

# **City of Mount Vernon, New York**

1 ROOSEVELT SQ. RM. 104  
CITY HALL, MOUNT VERNON, NEW YORK 10550  
& VIA [FACEBOOK.COM/MOUNTVERNONNY](https://www.facebook.com/MOUNTVERNONNY)



## **Referral Packet - Final**

**Tuesday, February 18, 2025**

**3:00 PM**

**MAYOR'S CONFERENCE ROOM - 1st FLOOR**

**Board of Estimate & Contract**

**Call to Order: At 4:00 PM by Chairwoman Mayor Shawyn Patterson-Howard**

Roll Call: Roll Call and reading of agenda items administered by Deputy City Clerk Nicole Bonilla. Noticed in the Journal News.

OTHERS: Chief of Staff Malcolm Clark, Asst. Corporation Counsel Johan Powell, Deputy City Clerk Nicole Bonilla, Assistant Comptroller Condell Hamilton

**ADMINISTRATION OF THE AGENDA****RESOLUTIONS APPROVING ORDINANCES**

1. Office of the Mayor: An Ordinance Authorizing a Budget Transfer to Cover Future Purchases Within the Office of the Mayor

**Code:** LPW

**Attachments:** [Referral Letter - Budget Transfer Request](#)

2. Office of the Mayor: An Ordinance Authorizing the Mayor and Chief of Staff to Attend the African American Mayors' Association (AAMA) Annual Conference in Washington, DC and Approving Related Expenditures ( April 16th to April 18th, 2025)

**Code:** LPW

**Attachments:** [Referral Letter - AAMA Conference 2025](#)

3. Department of Public Works: An Ordinance Establishing a List of Qualified Environmental/Sustainability Consultants

**Code:** LPW

**Attachments:** [Referral.pdf](#)

4. Department of Public Works: An Ordinance Authorizing Curtis Woods, City Engineer to attend the New York State Buildings Officials Conference for Required In-Service Training (White Plains, NY on February 26 & 27th, 2025, and March 19 -20, 2025)

**Code:** LPW

**Attachments:** [2025 NYSBOC Municipal Code Enforcement Conference.pdf](#)

5. Department of Public Works: An Ordinance Imposing Fees in Addition to Fines and Request Reimbursement of Costs Incurred In Response to an Illicit Sewer Discharge Incident

**Code:** LPW

**Attachments:** [Fees in Addition to Fines-Request for Reimbursement of Costs Incurred In Response to Illicit Sewer Discharge Incident](#)

6. Department of Public Works: An Ordinance Authorizing the Selection of HVEA Engineers for Design and Construction Inspection Services for the South Fulton Avenue Bridge Rehabilitation Project (BIN 2225220)

**Code:** LPW

**Attachments:** [Requestfor Qualifications \(RFQ\) - Design and Construction Inspectton Services rorthe City Owned Bridge Rehabilitation- South Fulton Avenue Bridge \(BIN2225220- Constructed 1912](#)

7. Department of Public Works: An Ordinance Authorizing the Selection of Woodard and Curran for the South Third & South Columbus Avenues Flood Mitigation Project Under the Hazard Mitigation Grant Program (HMGP) Project #4615-0004 CMVNY

**Code:** LPW

**Attachments:** [FEMA-4615-DR-NY - Hazard Mitigation Grant Program \(HMGP\) Project #461S-0004 CMVNY South Third & South Columbus Avenues Flood Mitigation](#)

8. Department of Public Works: An Ordinance Authorizing the Budget Line Transfer Within the Department of Public Works to Cover the Cost of Additional Software Services from iWorQs Systems Inc.

**Code:** LPW

**Attachments:** [iWorq - Transfer of Funds Referral Letter](#)

9. Department of Public Works: An Ordinance Authorizing the Adoption of the iWorQ Technological and Inspection Solution for the Department of Public Works

**Code:** LPW

**Attachments:** [iworQ Referral Letter](#)

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10. Board of Water Supply: An Ordinance Establishing the Position of Senior Account Clerk within the Board of Water Supply
- Code:** LPW
- Attachments:** [01232025 Referral Letter - Senior Account Clerk.pdf](#)
11. Department of Recreation: An Ordinance Authorizing the Department of Recreation to Accept Payments Via Automated Clearing House (ACH) and Wire Transfers for Memorial Field Revenue
- Code:** HR
- Attachments:** [Payment Acceptance ACH and Wire Transfers.pdf](#)
12. Department of Recreation: An Ordinance Authorizing the Department of Recreation to Sponsor the Annual Easter Egg Hunt Celebration in Hartley Park
- Code:** HR
- Attachments:** [easter egg hunt](#)  
[PD Easter Egg Response](#)  
[DPW Event Responses- Easter Egg Hunt-Cinco de Mayo](#)
13. Department of Recreation: An Ordinance Authorizing the Establishment of the Summer Outdoor Movie Series as an Official Annual Event of the City of Mount Vernon Department of Recreation
- Code:** HR
- Attachments:** [summer outdoor movies](#)
14. Youth Bureau: An Ordinance Authorizing the Mayor to Enter into a Service Agreement with the Westchester Board of Legislators for the Funding and Operation of Safe Haven, Youth Empowerment Program, and Step Up through the Westchester County CBO Funding for \$180,718 - (commencing January 1, 2025, through December 31, 2025)
- Code:** HR
- Attachments:** [Referral letter updates](#)  
[Supporting documents- BOL award letter](#)
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15. Department of Buildings: An Ordinance Requiring Code Enforcement Officials to Attend the New York State Building Officials Conference (NYSBOC) for Mandatory In-Service Training
- Code:** PSC
- Attachments:** [NYSBOC 2024](#)
16. Department of Public Safety: An Ordinance Authorizing the Mayor to Execute an Agreement with Interaction Insight Corporation for the Renewal of the Nice Inform V7 Plan for the Police Department
- Code:** PSC
- Attachments:** [Interaction Insight Referral.pdf](#)
17. Department of Public Safety: An Ordinance Authorizing the Attendance of Two (2) Members of Service at the FBI-LEEDA Supervisor Leadership Institute Training
- Code:** PSC
- Attachments:** [Request for Legislation- FBI LEEDA Training](#)
18. Department of Public Safety: An Ordinance Authorizing the Mayor to Enter into a Maintenance Agreement with Cummins Allison for the Period from February 19, 2025, to February 18, 2026
- Code:** PSC
- Attachments:** [Request for Legislation-Cummins Allison](#)
19. Department of Public Safety: An Ordinance Authorizing the Purchase of the RIC I Livescan and Mugshot System Replacement from Data Works Plus for the Support Services Division of the Department of Public Safety
- Code:** PSC
- Attachments:** [Request for Legislation-RICI Livescan and Mugshot System](#)
20. City Council: An Ordinance Authorizing the Establishment of Custodial Accounts for Property Development Projects - (22 W. First Street and the Boys and Girls Club)
- Code:** FP
- Attachments:** [Custodian Acct 22 W. First St. and Boys and Girls Club 2025](#)
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21. Law Department: An Ordinance to Authorize the Conveyance of 0 Vernon Avenue, Mount Vernon, NY, to Myrtle Jones and to Authorize the Mayor to execute all necessary documents

**Code:** FP

**Attachments:** [0 Vernon Avenue Referral Letter](#)

### SALARY RESOLUTION

22. Department of Planning and Community Development: Salary Resolution

**Attachments:** [Referral Letter for Salary Amendment \(Department of Planning and Community Development\)](#)

### SETTLEMENTS

23. Settlement of Claim for Property Damage - Carlson Thompson (\$7,049.77)

**Attachments:** [Resolution for Settlement of Claim for for Carlon Thompson \(\\$7,049.77\)](#)

24. Settlement of Claim for Property Damage - James Moore (\$1,775.26)

**Attachments:** [Resolution for Settlement of Claim for for James Moore - \(\\$1,775.26\)](#)

25. Settlement of Lawsuit in the Matter of Henderson Clarke - (\$150,000)

**Attachments:** [SETTLEMENT RESOLUTION ALLEGING FALSE ARREST AND UNLAWFUL IMPRISONMENT, VIOLATION OF RIGHT TO FAIR TRIAL - \(\\$150,000\)](#)

### TAX REVIEW SETTLEMENT

26. Settlement for RJR 1720 Properties LLC - \$2,058.65

**Attachments:** [Resolution for Tax Settlement for RJR 1720 PROPERTIES LLC](#)

Agenda was concluded at \_\_\_\_ PM

Chairwoman Patterson-Howard asked if there was new business:

Mayor asked for a motion to adjourn.

There being no further business, the meeting was adjourned at \_\_\_\_



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
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**File #:** TMP -1181

**Agenda Date:** 2/11/2025

**Agenda #:** 1.

### Board of Estimate & Contract:

**RESOLVED**, that a resolution adopted by the City Council on February 11, 2025, and signed by the Mayor on February 11, 2025, authorizing a Budget Transfer to Cover Future Purchases Within the Office of the Mayor - (\$5,000.00 from Budget Code: A1210.405 (Contracted Outside Service) to Budget Code: A1201.402 (Travel Expense); be, and the same is hereby approved.

### City Council

#### **AN ORDINANCE AUTHORIZING A BUDGET TRANSFER TO COVER FUTURE PURCHASES WITHIN THE OFFICE OF THE MAYOR**

**Whereas**, by letter dated January 28, 2025, the Mayor has requested legislation authorizing the transfer of funds for \$5,000.00 within said office for future purchases and to prevent a negative balance; and

**Whereas**, funds are available in Budget Code A1210.405 (Contracted Outside Services); **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Transfer of Funds.** The following budget line transfer is hereby authorized:

<b>From:</b>	<b>Amount:</b>	<b>To:</b>
Budget Code: A1210.405 Contracted Outside Service	\$5,000.00	Budget Code A1201.402 Travel Expense

**Section 2. Purpose.** The funds will cover future purchases and prevent a negative balance within the Mayor's Office.

**Section 3. Effective Date.** This ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.



## CITY OF MOUNT VERNON, N.Y.

Mayor Office

**SHAWYN PATTERSON-HOWARD**

*Mayor*

City Hall, One Roosevelt Square

Mount Vernon, NY, 10550

(914) 665-2362 – Fax: (914) 665-6173

**MALCOLM CLARK**

*Chief of Staff*

**KHENDRA DAVID**

*Deputy Chief of Staff*

January 28, 2024

Honorable Members of the City Council  
City Hall Room 104  
One Roosevelt Square  
Mount Vernon, NY 10550

### **RE: Transfer of Funds**

Dear Honorable Members,

The following department budget line transfer is necessary to future purchases and prevent a negative balance in the Mayor's Office. We are requesting the amount below to be transferred from the Mayor's Office: - Contracted Outside Services: A1210.405 to Travel Expense – A1201.402.

From	Amount	To
A1210.405 Contracted Outside Services	\$5,000	A1201.402 Travel Expense

If this meets with the approval of Your Honorable Body, kindly have the necessary legislation enacted to transfer the funds.

In Service,

Shawyn Patterson-Howard

Mayor

*"The Jewel of Westchester"*



# City of Mount Vernon, New York

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**File #:** TMP -1180

**Agenda Date:** 2/11/2025

**Agenda #:** 2.

### Board of Estimate & Contract:

**RESOLVED**, that a resolution adopted by the City Council on February 11, 2025, and signed by the Mayor on February 11, 2025, authorizing the Mayor and Chief of Staff to Attend the African American Mayors' Association (AAMA) Annual Conference in Washington, DC and Approving Related Expenditures - (April 16-18, 2025 - registration fees shall not exceed \$1,100.00 per person, and total expenditures for travel-related expenses (transportation, incidentals, and hotel) shall not exceed \$6,000.00, which will be charged to Budget Code A1210.402 (Travel)); be, and the same is hereby approved.

### City Council

#### **AN ORDINANCE AUTHORIZING THE MAYOR AND CHIEF OF STAFF TO ATTEND THE AFRICAN AMERICAN MAYORS' ASSOCIATION (AAMA) ANNUAL CONFERENCE IN WASHINGTON, D.C. AND APPROVING RELATED EXPENDITURES**

**Whereas**, by letter dated January 28, 2025, the Mayor has requested legislation authorizing herself and the Chief of Staff to attend the African American Mayors' Association (AAMA) Annual Conference in Washington, D.C. from April 16-18, 2025; and

**Whereas**, the AAMA is the largest convening of African American Mayors in the United States, bringing together municipal leaders, corporate executives, and stakeholders to discuss key issues impacting cities and communities across the country; and

**Whereas**, the 2025 AAMA Annual Conference, themed "*The Power of Now*," will provide valuable opportunities for engagement, collaboration, and knowledge-sharing on best practices and strategies for municipal leadership and governance; and

**Whereas**, attendance at this conference will enhance the City's leadership capabilities, foster critical partnerships, and inform the City's strategies on important municipal issues; and

**Whereas**, the cost for registration shall not exceed \$1,100.00 per person, and total associated travel expenses for the Mayor and Chief of Staff shall not exceed \$6,000.00; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization.** The Mayor and Chief of Staff are hereby authorized to attend the African American Mayors' Association (AAMA) Annual Conference in Washington, D.C., from April 16-18, 2025.

**Section 2. Appropriation and Expenditure.** The City Council approves the expenditure of funds for this purpose as follows:

**Section 3. Funding.** The registration fees shall not exceed \$1,100.00 per person, and total expenditures for travel-related expenses (transportation, incidentals, and hotel) shall not exceed \$6,000.00, which will be charged to Budget Code A1210.402 (Travel).

**Section 4. Purpose and Reporting.** Participation in the conference is intended to enhance the City's governance and improve intergovernmental relations. Upon return, the Mayor or Chief of Staff shall provide the City Council with a summary report of key insights and opportunities identified during the conference.

**Section 5. Effective Date.** This ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.



## CITY OF MOUNT VERNON, N.Y.

Mayor Office

**SHAWYN PATTERSON-HOWARD, MPA**  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 665-2360 – Fax: (914) 665-6173

**MALCOLM CLARK**  
*Chief of Staff*

**KHENDRA DAVID**  
*Deputy Chief of Staff*

January 28, 2025

Honorable Members of the City Council  
City of Mount Vernon  
One Roosevelt Square  
Mount Vernon, New York 10550

### **[African American Mayors Association (AAMA) – 2025 Annual Conference]**

Dear Honorable Council Members,

This letter comes as a request to the City Council for the enactment of legislation authorizing the Mayor and Chief of Staff to attend the African American Mayors Association (AAMA) Annual Conference in Washington DC on April 16<sup>th</sup> to April 18<sup>th</sup>, 2025.

The cost of registration is not to exceed \$1,100.00 per person, with the entire trip including transportation, incidentals, and hotel should not exceed \$6,000.00. (Six thousand dollars). The cost of the travel, hotel fees, and incidentals will be expensed from budget A 1210.402 – Travel

The AAMA 2025 Annual Conference is the largest convening of African American mayors in the country, bringing together America's city executives of the most diverse communities and neighborhoods. This conference presents an occasion to converse with decision-makers in the public sector and an opportunity to share successful strategies and new ideas. In alignment with the theme, "The Power of Now", all in attendance, from mayors to corporate executives, will engage and connect with vital stakeholders about the collective power of municipal leadership and partnership to impact the future of our cities.

Please see the attached link for the most "up-to-date" schedule of events.

<https://www.aamaconference.com/schedule>

In Service,

Shawyn Patterson-Howard, MPA  
Mayor

*"The Jewel of Westchester"*



# City of Mount Vernon, New York

## Staff Report

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104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
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**File #:** TMP -1151

**Agenda Date:** 2/12/2025

**Agenda #:** 3.

### Board of Estimate & Contract:

**RESOLVED**, that a resolution adopted by the City Council on February 11, 2025, and signed by the Mayor on February 11, 2025, authorizing the Establishment of a List of Qualified Environmental/Sustainability Consultants - (Green Westchester, 26 Glencar Avenue, New Rochelle, NY 10801 and Kim Lundgren Associates, Inc., 10 Post Office Square, 8<sup>th</sup> Floor, Boston, MA 02109); be, and the same is hereby approved.

### City Council

#### **AN ORDINANCE AUTHORIZING THE ESTABLISHMENT OF A LIST OF QUALIFIED ENVIRONMENTAL/SUSTAINABILITY CONSULTANTS**

**Whereas**, by letter dated January 6, 2025, the Commissioner of the Department of Public Works is seeking City Council approval to establish a list of qualified Environmental /Sustainability consultants; and

**Whereas**, this initiative follows the Request for Qualifications (RFQ) advertised on August 1, 2024, aimed at pre-qualifying consultants with the necessary expertise for sustainability projects; and

**Whereas**, three submissions were reviewed, and two consultants were selected: Green Westchester and Kim Lundgren Associates Inc.; and

**Whereas**, the list supports the City's commitment to diversity, equity, and inclusion and will expedite future projects initiation and completion. The request is made by the Director of Sustainability and supported by the Commissioner of the Department of Public Works; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization to establish a list of qualified Environmental /Sustainability consultants.** The City Council hereby authorizes the establishment of qualified Environmental/Sustainability Consultants.

**Section 2. Establishing a List of Qualified Environmental/Sustainability Consultants.**

- a) RFQ advertised on August 1, 2024, to identify and pre-qualify consultants.
- b) Three submissions were reviewed based on local needs, technical competence, experience, project approach, and green credentials.
- c) Selected consultants:
  - o Green Westchester - 26 Glencar Avenue, New Rochelle, NY 10801
  - o Kim Lundgren Associates, Inc.-10 Post Office Square, 8<sup>th</sup> fl., Boston, MA 02109
- d) The list promotes diversity, equity, and inclusion.
- e) Expedite consultant selection process for future projects.

**Section 3.** This ordinance shall take effect immediately upon its approval by the Board of Estimate and Contract.



CITY OF MOUNT VERNON, N.Y.  
DEPARTMENT OF PUBLIC WORKS

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 914-665-2339  
email:dpwconcerns@mountvernonny.gov

**DAMANI L. BUSH**  
*Commissioner*

**ROBERT L. HACKETT**  
*Deputy Commissioner*

**JOHN NUCULOVIC**  
*Deputy Commissioner*

January 6, 2025

Honorable City Council Members  
Of the City of Mount Vernon  
City Hall, Mount Vernon, New York  
(Through the Office of the Mayor)

Re: Establishing a List of Qualified Environmental/Sustainability Consultants

Dear Honorable City Council Members:

I am writing to seek the City Council's approval for the establishment of a list of qualified Environmental/Sustainability consultants. This initiative is based on the Request for Qualifications (RFQ) that was advertised on August 1, 2024.

The RFQ was designed to identify and pre-qualify Environmental/Sustainability Consultants who possess the requisite expertise, experience, and capacity to undertake various sustainability projects within our city. This pre-qualification process is critical in ensuring that our projects are executed efficiently, with a commitment to quality and inclusivity.

We have received and carefully reviewed the three submissions from the Environmental/Sustainability Consultants. These submissions were evaluated based on stringent criteria that includes understanding local needs, technical competence, experience & expertise, project approach & methodology, and green credentials. The evaluation process has enabled us to identify a select group of consultants below who meet the established standards:

- Green Westchester – 26 Glencar Avenue, New Rochelle, NY 10801
- Kim Lundgren Associates, Inc. – 10 Post Office Square, 8<sup>th</sup> Floor, Boston MA 02109

The creation of this list aligns with our city's commitment to promoting diversity, equity, and inclusion within the environmental/sustainability consultant pool. It will facilitate the engagement of qualified consultants for sustainability and public works projects, thereby fostering a more inclusive economic environment. Additionally, having a pre-qualified list will expedite the consultant selection process for future projects, ensuring timely project initiation and completion.

I respectfully request the City Council's approval to formalize this list of qualified Environmental/Sustainability Consultants. Your approval will allow us to proceed with the next steps in engaging these contractors for our city's projects, furthering our mission to become a greener, more sustainable, and equitable city for all.

*"The Jewel of Westchester"*

Thank you for your attention to this matter. I am available to discuss this request further and provide any additional information that the Council may require.

Respectfully,



Shayne M. Brooks  
Director of Sustainability  
SMB/sb



Damani L. Bush  
Commissioner of Public Works  
DLB/db

Cc: Mayor's Office  
Law Department  
Comptroller's Office  
City Clerk's Office



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
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**File #:** TMP -1167

**Agenda Date:** 2/12/2025

**Agenda #:** 4.

### Board of Estimate & Contract:

**RESOLVED**, that a resolution adopted by the City Council on February 11, 2025, and signed by the Mayor on February 11, 2025, authorizing Curtis Woods, City Engineer, to attend the New York State Buildings Officials Conference for Required In-Service Training - (White Plains, NY on February 26 & 27th, 2025, and March 19 -20, 2025 - Annual Membership and Conference registration fee of \$300.00 per attendee, shall be funded through Budget Code A.1440.403 (Membership Dues). Motor pool vehicles shall provide transportation to and from the conference); be, and the same is hereby approved.

### City Council:

#### **AN ORDINANCE AUTHORIZING CURTIS WOODS, CITY ENGINEER, TO ATTEND THE MUNICIPAL CODE ENFORCEMENT OFFICIALS AT THE NEW YORK STATE BUILDINGS OFFICIALS CONFERENCE FOR REQUIRED IN-SERVICE TRAINING**

**Whereas**, by letter dated January 14, 2025, the Commissioner of the Department of Public Works has requested legislation authorizing the attendance of Curtis Woods, the City Engineer, at the New York State Buildings Officials Conference (NYSBOC) to obtain the required in-service training as mandated by 19 NYCRR 1208-3.3; and

**Whereas**, the City of Mount Vernon is committed to ensuring that its Code Enforcement Officials (CEOs) maintain the highest level of professional competency and compliance with state-mandated training requirements; and

**Whereas**, under 19 NYCRR 1208-3.3, Code Enforcement Officials must complete twenty-four (24) hours of in-service training annually, including twelve (12) hours of Department of State, Division of Building Standards and Codes (DBSC) approved courses covering specific topics such as Code Enforcement and Administration, Uniform Fire Prevention and Building Code, and Energy Conservation Construction Code; and

**Whereas**, the New York State Buildings Officials Conference (NYSBOC) provides an opportunity for Code Enforcement Officials to obtain the required training to meet the state-mandated continuing education requirements; and

**Whereas**, the 2025 NYSBOC Conference will be held at the Westchester County Center on February 26 and 27, 2025, and March 19 and 20, 2025, from 8:30 a.m. to 4:30 p.m., providing essential in-service training; and

**Whereas**, the Annual Membership and Conference cost for each attendee is \$300.00, with sufficient

funds available under Budget Code A.1440.403 (Membership Dues), and transportation will be provided via motor pool vehicles; and

**Whereas**, the participation of Curtis Woods, City Engineer, and other designated Code Enforcement Officials in this training will enhance their knowledge, efficiency, and compliance with regulatory requirements; and **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization.** The City Council authorizes the attendance of Curtis Woods, the City Engineer, at the New York State Buildings Officials Conference (NYSBOC) to obtain the required in-service training as mandated by 19 NYCRR 1208-3.3.

**Section 2. Funding.** The cost of attendance, including the Annual Membership and Conference registration fee of \$300.00 per attendee, shall be funded through Budget Code A.1440.403 (Membership Dues). Motorpool vehicles shall provide transportation to and from the conference.

**Section 3. Compliance.** All attendees must complete the required training hours as stipulated by the New York State Department of State, Division of Building Standards and Codes (DBSC), and provide documentation of completion to the City of Mount Vernon.

**Section 4. Effective Date.** This Ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.



CITY OF MOUNT VERNON, N.Y.  
DEPARTMENT of PUBLIC WORKS

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 914-665-2343  
email: [dpwconcerns@mountvernonny.gov](mailto:dpwconcerns@mountvernonny.gov)

DAMANI L. BUSH  
*Commissioner*

ROBERT L. HACKETT  
*Deputy Commissioner*

JOHN NUCULOVIC  
*Deputy Commissioner*

January 14, 2025

Honorable City Council Members  
City of Mount Vernon  
Mt. Vernon, New York 10550

**RE: 2025 NYSBOC Municipal Code Enforcement Conference**

Dear Honorable Council Members,

I am respectfully requesting that the Municipal Code Enforcement Official's (ECO's- Curtis Woods, City Engineer) attend the required New York Buildings Officials Conference (NYSBOC). The mandatory NYSBOC 4-day conference for in service training will be held at the Westchester County Center on February 26 & 27<sup>th</sup>, March 19<sup>th</sup> & 20<sup>th</sup> of 2025 between the hours of 8:30am and 4:30pm respectively.

Code Enforcement Officials are required to complete 24 hours of In-Service training each calendar year. (January 1 to December 31). 12 of these hours must be obtained by completing training courses that are approved by the Department of State, Division of Building Standards and Codes (DBSC). Of the 12 hours of approved courses: at least 3 hours must be obtained in Topic 1. Code Enforcement and Administrative (19 NYCRR 1208-3 (b) (1)); at least 3 hours must be obtained in Topic 2, Uniform Fire Prevention and Building Code (19 NYCRR 1208-3.3(c) (2)); and at least 3 hours must be obtained in Topic 3, Energy Conservation Construction Code (19 NYCRR 1208-3.3(c) (2)). A maximum of 12 hours of Professional Development Electives may be applied toward the 24 hours of annual In-Service training.

The Annual Membership and Conference cost for this is \$300.00 per member and is not expected to exceed \$300.00 for 1 Code Enforcement Official. Monies are available under Budget Code A.1440.403 (Membership and Dues) Transportation will be provided motor pool vehicles.

Thank you,

Damani Bush  
Commissioner  
Department of Public Works

A handwritten signature in green ink, appearing to read "DB", is written over the printed name and title of Damani Bush.



# City of Mount Vernon, New York

## Staff Report

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**File #:** TMP -1186

**Agenda Date:** 2/11/2025

**Agenda #:** 5.

### **Board of Estimate & Contract:**

**RESOLVED**, that a resolution adopted by the City Council on February 11, 2025, and signed by the Mayor on February 11, 2025, Imposing Fees in Addition to Fines and Request Reimbursement of Costs Incurred In Response to an Illicit Sewer Discharge Incident - (costs incurred in response to January 17, 2025, Chicken Hut shall reimburse illicit discharge: (a) Employee wages and hours worked; (b) Equipment usage rates and hours operated; and (c) Total assessed cost: \$1,938.54); be, and the same is hereby approved.

### **City Council:**

#### **AN ORDINANCE IMPOSING FEES IN ADDITION TO FINES AND REQUEST REIMBURSEMENT OF COSTS INCURRED IN RESPONSE TO AN ILLICIT SEWER DISCHARGE INCIDENT**

**Whereas**, by letter dated January 28, 2025, the Commissioner of the Department of Public Works has requested legislation authorizing additional fees and requests reimbursement for costs incurred by the City of Mount Vernon in responding to illicit sewer discharge incidents; and

**Whereas**, the City of Mount Vernon is committed to maintaining a safe and clean municipal separate storm sewer system (MS4) to protect public health and environmental quality; and

**Whereas**, on January 17, 2025, the Department of Public Works Emergency Sewer Bureau (E.S.B.) identified an illegal sewer discharge by Aid & J Hood Cleaners, a vendor hired by Chicken Hut, at 10 North 3rd Ave, cross: 17-1 East Prospect Ave, Mount Vernon, NY 10550; and

**Whereas**, the vendor was observed discharging fats, oils, and grease (F.O.G.) directly into the MS4 system in violation of city code §154-6; and

**Whereas**, the Department of Public Works (D.P.W.), in coordination with the Public Works Deputy Commissioner, the Building Department, and the New York State Department of Environmental Conservation (N.Y.S.D.E.C.) Spill Response, took immediate corrective measures to mitigate the contamination; and

**Whereas**, the response necessitated the deployment of personnel and equipment, incurring costs totaling \$1,938.54; and

**Whereas**, this is the third documented incident within twenty-four months involving Chicken Hut in violation of §154-6; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Purpose.** This Ordinance establishes additional fees and requests reimbursement for costs incurred by the City of Mount Vernon in responding to illicit sewer discharge incidents.

**Section 2. Authority.** This Ordinance is enacted pursuant to the City of Mount Vernon's authority to regulate and enforce environmental and public health laws, including but not limited to City Code §154-6.

**Section 3. Imposition of Fees.** Any entity found violating §154-6 shall be responsible for reimbursing the City for all costs incurred in responding to and mitigating the illicit discharge. Such fees shall include but are not limited to:

<u>Employee Name</u>	<u>Hours of Operation</u>	<u>Employee Rate</u>	<u>Apparatus / Equipment</u>	<u>Equipment Rate (Hour)</u>	<u>Total</u>
Nuculovic, J	1.5	\$57.16	C-3	\$27.78	\$127.41
Carretta, J.	1.0	\$63.36	C-3	--	\$63.36
Bennett, R.	4.0	\$46.88	E-1	\$27.78	\$298.64
Davis, G.	4.0	\$28.73	E-23	\$22.91	\$246.56
Butler, K.	4.0	\$35.98	E-23	--	\$143.92
Kendall, T.	3.5	\$38.73	E-4	\$109.97	\$520.45
Lewis, R.	3.0	\$38.73	E-2	\$107.72	\$439.35
Stevenson, D.	3.0	\$38.73	E-2	--	\$98.85

**Section 4. Assessment of Costs.** The following costs incurred in response to January 17, 2025, Chicken Hut shall reimburse illicit discharge: (a) Employee wages and hours worked; (b) Equipment usage rates and hours operated; and (c) Total assessed cost: \$1,938.54.

**Section 5. Enforcement.** Failure to remit payment within thirty (30) days of notice shall result in additional penalties, including but not limited to (a) Additional fines as per City Code, (b) Suspension or revocation of relevant business permits, and (c) Civil enforcement action to recover outstanding costs.

**Section 6. Effective Date.** This Ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.



## CITY OF MOUNT VERNON, N.Y.

DEPARTMENT of PUBLIC WORKS

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY, 10550  
(914) 914-665-2343  
email:dpwconcerns@mountvernonny.gov

**DAMANI L. BUSH**  
*Commissioner*

**ROBERT L. HACKETT**  
*Deputy Commissioner*

**JOHN NUCULOVIC**  
*Deputy Commissioner*

January 28, 2025

Honorable City Council Members  
Of the City of Mount Vernon  
Mount Vernon, New York  
(Through the Office of the Mayor)

RE: Fees In Addition To Fines [Request For Reimbursement Of Costs Incurred In Response To Illicit Sewer Discharge Incident]

Dear Honorable Members of the City Council,

**1. PURPOSE.** This memorandum informs recipients of an incident at 10 North 3rd Ave, cross: 17-1 East Prospect Ave, Mount Vernon, NY 10550 the commercial establishment known as "Chicken Hut" and response by department of public works.

**2. BACKGROUND.** On the morning of January 17, 2025, at approximately 8:30 am, the department of public works emergency sewer bureau (E.S.B.) identified and halted an illegal sewer discharge by aid & j hood cleaners. Our sewer crew witnessed this vendor, hired by chicken hut, to perform routine maintenance on the restaurant's commercial hood and grease traps. They were observed discharging F.O.G. (fats, oils, and grease) directly into the MS4 system (municipal separate storm sewer system), compromising the safety and cleanliness of our community, and counter to any best practices and city §154-6. Sewer foreman was summoned, who summoned the Public Works Deputy Commissioner, who contacted the building department and simultaneously gave the order to contact N.Y.S.D.E.C. spill response, who deemed it serious enough for a spill number, and also ordered the municipality to take immediate measures to rectify the situation.

**3. ACTION.** The C.M.V. D.P.W. did take corrective measures resulting in the quick operations of the following personnel and apparatus:

*// please see next page for graph //*

*"The Jewel of Westchester"*

EMPLOYEE NAME	HOURS OF OPERATION	EMPLOYEE RATE (HOUR-USD)	APPARATUS / EQUIPMENT	EQUIPMENT RATE (HOUR)	TOTAL (USD)
NUCULOVIC,J.	1.5	57.16	C-3	27.78	127.41
CARRETTA,J.	1	63.36	C-3	-	63.36
BENNETT,R.	4	46.88	E-1	27.78	298.64
DAVIS,G.	4	28.73	E-23	22.91	246.56
BUTLER,K.	4	35.98	E-23	-	143.92
KENDALL,T.	3.5	38.73	E-4	109.97	520.45
LEWIS,R.	3	38.73	E-2	107.72	439.35
STEVENSON,D.	3	32.95	E-2	-	98.85

**4. CHARGE.** The business was cited for §154-6 by Sewer Foreman. This is the third incident within twenty-four months with regarding this infraction by this business. We seek compensation/restitution in the amount of 1938.54USD.

**5. POINT OF CONTACT** for this communique is the undersigned at [914]665-2343, or at [dpwcommissioner@mountvernonny.gov](mailto:dpwcommissioner@mountvernonny.gov).



Damani L. Bush  
Commissioner of Public Works  
DB/jn

Enclosure: Violation



CITY OF MOUNT VERNON, NEW YORK  
DEPARTMENT of PUBLIC WORKS

SHAWYN PATTERSON-HOWARD  
Mayor

City Hall  
One Roosevelt Square – Room 108  
Mount Vernon, NY, 10550  
(914) 665-2300 – Fax: (914) 665-2476

DAMANI L. BUSH  
Commissioner  
ROBERT L. HACKETT  
Deputy Commissioner

STATE OF NEW YORK: COUNTY OF WESTCHESTER CITY  
COURT: CITY OF MOUNT VERNON

THE PEOPLE OF THE STATE OF NEW YORK

Against

JNR REALTY CORP. DANIELLA REALTY CORP C/O DEFRIN  
217 E. 85TH ST. #174  
NEW YORK, NY 10028

Defendant(s)

Be it known that the complainant herein, Ramone Bennett of the DEPARTMENT OF PUBLIC WORKS accuses the defendant(s) named above, in violation of the Mount Vernon City Code Section as shown below.

Said offense committed at: 4 THIRD AV ,N. IN MT. VERNON on 01/17/2025, at about 8:22 AM.

COUNT ONE: The offense of the violation shown below, of the code of the CITY OF MOUNT VERNON, NEW YORK and, in support of the foregoing, your complainant under penalty of Section 210.45 of the penal law state as follows:

ACCUSATORY PART:

§ 154-6 Discharge prohibitions - Prohibition of Illegal Discharges. No person shall discharge or cause to be discharged into the City's MS4 any materials other than stormwater except as provided in § 154-6A. The commencement, conduct or continuance of any illicit (illegal) discharge to the MS4 is prohibited except as described as follows:

A. The following discharges are exempt from discharge prohibitions established by this chapter, unless they are subsequently determined to be substantial contributors of pollutants: water line flushing or other potable water sources, uncontaminated landscape irrigation or lawn watering, existing diverted stream flows, rising groundwater, uncontaminated groundwater infiltration to storm drains, uncontaminated pumped groundwater, foundation or footing drains, uncontaminated crawl space or basement sump pump discharges, air conditioning condensate, uncontaminated irrigation water, springs, water from individual residential car washing, natural riparian habitat or wetland flows, dechlorinated swimming pool discharges, residential street wash water, water from firefighting activities, and any other water source not containing pollutants. Such exempt discharges shall be made in accordance with an appropriate plan for reducing pollutants.

Penalties. In addition to or as an alternative to any penalty provided herein or by law, any person who violates the provisions of this chapter shall be guilty of a violation punishable by a fine not exceeding \$1,000 or imprisonment for a period not to exceed two months, or both for conviction of a first offense; for conviction of a second offense both of which were committed within a period of five years, punishable by a fine not less than \$1,000 nor more than \$2,000 or imprisonment for a period not to exceed two months, or both; and upon conviction for a third or subsequent offense all of which were committed within a period of five years, punishable by a fine not less than \$2,000 nor more than \$5,000 or imprisonment for a period not to exceed two months, or both. However, for the purposes of conferring jurisdiction upon courts and judicial

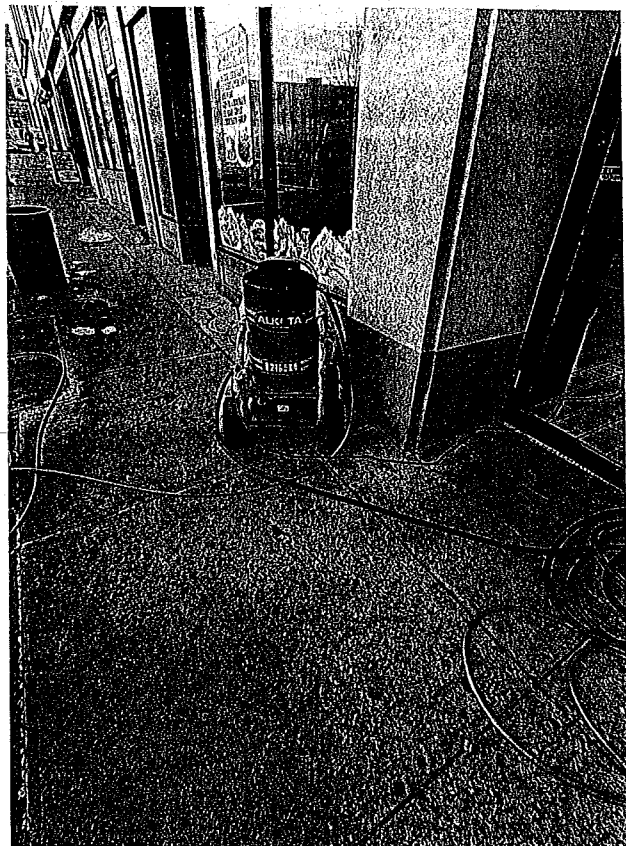
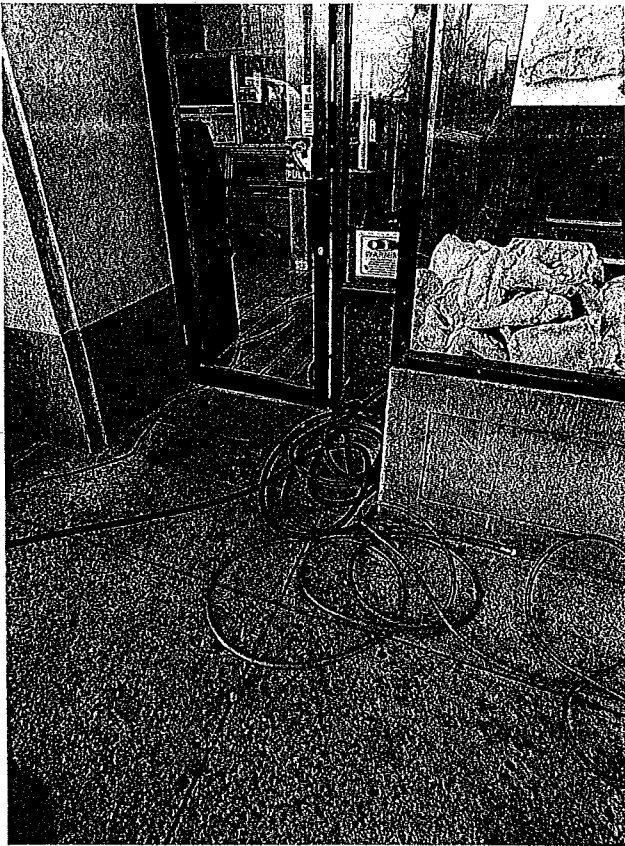
officers generally, violations of this chapter shall be deemed misdemeanors and for such purpose only all provisions of law relating to misdemeanors shall apply to such violations. Each week's continued violation shall constitute a separate additional violation.

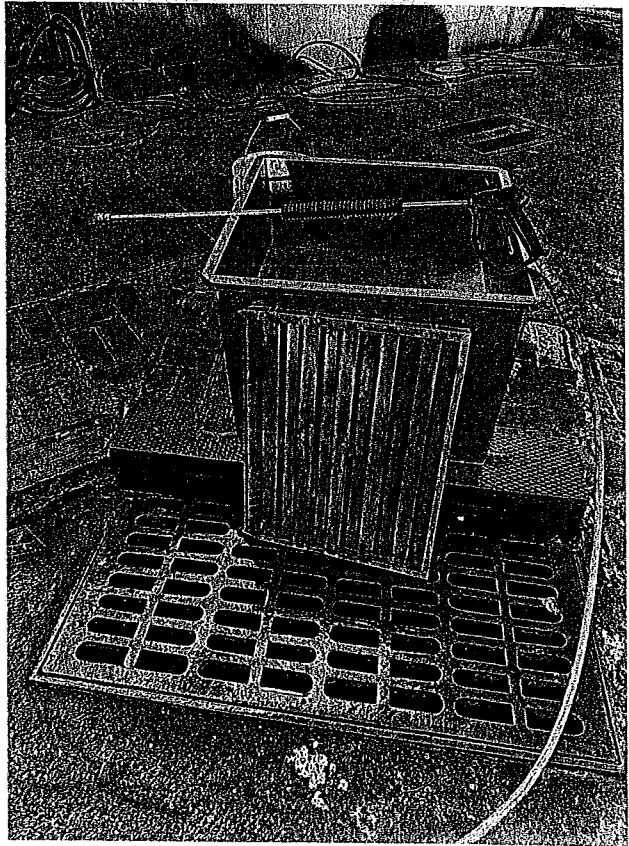
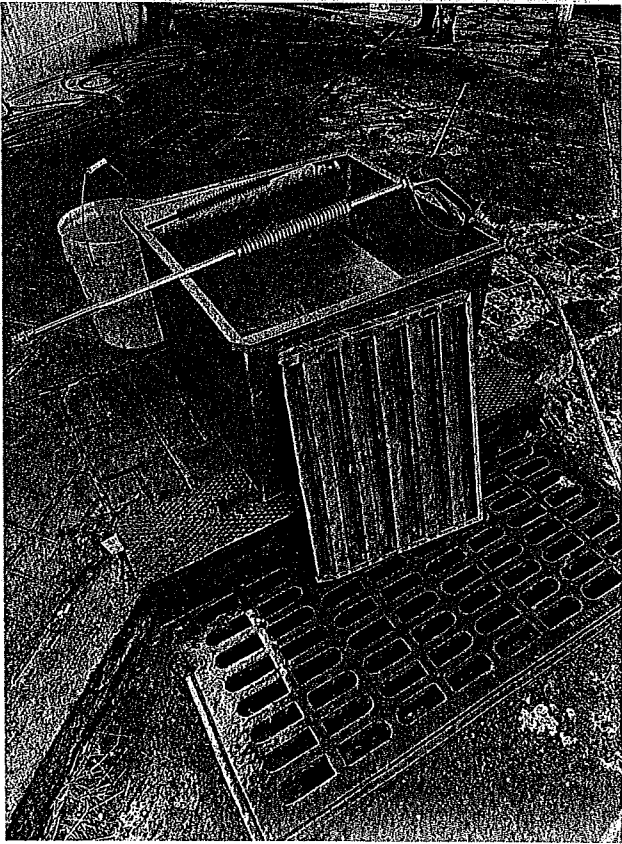
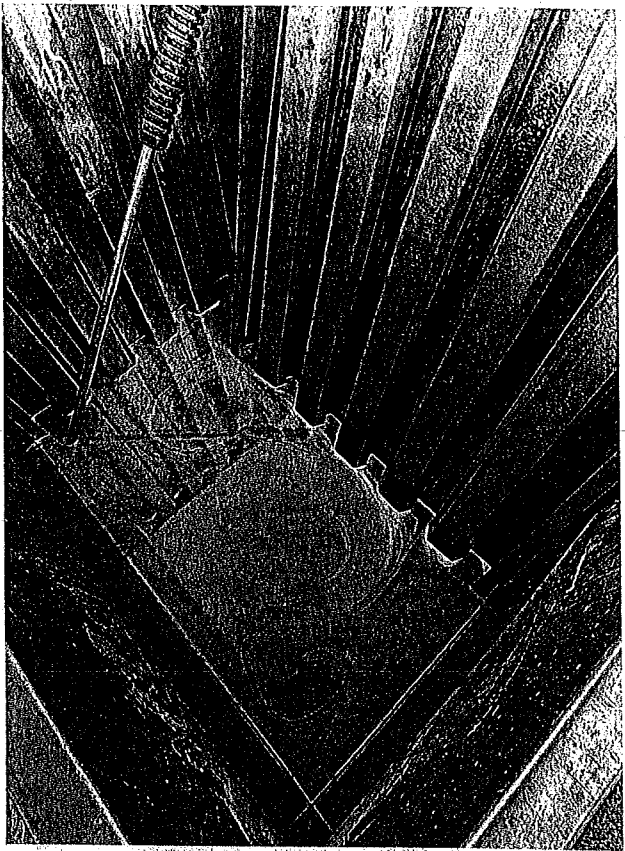
FACTUAL PART: I Ramone Bennett, officer/agent of the Department of Public Works, witnessed on 01/17/2025 at about 8:22 AM an illicit sewer discharge located at 4 THIRD AV,N. The owner of Chicken Hut hired Aid & J Hood Cleaning to clean their grease traps and filters and dispose of them into oil drums, Aid & J Hood employees, were witnessed by Sewer Foreman Ramone Bennett pressure washing the grease traps directly above the Cities MS4 system allowing all run-off to illegally discharge into the system. This is the 3rd encounter where Chicken Hut employees or agents authorized by Chicken Hut owners were caught illegally discharging into the Cities MS4 system. The Department of Environmental Conservation was notified about the illegal discharge and provided us with this spill # for record (Spill # 2408605).

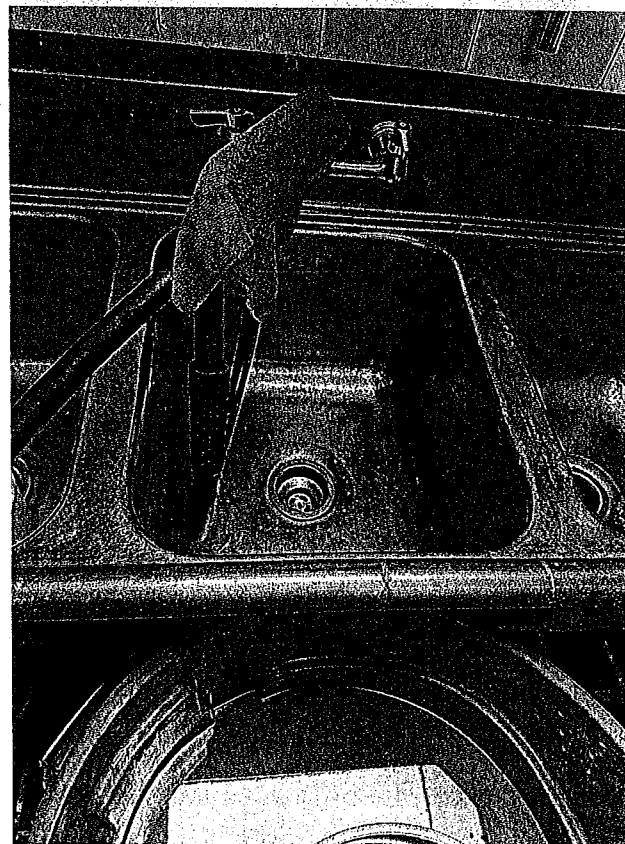
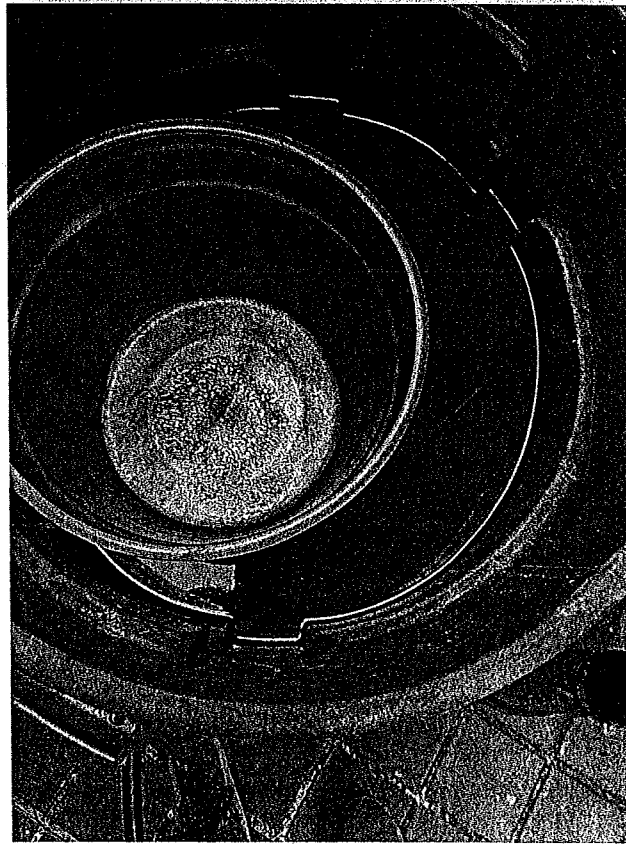
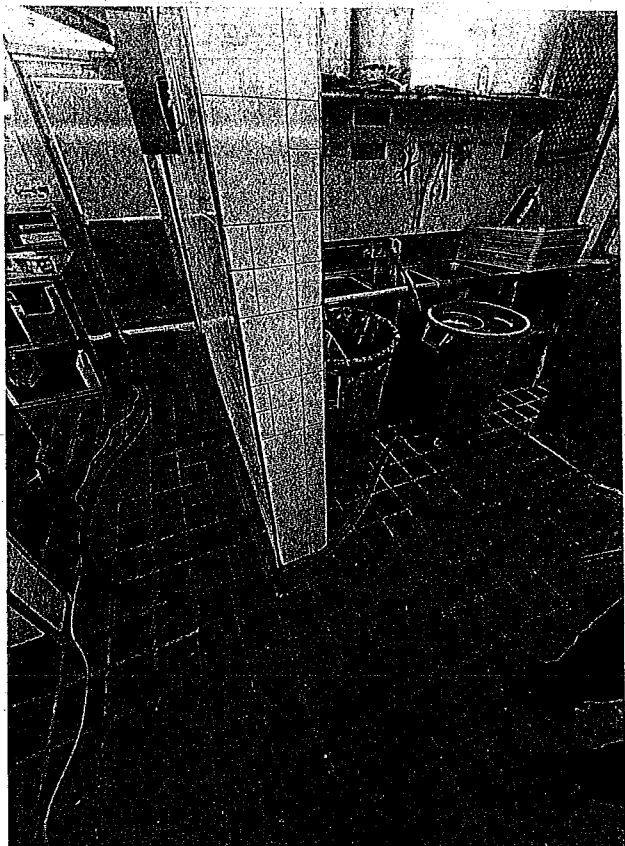
The above allegations of fact are made by the complainant herein on direct knowledge.

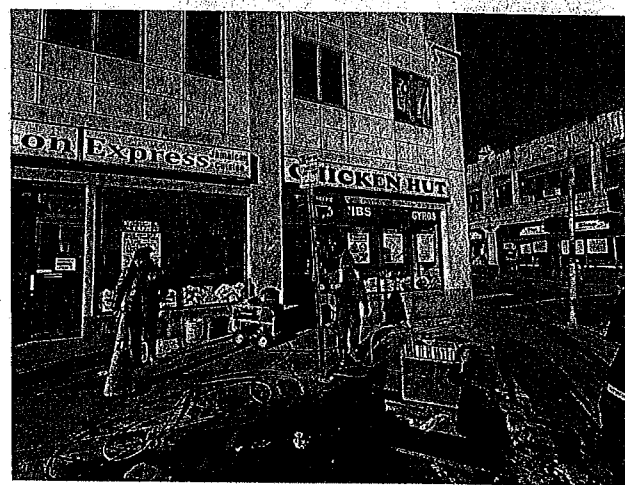
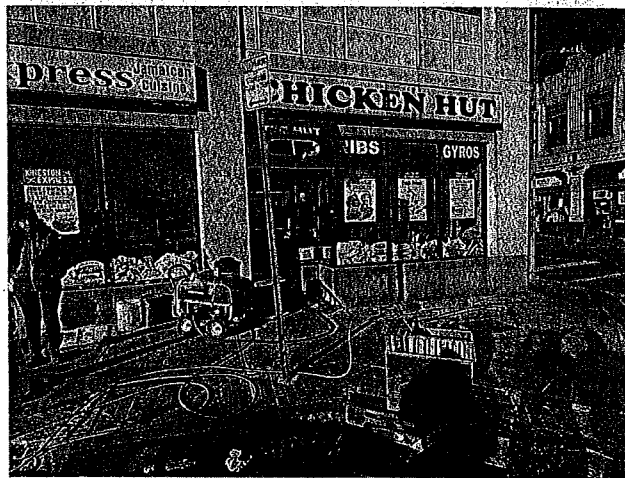
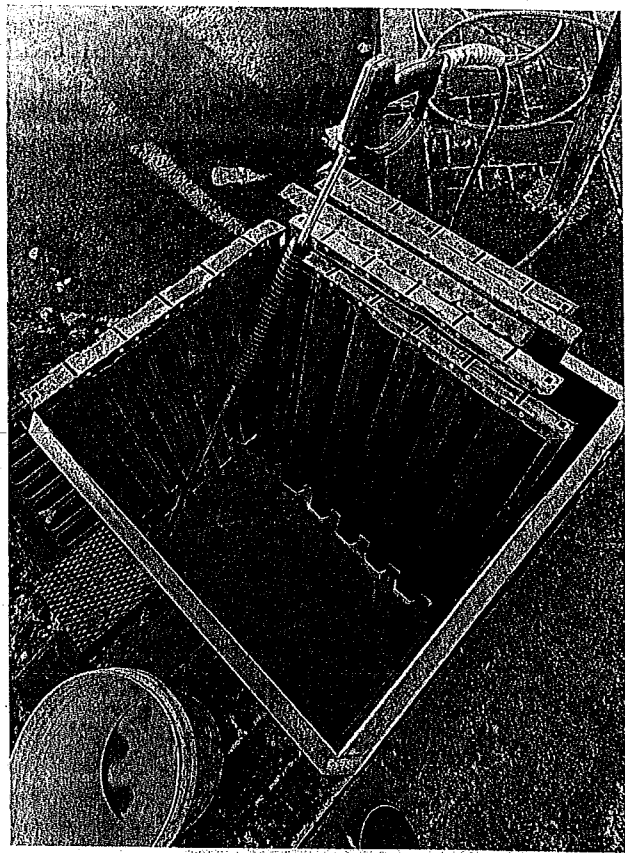
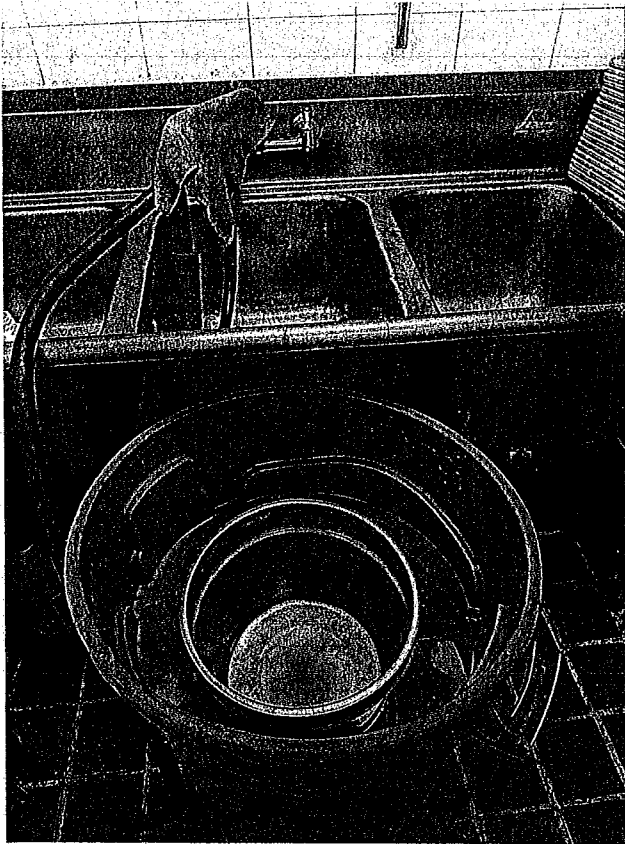
NOTICE: PURSUANT TO THE PENAL LAW, SECTION 210.45, IT IS A CRIME PUNISHABLE AS A CLASS A MISDEMEANOR TO KNOWINGLY MAKE A FALSE STATEMENT HEREIN.

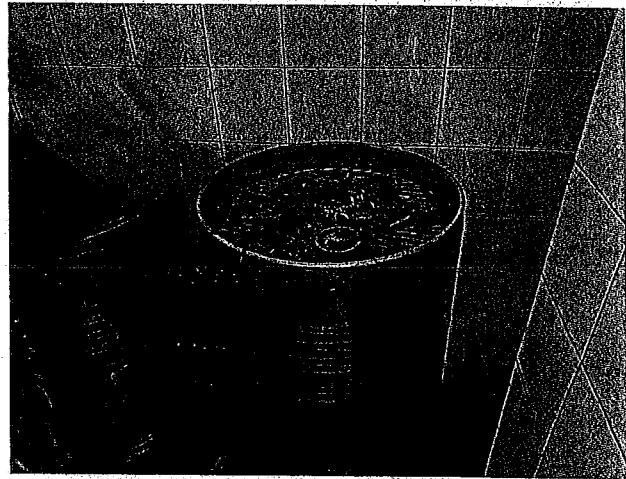
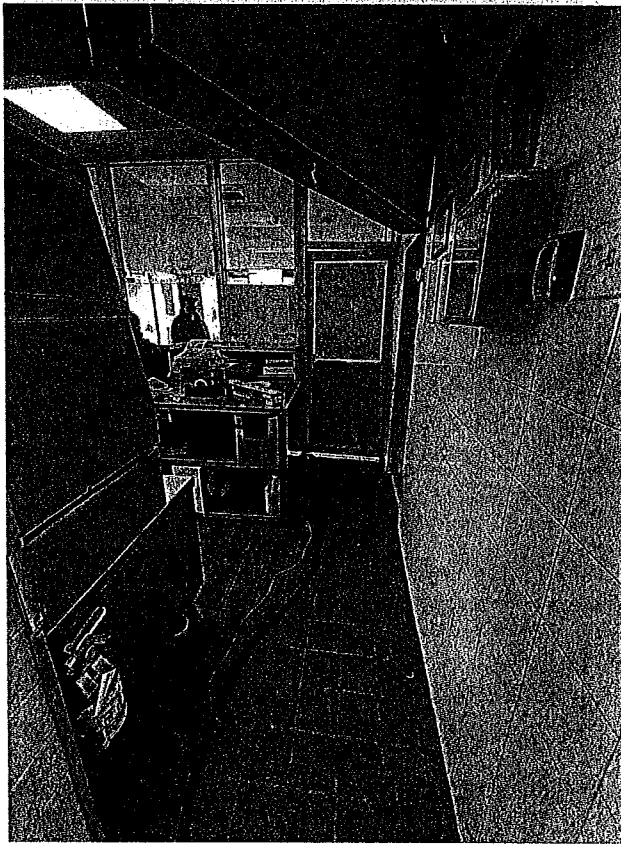
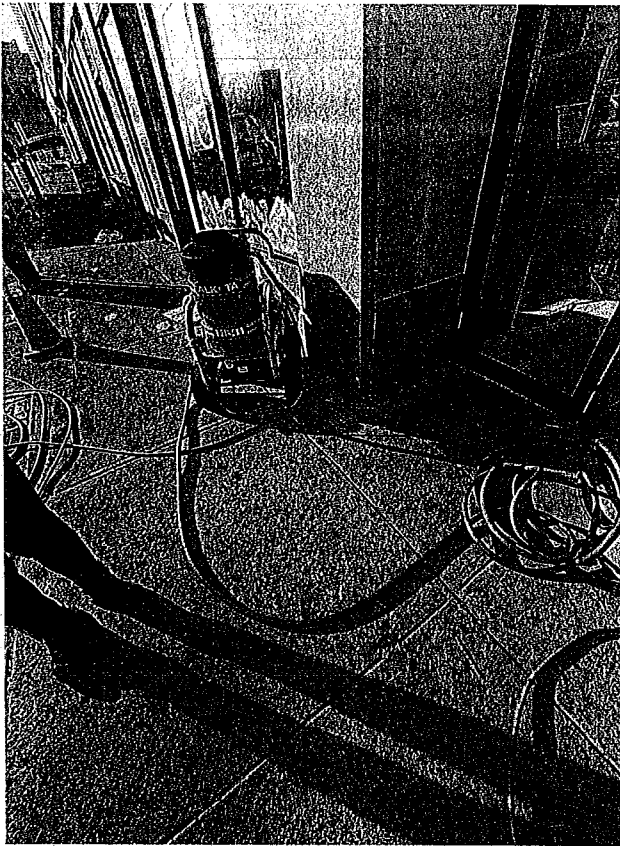
Signed *Ramone Bennett*















# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1192

**Agenda Date:** 2/11/2025

**Agenda #:** 6.

### Board of Estimate & Contract:

**RESOLVED**, that an ordinance adopted by the City Council on February 11, 2025, and signed by the Mayor on February 11, 2025, authorizing the Selection of HVEA Engineers for Design and Construction Inspection Services for the South Fulton Avenue Bridge Rehabilitation Project (BIN 2225220) - (funding for this project will come from the \$4.9 million award granted to the City under the Bridge NY Program, which is administered by the N.Y.S.D.O.T.); be, and the same is hereby approved.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE SELECTION OF HVEA ENGINEERS FOR DESIGN AND CONSTRUCTION INSPECTION SERVICES FOR THE SOUTH FULTON AVENUE BRIDGE REHABILITATION PROJECT**

**Whereas**, by letter dated February 6, 2025, the Commissioner of the Department of Public Works has requested legislation authorizing the selection of HVEA Engineers to provide design and construction inspection services for the rehabilitation of the South Fulton Avenue Bridge; and

**WHEREAS**, the South Fulton Avenue Bridge (BIN 2225220) was initially constructed in 1912 to support rail operations of the “New York, Westchester, Boston Railway” and has since undergone various structural reinforcements; and

**WHEREAS**, the bridge has been subject to ongoing inspections and maintenance by the City of Mount Vernon Department of Public Works (C.M.V.D.P.W.) in coordination with the New York State Department of Transportation (N.Y.S.D.O.T.); and

**WHEREAS**, the City of Mount Vernon has been awarded funding for \$4.9 million under the Bridge NY Program to support the rehabilitation of the South Fulton Avenue Bridge; and

**WHEREAS**, a Request for Qualifications (RFQ) was issued to identify a qualified firm to provide design and construction inspection services for the bridge rehabilitation project; and

**WHEREAS**, after a thorough review and analysis of the proposals submitted, including consideration of (1) understanding of work to be done, (2) experience with similar projects, (3) quality of proposed staff, (4) familiarity with state and federal requirements, (5) organizational and financial responsibility, and (6) logistical familiarity with the area, the Department of Public Works has determined that HVEA Engineers is the most qualified firm to undertake the project; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Purpose.** The purpose of this Ordinance is to authorize the selection of HVEA Engineers to provide design and construction inspection services for the rehabilitation of the South Fulton Avenue Bridge.

**Section 2. Selection of Consultant.** The City Council hereby authorizes the engagement of HVEA Engineers for the provision of professional services related to the design and construction inspection of the South Fulton Avenue Bridge. The selection is based on the firm's qualifications, experience, and adherence to the evaluation criteria established in the RFQ process.

**Section 3. Funding.** Funding for this project will come from the \$4.9 million award granted to the City under the Bridge NY Program, which is administered by the N.Y.S.D.O.T.

**Section 4. Execution of Agreement.** The Mayor, or an authorized designee, is hereby directed to negotiate and execute all necessary agreements with HVEA Engineers to facilitate the timely commencement of the project.

**Section 5. Effective Date.** This Ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.



CITY OF MOUNT VERNON, N.Y.

DEPARTMENT of PUBLIC WORKS

SHAWYN PATTERSON-HOWARD

*Mayor*

City Hall, One Roosevelt Square

Mount Vernon, NY. 10550

(914) 914-665-2343

email:dpwconcerns@mountvernonny.gov

DAMANI L. BUSH

*Commissioner*

JOHN NUCULOVIC

*Deputy Commissioner*

06 February 2025

Honorable City Council Members  
The City of Mount Vernon  
Mount Vernon, New York  
(Through the Office of the Mayor)

**Re: Request for Qualifications (RFQ) – Design and Construction Inspection Services for the City Owned Bridge Rehabilitation [ South Fulton Avenue Bridge (BIN 2225220) - Constructed 1912 ]**

Dear Honorable City Council Members,

**1. PURPOSE.** This memo is to impart a selection/determination by Public Works regarding the Design and Construction Inspection bid for the South Fulton Avenue Bridge.

**2. BACKGROUND.** The South Fulton Avenue Bridge was constructed in 1912 in support of Rail Operations of the "New York, Westchester, Boston Railway (1912-1937). It has accepted significant effort from the C.M.V.D.P.W since 2010 with ongoing Heavy Timber Bracing (vertical), in order to assist the corrosion of the columns, which was annually inspected by N.Y.S.D.O.T. We were then awarded 4.9million USD via the *Bridge NY* Program.

**3. ANALYSIS.** Our decision was based on several key factors, which will be subject to verification by N.Y.S.D.O.T. during the *Bridge NY* Process, as follows: (1) understanding of work to be done; (2) experience with similar projects as relatable to our needs of the instant matter; (3) quality of proposed staff; (4) familiarity with state and federal requirements; (5) organization and financial responsibility; and (6) logistics posture regarding familiarity with the area.

**4. SELECTION.** When placing the technical proposals in juxtaposition with each other as well as our analytical criterion, the Department of Public Works has identified HVEA Engineers as the most qualified firm to meet the needs of the City of Mount Vernon's upcoming project.

Thank you for your consideration.

Respectfully,

Damani L. Bush

Commissioner of Public Works

DLB/jn

*"The Jewel of Westchester"*



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1193

**Agenda Date:** 2/11/2025

**Agenda #:** 7.

### **Board of Estimate & Contract:**

**RESOLVED**, that an ordinance adopted by the City Council on February 11, 2025, and signed by the Mayor on February 11, 2025, authorizing the Selection of Woodard and Curran for the South Third & South Columbus Avenues Flood Mitigation Project Under the Hazard Mitigation Grant Program (HMGP) Project #4615-0004 CMVNY - under FEMA's Hazard Mitigation Grant Program); be, and the same is hereby approved.

### **City Council:**

#### **AN ORDINANCE AUTHORIZING THE SELECTION OF WOODWARD & CURRAN FOR THE SOUTH THIRD & SOUTH COLUMBUS AVENUES FLOOD MITIGATION PROJECT UNDER THE HAZARD MITIGATION GRANT PROGRAM (HMGP) PROJECT #4615-0004 CMVNY**

**Whereas**, by letter dated February 6, 2025, the Commissioner of the Department of Public Works has requested legislation authorizing the City of Mount Vernon to engage Woodward & Curran to study and plan the South Third & South Columbus Avenues Flood Mitigation Project under FEMA's Hazard Mitigation Grant Program; and

**Whereas**, the City of Mount Vernon has identified a critical need to mitigate persistent flooding issues at the intersection of South Third and South Columbus Avenues; and

**Whereas**, a significant flood event caused an explosion due to water pressure in a manhole, leading to ongoing safety and infrastructure concerns in the affected area; and

**Whereas**, subsequent mitigation efforts, including the addition of a retention area and new sump structures, have not sufficiently alleviated the risk of road closures during severe storm events; and

**Whereas**, the City has been awarded Nine Hundred Fifty Thousand Dollars (\$950,000) in federal funding under the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Grant Program (HMGP) to conduct a comprehensive study and develop solutions for the intersection, outfall, structures, substructures, surrounding areas, and watersheds; and

**Whereas**, the Department of Public Works has conducted a thorough evaluation of potential

firms based on their understanding of the scope of work, experience with similar projects, quality of proposed staff, familiarity with state and federal requirements, organizational and financial responsibility, and logistical familiarity with the area; and

**Whereas**, based on this evaluation, the Department of Public Works has determined that Woodward & Curran is the most qualified firm to execute the necessary study and mitigation planning; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Purpose.** This ordinance authorizes the City of Mount Vernon to engage Woodward & Curran to study and plan the South Third & South Columbus Avenues Flood Mitigation Project under FEMA's Hazard Mitigation Grant Program.

**Section 2. Project Scope.** The selected firm, Woodward & Curran, shall comprehensively assess the flooding issues at South Third and South Columbus Avenues, including but not limited to: a. Evaluating the intersection's drainage capacity and structural integrity; b. Analyzing the outfall system and the impact of tidal changes on drainage efficiency; c. Studying stormwater volume and impact under changing climate conditions; d. Assessing potential mitigation strategies, including infrastructure improvements, e. Providing recommendations for long-term flood prevention measures.

**Section 3. Authorization to Enter into Agreement.** The Mayor and the Commissioner of the Department of Public Works are hereby authorized to enter into an agreement with Woodward & Curran to execute the study mentioned above, with funding provided by the Hazard Mitigation Grant Program.

**Section 4. Implementation.** The Department of Public Works shall oversee the study's implementation and ensure compliance with all applicable local, state, and federal regulations.

**Section 5. Effective Date.** This Ordinance shall take effect immediately upon its approval by the Board of Estimate.



CITY OF MOUNT VERNON, N.Y.

DEPARTMENT of PUBLIC WORKS

SHAWYN PATTERSON-HOWARD  
Mayor

City Hall, One Roosevelt Square  
Mount Vernon, N.Y. 10550  
(914) 914-665-2343  
email:dpwconcerns@mountvernonny.gov

DAMANI L. BUSH  
Commissioner  
JOHN NUCULOVIC  
Deputy Commissioner

06 February 2025

Honorable City Council Members  
The City of Mount Vernon  
Mount Vernon, New York  
(Through the Office of the Mayor)

Re: **FEMA-4615-DR-NY – Hazard Mitigation Grant Program (HMGP) Project #4615-0004 CMVNY  
South Third & South Columbus Avenues Flood Mitigation**

Dear Honorable City Council Members,


**1. PURPOSE.** This memo is to impart a selection/determination by Public Works regarding the Study of the South Third & South Columbus Avenues Flood Mitigation.

**2. BACKGROUND.** This intersection, and area, underwent an explosion caused by water pressure in the manhole. Since then, a retention area has been added to an adjacent property, and the addition of new structures acting as a sump. The issues are: (1) at high tide the entire outfall pipe is submerged, preventing outfall/run; and (2) with the change in storms in recent years (more volume of downfall at a much shorter amount of time), we still are forced to close the road during storms. We have been awarded 950,000 USD from Hazard Mitigation Grant Program (HMGP) Project under the Federal Emergency Management Agency in order to conduct a much-needed study of the intersection, outfall, structures/sub-structures, surrounding areas and watershed.

**3. ANALYSIS.** Our decision was based on several key factors, as follows: (1) understanding of work to be done; (2) experience with similar projects as relatable to our needs of the instant matter; (3) quality of proposed staff; (4) familiarity with state and federal requirements; (5) organization and financial responsibility; and (6) logistics posture regarding familiarity with the area.

**4. SELECTION.** When placing the technical proposals in juxtaposition with each other as well as our analytical criterion, the Department of Public Works has identified Woodward & Curran as the most qualified firm to meet the needs of the City of Mount Vernon's upcoming project.

Thank you for your consideration.

Respectfully,  
  
Damani L. Bush  
Commissioner of Public Works  
DLB/jn



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1206

**Agenda Date:** 2/11/2025

**Agenda #:** 8.

### Board of Estimate & Contract:

**RESOLVED**, that an ordinance adopted by the City Council on February 11, 2025, and signed by the Mayor on February 11, 2025, authorizing the Budget Line Transfer Within the Department of Public Works to Cover the Cost of Additional Software Services from iWorQs Systems Inc. - (budget transfers within the following Department of Public Works accounts:

FROM:	AMOUNT:	TO:	TOTAL AMOUNT OF TRANSFER:
<b>8120.405</b> Contracted Outside Services (Sanitary & Storm Sewers)	\$25,000.00	<b>A1440.405</b> Contracted Outside Services (Engineering)	\$50,000.00
<b>A1640.434</b> Motor Vehicle Control & Garage Buildings	\$25,000.00	<b>A1440.405</b> Contracted Outside Services (Engineering)	

; be, and the same is hereby approved.

### City Council:

#### **AN ORDINANCE AUTHORIZING A BUDGET LINE TRANSFER WITHIN THE DEPARTMENT OF PUBLIC WORKS TO COVER THE COST OF ADDITIONAL SOFTWARE SERVICES FROM IWORQ SYSTEMS INC.**

**Whereas**, by letter dated February 6, 2025, the Commissioner of the Department of Public Works has requested legislation authorizing the transfer of funds in the amount of \$50,000 to be utilized exclusively for acquiring and implementing additional software services from iWorq Systems Inc. to support DPW operations, including Fleet Management, Municipal Facilities Management, Sewer Asset Management, and Roadway Assessment; and

**Whereas**, the City of Mount Vernon recognizes the need to improve the efficiency and effectiveness of its Department of Public Works (DPW) operations through enhanced digital asset management and infrastructure monitoring; and

**Whereas**, iWorq Systems Inc. provides specialized software services, including but not limited to Fleet Management, Municipal Facilities Management, Sewer Asset Management, and Roadway Assessment, which are essential for optimizing DPW operations; and

**Whereas**, the City of Mount Vernon has determined that a budget line transfer is necessary to cover the

costs associated with acquiring and utilizing these additional software services; and

**Whereas**, the total amount of the required budget line transfer is Fifty Thousand Dollars (\$50,000.00) to reallocate funds from various DPW accounts to ensure adequate funding for the contracted services; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization of Budget Line Transfer.** The City Comptroller is hereby authorized and directed to make the following budget transfers within the Department of Public Works accounts:

FROM:	AMOUNT:	TO:	TOTAL AMOUNT OF TRANSFER:
<b>8120.405</b> Contracted Outside Services (Sanitary & Storm Sewers)	\$25,000.00	<b>A1440.405</b> Contracted Outside Services (Engineering)	\$50,000.00
<b>A1640.434</b> Motor Vehicle Control & Garage Buildings	\$25,000.00		

**Section 2. Purpose of Transfer.** The funds transferred pursuant to this ordinance shall be utilized exclusively for acquiring and implementing additional software services from iWorq Systems Inc. to support DPW operations, including Fleet Management, Municipal Facilities Management, Sewer Asset Management, and Roadway Assessment.

**Section 3. Effective Date.** This ordinance shall take effect immediately upon its adoption by the Board of Estimate & Contract.



**CITY OF MOUNT VERNON, N.Y.**  
DEPARTMENT of PUBLIC WORKS

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY, 10550  
(914) 665-2300 – Fax: (914) 665-2476

**DAMANI L. BUSH**  
*Commissioner*  
**JOHN NUCULOVIC**  
*Deputy Commissioner*

February 6, 2025

Honorable City Council Members  
The City of Mount Vernon  
Mount Vernon, New York  
(Through the Office of the Mayor)

Re: Transfer of Funds – iWorq Systems Inc.

Dear Honorable City Council Members,

The following Department of Public Works budget line transfer is necessary to cover the additional cost(s) in the subsequent legislation to acquire and utilize additional software services by iWorq Systems Inc. including Fleet Management, Municipal Facilities Management, Sewers Asset Management, Roadway Assessment, Etc.

FROM	AMOUNT	TO	AMOUNT
A8120.405 Contracted Outside Services (Sanitary & Storm Sewers)	\$25,000	A1440.405 Contracted Outside Services (Engineering)	\$50,000
A1640.434 Motor Vehicle Control & Garage Buildings	\$25,000		

Respectfully,

Damani L. Bush  
Commissioner of Public Works  
DLB/db

Cc: Comptroller's Office  
Law Department  
Contractual File

*"The Jewel of Westchester"*



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1194

**Agenda Date:** 2/11/2025

**Agenda #:** 9.

### **Board of Estimate & Contract:**

**RESOLVED**, that an ordinance adopted by the City Council on February 11, 2025, and signed by the Mayor on February 11, 2025, authorizing the Adoption of the iWorQ Technological and Inspection Solution for the Department of Public Works - **(Funding and Procurement.**

- (a) The first-year cost for implementing the iWorQ system, including the one-time pavement analysis, shall be \$88,000.
- (b) The ongoing annual cost for subsequent years shall be \$83,000.
- (c) Funding shall be allocated from line item A1440.405 (Contracted Services (Engineering);

be, and the same is hereby approved.

### **City Council:**

#### **AN ORDINANCE AUTHORIZING THE ADOPTION OF THE IWORQ TECHNOLOGICAL AND INSPECTION SOLUTION FOR THE DEPARTMENT OF PUBLIC WORKS**

**Whereas**, by letter dated February 6, 2025, the Deputy Commissioner of the Department of Public Works has requested legislation authorizing the adoption of iWorQ, a workflow management system, to enhance the efficiency and effectiveness of Public Works operations, including asset management, pavement inspection, stormwater tracking, fleet monitoring, and other critical municipal services; and

**Whereas**, the City of Mount Vernon recognizes the need to improve efficiency, accountability, and productivity in its Public Works operations; and

**Whereas**, the iWorQ system has been identified as a comprehensive workflow management solution that streamlines municipal processes across multiple divisions; and

**Whereas**, after a thorough analysis conducted by the Public Works Commissioner, iWorQ has been determined to be the most cost-effective and robust solution for improving the city's asset management and service delivery; and

**Whereas**, iWorQ provides cross-platform accessibility, ensuring real-time data collection and decision-making for municipal staff across various locations; and

**Whereas**, the adoption of iWorQ aligns with the city's objectives of enhancing infrastructure management, increasing transparency, and reducing manual inefficiencies; and

**Whereas**, funding for the implementation of iWorQ is available from the established budget line A1440.405 Contracted Services (Engineering); **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Purpose.** This ordinance authorizes the adoption of iWorQ, a workflow management system, to enhance the efficiency and effectiveness of Public Works operations, including asset management, pavement inspection, stormwater tracking, fleet monitoring, and other critical municipal services.

**Section 2. Approval and Implementation.**

(a) The City of Mount Vernon hereby approves the purchase of additional iWorQ modules, which will increase the city's capabilities in asset and infrastructure management.

(b) The Public Works Commissioner shall oversee the implementation and integration of iWorQ into the city's operations.

(c) A three-year contract shall be entered into with iWorQ for the provision of services, including technical assistance, user training, and system support.

**Section 3. Application and Scope.** The iWorQ system shall provide comprehensive solutions in the following key areas:

(a) **Stormwater Management** - Tracking and managing stormwater systems, ensuring compliance with environmental regulations.

(b) **Workflow Management** - Assigning and tracking work orders, improving overall task completion and productivity.

(c) **Pavement Management and Inspection** - Maintaining an updated inventory of road conditions and conducting a professional pavement analysis.

(d) **Sign Management** - Monitoring signage across the city to ensure regulatory compliance and interdepartmental coordination.

(e) **Sewer Management** - Proactively maintaining the sewer infrastructure to prevent costly repairs.

(f) **Fleet Management** - Tracking vehicle conditions, maintenance schedules, and operational efficiency.

(g) **Facilities and Buildings Management** - Ensuring timely maintenance and safety of municipal buildings.

(h) **Automated Scheduled Reports** - Generating real-time reports to improve decision-making.

(i) **Customizable Workflows** - Adapting system functionalities to meet the city's needs.

**Section 4. Funding and Procurement.**

(d) The first-year cost for implementing the iWorQ system, including the one-time pavement analysis, shall be \$88,000.

(e) The ongoing annual cost for subsequent years shall be \$83,000.

(f) Funding shall be allocated from line item A1440.405 Contracted Services (Engineering).

**Section 5. Effective Date.** This ordinance shall take effect immediately upon its adoption by the Board of Estimate & Contract.



CITY OF MOUNT VERNON, N.Y.  
DEPARTMENT of PUBLIC WORKS

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 914-665-2343  
email:dpwconcerns@mountvernonny.gov

DAMANI L. BUSH  
*Commissioner*  
JOHN NUCULOVIC  
*Deputy Commissioner*

06 February 2025

Honorable City Council Members  
The City of Mount Vernon  
Mount Vernon, New York  
(Through the Office of the Mayor)

Re: **Proposal -- [ iWorQ Workflow Upgrade for Software-as-a-Service ]**

Dear Honorable City Council Members,

**1. PURPOSE.** This communique has been penned to propose the adoption of a comprehensive technological and inspection solution iWorQ, which can significantly enhance the efficiency and effectiveness of our municipality's Public Works Operations. iWorQ is a robust workflow management system designed to streamline processes across multiple division in the departments, increase accountability and productivity, provide nonrepudiation, and we very strongly believe its implementation will bring tremendous value to our municipality.

**2. BACKGROUND.** The Public Works Commissioner's thorough analysis after extensive examination, which has been ongoing since last summer, has yielded a single-source and sole source (please see Enclosure 2) rectification of some issues regarding D.P.W. This solution would be to purchase more modules in the current Software-as-a-Service that we employ, but currently under-utilize: iWorQ, which came in as the lowest quote in 2023 (please see Enclosure 3).

iWorQ is a powerful, cross-platform software that can be accessed from any device, whether desktop, tablet, or smartphone. This flexibility will enable our staff to manage critical municipal tasks efficiently, irrespective their physical location, as well as being able to easily provide real-time data while in the field. In addition, the customizable workflows and the fact that the information would rest with us, the client, ensures a Mount Vernon based methodology, in which we are not permanently confined by some external entity or lose information to some proprietary information language or location of information. All pertinent information appears to be exportable to ways that we can manipulate and used, if necessary, outside of the program.

By implementing iWorQ, we can enhance our ability to manage infrastructure, drastically positively impact our asset management posture, improve efficiency, and ultimately provide better service to our residents. This software would significantly reduce manual tasks, possibly increase but definitely ease transparency, and provide better insight into the overall health of our municipality's operations.

**3. APPLICATION.** This solution requires no upgrade to our physical I.T. infrastructure, and in addition to the system's powerful features, this iWorQ three-year contract offers a full range of support services, including technical assistance, user training, and implementation services. These resources would ensure a smooth transition and full adoption of the system across our teams.

In addition to the iWorQ application, this contract contributes something that we cannot do due to time and personnel constraints – a city-wide proper pavement analysis of our roads, by the iWorQ specialists at their practiced and professional Pavement Maintenance team.

*"The Jewel of Westchester"*

The system itself provides comprehensive solutions for several key areas, as delineated in the following subparagraphs:

*3.A. Stormwater Management.* Track and manage stormwater systems and related workorders, improving our ability to address drainage issues and ensure compliance with environmental standards, and possess the capability to make real-time decisions from information received from boots on the ground.

*3.B. Workflow Management.* Streamline task management, ensuring that work orders, tasks, and responsibilities are efficiently assigned and tracked, improving overall productivity.

*3.C. Pavement Management and Pavement Inspection.* Maintain a detailed inventory of pavement conditions, historical analysis, helping to plan preventative maintenance and repairs to extend the life of our roadways, as well as the aforementioned Pavement Inspection and Analysis report/ratings.

*3.D. Sign Management.* Track and manage the status of signage across the municipality, ensuring compliance with safety and regulatory standards and to elucidate and alleviate problems with multiple city departments.

*3.E. Sewer Management.* Monitor sewer infrastructure, allowing for proactive maintenance and identification of potential issues before they become costly problems.

*3.F. Fleet Management.* Keep track of the condition, maintenance schedules, and operational status of our fleet, ensuring that vehicles are running efficiently and safely.

*3.G. Facilities and Buildings Management.* Manage municipal buildings and facilities, including routine maintenance and repairs, to ensure all spaces remain functional and safe for public use.

*3.H. Automated Schedule Reports.* Generate reports automatically, reducing manual effort and ensuring that our team has access to accurate, real-time data on operations and maintenance.

*3.I. Customizable Workflows.* Tailor workflows, reports, and to meet the specific needs of each division, improving flexibility and enabling departments to operate according to their unique requirements.

**4. FUNDING/PROCUREMENT.** The Public Works Commissioner seeks to purchase these new modules with our established vendor. We currently remit 30,000.00USD annually, and with the proposed services (stormwater, asset management, facilities management, sewer management, street light management, fleet enterprise package, workflows, activity codes and automated scheduled reports for work management) increase totals 53,000USD for a new annual total of 83,000USD, plus the one-time pavement inspection/analysis of 5,000USD. This means for the **first year we would spend 88,500USD** and then **83,000USD every year after**, unless otherwise altered. Funding for this solution will be available from the line as follows: **A1440.405 Contracted Services [Engineering]**.

Respectfully Submitted,



John Nuculovic  
Deputy Commissioner of Public Works

Enclosure: (1) iWorQ Proposal  
(2) iWorQ Sole Source Letter  
(3) iWorQ Approved Legislation 2023



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1171

**Agenda Date:** 2/12/2025

**Agenda #:** 10.

### Board of Estimate & Contract:

**RESOLVED**, that an ordinance adopted by the City Council on February 11, 2025, and signed by the Mayor on February 11, 2025, establishing the Position of Senior Account Clerk within the Board of Water Supply - (annual salary for the Senior Account Clerk position shall be \$59,630.87, corresponding to Grade 7B Step 1, as provided in the Board of Water Supply's 2025 budget under code 001-521-521002); be, and the same is hereby approved.

### City Council:

#### **AN ORDINANCE ESTABLISHING THE POSITION OF SENIOR ACCOUNT CLERK WITHIN THE BOARD OF WATER SUPPLY**

**Whereas**, by letter dated January 23, 2025, the Commissioner of the Board of Water Supply has requested legislation authorizing the position of Senior Account to be established within the Board of Water Supply; and

**Whereas**, the Board of Water Supply has identified the need for a Senior Account Clerk position to ensure compliance with mandated internal controls and rigorous accounting requirements; and

**Whereas**, the Senior Account Clerk will work under the direct supervision of the Chief Accountant to oversee the daily accounting operations of clerical and technical accounting staff; and

**Whereas**, this position will be critical in safeguarding against potential accounting discrepancies and ensuring compliance with applicable regulations and policies; and

**Whereas**, the addition of this position aligns with recommendations made in previous audits to strengthen financial oversight and operational efficiency; and

**Whereas**, the necessary funds for this position, with an annual salary of \$59,630.87 at Grade 7B Step 1, have been allocated within the Board of Water Supply's 2025 budget under code 001-521-521002;  
**Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Establishment of Position.** The position of Senior Account Clerk is hereby established within the Board of Water Supply.

**Section 2. Duties and Responsibilities.** The Senior Account Clerk shall perform duties

including, but not limited to: a) Proof checking daily cash entries to ensure accuracy and integrity of transactions; b) Verifying deposits and reconciling cash received at the end of each business day; c) Managing customer service functions such as processing credit refunds, addressing misapplied payments, and reviewing requests to waive interest and penalties; d) Reviewing entries prepared by clerical and technical accounting staff to ensure correctness and compliance with established policies.

**Section 3. Supervision.** The Senior Account Clerk shall report directly to the Chief Accountant of the Board of Water Supply and shall assist in overseeing clerical and technical accounting staff in the execution of financial operations.

**Section 4. Compensation.** The annual salary for the Senior Account Clerk position shall be \$59,630.87, corresponding to Grade 7B Step 1, as provided in the Board of Water Supply's 2025 budget under code 001-521-521002.

**Section 5. Effective Date.** This ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.



# BOARD OF WATER SUPPLY

M O U N T V E R N O N , N E W Y O R K

MAYOR SHAWYN PATTERSON HOWARD

COMMISSIONER CARLTON C. SPRUILL

SUPERINTENDENT JOHN F. ARENA

CITY HALL - ROOM 2  
MOUNT VERNON, NY 10550

(914) 668-7820 PHONE  
(914) 668-2316 FAX

January 23, 2025

VIA EMAIL:

Honorable Mayor Shawyn Patterson-Howard  
City of Mount Vernon  
1 Roosevelt Square  
Mount Vernon, New York 10550

RE: REQUEST TO ADD A POSITION OF SENIOR ACCOUNT CLERK TO THE BOARD  
OF WATER SUPPLY

Dear Honorable Mayor Patterson-Howard:

The Board of Water Supply respectfully requests that legislation be enacted to establish the position of Senior Account Clerk within the Board of Water Supply. This position is essential to ensuring the department's compliance with mandated internal controls and to fulfilling the rigorous accounting requirements necessary to maintain the integrity of our financial operations.

Under the direct supervision of the Chief Accountant, the Senior Account Clerk will be instrumental in overseeing the daily accounting operations of clerical and technical accounting staff. Some key responsibilities of this position include:

- Proofchecking Daily Cash Entries: Ensuring the accuracy and integrity of all cash entries for the day.
- Deposit Reconciliation: Verifying the deposits by counting and reconciling cash received at the end of each business day.
- Facilitating Customer Requests: Managing customer service functions such as processing credit refunds, addressing misapplied payments, and reviewing requests to waive interest and penalties.
- Reviewing Entries: Carefully reviewing entries prepared by clerical and technical accounting staff

The addition of this position will significantly enhance the department's ability to maintain robust internal controls, as mandated by recommendations in previous audits. The Senior Account Clerk will also act as a safeguard against potential accounting discrepancies and ensure compliance with applicable regulations and policies. We believe that creating this position will reinforce the department's capacity to meet its financial oversight obligations effectively and improve overall operational efficiency.

This new position will have an annual salary of 59,630.87, Grade 7B Step 1. The necessary funds for this position are included in the Board of Water Supply's 2025 budget code 001-521-521002.

Thank you for your attention to this matter. Please do not hesitate to contact me if further information or clarification is required.

Respectfully submitted,

  
Carlton C. Spruill  
Commissioner



MOUNT VERNON  
THE GREAT AMERICAN TOWN



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1175

**Agenda Date:** 2/12/2025

**Agenda #:** 11.

### **Board of Estimate & Contract:**

**RESOLVED**, that a resolution adopted by the City Council on February 11, 2025, and signed by the Mayor on February 11, 2025, authorizing the Department of Recreation to Accept Payments Via Automated Clearing House (ACH) and Wire Transfers for Memorial Field Revenue - (all funds received through ACH and wire transfers shall be deposited directly into Revenue Code A2001.21 to ensure proper accounting and financial management); be, and the same is hereby approved.

### **City Council:**

#### **AN ORDINANCE AUTHORIZING THE DEPARTMENT OF RECREATION TO ACCEPT PAYMENTS VIA AUTOMATED CLEARING HOUSE (ACH) AND WIRE TRANSFERS FOR MEMORIAL FIELD REVENUE**

**Whereas**, by letter dated January 23, 2025, the Deputy Commissioner of the Department of Recreation has requested legislation authorizing the Department to accept payments for Memorial Field revenue via Automated Clearing House (ACH) and wire transfers; and

**Whereas**, the City of Mount Vernon seeks to modernize its financial operations and enhance the efficiency of revenue collection; and

**Whereas**, Memorial Field generates revenue that must be collected in a secure and timely manner to support ongoing recreational programs and facility maintenance; and

**Whereas**, permitting the Department of Recreation to accept payments via Automated Clearing House (ACH) and wire transfers will provide an efficient and secure alternative to traditional payment methods; and

**Whereas**, businesses and entities utilizing Memorial Field increasingly rely on electronic banking and prefer digital payment methods for financial transactions; and

**Whereas**, electronic payment methods mitigate the risk of returned or insufficient funds checks, ensuring the timely receipt and recording of revenue in Revenue Code A2001.21; and

**Whereas**, the City Comptroller's Office will establish and oversee the necessary guidelines and procedures to ensure compliance with all financial regulations and operational efficiency; and

**Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization.** The Department of Recreation is authorized to accept payments for Memorial Field revenue via Automated Clearing House (ACH) and wire transfers.

**Section 2. Revenue Deposit.** All funds received through ACH and wire transfers shall be deposited directly into Revenue Code A2001.21 to ensure proper accounting and financial management.

**Section 3. Procedural Framework.** The City Comptroller's Office shall develop and implement detailed guidelines and procedures for processing ACH and wire transfer payments. These guidelines shall ensure compliance with applicable financial regulations and internal control measures.

**Section 4. Effective Date.** This Ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.



# CITY OF MOUNT VERNON, NY

DEPARTMENT OF RECREATION

**SHAWYN PATTERSON-HOWARD**

*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY, 10550  
(914) 665-2420 – Fax: (914) 665-2421

**KATHLEEN WALKER- PINCKNEY**

*Commissioner*

**ANDRÉ G. EARLY**

*Deputy Commissioner*

January 23, 2025

Honorable City Council  
Of the City of Mount Vernon  
City Hall  
Mount Vernon, NY

Dear Council Members:

I am writing to formally request that the City Council enact legislation authorizing the Department of Recreation to accept payments via Automated Clearing House (ACH) and wire transfers for Memorial Field revenue. These electronic payment options will allow funds to be deposited directly into revenue code **A2001.21**, ensuring both timely receipt and enhanced financial security by mitigating the risk of returned or insufficient-funds checks.

In addition to improving cash flow management, this measure will accommodate businesses that have transitioned to online banking and prefer electronic payment methods. Implementing this capability supports modern financial practices and offers convenience to our vendors and contractors.

The specific guidelines and procedural framework for processing these payments will be developed and overseen by the Comptroller's Office to ensure compliance and efficiency.

Thank you for your attention to this request. I am confident this initiative will enhance the City's financial operations and look forward to working with the Council to bring this improvement to fruition.

Respectfully,

  
André G. Early  
Deputy Commissioner

cc: Office of the Mayor  
Office of the Comptroller  
Corporation Council  
File



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1190

**Agenda Date:** 2/11/2025

**Agenda #:** 12.

### **Board of Estimate & Contract:**

**RESOLVED**, that a resolution adopted by the City Council on February 11, 2025, and signed by the Mayor on February 11, 2025, authorizing the Department of Recreation to Sponsor the Annual Easter Egg Hunt Celebration in Hartley Park - (Saturday, April 12, 2025, from 12:00 PM to 3:00 p.m., with a rain date of Saturday, April 19, 2025 - funding for this event shall be drawn from budget code A7620.464 (Cultural Civic Adult Education) and shall not exceed \$2,500.00 in addition to any revenue received)); be, and the same is hereby approved.

### **City Council:**

#### **AN ORDINANCE AUTHORIZING THE DEPARTMENT OF RECREATION TO SPONSOR THE ANNUAL EASTER EGG HUNT CELEBRATION IN HARTLEY PARK**

**Whereas**, by letter dated January 15, 2025, the Commissioner of the Department of Recreation has requested legislation authorizing said Department to sponsor and host the Annual Easter Egg Hunt Celebration in Hartley Park on Saturday, April 12, 2025, from 12:00 PM to 3:00 p.m., with a rain date of Saturday, April 19, 2025; and

**Whereas**, the Annual Easter Egg Hunt Celebration is a long-standing tradition within the community, providing children and families with a day of fun-filled activities, including face painting, a bouncy house, arts and crafts, and the much-anticipated Easter Egg Hunt on the great lawn in the center of the park; and

**Whereas**, the City of Mount Vernon recognizes the importance of community engagement and recreational activities that foster a sense of togetherness and joy among residents; and

**Whereas**, funds for this event will be expended from budget code A7620.464 (Cultural Civic Adult Education) and shall not exceed the allocated amount of \$2,500.00, in addition to any revenue received; and

**Whereas**, the Department of Recreation requests the support of the Mount Vernon Police Department (MVPD) by providing a patrol supervisor and assigned sector to monitor the event, with assistance from the Auxiliary Police Department within the park. Additionally, the Police Department is authorized to hire extra officers at the organizers' expense if increased police presence is needed. The Department of Public Works (DPW) is also requested to assist with post-event cleanup and the placement

of barricades as necessary; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization.** The Department of Recreation is authorized to sponsor and host the Annual Easter Egg Hunt Celebration in Hartley Park on Saturday, April 12, 2025, from 12:00 PM to 3:00 p.m., with a rain date of Saturday, April 19, 2025.

**Section 2. Funding.** The funding for this event shall be drawn from budget code A7620.464 (Cultural Civic Adult Education) and shall not exceed \$2,500.00 in addition to any revenue received.

**Section 3. Safety and Logistical Support.** The Mount Vernon Police Department is requested to have a patrol presence in the area, and, if applicable, the Auxiliary Police Department shall assist within the park. Additionally, the Police Department is authorized to hire extra officers at the organizers' expense if increased police presence is needed. The Department of Public Works shall assist with clean-up following the event and place barricades within the park at the discretion of the event leadership on duty.

**Section 4. Effective Date.** This Ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.



# CITY OF MOUNT VERNON, NEW YORK

## DEPARTMENT of RECREATION

**Shawyn Patterson-Howard**  
*Mayor*

City Hall  
One Roosevelt Square – Room 11  
Mount Vernon, NY, 10550  
(914) 665-2420 – Fax: (914) 665-2421

**Kathleen Walker-Pinckney**  
*Commissioner*

**André G. Early**  
*Deputy Commissioner*

January 15, 2025

Honorable City Council Members  
City Hall  
One Roosevelt Square  
Mount Vernon, New York 10550

### **Re: Annual Easter Egg Hunt**

Honorable Councilmembers:

The Department of Recreation requests that the City Council enact Legislation enabling us to sponsor the Annual Easter Egg Hunt Celebration in Hartley Park on Saturday, April 12, 2025, from 12:00 pm to 3:00 pm (Rain Date Saturday, April 19, 2025).

This event has been an annual staple in the community for years, and the children look forward to an exciting time. We typically have many attractions for the children, such as face painting, a bouncy house, arts and crafts, and the greatly anticipated Easter Egg Hunt on the great lawn in the park's center.

Funds for this event will be expended from budget code A7620.464 (Cultural Civic Adult Education) and will not exceed the \$2,500.00 allocation plus revenue received.

Recreation requests that MVPD have a patrol car in the area and Auxiliary PD in the park (if applicable). In addition, we request that DPW assist in the clean-up after the event and place barricades within the park at the discretion of the event leadership on duty.

Thank you for being so cooperative in this matter.

Respectfully submitted,

Kathleen Walker-Pinckney, Commissioner

Department of Recreation



**CITY OF MOUNT VERNON  
POLICE DEPARTMENT  
SUPPORT SERVICES DIVISION**

(914) 665-2500 FAX (914) 665-2559



*Captain Michael Goldman  
Commanding Officer*

*Executive Officer*

Date: February 10, 2025

To: Office of the Police Commissioner

From: Sgt De Benedictis, Support Services Division

**Subject: 2025 Annual Easter Egg Hunt (Hartley Park)**

At your direction, the undersigned has reviewed the attached Easter Egg Hunt application sponsored by the Department of Recreation. The event is scheduled for Saturday April 12<sup>th</sup> 2025 from 12:00PM – 3PM with A (Rain date of Saturday April 19,2025). The organizer requested to have said event in Hartley Park.

The Department of Public Safety has no objection to this event. The undersigned recommends that the patrol supervisor and assigned sector should monitor the event with the help of Auxiliary PD and be authorized to hire additional officers at the organizers' expense as needed should the event require additional police presence.

A handwritten signature in black ink, appearing to be "Sgt De Benedictis #3", written over a horizontal line.

Sgt De Benedictis #3  
Support Services Division

**CC: Patrol Division  
Parking Bureau**



CITY OF MOUNT VERNON, N.Y.  
[DEPARTMENT NAME]

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY, 10550  
(914) 914-665-2339  
email:dpwconcerns@mountvernonny.gov

DAMANI L. BUSH  
*Commissioner*

ROBERT L. HACKETT  
*Deputy Commissioner*

JOHN NUCULOVIC  
*Deputy Commissioner*

February 10, 2025

To: City Clerk's Office  
City of Mount Vernon, NY

**RE: Annual Easter Egg Hunt April 12,2025 (Rain Date April 19,2025)**

Replying to your memo regarding the Annual Easter Egg Hunt, please be advised that the Department of Public Works will assist in assist in the following manner:

1. DPW will pick up bagged trash post event.
2. DPW will drop the wooden barricades off the day before, so recreation can set up.
3. DPW will pick up wooden barricades post event.

Best Regards,

Damani Bush  
Commissioner of Public Works

*"The Jewel of Westchester"*



CITY OF MOUNT VERNON, N.Y.  
[DEPARTMENT NAME]

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 914-665-2339  
email:dpwconcerns@mountvernonny.gov

**DAMANI L. BUSH**  
*Commissioner*

**ROBERT L. HACKETT**  
*Deputy Commissioner*

**JOHN NUCULOVIC**  
*Deputy Commissioner*

February 11, 2025

To: City Clerk's Office  
City of Mount Vernon, NY

**RE: Cinco de Mayo (May 4,2025)**

Replying to your memo regarding the Cinco de Mayo Event please be advised that the Department of Public Works will assist in assist in the following manner:

1. DPW will pick up bagged trash post event.
2. DPW will drop the wooden barricades off the day before, so recreation can set up.
3. DPW will pick up wooden barricades post event.

Best Regards,

Damani Bush  
Commissioner of Public Works

*"The Jewel of Westchester"*



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
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& VIA  
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COM/MOUNTVERNONNY

**File #:** TMP -1191

**Agenda Date:** 2/11/2025

**Agenda #:** 13.

### **Board of Estimate & Contract:**

**RESOLVED**, that a resolution adopted by the City Council on February 11, 2025, and signed by the Mayor on February 11, 2025, authorizing the Establishment of the Summer Outdoor Movie Series as an Official Annual Event of the City of Mount Vernon Department of Recreation - (the Summer Outdoor Movie Series shall commence on the first Monday of July and conclude on the last Monday of August each year and will be held at the following locations: the Doles Center Green, Fleetwood Playground, Hartley Park, or Memorial Field. In the case of inclement weather on a scheduled Monday, the rain date shall be the Wednesday of the same week. The Summer Outdoor Movie Series cost shall be \$5,000 to be allocated from Budget Code A7620.464, annually), and the same is hereby approved.

### **City Council:**

#### **AN ORDINANCE AUTHORIZING THE ESTABLISHMENT OF THE SUMMER OUTDOOR MOVIE SERIES AS AN OFFICIAL ANNUAL EVENT OF THE CITY OF MOUNT VERNON DEPARTMENT OF RECREATION**

**Whereas**, by letter dated January 31, 2025, the Deputy Commissioner of the Department of Recreation has requested legislation authorizing the establishment of the Summer Outdoor Movie Series as an official annual event sponsored by the City of Mount Vernon Department of Recreation; and

**Whereas**, the City of Mount Vernon recognizes the importance of recreational and cultural events in fostering community spirit, engagement, and economic vitality; and

**Whereas**, the Summer Outdoor Movie Series has been a cherished tradition, providing high-quality, age-appropriate entertainment to residents and visitors free of charge; and

**Whereas**, formalizing this event as an officially sponsored annual program will ensure its sustainability and continued impact on community well-being; and

**Whereas**, the City Council finds it in the best interest of the residents of Mount Vernon to enact legislation establishing the Summer Outdoor Movie Series as an ongoing program under the

auspices of the Department of Recreation; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Establishment of the Summer Outdoor Movie Series.** The Summer Outdoor Movie Series is hereby established as an official, annual event sponsored by the City of Mount Vernon Department of Recreation.

**Section 2. Event Schedule and Locations:**

(a) The Summer Outdoor Movie Series shall commence on the first Monday of July and conclude on the last Monday of August each year.

(b) The event shall be held at one designated location: The Doles Center Green, Fleetwood Playground, Hartley Park, or Memorial Field.

(c) In the case of inclement weather on a scheduled Monday, the rain date shall be the Wednesday of the same week.

**Section 3. Funding:**

(a) The cost of the Summer Outdoor Movie Series shall be \$5,000 annually.

(b) The funding for this event shall be allocated from Budget Code A7620.464.

**Section 4. Security and Crowd Management:**

(a) The City of Mount Vernon shall request the support of the Mount Vernon Auxiliary Police for security and crowd management at each scheduled event date.

(b) The provision of security services shall be contingent upon the availability of the Mount Vernon Auxiliary Police.

**Section 5. Effective Date.** This Ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.



CITY OF MOUNT VERNON, NY  
DEPARTMENT OF RECREATION

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 665-2420 – Fax: (914) 665-2421

KATHLEEN WALKER- PINCKNEY  
*Commissioner*  
ANDRÉ G. EARLY  
*Deputy Commissioner*

January 31, 2025

Honorable City Council  
Of the City of Mount Vernon  
City Hall  
Mount Vernon, NY

Dear Council Members:

On behalf of the Mount Vernon Department of Recreation, I respectfully request that the City Council enact legislation to establish the **Summer Outdoor Movie Series** as an official, annually sponsored event of the City of Mount Vernon Department of Recreation.

This free series is designed to provide high-quality, age-appropriate entertainment to residents and visitors. The event will take place the first **Monday in July** and conclude the last week (**Monday**) of **August** and will be held at one of the following locations: **The Doles Center Green, Fleetwood Playground, Hartley Park**, or Memorial Field. In the case of inclement weather on the scheduled **Monday**, the rain date will be set for **Wednesday of the same week**.

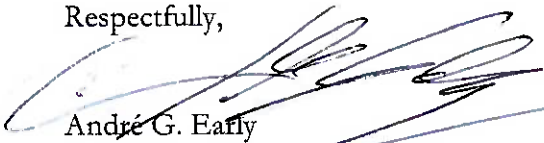
**The cost for this series will be \$5,000 and will come from budget code A7620.464**

The **Summer Outdoor Movie Series** has been a cherished tradition in our community, promoting unity, cultural appreciation, and economic vitality. By enacting legislation to formally and annually sponsor this event, the City of Mount Vernon's Department of Recreation will ensure its sustainability for years to come, demonstrating our commitment to arts, recreation, and community engagement.

Additionally, we request that the **Mount Vernon Auxiliary Police** provide security and crowd management support for each scheduled day of the concert series, pending their availability.

Thank you for your time and dedication to enriching the cultural landscape of Mount Vernon.

Respectfully,

  
André G. Early  
Deputy Commissioner

cc: Office of the Mayor  
Office of the Comptroller  
Department of Public Works



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1188

**Agenda Date:** 2/11/2025

**Agenda #:** 14.

### Board of Estimate & Contract:

**RESOLVED**, that an ordinance adopted by the City Council on February 11, 2025, and signed by the Mayor on February 11, 2025, authorizing the Mayor to Enter into a Service Agreement with the Westchester Board of Legislators for the Funding and Operation of Safe Haven, Youth Empowerment Program, and Step Up through the Westchester County CBO Funding for \$180,718 -

**Funding Allocation.** The allocated funds shall be distributed as follows:

1. **Safe Haven Programs** (After-school, Summer Program, and Saturday STEAM) - \$94,935
  - Provides free academic support, trips, socio-emotional development, and STEAM activities to children in grades 3 through 6 at Grimes and Parker elementary schools.
2. **Youth Empowerment Program (After-school & summer)** - \$45,783
  - Provides a 6-week paid job readiness training and hands-on work experience to youth ages 14-21.
3. **Step-Up Programs (Push-in & Summer)** - \$40,000
  - Provides counseling, job readiness training, 6 weeks of paid employment, mentoring, exposure to community service, photography, and conflict resolution tools.

**Budget Code Appropriations.** Funds received shall be accounted for in revenue code A2229.8 and appropriated as follows:

**1. Safe Haven:**

- A7326.104 (Salaries)
- A7326.803 (Fringe Benefits)
- A7326.458 (Contractors, Consumables, Stipends, Program Supplies, Travel & Trips)

**2. Youth Empowerment Program:**

- A7319.101 (Salaries)
- A7319.803 (Fringe Benefits)
- A7319.458 (Stipends)

**3. Step-Up:**

- A7336.101 (Salaries)

- A7336.803 (Fringe Benefits)
- A7336.458 (Contractors, Consumables, Stipends, Program Supplies, Trips & Travel)

; be, and the same is hereby approved.

**City Council:**

**AN ORDINANCE AUTHORIZING THE MAYOR TO  
ENTER INTO A SERVICE AGREEMENT WITH  
THE WESTCHESTER BOARD OF LEGISLATORS  
FOR THE FUNDING AND OPERATION OF  
SAFE HAVEN, YOUTH EMPOWERMENT PROGRAM,  
AND STEP UP THROUGH THE WESTCHESTER  
COUNTY CBO FUNDING FOR \$180,718**

**Whereas**, by letter dated January 30, 2025, the Executive Director of the Youth Bureau has requested legislation authorizing the Mayor to enter into a service agreement with the Westchester Board of Legislators to accept the funding of \$180,718 for the operation of the Safe Haven, Youth Empowerment Program, and Step Up programs; and

**Whereas**, the City of Mount Vernon recognizes the importance of youth development programs that provide academic support, job readiness training, employment opportunities, mentoring, and socio-emotional development for the City's youth; and

**Whereas**, the Mount Vernon Youth Bureau has successfully administered these programs in compliance with prior service agreements, ensuring continued support and opportunities for the City's youth; and

**Whereas**, the Westchester Board of Legislators has allocated funding through the Westchester County CBO funding for \$180,718 to support the Safe Haven, Youth Empowerment Program, and Step Up initiatives; and

**Whereas**, the City Council finds it in the best interest of the City of Mount Vernon to authorize the Mayor to enter into a service agreement with the Westchester Board of Legislators to accept and administer said funds to operate these programs; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization.** The Mayor of the City of Mount Vernon is hereby authorized to enter into a service agreement with the Westchester Board of Legislators to accept the funding of \$180,718 for the operation of the Safe Haven, Youth Empowerment Program, and Step Up programs.

**Section 2. Program Funding Allocation.** The allocated funds shall be distributed as follows:

**2. Safe Haven Programs (After-school, Summer Program, and Saturday STEAM) - \$94,935**

- Provides free academic support, trips, socio-emotional development, and STEAM activities to children in grades 3 through 6 at Grimes and Parker elementary

schools.

**3. Youth Empowerment Program (After-school & summer) - \$45,783**

- Provides a 6-week paid job readiness training and hands-on work experience to youth ages 14-21.

**4. Step-Up Programs (Push-in & Summer) - \$40,000**

- Provides counseling, job readiness training, 6 weeks of paid employment, mentoring, exposure to community service, photography, and conflict resolution tools.

**Section 3. Budget Code Appropriations.** Funds received shall be accounted for in revenue code A2229.8 and appropriated as follows:

**4. Safe Haven:**

- A7326.104 (Salaries)
- A7326.803 (Fringe Benefits)
- A7326.458 (Contractors, Consumables, Stipends, Program Supplies, Travel & Trips)

**5. Youth Empowerment Program:**

- A7319.101 (Salaries)
- A7319.803 (Fringe Benefits)
- A7319.458 (Stipends)

**6. Step-Up:**

- A7336.101 (Salaries)
- A7336.803 (Fringe Benefits)
- A7336.458 (Contractors, Consumables, Stipends, Program Supplies, Trips & Travel)

**Section 4. Term of Agreement.** The service agreement shall be effective from January 1, 2025, through December 31, 2025, contingent upon continued contract compliance and appropriation of funds to the Youth Bureau.

**Section 5. Effective Date.** This ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.



CITY OF MOUNT VERNON, N.Y.  
MOUNT VERNON YOUTH BUREAU

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY 10550  
(914) 665-2344 – Fax: (914) 665-1373  
cityofmountvernonyouthbureau@gmail.com  
HTTP://youthbureau.cmvny.com  
@mountvernonyb/ mvnyouthbureau

DEBBIE BURRELL-BUTLER, MBA  
*Executive Director*

DENA T. WILLIAMS, MPA  
*Deputy Director*

January 30<sup>th</sup>, 2025

Honorable Members of the City Council  
Through the Office of the Mayor  
City Hall- One Roosevelt Square  
Mount Vernon, NY, 10550

Dear Honorable Members:

This letter comes to respectfully request that the Honorable City Council enact legislation that will enable the mayor to enter into a service agreement with the Westchester Board of Legislators via the Westchester County CBO funding in the amount of **\$180,718** which will afford the Executive Director to operate the following programs: Safe Haven, Youth Empowerment Program, and Step Up. Anticipated service agreements commence **January 1<sup>st</sup> 2025, through December 31<sup>st</sup> 2025**. This is based upon the Mount Vernon Youth Bureau continuance of the contract compliance, appropriation of funds to the Youth Bureau and the execution of the service agreement.

The Safe Haven Programs (After-school, Summer Program, and Saturday STEAM -**\$94,935**) provides free academic support, trips, socio-emotional development, and STEAM activities to children grades 3 through 6 at Grimes and Parker elementary schools. Youth Empowerment Program (After-school & summer - **\$45,783**) provides 6-week paid job readiness training and hands on work experience to youth ages 14-21. The Step-Up Programs (Push-in & Summer -**\$40,000**) provides counseling, job readiness training, 6 weeks paid employment, mentoring, exposure to community service, photography, and conflict resolution tools.

Funds are to be accounted for in revenue code A2229.8 and with appropriations in the following budget codes: **Safe Haven:** A7326.104 (Salaries), A7326.803 (Fringe Benefits) and A7326.458 (Contractors, Consumables, Stipends, Program Supplies, Travel & Trips). **Youth Employment Program:** A7319.101 (Salaries), A7319.803 (Fringe Benefits) and A7319.458 (Stipends). **Step-Up:** A7336.101 (Salaries), A7336.803 (Fringe Benefits) and A7336.458 (Contractors, Consumables, Stipends, Program Supplies, Trips, & Travel).

Should you require any further information, please feel free to contact me at (914) 665-2347 or via email at [Dburrell@mountvernonny.gov](mailto:Dburrell@mountvernonny.gov).

Warm regards,

Debbie Burrell-Butler  
Executive Director, MBA

**Encl:** Award letter from Westchester County Board of Legislators

Cc: Shawyn Patterson-Howard, Mayor  
Darren Morton, Comptroller  
Brian Johnson, Corporation Counsel



1/27/25

Dear Mount Vernon Youth Bureau,

Congratulations, your organization was awarded \$ 180,718 via the Westchester County CBO Funding Program 2025. You will be contacted by the Director of Contracts Alessandra Restiano when information for this year's contract has to be signed and returned by mail or in-person. This outreach is expected to start February 2025. Once you have completed all relevant paperwork you can continue to conduct the programs and keep invoices according to your reimbursement request. To receive the reimbursement of funds, submit the invoices for the program(s) for the year 2025 after they have been completed. If you have any questions or need further assistance, contact me at the office phone number 914-995-4429 or contact Ms. Alessandra Restiano 914-995-2803.

Sincerely,

A handwritten signature in black ink, appearing to read "Tyrae Woodson-Samuels".

Tyrae Woodson-Samuels

Majority Leader

Westchester Board of Legislators

**SCHEDULE B - Budget Request**  
**WESTCHESTER COUNTY YOUTH BUREAU**  
**PROGRAM BUDGET**

<b>For the Period of Operation: January 1, 2025 - December 31, 2025</b>			
<b>Agency Name: Mount Vernon Youth Bureau</b>			<b>Program Title: Step Up</b>
<b>1. PERSONAL SERVICES</b>			
Position/Title	Rate of Pay	Basis: (H,W,BW, SM)	Budget Requested
1 STEP UP DIRECTOR	\$ 28	H	\$ 9,000
1 COMMUNITY WORKER - SUMMER	\$ 20	H	\$ 3,240
2 COMMUNITY WORKER - SUMMER	\$ 18	H	\$ 5,832
4 COMMUNITY WORKER AIDE - FALL	\$ 16.5	H	\$ 3,960
4 COMMUNITY WORKER AIDE - WINTER	\$ 16.5	H	\$ 3,960
<b>TOTAL SALARIES AND WAGES:</b>			\$ 25,992
<b>TOTAL FRINGE BENEFITS:</b>			\$ 1,988
<b>TOTAL PERSONAL SERVICES (1)</b>			<b>\$ 27,980</b>

**2. CONTRACT / CONSULTANT SERVICES AND STIPENDS**

Type of Service or Contractor (Consultant Title)	Contract Amount or Rate of Pay	Basis: (H,W, BW, SM)	Budget Requested
9 YOUTH - STEP UP ACADEMY-SUMMER (12-13)	\$250 per/lyth		2,250
7 YOUTH - STEP UP ACADEMY-SUMMER (11)	\$225 per/lyth		1,575
14 YOUTH - STEP UP ACADEMY-SUMMER (9-10)	\$200 per/lyth		2,800
<b>TOTAL CONTRACTED SERVICES AND STIPENDS (2)</b>			<b>\$ 6,625</b>

**3. OTPS (OTHER THAN PERSONAL SERVICES complete B-1)**

Category	Budget Requested
Supplies	\$ 1,000
Rent	
Utilities	
Telecommunications	
Travel	\$ 3,400
Insurance	
Other Costs (Consumables)	\$ 995
<b>TOTAL OTPS (3)</b>	<b>\$ 5,395</b>

	Budget Requested
<b>TOTAL PROGRAM AMOUNT (1)+(2)+(3)</b>	<b>40,000</b>
<b>TOTAL WCYB FUNDS REQUESTED @ 100%</b>	<b>40,000</b>
<b>TOTAL CASH MATCH @ 0%</b>	<b>-</b>

**SCHEDULE B - Budget Request  
WESTCHESTER COUNTY YOUTH BUREAU  
PROGRAM BUDGET**

<b>For the Period of Operation: January 1, 2025 - December 31, 2025</b>	
<b>Agency Name: Mount Vernon Youth Bureau</b>	<b>Program Title: Safe Haven</b>

**1. PERSONAL SERVICES**

Position/Title	Rate of Pay	Basis: (H,W,BW, SM)	Budget Requested
2 TEACHER AIDE (10HRS*31WKS)	\$ 30.00	H	\$ 9,300
1TEACHER AIDE (10HRS*31WKS)	\$ 25.00	H	\$ 7,750
4 TEACHER AIDE (10HRS*31WKS)	\$ 20.00	H	\$ 24,800
STEAM TEACHER AIDE (24HRS*6 WKS)	\$ 25.00	H	\$ 3,600
2 STEAM TEACHER AIDE (24HRS*6 WKS)	\$ 20.00	H	\$ 5,760
SUMMER TEACHER AIDE (35HRS*6 WKS)	\$ 30.00	H	\$ 6,300
3 SUMMER TEACHER AIDE (35HRS*6 WKS)	\$ 20.00	H	\$ 12,600
PROGRAM DIRECTOR	\$ 34.15	H	\$ 5,000
SWIMMING INSTRUCTOR (36 HRS *6 WKS)	\$50.00	H	\$ 1,800
SWIMMING INSTRUCTOR (36 HRS *6 WKS)	\$ 25.00	H	\$ 900
<b>TOTAL SALARIES AND WAGES:</b>			<b>\$ 77,810</b>
<b>TOTAL FRINGE BENEFITS:</b>			<b>6,225</b>
<b>TOTAL PERSONAL SERVICES (1)</b>			<b>\$ 84,035</b>

**2. CONTRACT / CONSULTANT SERVICES AND STIPENDS**

Type of Service or Contractor (Consultant Title)	Contract Amount or Rate of Pay	Basis: (H, W, BW, SM)	Budget Requested
6 SUMMER STIPEND	350.00	Session	\$ 2,100
MIXED MARTIAL ARTS INSTRUCTOR (10)	200.00	Session	\$ 2,000
<b>TOTAL CONTRACTED SERVICES AND STIPENDS (2)</b>			<b>\$ 4,100</b>

**3. OTPS (OTHER THAN PERSONAL SERVICES) complete B-1)**

Category	Budget Requested
Supplies	\$ 1,500
Rent	
Utilities	
Telecommunications	
Trips	\$ 4,300
Insurance	
Other Costs (Consumables)	1,000
<b>TOTAL OTPS (3)</b>	<b>\$ 6,800</b>

	Budget Requested
<b>TOTAL PROGRAM AMOUNT (1)+(2)+(3)</b>	<b>94,935</b>
<b>TOTAL WCYB FUNDS REQUESTED @ 100%</b>	<b>94,935</b>
<b>TOTAL CASH MATCH @ 0%</b>	<b>-</b>

**SCHEDULE B - Budget Request**  
**WESTCHESTER COUNTY YOUTH BUREAU**  
**PROGRAM BUDGET**  
Invest-In- Kids - 100%

<b>For the Period of Operation: January 1, 2025 - December 31, 2025</b>	
<b>Agency Name: Mount Vernon Youth Bureau</b>	<b>Program Title: Yth Empwr</b>

**1. PERSONAL SERVICES**

Position/Title	Rate of Pay	Basis: (H,W,BW, SM)	Budget Requested
1 TEACHER AIDE (14HRS*9WKS)	\$ 20	H	\$ 2,800
10 YOUTH (10*6 WKS) SUMMER	\$ 16.5	H	\$ 19,800
10 YOUTH-AFTER-SCHOOL (10*6 WKS) FALL	\$ 16.5	H	\$ 9,900
10 YOUTH-AFTER-SCHOOL (10*6 WKS) WINTER	\$ 16.5	H	\$ 9,900
<b>TOTAL SALARIES AND WAGES:</b>			\$ 42,400
<b>TOTAL FRINGE BENEFITS:</b>			3,244
<b>TOTAL PERSONAL SERVICES (1)</b>			<b>\$ 45,644</b>

**2. CONTRACT / CONSULTANT SERVICES AND STIPENDS**

Type of Service or Contractor (Consultant Title)	Contract Amount or Rate of Pay	Basis: (H,W, BW, SM)	Budget Requested
<b>TOTAL CONTRACTED SERVICES AND STIPENDS (2)</b>			<b>\$ -</b>

**3. OTPS (OTHER THAN PERSONAL SERVICES complete B-1)**

Category	Budget Requested
Supplies	\$ 139
Rent	
Utilities	
Telecommunications	
Trips	
Consumables	
Miscellaneous	
<b>TOTAL OTPS (3)</b>	<b>\$ 139</b>

	Budget Requested
<b>TOTAL PROGRAM AMOUNT (1)+(2)+(3)</b>	<b>45,783</b>
<b>TOTAL WCYB FUNDS REQUESTED @ 100%</b>	<b>45,783</b>
<b>TOTAL CASH MATCH @ 0%</b>	<b>-</b>



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1185

**Agenda Date:** 2/11/2025

**Agenda #:** 15.

### **Board of Estimate & Contract:**

**RESOLVED**, that a resolution adopted by the City Council on February 11, 2025, and signed by the Mayor on February 11, 2025, requiring Code Enforcement Officials to Attend the New York State Building Officials Conference (NYSBOC) for Mandatory In-Service Training - (funds which shall not exceed \$3,300 for 11 attendees, shall be allocated and utilize funds from Budget Code A 3620.451 (Training) to cover the cost of registration and attendance. Transportation to and from the conference shall be provided via motor pool vehicles to ensure the timely attendance of Code Enforcement Officials), and the same is hereby approved.

### **City Council:**

#### **AN ORDINANCE REQUIRING CODE ENFORCEMENT OFFICIALS TO ATTEND THE NEW YORK STATE BUILDING OFFICIALS CONFERENCE (NYSBOC) FOR MANDATORY IN-SERVICE TRAINING**

**Whereas**, by letter dated January 22, 2025, the Commissioner of the Department of Buildings has requested legislation authorizing Code Enforcement Officials employed by the City of Mount Vernon to attend the NYSBOC Conference to fulfill the mandatory in-service training requirements established by the State of New York; and

**Whereas**, the City of Mount Vernon recognizes the importance of maintaining a well-trained and knowledgeable staff of Code Enforcement Officials (CEOs) to ensure compliance with state and local building codes; and

**Whereas**, the New York State Building Officials Conference (NYSBOC) provides essential in-service training courses approved by the Department of State, Division of Building Standards and Codes (DBSC), ensuring compliance with 19 NYCRR 1208 training requirements; and

**Whereas**, Code Enforcement Officials are required to complete 24 hours of in-service training annually, of which 12 hours must be obtained through courses approved by DBSC, including:

- At least 3 hours in Code Enforcement and Administration (19 NYCRR 1208-3.3(b)(1));
- At least 3 hours in the Uniform Fire Prevention and Building Code (19 NYCRR 1208-3.3(c)(1));
- At least 3 hours in the Energy Conservation Construction Code (19 NYCRR 1208-3.3(c)(2)); and

- Up to 12 hours in Professional Development Electives;

**Whereas**, the NYSBOC Conference will be held at the Westchester County Center on February 26, February 27, March 19, and March 20, 2025, between the hours of 8:30 AM and 4:30 PM; and

**Whereas**, the City of Mount Vernon has allocated funds under Budget Code A 3620.451 (Training) to cover the cost of attendance for 11 Code Enforcement Officials at a total cost not exceeding \$3,300; and

**Whereas**, transportation to and from the conference will be provided by motor pool vehicles;  
**Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Mandatory Attendance.** All Code Enforcement Officials employed by the City of Mount Vernon must attend the NYSBOC Conference to fulfill the mandatory in-service training requirements established by the State of New York.

**Section 2. Funding Allocation.** The City of Mount Vernon shall allocate and utilize funds from Budget Code A 3620.451 (Training) to cover the cost of registration and attendance, which shall not exceed \$3,300 for 11 attendees.

**Section 3. Transportation.** Transportation to and from the conference shall be provided via motor pool vehicles to ensure the timely attendance of Code Enforcement Officials.

**Section 4. Effective Date.** This Ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.



**CITY OF MOUNT VERNON, NY**  
DEPARTMENT OF BUILDINGS

**SHAWYN PATTERSON-HOWARD**  
Mayor

City Hall – One Roosevelt Square, Room 210  
Mount Vernon, NY 10550  
(914) 665-2483 Fax (914) 465-2988  
Email: DOB@cmvny.com  
Website: www.cmvny.com

**Patrick G. Holder, R.A.**  
Commissioner

**Hediye Mamak**  
1<sup>st</sup> Deputy Commissioner

January 22, 2025

Honorable City Council Members  
City of Mount Vernon  
City Hall  
Mount Vernon, New York 10550

*Through the Office of The Mayor*

Dear Honorable Council Members:

I am respectfully requesting that the Municipal Code Enforcement Officials (CEO'S) attend the required New York Building Officials Conference (NYSBOC). The mandatory NY SBOC 4-day conferences for in-service training, which will be held at the Westchester County Center on February 26<sup>th</sup>, February 27<sup>th</sup>, March 19<sup>th</sup>, and March 20<sup>th</sup> of 2025 between the hours of 8:30 am – 4:30 pm respectively.

Code Enforcement Officials are required to complete 24 hours of In-Service training required each calendar year (January 1 to December 31). 12 of these hours must be obtained by completing training courses that are approved by the Department of State, Division of Building Standards and Codes (DBSC). Of the 12 hours of approved courses: at least 3 hours must be obtained in Topic 1, Code Enforcement and Administration ([19 NYCRR 1208-3.3\(b\)\(1\)](#)); at least 3 hours must be obtained in Topic 2, Uniform Fire Prevention and Building Code ([19 NYCRR 1208-3.3\(c\)\(1\)](#)); and at least 3 hours must be obtained in Topic 3, Energy Conservation Construction Code ([19 NYCRR 1208-3.3\(c\)\(2\)](#)). A maximum of 12 hours of Professional Development Electives may be applied toward the 24 hours of annual In-Service training.

The Annual Membership and Conference cost for this is \$300.00 per member and is not expected to exceed \$3,300 for 11 Code Enforcement Officials. Monies are available under Budget Code A 3620.451 (Training). Transportation will be provided by motor pool vehicles.

Thank you,

  
Patrick Holder, R.A.

Commissioner

Department of Buildings

cc: Law Department  
Comptroller's Office

## INCLUDES THE FOLLOWING CEO'S:

Patrick Holder	Commissioner	_____
Hediye Mamak	1 <sup>st</sup> Deputy Commissioner	_____
John Royce	Plumbing Superintendent	_____
Jamie Pessin	Code Enforcement Manager	_____
Lysanne Szabo	Plan Examiner	_____
Omondi Odera	Building Inspector	_____
Roberto Amigon	Building Inspector	_____
Chimezie Ihedioha	Building Inspector	_____
Kim Knotts	Housing Inspector	_____
Kathy Porter	Housing Inspector	_____
Lakia Perkins	Housing Inspector	_____



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1139

**Agenda Date:** 1/22/2025

**Agenda #:** 16.

### **Board of Estimate & Contract:**

**RESOLVED**, that a resolution adopted by the City Council on February 11, 2025, and signed by the Mayor on February 11, 2025, authorizing the Mayor to Execute an Agreement with Interaction Insight Corporation for the Renewal of the Nice Inform V7 Plan for the Police Department - (from April 1, 2025, and ending March 31, 2026, at a total cost of \$7,604.00 to be appropriated from Budget Line A1680.216), and the same is hereby approved.

### **City Council:**

#### **AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH INTERACTION INSIGHT CORPORATION FOR THE RENEWAL OF THE NICE INFORM V7 PLAN FOR THE POLICE DEPARTMENT**

**Whereas**, by letter dated January 7, 2025, the Interim Commissioner of the Department of Public Safety has requested legislation authorizing Mayor to execute an agreement with Interaction Insight Corporation to renew the NICE Inform V7 Plan for the period beginning April 1, 2025, and ending March 31, 2026, at a total cost of \$7,604.00; and

**Whereas**, on January 24, 2024, the City Council of Mount Vernon approved a consent agreement with Interaction Insight Corporation for the NICE Inform V7 Plan, and on January 30, 2024, the Board of Estimate and Contract approved said agreement; and

**Whereas**, the NICE Inform V7 Plan enables the recall of all inbound and outbound telephone conversations within the Police Department to ensure operational efficiency and compliance; and

**Whereas**, the agreement includes essential remote and onsite support services that are critical to maintaining the functionality and reliability of the NICE Voice Recording System; and

**Whereas**, it is in the best interest of the City of Mount Vernon to continue this agreement to maintain the operational integrity of the Police Department's communications systems; and

**Whereas**, the cost of the annual renewal for the period from April 1, 2025, to March 31, 2026, is \$7,604.00, and said cost will be satisfied from Budget Line A1680.216; and

**Whereas**, the renewal of this agreement is necessary to ensure uninterrupted service and support for the Police Department; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1.** The Mayor is hereby authorized to execute an agreement with Interaction Insight Corporation to renew the NICE Inform V7 Plan for the period beginning April 1, 2025, and ending March 31, 2026, at a total cost of \$7,604.00.

**Section 2.** The funds for this agreement shall be appropriated from Budget Line A1680.216.

**Section 3.** The agreement shall provide for remote and onsite support services as outlined in the terms of the agreement with Interaction Insight Corporation.

**Section 4.** This Ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.



**DEPARTMENT OF PUBLIC SAFETY**

BUREAU OF POLICE  
ROOSEVELT SQUARE  
MOUNT VERNON, NY 10550  
(914) 665-2500

**DAVID GIBSON**  
INTERIM POLICE COMMISSIONER

**JENNIFER LACKARD**  
DEPUTY COMMISSIONER

**MARCEL OLIFIERS**  
CHIEF OF OPERATIONS

**SHAWYN PATTERSON - HOWARD**  
MAYOR

01/07/2025

Honorable Members of the City Council  
*Through the Office of the Mayor*  
City Hall - Roosevelt Square  
Mount Vernon, New York 10550

**Subject: Legislation for Contract renewal - Interaction Insight Corporation**

Dear Council Members:

This letter comes to request that legislation be enacted that will enable the Mayor to continue an agreement with **Interaction Insight Corporation**. This is a renewal of the current agreement, passed by City Council on January 24, 2024 and by the Board of Estimate and Contract on January 30, 2024. This agreement will run from April 1, 2025 to March 31, 2026 with the cost being **\$7,604.00** for annual renewal. Funds will be satisfied from **Budget Line A1680.216**.

Interaction Insight's NICE Voice Recording System allows for the recall of all inbound and outbound telephone conversations coming into the police department. This agreement allows for remote and onsite support.

We respectfully request legislation from Your Honorable Body authorizing the above agreement.

**Requested: Contract renewal Interaction Insight Nice Inform V7 Plan**  
**(April 1, 2025 - March 31, 2026)**

**Cost: \$7,604.00 (Total) from Budget Line A1680.216**

David Gibson  
Interim Commissioner of Public Safety

Juan Perez, Commissioner  
Management Services

cc: Mayor  
Law Department  
Comptroller



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1182

**Agenda Date:** 2/11/2025

**Agenda #:** 17.

### **Board of Estimate & Contract:**

**RESOLVED**, that a resolution adopted by the City Council on February 11, 2025, and signed by the Mayor on February 11, 2025, authorizing the Attendance of Two (2) Members of Service at the FBI-LEEDA Supervisor Leadership Institute Training - (February 17, 2025, to February 21, 2025 - \$1,590 to be funded through Budget Line A3120.451 (Training). Members of Service attending the training shall be authorized to utilize a Department Vehicle for travel to and from the training location), and the same is hereby approved.

### **City Council:**

#### **AN ORDINANCE AUTHORIZING THE ATTENDANCE OF TWO MEMBERS OF SERVICE AT THE FBI-LEEDA SUPERVISOR LEADERSHIP INSTITUTE TRAINING**

**Whereas**, by letter dated January 28, 2025, the Commissioner of the Department of Public Safety has requested legislation authorizing two (2) Members of Service to attend the FBI-LEEDA Supervisor Leadership Institute Training at the Westchester County Police Academy from February 17, 2025, to February 21, 2025; and

**Whereas**, the City of Mount Vernon is committed to ensuring that its law enforcement personnel receive high-quality training to enhance leadership and supervisory skills; and

**Whereas**, the Federal Bureau of Investigation - Law Enforcement Executive Development Association (FBI-LEEDA) Supervisor Leadership Institute Training is a nationally recognized program that fosters leadership development among law enforcement personnel; and

**Whereas**, the Department of Justice has recommended that specific training requirements be met as part of a recent investigation, emphasizing the need for leadership training for law enforcement personnel; and

**Whereas**, the FBI-LEEDA Supervisor Leadership Institute Training will be conducted at the Westchester County Police Academy, located at 2 Dana Road, Valhalla, NY 10595, from February 17, 2025, to February 21, 2025; and

**Whereas**, the total cost of training for two (2) Members of Service will not exceed One Thousand Five Hundred Ninety Dollars (\$1,590), to be funded from Budget Line A3120.451 (Training); and

**Whereas**, it is necessary to authorize the use of a Department Vehicle for travel to and from the training location; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization.** The City Council authorizes two (2) Members of Service to attend the FBI-LEEDA Supervisor Leadership Institute Training at the Westchester County Police Academy from February 17, 2025, to February 21, 2025.

**Section 2. Funding.** The total cost of the training, not to exceed One Thousand Five Hundred Ninety Dollars (\$1,590), shall be funded through Budget Line A3120.451 (Training).

**Section 3. Transportation.** The two (2) Members of Service attending the training shall be authorized to utilize a Department Vehicle for travel to and from the training location.

**Section 4. Effective Date.** This Ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.



**DEPARTMENT OF PUBLIC SAFETY**

BUREAU OF POLICE  
ROOSEVELT SQUARE  
MOUNT VERNON, NY 10550  
(914) 665-2500

**DAVID GIBSON**  
COMMISSIONER

**JENNIFER LACKARD**  
DEPUTY COMMISSIONER of Reform

**MARCEL OLIFIER**  
CHIEF OF OPERATIONS

**SHAWYN PATTERSON - HOWARD**  
MAYOR

1/28/2025

Honorable Members of the City Council  
*Through the Office of the Mayor*  
City Hall- Roosevelt Square  
Mount Vernon, New York 10550

**Subject: Training – Two (2) Officers to attend FBI LEEDA Supervisor Leadership Institute Training**

Dear Honorable Council Members,

This letter comes to request that legislation be enacted that will enable two (2) Members of Service to attend the following ***FBI-LEEDA Supervisor Leadership Institute Training*** to be conducted at the: **Westchester County Police Academy: 2 Dana Road, Valhalla, NY 10595** on the following dates:

**February 17, 2025 to February 21, 2025**

As part of the most recent Department of Justice investigation, it was highlighted that certain training requirements need to be completed. Considering this advisement, we are requesting approval for the completion of this training for the two Members of Service. The total cost for the training, for **two (2) Members of Service, will not exceed \$1,590**. These expenses will be covered from budget line **A3120.451 (Training)**. Additionally, the Members of Service are authorized to use a Department Vehicle for travel to and from the course.

If this meets with the approval of Your Honorable Body, kindly have the necessary legislation enacted.

Sincerely,

David Gibson  
Commissioner of Public Safety

Cc: Mayor  
Law Department  
Comptroller



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
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**File #:** TMP -1183

**Agenda Date:** 2/11/2025

**Agenda #:** 18.

### Board of Estimate & Contract:

**RESOLVED**, that a resolution adopted by the City Council on February 11, 2025, and signed by the Mayor on February 11, 2025, authorizing the Mayor to Enter into a Maintenance Agreement with Cummins Allison for the Period from February 19, 2025, to February 18, 2026, at a total cost of \$1,832.00 to be allocated from Budget Line A1130.416 (Technology & Upgrades), and the same is hereby approved.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A MAINTENANCE AGREEMENT WITH CUMMINS ALLISON FOR THE PERIOD FROM FEBRUARY 19, 2025, TO FEBRUARY 18, 2026**

**Whereas**, by letter dated January 28, 2025, the Commissioner of the Department of Public Safety has requested legislation authorizing the Mayor to enter into a maintenance agreement with Cummins Allison for the maintenance of the Parking Bureau's coin-handling equipment for the term beginning February 19, 2025, and ending February 18, 2026, at a total cost of \$1,832.00; and

**Whereas**, the City of Mount Vernon operates a Parking Bureau responsible for the collection and processing of coins from parking meters throughout the city; and

**Whereas**, the Parking Bureau utilizes specialized coin handling and counting equipment provided by Cummins Allison to ensure accurate and efficient processing of collected coins; and

**Whereas**, the continued maintenance and servicing of this equipment are necessary to maintain the accuracy and efficiency of coin processing operations; and

**Whereas**, Cummins Allison has provided a maintenance agreement for the period beginning February 19, 2025, and ending February 18, 2026, for \$1,832.00, which shall be satisfied from Budget Line A1130.416 (Technology & Upgrades); and

**Whereas**, it is in the best interest of the City of Mount Vernon to approve and authorize this agreement to ensure the continued functionality and reliability of the Parking Bureau's coin-handling equipment; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization.** The Mayor is hereby authorized to enter into a maintenance

agreement with Cummins Allison for the maintenance of the Parking Bureau's coin-handling equipment for the term beginning February 19, 2025, and ending February 18, 2026, at a total cost of \$1,832.00.

**Section 2. Funding.** Budget Line A1130.416 (Technology & Upgrades) will cover the cost of this agreement.

**Section 3. Effective Date.** This Ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.



## DEPARTMENT OF PUBLIC SAFETY

BUREAU OF POLICE  
ROOSEVELT SQUARE  
MOUNT VERNON, NY 10550  
(914) 665-2500

**DAVID GIBSON**  
COMMISSIONER

**JENNIFER LACKARD**  
DEPUTY COMMISSIONER of Reform

**MARCEL OLIFIER**  
CHIEF OF OPERATIONS

**SHAWYN PATTERSON - HOWARD**  
MAYOR

January 28, 2025

Honorable Members of the City Council  
*Through the Office of the Mayor*  
City Hall- Roosevelt Square  
Mount Vernon, New York 10550

### **Subject: Legislation for Contract– Cummins Allison**

Dear Honorable City Council Members,

This letter comes to request that the City Council approve legislation authorizing the Mayor to enter into a new maintenance agreement with Cummins Allison. The proposed contract will be effective from February 19, 2025, to February 18, 2026.

Cummins Allison specializes in currency and coin handling systems, including machines that count coins. The Parking Bureau uses these machines to count the coins collected from parking meters throughout the city. This system ensures accurate and efficient processing of all coins received.

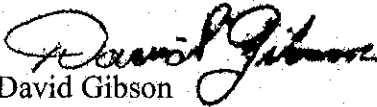
This agreement will run from **February 19, 2025 to February 18, 2026**, with the cost being **\$1,832.00**. The funds will be satisfied from **Budget Line A1130.416 (Technology & Upgrades)**.

Vendor Name	Maintenance Contract-Agreement Date	Price of Maintenance Agreement	Budget Code
Cummins Allison	February 19,2025- February 18, 2026	\$1,832.00	A1130.416 (Technology & Upgrades)

Cc: Mayor  
Comptroller  
Law Department

We respectfully request legislation from Your Honorable Body authorizing the above agreement,

Sincerely,

  
David Gibson

Commissioner of Public Safety



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
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VERNON, NEW YORK  
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**File #:** TMP -1184

**Agenda Date:** 2/11/2025

**Agenda #:** 19.

### **Board of Estimate & Contract:**

**RESOLVED**, that a resolution adopted by the City Council on February 11, 2025, and signed by the Mayor on February 11, 2025, authorizing the Purchase of the RICi Livescan and Mugshot System Replacement from Data Works Plus for the Support Services Division of the Department of Public Safety - (funds in the amount of \$45,400.00 for the purchase shall be allocated from Budget Code A3120.414 (Repairs to Plant & Equipment)), and the same is hereby approved.

### **City Council:**

#### **AN ORDINANCE AUTHORIZING THE PURCHASE OF THE RICi LIVESCAN AND MUGSHOT SYSTEM REPLACEMENT FROM DATA WORKS PLUS FOR THE SUPPORT SERVICES DIVISION OF THE DEPARTMENT OF PUBLIC SAFETY**

**Whereas**, by letter dated January 28, 2025, the Commissioner of the Department of Public Safety has requested legislation authorizing the Department of Public Safety to purchase the RICi Livescan and Mugshot System Replacement from Data Works Plus for the total amount of Forty-Five Thousand Four Hundred Dollars (\$45,400.00); and

**Whereas**, the City of Mount Vernon recognizes the need to maintain a practical and fully operational fingerprinting and mugshot system for the Department of Public Safety's Support Services Division; and

**Whereas**, the current fingerprinting and mugshot capturing system is no longer fully functional due to its reliance on an outdated Windows 7 operating system, which presents operational inefficiencies and security vulnerabilities; and

**Whereas**, the Department of Public Safety has identified the RICi Livescan and Mugshot System Replacement from Data Works Plus as the necessary and suitable upgrade to ensure continued efficiency in fingerprinting and mugshot capture; and

**Whereas**, the new Record Management System (TYLER) requires proper configuration to transmit arrest data to the RICi Livescan Fingerprinting system, making the upgrade essential for seamless operations; and

**Whereas**, the total cost for the purchase and implementation of the RICi Livescan and Mugshot

System Replacement is Forty-Five Thousand Four Hundred Dollars (\$45,400.00), which shall be funded from Budget Code A3120.414 (Repairs to Plant & Equipment); and

**Whereas**, it is in the best interest of the City of Mount Vernon to authorize this purchase to ensure that the Department of Public Safety can continue to fulfill its obligations effectively and efficiently; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization.** The City Council authorizes the Department of Public Safety to purchase the RIC I Livescan and Mugshot System Replacement from Data Works Plus for the total amount of Forty-Five Thousand Four Hundred Dollars (\$45,400.00).

**Section 2. Funding.** The total cost of the purchase shall be allocated from Budget Code A3120.414 (Repairs to Plant & Equipment).

**Section 3. Implementation.** The Department of Public Safety is authorized to take all necessary actions to implement the purchase, installation, and configuration of the RIC I Livescan and Mugshot System Replacement to ensure seamless integration with the new Record Management System (TYLER).

**Section 4. Effective Date.** This Ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.



**DEPARTMENT OF PUBLIC SAFETY**

BUREAU OF POLICE  
ROOSEVELT SQUARE  
MOUNT VERNON, NY 10550  
(914) 665-2500

**DAVID GIBSON**  
COMMISSIONER

**JENNIFER LACKARD**  
DEPUTY COMMISSIONER of Reform

**MARCEL OLIFIER**  
CHIEF OF OPERATIONS

**SHAWYN PATTERSON - HOWARD**  
MAYOR

January 28, 2025

Honorable City Council Members  
City of Mount Vernon  
1 Roosevelt Square  
Mount Vernon, New York 10550

Subject: Request to Purchase RICI Livescan and Mugshot System Replacement (OGS P768771)

Dear Honorable Council Members,

The Department of Public Safety requests that the City Council **approve the request to purchase the RICI Livescan and Mugshot System Replacement from DataWorks Plus** for the Support Services Division in the amount of **\$45,400.00**.

The current system, which supports fingerprinting for new arrests and mugshot capturing, is no longer fully functional due to its reliance on an outdated Windows 7 operating system. In addition, our new Record Management System (TYLER) requires configuration to transmit arrest data to the RICI Livescan Fingerprinting system, necessitating an upgrade to the computer system. This replacement will ensure continued efficiency in fingerprinting and mugshot capture for our department.

The cost of **\$45,400.00** will be satisfied from **Budget Code A3120.414 (Repairs to Plant & Equipment)**. If this request meets the approval of your Honorable Body, please enact legislation granting this approval.

Sincerely,

David Gibson  
Commissioner of Public Safety

Cc: Mayor  
Law Department  
Comptroller



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
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VERNON, NEW YORK  
10550  
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**File #:** TMP -1202

**Agenda Date:** 2/11/2025

**Agenda #:** 20.

### Board of Estimate & Contract:

**RESOLVED**, that a resolution adopted by the City Council on February 11, 2025, and signed by the Mayor on February 11, 2025, the Establishment of Custodial Accounts for Property Development Projects - (22 W. First Street and the Boys and Girls Club); be, and the same is hereby approved.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE ESTABLISHMENT OF CUSTODIAL ACCOUNTS FOR PROPERTY DEVELOPMENT PROJECTS**

**Whereas**, by letter dated January 16, 2025, the President of the City Council has requested legislation authorizing the Office of the City Comptroller to establish custodial accounts for designated property development projects to ensure proper fund management and regulatory compliance; and

**Whereas**, the City of Mount Vernon is committed to ensuring the proper financial management and oversight of development projects within the city; and

**Whereas**, to facilitate an efficient and transparent process for managing funds associated with new development projects, it is necessary to establish custodial accounts within the Office of the City Comptroller; and

**Whereas**, these custodial accounts will serve as holding accounts until the developers of the respective projects complete their required presentations before the City Council, submit their applications, and reimburse any attorney fees associated with their developments; and

**Whereas**, the properties designated for these custodial accounts include:

- 22 West First Street
- Boys & Girls Club

**Whereas**, the establishment of these accounts will ensure compliance with city requirements, streamline the onboarding process, and facilitate a smoother transition for developers as they move forward with the City Council review process; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Purpose.** This ordinance authorizes the Office of the City Comptroller to establish custodial accounts for designated property development projects to ensure proper fund management and regulatory compliance.

**Section 2. Establishment of Custodial Accounts.** The Office of the City Comptroller is hereby authorized to establish custodial accounts for the following properties:

1. 22 West First Street
2. Boys & Girls Club

These accounts shall hold funds until the developers have completed their required presentations before the City Council, submitted their applications, and reimbursed the City for any attorney fees related to their projects.

**Section 3. Fund Management and Compliance.** The custodial accounts shall be managed under all applicable financial regulations and city requirements. The City Comptroller shall oversee the accounts to ensure transparency, accountability, and proper financial oversight.

**Section 4. Implementation.** This ordinance shall take effect immediately upon passage and approval under applicable laws and procedures. The Office of the City Comptroller is directed to take all necessary steps to establish and administer the custodial accounts as outlined herein.

**Section 5. Effective Date.** This Ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.



**CITY COUNCIL**  
**CITY OF MOUNT VERNON**  
ONE ROOSEVELT SQUARE  
MOUNT VERNON, NY 10550  
(914) 665-2352 · FAX (914) 668-6044

**CITY COUNCIL MEMBERS**

Danielle Browne, Esq., President  
Jaevon Boxhill  
Cathlin B. Gleason  
Edward Poteat  
Derrick Thompson

Nicole J. Bonilla, M.B.A.  
**DEPUTY CITY CLERK**

January 16, 2025

Honorable City Council Members  
City Of Mount Vernon  
1 Roosevelt Square  
Mount Vernon, NY 10550

Subject: Request to Establish Custodial Accounts for Property Projects

This letter respectfully requests that the City Council approve legislation to allow the Office of the City Comptroller to establish custodial accounts to support the management of funds for respective development projects. These custodial accounts will serve as a holding account until the developers of the project successfully completes their required presentation to the City Council, submits their applications, and reimburses attorney fees associated with their developments.

The property for the custodial account are as follows:

- **22 West First Street**
- **Boys & Girls Club**

The custodial accounts will be necessary to ensure proper management of funds and be in compliance with all city requirements. This measure will streamline the onboarding process for the project and facilitate a smoother transition once the developer is prepared to move forward with the City Council review process.

If this meets with the City Council's approval, I ask that the necessary legislation be enacted to reflect this request. Thank you for your attention to this matter.

Sincerely,

*Danielle Browne*

Danielle Browne, Esq.  
President  
Mount Vernon City Council



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
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VERNON, NEW YORK  
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**File #:** TMP -1145

**Agenda Date:** 1/22/2025

**Agenda #:** 21.

### **Board of Estimate & Contract:**

**RESOLVED**, that a resolution adopted by the City Council on February 11, 2025, and signed by the Mayor on February 11, 2025, authorizing the Conveyance of 0 Vernon Avenue, Mount Vernon, NY, to Myrtle Jones and to Authorize the Mayor to execute all necessary documents, (including but not limited to a deed of conveyance and any closing documents, to effectuate the transfer of the subject property to Myrtle Jones), and the same is hereby approved.

### **City Council:**

#### **AN ORDINANCE TO AUTHORIZE THE CONVEYANCE OF 0 VERNON AVENUE, MOUNT VERNON, NY, TO MYRTLE JONES AND TO AUTHORIZE THE MAYOR TO EXECUTE ALL NECESSARY DOCUMENTS**

**Whereas**, by letter dated January 10, 2025, the Corporation Counsel has requested legislation authorizing the conveyance of the vacant lot located at 0 Vernon Avenue, Mount Vernon, NY (Block 4047, Lot 12), to Myrtle Jones, the owner of the adjoining property at 286 McClellan Avenue; and

**Whereas**, Myrtle Jones purchased property at 286 McClellan Avenue, Mount Vernon, NY, in 2012, which shares the same Block and Lot number (Block 4047, Lot 12) with an adjoining vacant lot located at 0 Vernon Avenue; and

**Whereas**, due to an error by Ms. Jones's title company, Partners Abstract Corp., the back taxes for 286 McClellan Avenue were paid in 2014, but the taxes for the adjoining vacant lot were inadvertently omitted; and

**Whereas**, this error resulted in the City of Mount Vernon retaining title to the vacant lot at 0 Vernon Avenue despite the delinquent taxes being later paid in full by the title company; and

**Whereas**, the Real Estate Committee, at its September 29, 2023, meeting, reviewed this matter and recommended the transfer of 0 Vernon Avenue to Myrtle Jones to rectify the longstanding error; and

**Whereas**, this conveyance is not a real estate sale but rather a deed transfer to address the

administrative oversight and return the vacant lot to its rightful owner; and

**Whereas**, it is in the interest of justice and fairness for the City of Mount Vernon to complete this transfer without further delay; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization to Convey.** The City Council authorizes the conveyance of the vacant lot located at 0 Vernon Avenue, Mount Vernon, NY (Block 4047, Lot 12), to Myrtle Jones, the owner of the adjoining property at 286 McClellan Avenue.

**Section 2. Execution of Documents.** The Mayor of the City of Mount Vernon is hereby authorized and directed to execute all necessary documents, including but not limited to a deed of conveyance and any closing documents, to effectuate the transfer of the subject property to Myrtle Jones.

**Section 3. No Consideration.** This transfer is made at no additional cost to Myrtle Jones, as it is intended to correct an administrative oversight and not as a sale of real property.

**Section 4. Severability.** Suppose any clause, sentence, paragraph, section, or part of this Ordinance shall be adjudged by any court of competent jurisdiction to be invalid. In that case, such a judgment shall not affect, impair, or invalidate the remainder of this Ordinance. Still, it shall be confined to the clause, sentence, paragraph, section, or part thereof directly involved in the controversy in which such judgment shall have been rendered.

**Section 5. Effective Date.** This Ordinance shall take effect upon its approval by the Board of Estimate & Contract.



SHAWYN PATTERSON-HOWARD  
MAYOR

BRIAN G. JOHNSON  
CORPORATION COUNSEL

CITY OF MOUNT VERNON, NEW YORK  
DEPARTMENT OF LAW  
CITY HALL

ONE ROOSEVELT SQUARE, MOUNT VERNON, NY 10550  
(914) 665-2366 • FAX (914) 665-9142  
WWW.CI.MOUNT-VERNON.NY.US

DEPUTY CORPORATION COUNSEL  
JOHAN S. POWELL

SECOND DEPUTY CORPORATION COUNSEL  
CHRISTINE LOMBERT

ASSISTANT CORPORATION COUNSEL  
MILDRED MCQUIRE

January 10, 2025

Honorable Members of the City Council  
One Roosevelt Square  
Mount Vernon, New York 10550

*(Through the Office of the City Clerk)*

**Re: Request of the City Council to Approve the Conveyance of  
0 Vernon Avenue, Mount Vernon, an adjoining vacant lot to  
286 McClellan Avenue, Mount Vernon, to Myrtle Jones and to Authorize  
the Mayor to execute a deed and all required documents for the transfer**

Dear Honorable Members of the City Council:

I respectfully request that this Honorable Body approve an ordinance to convey 0 Vernon Avenue, Mount Vernon, an adjoining vacant lot to 286 McClellan Avenue, Mount Vernon, to Myrtle Jones and to authorize the Mayor to execute any closing documents necessary to effectuate the conveyance. This long-standing matter needs to be rectified as soon as possible.

Ms. Myrtle Jones has been waiting for several years for the City to transfer the subject lot to her after her Partners Abstract Corp., her title company, initially made an error with the redemption by only paying for the lot with the house on it, but not for the lot with the additional adjoining land. The confusion likely occurred because 286 McClellan Avenue (the part of the lot with the house) and 0 Vernon Avenue (the adjacent vacant lot) have the same Block and Lot numbers, Block 4047, Lot 12. Attached for your review are photographs showing both parcels, the one with the house on it and the vacant land lot.)

By way of background, as outlined in the attached letter from Partners Abstract Corp., Ms. Jones originally bought the property in 2012. In January 2014, she received a letter and in rem notice from the Comptroller's office regarding Block 4047 Lot 12. McClellan Avenue, On January 27, 2014, Partners Abstract remitted payment for the back taxes to avoid the foreclosure and passing of title to the City of Mount Vernon.

As the delinquent taxes for the block and lot were paid before the deadline of February 10, 2014, the property should have been redeemed back to Ms. Jones. However, while 286 McClellan Avenue was redeemed back to her, it was later discovered that the vacant lot was not returned to her. I understand this is because the title company paid the taxes for only part

of the block and lot and did not realize that even though there is one block and lot number, two parcels make up the same lot.

Once this error was noticed, the title company remedied the situation by paying the remaining taxes, and Ms. Jones has been waiting for the City to complete the transfer. This conveyance has been stalled for many reasons, including the former Comptroller refusing action and, thereafter, the City's other pressing priorities.

In 2023, I wrote a letter to the Real Estate Committee requesting that it make a recommendation to the City Council that this error be corrected by allowing the City to convey 0 Vernon Avenue, Mount Vernon, an adjoining vacant lot to 286 McClellan Avenue to Ms. Myrtle Jones.

At its September 29, 2023, meeting, the Real Estate Committee Meeting entertained my request and voted to recommend this proposed transfer. It should be noted that this is a deed transfer request due to an error and not a real estate property sale.

I respectfully request that this Honorable Body approve an ordinance to convey 0 Vernon Avenue, Mount Vernon, an adjoining vacant lot to 286 McClellan Avenue, Mount Vernon, to Myrtle Jones and to authorize the Mayor to execute any closing documents necessary to effectuate this conveyance. Please see the attached supporting documents for your review and consideration.

Sincerely,



Brian G. Johnson  
Corporation Counsel

Enclosures:

- (1) Photos of lot 286 McClennan Avenue and 0 Vernon Avenue
- (2) Real Estate Committee Meeting Minutes – September 29, 2023, item 9  
Record of the Real Estate Committee recommendation vote
- (3) November 2023 Letter from Corporation Counsel recommending Real Estate Committee vote along with supporting documentation

cc: Shawyn Patterson-Howard, Mayor  
Darren M. Morton, Comptroller  
Danielle Browne, City Council President



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
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VERNON, NEW YORK  
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**File #:** TMP -1216

**Agenda Date:** 2/18/2025

**Agenda #:** 22.

### Board of Estimate & Contract:

**RESOLVED**, that Resolution No. 14, adopted by this Board of Estimate & Contract on January 7, 2025, is hereby amended as follows:

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT		
<u>Position:</u>	<u>From:</u>	<u>To:</u>
Executive Secretary	\$60,000.00	\$63,500.00

and be it further,

**RESOLVED**, that this resolution shall take effect on January 1, 2025.



PLANNING & COMMUNITY DEVELOPMENT  
ONE ROOSEVELT SQUARE  
MOUNT VERNON, NEW YORK 10550  
PHONE: (914) 840-4029  
EMAIL: TGRAHAM-OUATTARA@CMVNY.COM

JAMES RAUSSE, FAICP, WEDG  
COMMISSIONER

February 13, 2025

VIA EMAIL:

Honorable Board of Estimate and Contracts Members  
City of Mount Vernon  
1 Roosevelt Square  
Mount Vernon, New York 10550

RE: Request for the Board of Estimate and Contracts to enact a salary amendment resolution to transfer \$3,500 from the Temporary Help budget line to the Executive Secretary salary line in the Department of Planning and Community Development 2025 Budget A8020.101 to a salary of \$63,500. For approval at the February 18<sup>th</sup>, 2025, Board of Estimates and Contracts meeting.

Honorable City Council Members:

I am writing to respectfully request for the Board of Estimate and Contracts to enact a salary amendment resolution to transfer \$3,500 from the Temporary Help budget line to the Executive Secretary salary line in the Department of Planning and Community Development 2025 Budget A8020.101 to a salary of \$63,500.

Currently, the Temporary Help budget line is vacant resulting in savings that will cover the requested transfer.

We thank the Board of Estimates for your support in addressing the needs in the city. I am available to address any questions or concerns you may have regarding this request.

Sincerely,

JAMES RAUSSE, FAICP, WEDG

cc: Mayor Shawyn Patterson-Howard  
Comptroller Darren M. Morton  
Malcolm Clark, Chief of Staff





# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

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**File #:** TMP -1217

**Agenda Date:** 2/18/2025

**Agenda #:** 23.

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**Board of Estimate & Contract:**

**A RESOLUTION AUTHORIZING THE  
SETTLEMENT OF THE CLAIM OF  
CARLON THOMPSON**

**WHEREAS**, on August 16, 2024, Carlon Thompson filed a Notice of Claim against the City of Mount Vernon, seeking \$10,539.71 in compensation for property damage to his 2018 Toyota Camry. The damage allegedly occurred on July 16, 2024, while he was traveling northbound on South 6th Avenue, when a DPW vehicle, pulling out of a parking spot, sideswiped his vehicle, causing damage to the driver's side front bumper and both the front and rear driver's side doors; and

**WHEREAS**, by letter dated February 13, 2025, the Corporation Counsel has recommended that the Board of Estimate & Contract approve the settlement of this claim for \$7,049.77; **NOW, THEREFORE, BE IT**

**RESOLVED**, that the claim of Carlon Thompson be settled in the amount of \$7,049.77, with said settlement hereby approved; and be it further

**RESOLVED**, that this sum shall be paid from Budget Code A1910.469 (Insurance - Claims) in the 2025 Budget.

**A RESOLUTION AUTHORIZING THE  
SETTLEMENT OF THE CLAIM OF  
CARLON THOMPSON**

**WHEREAS**, on August 16, 2024, Carlon Thompson filed a Notice of Claim against the City of Mount Vernon, seeking \$10,539.71 in compensation for property damage to his 2018 Toyota Camry. The damage allegedly occurred on July 16, 2024, while he was traveling northbound on South 6th Avenue, when a DPW vehicle, pulling out of a parking spot, sideswiped his vehicle, causing damage to the driver's side front bumper and both the front and rear driver's side doors; and

**WHEREAS**, by letter dated February 13, 2025, the Corporation Counsel has recommended that the Board of Estimate & Contract approve the settlement of this claim for \$7,049.77; **NOW, THEREFORE, BE IT**

**RESOLVED**, that the claim of Carlon Thompson be settled in the amount of \$7,049.77, with said settlement hereby approved; and be it further

**RESOLVED**, that this sum shall be paid from Budget Code A1910.469 (Insurance - Claims) in the 2025 Budget.

**APPROVED AS TO FORM**

**ADOPTED BY  
BOARD OF ESTIMATE  
AND CONTRACT**

\_\_\_\_\_  
Assistant Corporation Counsel

\_\_\_\_\_  
Clerk



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**File #:** TMP -1219

**Agenda Date:** 2/18/2025

**Agenda #:** 24.

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**Board of Estimate & Contract:**

**A RESOLUTION AUTHORIZING THE  
SETTLEMENT OF THE CLAIM OF  
JAMES MOORE**

**WHEREAS**, on October 22, 2024, James Moore filed a Notice of Claim against the City of Mount Vernon, requesting \$2,387.96 in compensation for property damage to his legally parked vehicle. The damage reportedly occurred on October 21, 2024, when a DPW sanitation vehicle struck his vehicle while it was legally parked in front of 122 North 3rd Avenue; and

**WHEREAS**, by letter dated February 13, 2025, the Corporation Counsel has recommended that the Board of Estimate & Contract approve the settlement of this claim for \$1,775.26; **NOW, THEREFORE, BE IT**

**RESOLVED**, that the claim of James Moore be settled in the amount of \$1,775.26, with said settlement hereby approved; and be it further

**RESOLVED**, this sum shall be paid from Budget Code A1910.469 (Insurance - Claims) in the 2025 Budget.

**A RESOLUTION AUTHORIZING THE  
SETTLEMENT OF THE CLAIM OF  
JAMES MOORE**

**WHEREAS**, on October 22, 2024, James Moore filed a Notice of Claim against the City of Mount Vernon, requesting \$2,387.96 in compensation for property damage to his legally parked vehicle. The damage reportedly occurred on October 21, 2024, when a DPW sanitation vehicle struck his vehicle while it was legally parked in front of 122 North 3rd Avenue; and

**WHEREAS**, by letter dated February 13, 2025, the Corporation Counsel has recommended that the Board of Estimate & Contract approve the settlement of this claim for \$1,775.26; **NOW, THEREFORE, BE IT**

**RESOLVED**, that the claim of James Moore be settled in the amount of \$1,775.26, with said settlement hereby approved; and be it further

**RESOLVED**, that this sum shall be paid from Budget Code A1910.469 (Insurance - Claims) in the 2025 Budget.

**APPROVED AS TO FORM**

\_\_\_\_\_  
Assistant Corporation Counsel

**ADOPTED BY  
BOARD OF ESTIMATE  
AND CONTRACT**

\_\_\_\_\_  
Clerk



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**File #:** TMP -1221

**Agenda Date:** 2/18/2025

**Agenda #:** 25.

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### Board of Estiamte & Contract:

**WHEREAS**, on June 10, 2020, HENDERSON CLARKE filed a Notice of Claim against the City of Mount Vernon (the “City”), seeking a sum of \$475,000, alleging, among other matters, the following: (1) illegal search and seizure; (2) false arrest and unlawful imprisonment; (3) malicious prosecution; (4) violation of the right to a fair trial; and (5) failure to intervene on July 23, 2019; and

**WHEREAS**, the City of Mount Vernon received service of a Federal Complaint on March 3, 2021; and

**WHEREAS**, by letter dated February 13, 2025, the Corporation Counsel has recommended the settlement of the above-mentioned claim for the amount of \$150,000.00; **NOW, THEREFORE, BE IT**

**RESOLVED**, that the claim of Henderson Clarke be settled for \$150,500, with said settlement hereby approved; and be it further

**RESOLVED**, this amount shall be paid from Code A1930.494 (Judgments & Settlements) in the 2025 Budget.

**WHEREAS**, on June 10, 2020, HENDERSON CLARKE filed a Notice of Claim against the City of Mount Vernon (the “City”), seeking a sum of \$475,000, alleging, among other matters, the following: (1) illegal search and seizure; (2) false arrest and unlawful imprisonment; (3) malicious prosecution; (4) violation of the right to a fair trial; and (5) failure to intervene on July 23, 2019; and

**WHEREAS**, the City of Mount Vernon received service of a Federal Complaint on March 3, 2021; and

**WHEREAS**, by letter dated February 13, 2025, the Corporation Counsel has recommended the settlement of the above-mentioned claim for the amount of \$150,000.00; **NOW, THEREFORE, BE IT**

**RESOLVED**, that the claim of Henderson Clarke be settled for \$150,500, with said settlement hereby approved; and be it further

**RESOLVED**, this amount shall be paid from Code A1930.494 (Judgments & Settlements) in the 2025 Budget.



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**File #:** TMP -1218

**Agenda Date:** 2/18/2025

**Agenda #:** 26.

### Board of Estimate & Contract:

**WHEREAS**, proceedings for the review of final tax assessments have been brought against the City of Mount Vernon for the reduction of the final assessed valuations as hereinafter set forth;

**WHEREAS**, the Mount Vernon City Charter, section 152, provides that the Corporation Counsel shall, whenever he considers that the interests of the City will be subserved thereby, enter into a written agreement subject to the approval of the Board of Estimate and Contract to compromise and settle any claim against the City; and

**WHEREAS**, upon the recommendation of the Corporation Counsel, this Board of Estimate and Contract deems it in the best interests of the City to settle said proceedings as hereinafter provided; NOW, THEREFORE, be it

**RESOLVED**, that the settlements of tax review proceedings for the reduction of tax assessments brought in the Supreme Court, Westchester County, by the hereinafter named petitioner against the Commissioner of Assessment and the Board of Assessment Review, which proceedings are filed under the Westchester County Clerk's Index Numbers as indicated, are hereby authorized and directed, and the following assessed valuations of the said properties for the respective years hereinafter set forth are hereby allowed, together with refunds of excess taxes paid hereinafter provided:

**INDEX NOS.:**63381/22  
65292/23

**PREMISES:** 107 Fourth Avenue, Mount Vernon

**PETITIONER:** RJR 1720 PROPERTIES LLC

**Map:** 165.78 **Block:** 3110 **Lot:** 40

Assessment Year (s)	Prior Total Assessment	Adjusted Total Assessment	Reduction	Tax to be Refunded by City
2022	\$5,000	\$3,015	\$1,985	\$923.80
2023	\$5,000	\$2,736	\$2,264	\$1,134.85
			<b>TOTAL:</b>	<b>\$2,058.65</b>

**TOTAL REFUND:** \$2,058.65 without costs and with interest, which interest shall be waived by petitioner if the refunds are paid within 90 days of the service of the judgment with notice of entry. Amount of refund based upon calculation and the assumptions that all taxes have been paid at the prior total assessment and all refunds will be paid within 90 days of service of the judgment with notice of entry. The amount to be actually refunded is subject to audit and approval of the Comptroller; and be it further

**RESOLVED**, that in each said case, the Commissioner of Assessment is hereby authorized, upon receipt of a certified copy of the proper judgment made by a Justice of the Supreme Court of the County of Westchester, and entered in the office of the Clerk of the County of Westchester, to correct the respective assessment roll or rolls in relation to the said respective properties of the abovementioned property owner to reflect the respective reduced assessments as hereinabove set forth and provided in said judgment; and be it further

**RESOLVED**, that in any of the said cases, upon receipt by the Corporation Counsel of the certified copy of the respective appropriate judgment or order signed by a Justice of the Supreme Court of said County, in said respective proceedings, directing the correction of the assessment or assessments involved on the roll or rolls for the designated year or years, and directing a refund the excessive taxes paid as stated above, and settling and discontinuing such proceeding, with prejudice, which said papers shall be satisfactory to the Corporation Counsel and upon receipt by the Comptroller is hereby authorized and directed to audit and allow and to draw a draft or drafts to the order of the said respective taxpayers or their attorneys who have paid said tax or taxes and are entitled to such refunds of the City taxes, without costs with interest which interest shall be waived by the petitioner if refunds as paid within 90 days of service of the judgment with notice of entry, and be it further

**RESOLVED**, that this Resolution shall take effect immediately.



**WHEREAS**, proceedings for the review of final tax assessments have been brought against the City of Mount Vernon for the reduction of the final assessed valuations as hereinafter set forth;

**WHEREAS**, the Mount Vernon City Charter, section 152, provides that the Corporation Counsel shall, whenever he considers that the interests of the City will be subserved thereby, enter into a written agreement subject to the approval of the Board of Estimate and Contract to compromise and settle any claim against the City; and

**WHEREAS**, upon the recommendation of the Corporation Counsel, this Board of Estimate and Contract deems it in the best interests of the City to settle said proceedings as hereinafter provided; NOW, THEREFORE, be it

**RESOLVED**, that the settlements of tax review proceedings for the reduction of tax assessments brought in the Supreme Court, Westchester County, by the hereinafter named petitioner against the Commissioner of Assessment and the Board of Assessment Review, which proceedings are filed under the Westchester County Clerk’s Index Numbers as indicated, are hereby authorized and directed, and the following assessed valuations of the said properties for the respective years hereinafter set forth are hereby allowed, together with refunds of excess taxes paid hereinafter provided:

**INDEX NOS.:**63381/22  
65292/23

**PREMISES:** 107 Fourth Avenue, Mount Vernon  
**PETITIONER:** RJR 1720 PROPERTIES LLC

Map: 165.78 Block: 3110 Lot: 40				
Assessment Year(s)	Prior Total Assessment	Adjusted Total Assessment	Reduction	Tax to be Refunded by City
2022	\$5,000	\$3,015	\$1,985	\$923.80
2023	\$5,000	\$2,736	\$2,264	\$1,134.85
			<b>TOTAL:</b>	<b>\$2,058.65</b>

**TOTAL REFUND: \$2,058.65** without costs and with interest, which interest shall be waived by petitioner if the refunds are paid within 90 days of the service of the judgment with notice of entry. Amount of refund based upon calculation and the assumptions that all taxes have been paid at the prior total assessment and all refunds will be paid within 90 days of service of the judgment with notice of entry. The amount to be actually refunded is subject to audit and approval of the Comptroller; and be it further

**RESOLVED**, that in each said case, the Commissioner of Assessment is hereby authorized, upon receipt of a certified copy of the proper judgment made by a Justice of the Supreme Court of the County of Westchester, and entered in the office of the Clerk of

the County of Westchester, to correct the respective assessment roll or rolls in relation to the said respective properties of the abovementioned property owner to reflect the respective reduced assessments as hereinabove set forth and provided in said judgment; and be it further

**RESOLVED**, that in any of the said cases, upon receipt by the Corporation Counsel of the certified copy of the respective appropriate judgment or order signed by a Justice of the Supreme Court of said County, in said respective proceedings, directing the correction of the assessment or assessments involved on the roll or rolls for the designated year or years, and directing a refund the excessive taxes paid as stated above, and settling and discontinuing such proceeding, with prejudice, which said papers shall be satisfactory to the Corporation Counsel and upon receipt by the Comptroller is hereby authorized and directed to audit and allow and to draw a draft or drafts to the order of the said respective taxpayers or their attorneys who have paid said tax or taxes and are entitled to such refunds of the City taxes, without costs with interest which interest shall be waived by the petitioner if refunds as paid within 90 days of service of the judgment with notice of entry, and be it further

**RESOLVED**, that this Resolution shall take effect immediately.