

March 9, 2011

**17567**

To: The Honorable Board of Acquisition and Contract

From: Robert P. Astorino  
County Executive

Re: **Resolution authorizing the County of Westchester to enter into an agreement with the Westchester County Industrial Development Agency (“WIDA”) for a one (1) year period commencing January 1, 2011 wherein WIDA shall pay to the County an amount not to exceed \$652,379 for office space, personnel and support services provided by the County to WIDA**

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WIDA was formed in 1976 to address the changing economic conditions in the County and region and to work towards maintaining the economic vitality of the County through the creation and retention of jobs. In the past, WIDA paid the County through an informal arrangement for office space, supplies, equipment and personnel provided by the County to WIDA. In order to comply with the Public Authorities Accountability Act, the informal arrangement was formalized under annual agreements between the County and WIDA for the years 2007 through 2010. The attached resolution would authorize the agreement with WIDA for the year 2011. WIDA shall reimburse the County for all WIDA personnel including benefits, direct services from the Office of Economic Development including staff and operational costs, and for the WIDA administrative and operational services provided in accordance with Schedule “A” attached to the resolution.

The services provided pursuant to this Agreement will serve a public purpose by helping to expand the workforce base of Westchester County and providing crucial services for relocating and expanding business and not-for-profits.

The goals and objectives of the Agreement are to solidify Westchester’s work force and to continue to expand Westchester’s tax base, keeping Westchester as a premiere location to live in or work in.

The goals and objectives are in the best interest of the County in terms of fiscal responsibility because the IDA is self-funded and provides services to grow the County’s tax base.

The goals and objectives of this agreement are tracked and monitored by the Westchester County Industrial Development Agency, the County administration, the Office of New York State Comptroller and the New York State Authority Budget Office.

As the County is not procuring services, but instead providing them, this agreement is not subject to the Procurement Policy.

Based on the benefits provided to the County by WIDA, approval of the attached resolution is respectfully recommended

RPA/DNM/ml  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 3-18-2011 - JOMARY VIEIRA, SECRETARY

# RESOLUTION

Based upon a communication from the County Executive, be it hereby

**RESOLVED**, that the County of Westchester is hereby authorized to enter into an Agreement with the Westchester County Industrial Development Agency for a one year period commencing January 1, 2011 whereby the County shall provide office space, personnel and support services to the WIDA and for which WIDA shall pay the County an amount not to exceed \$652,379, in accordance with Schedule "A" attached hereto and made a part hereof; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is authorized to execute all documents and take all actions necessary to effectuate the purposes thereof.

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
101	11	0710	9289	N/A	357,504
101	15	1000	9289	N/A	24,000
263	11	224L	9856	T224	270,875

Budget Funding Year(s) 2011 Start Date 01-01-11 End Date 12-31-11

Funding Source

Tax Dollars \_\_\_\_\_

State Aid \_\_\_\_\_

\$652,379  
(must match resolution)

Federal Aid \_\_\_\_\_

Other \$652,379

**SCHEDULE "A"**

**Contract Between  
County of Westchester Industrial Development Agency  
and Westchester County**

**2011 County services for operation of IDA**

**\$ 264,348** Subject to appointment by the members of the Agency, the County will provide employees for the position of Executive Director of the Agency, Assistant Secretary, 40% of time of Office of Economic Development Coordinator to serve as Agency Compliance Coordinator (responsible for collecting data as required by Authority Budget Office and NYS Comptroller) and an Intern(s). Said personnel will be employed under by IDA or County and shall be subject to County personnel policies and shall receive pay and benefits as provided by the applicable County management or CSE schedules, policies and agreements. The County will provide such employees with worker's compensation coverage, retirement and medical benefits, liability coverage, defense and indemnity and all other coverage and privileges that would ordinarily be afforded to its employees for the work provided to the Agency under the terms of this contract.

**\$166,360 Salaries for Executive Director, Assistant Secretary (including separation incentives) new Assistant Secretary and shared OED personnel to serve as the Agency's Project Compliance Officer**

**\$93,620                    Benefits and all other related coverage**  
**\$ 4,368                    Intern**

**\$24,000** Fiscal Management. The County will provide the fiscal management services of the Agency's financial resources consistent with regulations provided by the PAAA, Article 18A of the GML, sound auditing practices and the Agency's Investment Policy under the Direction of the County's Treasurer who serves as Comptroller of the Agency to include establishing a separate and independent accounts and depository, separate checks that will be co-signed by the Comptroller and Agency or their assignees, investment of Agency funds consistent with municipal law. The Finance Dept estimates 120 hours per year for various staff levels including a deputy commissioner and job groups 13, 10 and 8 to handle cash transactions, investments, reconciliations, maintain books of account, financial statements etc. The estimated hourly rate is \$100. 240 hrs at \$100 equals \$24,000 annually to be paid quarterly.

**\$2,000** - Rent and maintenance, 547 square feet of office space and secured space in basement for active files, including heat and electricity, meeting rooms, parking and other amenities. Room 903 is the legal office of the Agency for its operations.

**\$1,427** - Record Center for approx 180 cu. ft. of storage for @ \$16.45/cu. ft., and use of Record Center meeting room for an average of 4 public hearings a year at \$200.00 per meeting.

**\$3,000** - to provide telecommunications services and network and internet connections for scanners and computers, and various software services including Microsoft office suite, Adobe products and for maintenance of existing equipment and purchase of new equipment as needed.

**\$100** - to provide access to its motor pool for transportation of the IDA personnel in the execution of their duties, approximately 1,720 miles @ \$.55/mile. The County will be responsible for vehicle and liability insurance related to such transportation and to provide parking space for IDA personnel at the County Office Building as well as parking for Members of the Agency while in attendance at Agency meetings.

**\$238,360** Utilization of OED and other CE Personnel to undertake the following activities:

\$152,975 Director of Economic Development (45% of time); OED Manager as Assistant to the County Executive I (100% of time).

The Office of Economic Development will be responsible for undertaking marketing, retention of business and attraction of businesses on behalf of the Agency. Tasks will be undertaken in coordination with the Agency and will include, but not be limited to the following.

- undertake multi-year marketing and promotional campaign to highlight the assets of the county to promote expansion and retention of existing businesses and attract new invention and relocations to the County,
- expand the presence and services of the OED & IDA to the Gateway at WCC,
- coordinate Marketing Program for Business Retention, Expansion and Attraction, including launching a branding identity program for the County,
- undertake business visitation to assess needs, attitudes and pulse of recovery, job growth, business climate,
- initiate public speaking appearances to promote activities of the OED and IDA,
- identify and facilitate business retention, expansion and attraction of private sector job-producing investments through IDA and existing programs,
- facilitate referral of eligible businesses to participate in Agency programs,
- administer the Westchester Rockland Revolving Loan Fund for Small Businesses
- provide analyses economic and demographic data needed for program assessment and planning,
- support programs that strengthen the global and domestic competitiveness of local businesses,
- further small, minority and women-owned enterprises by encouraging opportunities for participation in public procurement and contracting and programs funded by the IDA,
- improve the educational and job skills of the County's work force through existing state and federal programs, and
- promote upward mobility and increased per capita income levels by facilitating utilization of the County's workforce initiative and programs,
- undertake intra-county promotion via all forms of media to educate businesses of existing programs
- propose new programs to further the mission of the OED and IDA,
- manage redesign of Office of Economic and IDA websites,
- complete 12 e-newsletters,
- preparation and work with the Department of Planning on economic development materials inclusive of the Databook and Major Employers publications,
- stimulate, promote and manage cluster development,
- maintain economic data detailing commercial real estate occupancy, QCEW job and firms data and unemployment rate,

- undertake a regional BIO Cluster Marketing program to attract new companies to the County, and
- explore ways to establish a bio incubator and venture capital assistance.

**\$119,144** - Non-Personnel Costs related to the operation of the Office of Economic Development and for copier usage and graphic design services for advertisements for internal marketing of programs and services, design and printing of flyers and publications and direct mail services, some of which are joint activities promoting retention and attraction initiatives.

**TOTAL: \$ 652,379**

<sup>1</sup> This total amount and all of the subtotals above are based upon a mutually agreed upon budget for specific services and shall not be construed to be an unlimited claim upon the County for services for the amounts paid hereunder. For example, IT services assume a fixed number of telephones and computers. When this total amount is expended, the County shall have no obligation to provide further services without additional compensation.

Reimbursement by the Agency will be on a quarterly basis.

APPROVED BOARD OF ACQUISITION & CONTRACT # 18-2011 JUDY MEIRA, SECRETARY