



Kenneth W. Jenkins  
County Executive

May 7, 2025

Westchester County Board of Legislators  
800 Michaelian Office Building  
White Plains, New York 10601

Dear Honorable Members of the Board of Legislators:

Transmitted herewith for your consideration and approval is a proposed Local Law, which, if adopted by your Honorable Board, would authorize the County of Westchester (the "County") to enter into an amendment ("First Amendment") to a lease agreement ("Lease") dated June 12, 2021 with Zita Associates LLC ("Landlord"), for the leasing of approximately 3,240 square feet of space known as "Suite 204" located at 10 County Center Road, White Plains, New York ("Premises"), for an initial term of thirty-six (36) months ("Initial Term"), in order to extend the term of the Lease through December 31, 2029 ("First Extended Term").

Pursuant to the Lease, the Initial Term was to commence upon mutual execution and delivery of the Lease and substantial completion of Landlord's initial construction to the Premises and expire thirty-six (36) months thereafter. I have been advised that the Initial Term ultimately commenced on November 15, 2021 and expired on November 14, 2024. Accordingly, the First Extended Term will be deemed to commence retroactively on November 15, 2024 and expire on December 31, 2029.

The Premises are currently used by the County's Veterans Affairs Office. By extending the term of the Lease, the County will be able to continue to provide a more centralized and updated Veterans' Affairs Office to more effectively serve its constituent population. Negotiations have recently been completed with the Landlord for the terms of this proposed First Amendment.

Pursuant to the First Amendment, the County will pay rent during the First Extended Term at the annual rates and in the monthly installments set forth below:

Extension Year	Yearly Rent	Monthly Rent Payment	Yearly Increase
11/15/2024—12/31/2024	\$11,171.28	\$7,447.52	Same as in 2024
01/01/2025 – 12/31/2025	\$ 89,370.22	\$ 7,447.52	Same as in 2024
01/01/2026 – 12/31/2026	\$ 92,051.33	\$ 7,670.94	3%
01/01/2027 – 12/31/2027	\$ 94,812.87	\$ 7,901.07	3%
01/01/2028 – 12/31/2028	\$ 97,657.25	\$ 8,138.10	3%
01/01/2029 – 12/31/2029	\$ 100,586.97	\$ 8,382.25	3%

Michaelian Office Building  
148 Martine Avenue  
White Plains, New York 10601

Telephone: (914)995-2900

E-mail: [cco@westchestercountyny.gov](mailto:cco@westchestercountyny.gov)

In addition, in the event the County changes from a self-insurance program to a traditional insurance program, the County's minimum limits of liability shall be a combined single limit with respect to each occurrence in an amount of not less than \$ 2,000,000.00 for injury (or death) and damage to property or such greater amount as Landlord may, from time to time, reasonably require. Such coverage may be maintained by a combined single limit policy in the in the amount of \$3,000,000.00 and an "umbrella" or excess coverage policy in the amount of \$4,000,000.00.

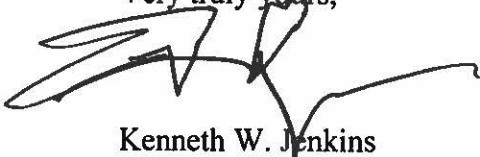
Lastly, pursuant to the First Amendment, all of the County's water, electricity and gas consumption used by the County at the Premises will be measured by submeter(s) installed by the Landlord, and actual utility costs incurred by the County shall be invoiced by Landlord and paid by the County as additional rent, on the first day of each month.

All other terms and conditions of the Lease will remain in full force and effect.

I have been advised that in accordance with Section 104.11(5)(c) of the Laws of Westchester County ("LWC"), leases of property of others for County purposes for terms not exceeding five years may be made with the approval of the County's Board of Acquisition and Contract ("BAC"). On August 26, 2021, BAC authorized the County to enter into the Lease and the Lease was subsequently executed. I have been further advised that pursuant to LWC Section 104.11(5)(d) leases of property of other for County purposes for terms not exceeding ten years may only be made by local law. Accordingly, your Honorable Board's approval of the proposed First Amendment extending the term of the Lease is required.

I believe that the proposed First Amendment is in the County's best interests, and I therefore urge approval of the attached Local Law.

Very truly yours,

A handwritten signature in black ink, appearing to read 'KWJ', with a long horizontal flourish extending to the right.

Kenneth W. Jenkins  
Westchester County Executive

KWJ/CS/cmc  
Attachment

**HONORABLE BOARD OF LEGISLATORS  
THE COUNTY OF WESTCHESTER**

Your Committee is in receipt of a communication from the County Executive wherein he requests that your Honorable Board adopt a Local Law which, if adopted by your Honorable Board, would authorize the County of Westchester (the “County”), to enter into an amendment (“First Amendment”) to a lease agreement (“Lease”) dated June 12, 2021 with Zita Associates LLC (“Landlord”), for the leasing of approximately 3,240 square feet of space known as “Suite 204” located at 10 County Center Road, White Plains, New York (“Premises”), for an initial term of thirty-six (36) months (“Initial Term”), in order to extend the term of the Lease through December 31, 2029 (“First Extended Term”).

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The Department of Planning has advised your Committee that based on its review, the authorization of the proposed Local Law may be classified as a Type "II" action pursuant to the State Environmental Quality Review Act and its implementing regulations, 6 NYCRR Part 617 ("SEQR"). Therefore, no environmental review is required. Your Committee has reviewed the annexed SEQR documentation and concurs with this recommendation.

The proposed First Amendment requires the adoption of the proposed Local Law by an affirmative vote of a majority of all members of your Honorable Board.

Upon careful consideration, your Committee finds the proposed First Amendment to be in the County's best interest as it provides for a Veterans' Affairs Office and therefore your Committee recommends approval of the proposed Local Law.

Dated: \_\_\_\_\_, 2025  
White Plains, New York

**COMMITTEE ON:**

c/dlv.cmc.04.29.2025

# FISCAL IMPACT STATEMENT

SUBJECT: Veterans Lease Extension & Amendt

☐ NO FISCAL IMPACT PROJECTED

## OPERATING BUDGET IMPACT

To Be Completed by Submitting Department and Reviewed by Budget

### SECTION A - FUND

☒ GENERAL FUND

☐ AIRPORT FUND

☐ SPECIAL DISTRICTS FUND

### SECTION B - EXPENSES AND REVENUES

Total Current Year Expense \$ 89,370

Total Current Year Revenue \$ 89,370

Source of Funds (check one): ☒ Current Appropriations ☐ Transfer of Existing Appropriations

☐ Additional Appropriations

☐ Other (explain)

Identify Accounts: 101\_22\_4000\_4000\_5280

Potential Related Operating Budget Expenses: Annual Amount 20,555.00

Describe: \_\_\_\_\_

Potential Related Operating Budget Revenues: Annual Amount 20,555.00

Describe: \_\_\_\_\_

Federal- 23%

State- 0%

Anticipated Savings to County and/or Impact on Department Operations:

Current Year: \$87,782.93(savings) / \$68,815

Next Four Years: \$296,533.00

Prepared by: Shine George

Title: Budget Specialist II

Department: Dept. of Social Services

Date: April 22, 2025

Reviewed By: 

Budget Director

Date: 4/30/25





Memorandum  
Department of Planning

TO: Carla Chaves, Senior Assistant County Attorney  
Department of Law

FROM: David S. Kvinge, AICP, RLA, CFM  
Assistant Commissioner

A handwritten signature in blue ink, appearing to be "DSK", written over a horizontal line.

DATE: March 19, 2025

SUBJECT: **STATE ENVIRONMENTAL QUALITY REVIEW FOR:  
VETERANS AFFAIRS OFFICE LEASE EXTENSION  
10 COUNTY CENTER ROAD, WHITE PLAINS**

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**PROJECT/ACTION:** Extension of a lease agreement for approximately 3,240 square feet of office space at 10 County Center Road in White Plains for use by the County's Veterans Affairs Office. The original 3-year lease, which began in 2021, has expired. The new lease will allow the Veterans Affairs Office to remain in this space until December 31, 2029.

With respect to the State Environmental Quality Review Act and its implementing regulations 6 NYCRR Part 617, the Planning Department recommends that no environmental review is required because the project/action may be classified as a TYPE II action pursuant to section(s):

- **617.5(c)(32):** license, lease and permit renewals, or transfers of ownership thereof, where there will be no material change in permit conditions or the scope of permitted activities.

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**COMMENTS:** None

DSK/cnm

cc: Andrew Ferris, Chief of Staff  
Paula Friedman, Assistant to the County Executive  
Tami Altschiller, Assistant Chief Deputy County Attorney  
Claudia Maxwell, Principal Environmental Planner

**RESOLUTION NO. - 2025**

**RESOLVED**, that this Board hold a public hearing pursuant to Section 209.141(4) of the Laws of Westchester County on Local Law Intro. No. -2025 entitled "A LOCAL LAW authorizing the County of Westchester to enter into an amendment to the lease agreement dated June 12, 2021 with Zita Associates LLC for space located at 10 County Center Road, Suite 204, White Plains, New York, for an initial term of thirty-six (36) months, in order to extend the term of the Lease through December 31, 2029." The public hearing will be held at     m. on the     day of     , 2025, in the Chambers of the Board of Legislators, 8th Floor, Michaelian Office Building, White Plains, New York. The Clerk of the Board shall cause notice of the time and date of such hearing to be published at least once in one or more newspapers published in the County of Westchester and selected by the Clerk of the Board for that purpose in the manner and time required by law.

Dated:                     , 2025  
White Plains, New York