



Office of the District Attorney
County of Westchester

MEMORANDUM

OnBase: 112309

Date: October 29, 2025

To: Honorable Board of Acquisition and Contract

FROM: Susan Cacace Chris Steers
District Attorney Director of Administrative Services/Director of Real Estate

RE: **Authority for the County of Westchester to enter into a Permit Agreement with a Confidential Permitter for the use by the Office of the District Attorney of confidential premises, consisting of approximately 1,506 square feet, to conduct confidential law enforcement operations, for the period commencing on January 1, 2026 and terminating on December 31, 2026, for a monthly Permit fee of \$1,882.50.**

Authority is respectfully requested from your Honorable Board for the County of Westchester (the "County"), acting by and through its Office of the District Attorney (the "District Attorney's Office"), to enter into a Permit Agreement (the "Permit") with a Confidential Permitter (the "Permitter") for the use by the District Attorney's Office of confidential premises (the "Premises"), consisting of approximately 1,506 square feet, to conduct confidential law enforcement operations. Due to the discreet nature of these operations, it is essential that all references to the Premises and the name and address of the Permitter remain undisclosed to all except for necessary law enforcement personnel.

This Permit extension, which allows for the continuation of operations at the Premises, would be for a one (1) year term commencing on January 1, 2026 and terminating on December 31, 2026, with a monthly Permit fee of \$1,882.50. The monthly fee remains the same as under the current Permit, which will expire on December 31, 2025. Either party shall have the right to terminate on thirty (30) days written notice to the other party.

The goal and objective of this Permit is to provide space for confidential law enforcement operations.

This Permit Agreement serves a public purpose and is in the best interests of the County by assisting confidential law enforcement operations that benefit the health, safety and welfare of County residents. The District Attorney's Office will monitor this Permit to ensure compliance with its terms.

This Permit is exempt from the Westchester County Procurement Policy pursuant to Section 3(b) therein.

Approval of the attached resolution is respectfully recommended.

SC/CS/jpi
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 11/07/2025 - RAYMOND SCULKY, SECRETARY

RESOLUTION

Upon a communication from the District Attorney and the Director of Real Estate, be it hereby

RESOLVED, that the County of Westchester is hereby authorized to enter into a Permit Agreement with a Confidential Permitter for the use by the District Attorney's Office of confidential premises, consisting of approximately 1,506 square feet, to conduct confidential law enforcement operations for a term commencing on January 1, 2026 and terminating on December 31, 2026, for a monthly Permit fee of \$1,882.50, with either party having the right to terminate upon thirty (30) days written notice; and be it further

RESOLVED, that this Permit Agreement is subject to County appropriations; and be it further,

RESOLVED, that the District Attorney or her duly authorized designee, is authorized and empowered to execute and deliver all instruments and to take all actions necessary or appropriate to accomplish the purposes of this resolution.

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	101	46	3330-3319	4320		\$22,590.00

Budget Funding Year(s) Start Date: 1/1/2026 End Date: 12/31/26
(must match resolution)

Funding Source: Tax Dollars 100% Contractor Federal I.D. No./
Social Security No.: _____
State Aid _____
Federal Aid _____ Vendor No.: _____
Other _____ Encumbrance No.: _____

\$22,590.00
(must match resolution)