYMENT

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

Number of Full Time Equivalent (FTE) Jobs Funded: 7

Prepared by: Dianne Vanadia

Title: Associate Budget Director

Department: Budget

Date: 9/27/24

Reviewed By: 

09/27/24  
CP 9/27/24

Budget Director

Date:

9/27/24



Memorandum  
Department of Planning

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

A handwritten signature in blue ink, appearing to read "DSK", located next to the name David S. Kvinge.

DATE: September 18, 2024

SUBJECT: **STATE ENVIRONMENTAL QUALITY REVIEW FOR CAPITAL PROJECT:  
BIT50 AMS/CGI APPLICATIONS AND LINUX RAC UPGRADE**

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**PROJECT/ACTION:** Per Capital Project Fact Sheet as approved by the Planning Department on  
09-03-2024 (Unique ID: 2674)

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.

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**COMMENTS:** None.

DSK/CNM/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  
Michael Lipkin, Associate Planner  
Claudia Maxwell, Principal Environmental Planner

An Act amending the 2024 County  
Capital Budget Appropriations for  
Capital Project BIT50 AMS/CGI  
APPLICATIONS AND LINUX RAC  
UPGRADE

BE IT ENACTED by the Board of Legislators of the County of Westchester as follows:

Section 1. The Capital section of the 2024 County Budget is hereby amended as follows:

	Previous 2024 Appropriation	Change	Revised 2024 Appropriation
I. Appropriation	\$8,035,000	\$625,000	\$8,660,000

Section 2. The estimated method of financing in the Capital Section of the 2024 Westchester County Capital Budget is amended as follows:

II. METHOD OF FINANCING

Bonds and/or Notes	\$8,035,000	\$625,000	\$8,660,000
Non County Shares	\$0		\$0
Cash	\$0		\$0
Total	<u>\$8,035,000</u>	<u>\$625,000</u>	<u>\$8,660,000</u>

Section 3. The ACT shall take effect immediately.

ACT NO. -20\_\_

BOND ACT AUTHORIZING THE ISSUANCE OF \$625,000 BONDS OF THE COUNTY OF WESTCHESTER, OR SO MUCH THEREOF AS MAY BE NECESSARY, TO FINANCE THE ADDITIONAL COST OF THE ACQUISITION AND INSTALLATION OF HARDWARE AND SOFTWARE FOR THE DEPARTMENT OF INFORMATION TECHNOLOGY; STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$625,000; STATING THE PLAN OF FINANCING SAID COST INCLUDES THE ISSUANCE OF \$625,000 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, \$625,000 bonds of the County, or so much thereof as may be necessary, are hereby authorized to be issued to finance the additional cost of the acquisition and installation of storage/servers and related equipment, software and implementation services for the Department of Information Technology; 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 \$625,000. The plan of financing includes the issuance of \$625,000 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. 81(a) of the Law, is ten (10) 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 \$625,000. 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\_\_.

(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 \$625,000 BONDS OF THE COUNTY OF WESTCHESTER, OR SO MUCH THEREOF AS MAY BE NECESSARY, TO FINANCE THE ADDITIONAL COST OF THE ACQUISITION AND INSTALLATION OF HARDWARE AND SOFTWARE FOR THE DEPARTMENT OF INFORMATION TECHNOLOGY; STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$625,000; STATING THE PLAN OF FINANCING SAID COST INCLUDES THE ISSUANCE OF \$625,000 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 storage/servers and related equipment, software and implementation services for the Department of Information Technology; 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:       \$625,000; ten (10) 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> <b>BIT50</b>	<input checked="" type="checkbox"/> <b>CBA</b>	<b>Fact Sheet Date:*</b> <b>08-27-2024</b>
<b>Fact Sheet Year:*</b> <b>2024</b>	<b>Project Title:*</b> <b>AMS/CGI APPLICATIONS AND LINUX RAC UPGRADE</b>	<b>Legislative District ID:</b>
<b>Category*</b> <b>BUILDINGS, LAND &amp; MISCELLANEOUS</b>	<b>Department:*</b> <b>INFORMATION TECHNOLOGY</b>	<b>CP Unique ID:</b> <b>2674</b>

### Overall Project Description

This project will fund the cost of the implementation services and related expenses to upgrade the County's Financial, HR and Budget systems to the new version. Also included is the purchase of data processing equipment and database software.

- |  |  |   |
|--|--|---|
| <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>	8,660	8,035	0	0	0	0	0	625
<b>Less Non-County Shares</b>	0	0	0	0	0	0	0	0
<b>Net</b>	8,660	8,035	0	0	0	0	0	625

**Expended/Obligated Amount (in thousands) as of :** 5,980

**Current Bond Description:** Current Bond Request will fund the purchase of additional storage/servers and related equipment, software and implementing services needed to upgrade the Finance, HR and Budget .

### Financing Plan for Current Request:

Non-County Shares:	\$ 0
Bonds/Notes:	625,000
Cash:	0
<b>Total:</b>	<b>\$ 625,000</b>

### SEQR Classification:

TYPE II

### Amount Requested:

625,000

### Expected Design Work Provider:

- |                                       |                                     |  |
|---------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> County Staff | <input type="checkbox"/> Consultant | <input checked="" type="checkbox"/> Not Applicable |
|---------------------------------------|-------------------------------------|--|

### Comments:

### Energy Efficiencies:

### Appropriation History:

Year	Amount	Description
2020	4,750,000	FUNDS THIS PROJECT
2022	250,000	ADDITIONAL FUNDING
2023	3,035,000	COST ESCALATION

### **Total Appropriation History:**

8,035,000

**Financing History:**

Year	Bond Act #	Amount	Issued	Description
20	40	4,750,000	3,922,063	COST OF ACQUISITION & INSTALLATION OF SERVERS, EQUIPMENT, SOFTWARE & IMPLEMENTATION FOR DOIT
23	179	2,535,000	0	AMS/CGI APPLICATIONS AND LINUX RAC UPGRADE
23	13	750,000	0	AMS/CGI APPLICATIONS AND LINUX RAC UPGRADE

**Total Financing History:**

8,035,000

**Recommended By:****Department of Planning**

MLLL

**Date**

09-03-2024

**Department of Public Works**

RJB4

**Date**

09-03-2024

**Budget Department**

DEV9

**Date**

09-04-2024

**Requesting Department**

DDMK

**Date**

09-04-2024

## AMS/CGI APPLICATIONS AND LINUX RAC UPGRADE ( BIT50 )

**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	2024	2025	2026	2027	2028	Under Review
Gross	8,035	8,035	5,980						
Non County Share									
Total	8,035	8,035	5,980						

### **Project Description**

This project will fund the cost of the implementation services and related expenses to upgrade the County's Financial, HR and Budget systems to the new version. Also included is the purchase of data processing equipment and database software.

### **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
2020	4,750,000	Funds this project	IN PROGRESS
2022	250,000	Additional funding	IN PROGRESS
2023	3,035,000	Cost escalation	IN PROGRESS
Total	8,035,000		

### **Prior Appropriations**


	Appropriated	Collected	Uncollected
Bond Proceeds	8,035,000	3,922,063	4,112,937
Total	8,035,000	3,922,063	4,112,937

### **Bonds Authorized**

Bond Act	Amount	Date Sold	Amount Sold	Balance
40 20	4,750,000	12/01/21	254,000	3,920,890
		12/01/22	523,122	
		12/01/22	51,988	
13 23	750,000			750,000
179 23	2,535,000			2,535,000
Total	8,035,000		829,110	7,205,890

September 27, 2024

TO: Hon. Vedat Gashi, Chair  
Hon. Jose Alvarado, Vice Chair  
Hon. Tyrae Woodson-Samuels, Majority Leader  
Hon. Margaret Cunzio, Minority Leader

FROM: George Latimer   
Westchester County Executive

RE: Message Requesting Immediate Consideration: **CBA & Bond Act – BIT63 – Declaration of Independence Protective Exhibit Encasement.**

---

This will confirm my request that the Board of Legislators allow submission of the referenced communication to be submitted to the Board of Legislators September 30, 2024 Agenda.

Transmitted herewith for your review and approval is an Act to amend the current-year capital budget (“Capital Budget Amendment”), as well as a related bond act (“Bond Act,”) which, if adopted, would authorize the County of Westchester (“County”) to issue \$525,000 in bonds of the County to finance the following capital project: BIT63.

Therefore, since this communication is of the utmost importance, it is respectfully submitted that the County Board of Legislators accepts this submission for September 30, 2024 “blue sheet” calendar.

Thank you for your prompt attention to this matter.



George Latimer  
Westchester County Executive

September 26, 2024

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 to amend the current-year capital budget ("Capital Budget Amendment"), as well as a related bond act ("Bond Act,") which, if adopted, would authorize the County of Westchester ("County") to issue \$525,000 in bonds of the County to finance the following capital project:

**BIT63 – Declaration of Independence Protective Exhibit Encasement ("BIT63").**

The proposed Capital Budget Amendment will amend the County's current-year capital budget to increase the County share for BIT63 by \$525,000 and to add this specific project to the program funded through BIT63.

The Bond Act, in the amount of \$525,000, would finance construction of a protective exhibit encasement to securely store and preserve a printed copy of the Declaration of Independence, dated July 9, 1776 which is currently housed at the Westchester County Archives and Records Center (the "Archives").

The Department of Information Technology ("Department") has advised that the County's printed copy of the Declaration of Independence came from a contemporaneous, historic printing of several hundred such copies by John Holt, which was the first printing of the Declaration of Independence in the State of New York, and which copies are commonly known and referred to as 'Holt Broadside'. The objective and goal of procuring this encasement is twofold. The proposed encasement will both, a.) preserve the document for future generations, and, b.) enable the County to safely provide for the display of the document at various locations throughout Westchester County. The encasement will be constructed by the National Institute of Standards and Technology ("NIST") in collaboration with staff from the National Archives in Washington, DC. NIST will design, successfully test, and produce a state-of-the-art encasement that will secure and optimally preserve the County's Holt Broadside. When not being used for displays elsewhere, the encasement will be stored in a vault within the Archives.

Design is expected to be completed by the first quarter of 2025. It is estimated that construction will take fourteen (14) months to complete and will begin after award and execution of construction contracts. The project estimated end date goal is currently set as completion and delivery by March 2026.

Section 167.131 of the Laws of Westchester County, 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. Accordingly, the Planning Board report for this project has been annexed.

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  
County Executive

GL/MB/cmc  
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 an act, which, if adopted, will amend the County’s current-year capital budget (“Capital Budget Amendment”), as well as adoption of a related bond act (“Bond Act”) in the amount of \$525,000, to finance capital project BIT63 – Declaration of Independence Protective Exhibit Encasement (“BIT63”).

Your Committee is advised that the Capital Budget Amendment will amend the County’s current-year capital budget to increase the County share for BIT63 by \$525,000 and to add this specific project to the program funded through BIT63.

The Bond Act, in the amount of \$525,000, which was prepared by the law firm of Harris Beach, PLLC, would finance the construction of a protective encasement to securely store and preserve a printed copy of the Declaration of Independence dated July 9, 1776, which is currently housed at the Westchester County Archives and Records Center (“Archives”).

The Department of Information Technology (“Department”) has advised that the County’s printed copy of the Declaration of Independence came from a contemporaneous, historic printing of several hundred such copies by John Holt, which was the first printing of the Declaration of Independence in the State of New York, and which copies are commonly known and referred to as ‘Holt Broadside’. The objective and goal of procuring this encasement is twofold. The proposed encasement will both, a.) preserve the document for future generations, and, b.) enable the County to safely provide for the display of the document at various locations throughout Westchester County. The encasement will be constructed by the National Institute of Standards and Technology (“NIST”) in collaboration with staff from the National Archives in Washington, DC. NIST will design, successfully test, and produce a state-of-the-art encasement that will secure and optimally preserve the County’s Holt Broadside. When not being used for displays elsewhere, the encasement will be stored in a vault within the Archives.

Your Committee is advised that design expected to be completed by the first quarter of 2025. It is estimated that construction will take fourteen (14) months to complete and will begin after award and execution of construction contracts. The project estimated end date goal is currently set as completion and delivery by March 2026.

The Department of Planning has advised your Committee that based on its review, the authorization of the proposed capital project may be classified as a Type “II” action pursuant to the State Environmental Quality Review Act and its implementing regulations, 6 NYCRR Part 617 (“SEQR”). Therefore, no environmental review is required. Your Committee has reviewed the annexed SEQR documentation and concurs with this recommendation.

Your Committee is further advised that Section 167.131 of the Laws of Westchester County, 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. Accordingly, the Planning Board report for this project has been annexed.

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 may only be enacted following adoption of the Capital Budget Amendment. It should also be noted that an affirmative vote of two-thirds of the members of your Honorable Board is required in order to amend the County’s Capital Budget and to adopt the Bond Act.

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

**COMMITTEE ON**

C:cmc/9-26-2024

# FISCAL IMPACT STATEMENT

CAPITAL PROJECT #: BIT63

☐ 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 \$ 525,000 PPU 5 Anticipated Interest Rate 2.36%

Anticipated Annual Cost (Principal and Interest): \$ 113,668

Total Debt Service (Annual Cost x Term): \$ 568,341

Finance Department: maab 9-27-24

## 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):

\_\_\_\_\_  
\_\_\_\_\_

## 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: 9/27/24

Reviewed By: 

Budget Director

Date: 9/27/24

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: September 17, 2024

SUBJECT: **STATE ENVIRONMENTAL QUALITY REVIEW FOR CAPITAL PROJECT:  
BIT63 Declaration of Independence Mobile Exhibit Encasement**

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**PROJECT/ACTION:** Per Capital Project Fact Sheet as approved by the Planning Department on  
09-03-2024 (Unique ID: 2691)

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.

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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  
Dianne Vanadia, Associate Budget Director  
Susan Darling, Chief Planner  
Michael Lipkin, Associate Planner  
Claudia Maxwell, Principal Environmental Planner



Memorandum

**Department of Planning**

432 Michaelian Office Building  
White Plains, NY 10601

To: The Westchester County Planning Board

From: Susan Darling, Chief Planner

Date: September 3, 2024

RE: **NO-ACTION MEMO - Capital Budget Amendment –BIT63 Declaration of Independence Mobile Exhibit Encasement (2024 CBA)**

The County Executive is requesting an amendment to the 2024 Capital Budget to modify the funding of the above project. Capital project **BIT63 Declaration of Independence Mobile Exhibit Encasement (2024 CBA)** will fund the construction of the mobile encasement needed to securely store and preserve an original copy of the Declaration of Independence being housed at the Records and Archive Center.

This project was classified as a PL1, *“a project approved in concept, subject to review when more detailed studies or plans are prepared”* in the 2025 Planning Board Report on the Capital Project Requests adopted August 6, 2024. The CBA is to move the funding requested for 2025 to the 2024 capital budget.

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: Blanca P. López, Commissioner  
David S. Kvinge, Assistant Commissioner  
Michael Lipkin, Associate Planner

An Act amending the 2024 County  
Capital Budget Appropriations for  
Capital Project BIT63 DECLARATION  
OF INDEPENDENCE MOBILE EXHIBIT  
ENCASEMENT

BE IT ENACTED by the Board of Legislators of the County of Westchester as follows:

Section 1. The Capital section of the 2024 County Budget is hereby amended as follows:

	Previous 2024 Appropriation	Change	Revised 2024 Appropriation
I. Appropriation		\$525,000	\$525,000

Section 2. The estimated method of financing in the Capital Section of the 2024 Westchester County Capital Budget is amended as follows:

II. METHOD OF FINANCING

Bonds and/or Notes	\$0	\$525,000	\$525,000
Non County Shares	\$0		\$0
Cash	\$0		\$0
Total	<u>\$0</u>	<u>\$525,000</u>	<u>\$525,000</u>

Section 3. The ACT shall take effect immediately.

ACT NO. -20\_\_

BOND ACT AUTHORIZING THE ISSUANCE OF \$525,000 BONDS OF THE COUNTY OF WESTCHESTER, OR SO MUCH THEREOF AS MAY BE NECESSARY, TO FINANCE THE COST OF THE ACQUISITION AND INSTALLATION OF THE DECLARATION OF INDEPENDENCE MOBILE EXHIBIT ENCASEMENT FOR THE DEPARTMENT OF INFORMATION TECHNOLOGY; STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$525,000; STATING THE PLAN OF FINANCING SAID COST INCLUDES THE ISSUANCE OF \$525,000 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, \$525,000 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 the Declaration of Independence mobile exhibit encasement for the Department of

Information Technology; 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 \$525,000. The plan of financing includes the issuance of \$525,000 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. 35 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 \$525,000. 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\_\_.

(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 \$525,000 BONDS OF THE COUNTY OF WESTCHESTER, OR SO MUCH THEREOF AS MAY BE NECESSARY, TO FINANCE THE COST OF THE ACQUISITION AND INSTALLATION OF THE DECLARATION OF INDEPENDENCE MOBILE EXHIBIT ENCASEMENT FOR THE DEPARTMENT OF INFORMATION TECHNOLOGY; STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$525,000; STATING THE PLAN OF FINANCING SAID COST INCLUDES THE ISSUANCE OF \$525,000 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 the Declaration of Independence mobile exhibit encasement for the Department of Information Technology; 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: \$525,000; 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> BIT63	<input checked="" type="checkbox"/> <b>CBA</b>	<b>Fact Sheet Date:*</b> 08-30-2024
<b>Fact Sheet Year:*</b> 2024	<b>Project Title:*</b> DECLARATION OF INDEPENDENCE MOBILE EXHIBIT ENCASEMENT	<b>Legislative District ID:</b>
<b>Category*</b> BUILDINGS, LAND & MISCELLANEOUS	<b>Department:*</b> INFORMATION TECHNOLOGY	<b>CP Unique ID:</b> 2691

### Overall Project Description

The County of Westchester's original copy of the Declaration of Independence dated July 9, 1776, is currently housed at the Westchester County Archives. The objective and goal of manufacturing this encasement is twofold. To preserve the document for future generations as well as enable the County to safely display the document at various locations throughout the County. Its initial display is slated for July 2026, celebrating the 250th anniversary of Westchester's role in the Revolutionary War. It is believed that this particular copy, which is currently one of five in existence, was read aloud on the steps of the courthouse in White Plains. The encasement will be constructed by the National Institute of Standards and Technology (NIST) in collaboration with staff from the National Archives in Washington, DC. The main objective and final product of the collaboration between NIST and the County of Westchester is to design, successfully test, and produce a state-of-the-art encasement that secures and optimally preserves the Declaration of Independence. The case will be designed such that it can be hermetically sealed and filled with argon gas. It will be designed and based on the principle that it is a passive system. The encasement will be stored in a vault within the Westchester County Archives when not on display.

- |   |  |   |
|---|--|---|
| <input checked="" 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 checked="" 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
Gross	525	0	0	0	0	0	0	525
Less Non-County Shares	0	0	0	0	0	0	0	0
Net	525	0	0	0	0	0	0	525

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

**Current Bond Description:** The current bonding will fund the construction of the mobile encasement needed to securely store and preserve an original copy of the Declaration of Independence being housed at the Records and Archive Center.

#### Financing Plan for Current Request:

Non-County Shares:	\$ 0
Bonds/Notes:	525,000
Cash:	0
<b>Total:</b>	<b>\$ 525,000</b>

### SEQR Classification:

TYPE II

### Amount Requested:

525,000

### Expected Design Work Provider:

- |                                       |                                     |   |
|---------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> County Staff | <input type="checkbox"/> Consultant | <input type="checkbox"/> Not Applicable |
|---------------------------------------|-------------------------------------|---|

### Comments:

The 2024 Capital Budget Amendment request of \$525,000 is shown Under Review. This is advancing funds requested in 2025 with the May 1, 2024, capital submission of the 2025 – 2029 capital program. If the CBA is approved, the 2025 funds can be reduced accordingly.

### Energy Efficiencies:

**Total Financing History:**

0

**Recommended By:**

**Department of Planning**

MLLL

**Date**

09-03-2024

**Department of Public Works**

RJB4

**Date**

09-03-2024

**Budget Department**

DEV9

**Date**

09-04-2024

**Requesting Department**

DDMK

**Date**

09-04-2024