

**Memorandum
Department of Human Resources**

110399

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Lisa Denig
Commissioner of Human Resources

DATE: January 31, 2025

SUBJECT: Authority to amend a resolution approved on January 30, 2025 which authorized the County of Westchester to enter into an agreement with the Scarsdale Union Free School District pursuant to which the Scarsdale Union Free School District would grant the County a permit to use up to 20 classrooms at Scarsdale High School on March 1, 2025 to administer civil service exams for a total fee of \$6,340, in order to: (i) increase the number of classrooms from 20 to 22; and (ii) increase the permit fee from \$6,340 to \$8,668.

By resolution approved on January 30, 2025 (the "January 30th Resolution"), your Honorable Board authorized the County of Westchester, acting by and through its Department of Human Resources (the "Department"), to enter into an agreement with the Scarsdale Union Free School District (the "District"), pursuant to which the District would grant to the County a permit to use up to 20 classrooms at Scarsdale High School on March 1, 2025 to administer civil service exams, for a permit fee of \$6,340 (the "Agreement"). The Agreement has not yet been executed.

Following approval of the January 30th Resolution, but before the Agreement could be executed, the head of the Department's "Exams Unit" advised that given the number of exam applicants being cleared, it would be best to budget for 22 classrooms instead of the 20 classrooms originally proposed. Additionally, the District notified the Department that 4 custodians (instead of the 2 that were originally budgeted) would be needed and that it would wise to budget an extra hour for them (11 hours instead of 10 hours), just in case.

Because of the increase in the number of classrooms and custodians, the permit fee has increased from \$6,340 to \$8,668.

Accordingly, authority is hereby requested to amend the January 30th Resolution in order to: (i) increase the number of classrooms from 20 to 22; and (ii) increase the permit fee from \$6,340 to \$8,668.

Except as otherwise specifically amended hereby, all remaining terms and conditions set forth in the January 30th Resolution shall remain in full force and effect.

Accordingly, I most respectfully recommend the adoption of the annexed Resolution.

RESOLUTION

Upon a communication from the Commissioner of Human Resources, be it hereby

RESOLVED, that the resolution approved on January 30, 2025 (the "January 30th Resolution"), which authorized the County of Westchester ("County"), acting by and through its Department of Human Resources (the "Department"), to enter into an agreement with the Scarsdale Union Free School District (the "District"), pursuant to which the District would grant the County a permit to use up to 20 classrooms at Scarsdale High School on March 1, 2025 to administer civil service exams, for a total fee not-to-exceed \$6,340 (the "Agreement"), is hereby amended by: (i) increasing the number of classrooms from 20 to 22; and (ii) increasing the permit fee from \$6,340 to \$8,668.; and be it further

RESOLVED, that except as otherwise specifically amended hereby, all remaining terms and conditions set forth in the January 30th Resolution shall remain in full force and effect; and be it further

RESOLVED, that the County Executive or his authorized designee is authorized and empowered to execute and deliver all instruments and take all actions necessary or appropriate to effectuate the purposes hereof.

Account to be
Charged/credit
ed

Fund	Agency	Capital Project Or Org	Object/ Sub Object	Trust Account	Activity	Dollars
101	12	6010	4909			\$8,668.00

Budget Funding Year(s) 2025 Start Date 03/01/2025 End Date 03/01/2025
(must match resolution)

Funding Source

Tax Dollars \$ 8,668.00

State Aid _____

\$8,668.00
(must match resolution)

Federal Aid _____

Other _____