

December 12, 2012

**31008**

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, 2013 wherein WIDA shall pay to the County an amount not to exceed \$990,820 for office space, personnel and support services provided by the County to WIDA**

---

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 2012. The attached resolution would authorize the agreement with WIDA for the year 2013. WIDA shall reimburse the County for direct services from the Office of Economic Development including staff and operational costs and for the administrative 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 businesses.

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 in which to live or work.

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/dm  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/10/2013 - JOMARY VIEIRA, SECRETARY

## RESOLUTION

Based upon a communication from Robert P. Astorino, 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, 2013 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 \$990,820, 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	\$607,470
	101	15	1000	9289	N/A	\$ 35,000
	263	11	224N	9856	T224	\$348,350

Budget Funding Year(s)  
(must match resolution)

Start Date 1-1-2013

End Date: 12-31-2013

Funding Source:

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

Contractor Federal I.D. No./  
Social Security No.:

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

\$990,820  
(must match resolution)

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

Vendor No.: 724517

Other Revenue \_\_\_\_\_

Encumbrance No.: \_\_\_\_\_

## SCHEDULE "A"

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

#### **2013 County services provided for operation of IDA**

**\$324,600** Subject to appointment by the members of the Agency, the County will provide employees for the position of Executive Director of the Agency, and Assistant Secretary, 40 % of the 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 CSEA 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.

**\$203,315** Salaries for Executive Director, Assistant Secretary and shared OED personnel to serve as the Agency's Project Compliance Officer

**\$118,085** Benefits and other related coverage

**\$3,200** Intern

**\$35,000 - 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 273 hrs per year for various staff levels including a deputy commissioner and job groups 13, 10 and 8 to handle cash transactions, investments, reconciliations, payroll, disbursements, maintain books of account, financial statements etc. The estimated hourly rate is \$110. 273 hrs at \$110 equals \$30,000 annually to be paid quarterly.

**\$10,000** - Rent and maintenance, 547 square feet of office space, secured space in basement for active files, including heat and electricity, use of meeting rooms, parking and other amenities. Room 903 is the legal offices of the Agency and a portion of Room 904 for its operations.

**\$1,300** - Record Center for approx 121 cu.ft. of storage for @ 7.25/cu.ft., and use of Record Center meeting room for an average of 2 public hearings a year at \$200. a meeting.

**\$12,200** - 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.

**\$250** - to provide access to its motor pool for transportation of the IDA personnel in the execution of their duties, approximately 450 miles @ \$.555 mile. The County will be responsible for vehicle and liability insurance related to such transportation and to provide

parking spaces for IDA personnel at the County Office Building as well as parking for Members of the Agency while in attendance at Agency meetings.

**\$504,805 Utilization of OED and other CE Personnel to undertake the following activities:**

\$319,335 Director of Economic Development (45% of time);\* OED Manager as Assistant to the County Executive I (100% of time);\* Administrative Aide to the County Executive;\* Senior Assistant to the County Executive.

*\* These three positions would be filled based on anticipation that such employment would result in increased revenue to the IDA.*

**\$185,470 Benefits**

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.

- Continue multi-year marketing and promotional campaign to highlight the assets of the county to promote expansion and retention of existing businesses and attract new investment and relocations to the county
- Coordinate Marketing Program for Business Retention, Expansion and Attraction , including continuation of branding identity program for the County
- Undertake business visitations 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,
- Provide analyses of 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 initiatives 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
- 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, jobs and firm data and unemployment rate.

- Continue a regional BIO Cluster Marketing program to retain existing and attract new companies to the County.

**\$102,665** - Estimated 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 \$990,820**

<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 ADMINISTRATION - JOMAR VILLERIO SECRETARY

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/10/2013 - JOMARY VIEIRA, SECRETARY