

65712

October 25, 2018

To: The Honorable Board of Acquisition and Contract

From: George Latimer
County Executive

Re: **Resolution authorizing the County of Westchester (“County”) to enter into an agreement with the Westchester County Local Development Corporation (LDC) for a one (1) year period commencing January 1, 2018 wherein LDC shall pay to the County an amount not to exceed \$311,186 for office space, personnel and support services provided by the County to LDC**

LDC was formed to address the need for assistance to Non-Profit Organizations in the County and region and to work towards maintaining the economic vitality of the County through the creation and retention of jobs. The attached resolution would authorize the agreement with the LDC for the year 2018. LDC 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 Non-Profit 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 LDC 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 Local

Development Corporation, the County administration, the Office of New York State Comptroller and the New York State Authorities 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 Westchester County by LDC, approval of the attached resolution is respectfully recommended.

GL/dck
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/13/2018 - LISI MARIJAS SECRETARY

RESOLUTION

Based upon a communication from George Latimer, County Executive, be it hereby

RESOLVED, that the County of Westchester (“County”) is hereby authorized to enter into an Agreement with the Westchester County Local Development Corporation (“LDC”) for a one year period commencing January 1, 2018 whereby the County shall provide office space, personnel and support services to the LDC and for which LDC shall pay the County an amount not to exceed \$311,186, 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	\$ 93,954
	101	15	1000	9289	N/A	\$ 20,000
	263	11	224T	9856	T224	\$197,232

Budget Funding Year(s) Start Date 1-1-2018 End Date: 12-31-2018
 (must match resolution)

Funding Source: Tax Dollars _____
 State Aid _____
\$311,186 Federal Aid _____
 Other Revenue _____

SCHEDULE "A"

Contract Between Westchester County Local Development Corporation (LDC) and Westchester County

2018 County services provided for operation of LDC

\$105,863 - Administrative Services- Subject to appointment by the Board of Directors of the LDC (Board), the County will provide County administrative personnel for the positions of Executive Director of the LDC and Assistant Secretary of the LDC. The Executive Director will be responsible for the administration of the LDC's Policies and Procedures established by the Board, maintenance and updating of the LDC's website, reporting to various government agencies as required, reporting to various Board Committees as required, and communicating with businesses which have projects before the LDC. The Executive Director will track each project's status and co-ordinate the required processes and documentation for the completion of each project.

The Assistant Secretary of the LDC will be responsible for maintaining the LDC's records and documents supporting various projects, both current and past, assist the Executive Director in reporting to various government agencies as required, record and maintain the minutes of the LDC's Board of Directors, prepare project billings and collection follow up as needed, prepare LDC payment vouchers with appropriate supporting documents. Additional hourly personnel are also utilized to assist in this function.

The above represent some of the major responsibilities of the LDC's Executive Director and Assistant Secretary. They are not all inclusive.

\$20,000 - Fiscal Management - The County will provide the fiscal management services for the LDC's financial resources consistent with regulations provided by the Public Authority Accountability Act, sound accounting practices, monitor the LDC's Investment Policy under the Direction of the County's Finance Commissioner, who serves as Comptroller of the LDC. Establish and maintain separate and independent accounts and depository from the County, as well as separate checks that will be co-signed by the Comptroller and LDC or their assignees. Coordinate the investment of LDC funds with the Executive Director of the LDC and when necessary with the LDC Board of Directors. The Comptroller or assignee will also provide bookkeeping services, prepare quarterly analysis of the financial accounts, prepare financial statements for the LDC Board of Directors, prepare account analysis and reconciliations for outside auditors, meet with the LDC Board's Audit and Finance Committees as needed, assist in the preparation of LDC's budget and assist in PARIS filings of both the LDC's budget and financials.

\$2,500 - Rent and maintenance of office space, secured space in basement for active files, including heat and electricity, use of meeting rooms, parking and other amenities. The legal offices of the LDC and its operations are located on the 9th floor of 148 Martine Avenue, White Plains, New York.

\$400 - Record Center - to provide approximately 40 cu.ft. of storage for @ 7.25/cu.ft.

\$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.

\$166,923- Utilization of OED and other CE Personnel to undertake the following activities:

Director of Economic Development; OED Manager as Assistant to the County Executive I; Administrative Aide to the County Executive; Senior Assistant to the County Executive.

The Office of Economic Development will be responsible for undertaking marketing to attract new business and retain current County businesses on behalf of the LDC. Tasks will be undertaken in coordination with the LDC 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 the economy, job growth, business climate
- Initiate public speaking appearances to promote activities of the OED and LDC
- Identify and facilitate business retention, expansion and attraction of private sector job-producing investments through LDC and existing programs,
- Facilitate referral of eligible businesses to participate in LDC programs,
- Support programs that strengthen the global and domestic competitiveness of local businesses,
- 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
- Prepare informational e-documents to the local business community
- Maintain economic data detailing commercial real estate occupancy, jobs and firm data and unemployment rate.

\$ 12,500 - 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.

\$311,186 – TOTAL

1) 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.

Note: Reimbursement by the LDC will be on a quarterly basis.

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/13/2018 - LISA MRJAS SECRETARY