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November 21, 2019

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 County of Westchester Industrial Development Agency (“WIDA”) for a one (1) year period commencing January 1, 2019 wherein the WIDA shall pay to the County an amount not to exceed \$864,643 for office space, personnel and support services provided by the County to the WIDA.**

The 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, the 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 the WIDA for the years 2007 through 2018. The attached resolution would authorize the agreement with the WIDA for the year 2019. The 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 WIDA 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 the WIDA, approval of the attached resolution is respectfully recommended.

GL/dck
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/05/2019 - JOAN COCCIARDI, SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester (“County”) is hereby authorized to enter into an Agreement with the County of Westchester Industrial Development Agency (“WIDA”) for a one year period commencing January 1, 2019 whereby the County shall provide office space, personnel and support services to the WIDA and for which the WIDA shall pay the County an amount not to exceed \$864,643, 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	\$362,869
	101	15	1000	9289	N/A	\$ 35,000
	101	52	various	various	N/A	\$466,774

Budget Funding Year(s)
(must match resolution)

Start Date 1-1-2019

End Date: 12-31-2019

Funding Source:

Tax Dollars _____

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

State Aid _____

\$864,643
(must match resolution)

Federal Aid _____

Vendor No.: 724517

Other Revenue _____

SCHEDULE "A"

Contract Between County of Westchester Industrial Development Agency and Westchester County

2019 County services provided for operation of IDA

\$269,095 - Administrative Services- Subject to appointment by the Board of Directors of the Agency (Board), the County will provide County administrative personnel for the positions of Executive Director of the Agency and Assistant Secretary of the Agency. The Executive Director will be responsible for the administration of the IDA's Policies and Procedures established by the Board, maintenance and updating of the Agency'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 Agency. The Executive Director will track each project's status and co-ordinate the required processes and documentation for the completion of each project. With the County's Office of Economic Development, the Agency will further small minority and women-owned enterprises by encouraging opportunities for participation in public procurement and contracting as well as programs funded by the Agency.

The Assistant Secretary of the Agency will be responsible for maintaining the Agency'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 Agency's Board of Directors, prepare project billings and collection follow up as needed, prepare Agency 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 Agency's Executive Director and Assistant Secretary. They are not all inclusive.

\$35,000 - Fiscal Management - The County will provide the fiscal management services for the Agency's financial resources consistent with regulations provided by the PAAA, Article 18A of the GML, sound accounting practices, monitor the Agency's Investment Policy under the Direction of the County's Finance Commissioner, who serves as Comptroller of the Agency. 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 Agency or their assignees. Coordinate the investment of Agency funds with the Executive Director of the Agency and when necessary with the IDA Board of Directors. The Comptroller or assignee will also provide bookkeeping services, prepare quarterly analysis of the financial accounts, prepare financial statements for the IDA Board of Directors, prepare account analysis and reconciliations for outside auditors, meet with the IDA Board's Audit and Finance Committees as needed, assist in the preparation of IDA budget and assist in PARIS filings of both the IDA's budget and financials.

\$7,500- Rent and maintenance, approximately 500 square feet 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 Agency and its operations are located on the 9th floor of 148 Martine Avenue, White Plains, New York.

\$1,200 - Record Center – to provide approximately 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.

\$9,000 - 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 estimated to be 200 miles. 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.

\$505,248- Utilization of OED and other CE Personnel to undertake the following activities:

Director of Economic Development; Senior Assistant to the County Executive; Administrative Aides 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 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 the economy, 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, including minority and women-owned enterprises to participate in Agency programs,
- Promote upward mobility and increased per capita income levels by facilitating utilization of the County and IDA programs.
- Undertake intra-County promotion to educate businesses of existing programs
- Prepare informational e-documents to the local business community
- Stimulate, promote and manage cluster development
- Maintain economic data detailing commercial real estate occupancy, jobs and firm data and unemployment rates.
- Continue a regional marketing program promoting the IDA to retain existing and attract new companies to the County.

\$37,500 - 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.

\$864,643 – TOTAL 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 Agency will be on a quarterly basis.

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/05/2019 - JOAN COCCARDI, SECRETARY